

Leveraging nFORM 2.0 Data To Answer Grantee Questions

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nFORM 2.0 Team
Mathematica

OFFICE OF FAMILY ASSISTANCE

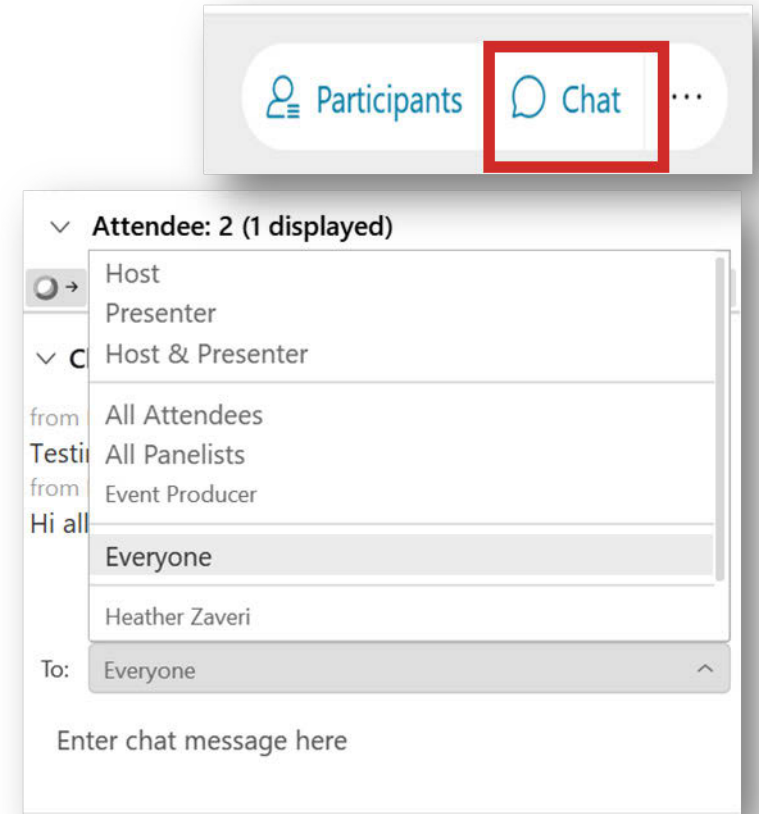
An Office of the Administration for Children & Families





Housekeeping

- / Use the chat to ask questions
- / Click on the link in the chat to access closed-captioning





REMINDERS:

- / Never text or email personally identifiable information (PII) like client names – *including to the help desk***
 - Only refer to clients in emails 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 help page
 2. Review the Performance Measures and Data Collection Logistics Manual on the help page for more information on keeping data secure



Today's topics

- / Using nFORM 2.0 data tools and reports**
- / University of Arkansas for Medical Sciences (UAMS):
Approach to using nFORM for program monitoring**
- / Available resources on nFORM 2.0 data tools and reports**
- / Recent and upcoming nFORM enhancements**

Using nFORM 2.0 data tools and reports



nFORM 2.0 data: context

/ **HMRP grantees serve a large number of clients...**

- Through December, grantees have enrolled nearly 69,000 clients



/ **... and collect a wide range of data in nFORM to support service delivery and program improvement, inform the field, and report to ACF**

- Client characteristics, services, and outcomes data
- Grantee program operations data

/ **nFORM provides a variety of data tools and reports to help grantees leverage their program and performance data**



nFORM 2.0 data tools

QPR/PPR

- Year-to-date progress on HMRF performance measures
- Generate current QPR or PPR (and school year performance report for R4L grantees) at any time for updated information on grantee performance

Query tool

- Seven separate tabs show visualizations of aggregate progress on client measures
- Explore performance by different factors including time frame and service type

Operational reports

- 15 reports available in Excel to manage day-to-day operations and track performance
- Include summary and detailed reports to be reviewed individually or combined

Data export

- Access all detailed nFORM data except for PII
- Data organized on separate tabs by data type for in-depth analyses



What grantees can use and when



Use the **query tool** to view performance on multiple client measures and to filter for custom visuals; download **operational reports** to answer specific grantee questions and drill down on individual clients

Request the **data export** to monitor additional data not available in the operational reports such as survey responses and service contact and referral issues/needs addressed; conduct in-depth analyses by merging data from multiple tabs

Generate the QPR/PPR Part 3 to review information on a range of client and program measures by grant year-to-date

Review or combine data from any of the nFORM data tools and reports to investigate major questions or concerns outside of regular program monitoring

Review the September – December 2022 nFORM office hours presentations on the HMRF Grantee Resources site for detailed information about the nFORM 2.0 operational reports and data export



To get started, consider your grantee's questions, needs, and context

- / **What do you need to track?**
 - Such as enrollment, service contacts, workshop participation?
- / **Why do you need to track it?**
 - For program operations, monitoring, CQI, or local evaluation?
- / **How often do you need to track it?**
- / **What information do you need to share with your team?**
What format will support decision making?
- / **Map out which data tools and reports provide the data you need, in the timeframe and format needed**

Each nFORM 2.0 data tool and report supports specific needs and can be used on its own or in combination with other tools and reports



Document the approach and share it with your team

1. **What should we track?** Enrollment by location
2. **Why?** To identify whether enrollment trends align with our service delivery plan and develop strategies to address potential issues
3. **How often?** Weekly
4. **Who needs to know, and in what format?** Program leadership and intake staff will review nFORM reports with data manager
5. **What data tools and reports give us the data we need?** The query tool and survey completion summary operational report
6. **Who is responsible for monitoring and sharing findings?** Data manager



Create a secure, repeatable process

/ **Prioritize client confidentiality!**

- Delete client names and any other PII from reports when not needed
- Review the Performance Measures and Data Collection Logistics Manual and training video on keeping data secure

/ **Review and update Section F of your grantee's data collection plan on monitoring data collection and reporting performance**

- Detail your schedule and plan for reviewing nFORM's various data tools and reports
- Document how client data will be protected
- Train staff and provide refreshers



UAMS experiences with using nFORM data for program monitoring

- / **Overview of UAMS Fatherhood FIRE program**
- / **Description of UAMS program monitoring needs**
- / **UAMS process for creating custom reports using nFORM data tools**



UAMS®

Community
Health & Research



Webex chat questions

- / What follow up questions do you have for UAMS about program monitoring and management?**
 - Submit your questions in the Webex chat
- / Share how your team uses nFORM data for program monitoring and improvement!**
 - Tell us in the Webex chat if you would like to share aloud



Key nFORM data resources

**nFORM 2.0
User Manual**

**Data Collection
Plan Template**

**Examine
Recruitment
and Enrollment
with nFORM**

**nFORM Office
Hours
Presentations**

**QPR/PPR
Templates**

Data Dictionary

**Using nFORM
2.0 for Local
Evaluations**

<https://www.hmrfgrantresources.info/nform2-resources>

Recent and upcoming nFORM enhancements



nFORM enhancements

- / Various updates to the data export and data dictionary available as of December 1**
- / Re-usable ACS, Entrance, and Exit Survey passcodes – now available!**
 - nFORM survey passcodes can be re-used up to 10 times within a 96-hour period available as of December 14
- / Recording and updating incentives – coming soon**
 - nFORM will only flag clients who have received more than the total maximum incentive amount (\$350); incentive category maximums will be removed
 - Operational report will track all incentives, not just those exceeding maximums



Questions?

