



Completing the HMRF Performance Progress Report (PPR)

Office of Family Assistance, ACF

Data Capacity and CQI TTA Team

September 8, 2026





Presenters



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Project Director



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Join us for future nFORM/CQI office hours!

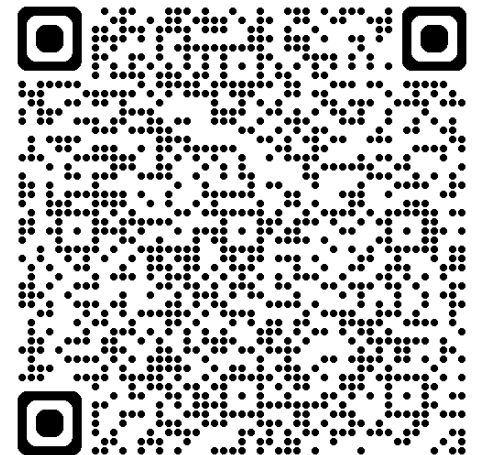
Check out the HMRF weekly grantee digest every Wednesday

- Scroll down to “nFORM and CQI Announcements” to register for office hours and find links to the latest resources
- Click on the office hours registration link; follow the registration instructions and click the “Add to calendar” button on the upper right of the Teams registration page
- Make sure everyone on your team signs up to receive the weekly digest using the “Weekly Digest Signup” link under Quick Links at the bottom of the email
- Contact us at nFORMCQITA@mathematica-mpr.com with any questions

Learn about identifying a CQI challenge during office hours on Tuesday, September 22, 2026, 2–3 p.m. Eastern Time

During this session, the Data Capacity and CQI TTA team will focus on how programs can develop SMART goals to measure the success of an improvement strategy. This session builds on the August 25th CQI office hours, which covered how programs can use nFORM and other data to identify and address challenges.

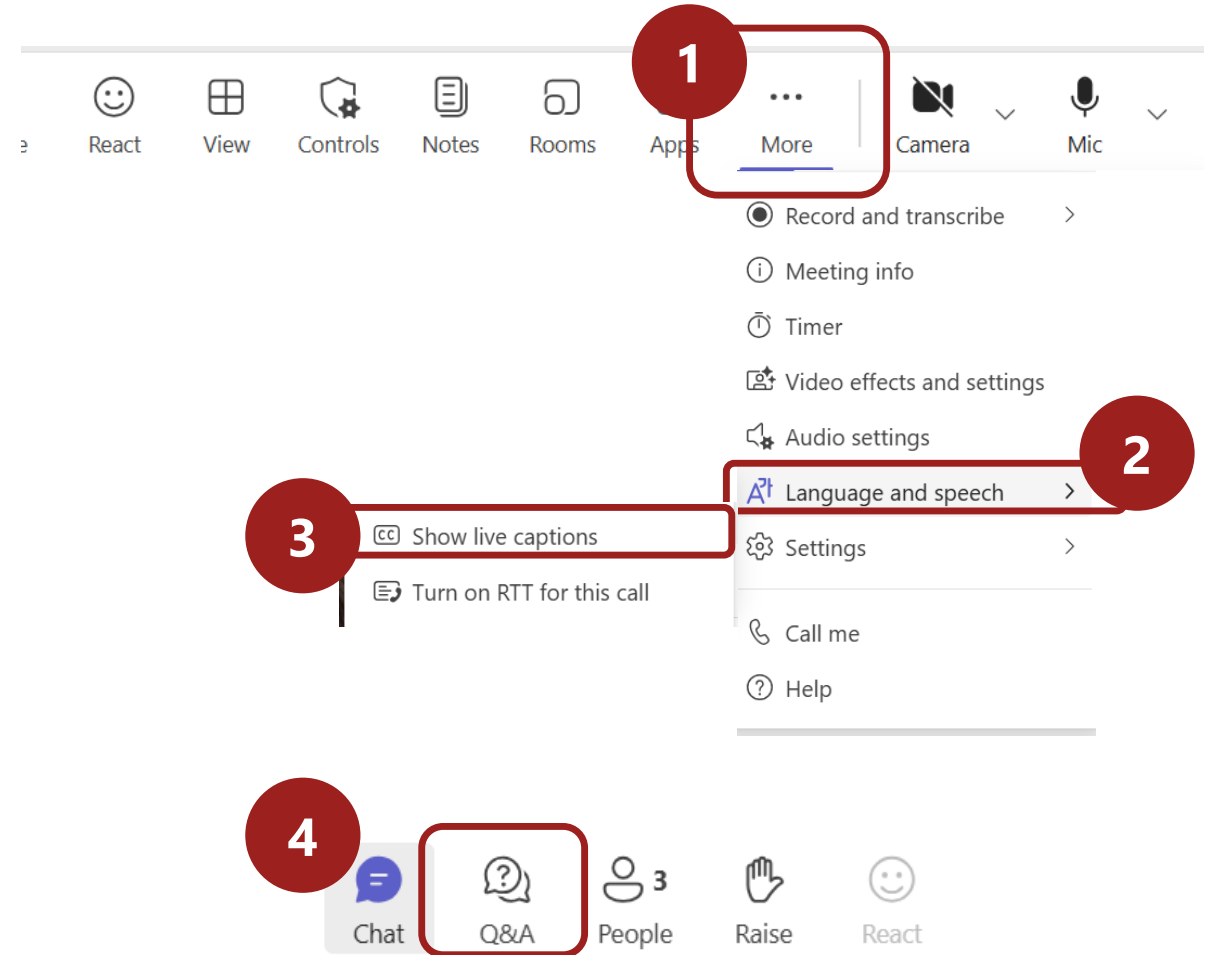
Scan the QR code to register for the August 22, 2026 office hours.





Housekeeping

- Please mute your line
- Access closed-captioning by clicking the “More...” icon in top right corner, select language and speech, and click “show live captions” (Steps 1, 2, 3)
- Use the Q&A to ask questions (Step 4)



Recording and slides from today's office hours will be made available on the HMRF Grant Resource site at <https://hmrfgantresources.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 [HMRF Grant Resource site](#) before accessing nFORM.



Kicking off nFORM data collection



Fully implementing grants must use nFORM to

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

Enter information for clients enrolled on or after July 13—over 2,500 clients enrolled!

PDFs of surveys on resource site for reference and paper administration



nFORM/CQI RESOURCESINTERACTIVE SNAPSHOTS

Refine results

Contains any of these words

Enter a search item

APPLYRESET

Type

Tip Sheets (13)

Training Videos (8)

Surveys (5)

Template/Tool (4)

Detailed Instructions (2)

Data Dictionary (1)

Topic

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

Sort byNewest

APPLYRESET

Displaying 1 - 10 of 33

[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

6



Reminder to submit data capacity and CQI plans to nFORMCQITA@mathematica-mpr.com

Plans due already for large and small grants and by September 30 for emerging grants

After initial submission, grant recipients should regularly update plans to reflect changes in program operations and service delivery

**Healthy Marriage and Responsible Fatherhood
Data Capacity and Continuous Quality Improvement (CQI)
Plan Template**

HMRF
HEALTHY MARRIAGE & RESPONSIBLE FATHERHOOD

Plan/update date: Click or tap here to enter text

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to help grant recipients plan for and implement continuous quality improvement and data collection processes. Public reporting burden for this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0531 and the expiration date is 9/30/2028. If you have any comments on this collection of information, please contact Hannah McInerney at nFORMCQITA@mathematica-mpr.com.

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<https://www.hmrfgrantresources.info/resource/data-capacity-and-cqi-plan-template>



Today's objectives

- **Understand how the PPR supports ACF and grants' monitoring and CQI efforts, and ACF expectations for performance reporting**
- **Learn how to complete and submit the PPR**
- **Identify ways to use quantitative information to inform progress narrative responses**

Today's agenda

- Overview of performance progress report (PPR) and ACF expectations for reporting
- Completing the PPR and program operations survey (POS) in nFORM
- PPR layout
- Questions and answers





Overview of performance progress report (PPR) and ACF expectations for reporting



What is the PPR?



A report required by 2 CFR 200.329 that documents your grant's activities, outcomes, successes, and challenges, and ensures alignment with the NOFO and your grant application

Your PPR tells the story of your planned versus actual work

- ✓ **What did you plan to do?**
- ✓ **What actually happened?**
- ✓ **What do the data tell you?**
- ✓ **What are you doing about it?**
- ✓ **What comes next?**



Why high-quality documentation matters

A document submitted in GrantSolutions, particularly a **Final** submission, is treated as the grantee's certified representation of performance and compliance. Implications include:

- **Accountability:** Federal staff rely on what is documented in GrantSolutions to assess whether the grantee met programmatic expectations.
- **Transparency:** Documentation in GrantSolutions creates a clear, reviewable history of grant activities and accomplishments.
- **Compliance:** During monitoring or audits, reviewers examine the GrantSolutions record to determine if requirements were met. Inaccurate or incomplete submissions can create findings, require corrective actions, or affect future funding considerations.
- **Historical Reference:** Program Officers, leadership, and evaluators refer back to final submissions to understand what occurred during the project period, including challenges, progress, and outcomes.

Because of this, it is critical that materials—especially reports uploaded in GrantSolutions—are accurate, complete, and professionally presented before being submitted.



High-quality documentation (continued)

The PPR is one of the most important documents grantees submit on a recurring basis. It captures the full scope of grant performance for the reporting period, including:

- Progress toward goals
- Challenges and resolutions
- Data outcomes
- Staffing or partnership changes
- Compliance with the NOFO and federal requirements

When the PPR is finalized in GrantSolutions, it becomes **part of the official grant record. Federal reviewers—including program staff, evaluators, and leadership—depend on the PPR to understand the grantee's performance trajectory and to make decisions related to monitoring, technical assistance, future funding, and, when applicable, closeout.**



ACF's review and approval process

Your FPS is the first level reviewer of your PPR and will:

- Review for quality and accuracy
- Ask for corrections if needed
- Review highlights of successes and challenges
- Recommend next steps, CQI, and areas of interest for the coming year

TIP! Your FPS knows your program very well, but other staff in OFA (e.g., Branch Chief, Division Director) and OGM (e.g., Grants Management Specialist) contribute to the PPR review and approval process. Ensure your PPR includes sufficient detail to convey your message clearly and convincingly to this broader audience.



Top 10 reasons the PPR matters to grantees!

1. Ensures program fidelity
2. Strengthens internal team alignment
3. Supports continuous quality improvement (CQI)
4. Provides a record for future funding
5. Facilitates smoother FPS reviews and reduces back-and-forth
6. Helps grantees tell their story
7. Enhances transparency with stakeholders and supports sustainability
8. Creates a year-to-year learning trail
9. Supports evaluation activities (as applicable)
10. Prepares grantees for monitoring





ACF expectations for performance reporting

Grant Year 1 PPRs will show actual enrollment and participation based on nFORM data, but actuals are not compared to grant recipient targets. For Grant Year 1 only:

- PPRs show a target of zero for enrollment and primary workshop participation benchmarks
- To align with NOFO requirements for primary workshop participation:
 - HEART and READY4Life PPRs show a target of 12 hours
 - FORGE PPRs show a target of 24 hours

Grant recipients can use Grant Year 1 PPRs to learn about ACF's expectations and requirements

Grants that began implementation prior to nFORM's launch on July 13 should use the narrative to describe enrollment, services, and other program activities that are not captured in nFORM

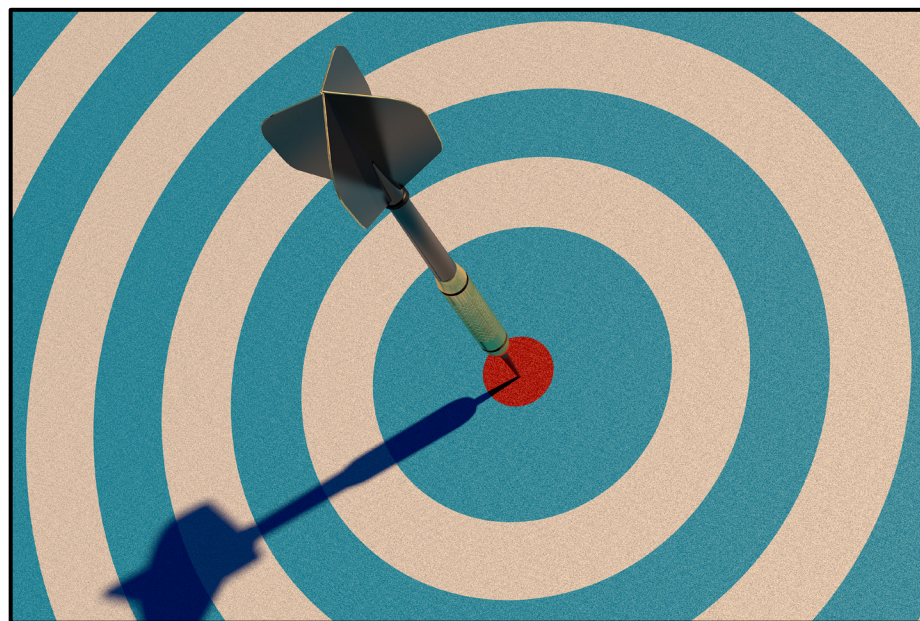


Tracking progress towards annual targets starts in Grant Year 2

Grant recipients were recently asked to confirm their Year 2 targets for enrollment and primary workshop participation benchmarks, and hours of participation

Year 2 targets will appear in nFORM's client profiles and data tools starting September 30

Monitoring progress towards enrollment and participation benchmark will begin in Grant Year 2 (September 30)





| Questions?





| Completing the PPR and POS in nFORM



PPR components in nFORM

Grant recipients are required to submit the PPR to ACF by October 30 of each year—ACF plans to make PPR functionality available in nFORM by September 30



Program operations survey (POS)

Includes questions about program operations and implementation challenges



Quantitative performance data

Automatically generated from nFORM data



Cover page and qualitative progress narrative

Grants describe accomplishments, challenges, lessons learned, and other context



POS and PPR updates for 2025 cohort

New! Required POS and PPR submitted at end of each grant year

- POS and PPR have been streamlined to reflect ACF priorities for 2025 cohort

New! Site administrators enter ACF cover page and narrative responses directly into nFORM; nFORM-generated PPR will include all PPR components except Federal Financial Report (SF-425)

New! Reports present data tables with related narrative responses; site administrators indicate when narrative is ready to share with ACF

New! For READY4Life programs, PPR presents enrollment and participation data on both grant year and academic year progress



PPR Parts 1–2 prepared in nFORM and generated in single PDF

PPR template available on
resource site is a reference
only; grants must complete
PPR in nFORM

PERFORMANCE PROGRESS REPORT
Administration for Children and Families (ACF), Office of Family Assistance (OFA)
Healthy Marriage and Responsible Fatherhood Grant Program

OMB Control No.: 0970-0566
Expiration Date: 07/31/2029

Information from the annual Administration for Children and Families (ACF) performance progress report (PPR) will be used by the Office of Family Assistance (OFA) to meet grants management requirements and by grant recipients themselves to self-monitor progress and challenges (continuous quality improvement (CQI)). Annual progress reports are due within 30 days of the end of each 12-month reporting period, which is:

- Reporting Period: September 30 – September 29; Report Due: October 30

The PPR consists of the following three parts, with both qualitative and quantitative descriptions of program performance:

Part 1: ACF PPR Cover Page

Part 2: Appendix B – Qualitative (narrative) and quantitative (numeric) description of program indicators:

B-01	Performance Narrative
B-02	Major Activities and Accomplishments
B-03	Problems
B-04	Significant Findings and Events
B-05	Dissemination Activities
B-06	Other Activities
B-07	Activities Planned for the Next Reporting Period
B-08	Selected Participant Outcomes

Part 3: Federal Financial Report (FFR) SF-425
Found at: <https://acf.gov/grants/manage-grant/reporting>

Please address each reporting area. Once you complete the PPR packet, upload it, along with the ACF PPR Cover Page, as a Grant Note in GrantSolutions. Please contact your OFA Federal Program Specialist for additional guidance.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to support program performance monitoring and program improvement activities for Healthy Marriage and Responsible Fatherhood programs. Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (SEC. 403, [42 U.S.C. 603]). The answers you give will be kept private. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0566 and the expiration date is 07/31/2029. If you have any comments on this collection of information, please contact Hannah McInerney at nFORMCQITA@mathematica-mpr.com.

Generate
outside of
nFORM



Steps for completing annual PPR and POS

Progress Report

Annual Progress Report (Required)

Start Date	End Date	Due Date	Step 1: Program Operations Survey	Step 2: Draft Progress Report	Step 3: Cover Page/Progress Narrative	Step 4: Final Progress Report
09/30/2025	09/29/2026	10/30/2026	Start	Generate	View/Edit	Not Available

+ Ad-hoc Progress Report (if requested by ACF)



PRIVACY

Thank you for helping with this important study. This survey includes questions about your Healthy Marriage or Responsible Fatherhood Program. We want you to know that:

1. Your participation in this survey is voluntary.
2. We hope that you will answer all the questions, but you may skip any questions you do not wish to answer.
3. The answers you give will be kept private to the extent permitted by law.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to support program performance monitoring and program improvement activities for Healthy Marriage and Responsible Fatherhood programs. Public reporting burden for this collection of information is estimated to average 19 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. The answers you give will be kept private. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0566 and the expiration date is xx/xx/xxxx. If you have any comments on this collection of information, please contact [Current Point of Contact Name] at [Current Contact Email Address].

[Next >>](#)



Thank you for completing this survey!

You have answered all the questions for this reporting period's Program Operations Survey.

You can modify your responses to this reporting period's survey by clicking the View/Edit button for this reporting period on the progress reporting screen in nFORM.



MASS MARKETING, OUTREACH, AND RECRUITMENT

A1. Which three types of advertising did your Healthy Marriage (HM) or Responsible Fatherhood (RF) grant program most frequently use in the current reporting period (whether purchased, earned, donated, or conducted)?
Select three only

- ☒ Newspaper ads or publicity
- ☐ TV spots
- ☐ Billboards, including those on public transportation or at bus stops (that is, bench ads)
- ☐ Radio ads or announcements
- ☐ Internet ads
- ☒ Social media
- ☐ Flyers
- ☐ Presentations to external organizations
- ☒ Word-of-mouth campaign/outreach by program graduates
- ☐ Other

[<< Back](#) [Next >>](#)

Complete the POS in nFORM—PDF on resource site for reference only



Step 2: Draft Progress Report

PERFORMANCE PROGRESS REPORT
Administration for Children and Families (ACF), Office of Family Assistance (OFA)
Healthy Marriage and Responsible Fatherhood Grant Program

DRAFT

Grantee: HEART Grant 301
Report Period End Date: 03/31/2026
Run Date: 3/3/2026 9:31:24 AM

PERFORMANCE PROGRESS REPORT
Administration for Children and Families (ACF), Office of Family Assistance (OFA)
Healthy Marriage and Responsible Fatherhood Grant Program

Table B-02.4. Enrollment targets and actual enrollment

	Number of adult couples ^a	Number of adult individuals
1. Enrollment target for the grant year	245	195
2. Enrolled since beginning of grant year through end of reporting period	1	3
3. Percent of grant-year target met to date	0.4%	1.5%

^a The number of adult couples is the number of couple units.

Draft progress report includes up-to-date calculations; PDF can be saved locally and used as reference for drafting narrative

PERFORMANCE PROGRESS REPORT

Administration for Children and Families (ACF), Office of Family Assistance (OFA)
Healthy Marriage and Responsible Fatherhood Grant Program

OMB Control No.: 0970-0566
Expiration Date: 07/31/2029

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Part 2: Appendix B – Qualitative (narrative) and quantitative (numeric) description of program indicators:

- B-01 Performance Narrative
- B-02 Major Activities and Accomplishments
- B-03 Problems
- B-04 Significant Findings and Events
- B-05 Dissemination Activities
- B-06 Other Activities
- B-07 Activities Planned for the Next Reporting Period
- B-08 Selected Participant Outcomes

Part 3: Federal Financial Report (FFR) SF-425

Found at: <https://acf.gov/grants/manage-grant/reporting>.

Please address each reporting area. Once you complete the PPR packet, upload it, along with the ACF PPR Cover Page, as a Grant Note in GrantSolutions. Please contact your OFA Federal Program Specialist for additional guidance.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to support program performance monitoring and program improvement activities for Healthy Marriage and Responsible Fatherhood programs. Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (SEC. 403, [42 U.S.C. 603]). The answers you give will be kept private. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0566 and the expiration date is 07/31/2029. If you have any comments on this collection of information, please contact Hannah McInerney at nFORMCQITA@mathematica-mpr.com.

R6. Add/Edit Cover Page/Progress Narrative

DRAFT

Report End Date: 09/29/2026

- + [ACF PPR Cover Page](#)
- + [B-01 PERFORMANCE NARRATIVE](#)
- + [B-02 MAJOR ACTIVITIES & ACCOMPLISHMENTS](#)
- + [B-03 PROBLEMS](#)

ACF PPR COVER PAGE

3a. Unique Entity Identifier (UEI)

Enter the recipient organization's Unique Entity Identifier (UEI) assigned by the system for Award Management (SAM).

Select each section in the R6 menu to enter cover page and narrative responses in nFORM

Instructions or narrative prompts included for each entry screen

Complete the PPR in nFORM—PDF on resource site for reference only

DRAFT

Report End Date: 03/31/2026

+ [B-01 PERFORMANCE NARRATIVE](#)

B-01 PERFORMANCE NARRATIVE

1. Target Population

Describe the population(s) your program intends to serve. Did you serve the intended population(s) during the reporting period? Review the information in Table B-01.1. The Applicant Characteristics tab of the nFORM query tool provides additional demographic information about the population your program is serving.

Our HEART program aims to serve adult individuals and couples in our community who would like to develop strong relationship and parenting skills. Our goal is to serve a mix of male and female adults of all ages. Based on enrollments in the reporting period we are reaching our target demographic, as shown in Table B-01.1.

325 / 6000 characters



Tips for completing your progress narrative

- Clearly and concisely explain activities, decisions, and results
- Avoid restating data in PPR quantitative tables—instead, contextualize the data and connect implementation, outcomes, and CQI
- Include relevant qualitative information and any numeric data collected outside of nFORM
- READY4Life grants should describe whether they are serving in school or community settings and the timeframe(s) during which they enroll clients and offer programming

TIP! Take notes throughout the year to inform your annual narrative. Review drafts early and again before submission to prevent errors.



Final PPR quality check

- **Make sure you've answered every applicable narrative prompt and removed any PII in your responses**
- **Check that responses explain corresponding quantitative PPR tables and align with NOFO and your grant application**
- **Ensure successes are highlighted and challenges are candidly described, along with corresponding CQI strategies, TA needs, and data use**
- **Describe partner roles and contributions to successes and challenges**
- **Include achievable timelines for future plans and activities**
- **Allow adequate time for team review and approval**

TIP! Submit early to avoid last minute snags. PPRs must be submitted by 11:59pm ET on October 30, 2026.



Once grant staff check this box, FPSs can access full PPR in nFORM

Be sure to let your FPS know once you have checked this box and submitted your PPR to Grant Solutions



R6. Add/Edit Cover Page/Progress Narrative

DRAFT

Report End Date: 09/29/2026

+ [ACF PPR Cover Page](#)

+ [B-01 PERFORMANCE NARRATIVE](#)

+ [B-02 MAJOR ACTIVITIES & ACCOMPLISHMENTS](#)

+ [B-03 PROBLEMS](#)

+ [B-04 SIGNIFICANT FINDINGS AND EVENTS](#)

+ [B-05 DISSEMINATION ACTIVITIES](#)

+ [B-06 OTHER ACTIVITIES](#)

+ [B-07 ACTIVITIES PLANNED FOR NEXT REPORTING PERIOD](#)

+ [B-08 SELECTED PARTICIPANT OUTCOMES](#)

☐ Check this box to confirm all responses are final and ready to be shared with ACF. Then click Save. As a reminder, generate the final progress report in Step 4, sign the PDF, and submit it to Grant Solutions.

Edit

Cancel



Step 4: Final Progress Report

PERFORMANCE PROGRESS REPORT

Administration for Children and Families (ACF), Office of Family Assistance (OFA)
Healthy Marriage and Responsible Fatherhood Grant Program

B-01 PERFORMANCE NARRATIVE

1. Target Population

Describe the population(s) your program intends to serve. Did you serve the intended population(s) during the reporting period? Review the information in Table B-01.1. The Applicant Characteristics tab of the nFORM query tool provides additional demographic information about the population your program is serving.

Our HEART program aims to serve adult individuals and couples in our community who would like to develop strong relationship and parenting skills. Our goal is to serve a mix of male and female adults of all ages. Based on enrollments in the reporting period we are reaching our target demographic, as shown in Table B-01.1.

Table B-01.1. Demographic characteristics	Percent of applicants
1. Sex	
a. Female	40.0%
b. Male	60.0%
2. Age	
a. 13 – 15 years	0.0%
b. 16 – 17 years	0.0%
c. 18 – 20 years	0.0%
d. 21 – 24 years	20.0%
e. 25 – 34 years	40.0%
f. 35 – 44 years	0.0%
g. 45 – 54 years	20.0%
h. 55 years or older	20.0%

Combined narrative and quantitative information improves interpretation and supports discussions with FPS and grant team

Generate PDF of final PPR from nFORM—your grant’s authorized official should then sign the cover page and submit signed PDF to ACF as GrantNote in GrantSolutions.

Grants must separately complete the Federal Financial Report (SF-425) available at <https://acf.gov/grants/manage-grant/reporting>.



Use ad-hoc reports to review progress on PPR measures during the grant year

Ad-hoc Progress Report (if requested by ACF)						
Start Date	End Date	Due Date	1: Program Operations Survey	Step 2: Draft Progress Report	Step 3: Cover Page/Progress Narrative	Step 4: Final Progress Report
09/30/2025	06/30/2026	07/30/2026	Start	Generate	View/Edit	Not Available
09/30/2025	03/31/2026	04/30/2026	View/Edit	Generate	View/Edit	Not Available

Generate draft progress report (step 2); use query tool, operational reports, and data export to explore further



| Questions?





| PPR layout



PPR layout

PPR is organized into 8 distinct sections

- B-01 Performance narrative
- B-02 Major activities and accomplishments
- B-03 Problems
- B-04 Significant findings and events
- B-05 Dissemination activities
- B-06 Other activities
- B-07 Activities planned for the next reporting period
- B-08 Select participant outcomes

Each section includes narrative prompts; most include numeric tables

Let's take a look at how the PPR is organized!



Section	Narrative prompts	Numeric tables
B-01 Performance narrative	1. Target population 2. Program services 3. Economic stability/job and career advancement 4. Staffing 5. Partners	B-01.1 Demographic characteristics B-01.2 Staff hiring and turnover
B-02 Major activities and accomplishments	1. Recruitment methods and strategies 2. Program enrollment 3. Addressing domestic violence (DV) /intimate partner violence (IPV) 4. Program participation 5. Quality assurance and monitoring (CQI) 6. Local program evaluation (if applicable)	B-02.1 Most frequent recruitment methods B-02.2 Most common referral sources B-02.3 Recruitment staff during reporting period B-02.4 Enrollment targets and actual enrollment B-02.5 DV/IPV services B-02.6 Achievement of participation benchmarks B-02.7 Cumulative primary workshop participation B-02.8 Retention/completion by grant year (GY) B-02.9 Receipt of substantive service contacts B-02.10 Average substantive service contacts by GY B-02.11 Staff training B-02.12 Observation of facilitators B-02.13 Staff supervision B-02.14 CQI meetings B-02.15 Caseloads

Enrollment and participation targets set to 0 for Grant Year 1; Year 2 targets available in nFORM on 9/30



Section	Narrative prompts	Numeric tables
B-03 Problems	1. Implementation challenges 2. Technical assistance needs	B-03.1 Common implementation challenges
B-04 Significant findings and events	Significant findings and events	n/a
B-05 Dissemination activities	Dissemination activities	B-05.1 Most frequent types of advertising
B-06 Other activities	Other activities	n/a
B-07 Activities planned for the next reporting period	Activities planned for the next reporting period	Planned activity and timeline
B-08 Selected participant outcomes	Selected participant outcomes	B-08 Participant outcomes Separate tables for HM adults/couples, HM youth, RF community, and RF reentering



PPR enrollment and participation benchmarks



Enrollment metrics

Table B-02.4 shows actual enrollment by client population; all clients counted even if grant does not have target for their assigned population

Year 1 PPR will show targets of 0; actual targets will display in year 2

For READY4Life grants, progress against targets provided for grant year (9/30–9/29) and academic year (7/1–6/30)

Table B-02.4. Enrollment targets and actual enrollment		Number of community fathers	Number of reentering fathers
1. Enrollment target for the grant year		400	0
2. Enrolled since beginning of grant year through end of reporting period		11	14
3. Percent of grant-year target met to date		2.8%	---

Did we meet our annual enrollment target? Did we enroll clients in population types for which we do not have targets?



READY4Life programs can easily compare grant year and academic year progress

Table B-02.4. Enrollment targets and actual enrollment		Number of youth
1. Enrollment target for the grant year		235
2. Enrolled since beginning of grant year through end of reporting period		26
3. Percent of grant-year target met to date		11.1%
4. Enrolled since beginning of academic year through end of academic year ^b		23
5. Percent of grant-year target met to date, based on academic year enrollment		9.8%

^b Performance in rows 4 and 5 is calculated on an academic calendar (7/1-6/30).



Enrollment narrative

Review enrollment progress in Table B-02.4 and then respond to the narrative prompts in Section B-02.2

Tables and corresponding prompts are side by side in full PPR

2. Program enrollment

Describe your program's progress toward meeting enrollment targets. Please include any useful context for the performance measures in Table B-02.4, such as the following:

- If you are not meeting your enrollment target(s), the challenges you are experiencing and plans to address them
- If you are exceeding your target(s), please describe what you think is contributing to your success—including both program-related and contextual (that is, non-program-related) factors.
- If you are enrolling clients in a population for which you have not set targets, explain why and whether your program plans to adjust the population(s) it intends to serve.
- If you primarily serve clients on an academic calendar, and if so, whether progress toward enrollment targets should be viewed on that timeframe.



Primary workshop participation (PWP) metrics

Table B-02.6 shows progress towards benchmarks in Grant Year 1; table repeats for READY4Life grants on academic calendar

Adult individuals	Count of clients achieving benchmark in current grant year			
Benchmarks for participation in primary workshops (BP)	Clients enrolled in grant year 1 (GY1)	Total clients (TC=sum of all GYs)	Target count of clients for benchmark (TGT)	Percent of target met (PCT = TC/TGT)
1. Initial attendees: Attended at least one primary workshop session	100	100	0	--
2. Halfway attendees: Attended at least 50% of primary workshop hours	85	85	0	--
3. Completed clients: Attended at least 90% of primary workshop hours	75	75	0	--
4. Fully finished clients: Attended at least 100% of primary workshop hours	70	70	0	--

Did our program expect this many clients to participate in workshops between nFORM's launch and the end of year 1?



PWP metrics in Grant Year 2

Table B-02.6 will show how clients count towards targets in the year they reach each benchmark, regardless of when they enrolled—keep your program flow and schedule in mind

Adult individuals	Count of clients achieving benchmark in current grant year				
Benchmarks for participation in primary workshops (BP)	Clients enrolled in grant year 1 (GY1)	Clients enrolled in grant year 2 (GY2)	Total clients (TC=sum of all GYs)	Target count of clients for benchmark (TGT)	Percent of target met (PCT = TC/TGT)
1. Initial attendees: Attended at least one primary workshop session	50	50	100	100	100%
2. Halfway attendees: Attended at least 50% of primary workshop hours	35	50	85	90	94%
3. Completed clients: Attended at least 90% of primary workshop hours	25	50	75	80	94%
4. Fully finished clients: Attended at least 100% of primary workshop hours	20	50	70	75	93%



PWP hours metrics

Table B-02.7 shows progress towards current PWP hours target by grant year of enrollment

Minimum PWP hours are 12 for HEART and READY4Life grants, and 24 for FORGE grants

Targets set to 12 or 24 hours in Year 1 PPR

Each grant’s confirmed Year 2 PWP hours targets in nFORM on 9/30

Adult individuals Participation of clients who attended at least one primary workshop session	Target hours (current grant year)	Average hours	Average percent
Grant year 1— Participation in primary workshop hours for clients enrolled in grant year 1	12	10	83%

How much of our primary workshop curriculum are clients receiving, on average?



Retention metrics

Table B-02.8 shows retention rates from enrollment through completion by grant year of enrollment

Adult individuals				Count of initial attenders who attended at least 90% of target hours	Percent of initial attenders who attended at least 90% of target hours
Retention and completion for clients enrolled in grant year	Count of enrollees	Count of initial attenders	Percent of initial attenders		
Grant year 1	125	100	80%	75	75%

Are a lot of clients dropping out before they start attending workshops? Once clients start attending workshops, do they tend to complete them?



Substantive individual service contact (ISC) metrics

Table B-02.10 shows average substantive ISCs by population, grant year, and overall

- Table B-02.09 shows number/percent of clients who received 0, 1-4, 5-7, or 8 or more substantive ISCs
- Table appears in PPR for all HMRF programs and populations

FORGE grants should monitor ACF-requirement of 8 substantive ISCs per client, and how average contacts change over time

Average cumulative number received per client/couple through end of reporting period	Community fathers	Reentering fathers
	Average count	Average count
Enrolled across all grant years	6	3
Enrolled in grant year 1	6	3

Does the level of ISC provision align with our program design?



Program participation narrative

Review Tables B-02.6 to B-02.10 and then respond to narrative prompts in Section B-02.4

4. Program participation. Please describe program initiation and retention. Please include any useful context for the performance measures in Tables B-02.6 through B-02.10, and participation information in nFORM's query tool (Grant Year Overview, Individual Services, and Workshop Participation tabs). Please describe:

Program initiation

- Strategies planned or being implemented to engage clients in services within two weeks of program enrollment.
- Reasons why program initiation is lower than expected or desired, if relevant, and current or planned efforts to increase program initiation.
- Reasons why program initiation is higher than expected, if relevant, and any promising practices that may be contributing.

Retention

- Strategies planned or being implemented to ensure clients complete the workshops in which they have enrolled, and that they receive as many individual service contacts as necessary.
- Reasons why program retention is lower than expected or desired, if relevant, and current or planned efforts to increase program retention, such as referring clients to additional services.
- Reasons why program retention is higher than expected, if relevant, and any promising practices that may be contributing.
- Whether your program primarily serves clients on an academic calendar, and progress toward participation targets should be viewed on that timeframe.



| Questions?





Wrap up

- Review [nFORM user manual module VIII.C](#) for more information about the PPR
- Complete PPR in nFORM and submit to Grant Solutions by October 30
- nFORM and CQI resources on HMRF Grant Resource site at <https://hmrfgrantresources.info/>
- **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**

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

Reminder for Site Administrators –
Don't forget to set up your teams' nFORM accounts!