nFORM 2.0
Information, Family Outcomes, Reporting, and Management

Leveraging nFORM Data on Economic Stability

HMRF grant recipients can provide a range of economic stability services to help improve outcomes for their clients. Fatherhood FIRE grant recipients are required by ACF to provide such services; FRAMEWorks and READY4Life programs are encouraged to provide them as well. Grant recipients use nFORM to document the economic stability services they provide and the related characteristics and outcomes of their clients. This tip sheet highlights the types of economic stability data collected in nFORM and the tools programs can use to monitor and identify opportunities for improving these services and outcomes. More information can be found in the July 2023 nFORM office hour session's recording and slides. If you have any questions after reviewing this tip sheet, contact the nFORM 2.0 help desk by either submitting a ticket through the help tab of nFORM or emailing us at nform2helpdesk@mathematica-mpr.com. We are happy to help!

Client surveys

The Applicant Characteristics (ACS), Entrance, and Exit surveys collect information on clients' characteristics at enrollment and their outcomes at both program entry and exit. The ACS includes numerous questions about clients' financial well-being including household receipt of assistance, current living situation, educational status, employment status and barriers, recent earnings, and health insurance coverage. The ACS also asks clients why they enrolled in the program, including to find a job or a better job.

The Fatherhood FIRE and FRAMEWorks Entrance and Exit surveys include questions about job and career advancement such as resume and job search skills, knowledge, and confidence; whether a client has a checking/savings account; and whether they have trouble paying bills. The Exit survey asks additional questions related to economic stability including education and earnings status, barriers to employment, and whether the client thought the program was helpful for their financial well-being. Since Fatherhood FIRE grant recipients are required to provide economic stability services, those Entrance and Exit surveys include more questions on economic stability than FRAMEWorks surveys. By reviewing changes over time in economic stability data, programs can understand how clients may be benefitting from their services.

Which nFORM data tools include client survey data related to economic stability?

➢ **PPR Sections C-01.5 (Primary Reason Applicant Chose to Enroll in the Program), C-02 (Applicant Characteristics) and C-09 (Participant Outcomes):** Review the rate of and average responses to ACS, Entrance, and Exit survey questions.
➢ **Query Tool Applicant Characteristics and Client Outcomes tabs**: Filter by employment status on the Applicant Characteristics tab. Review Entrance and Exit survey outcomes related to economic stability on the Client Outcomes tab, and drill down further by using the employment status filter.
➢ **Data Export:** Access all client-level survey data on the **Survey Response data tab**.

Individual services

When providing service contacts and referrals, programs can discuss and record in nFORM career planning, employment resources, employment/job readiness, financial counseling, job search assistance, licensure/certification, resume development, and other services. Details can be captured in case notes. Grant recipients can also record in nFORM any employment-related program supports provided to clients. Review nFORM data to identify trends in service contacts, referrals, and program supports and to determine whether additional economic stability services may be needed to help improve clients' outcomes.

Which nFORM data tools include information on individual services related to economic stability?

➢ **PPR Sections C-06 (Referrals), C-02 (Applicant Characteristics) and C-09 (Participant Outcomes):** Review rate of and average responses to ACS, Entrance, and Exit survey questions.
➢ **Query Tool Individual Services tab**: On the "Client Issues/Needs and Referrals" view, review most common client issues/needs and referrals to understand the prevalence of economic stability topics.
➢ **Data Export:** Review all information entered into nFORM on each type of service except for case notes on the **Service Contacts, Referrals,** and **Incentives/Program Supports tabs**.

Workshop setup and attendance

Grant recipients can set up workshops that include activities and elements and curricula related to economic stability. Fatherhood FIRE grant recipients can select "economic stability" as one of the activities offered in a workshop; FRAMEWorks and READY4Life programs can select "financial management" or "job and career advancement" elements.* Grant recipients also record in nFORM all curricula offered during a workshop. Programs can analyze participation in workshops that offer economic stability content along with client outcomes to understand how clients may benefit from these workshops.

Which nFORM data tools include information on workshops with economic stability-related content?

➢ **QPR Section B-02.2a and PPR Section C-04.2a (Attendance at workshops):** Review attendance in workshops that offer economic stability activities, elements, or curricula.
➢ **Query Tool All Workshops and Primary Workshops tabs**: Filter by workshops that offer economic stability activities, elements, or curricula.
➢ **Series Session Attendance operational report:** To generate the report, filter by workshops that offer economic stability activities, elements, or curricula.
➢ **Data Export:** The **Workshop Characteristics tab** includes relevant activities, elements, and curricula by workshop; the **Session Attendance tab** provides client-level data on attendance.

Program-level data

Each quarter, grant recipients complete the Program Operations survey; responses are reported in the quantitative section of the QPR/PPR. The survey includes questions on client referrals from and recruitment at employment assistance centers or one-stops; it also includes questions about employment specialists on staff, including their gender, race, ethnicity, level of education, experience, training, and supervision. In the quarterly progress narrative, grant recipients describe program challenges and successes to add context to the quantitative measures. Programs can also use their service provider directories to document which organizations provide economic stability services allowable with HMRF funding.

Which nFORM data tools include program-level information on economic stability services?

➢ **QPR Section B-03 and PPR Section C-05 (Quality Assurance and Monitoring):** Review Program Operations survey responses on employment specialists (if on staff).
➢ **PPR Section C-01 (Recruitment):** Review the count of employment assistance centers, one-stops, and other agencies providing economic stability services that provided client referrals to the program.
➢ **QPR/PPR Progress Narrative (Section B-01):** Describe challenges, successes, and additional context on the program's employment services and partners, subsidized employment program elements (if offered), and client characteristics and outcomes related to economic stability.
➢ **Data Export:** The **Service Providers tab** includes all service provider information entered into nFORM; the **Program Operations Survey tab** provides all survey responses.