

# Finishing Strong: Considerations for Data Collection and Monitoring Using nFORM

January 14, 2025  
nFORM 2.0 Team  
Mathematica

**OFFICE OF FAMILY ASSISTANCE**

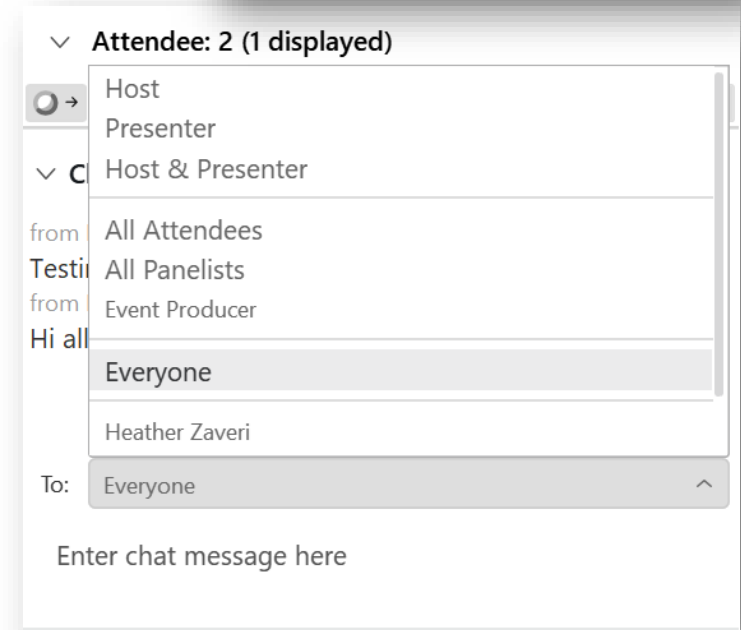
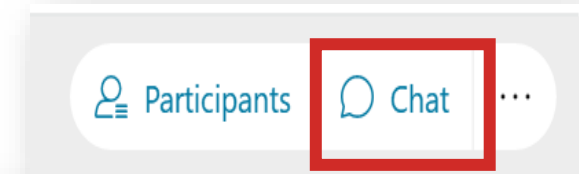
An Office of the Administration for Children & Families





# 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



# Query tool updates now available!

- / Updated filters and functionality, including date pickers**
- / PDF export feature to generate a screenshot of each tab**
- / Access 508 compliant information on each tab**
- / Applicant Characteristics by Service Assignment view includes updated visualizations**
- / Workshop Participation – All Workshops tab displays clients' gender, age, and race for all grant types**
- / December 10, 2024 nFORM office hours materials include in-depth discussion of query tool enhancements**

<https://www.hmrfgrantresources.info/resource/december-2024-office-hours-updates-nform-query-tool>



# Remember to clear your browser cache to initially access updated query tool

- / December 17, 2024 email included information on query tool updates and instructions for clearing browser cache**
- / Navigate to the settings menu in either Google Chrome or Microsoft Edge**
- / Select “All time” in the date range filter before clicking “Delete data” (Chrome) or “Clear now” (Edge)**
- / Log out of nFORM after clearing the cache and log back in to access the query tool**



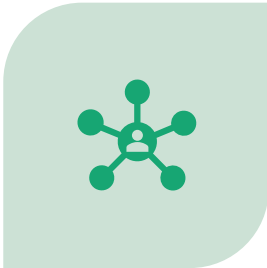
# Today's topics



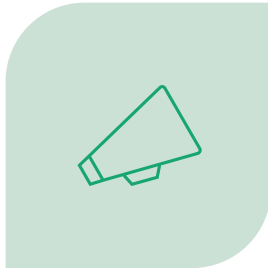
**nFORM data collection and reporting timeline**



**Feedback on nFORM technical assistance**



**Input on outreach and recruitment data**



**Announcements**



# nFORM data collection and reporting timeline



# Closing out HMRF data collection and reporting

- / Grants should plan to finish data collection, data entry and generate final PPR by end of grant (September 29, 2025)**
- / Consider your program's flow to determine when you will serve and collect data from final cohort or group of clients**
- / Finish strong and review nFORM data for potential updates**
  - Review the September – November 2024 nFORM office hours materials on the HMRF Grant Resources site for more detailed information on monitoring nFORM data quality





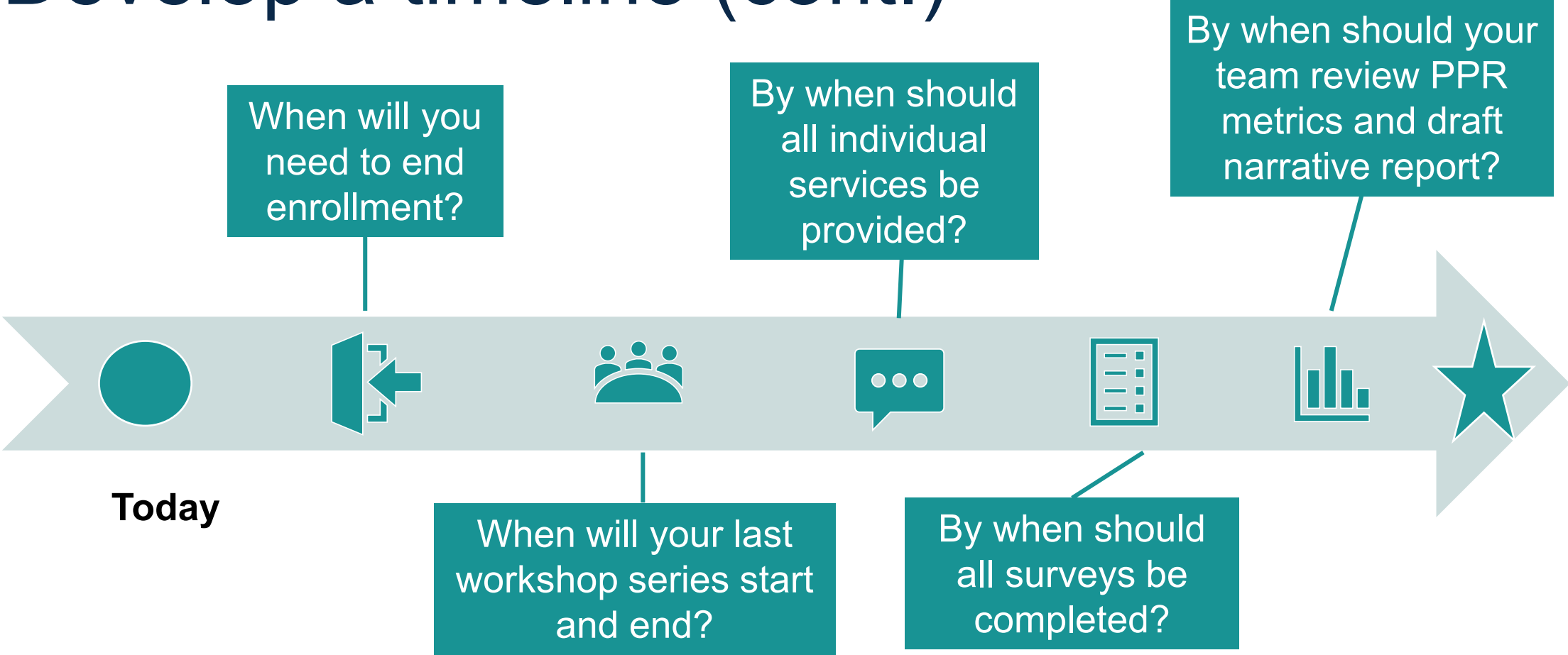
# Develop a timeline for remainder of grant



**Identify specific dates for each stage of your program flow to ensure all information can be captured in nFORM and your final PPR can be generated by September 29**



# Develop a timeline (cont.)



**Consider how and when you will use nFORM data tools to monitor data collection and progress on performance measures before the end of the grant**



# Document the timeline and review it with your team and your FPS

## / **Update your grant's data collection plan to include deadline dates for**

- Enrolling clients (Section C)
- Administering client surveys (Section D)
- Recording participation in workshops and services (Section E)
- Monitoring data collection and reporting on performance (Section F)

## / **Discuss your timeline for data collection and reporting with your FPS**



**Questions**





# Feedback on nFORM technical assistance



# Looking back over the past year, the nFORM TTA team has developed...

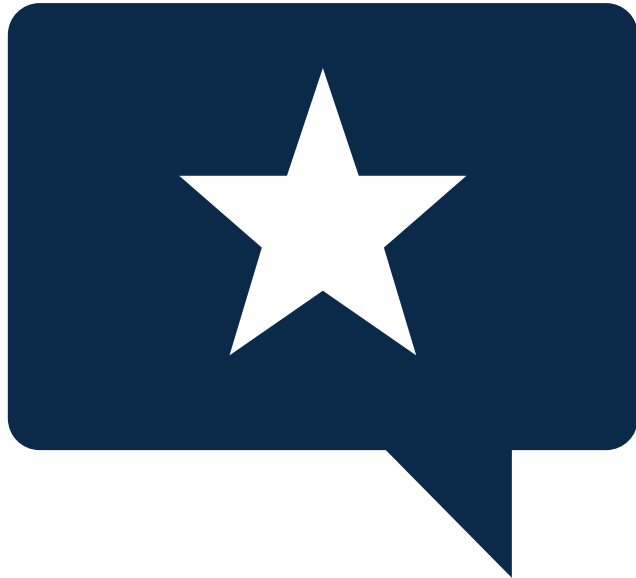


**nFORM office hours with tutorials on equity-centered approaches to program monitoring, custom data exports, and monitoring data quality, and grantee panels on program monitoring**

**New tip sheets and templates on the data export, completing the progress narrative, reviewing survey administration, and monitoring equitable program delivery**



Using Menti, we want your input on how we can best support you as you finish your grant!



**/ Click on the link in the chat or go to [Menti.com](https://www.menti.com) and enter the code 4790 4701**



# Input on outreach and recruitment data





# nFORM captures limited data on outreach and recruitment

- / Grant staff can enter the name and type of a client's referring organization during enrollment**
- / On the Applicant Characteristics Survey, clients report how they heard about the program and their reason(s) for enrolling**
- / On the program operations survey, grants report**
  - Advertising and recruitment methods and challenges experienced
  - Agencies and organizations that provided referrals
  - Agencies and organizations where on-site recruitment occurred



# How do you or would you collect and monitor more data on outreach and recruitment?

- / ACF wants to learn more about how HMRF grants collect and use data on outreach and recruitment**
- / Your input will help inform how nFORM can be enhanced in the future**
- / ACF wants to hear from everyone, including programs that are or are not currently collecting data on outreach and recruitment outside of nFORM**

Complete  
the brief  
survey  
coming by  
email soon!



**Questions**





# Announcements



# Save the date for upcoming office hours

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