

TO: Grantee project directors, FPSs, ACF staff, OPRE, and the BUILD team

FROM: nFORM 2.0 Web Help Desk

SUBJECT: Collecting data ahead of the nFORM 2.0 launch



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Dear HMRF grantees,

nFORM will be available for grantee data collection near the end of the planning period, no later than April 1, 2021.

Grantees piloting services (that is, grantees who have completed the [pilot implementation checklist](#) and reviewed it with their Family Assistance Program Specialist, or FPS) starting in January 2021 will therefore not enter data on clients into nFORM. (For example, grantees serving youth in high schools who pilot services cannot include data on their students in nFORM.) However, you may start serving those clients and collecting and storing data about their participation elsewhere, without entering it into nFORM. If you plan to collect information outside of nFORM for these clients, you must ensure that your processes for collecting and storing data are secure and, as applicable, follow the procedures of your Institutional Review Board (IRB) or research board.

Clients who enroll on March 31 or earlier cannot be included in nFORM, and the services they receive cannot be recorded in nFORM, even when those services are delivered on April 1 or beyond. You will not be able to retroactively enter data on these clients.

Although clients who enroll or begin services before April 1, 2021 cannot be included in nFORM, you can still include information about their enrollment and participation in the quarterly progress narratives that you will submit to OFA. Please be sure to talk to your FPS about any questions you have on OFA's requirements for reporting on students who start programming during the planning period.

Any clients who enroll in your program on or after April 1, 2021 must have their information entered into nFORM. Throughout the planning period, the nFORM team will provide webinars, office hours, tip sheets, and other informational resources to help you use nFORM. Contact the nFORM 2.0 help desk at [nform2helpdesk@mathematica-mpr.com](mailto:nform2helpdesk@mathematica-mpr.com) with any questions you have. We are happy to help!

Thank you,

The nFORM 2.0 team

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