



Using the Query Tool

Data Capacity and CQI TTA Team

August 18, 2026





Presenters



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Join us for future nFORM/CQI office hours!

Check out the HMRF weekly grantee digest every Wednesday

- Scroll down to “nFORM and CQI Announcements” to register for office hours and find links to the latest resources

We will begin using Microsoft Teams with the 8/25 office hours!

- Click on the registration link in the weekly digest; follow the registration instructions and click the “Add to calendar” button on the upper right of the Teams registration page
- Contact us at nFORMCQITA@mathematica-mpr.com with any questions

Learn about identifying a CQI challenge during office hours on Tuesday, August 25, 2026 – 2-3pm eastern time

During this session, the Data Capacity and CQI TTA team will discuss how programs can use their nFORM and other data to identify and prioritize challenges. We will also review how CQI teams can use human-centered design (HCD) activities to drill down on the root causes of challenges.

[Click here](#) to register for the August 25, 2026 office hours.



Office hours registration in Teams

nFORM and CQI Announcements

Latest updates, reminders, and resources from nFORM and CQI.

**on Tuesday, August 25, 2026,
from 2–3 p.m. ET**

During this session, the Data Capacity and CQI TTA team will discuss how programs can use their nFORM and other data to identify and prioritize challenges. We will also review how CQI teams can use human-centered design (HCD) activities to drill down on the root causes of challenges.

[Click here to register](#) for the August 25, 2026 office hours.

August 2026 CQI TTA Office Hours



Tuesday, August 25, 2:00 PM Upcoming



August 2026 CQI TTA Office Hours

During this session, the Data Capacity and CQI TTA team will discuss how programs can use their nFORM and other data to identify and prioritize challenges. We will also review how CQI teams can use human-centered design (HCD) activities to drill down on the root causes of challenges.

2

Add to Calendar

You'll be able to join 15 minutes before the event begins.

Join

Can't make it? [Cancel your registration](#)

Tuesday, August 25, 2:00 PM - 3:00 PM

Online

Anyone can view and join.

1

3

You're registered for August 2026 CQI TTA Office Hours



Hannah McInerney <noreply@mathematica.s07.usa1.teams-events.com>

Required ○ nFORMCQITA

The organizer has not requested a response for this meeting.



August 2026 CQI TTA Office Hours.ics
32 KB

Tuesday, August 25, 2026 11:00 AM-12:00 PM

Accept



Tentative



Decline



Mon 8/17/2026 2:10 PM

4



Housekeeping

Please mute your line

Access closed-captioning by clicking the “CC” icon in the lower left corner, or by pressing CTRL+SHIFT+A

Use the chat to ask questions

Recording and slides from today’s office hours will be made available on the HMRF Grant Resource site at <https://hmrfggrantresources.info/>



nFORM launched on July 13!

All initial site administrators received emails to activate their accounts, and should be conducting nFORM set up activities including...

Creating
additional user
accounts

Adding grant
locations

Entering service
providers

Setting up
workshops

All users should watch Keeping Data Secure and Well nFORMed training videos, and review the nFORM User Manual available on the [HMRP Grant Resource site](#) before accessing nFORM



Kicking off nFORM data collection



Grants that are fully implementing must use nFORM to

- Create client applications
- Administer surveys
- Record service delivery information

Enter information for clients enrolled on or after July 13

PDFs of surveys on resource site for reference and paper administration

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nFORM/CQI RESOURCES INTERACTIVE SNAPSHOTS

Refine results

Sort by: Newest [APPLY] [RESET]

Displaying 1 - 10 of 33

Contains any of these words [v]
Enter a search item

[APPLY] [RESET]

Type [v]

- Tip Sheets (13)
- Training Videos (8)
- Surveys (5)**
- Template/Tool (4)
- Detailed Instructions (2)
- Data Dictionary (1)

Topic [v]

- Communicate and act on results (3)
- Conduct road test and assess implementation (5)
- Data collection (3)
- Data dictionary (1)
- Data security (3)
- Enrollment (1)
- General CQI (4)
- Grant locations (1)
- Identify area to improve/set a goal

Program Operations Survey
This is a PDF version of the Program Operations Survey, which is submitted by site administrators as part of the process for completing the PPR.
Survey coming soon
Jun 2026

RF Community Fathers Entrance/Exit Surveys
These are PDFs of the Entrance and Exit surveys completed by RF Community Fathers.
Surveys coming soon
Jun 2026

HM Youth Entrance/Exit Surveys
These are PDFs of the Entrance and Exit surveys completed by HM Youth.
Surveys coming soon
Jun 2026

RF Reentering Fathers Entrance/Exit Surveys
These are PDFs of the Entrance and Exit surveys completed by RF Reentering Fathers.
Surveys coming soon
Jun 2026

HM Adults Entrance/Exit Surveys
These are PDFs of the Entrance and Exit surveys completed by HM Adults, including both HM Adult Individuals and



Today's objectives

- Understand how the Query Tool supports program operations, monitoring, and continuous quality improvement (CQI)
- Learn how to navigate Query Tool tabs and use filters to explore data for specific populations, time periods, applicant characteristics, types of services, and other factors
- Identify questions the Query Tool can help your program answer



Today's agenda

- Introduction to the Query Tool
- Using the Query Tool
- Questions and answers



[Query Tool](#)[File Export](#)



| Introduction to the Query Tool



Query Tool is now available!

Designed to help track, monitor, and analyze data collected in nFORM

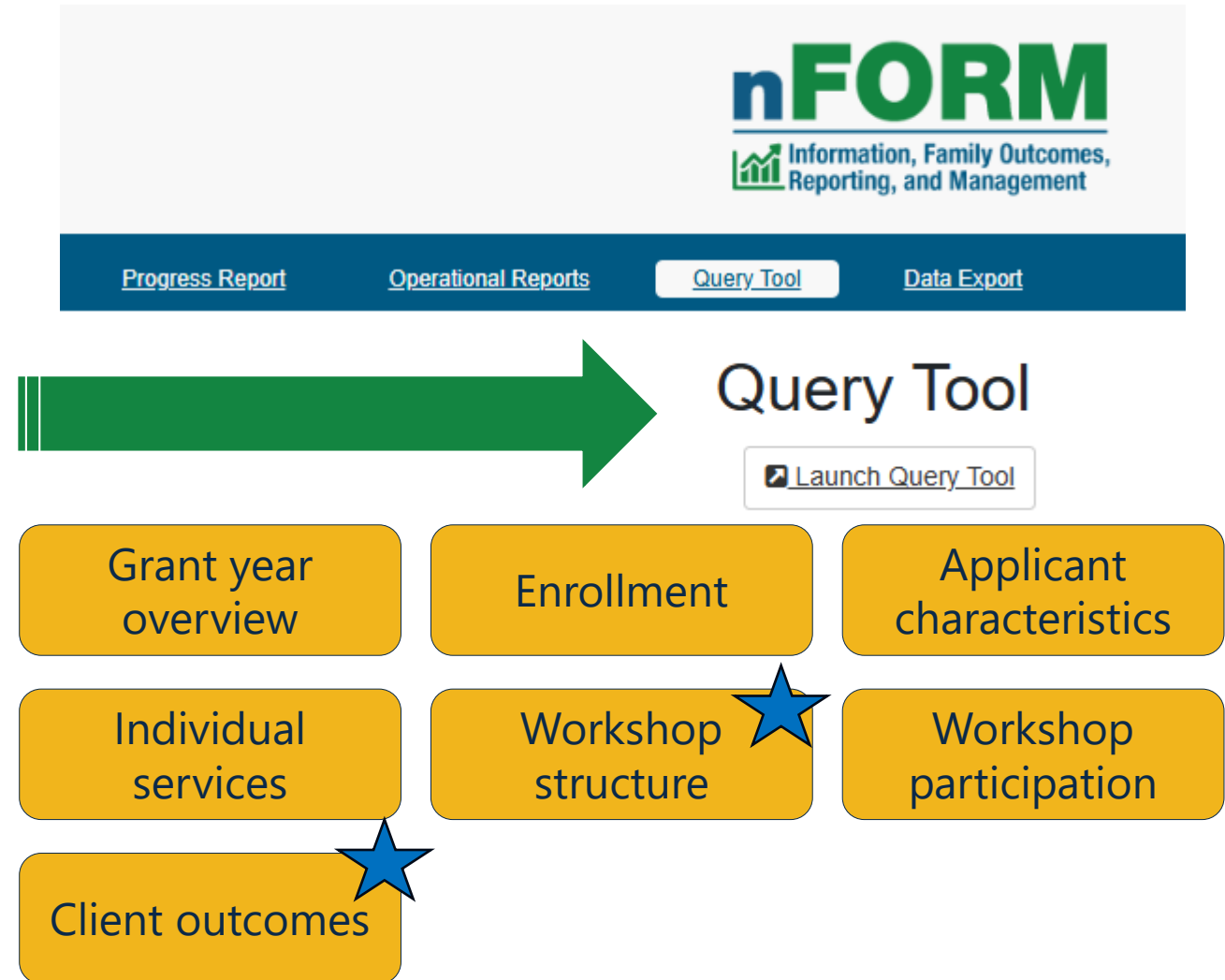
- Up to three staff at each grant can access Query Tool

Seven different tabs with different data visualizations

- Switch from visuals to data tables
- Filters available on each tab
- Visualizations can be printed

Only counts clients in populations for which you have enrollment/participation targets

- Tool tips explain which clients are included in calculations





Use the Query Tool to move from data to action



Monitor progress

See where your program stands on enrollment, services, participation, and outcomes



Explore patterns

Use filters to compare populations, time periods, workshops, series, and client groups



Ask questions

Identify trends, differences, or unexpected results that may need further exploration



Inform next steps

Bring findings to program, CQI, and FPS discussions to decide what to examine or improve

The Query Tool can show where to look - teams can then use other nFORM data tools to understand why a pattern exists and determine what to do next



Seven tabs provide information on specific topics

Grant year overview

- At-a-glance progress on enrollment, participation, and data quality in the current grant year

Enrollment

- Enrollment trends and top 10 referral sources and reasons clients enroll

Applicant characteristics

- Characteristics of enrolled clients, including by service assignment for local evaluation grants

Individual services

- Number and types of service contacts, referrals, and incentives

Workshop structure

- Workshop types, formats, series characteristics, and average participation

Workshop participation

- Progress towards primary workshop participation targets

Client outcomes

- Number of Entrance and Exit survey responses and average outcomes



| Using the Query Tool

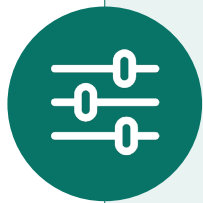


Use questions and filters to focus your exploration



Start with a program question

What are we trying to understand?



Choose a tab and apply filters

Focus on the relevant population, time period, workshop, series, or client group



Review patterns and decide what to explore next

What stands out, and what additional information could help explain it?

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Grant Year Overview **Enrollment**

GranteeName_18

Enrollment

Select any date range from July 6, 2026 through yesterday's date to analyze enrollment trends for clients who were enrolled on or after the start date. You can also view data separately by population by selecting from the drop-down menu on the left. See Module VIII.C of the nFORM User Manual.

Population

Select Population

Enable Accessibility Mode

Enrollment Start Date

04/01/2021

Enrollment End Date

07/22/2026

Undo **Reset Filter(s)** Redo

Grant Year	Enrollment
2026	240
2025	240
2024	240
2023	240
2022	240
2021	120

Number of Clients Enrolled by Grant Location, by Month

Grant Location	Enrollment
8	
6	



Using filters to narrow down your data

Date filters

Select the date range

Use the “**Enrollment Start Date**” and “**Enrollment End Date**” filters

Enter the date

Enter a date in MM/DD/YYYY format or select one from the calendar pop-up

Enrollment Start Date

04/04/2024 ...

Jul 2026

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Enrollment End Date

07/28/2026 ...

Reset, undo, and redo

Clear selected filters

Click “**Reset Filter(s)**” at the bottom of the filter box to remove selected date filters

Undo or redo a change

Use the “**Undo**” arrow to remove the most recent filter change and “**Redo**” to reapply it

← Undo **Reset Filter(s)** Redo →

Tab	Data	Filters
Grant year overview	• Enrollment • Client participation • Data quality	• Population
Enrollment	• Enrollment by grant year, location, and month • How clients heard about program • Reason for enrolling	• Population • Enrollment date
Applicant characteristics	• Age • Employment status • Marital status • Race • Ethnicity • Sex • Service assignment	• Population • Enrollment date • Client characteristics
Individual services	• Service contacts • Referrals • Incentives	• Population • Enrollment date

Tab	Data	Filters
Workshop structure	• Workshop type (primary/optional) • Mode (in-person, virtual, hybrid) • Total sessions and hours • Average hours attended	• Population • Series status • Workshop type • Workshop activity/element
Workshop participation	• Average participation hours • Participation benchmark progress	• Population • Enrollment date • Workshop • Series
Client outcomes	• Average difference between client entrance and exit survey responses	• Population • Enrollment date • Client characteristics • Outcome domain • Respondents



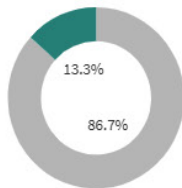
1

Check progress towards target

Enrollment

Percent of Target Enrolled for the Current Grant Year

Current Enrollment (32)
Remaining (208)



Number of Clients Enrolled by Month



Do monthly enrollment trends align with our expectations?

2

Review progress on participation

Client Participation

0.3

Average substantive individual service contacts received by clients enrolled in current grant year

—

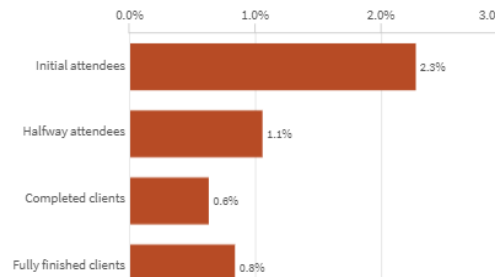
Optional workshops: Average hours of participation for clients who enrolled and attended optional workshops in current grant year

5.5

Primary workshops: Average hours of participation for clients who enrolled and attended primary workshops in current grant year

Percent of Primary Workshop Participation Target Reached in Current Grant Year

Show Table



Total clients achieving benchmark	Target count of clients for benchmark
5	220
2	190
1	160

Are we on track to achieve participation targets?

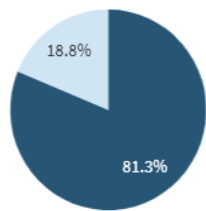
3

Scan data quality

Data Quality

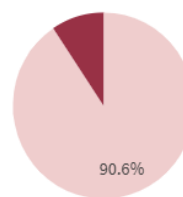
Entrance survey status for clients enrolled in current grant year

Completed (26)
Refused (6)



Exit survey status for clients enrolled in current grant year who have completed or refused entrance survey

Completed (3)
Refused (0)
Incomplete/Not Started (29)



2

Number of referrals needing follow-up for current year enrollees

0

Number of sessions from all grant years still pending attendance

Are we up to date on recording workshop session attendance?

How are we doing on our annual enrollment targets? How does our progress towards our enrollment target compare to prior years?

1

Check progress toward targets

Population

Enrollment Start Date

Enrollment End Date

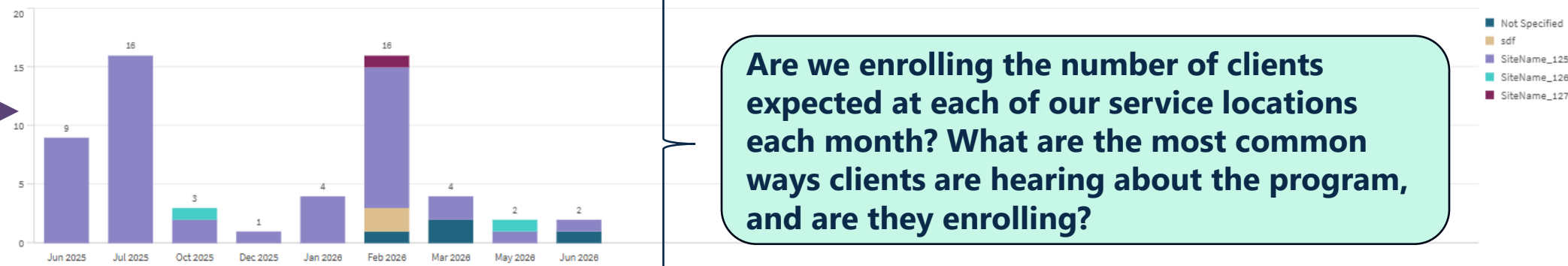
Apply filters first
Select population and date range

Grant Year	Enrollment Target	Enrollment to Date	Percent of Target Enrolled
2026	240	32	13.3%
2025	240	227	94.6%
2024	240	197	82.1%
2023	240	213	88.8%
2022	240	182	75.8%
2021	120	86	71.7%

2

Look for enrollment trends

Number of Clients Enrolled by Grant Location, by Month

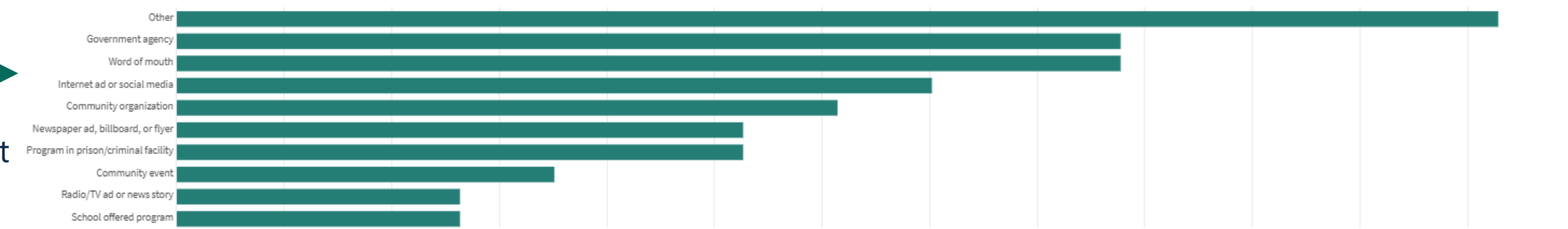


Are we enrolling the number of clients expected at each of our service locations each month? What are the most common ways clients are hearing about the program, and are they enrolling?

3

Understand applicant pathways

How Applicants Heard About the Program





1

Check applicant enrollment trends over time by characteristics

2

Look at distribution of selected characteristic(s)

3

Select one characteristic at a time

Population

Select Population

Enable Accessibility Mode

Enrollment Start Date

04/01/2021

Enrollment End Date

07/22/2026

Characteristic

Age

Age

Age

Employment Status

Ethnicity

Marital Status

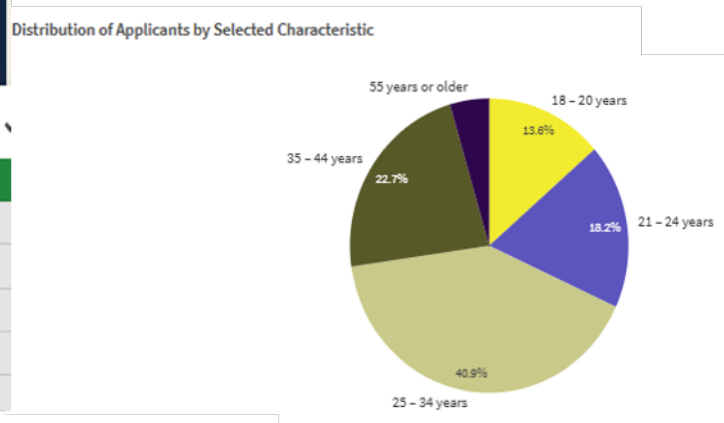
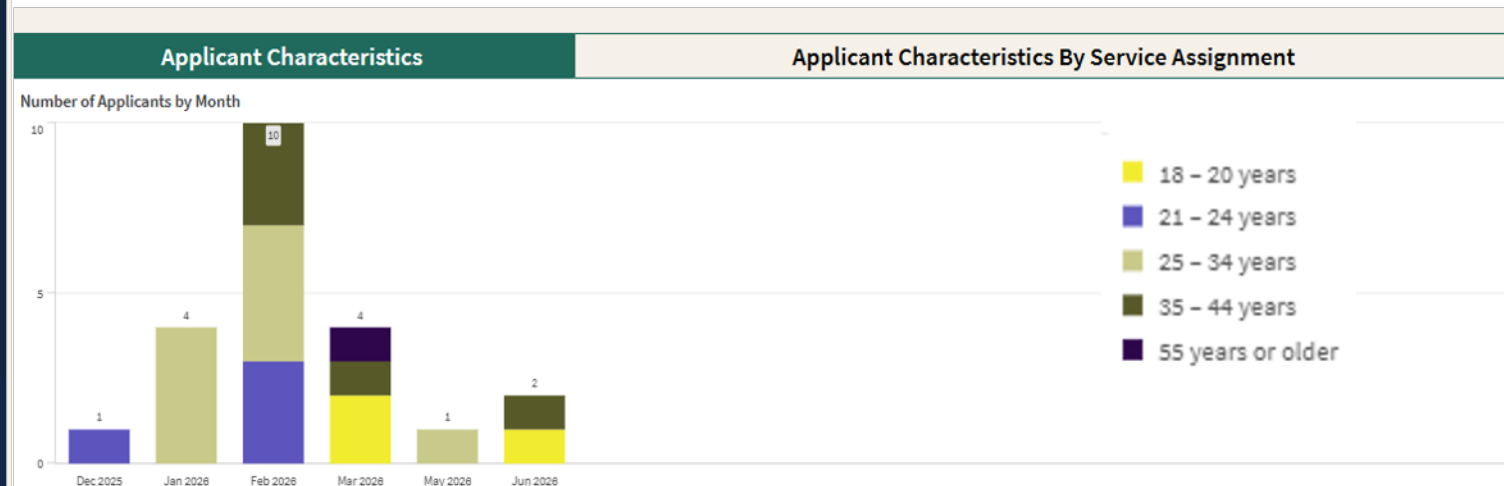
Race

Sex



Apply filter first

Select population, date range and characteristic(s) to view



Are we enrolling our target population?



nFORM Query Tool: Applicant characteristics by service assignment

1

Check applicant enrollment trends by service assignment

2

Look at distribution of selected characteristic(s) by service assignment

3

Select one characteristic at a time

Population

Adult individual

Enable Accessibility Mode

Enrollment Start Date
04/01/2021

Enrollment End Date
07/28/2026

Characteristic

Age

Age

Employment Status

Ethnicity

Marital Status

Race

Sex



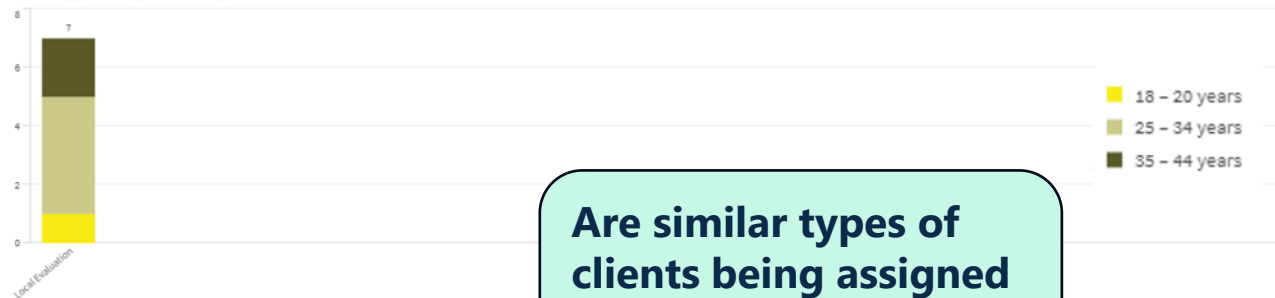
Apply filter first

Select population, date range and characteristic(s) to view

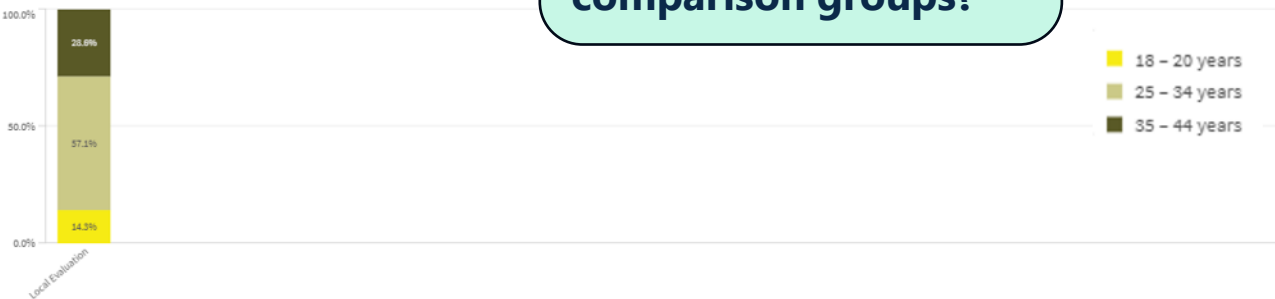
Applicant Characteristics

Applicant Characteristics By Service Assignment

Number of Applicants by Service Assignment and Selected Characteristic



Percent of Applicants by Service Assignment and Selected Characteristic



Are similar types of clients being assigned to treatment and comparison groups?



Important! The information on this tab cannot be used to determine baseline equivalence because it has not been tested for statistical significance.



nFORM Query Tool: Individual services tab, Service Contacts & Referrals

Apply filters first
Select population and date range

Population
Select Population

Enable Accessibility Mode

Enrollment Start Date
06/01/2025

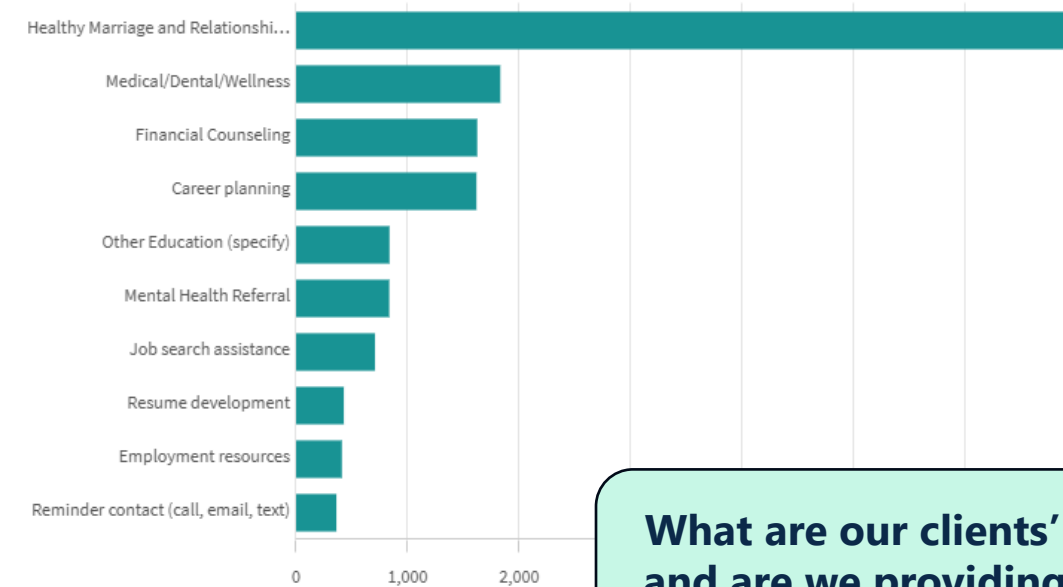
Enrollment End Date
07/01/2026

Undo Reset Filter(s)

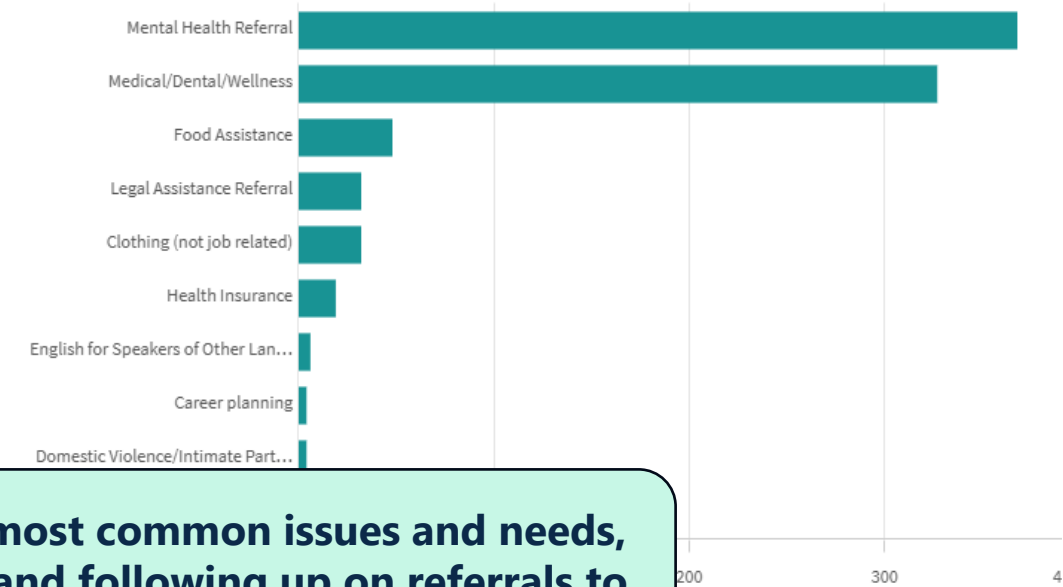
Service Contacts & Referrals

Service Contacts				Referrals		
12,139	6	11,772	361	843	118	180
Total Individual Service Contacts	Substantive contacts	Informational contacts	Reminder only contacts	Total Referrals	Referrals requiring follow-up	Clients with referrals

Most Common Client Issues and Needs



Most Common Types of Referrals



What are our clients' most common issues and needs, and are we providing and following up on referrals to outside services that meet those needs?



nFORM Query Tool: Individual services tab, Incentive Categories/Types

Population
Select Population

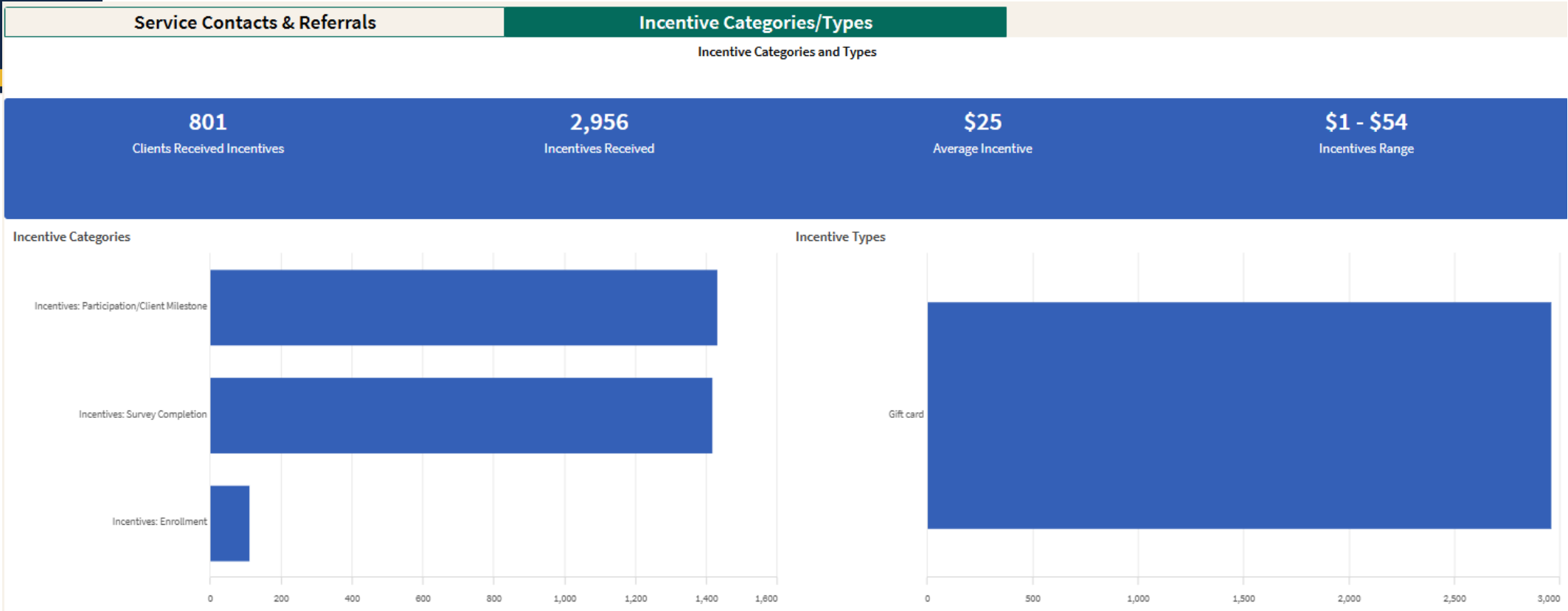
Enable Accessibility Mode

Enrollment Start Date
06/01/2025

Enrollment End Date
07/01/2026

Undo Reset Filter(s)

Apply filters first
Select population and date range



1 → Review overall incentive use

2 → Identify the most common incentive categories and types

Does our provision of incentives align with our program's incentive plan?

How many incentives have we given out, and is that within ACF's cap of \$350 per person?

Series Status
Select

Workshop Type
Select

Workshop Activity or Element
Select

Undo Reset Filter(s)

 **Apply filters first**
Select series status, workshop type
and/or workshop activity or element

**Compare series, delivery mode,
number of sessions, hours, and
average hours attended.**

Workshop Structure by Series

Workshop	SeriesName	Start Date	Workshop Type	Delivery Mode	Total Sessions	Total Hours	Avg. Hours Attended
WorkshopName_70	SessionName_280703	01/06/2025	Primary	In-person	2	12.0	6.0
WorkshopName_70	SessionName_283198	01/20/2025	Primary	In-person	2	12.0	6.0
WorkshopName_70	SessionName_255008	08/24/2024	Primary	In-person	2	12.0	6.0
WorkshopName_70	SessionName_249763	07/30/2024	Primary	In-person	8	48.0	6.0
WorkshopName_70	SessionName_307843	05/18/2025	Primary	In-person	5	20.0	4.0
WorkshopName_70	SessionName_176166	08/12/2023	Primary	In-person	6	24.0	4.0
WorkshopName_70	SessionName_178242	08/05/2023	Primary	In-person	5	20.0	4.0
WorkshopName_70	SessionName_172111	07/17/2023	Primary	In-person	16	64.0	4.0
WorkshopName_70	SessionName_105160	09/03/2022	Primary	In-person	3	12.0	4.0
WorkshopName_70	SessionName_101018	08/06/2022	Primary	In-person	5	20.0	4.0
WorkshopName_70	SessionName_98317	07/30/2022	Primary	In-person	3	12.0	4.0
WorkshopName_70	SessionName_100071	07/29/2022	Primary	In-person	3	12.0	4.0
WorkshopName_70	SessionName_318768	07/28/2025	Primary	In-person	4	12.0	3.0

Rows per page: 100 Select page: 1 1 - 100 of 511

**Which workshop series have higher or
lower average participation?**

**What workshop modes or structures have the
highest average participation? The lowest?**



Apply filters first

Select population, date range workshop(s) and/or series.

Note you can select multiple workshops and series at one time

Population
Select Population

Enable Accessibility Mode

Enrollment Start Date
04/01/2021

Enrollment End Date
07/22/2026

Workshop
Select

Series
Select

What does primary workshop participation look like for each of our client cohorts?

1

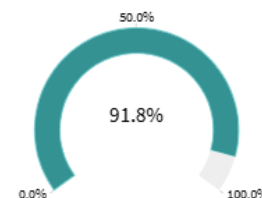
Check target progress and average participation

Progress Towards Target Participation in Primary Workshops

Average primary workshop hours received across clients who participated in any primary workshop



Average percentage of target hours reached by workshop participants



3

Identify who may need follow-up

104

Clients did not participate in any primary workshop sessions

2

Identify benchmark gaps

Number of Clients Reaching Benchmark



Population

Select Population

Enable Accessibility Mode

Enrollment Start Date

04/01/2021

Enrollment End Date

08/10/2026

Characteristic

Select

Outcome Domain

Select

Respondents

Entrance & Exit respondents

Undo

Reset Filter

Apply filters first
Select characteristics, outcome domain(s), or respondents. You can apply multiple filters at the same time.

Characteristics

- Age
- Employment Status
- Marital Status
- Race
- Ethnicity
- Sex

Outcome Domain

- Economic well being
- Healthy marriage/ Relationships
- Parenting and co-parenting

Respondents

- All Respondents
- Entrance & Exit respondents

IMPORTANT! Grant recipients may only use the information on this tab to assess trends. This tab does not show the effects of the program, which can only be determined with a rigorous evaluation.

Selected Client Outcomes

Survey Item (Entrance / Exit)	Response Range	Entrance: Responses	Entrance: Average	Exit: Responses	Exit: Average	Difference
Arguments with partner became very heated in past month	1 (never) to 4 (often)	252	2.30	252	2.16	-0.13
Confident in job interviewing skills	1 (strongly agree) to 4 (strongly disagree)	581	2.19	581	2.07	-0.12
Confident in job search skills	1 (never) to 4 (often)	587	2.06	587	1.97	-0.10
Employment status: Employed, full time	0 - 100	3	66.67	3	100.00	33.33
Employment status: Employed, not full time (such as part time or temporary work)	0 - 100	3	33.33	3	0.00	-33.33
Employment status: Not employed	0 - 100	3				
Good at working out differences with partner in past month	1 (never) to 4 (often)	261				
How often felt overwhelmed by parenting responsibilities in past month	1 (never) to 5 (always)	149				
Satisfaction with current relationship	1 (very satisfied) to 3 (not at all satisfied)	256				
Saw youngest child in past month	0 - 100	117	100.00	117	100.00	0.00
Spends time with youngest child doing what he/she likes to do in past month	1 (never) to 4 (often)	113	3.58	113	3.64	0.05
View marriage/relationship as lifelong	1 (strongly agree) to 4 (strongly disagree)	253	1.64	253	1.56	-0.08
Work well together as coparents	1 (strongly agree) to 4 (strongly disagree)	2	3.50	2	2.50	-1.00

Compare entrance and exit survey average responses and differences. Which outcomes changed the most from Entrance to Exit, and for whom?



Reflections in the chat

How could you use the query tool to monitor program delivery and progress?

Which data points and visualizations do you think will be most helpful?



| Questions?





Wrap up

Review [nFORM user manual](#) module VIII.C for more information about the Query Tool

All nFORM and CQI resources on HMRF Grant Resource site at <https://hmrfgrantresources.info/>

Office Hours moving to Microsoft Teams as of 8/25

After reviewing resources, contact the data capacity and CQI TTA help desk with any questions at
nFORMCQITA@mathematica-mpr.com

Data security reminders

- Never text or email personally identifiable information (PII) like client names – including to the help desk
- Never take screenshots of client PII from nFORM
- Everyone who interacts with client data should watch the [Keeping Data Secure training video](#) and review **Module I of the nFORM user manual**

Reminder for Site Administrators
– don't forget to set up your teams' nFORM Accounts!