

# nFORM navigators: Grantee panel on using nFORM for program monitoring

May 14<sup>th</sup>, 2024  
nFORM 2.0 Team  
Mathematica

**OFFICE OF FAMILY ASSISTANCE**

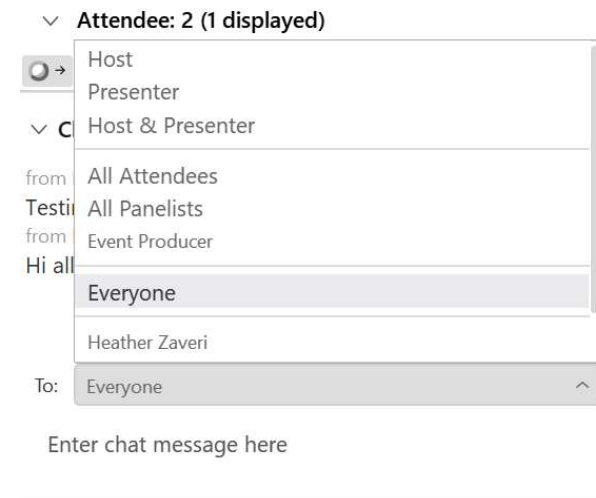
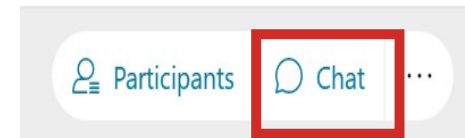
An Office of the Administration for Children & Families





# 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

- / OMB expiration date update**
- / Updated QPR progress narrative templates**
- / Panel discussion on using nFORM for program monitoring**
  - Zepf Center
  - Youth and Family Services, Inc.
- / Announcements**
- / nFORM Q&A**



# OMB expiration date update



# OMB expiration date update

- / ACF received OMB approval to continue HMRF data collection and reporting through March 31, 2027**
- / OMB expiration date on all HMRF surveys and quarterly reports has been updated to reflect the new date**
- / Updated within nFORM and on the HMRF Grant Resources site**





# Updated English and Spanish client surveys

/ **If offering paper surveys to clients, begin using surveys with updated OMB expiration date**

OMB No.: 0970-0566  
Expiration Date: 3/31/2027

## **Applicant Characteristics Survey**

*Healthy Marriage and Responsible Fatherhood Programs*

OMB No.: 0970-0566  
Expiration Date: 03/31/2027

## **Encuesta de antecedentes del solicitante**

*Programas de Matrimonio Sano/Paternidad Responsable*



# Survey PDFs available on Grant Resources site



nFORM 2.0 RESOURCES   CQI RESOURCES   INTERACTIVE SNAPSHOTS

<b>Detailed Instructions</b> <ul style="list-style-type: none"><li>This manual provides step-by-step instructions for using nFORM. <a href="#">nFORM 2.0 User Manual</a></li><li>This manual describes best practices for collecting data with nFORM. <a href="#">Performance Measures and Data Collection Logistics Manual</a></li><li>This is a PDF of privacy information to provide to clients. <a href="#">View Privacy Statement</a></li></ul>	<b>Data Dictionary</b> <ul style="list-style-type: none"><li>This document provides the record layout for the data fields that are included in the data export from nFORM. <a href="#">View Data Dictionary</a></li></ul> <b>Training Video</b> <ul style="list-style-type: none"><li>This training video describes best practices to follow to keep data secure. <a href="#">Keeping Data Secure</a></li></ul>
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### Refine results

Contains any of these word

Enter a search item

APPLY   RESET

Type

- Office Hours/Webinars (27)
- Tip Sheets (17)
- Detailed Guidance (10)
- Training Videos (10)
- Template/Tool (5)
- Data Dictionary (1)
- (-) Surveys (7)

Topic

- Surveys (7)

### Search for nFORM Resources

(-) Surveys

Sort by  Newest

Displaying 1 - 7 of 7

- [Program Operations Survey](#)**

This is a PDF of the Program Operations Survey, which is submitted by site administrators as part of the process for completing the QPR or PPR.

Apr 2021
- [Applicant Characteristics Survey](#)**

This is a PDF of the Applicant Characteristics Survey completed by all HMRF clients.

Apr 2021
- [HM Youth Entrance/Exit Surveys](#)**

These are PDFs of the Entrance and Exit Surveys completed by HM Youth.

Apr 2021
- [HM Adults Entrance/Exit Surveys](#)**

These are PDFs of the Entrance and Exit Surveys completed by HM Adults.

Apr 2021







# Updated QPR progress narrative templates



## QPR progress narrative template update

### / **New question on “good news” stories added to HM and RF versions of the QPR progress narrative templates**

- New question is in Section A-02 on Major Activities and Accomplishments
- Question is only on the QPR progress narrative, not the PPR
- Grantees must use new template for all remaining QPRs, starting with QPR due on July 30, 2024

### / **Updated versions of templates available in nFORM and the HMRF Grant Resources site**

Remember to save the file by clicking “Save” or “Save as” to retain fillable PDF functionality



# QPR progress narrative question on “good news” stories

## 8. Share “Good News” Stories

Please describe any inspiring stories or experiences participants or staff have shared related to participation in this program. OFA will use this information to gain a greater qualitative understanding of how HMRP programs influence participants and staff. These stories may be shared to newsletters, social media, other stakeholders, and ACF leadership. If your story is selected for dissemination you may be contacted to provide additional information.

**/ Do not include any client PII—such as client names—in your grant’s response**



# Updated fillable PDF version of narrative templates available under nFORM Reports tab



## QPR/PPR





# Updated PDF and Word templates also available on 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](#)

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[View HM PPR PDF](#)

[View HM PPR Narrative PDF](#)

[View HM PPR Narrative Word Doc](#)



# Panel discussion: Using nFORM for program monitoring



# Zepf Center: Justin Koralewski and Rebecca McCloskey

- / **Fatherhood FIRE program located in Northwest Ohio**
- / **Serve low-income fathers (ages 18+)**
- / **Offer a 32-hour primary workshop and individual services**
  - Workshop curricula include Nurturing Fathers





# Youth and Family Services (FRAMEWorks): Nikkole Abbas and Bob Ketchum

- / **FRAMEWorks program located in Rapid City, SD**
- / **Serves adults (ages 18+) in 29 counties across western South Dakota**
- / **Offer a 12-hour primary workshop and individual services**
  - Uses Active Relationship for Adults curriculum







**What are some common questions that grant staff have about nFORM?**

**On what topics or for what reasons do you tend to offer nFORM refresher trainings?**

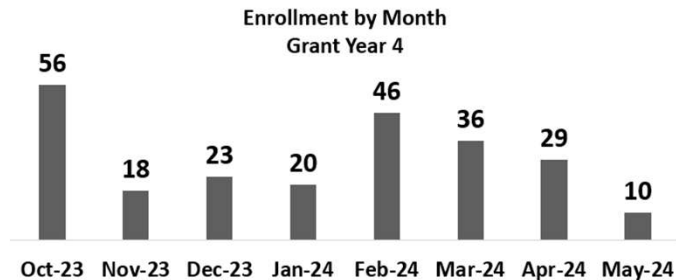




# Zepf Center example: Enrollment and service contacts

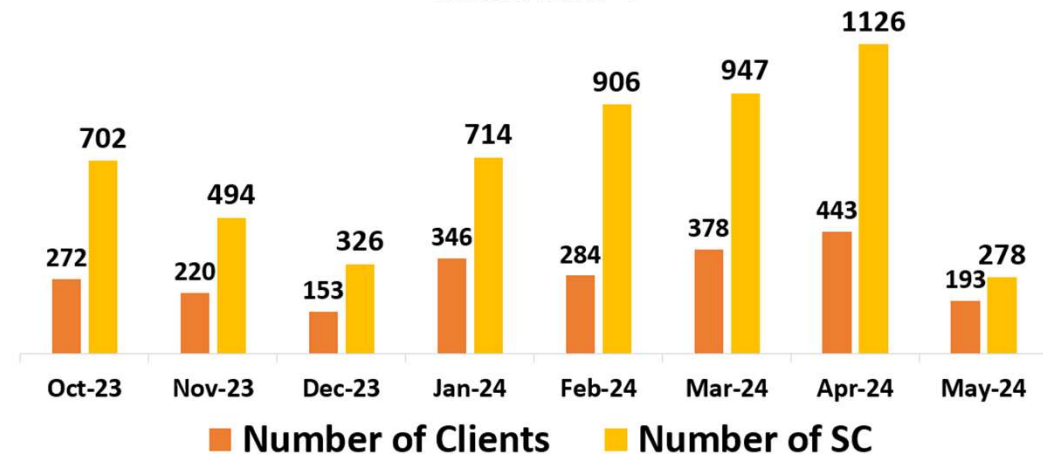
## Enrollment – Monday, May 13, 2024

Percent of Target Enrollment of the Current Grant Year		
	Client #	Percent
Current enrollment	237	133.1%
Enrollment # over target (175)	+62	



**90.6%**  
↑ .7% from last week  
**Fatherhood Attendance Rate**

## Overall Service Contacts by Month Grant Year 4





# Zepf Center example: monitoring facilitator check-ins

	A	D	E	AY	AZ	BA	BB
	Workshop	Workshop Start Date	Workshop End Date	Exit Survey nFORM Milestone	Days Remaining/Past	Check-in Date w/ Faciliator	✓
30	Cohort 29	2/6/2023	3/20/2023	11/10/2023	Days past: 182		
31	Cohort 30	3/6/2023	4/17/2023	12/8/2023	Days past: 154		
32	Cohort 31	3/14/2023	4/23/2023	12/16/2023	Days past: 146		
33	Cohort 32	3/22/2023	5/3/2023	12/24/2023	Days past: 138		
34	Cohort 33	4/24/2023	6/5/2023	1/26/2024	Days past: 105		
35	Cohort 34	5/8/2023	6/21/2023	2/9/2024	Days past: 91		
36	Cohort 35	5/9/2023	6/20/2023	2/10/2024	Days past: 90		
37	Cohort 36	6/7/2023	7/19/2023	3/10/2024	Days past: 61		
38	Cohort 37	6/19/2023	7/31/2023	3/22/2024	Days past: 49		
39	Cohort 38	7/6/2023	8/17/2023	4/8/2024	Days past: 32		
40	Cohort 39	7/26/2023	9/6/2023	4/28/2024	Days past: 12		
41	Cohort 40	8/15/2023	9/26/2023	5/18/2024	Days remaining: 8		
42	Cohort 41	8/15/2023	9/26/2023	5/18/2024	Days remaining: 8		
43	Cohort 42	8/22/2023	10/3/2023	5/25/2024	Days remaining: 15		
44	Cohort 43	10/3/2023	11/14/2023	7/6/2024	Days remaining: 57		
45	Cohort 44	10/10/2023	11/21/2023	7/13/2024	Days remaining: 64		
46	Cohort 45	10/23/2023	12/4/2023	7/26/2024	Days remaining: 77		
47	Cohort 46	10/24/2023	12/7/2023	7/27/2024	Days remaining: 78		
48	Cohort 47	12/12/2023	12/7/2023	9/14/2024	Days remaining: 127		
49	Cohort 48	12/19/2023	1/30/2023	9/21/2024	Days remaining: 134		
50	Cohort 49	2/13/2024	3/26/2024	11/16/2024	Days remaining: 190		
51	Cohort 50	2/13/2024	3/26/2024	11/16/2024	Days remaining: 190		
52	Cohort 51	2/27/2024	4/9/20214	11/30/2024	Days remaining: 204		
53	Cohort 52	4/2/2024	5/14/2024	1/4/2025	Days remaining: 239		
54	Cohort 53	4/2/2024	5/14/2024	1/4/2025	Days remaining: 239		
55	Cohort 54						



**What nFORM data tools do you use most often?**

**How do you disseminate information from nFORM to your partners and the community?**





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



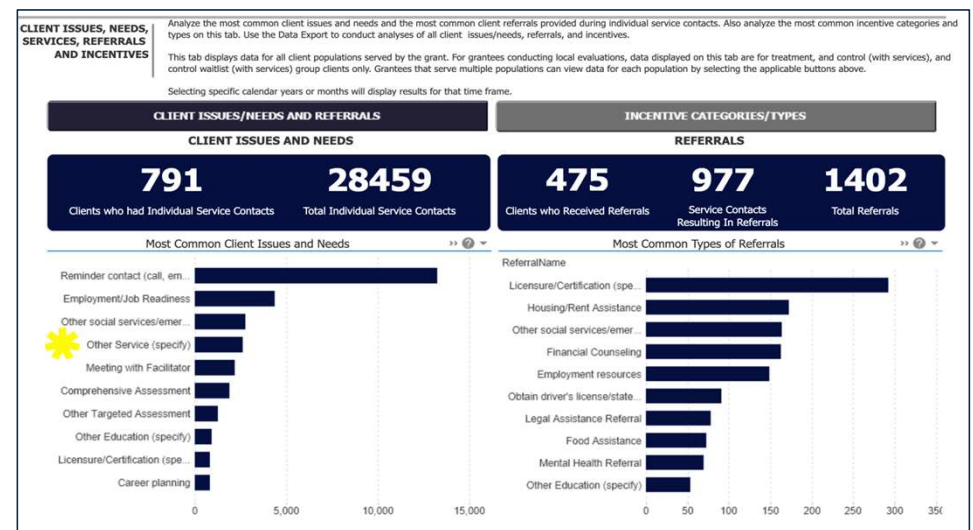
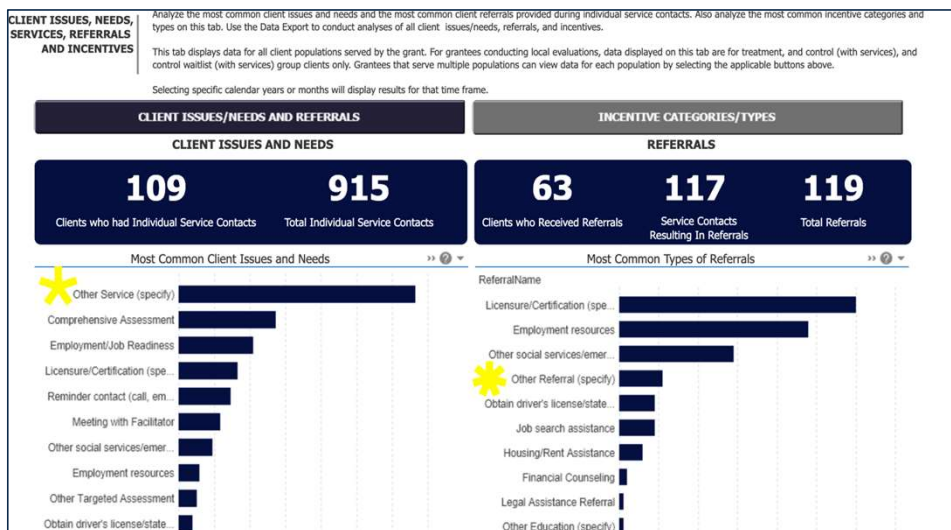


# Zepf Center: Using nFORM to monitor individual services

## Monitoring ISCs and Referrals

### Early in Year One

### Year Four





# Zepf Center: Using nFORM to monitor equity (continued)

## Equity –related questions

1. Is fathers' full-time employment and income at exit different for Black fathers than White fathers?
2. Does the observed proportion of fathers completing the program by race differ from the expected proportions?

AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL
ACS-Age	ACS-Ethnicity	ACS-Race 1	ACS-Race 2	ACS-Race 3	ACS-Race 4	ACS-Race 5	ACS-Race 6	ACS-Race 6 spec	ACS-Language Primary	ACS-Language Primary spec
40	1	0	0	0	0	0	1	0	Hispanic	3
40	1	0	0	0	0	1	0	0		1
31	2	0	0	0	0	1	0	0		1
29	2	0	0	0	0	1	0	0		1
47	2	0	0	1	0	0	0	0		1



The screenshot shows the nFORM DataDictionary interface. The top part displays the field definition for ACS-Race\_1, including its type (Int), length (4), and value (0=No; 1=Yes). The bottom part displays the field definition for EXIT-EmploymentStatus\_1 through EXIT-SchoolCollege, including their types, lengths, and values. The interface also shows a list of fields with their names, types, lengths, and values.

K	TL	TM	TN	TO	TP	TQ	TR	TS	TT
EXIT-Employment Status 1	EXIT-Employment Status 2	EXIT-Employment Status 3	EXIT-Employment Status 4	EXIT-Employment Status 5	EXIT-Employment Status 6	EXIT-Looking Work	EXIT-School College	EXIT-Income	
1	1	0	0	0	0	0	0	7	
3	0	1	0	0	0	0	0	4	
1	1	0	0	0	0	0	0	7	
3	0	0	0	0	0	1	1	1	
2	1	0	0	0	0	0	0	5	

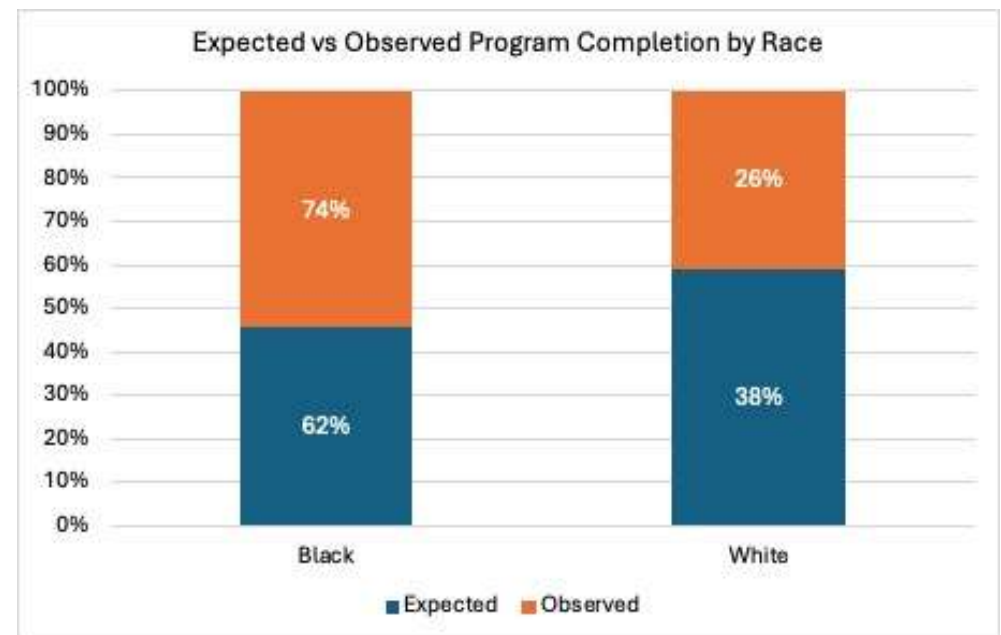
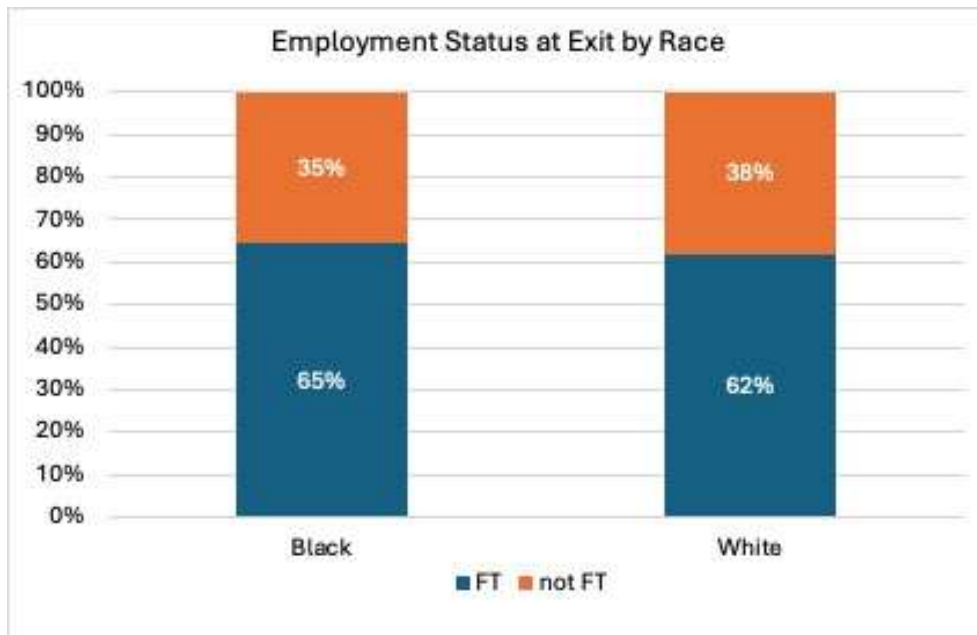




# Zepf Center: Using nFORM to monitor equity (continued)

## Equity-related questions

1. Is fathers' full-time employment status and income at program exit the same for Black and White fathers?
2. Does the observed proportion of fathers completing the program by race differ from the expected proportions?







**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



# nFORM help desk feedback survey

- / Brief surveys are emailed quarterly to nFORM users who have submitted a question or request to the help desk in the past 3 months**
- / Tell us how we're doing by completing the survey**

**Your responses can  
help enhance  
nFORM TA for you  
and other grantees!**



# Save the date for upcoming office hours

- / **CQI office hours on Tuesday, May 28 from 2-3pm ET**
- / **nFORM office hours on Tuesday, June 11 from 2-3pm ET**





# Questions?

