

nFORM 2.0 office hours

July 8, 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

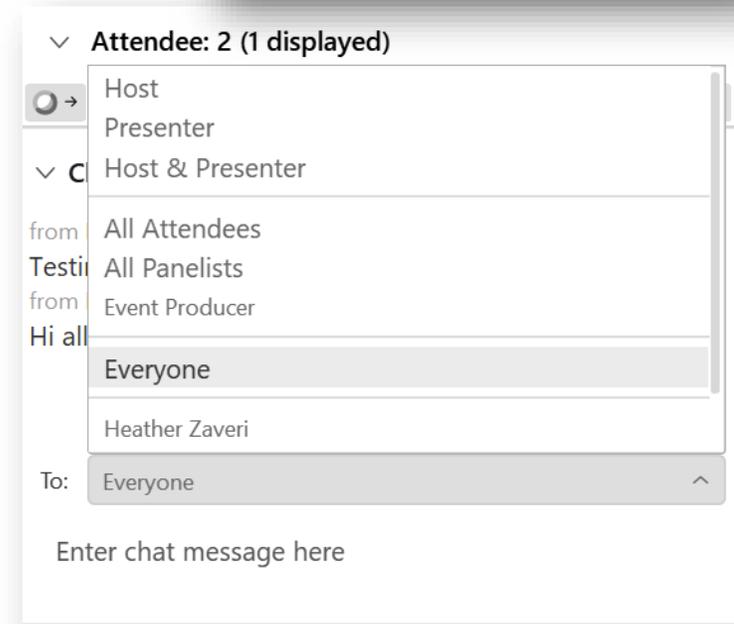
 **Mathematica**
Progress Together

Build
Building Usage, Improvement, & Learning
with Data in HMRF Programs



Housekeeping

- / **Use the chat to ask questions**
- / **Access closed-captioning by clicking the “CC” icon in the lower left corner, or by pressing CTRL+SHIFT+A**





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



Data export updates



nFORM data collection and reporting timeline



nFORM Q&A



Announcements



Data export updates



Data export updates to align with Executive Order #14168 implemented June 10th

/ **Survey Response Data tab**

- “ACS-Gender” field label updated to “ACS-Sex”
 - o Values of 1, 2, 4, or blank will continue to output based on historical survey responses
- “ACS-Gender_spec” field and historical responses removed

/ **Program Operations Survey tab**

- Term “Gender” updated to “Sex” in field labels for staff characteristics (columns CX-DG)
- “Gender 4” fields for all staff types removed

/ **If your grant developed analytic code based on data export layout, revise code to account for updates to field names and column positions**

/ **Discuss changes with all staff who use data export**



nFORM resource updates

- / Data Dictionary shows updated field labels and data values**
- / Data Export Template reflects updated layout and field positions on Survey Response Data and Program Operations Survey tabs**
- / Performance Measures Sources manual also updated to include notes about survey updates**

<https://www.hmrfgrantresources.info/nform2-resources>



nFORM data collection and reporting timeline

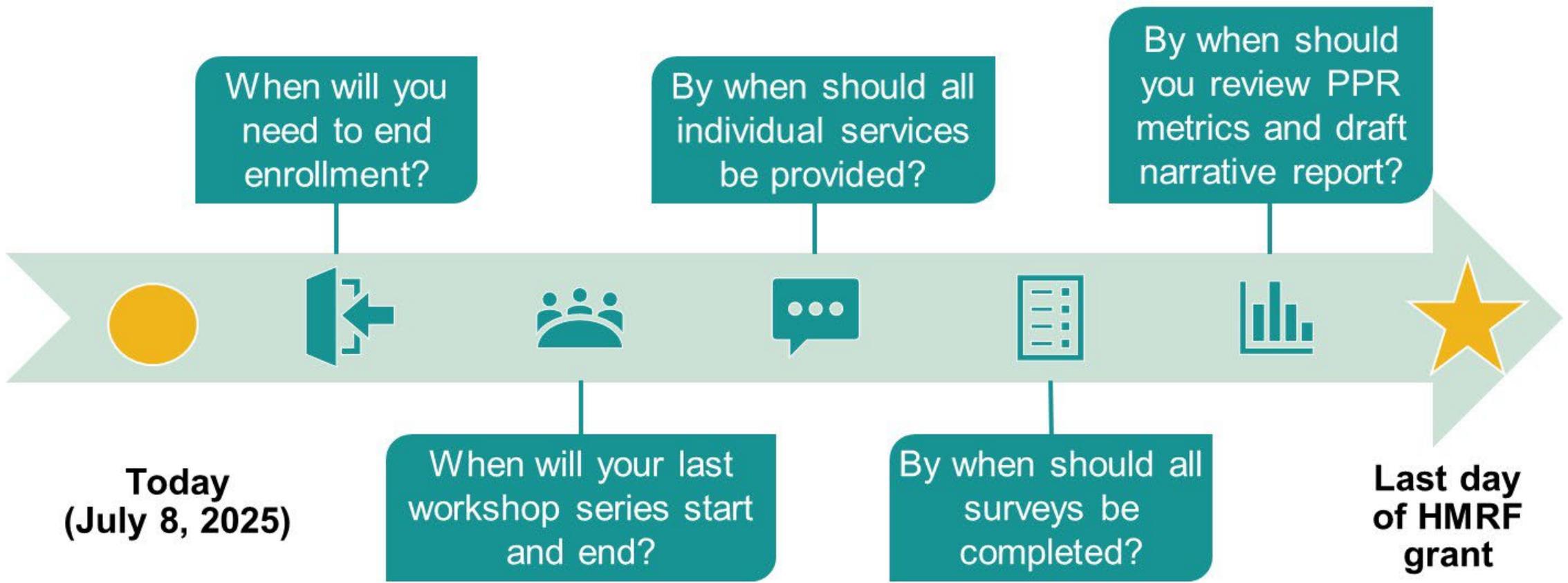


Finish strong with HMRF data collection and reporting

- / Review your program's workflow to determine when you will enroll and serve final cohort or group of clients**
- / Plan to finish data collection and data entry by end of grant (September 29, 2025)**
- / Review nFORM data for potential updates**
 - Review Monitoring Data Quality tip sheet and September – November 2024 nFORM office hours materials on HMRF Grant Resource site for detailed information on monitoring nFORM data quality
 - Generate final data export, PDF printouts of query tool tabs, and applicable operational reports before end of grant
 - Ensure data are securely archived
- / Produce final PPR by end of grant, or by October 30, 2025 if your program has capacity to prepare PPR after grant ends**



Develop a timeline for remainder of grant



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 with your team and 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

/ Stay tuned for closeout guidance from ACF!



**nFORM
questions**





Announcements



Save the dates for upcoming office hours

- / **CQI office hours on Tuesday, July 22 from 2-3pm ET**
- / **Combined nFORM and CQI office hours on Tuesday, August 26 from 2-3pm ET**