nFORM 2.0 Office Hours: Recent nFORM Updates

February 11, 2025
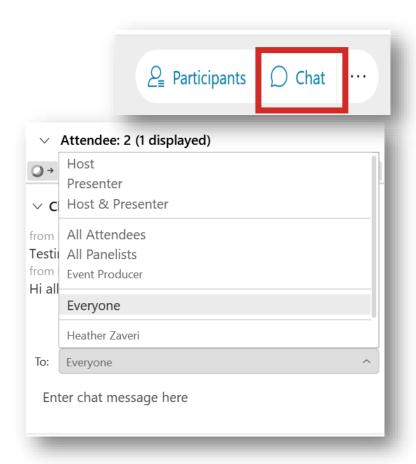**nFORM 2.0 Team**
Mathematica

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 resource site for more information on keeping data secure

Today's agenda

/ **Recent nFORM updates**

/ **nFORM and data collection Q&A**

/ **Announcements**

Recent nFORM updates

QPR/PPR progress narrative updates

/ **To comply with recent federal requirements, the QPR and PPR progress narrative templates have been updated**

/ **Use updated templates on the HMRF Grant Resource site to complete quarterly reports moving forward**

- Templates are no longer accessible in nFORM

Visit HMRF Grant Resource site for updated progress narrative templates

HMRF — HEALTHY MARRIAGE & RESPONSIBLE FATHERHOOD

nFORM 2.0 RESOURCES   CQI RESOURC

HM QPR/PPR and Progress Narrative Templates

These are PDFs of the HM QPR and PPR quantitative data templates and Word versions of the progress narrative templates. Once completed, the narrative Word template 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 the Word 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: Feb 2025

View HM QPR PDF

View HM QPR Narrative Word Doc

View HM PPR PDF

View HM PPR Narrative Word Doc

https://hmrfgrantresources.info/nform2-resources

Applicant Characteristics Survey (ACS) updates

/ **As of February 6, question A1 in the ACS has been updated**

> **A1.** What is your sex? If you prefer not to answer, skip to question A2.
>
> SELECT ONE ONLY
>
> 1 ○ Female
>
> 2 ○ Male

/ **Updated English and Spanish surveys now available in the web version and Word versions on the Resource site**

- Programs must use the updated version if administering paper copies of the ACS

- Access at https://hmrfgrantresources.info/resource/applicant-characteristics-survey

/ **Updated ACS accessible on each client's profile**

Related updates to PPR and Program Operations Survey

/ **Applies to Program Operations Survey and PPR going forward**

/ **PPR Section C-02.1 will display only the percent of applicants who respond Female or Male**

/ **Program Operations Survey questions B3a-B3d will ask what proportion of staff are either Male or Female**

/ **Updated templates on Grant Resource site**

/ **Review updates to ACS, Program Operations Survey, and QPR/PPR with your team**

- Update your survey script and data collection plans as needed

Questions

Announcements

Save the date for upcoming office hours

/ **Combined nFORM and CQI office hours on Tuesday, February 25 from 2-3pm ET**

/ **nFORM office hours on Tuesday, March 11 from 2-3pm ET**

/ **Submit a ticket to the help desk with any questions about recent changes, or any other nFORM questions**

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