Propelling Forward to Grant Year 3

September 13, 2022
nFORM 2.0 Team
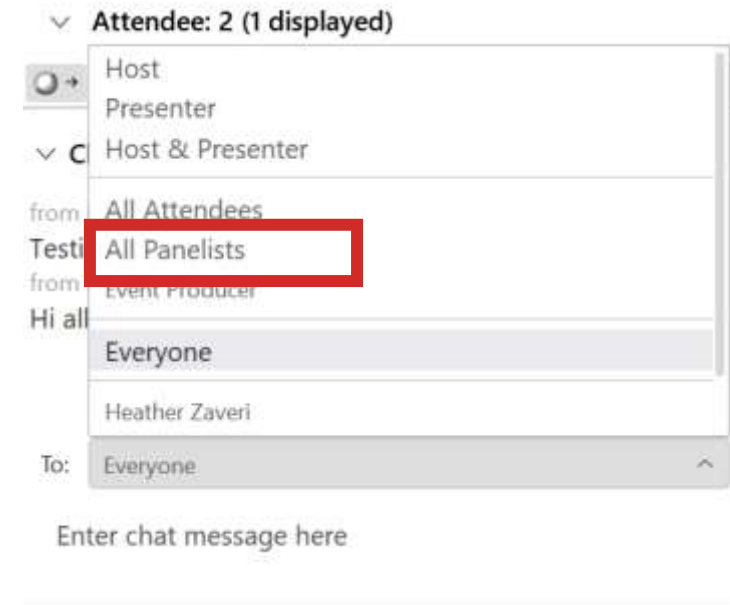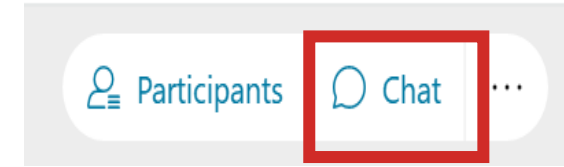**Mathematica**

Housekeeping

/ **Use the chat to ask questions**

- Select "All Panelists" to submit questions

/ **Click on the link in the chat to access closed-captioning**

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REMINDERS:

/ **Never text or email personally identifiable information (PII) like client names –** *including to the help desk*

- Only refer to clients by their client ID number

/ **Never take screenshots of client PII from nFORM**

/ **Everyone who interacts with client data should:**

1. Watch the Keeping Data Secure training video on the HMRF Grantee Resource site

2. Review the Performance Measures and Data Collection Logistics Manual on the HMRF Grantee Resource site for more information on keeping data secure

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Today's topics

/ **Reviewing grant year 2 data**

/ **Tips for completing the progress narrative portion of your QPR/PPR**

/ **Updating your grantee's data collection plans**

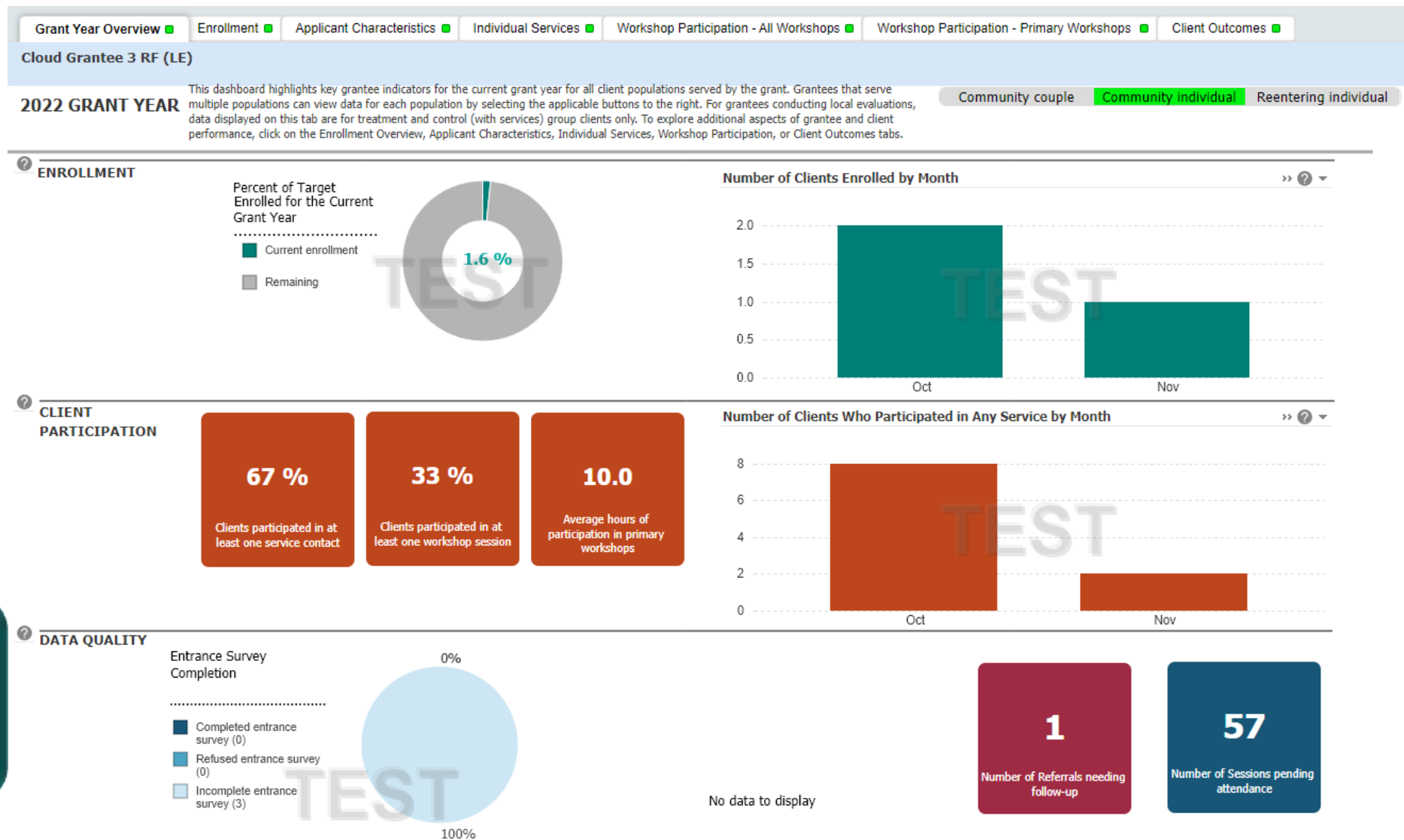/ **Introducing new and updated nFORM resources**

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Reviewing grant year 2 data (September 30, 2021–September 29, 2022)

Using grant year 2 data to support program monitoring and CQI

Query Tool

Operational Reports

Data Export

Filter by date to review enrollment and service delivery information

Review and filter data by enrollment or service date in all reports

Filter by enrollment or service date on any tab with client information

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Take a screenshot of the Grant Year Overview tab!

September 29, 2022

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Reviewing the grant year 2 PPR

/ **Download the PPR once all grant year 2 data has been entered into nFORM**

/ **Review information for potential data quality issues**

- Confirm with staff that all data entry is up to date and service information is accurate (i.e. workshop series and attendance are recorded correctly)

/ **Identify data points where further explanation in the progress narrative is needed**

<u>**Example**</u>

Data: In Section C-03.2, a grantee has met 60% of their grant year enrollment target.

Narrative: "Due to ongoing challenges with COVID, two of our key partners suspended services. These two organizations were expected to provide half of our referrals in grant year 2 but were not able to provide any."

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Completing the progress narrative

Purpose of the progress narrative

/ **To help grantees and ACF understand the successes and challenges in a program's design and implementation**

/ **Grantees can use the narrative to describe issues they experienced in the reporting period**

- For example, with meeting enrollment or primary workshop participation targets

/ **The narrative is also a useful place for including more detailed information about the data**

- For example, to provide details about participation in specific primary workshops or series that may not be obvious when reviewing participation tables in Section C-04.2b

Tell the story of your program by providing details that are not available in the numbers

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Tips for completing the progress narrative

/ **Concisely summarize key points to support your data**

- Additional details about challenges can be discussed during FPS meetings

/ **Avoid restating the numeric data**

/ **Include information from other sources such as qualitative data (focus groups, interviews, observations, etc.), CQI or evaluation surveys, and any other information recorded outside of nFORM**

/ **For local evaluation grantees using service assignments in nFORM, describe how enrollment in a Control or Control Waitlist No Services group impacts overall recruitment and enrollment**

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Updating data collection plans

Data collection plans should be regularly reviewed and updated as needed

/ **Grantees submitted their data collection plans in Grant Year 3 continuing applications**

/ **Continue to review plans regularly to identify areas where changes or further clarifications are needed**

- Any updates should be communicated with all program staff involved

/ **Share plans with new staff involved with data collection**

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Example of useful plan details

What needs to be done?	When will we do it?	Who is responsible?	How will we get it done?	We have a plan!
Review individual client profiles to confirm client status, survey completion, referrals, and service participation.	Weekly	Data manager	Data manager will regularly review client profiles	☒

What needs to be done?	When will we do it?	Who is responsible?	How will we get it done?	We have a plan!
Review individual client profiles to confirm client status, survey completion, referrals, and service participation.	Every Thursday	Brandi (Data manager) *Backup:* Dan (Program manager)	Case managers are expected to keep client profiles assigned to them up to date. All information must be recorded within 24 hours. Brandi will work with each case manager to review client profiles and confirm that all information is current. She will identify any potential data entry issues or missing information and work with the assigned case manager to update as needed.	☒

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New and updated nFORM resources

New and updated TA resources available on HMRF Grantee Resource Site!

1. **Welcome to nFORM: Tips for New nFORM Users**
    - Includes step-by-step information for new users on how to prepare for collecting, entering, and monitoring data in nFORM
    - Current nFORM users can also refer to this resource as a reminder of available resources

2. **Examine Recruitment and Enrollment with nFORM**
    - Infographic shows how to review recruitment and enrollment trend data in nFORM for program monitoring and CQI

3. **Updates to the nFORM user manual will be available soon**
    - Includes additional details about the query tool and nFORM reports and new information on recent nFORM enhancements

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