

Contents

Data Collection Plan	1
nFORM 2.0 Accounts.....	1
nFORM 2.0 setup and client enrollment	2
Workshops.....	4
Survey instruments	5
Survey administration.....	6
Secondary Data Systems.....	10
Reporting	10

Data Collection Plan

- **Will we need to submit our data collection plan or are they for internal use only?**

Your initial data collection plan was due to your FPS on March 26, 2021. Your data collection plan is a living document that you should refine and update as needed after the initial submission.

- **Should the data collection plan cover both virtual workshops during COVID-19 as well as future plans for in-person workshops? If both plans should be included in this data collection plan, how should we format these different plans?**

For the initial submission, grantees could focus on what would likely happen during the first year and make revisions as needed. You should plan to train staff on how data collection will occur initially and retrain staff when you move from virtual to in-person or hybrid programming.

- **In the data collection plan, should we include details about plans for data collection that occur outside of nFORM (i.e., other program surveys)?**

The template is for you to adapt as needed. All of your plans for data collection, even those for data collected outside of nFORM, should be contained within one data collection plan.

nFORM 2.0 Accounts

- **How do we request nFORM 2.0 user accounts? What is the limit for how many accounts can be requested? Can grantees request more nFORM accounts?**

Grantees submitted requests for nFORM 2.0 user accounts through FastTRAC (in the Project Demographics Initiative) in November 2020 and were given an opportunity to confirm the number of user accounts they needed in summer 2021. Grantees may request accounts for up to 15 people per grant. ACF will affirm the specific number of accounts each grantee will have. If you need to make changes to the number of user accounts, contact your ACF and the nFORM help desk.

- **Will organizations that were awarded two grants be provided 15 nFORM accounts for EACH grant?**

These organizations are permitted to request up to 15 user accounts for each grant.

- **Is there a limit to how many site administrator accounts a grantee can have? Which staff can be considered site administrators?**

There is no limit to how many site administrators your grantee can have; you can have as many as you think your grant needs within the number of user accounts affirmed for your grantee. Anyone can fill the site administrator role depending on what works best for your grant.

- **What if I have more than three case managers?**

There is no limit to how many case manager user accounts your grantee can have; you can have as many as you think your grant needs within the number of user accounts affirmed for your grantee.

- **How soon can site administrators obtain credentials to begin setting up locations, staff, etc.?**

During the data sharing agreement process, grantees identified one person as their initial site administrator. In March 2021, the nFORM 2.0 help desk team created a user account for the initial site administrator for each grantee. The initial site administrator was then responsible for creating the other user accounts for their staff.

- **Our group/grantee is managing five different projects. Is nFORM 2.0 managed per grantee or per project? If per grantee, am I going to see info for ALL projects?**

Each grant is separately managed in nFORM 2.0 and grantee user accounts can only be associated with one grant. Different populations and locations under the same grant are managed together in nFORM 2.0.

- **For organizations with two grants, where staff might be shared between them, will shared staff have access to log into both grant accounts using the same email address?**

Staff from the same organization who work on two separate grants need separate emails for their user accounts for each grant.

nFORM 2.0 setup and client enrollment

- **Is the application form in nFORM 2.0 the same for everyone? Can we customize it?**

The data fields included on the application form in nFORM 2.0 are the same for all grantees. The application form cannot be customized for specific grantees.

- **Can we share the Privacy Act Statement with clients in writing, or does it have to be read aloud (including live on a call)?**

You can share the Privacy Act Statement with clients by providing a printout, reading it aloud, and/or emailing it to clients. The Privacy Act Statement will be shared with clients at multiple points, including before completing the application form, before clients begin each survey, and when you conduct substantive service contacts with clients (in which clients are asked to provide personal information). The Privacy Act Statement appears in the application form in nFORM and on each client survey. A PDF of the Privacy Act Statement in English and Spanish is also available on the Healthy Marriage and Responsible Fatherhood Resource Site.

- **Is there a way to delete a record if the information added to a profile is incorrect?**

For data quality and security reasons, there are certain types of data that can or cannot be deleted. For example, a site administrator can delete a session series that was set up in error as long as no sessions were held or attendance recorded. However, other data like a client profile cannot be deleted. nFORM 2.0 allows a wide range of data to be edited including some client profile information such as names, birthdates, and contact information. The nFORM 2.0 User Manual provides detailed descriptions of which data may be edited and which data can be deleted. Note that the ability to delete certain data is limited to nFORM users with specific account permissions which is outlined in table IV.1 in the nFORM 2.0 User Manual.

- **If we were in the 2015 cohort, will that nFORM 1.0 data be available in nFORM 2.0?**

Data from nFORM 1.0, the system used by the 2015 grantee cohort, will not be accessible in nFORM 2.0. Grantees in the 2015 cohort could produce a final data export of their nFORM 1.0 data before their access to nFORM 1.0 ended; please contact the Help desk with any questions about this. If grantees did not produce a final data export of their nFORM 1.0 data and are in need in this information, please contact the help desk as well. nFORM 2.0 will only include data for the 2020 cohort. If clients were enrolled in the 2015 cohort, they would need to be enrolled again in nFORM 2.0 for services as part of the 2020 cohort. If a client already has a profile in nFORM 2.0 for your 2020 cohort, you should use that profile to record their participation.

- **If an applicant characteristics survey was completed by paper on a Monday, but we were not able to enter it in nFORM until Friday (four days later), will we be able to backdate the client enrollment date to that previous Monday? Does the four-day window to enter the information include weekends?**

Grantees who have permission from their FPS to administer paper surveys must data enter the information from the surveys into nFORM and should plan to do so as soon as possible. nFORM allows grantees to enter the date a paper survey was completed up to four calendar days before the data entry date—for the applicant characteristics survey this will backdate the enrollment date.

- **Does the client ID stay the same throughout the life of the client’s participation with the grantee, or does the Client ID change every time the client takes a new/subsequent workshop or survey?**

For each client, you should use the same client record with the same client ID throughout the 2020 cohort. That record should be updated with all workshop, individual service, and survey information pertaining to that client.

- **Will we need to have a date of birth to enter clients into nFORM?**

Date of birth is a required field on the application form in nFORM. If the client refuses to provide their date of birth, grantee staff should try to record at least the correct month and year, or the correct year of birth for the applicant. nFORM includes validations on client age. For example, READY4Life youth clients cannot be older than 24 years old. No client can be younger than 13 years old.

- **Some of our clients can remain with us for up to 6 months receiving supportive services but will complete the core program requirements sooner at which point they complete the Exit Survey. Once a participant completes their Exit Survey, will we still be able to continue tracking the client for services provided?**

Yes, you will still be able record participation for clients after they complete their exit survey.

- **Do Grantee Locations also mean schools that we may serve? What if the services are offered online and there is no true physical location?**

Grantee location is an optional field in nFORM to help grantees track enrollment and other information by locations where they serve clients. Since this is a text field, grantees may customize their entry in any way that is useful for monitoring. For example, grantees may enter the names of the schools where they serve youth clients. Grantees could also enter “virtual” as a location. Grantees should tailor the grantee locations to best meet their needs for tracking enrollment and other information.

- **If everything is done in nFORM 2.0, does this mean we don't need paper files?**

All HMRF performance measures data are collected and stored in nFORM 2.0. In rare cases, grantees with permission from their FPS may administer paper surveys to clients. Those grantees should plan to promptly enter data from the paper surveys into nFORM and have plans for securely storing, transmitting, and shredding any paper surveys. Please review the Data Security section of the Performance Measures and Data Collection Logistics Manual for more information on keeping data secure when using paper files.

- **How many service providers can be listed in the system?**

There is no limit on the number of service providers that can be listed in nFORM 2.0.

- **Does nFORM have a tool to help grantees build a workflow (tasks, assignments, due dates, etc.)?**

Operational reports in nFORM (under the Reports tab) are set up to give grantees different perspectives on the data which grantees can use to build a workflow of tasks. These reports can be exported so that grantees can organize the data in ways that are helpful for program management. More information about operational reports can be found in Module VIII.B of the nFORM 2.0 User Manual.

- **Will we be able to copy and paste data from nFORM on our browser, or must it be exported to Excel first to be copied/pasted?**

To protect client confidentiality, data should never be copied/pasted from nFORM. Grantees should use the operational reports or data export in nFORM to download their data for analysis.

- **How do you record service assignments if your Local Evaluation is not Treatment/Control?**

All grantees with local evaluations should discuss their evaluation designs with their evaluation technical assistance partner (ETAP), including the best approach to setting up and applying service assignments. In nFORM, grantees can enter their service assignments and select whether they are treatment services, control group with services, control group with no services, waitlist control group with services, or waitlist control group without services. Grantees are encouraged to consult the Q&As on using nFORM for local evaluations for more information on this.

- **If the evaluation includes a comparison group, can comparison group individuals be added to nFORM?**

You should discuss this with your ETAP as there could be variations on how this is done depending on your evaluation design.

Workshops

- **If a program is using multiple curricula, should each be entered as its own workshop, or should it be combined into one workshop?**

nFORM provides flexibility to set up workshops that use a single curriculum, blended curricula, or linked curricula. Grantees should discuss how their curricula are provided in workshops with their FPS. Grantees can contact the nFORM help desk for assistance in setting up workshops in nFORM to reflect how their curricula are provided to clients.

- **Can workshop session series be divided by module instead of class? Such as listing two sessions for one date if two modules are covered on that one date?**

As noted above, nFORM provides flexibility to set up workshops that use a single curriculum, blended curricula, or linked curricula. A new feature in nFORM 2.0 allows grantees to enter individual names for sessions, such as listing the module(s) covered during the session. More information on workshop set up is available in Module VI of the nFORM User Manual.

- **About half of our workshop hours are cohort-based and the other half is rolling enrollment taught individually (home-based work). With the hierarchy example provided, how would we record the rolling, individual home-based workshops?**

There is flexibility in the setup of workshops, session series, and sessions in nFORM to reflect each grantee's offerings. Grantees with specific questions should reach out to the nFORM help desk for assistance in setting up workshops to reflect how their programming is provided to clients.

- **How is workshop attendance recorded?**

Following the Workshop hierarchy, grantees should set up Session Series in nFORM to create the individual session occurrences for when workshops are offered. After each session occurrence, grantees record attendance at the session occurrence level for everyone who attended, and the system updates individual client profiles in nFORM. More information on recording workshop attendance can be found in Module VI of the nFORM 2.0 User Manual.

- **For virtual classes, if we offer sessions twice weekly, and cover multiple modules, how do we enter those into nFORM?**

A virtual workshop that is offered twice weekly will be entered as a session series that occurs twice per week for the length of the workshop. nFORM provides the flexibility to set up session series in that way.

- **Is there an integration to messaging services like Rhinogram to send reminders?**

nFORM 2.0 does not include a feature for sending clients messages like session reminders. Grantees, however, can enter a service contact in nFORM to record that a reminder was sent to clients. There is also an operational report with client phone numbers that grantees can use to help send reminders.

- **How can I reschedule sessions in nFORM?**

To reschedule sessions, navigate to the Sessions screen by logging into nFORM and then clicking Workshops → Sessions. Search for the session you would like to reschedule using the drop downs, click on the Occurrence, and click Edit at the bottom of the Session Occurrence Details form. You will then be able to choose a new Session Date and saving the entry will reflect the updated Session Date. You can only reschedule sessions that have not yet occurred.

- **I registered a client for a workshop series that started the same day that they enrolled. Why do they not appear in the Advanced Registered list of clients when recording attendance?**

nFORM does not consider clients who were registered for a workshop series on the same day as the start of the series as having been registered in advance. These clients will appear as a Drop-In for the first session but will appear in the Advance Registration section for all subsequent sessions in a series. All clients must be registered at least one calendar day prior to the start of the workshop if they are to be counted as registered in advance. More information on advance registration can be found in Module VI.D of the nFORM 2.0 User Manual.

Survey instruments

- **Can we obtain the sources of where the questions are coming from? Are they homegrown questions or are they from validated surveys?**

An informational resource on how ACF selected the measures for the client surveys will be posted to the Healthy Marriage and Responsible Fatherhood Resource Site.

- **Will there be separate Applicant Characteristics surveys for youth and adults this time? Or will there be two separate applicant surveys to make them more relevant to our target demographic?**

There is only one Applicant Characteristics survey. Youth clients, however, are routed to specific questions that apply to them based on the age and grade level information they enter as responses to demographic questions.

- **Will the surveys have to be translated by the grantee?**

The Applicant Characteristics, Entrance, and Exit Surveys are available in English and Spanish. Clients may select to see the survey in Spanish or English in the web survey and may change back and forth as needed. In addition, Spanish versions of the surveys are posted to the Healthy Marriage and Responsible Fatherhood Resource Site. Grantees should professionally translate the surveys if serving clients who speak languages other than English or Spanish.

- **Can we get copies of Applicant Characteristics, Entrance, and Exit surveys?**

PDFs of the Applicant Characteristics, Entrance, and Exit surveys can be downloaded from the [Healthy Marriage and Responsible Fatherhood Resource Site](#). This page can be accessed even without logging into nFORM.

Survey administration

- **How much time does it take to complete each of the surveys?**

The client surveys are estimated to take about 15 minutes each on average. This estimate is based on previous testing of the surveys and the average time that clients served by the 2015 cohort of HMRF grantees took to complete the surveys. The federal Office of Management and Budget (OMB) reviewed the surveys and the estimated time to complete them before they are used by the 2020 cohort. The OMB approved estimate for completing each survey was added to each survey before nFORM's launch.

- **Is it possible to configure any surveys that we want to administer locally to use nFORM's digital platform?**

Due to federal security requirements, grantees cannot reproduce the client surveys from nFORM 2.0 in another system (e.g. SurveyMonkey or Qualtrics) in order to transfer the data later. Grantees also cannot make changes to the client surveys included in nFORM 2.0.

- **Will nFORM web surveys be limited to one question per screen again? I realize this is more secure, but it severely slowed down data collection when multiple people were competing for bandwidth.**

The surveys present one question per page. This approach aligns with survey methodology best practices to allow for survey skip patterns so that clients are only presented with questions that apply to them based on their responses to previous questions. Presenting one question per screen also allows for the ACASI audio files to download one at a time so that bandwidth is not needed to download all files at once.

- **We found that the URL for the survey had to be manually entered starting with https:// (sometimes students used their devices in schools). Will it be optimized so they can start with just the domain without all of that?**

To make sure that clients navigate to the correct survey URL, it is important that the URL is entered starting with https://. We recommend bookmarking the URL on the devices clients will use to complete the surveys if possible.

- **As we are working remotely, can we send the URL and passcode to the participant to conduct on their own from home? Can the survey information be sent by text? How can we ensure secure Wi-Fi when clients are remote?**

The tip sheet on Options for Administering Surveys During a Public Health Emergency that was emailed to project directors on January 13, 2021 details three ACF-approved ways to administer surveys to clients remotely, including the option to email clients their survey link, passcode, and client ID number. Emailing links to clients so they can take the survey themselves is only recommended when phone or video calling options are not feasible. The tip sheet also includes practices to follow when emailing links to clients, including security measures that should be followed. Please see the tip sheet for more information about emailing survey links to clients. A copy of the tip sheet has also been posted to the Healthy Marriage and Responsible Fatherhood Resource Site.

- **In rural areas, Internet and cell may be unreliable. Is there a usual way to gather data and input when the case manager returns to a place with Internet? For example, we have spots in tribal communities/reservations where there is no Internet/cell service at all.**

If you need to administer surveys to clients in areas without Internet or strong Wi-Fi, you should plan to use a mobile hotspot or Jetpack to provide a reliable Internet connection to nFORM. If connecting to hotspots is not possible, you should speak to your FPS about permission to administer paper surveys.

- **We always brought paper copies in case of technology failure in larger (20-30 students) classes, back-to-back all day long. Is that a legitimate need for paper surveys, since that was stated that it was supposed to be a rare occurrence.**

Paper versions of the surveys may be used in rare cases of an internet outage or unreliable connection. Please discuss this with your FPS and document it in your data collection plan.

- **Can paper copies be used if clients want to complete surveys but have issues with screens?**

Grantees should speak to their FPS for permission to administer paper surveys in this situation. PDFs of the surveys are posted to the Healthy Marriage and Responsible Fatherhood Resource Site in English and Spanish.

- **If a paper survey is completed in another language (not English or Spanish), do we enter the data into nFORM via the link for the English version?**

You may enter the survey into either the English or Spanish version in nFORM.

- **Is it possible for the paper survey completed by the client to be attached as a PDF to the electronic survey in nFORM?**

No, PDFs of paper surveys completed by clients cannot be saved to nFORM. Grantees must enter responses into nFORM from paper surveys.

- **How do we keep the integrity of the information in the paper survey, if the survey will be destroyed after entering in nFORM? It sounded like participants could complete paper surveys and then a staff member could transfer it to nFORM. Then safely destroy the paper copies? Could you describe this with more detail?**

Grantees that have permission from their FPS to administer paper surveys must have plans to securely transport, store, and ultimately destroy paper surveys after they have been data entered into nFORM and following any guidance from their IRB or research board about paper surveys. Grantees can use the data export to review the survey data that they have entered from paper surveys, before destroying them. Grantees are encouraged to review the Data Security section of the Performance Measures and Data Collection Logistics Manual for more information on maintaining the integrity of data when using paper surveys.

- **Is there a way to generate a passcode for both the applicant characteristics and entrance surveys at same time so we can email that to the participant who will be doing this on their own?**

The applicant characteristics and entrance surveys must be accessed through separate passcodes.

- **Will the client survey URL and passcode be the same for all three surveys?**

The survey URL and client ID are the same, but survey passcodes are generated for each use and expire within 96 hours from when they are generated.

- **How many hours before survey passcodes expire? Do they still expire in 24 hours?**

For nFORM 2.0, survey passcodes expire after 96 hours. If clients do not access their survey within 96 hours, you will need to generate a new passcode for them.

- **Will the audio computer-assisted self-interview technology (ACASI) automatically play each survey question?**

No, ACASI will not automatically play. It will load for each screen, but the client will have to click the “play” button or audio bar if they want it to play. Clients may choose whether to listen to the audio of each question. Because clients may not be aware of this option or may be reluctant to ask to listen to the audio, grantees should plan to offer each client earbuds and explain how they can listen to the audio in the surveys.

- **Are ALL relevant questions “required” or do clients have the option to “skip” any questions? If so, do skipped questions impact completion status?**

Grantees should encourage all clients to complete the surveys and answer all the questions. However, clients are free to skip any questions they do not wish to answer. If an important question is left blank, nFORM will prompt the client to respond. For example, nFORM may prompt the client with a message that “This question is very important. Please select an answer.” Some questions are particularly important because their responses route clients to other questions in the survey. If the client still chooses to leave the question blank after the prompt, the client should click the Next button a second time to advance to the next question. Skipped questions do not impact completion status. However, if the client refuses to take the survey altogether, grantees should select that the survey was refused and the status will display as Refused in nFORM.

- **What is the timeframe of the three surveys that clients complete? Can you administer the Entrance Survey at intake along with the Applicant Characteristics survey? How soon can the Exit Survey be completed when client classes are completed?**

The Applicant Characteristics survey is completed by clients at intake, the Entrance Survey is completed at the beginning of the client's first workshop session, and the Exit Survey is completed at end of the client's last workshop session. For shorter programs, the exit survey should be completed a minimum of 14 days after the entrance survey. nFORM will only allow the exit survey passcode to be generated 14 days after the completion date of the entrance survey. Grantees may administer the Applicant Characteristics survey and the Entrance Survey at the same time if the client's first workshop session takes place on the same day they are enrolled.

- **Will there still be the 28-day timeframe required between taking the Entrance and Exit surveys? If the Exit Survey needed to be completed before 28 days, can we still get the passcode for it?**

Clients should complete their exit survey at the end of their last workshop session or, for shorter programs, the exit survey should be completed a minimum of 14 days after the completion date of the entrance survey. nFORM will only allow the exit survey passcode to be generated 14 days after the completion date of the entrance survey.

- **Does it matter which brand of device we choose to use (Apple or Microsoft)?**

nFORM 2.0 works on desktop computers, laptops, and tablets, specifically iPads (not mini) and Samsung Galaxy Tabs. The client surveys and the audio computer-assisted self-interview technology (ACASI)—which allows clients to listen to the audio of the survey questions and the response options being read—have been tested with PCs, iPads (not mini), and Samsung Galaxy Tabs. For optimum performance, it is recommended you use any of these compatible devices. Please note that nFORM and the surveys have not been optimized for use with smartphones. For more information about the recommended hardware and browsers for nFORM 2.0, see the Hardware and Browser Requirements for nFORM 2.0 tip sheet.

- **Is Safari on iPad compatible with nFORM 2.0?**

nFORM 2.0 and the surveys have been tested using the Google Chrome browser app (version 86) and the Microsoft Edge browser app (version 84). nFORM 2.0 has not been tested with other web browsers, such as Mozilla Firefox and Safari, and it may not work as intended with those other browsers. Grantees should only use Google Chrome or Microsoft Edge on all computers and tablets when accessing nFORM and the surveys.

- **Many participants do not have access to laptops or tablets and only have a smartphone. Will they be able to take the surveys on a smartphone?**

At this time, nFORM 2.0 and the surveys have not been optimized for use with smartphones. ACF may explore the feasibility of how to optimize nFORM and the surveys for smartphones as a future enhancement. For information and instruction on other ACF-approved methods for administering surveys to clients remotely, please see the tip sheet on Options for Administering Surveys During a Public Health Emergency.

- **Will nFORM allow for back dating of paper surveys? If so, what is the window of time for back-dating surveys?**

Yes. nFORM allows back dating paper surveys up to 4 calendar days before the date of data entry. For example, if a case manager enters data for a paper survey on June 25th, the earliest date that they could backdate the survey as being completed is June 21st.

- **Can clients only complete the Exit survey if they've completed the Entrance survey?**

Clients must have a completed Entrance Survey in order for the Exit Survey to become available. If a refusal is recorded for the Entrance Survey, the Exit Survey will become available for the client just as if the client completed the Entrance Survey.

- **For grantees conducting local evaluations, may they administer the Entrance Survey at Intake?**

Grantees conducting a local evaluation should speak with their FPS and ETAP to discuss any changes to the standard survey timing. Grantees are encouraged to consult the Q&As on using nFORM for local evaluations for more information on this.

- **How are client IDs assigned if we give participants paper surveys?**

Client IDs are assigned automatically by nFORM once the application form for a client is saved.

Secondary Data Systems

- **Many grantees have asked about using nFORM 2.0 when their organizations require use of an existing data system.**

ACF requires HMRF grantees to use nFORM 2.0 to record all grant-funded activities and to produce required quarterly reports; ACF provides nFORM 2.0 free of charge to grantees for this purpose, as well as using the site for client enrollment, case management, workshop participation, and any other activities in support of the grant. Grantees may use the data export or other reporting features of nFORM 2.0 to assist with any organization-level data collection or reporting requirements. However, for security reasons, ACF does not provide functionality for grantees to upload data on clients or grant activities directly from a grantee's database to nFORM 2.0, or directly from nFORM 2.0 to a grantee's database.

- **Are we required to enter referrals? We have another system we use for case management and we are trying to decrease duplicate entry into our system and nFORM.**

All activities funded by your HMRF grant should be captured in nFORM. Other activities not funded by your HMRF grant should be entered in another system.

Reporting

- **When are the quarterly reports (QPRs and PPRs) due?**

Grantees are required to submit a report to ACF each quarter. Each quarterly report is based on cumulative grant year-to-date activity. The required reports alternate between QPRs and PPRs; QPRs are due on January 30th and July 30th and PPRs are due on April 30th and October 30th. More information on the reports can be found in Module VIII of the nFORM 2.0 User Manual.

- **Do we need to upload the PPR and QPR to nFORM ourselves?**

Grantees will generate the QPRs and PPRs from nFORM. All numeric calculations are generated by nFORM. Grantees then review the generated performance measures information and complete the Progress Narrative. Information about the QPRs and PPRs and how to generate them from nFORM can be found in Module VIII.A of the nFORM 2.0 User Manual.

- **How do I download the Progress Narrative templates?**

Here are the steps for downloading the Progress Narrative Templates. Note that you will need a compatible PDF reader (e.g., Adobe Reader) to open the template:

1. Download the QPR or PPR Progress Narrative Template by right clicking the applicable link that appears above the QPR/PPR table on screen R1.
2. Save the narrative template to your computer's Desktop by selecting "Save link as..."
3. Name the file with the reporting date.
4. Exit out of your browser.
5. Navigate to your desktop to open and edit the file.

- **Can I edit the responses to the Program Operations Survey?**

Yes. Responses to the Program Operations Survey can be edited by clicking the View/Edit button for the survey that you want to edit. You will then be able to move through the survey the same as before, editing any desired answers and clicking Next on the submission screen.

- **Can you explain how the 90% completion requirement works?**

More information about the program completion requirements can be found in the FAQ document posted to FastTRAC. Grantees record client participation in primary workshops in nFORM and grantees may use nFORM's data tools and reports to track client progress toward target hours of primary workshops.

- **How are couples counted on the quarterly reports?**

Couples are counted as a single unit on the quarterly reports. That is, two individuals coupled together will count as a single participant towards enrollment and participation metrics. Participation and enrollment targets for couples' populations should be set based on the *number of couples* you are looking to enroll, not the number of individual clients who are part of a couple. As an example, you would set your enrollment target to 50 if you were looking to enroll 50 couples into your program, even though this would involve enrolling 100 individuals.