

Setting Up Workshops

Workshops are the centerpiece of healthy marriage and responsible fatherhood (HMRF) services. Setting them up correctly in nFORM is critical for accurately tracking services and reporting data to the Administration for Children and Families (ACF). This tip sheet defines key terms for workshops and describes how to add and manage workshops in nFORM. Please refer to Module VI in the [nFORM User Manual](#) for additional details about workshop setup and recording attendance.

Overview

Users create and manage group-based services on nFORM's Workshops tab. In keeping with how grants structure their programs, nFORM follows a hierarchy of workshops, session series, and session occurrences.

Workshop [Curriculum]

A workshop is a set of group-based classes offered by the grant that are typically based on curricula (for example, a workshop for fathers in the community and a workshop for reentering fathers). All grants must offer primary workshops and grants may or may not offer optional workshops (both explained in more detail below).

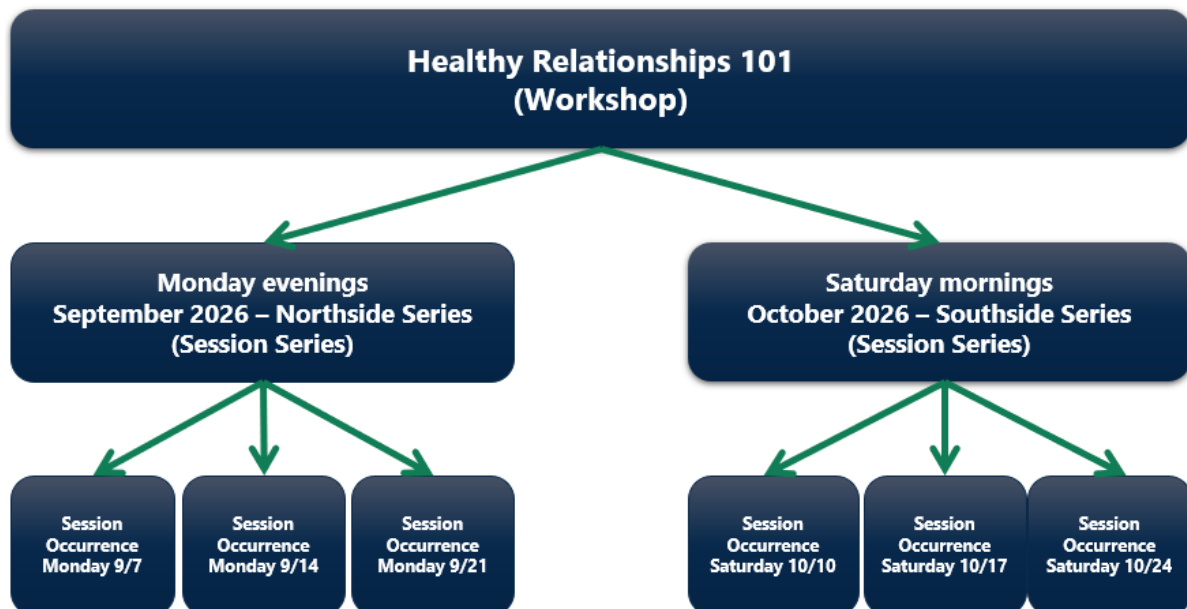
Session Series [Set of Classes]

A session series is an offering of that workshop to a new cohort or group of clients. Grants may offer the same workshop in multiple session series such as a daytime session series, an evening session series, and a weekend session series to accommodate different client schedules. Grants offering the same workshop but in different languages should set up separate series for the two offerings, for example, setting up a Spanish-language series and an English-language series.

Session Occurrences [Individual Classes]

Session occurrences are the individual classes within a session series; for example, a weekend session series of a given workshop may occur on 10 consecutive Saturdays beginning in June.

Example



Key Terms

Primary workshop	A curriculum-based workshop that all clients are expected to attend and ultimately complete. A project's primary workshop(s) must address all HMRF grant requirements and outcomes.
Optional workshop	A workshop that clients can attend but are not expected to as part of the grant's essential group-based services.
Service population	The populations served by each HMRF grant type: HEART (Adult Couples and/or Adult Individuals), FORGE Fatherhood (Community Fathers and/or Reentering Fathers), and READY4Life (Youth).
Primary workshop hours target	The total number of hours of primary workshops that all clients in a given population served by the grant are expected to attend.
Cohort-based enrollment	When clients begin services at the same time as a group and progress through the services together.
Open enrollment	When clients can begin services at whatever time they enroll in the program rather than requiring a specific start-date.
Single curriculum workshop	A workshop in which all sessions use the same curriculum. Note that some programs may offer multiple single curriculum workshops, and ask clients to take each workshop.
Linked curricula workshop	A workshop that includes two or more different curricula, with each curriculum taught in separate sessions. Clients receive different curricula depending on which sessions they attend.
Blended curricula workshop	A workshop that combines two or more curricula within the same sessions. Since the content is integrated, it is more challenging to determine which curriculum a client received based on the sessions they attended.

Tips for Establishing Workshop Length and Duration in nFORM



The Notice of Funding Opportunity (NOFO) set minimum hours for primary workshops based on grant type: 24 hours for FORGE Fatherhood programs, 12 hours for HEART programs, and 12 hours for READY4Life programs. Grants must establish primary workshops in nFORM which meet or exceed the NOFO expectations and mirror their applications, including the number of hours for each primary workshop.



The NOFO required that workshops be delivered in more than two sessions over two weeks or more (and not over a single weekend). Grants should discuss their workshop structure with their Family Assistance Program Specialist (FPS) to ensure that the workshops they set up in nFORM align with FPS specifications.



In their applications, grants set targets for client participation benchmarks including the number of clients who will attend at least one workshop session (initial attendees), at least 50 percent of primary workshop hours (halfway attendees), at least 90 percent of workshop hours (completed clients), and 100 percent or more of primary workshop hours (fully finished clients). While 100 percent participation is ideal, ACF recognizes that some clients will miss an occasional session and will not be able to make-up the missed session. Therefore, 90 percent participation may be a more realistic target for many clients. Please note that it will be difficult for clients to achieve the 90 percent target when session series have fewer than 10 sessions. For example, if a client is only able to attend seven of eight sessions in a series, they will have attended 87.5 percent of the primary workshop hours and will not be counted as a completed client. ACF will review and approve primary workshop targets prior to the start of each grant year. Please contact your FPS if you have any concerns.

How to Add Workshops

Workshops must be created before session series can be scheduled. Only users who are site administrators can add and edit workshops.

- 1 Add a new workshop by selecting the +Add Workshop button on the Workshops screen (W1). This opens the Add/Edit Workshop screen (W2).
- 2 On the Add/Edit Workshop screen (W2), follow the prompts to enter the required information. Throughout nFORM, required fields are identified with a red asterisk.
- 3 Select Save to add the new workshop to nFORM.

Workshops

+ Add Workshop							Items per page	10	
Workshop Name	Population	Registration Required	Enrollment	Type	Total Hours				
Q 246 / Dads	Reentering father	Yes	Open	Primary	24				
Q 11780 / Dads	Community father	Yes	Open	Primary	24				
Q Workshop_Test_1	Reentering father	No	Open	Primary	1				
Q Workshop_Test_2	Reentering father	Yes	Open	Primary	1				
Q Workshop_Test_3	Reentering father	Yes	Open	Primary	1				
Q WorkshopName_142	Community father	Yes	Cohort	Primary	28				
Q WorkshopName_7026	Reentering father	Yes	Cohort	Primary	4				
Q WorkshopName_518	Community father	Yes	Cohort	Optional	10				
8 Record(s)									

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 (Enter all that apply): #1: --Select Hours:
Specify:
Add

Save Cancel

Tips for Adding Workshops



Following the Workshop → Session Series → Session Occurrence hierarchy in nFORM is important for accurate reporting of client participation in workshops.



Select Yes for Registration Required if clients must be registered before attending the workshop. Advance registration can make recording attendance easier in nFORM. But requiring registration does not exclude clients from dropping into a workshop. Note that the workshop's Registration Required field *cannot* be changed after it is saved.



Grants can use nFORM's data tools and reports—including the query tool, operational reports, and data export—to analyze workshop participation by specific workshops and session series. Review Module VIII of the nFORM User Manual for information on how to use data tools for monitoring workshop setup and attendance.



If a workshop has been created in error, site administrators can delete the workshop by selecting the Delete Workshop button on the lower left corner of the Add/Edit Workshop screen (W2) after this screen has been enabled for editing. Workshops should not be deleted for any reason other than being created in error because deleting a workshop will remove all session series created for it and ALL recorded attendance by clients.

How to Add Session Series

Once a workshop is created, staff must add session series for each offering of the workshop. The session series is the entire set of classes in which the workshop is provided. After a session series has been created, all site administrators, case managers, and general users with session series management permission can add and edit session series and adjust individual session details including dates and times as needed.

- 1 Click the +Add Session Series button on the Session Series page (W4) to open the Add/Edit Session Series screen (W5).
- 2 At the top of the screen, select the workshop for which a session series will be added. The registration requirements, total hours to be offered, and workshop details will automatically fill in for the selected workshop.
- 3 Complete the Session Series Details portion of the Add/Edit Session Series screen (W5), following the prompts. A session series consists of recurring classes across specific dates. For example, for a curriculum that is offered as 12 2-hour long classes, a session series would be created with a class duration of 2 hours that recurs across 12 dates.
- 4 Select Save to add the new session series to nFORM.

Session Series

Filter Criteria

Workshop: TYRO Dads

Delivery Mode: --Select delivery mode

+ Add Session Series

Items per page 10

Series Name	Workshop	Location	Facilitators	# of Sessions	Start Date	Registration
Q Cohort 2 (6/17/26) - Wednesday Evenings	TYRO Dads	Headquarters	Hannah McInerney	6	6/17/2026	Manage
Q Cohort 1 (6/6/26) - Saturday Mornings	TYRO Dads	Headquarters	Hannah McInerney	6	6/6/2026	Manage

2 Record(s)

W5. Add/Edit Session Series

* Indicates required field(s)

* Workshop Name

--Select workshop

Registration Required

☐ Yes ☐ No

Total Hours to be Offered

Enrollment

Type

Structure

Curriculum or other group service

Description

Session Series Details

* Session Series Name

* Agency Providing

--Select agency

* Max # of Clients

☐ No Limit

* Delivery Mode

☐ In-person ☐ Virtual ☐ Hybrid

Location

* Primary Setting

☐ Community ☐ School ☐ Correctional/Transitional

* Location Name

* Street

* City

* State

--Select

* Zip

Phone

Facilitators: 1 (# of Facilitators)

* Enter Facilitator (Enter all that apply)

Facilitator #1

+ Add Facilitator

Tips for Adding Session Series



Give each session series a descriptive and easily recognizable name. For example, a name can be based on when a session is scheduled (“ABC Curriculum September Weekends 2026”). This will help staff identify the series, including in the client profiles, query tool, and operational reports.



Use the Edit Occurrence Details processes described in Module VI of the user manual to adjust specific session occurrences that you know in advance will have different start and end times or that will occur on different days each week.



Enter a maximum number of clients to limit the number of clients who can be registered in advance for a session series. You may use this feature in combination with requiring advance registration to avoid enrolling more clients than the session can accommodate. If there is no limit on the number of clients, check the No Limit check box.



Select whether the session series will be offered to clients completely in-person, virtually (e.g. through a videoconferencing platform), or a combination of in-person and virtual sessions (hybrid). If you are offering a completely in-person series and a completely virtual series, set those up as separate session series and be sure to select the appropriate Delivery Mode for each series.



Record whether the series will be offered in a community, school-based, or correctional/transitional setting. Community settings include program offices, community centers, public libraries, or other shared spaces. School settings apply to any workshops held in academic settings, such as high schools during school hours or as part of after school activities, or in adult educational settings such as community or technical colleges. Workshop series conducted in correctional facilities, detention centers for either adults or adolescents, behavioral health residential centers, transitional or halfway houses, or similar types of settings should be marked as being offered in correctional/transitional settings.

How to Manage Session Occurrences

All nFORM users can name, reschedule, cancel, and reinstate session occurrences.

1

The top of the Sessions screen (W7) has filters for narrowing the list of sessions to specific workshops or series. Use the arrow buttons in the column headers to sort sessions in ascending or descending order.

2

If you know in advance that select sessions fall on holidays or otherwise need to be rescheduled, select the applicable Session Occurrence button on the Sessions table to view the Session Occurrence Details screen (W10). On the Session Occurrence Details screen (W10), enter the new date and time for the rescheduled session occurrence and select Save. Users can also use this process to enter names for individual sessions.

3

Click the Cancel button on screen W7 if a session occurrence will not be held and will not be rescheduled.

4

After a session occurrence is canceled, a Reinstate button will appear for that occurrence in the table on screen W7. Click the Reinstate button to undo a cancelation.

Sessions

▲ 35 sessions are pending attendance.

Filter Criteria

Grant:

Workshop:

Session Series:

Session Status:

Items per page: 10

Occurrence	Session Series	Facilitators	Status	Info	Roster	Attendance
Q Mon 3/16/2026 1:00 PM	AMAPOLA	Javier	Pending Attendance	Cancel	Generate	Record
Q Mon 3/16/2026 1:00 PM	AMAPOLA	Javier	Pending Attendance	Cancel	Generate	Record
Q Fri 4/3/2026 4:00 PM	Georgia Peaches	Mal'akhi	Pending Attendance	Cancel	Generate	Record
Q Tue 12/1/2026 3:00 PM	Homework Helpers	June Cleaver	Upcoming	Cancel	Generate	n/a
Q Tue 11/24/2026 3:00 PM	Homework Helpers	June Cleaver	Upcoming	Cancel	Generate	n/a
Q Tue 11/17/2026 3:00 PM	Homework Helpers	June Cleaver	Upcoming	Cancel	Generate	n/a
Q Tue 11/10/2026 3:00 PM	Homework Helpers	June Cleaver	Upcoming	Cancel	Generate	n/a
Q Tue 11/3/2026 3:00 PM	Homework Helpers	June Cleaver	Upcoming	Cancel	Generate	n/a
Q Tue 10/27/2026 3:00 PM	Homework Helpers	June Cleaver	Upcoming	Cancel	Generate	n/a
Q Tue 10/20/2026 3:00 PM	Homework Helpers	June Cleaver	Upcoming	Cancel	Generate	n/a

127 Record(s)

[Clients](#) [Workshops](#) [Service Providers](#) [Reports](#) [Settings](#) [Help](#)

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W10. Session Occurrence Details

* Indicates required field(s)

Session Series Name:

Agency Providing:

Max # of Clients: ☐ No Limit

Workshop Total Hours: hours

Current Series Duration: hour(s) and minutes

Occurrence Details

Session Name:

* Session Date:

* Session Start Time:

* Session End Time:

Session Duration: hour(s) and minutes

* Location Name:

* Street:

* City: * State:

* Zip: Phone:

* Enter Facilitator (Enter all that apply)

Facilitator #1 [Remove Facilitator](#)

Facilitator #2 [Remove Facilitator](#)

[Add Facilitator](#)

[Edit](#) [Cancel](#)

Tips for Managing Session Occurrences



If you need to reschedule a session due to unplanned circumstances (such as a snowstorm) after the session date has passed, you can update the details to reflect the rescheduled date and times on the Track Session Attendance screen (W9).



Use the edit Occurrence Details described above to add time to a session if the time for a canceled session is made up during another session. For example, if a one-hour session was canceled because of a snowstorm and the time was made up with a two-hour session.



Naming individual sessions is optional, but it can help make identifying individual sessions easier. Enter names for individual sessions on the Session Occurrence Details screen (W10). For example, you may name a session with the curriculum module covered during the session. The session names will appear in the Series Session Attendance operational reports and the nFORM data export.



Contact the data capacity and CQI TTA help desk at nFORMCQITA@mathematica-mpr.com with any questions. We are happy to help!