

Welcome to nFORM: Tips for New Users

Congratulations on your new role at a Healthy Marriage or Responsible Fatherhood (HMRP) grantee! Here are some tips to help you get started with collecting, entering, and monitoring data in nFORM 2.0, which is the information system used by all HMRP grantees. If you have any questions after reviewing the resources listed below, contact the nFORM 2.0 help desk by either submitting a ticket through the [help tab](#) of nFORM or emailing us at nform2helpdesk@mathematica-mpr.com. We are happy to help!

Ask for an nFORM user account

- Reach out to your grantee's site administrator to set up your user account in nFORM. Read through Module VI of the [nFORM User Manual](#) for more information on the different types of user accounts and permissions
 - Activate your nFORM user account and create a password by clicking on the link in the user account creation email
 - Bookmark the nFORM 2.0 URL on your computer to easily access the system: <https://hmrp-nform.acf.hhs.gov/nFORM>
 - As an nFORM user, you will automatically receive email updates and information from the nFORM and CQI teams. Look out for email tips and invitations to nFORM and CQI office hours from nFORM2helpdesk@mathematica-mpr.com and HMRFCQI@mathematica-mpr.com.
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Learn about data security

- Watch the training video [Keeping Data Secure](#) to learn about ways to protect sensitive information.
 - Review Appendix A of the [Performance Measures and Data Collection Logistics Manual](#) for more information on keeping data secure
 - Read through the [Privacy Act Statement](#) provided to clients before program enrollment, when conducting surveys, and when personal information is requested during service contacts
 - Remember to never email or text personally identifiable information (PII) like client names, including to the nFORM help desk
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Get an overview of nFORM 2.0's main functions

- Watch the [Welcome to nFORM 2.0](#) training video for an introduction to nFORM
 - Read through Module I of the [nFORM User Manual](#) for more information on nFORM's main functions
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Review resources on data collection and HMRP performance measures

- The [Performance Measures and Data Collection Logistics Manual](#) includes detailed information on survey administration and collecting data in nFORM, including considerations for special scenarios
 - Watch the training video [Administering Surveys](#) for more information on conducting the Applicant Characteristics, Entrance, and Exit surveys
 - Read through your grantee's completed data collection plan for your program's detailed approach to collecting and entering nFORM data. You can review also the [Data Collection Plan Template](#) that grantees use to guide their data collection design.
 - READY4Life school-based grantee staff should review the slides on [nFORM 2.0 and Performance Reporting for READY4Life Grantees](#) for considerations on collecting data in school settings
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For grantees conducting local evaluations, review additional resources on how to use and monitor nFORM 2.0 data for evaluation needs

- Read through the [Using nFORM 2.0 for Local Evaluations](#) resource to answer your questions on how to use nFORM to manage and monitor your evaluation design
- Become familiar with the performance measures developed for the 2020 grantee cohort, measure selection criteria, and the performance measure surveys in nFORM 2.0 by reviewing the [HMRF Performance Measures Sources](#) manual. This resource also includes detailed appendices that list each survey question and its source.
- Learn about adding, recording and editing service assignments by reviewing the [nFORM User Manual](#) and watching the [Adding Service Assignments](#) training video
- Learn about obtaining IRB approval for local evaluations in the [Overview of the Institutional Review Board Process for Healthy Marriage and Responsible Fatherhood Grantees](#) resource

Learn how to record enrollment, service delivery, and other program information in nFORM

- Gain an in-depth understanding of how to record client and program information in nFORM by reading through the [nFORM User Manual](#), including:
 - Module III on adding and editing grantee locations, service providers, and service assignments (for local evaluation grantees)
 - Module V on how to enroll clients
 - Module VI on creating and editing workshops, workshop series, and workshop sessions
 - Module VII on editing client profiles and recording program services. Additional information on recording makeup workshop attendance is available in the [Recording Make-Up Attendance for Workshop Sessions in nFORM](#) tip sheet.
- Access additional information on these topics by watching the training videos on [Adding Grantee Locations and Service Providers](#), [Enrolling Clients and Client Profiles](#), [Recording Participation in Individual Services](#) and [Making Bulk Updates](#)
- Learn about OFA's expectations for HMRF grantees' provision of substantive individual service contacts to clients in this [October 2021 OFA FEDTalk](#)

Understand nFORM reports and the query tool

- Learn about the operational reports, data export, the quarterly performance progress report (QPR) and the semi-annual performance progress report (PPR), and the query tool in Module VIII of the [nFORM User Manual](#)
- Download your grantee's QPR or PPR or review templates of the reports to understand the performance measures HMRF grantees report to ACF. Select the [Healthy Marriage](#) versions or the [Responsible Fatherhood](#) templates
- Watch the [Using Operational Reports](#) training video for a detailed review of how to run and export the operational reports

Explore other resources to deepen your knowledge of nFORM and program monitoring

- Develop a deeper understanding of ways to use nFORM for program monitoring and CQI by reviewing other available materials on the [HMRF Grantee Resource Site](#)
- Search for nFORM and CQI resources by type, topic, or keyword, or sort resources by newest, oldest, and most and least relevant

Know how to contact the help desk team for nFORM support

- Reach out to your grantee's site administrator(s) to address an nFORM log-in issue
 - For any questions or issues that cannot be resolved by reviewing the available resources on the [HMRF Grantee Resource Site](#), submit a ticket to the nFORM help desk by logging into nFORM and submitting a request through the [help tab](#)
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