

# Using nFORM 2.0 data to inform your QPR/PPR progress narratives

March 11, 2025  
nFORM 2.0 Team  
Mathematica

**OFFICE OF FAMILY ASSISTANCE**

An Office of the Administration for Children & Families

**OPRE**

**nFORM 2.0**  
Information, Family Outcomes, Reporting,  
and Management

**HMRF**  
HEALTHY MARRIAGE & RESPONSIBLE FATHERHOOD

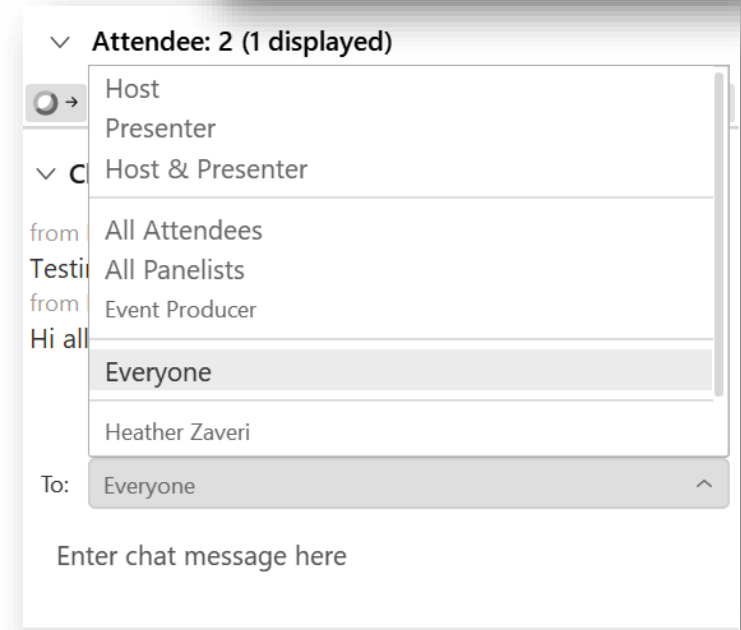
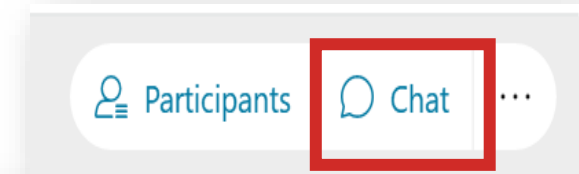
 **Mathematica**  
Progress Together

**BUiLD**  
Building Usage, Improvement, & Learning  
with Data in HMRF Programs



# 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 topics



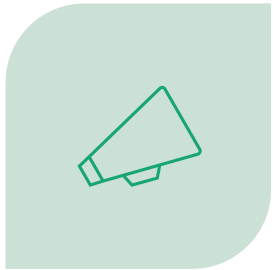
**Recent  
nFORM  
updates**



**Overview of  
progress  
narrative**



**Section B-01  
Performance  
Narrative**



**Announcements**



# Recent nFORM updates



# Applicant Characteristics Survey (ACS), Client Profile, and Query Tool updates

- / **Question A1 in English and Spanish ACS updated to ask “What is your sex?”; response options are Female and Male**
- / **Updated English and Spanish paper copies on [HMRF Grant Resource](#) site**
- / **Updated ACS accessible on each client’s profile; client information box no longer displays responses to Question A1**
- / **Filters, legends, and visual displays in query tool have been updated based on change to ACS Question A1**



# Quarterly Reporting Updates

- / QPR/PPR progress narrative templates updated; use [HM](#) and [RF](#) templates on Grant Resource site going forward
- / PPR Section C-02.1.1 and School Year report now display only percent of applicants who respond Female or Male to ACS A1, based on recent updates to ACS
- / Program Operations Survey questions B3a-B3d ask what proportion of staff are either Male or Female
- / Updates reflected in nFORM and PPR and Program Operations Survey templates on Grant Resource site



# nFORM TA resources updates

- / **Slides on Grant Resource site for [February 11](#) and [February 25](#) office hours describe recent nFORM updates**
- / **Revising nFORM TA resources to reflect nFORM changes and respond to federal requirements**
- / **Updated resources will be posted to Grant Resource site**
  - nFORM 2.0 User Manual
  - Data dictionary
  - Data export template
  - HMRF Performance Measures Sources Manual





# Overview of progress narrative



# Purpose of the progress narrative

- / Help grant recipients and ACF understand successes and challenges in a program's design and implementation**
- / Describe issues experienced in the reporting period**
  - For example, with meeting enrollment or primary workshop participation targets
- / Highlight key takeaways from QPR/PPR performance data**
  - For example, that workshop participation is higher compared to prior reporting periods, after implementing a CQI strategy
- / Feature lessons from qualitative, CQI, evaluation, or other data collected outside of nFORM**
- / For local evaluations, describe control (no services) groups**



# Accessing and saving the progress narrative

- / **Download updated Word templates from Grant Resource site; no longer in nFORM**
- / **After completing the narrative, convert file to a PDF**
- / **Save file with due date for applicable report in file name**
  - For example, name the narrative for the PPR due on April 30<sup>th</sup> as “GrantName-PPR-narrative-04302025”

The screenshot shows the HMRF website header with the logo 'HMRF' and the tagline 'HEALTHY MARRIAGE & RESPONSIBLE FATHERHOOD'. Navigation links for 'nFORM 2.0 RESOURCES' and 'CQI RESOURCE' are visible. The main heading is 'HM QPR/PPR and Progress Narrative Templates'. Below this, a paragraph explains that these are PDFs of quantitative data templates and Word versions of progress narrative templates, and provides instructions on how to convert Word templates to PDFs for upload. A 'Resource Date: Feb 2025' is noted. At the bottom, four buttons are listed: 'View HM QPR PDF', 'View HM QPR Narrative Word Doc', 'View HM PPR PDF', and 'View HM PPR Narrative Word Doc'. Red arrows point to the 'View HM QPR Narrative Word Doc' and 'View HM PPR Narrative Word Doc' buttons, indicating they are the focus of the instructions.

<https://hmrfggrantresources.info/nform2-resources>



# QPR/PPR Progress narrative overview

## / **Section A/B-01: Performance narrative** ★

- Program design including target population and service delivery plan (PPR) and most significant challenges and achievements (QPR)

## / **Section A/B-02: Major activities and accomplishments**

- Process for and activities carried out during the reporting period on recruitment, enrollment, program participation, and CQI

## / **Section A/B-03: Problems**

- Implementation and program operations challenges



# PPR Progress narrative also includes...

- / **Section B-04: Significant findings and events**
  - Findings and strategies for events or challenges during reporting period
- / **Section B-05: Dissemination activities**
  - Marketing and dissemination activities during the reporting period
- / **Section B-06: Other activities**
  - Other program activities conducted using grant or other funding
- / **Section B-07: Activities planned for next reporting period**
  - Key activities planned for subsequent six-month reporting period
- / **Section B-08: Selected participant outcomes**
  - Details to support select program participant client survey outcomes



# Section B-01 Performance Narrative



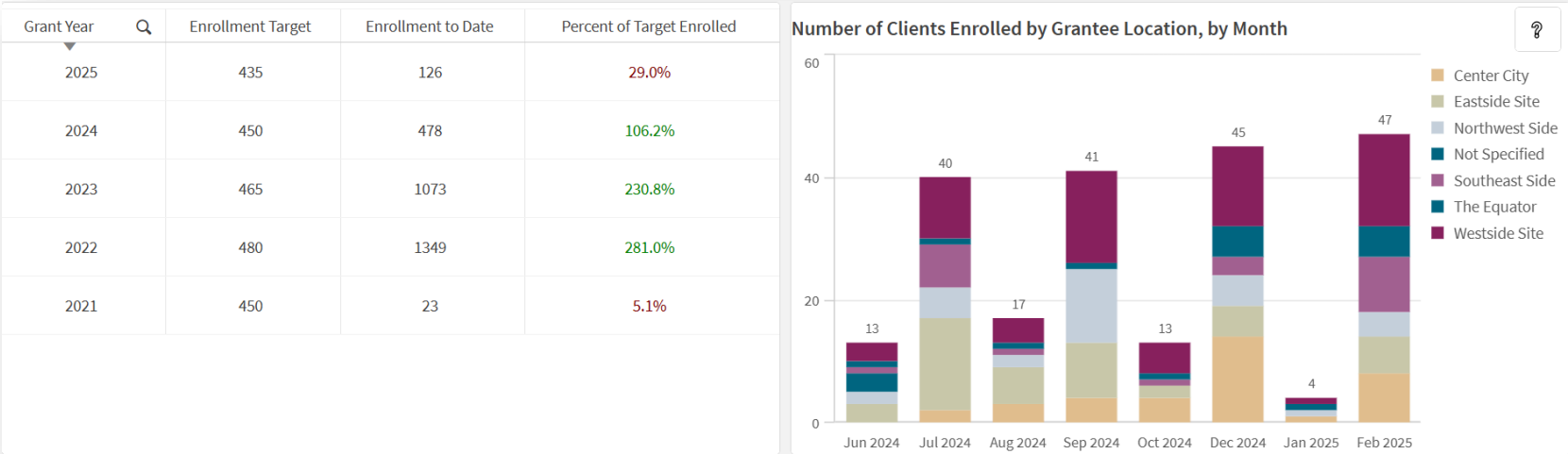
# Narrative section B-01.1: Target population

- / Provide a detailed description of target population**
  - Note any updates to target population(s) since the last reporting period
- / Review quantitative PPR section C-03 (Program Enrollment) for differences between target population and clients enrolled**
  - For example, if enrollment is below target, or clients are enrolled in a population for which grant has not set targets
- / Describe efforts to increase enrollment and reach target populations in narrative section B-02 (Major activities and accomplishments)**



# Section B-01.1: Using other nFORM tools

**/ Use Enrollment and Applicant Characteristics tabs of query tool to review who is being enrolled and service locations**



Review total enrollment and by month/location on the query tool's Enrollment tab





# Query tool Applicant Characteristics tab

**Characteristic**

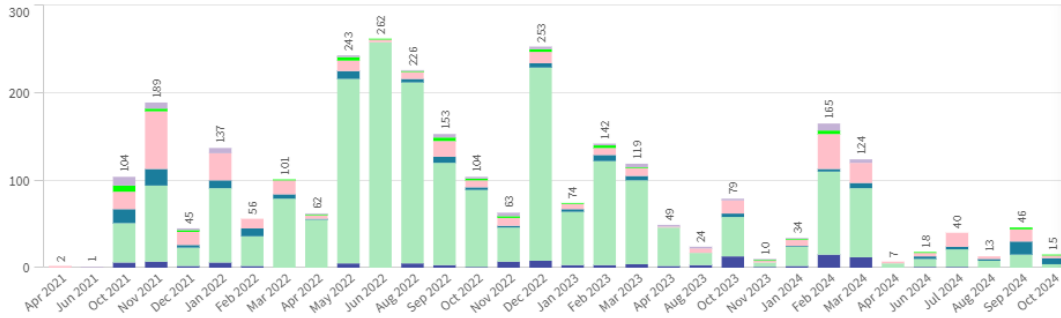
- Employment Status ✓
- Age
- Ethnicity
- Partner Status
- Race
- Sex

## APPLICANT CHARACTERISTICS

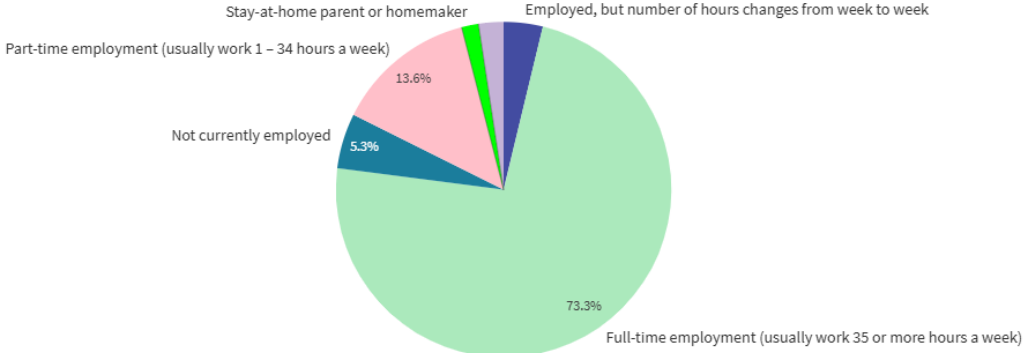
## APPLICANT CHARACTERISTICS BY SERVICE ASSIGNMENT

The bar chart to the right displays the selected applicant characteristics within the selected time frame. The graphic also reflects any population selected above.

Count of Applicants by Month



The chart to the right displays applicant characteristics for the selected time frame. The graphic also reflects any population selected above.





# Example B-01.1 response

## B-01 PERFORMANCE NARRATIVE

Please provide details on the following questions about your program and services.

### 1. Target population

Please provide a detailed description of your target population.

We aim to enroll 300 RF community individuals this grant year across three neighboring counties, focusing on fathers who are unemployed or underemployed. We enrolled 100 by the end of Q2. See narrative section B-02.1 for a description of our efforts to expand outreach and recruitment to our target population.



# Narrative section B-01.2: Program services

## **/ Provide a detailed description of workshop and individual services offered**

- Whether and how program offerings differ by population
- Timing of program components

## **/ Refer to quantitative PPR for information on service delivery structure and targets**

- Sections C-04.2a-2b (Attendance at Workshops and Primary Workshop Participation)
- Section C-04.3 (Substantive Individual Service Contacts) – if applicable
- Section C-06 (Referrals) – if applicable

## **/ If applicable, describe how program components have changed in narrative section B-02**



# Review quantitative PPR Section C-04.2a for workshop details

## 2a. Attendance at Workshops

The table(s) in this section reports participation only for session series that are completed.

**Primary Population Served:** *Adult individual*  
**Workshop Name:** *TYRO Couples*  
**Workshop Activities:** *Marriage and relationship education-skills (MRES); Marriage enhancement*  
**Workshop Type:** *Primary*  
**Workshop Curricula:** *TYRO Couples*  
**Workshop Elements:** *Financial management; Job and career advancement; Parenting skills*

Review details for each workshop with session series that ended in the reporting period



# Section B-01.2: Reviewing workshop details in nFORM

- / Workshops screens W1 and W2 identify workshop format, elements and activities**
  - For example, the number of hours each workshop offers, curricula, and whether registration is required
- / Session Series screens W4 and W5 identify workshop series details**
  - Including series location, facilitator(s), number of sessions, and schedule



# W1. Workshops

## Workshops

[+ Add Workshop](#) Items per page 10

Workshop Name	Population	Registration Required	Enrollment	Type	Total Hours
<a href="#">CI Nurturing Fathers</a>	Community individual	Yes	Cohort	Primary	12
<a href="#">CI Relationship Workshop</a>	Community individual	Yes	Cohort	Primary	20
<a href="#">RI Nurturing Fathers</a>	Reentering individual	Yes	Cohort	Optional	15
<a href="#">RI Relationship Workshop</a>	Reentering individual	Yes	Cohort	Primary	15
<a href="#">VMR</a>	Community individual	Yes	Open	Primary	16

5 Record(s)

Review activities, elements (HM), structure, and curricula or other group services offered

# W2. Add/Edit Workshop

W2. Add/Edit Workshop

\* Indicates required field(s)

Program: **Fatherhood FIRE**

\* Population: --Select population

\* Workshop Name:

Description:

---

### Workshop Details

\* Registration Required:  Yes  No  
*This selection cannot be changed once it is saved.*

\* Enrollment: --Select

\* Total Hours to be Offered:

\* Activities (Check all that apply):  
 Economic stability  
 Promote or sustain marriage  
 Responsible parenting

\* Type:  Primary  Optional  Not in Use  
*This selection cannot be changed once it is saved.*

\* Structure:  Single  Blended  Linked  Non-curricularized

\* Curriculum or other group service #1: --Select  Hours:   
(Enter all that apply) Specify:



# W5. Add/Edit Session Series

## W4. Session Series

### Session Series

Filter Criteria

Workshop: --Select workshop

[+ Add Session Series](#) Items per page 10

Series Name	Workshop	Location	Facilitators	# of Sessions	Start Date	Registration
<a href="#">Fall 2024 Tuesday Evening Cohort</a>	101a Relationships	Headquarters	Hannah McInerney	6	10/8/2024	<a href="#">Manage</a>
<a href="#">LateNightToday</a>	101a Relationships	Fake location	Test	12	7/23/2024	<a href="#">View</a>
<a href="#">New test</a>	101a Relationships	Fake location	Test	5	7/23/2024	<a href="#">View</a>

Review number of sessions, maximum number of clients allowed, and session duration and timing details



### W5. Add/Edit Session Series

\* Indicates required field(s)

\* Workshop Name: 101a Relationships

Registration Required:  Yes  No Total Hours to be Offered: 12

Enrollment: Cohort

Type: Primary Structure: Single

Curriculum or other group service: On Our Shoulders (English and Spanish); OTHER (carryon)

Description: workshop on this form test

#### Session Series Details

\* Session Series Name: Fall 2024 Tuesday Evening Cohort

\* Agency Providing: [Agency Name]

\* Max # of Clients: N/A  No Limit

#### Location

\* Location Name: Headquarters

\* Street: 2 Alexander Park Drive \* City: Princeton

\* State: GA \* Zip: 11111 Phone: (222) 333-1233

#### Facilitators: 1 (# of Facilitators)

\* Enter Facilitator (Enter all that apply): Facilitator #1

Hannah McInerney

[Add Facilitator](#)

#### Date & Time

\* # of Sessions: 6

\* Session Start Date: 10/8/2024

\* Session Start Time: 6:00 PM

\* Session End Time: 8:00 PM

Session Duration: 2 hour(s) and 0 minutes

Recur Every (Select all that apply):  Sun  Mon  Tue  Wed  Thur  Fri  Sat



# Quantitative PPR Sections C-04.3 (Substantive ISCs) and C-06 (Referrals)

### 3. Substantive Individual Service Contacts

3a. Client receipt of substantive individual service contacts (ISCs)

Cumulative number of substantive ISCs received	Adult individuals	
	#	%
None	2298	88.7%
One to four	287	11.1%
Five to seven	5	0.2%
Eight or more	1	0%

### C-06 REFERRALS

	Adult individuals	
	#	% <sup>a</sup>
Number of referrals participants received during reporting period		
<i>No referrals</i>	225	91.1%
<i>One to four referrals</i>	22	8.9%
<i>Five to eight referrals</i>	0	0%
<i>More than eight referrals</i>	0	0%
<i>Average number of referrals</i>	0.1	
Number of participants who followed-up on referrals (of those who received at least one referral)		
<i>Did not follow up on any referrals</i>	0	0%
<i>Followed-up on 1 to 50% of referrals received</i>	0	0%
<i>Followed-up on 51% or more of referrals received</i>	22	100%
<i>Unknown</i>	0	0%





# Example B-01.2 Response

## 2. Program services

Please provide a detailed description of the following:

- Program components, including workshops and case management.
- Curriculum, including name, length, and format.
- Type, frequency, and purpose of individual-level contacts with participants.
- Program supports, such as gas cards or bus tokens to get to workshops.

Our program offers one primary workshop for each population served: “Within Our Reach” for adult couples and “Family Wellness” for adult individuals. Each workshop includes 12 hours of a single curriculum provided over six two-hour sessions that take place once a week. Upon completion of the primary workshop, clients can choose to participate in an optional workshop called “Money Matters” that provides education on financial management. Clients can also opt to meet individually with a case manager at any point during the program to receive additional supports and referrals, most commonly with furthering education, job and career advancement, financial counseling, and information on social services/emergency needs such as housing assistance, public assistance/welfare, and food assistance. Our goal is to provide at least four substantive individual service contacts per client. On average, clients receive three individual service contacts (ISCs) and two referrals for outside services. See Section B-02.9 of this narrative for a description of the challenges with reaching our ISC target and strategies used to increase the average number provided.



# Narrative sections B-01.3 and B-01.4

- / To describe job and career advancement (HM) or economic stability (RF) services, review workshop activities (HM and RF) and elements (HM only) in quantitative PPR Section C-04.2a**
- / Identify employment partners using service provider directory for B-01.3 (Economic Stability for RF and Job and Career Advancement for HM) and data collected outside of nFORM for B-01.4 (Subsidized Employment)**
- / If needed, review Workshops screen (W1) or Workshop Characteristics tab in data export to identify workshops that offer related services**
- / Review Individual Services tab of query tool for most common issues/needs covered during service contacts and referrals**
  - For a more in-depth review of all individual services provided, use the Service Contacts and Referrals tabs of the data export



If applicable, review Service Providers directory (G4) for information on employment partners

**nFORM 2.0**  
Information, Family Outcomes, Reporting, and Management


Clients Workshops **Service Providers** Reports Settings Help

Hello, [testuser82@mpr](#)

### Service Providers

**Search Criteria**

Name

 Services Job/Career Advancement: Career planning

[Search](#) [Clear Criteria](#)

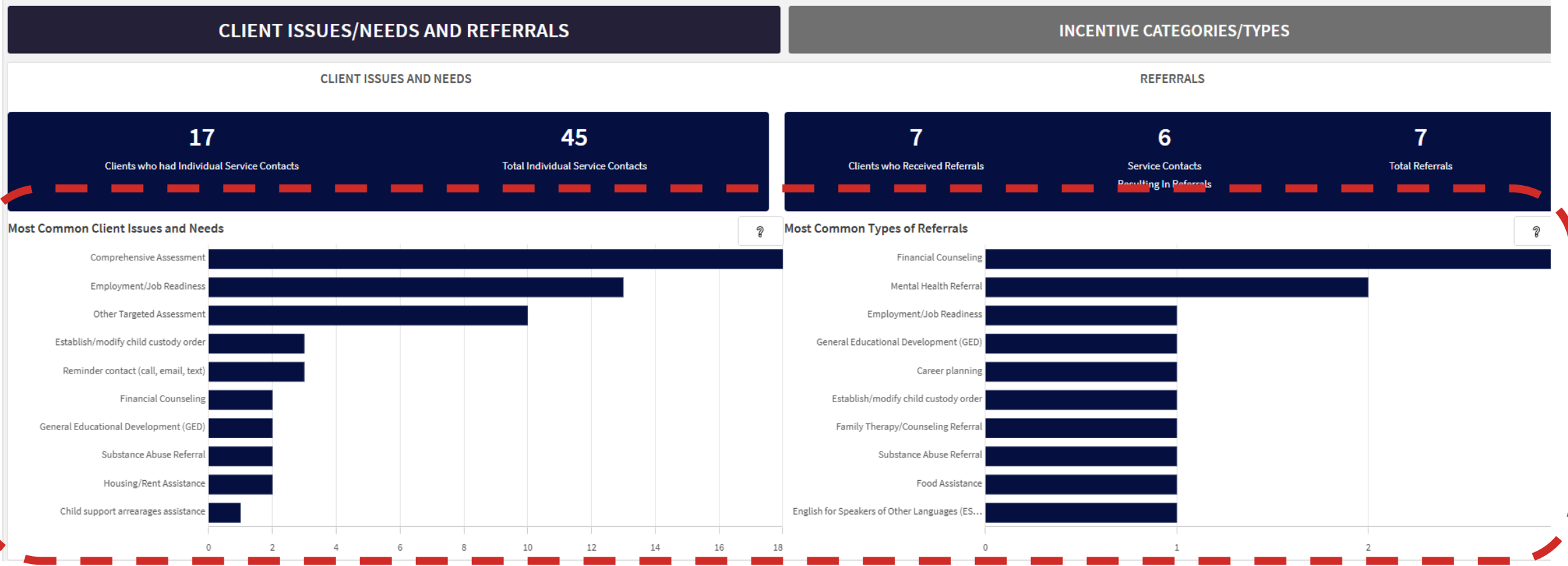
[+ Add Service Provider](#) Items per page 10

View	Name	Services	Contact	Phone	Email	Partner Agency
<a href="#">View</a>	Supporting Families	Career planning, Child Welfare Services Involvement, Comprehensive Assessment, Domestic Violence/Intimate Partner Violence, Employment resources, Job search assistance, Legal Assistance Referral, Other Targeted Assessment, Resume development	Summer Sun	(609) 555-1222	SummerS@email.com	Yes

Grant recipients can also review partner information on the Service Providers tab of the data export



# Review most common types of ISCs and referrals provided on query tool's Individual Services tab



Use filters to drill down on specific target populations (if applicable) and service date ranges to describe trends



# Sections B-01.5 and B-01.6

- / **Q5: Review quantitative PPR Section C-05 and C07.2 to describe key staff roles and responsibilities**
  - Review additional responses to Program Operations Survey in data export
- / **Q6: List responsibilities of program partners**
  - Use nFORM information about grantee locations and service providers (if applicable)





# Review Grantee Locations (G1) for information on implementation sites

The screenshot shows the nFORM 2.0 interface. The top navigation bar includes icons for Clients, Workshops, Service Providers, Reports, Settings, and Help. The 'Settings' icon is highlighted with a red box. Below the navigation bar, a dark blue bar contains a 'Grantee Configuration' button, also highlighted with a red box. The main content area is titled 'Grantee Configuration' and features a table of 'Grantee Locations'. The table has columns for 'View', 'Location', and 'Additional Information'. Two locations are listed: 'Autumn Street' and 'Bakers Basin'. A '+ Add Location' button is in the top right of the table area.

View	Location	Additional Information
<a href="#">View</a>	Autumn Street	Staff offer workshops and individual services to both adult couples and adult individuals
<a href="#">View</a>	Bakers Basin	Can only serve up to 30 clients at a time



# Section B-01.7

## / Provide other details (as needed) on performance

- Describe any aspects of service delivery or program design not mentioned in B-01.1 through B-01.6
- For example, describe ACF-approved incentive plan or use of new technology to engage with clients or staff

### 7. Other

Please provide any other details on performance that you think are relevant for this reporting period.

Starting on October 1, 2024 our program began using a new platform that more easily facilitates sending and monitoring responses to bulk text messages. By using this application, we were able to increase the number of reminder individual service contacts for each client on average from three to six reminder contacts. As described further in section B-02.9, we used CQI to develop and implement this new strategy to improve clients' progress on primary workshop participation.



**Questions**







We want to hear your experiences and ideas!



**What process does your program use to prepare narrative responses each quarter?**

**What data sources do you reference in your responses?**

Use the Webex chat to enter your responses or feel free to answer aloud



# Announcements



# Save the date for upcoming office hours

- / CQI office hours on Tuesday, March 25 from 2-3pm ET – Using nFORM survey data for CQI**
- / nFORM office hours on Tuesday, April 8 from 2-3pm ET - Using nFORM 2.0 data to inform your QPR/PPR progress narratives (contd.)**