

nFORM navigators: Grantee panel on using nFORM for program monitoring

April 9th, 2024
nFORM 2.0 Team
Mathematica

OFFICE OF FAMILY ASSISTANCE

An Office of the Administration for Children & Families



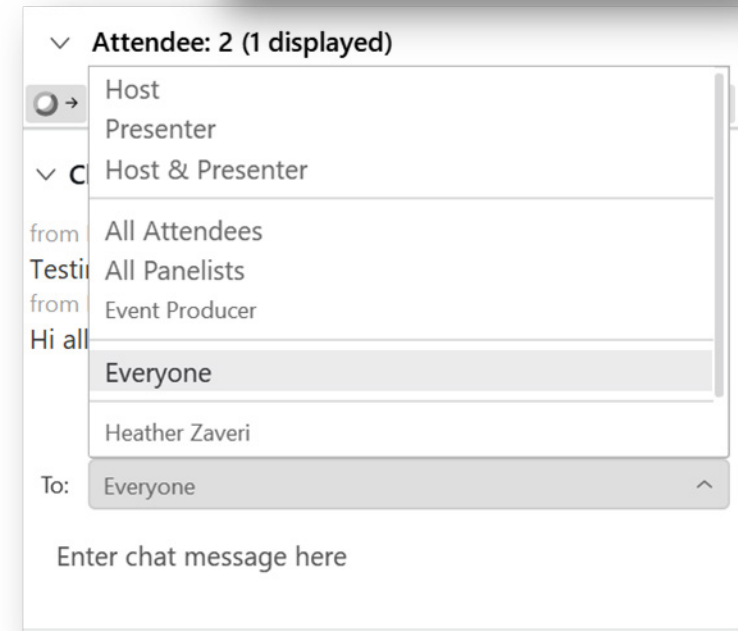
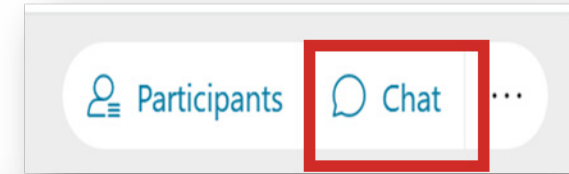
OPRE





Housekeeping

- / Use the chat to ask questions
- / Click on the link in the chat to access closed-captioning





REMINDERS:

- / Never text or email personally identifiable information (PII) like client names – *including to the help desk***
 - Only refer to clients in emails by their client ID number
- / Never take screenshots of client PII from nFORM**
- / Everyone who interacts with client data should:**
 1. Watch the Keeping Data Secure training video on the resources site
 2. Review the Performance Measures and Data Collection Logistics Manual on the resources site for more information on keeping data secure



Today's agenda

- / Reminder: Updated progress narrative template**
- / Panel discussion on approaches to using nFORM for program monitoring**
 - Family and Workforce Centers of America
 - University of Maryland
 - Auburn University
- / Announcements**
- / nFORM Q&A**



Reminder: Updated progress narrative template



QPR and PPR progress narrative template update

- / New question on equity-related activities that took place during the reporting period added to both the HM and RF versions of the QPR/PPR progress narrative templates**
- / Grantees must use the updated version to submit all remaining quarterly reports, including the first grant year 4 PPR due on April 30, 2024**
- / Updated versions of all templates available in nFORM and the HMRF Grantee Resources site**



Access the Word and updated PDF versions of the progress narrative templates

- / If applicable, archive older narrative templates to avoid using the outdated version**
- / Option to download a Word template from the HMRF Grantee Resources site to enter responses**
- / Before uploading to Grant Solutions, grantees must save the file as a PDF**
- / Grantees can now also open the PDF versions of the template by clicking on the link**
 - Users no longer need to save the file first to their computer to access the template



Updated PDF versions of the narrative templates available under the Reports tab in nFORM

The screenshot shows the nFORM 2.0 interface. At the top, the logo reads "nFORM 2.0 Information, Family Outcomes, Reporting, and Management". Navigation icons include Clients, Workshops, Service Providers, Reports (highlighted with a red box), Settings, and Help. Below this is a dark blue navigation bar with "QPR/PPR" (highlighted with a red box), Operational Reports, Query Tool, and Data Export. The main content area is titled "QPR/PPR" and features a "Download Narrative Template" button. Below this button, two links are listed: "QPR Progress Narrative Template" and "PPR Progress Narrative Template", both with document icons. A red arrow points from the left towards these links.



Updated narrative templates also available on the HMRF grant resources site

RF QPR/PPR and Progress Narrative Templates

These are PDFs and Word versions of the HM QPR and PPR quantitative data and progress narrative templates. If using the narrative Word template, it must be converted to a PDF by clicking "File", then "Save As", then selecting "PDF" from the drop-down menu of available file formats. Only PDF versions of the completed progress narrative can be uploaded into Grant Solutions. When accessing either the Word or PDF narrative templates, download and save the file to your computer with the reporting date included. For example, if you are submitting the Grant Year 4 PPR, it is recommended to save the file with "10.30.2024" in the file name.

Resource Date: Dec 2023

- [View RF QPR PDF](#)
- [View RF QPR Narrative PDF](#)
- [View RF QPR Narrative Word Doc](#)
- [View RF PPR PDF](#)
- [View RF PPR Narrative PDF](#)
- [View RF PPR Narrative Word Doc](#)

HM QPR/PPR and Progress Narrative Templates

These are PDFs and Word versions of the HM QPR and PPR quantitative data and progress narrative templates. If using the narrative Word template, it must be converted to a PDF by clicking "File", then "Save As", then selecting "PDF" from the drop-down menu of available file formats. Only PDF versions of the completed progress narrative can be uploaded into Grant Solutions. When accessing either the Word or PDF narrative templates, download and save the file to your computer with the reporting date included. For example, if you are submitting the Grant Year 4 PPR, it is recommended to save the file with "10.30.2024" in the file name.

Resource Date: Dec 2023

- [View HM QPR PDF](#)
- [View HM QPR Narrative PDF](#)
- [View HM QPR Narrative Word Doc](#)
- [View HM PPR PDF](#)
- [View HM PPR Narrative PDF](#)
- [View HM PPR Narrative Word Doc](#)



Panel discussion: Using nFORM for program monitoring



Family and Workforce Centers of America (FWCA): Diana Gebben and Annie Wolter

- / **READY4Life program located in St. Louis, MO**
- / **Serve low-income, high-risk youth (ages 14-19) in local high schools**
- / **Offer a 20-hour primary workshop and individual services**
 - Workshop curricula include Love Notes 3.0, Money Habitudes, and Winning the Workplace Challenge





University of Maryland: Sarah Fritz

- / **FRAMEWorks program located in College Park, MD**
- / **Serves low-income couples (ages 18+) living in Maryland's Prince George and Montgomery counties**
- / **Offer a 14-hour primary workshop and individual services**
 - Use the TOGETHER curriculum, which is a couples model to enhance relationships and economic stability

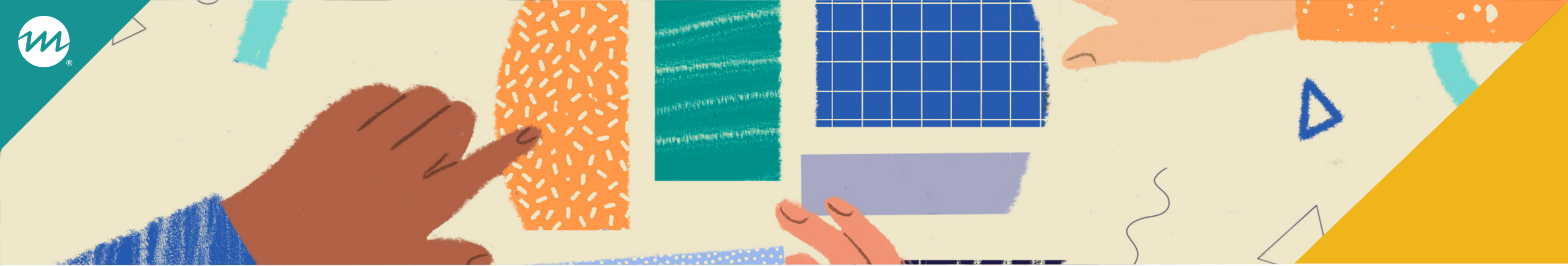




Auburn University (R4L): Dejah Perrier

- / **READY4Life program located in Alabama**
- / **Serves youth grades 9-12 (ages 14-17) in low resource, underserved communities**
- / **Offer a 12-hour primary workshop**
 - Workshop curricula include Mind Matters, Money Habitudes, and Relationship Smarts PLUS

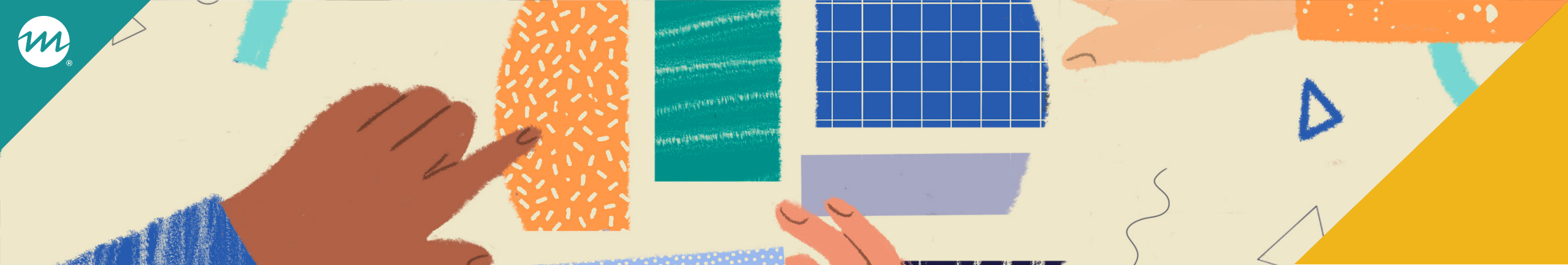




What is your process for ensuring that data is collected and entered into nFORM in a timely and consistent manner?

How do you document data collection plans and train staff on them?





Which data tools are most useful for program monitoring?

How do you share and discuss nFORM data with your team?





Tell us one or two examples of how you have used nFORM to identify and track progress on a challenge or question of interest.





FWCA - Zip Code Map

FWCA R4L Y4 S1 zip codes

	A	B	C
1	FWCA Y4 S1 Zip Codes	# Clients / zip code	
2	63136	159	
3	63135	97	
4	63134	30	
5	63137	30	
6	63121	11	
7	63031	10	
8	63106	10	
9	63115	8	
10	63104	7	
11	63112	7	
12	63033	6	
13	63111	6	
14	63113	6	
15	63118	6	
16	63107	5	
17	63116	5	
18	63120	5	
19	63147	5	
20	63108	2	

List of schools served for maps

A	B
FWCA R4L School Sites	Address



FWCA - Zip Code Map (continued)

Search Google Maps

Year 4 FWCA R4L zip codes experiment

- R4L Service Sites.xlsx
 - Clyde C Miller Academy High School
 - Jennings High School
 - Riverview Gardens High School
 - Soldan International Studies High School
 - McCluer High School
- LESS
- McCluer HS
 - All items
- Jennings HS
 - All items

Layers

Map data ©2024 Google



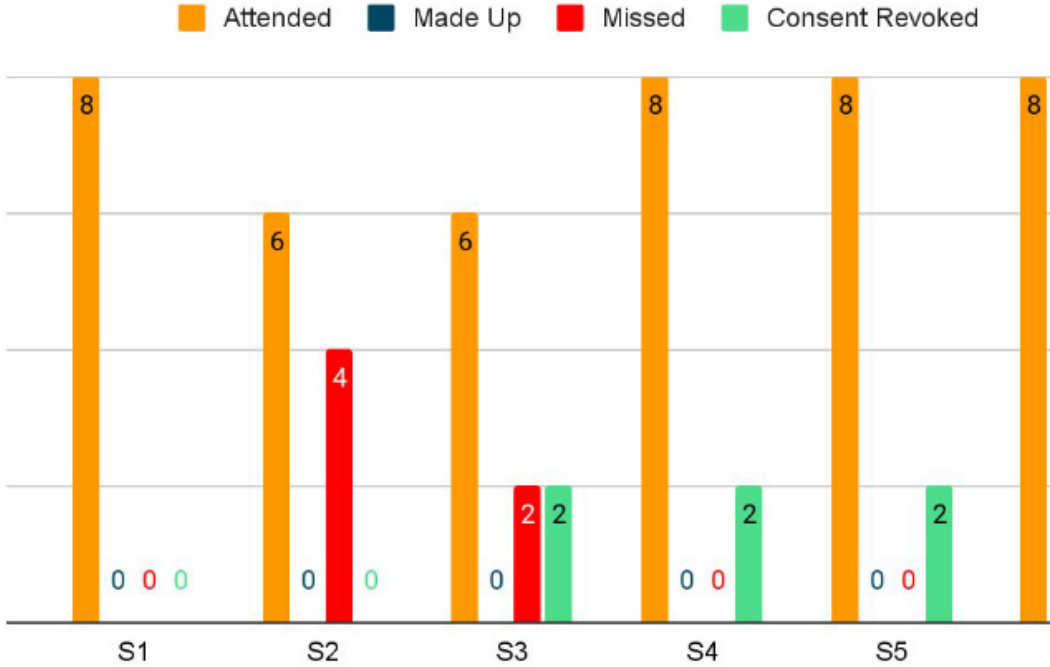
University of Maryland – Attendance Spreadsheet

1	Participant ID	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	# Sessions Attended In Person	# Sessions Attended as Made Up	# Sessions Missed	# Sessions Consent Revoked
2	OL105 ENG	9/6/2023	9/13/2023	09/20/2023	09/27/2023	10/4/2023	10/11/2023				
3	1 11303110	Yes	Yes	Yes	Yes	Yes	Yes	6			
4	2 11303123	Yes	Yes	Yes	Yes	Yes	Yes	6			
5	3 11303149	Yes	Yes	Yes	Yes	Yes	Yes	6			
6	4 11303152	Yes	Yes	Yes	Yes	Yes	Yes	6			
7	5 11303178	Yes	Made Up	Yes	Yes	Yes	Yes	5	1		
8	6 11303217	Yes	Made Up	Yes	Yes	Yes	Yes	5	1		
9	7 11303233	Yes	Yes	Made Up	Yes	Yes	Yes	5	1		
10	8 11303246	Yes	Yes	Made Up	Yes	Yes	Yes	5	1		
11	9 11307789	No	No/CR	CR	CR	CR	CR			2	4
12	10 11307792	No	No/CR	CR	CR	CR	CR			2	4
13					Perfect Attendance:		8	44	4	4	8
14							8				



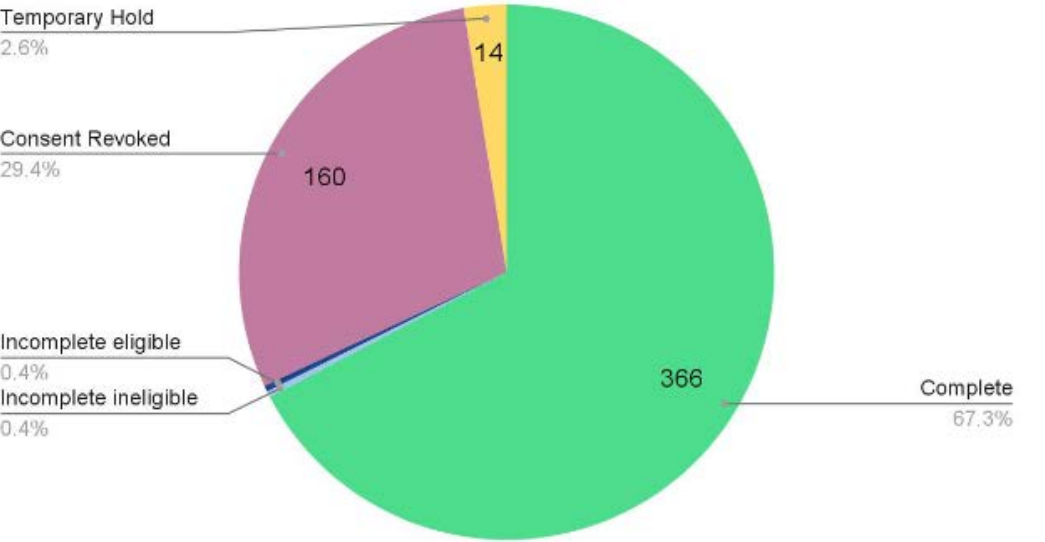
University of Maryland – Attendance and Survey Data

.105 Attendance Report



Year 3 Survey Completion Report: **Exit Survey**

Year 3 Exit Survey Completion



reported per individual.



We're so close!!
Just keep
running!!

Full AYRE Impact Study Enrollment

NP/CE	Target #	Actual #	Left to Enroll	% of Target Met
NP	1680	1624	56	97%
CE	2520	2411	109	96%
TOTAL	4200	4035	165	96%

PY3 AYRE Enrollment & Survey Completion Report: June 2023

	Program Enrollment & Completion					LIE Enrollment			LIE Survey Completion		
	Program Enrollment Target	Program Enrolled Youth (% of Program Target)	Program Completed Target	Program Completed Youth (% of Completed Target)	Retention Rate (% of program completed/program enrolled)	LIE Enrollment Target	LIE Enrolled Youth (% of LIE Target)	IC Return Rate (% of Program Enrolled)	Baseline Survey (% of LIE Enrolled)	Post-Program Survey (% of LIE Enrolled)	6-Month Survey (% of LIE Enrolled)
Fall 2022	213	208/213 (98%)	160	194/160 (121%)	194/208 (93%)	149	142/149 (95%)	68%	90%	77%	31% ¹
Spring 2023	212	159/212 (75%)	160	142/160 (89%)	142/159 (89%)	149	104/149 (70%)	65%	79%	63%	68% ²
Acad. Yr. 22-23	425	367/425 (86%)	320	336/320 (105%)	336/367 (92%)	298	246/298 (83%)	67%	85%	71%	50% ³

It's helpful to compare your site numbers with the overall AYRE [numbers](#)

Overall AYRE											
	Program Enrollment & Completion					LIE Enrollment			LIE Survey Completion		
	Program Enrollment Target	Program Enrolled Youth (% of Program Target)	Program Completed Target	Program Completed Youth (% of Completed Target)	Retention Rate (% of program completed/program enrolled)	LIE Enrollment Target	LIE Enrolled Youth (% of LIE Target)	IC Return Rate (% of Program Enrolled)	Baseline Survey (% of LIE Enrolled)	Post-Program Survey (% of LIE Enrolled)	6-Month Survey (% of LIE Enrolled)
Fall 2022	1000	1450/1000 (145%)	750	1175/750 (157%)	1175/1450 (81%)	700	1053/700 (150%)	73%	83%	73%	61% ¹
Spring 2023	1000	1115/1000 (112%)	750	1042/750 (139%)	1042/1115 (93%)	700	818/700 (117%)	73%	79%	78%	64% ²
Acad. Yr. 22-23	2000	2565/2000 (128%)	1500	2218/1500 (148%)	2218/2565 (86%)	1400	1871/1400 (134%)	73%	81%	75%	63% ³

¹ T3 survey completion rate is for Spring 2022 youth who completed T3 survey in Fall 2022

² T3 survey completion rate is for Fall 2022 youth who completed T3 survey in Spring 2023

³ T3 survey completion rate is for Spring 2022 & Fall 2022 youth [combined](#)

PY3 AYRE Enrollment & Survey Completion Report: June 2023

Spring 2023 Stats by High School					
	Program Enrollment	LIE Enrollment		LIE Survey Completion	
	Program Enrolled Youth	LIE Enrolled Youth	IC Return Rate <i>(% of Program Enrolled)</i>	Baseline Survey <i>(% of LIE Enrolled)</i>	Post-Program Survey <i>(% of LIE Enrolled)</i>
High School #1	76	59	78%	47 (80%)	43 (73%)
High School #2	83	45	54%	35 (78%)	22 (49%)



**Let's turn to questions from our
other office hours attendees...**



What are your questions for today's panel members?

- / Enter your questions into the chat, or let us know if you would like to ask aloud!**
- / Please specify if your question is for a particular grantee or for all panel members**



What other topics should we cover in future grantee panels?

/ **For example...**

- Providing initial and ongoing training to staff on data collection, entry, and monitoring
- Using statistical and data visualization software to analyze nFORM data
- Sharing summary information from nFORM with partners and the community

/ **Enter your suggestions into the chat or aloud**



Announcements



Reminder about grant year 5 enrollment and participation targets

- / **Review the March nFORM office hours presentation slides and recording for information on:**
 - Monitoring current grant year enrollment and primary workshop participation targets
 - Identifying grant year 5 targets
 - Including grant year 5 targets in NCC applications
- / **Remember to reach out to your FPS with any questions about your grant year 5 application**
- / **March tutorial also covered monitoring for potential disparities in survey response data**



Save the date for upcoming office hours

- / **CQI office hours on Tuesday, April 23 from 2-3pm ET**
- / **nFORM office hours on Tuesday, May 14 from 2-3pm ET**
 - Grantee panel on using nFORM for program monitoring (continued)





Questions?

