Diving Deep into the nFORM 2.0 Query Tool

June 14, 2022
nFORM 2.0 Team
Mathematica

OFFICE OF FAMILY ASSISTANCE
An Office of the Administration for Children & Families

OPRE

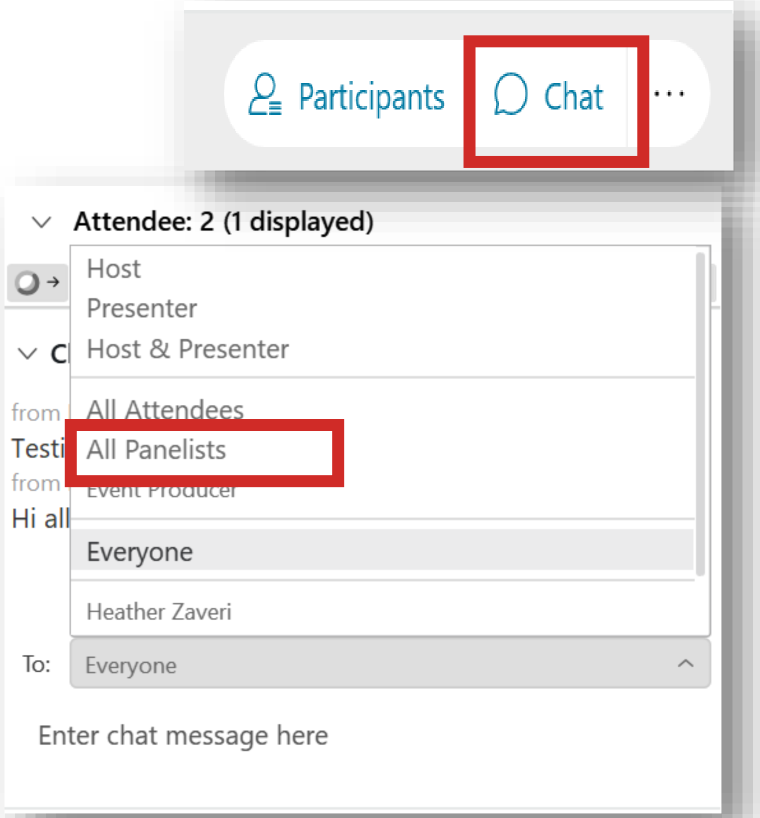
HMRF
HEALTHY MARRIAGE & RESPONSIBLE FATHERHOOD

Mathematica
Progress Together

BUILD
Building Usage, Improvement, & Learning with Data in HMRF Programs

Housekeeping

- **Use the chat to ask questions**
  - Select "All Panelists" to submit questions
- **Click on the link in the chat to access closed-captioning**



Mathematica

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 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

Today’s topics

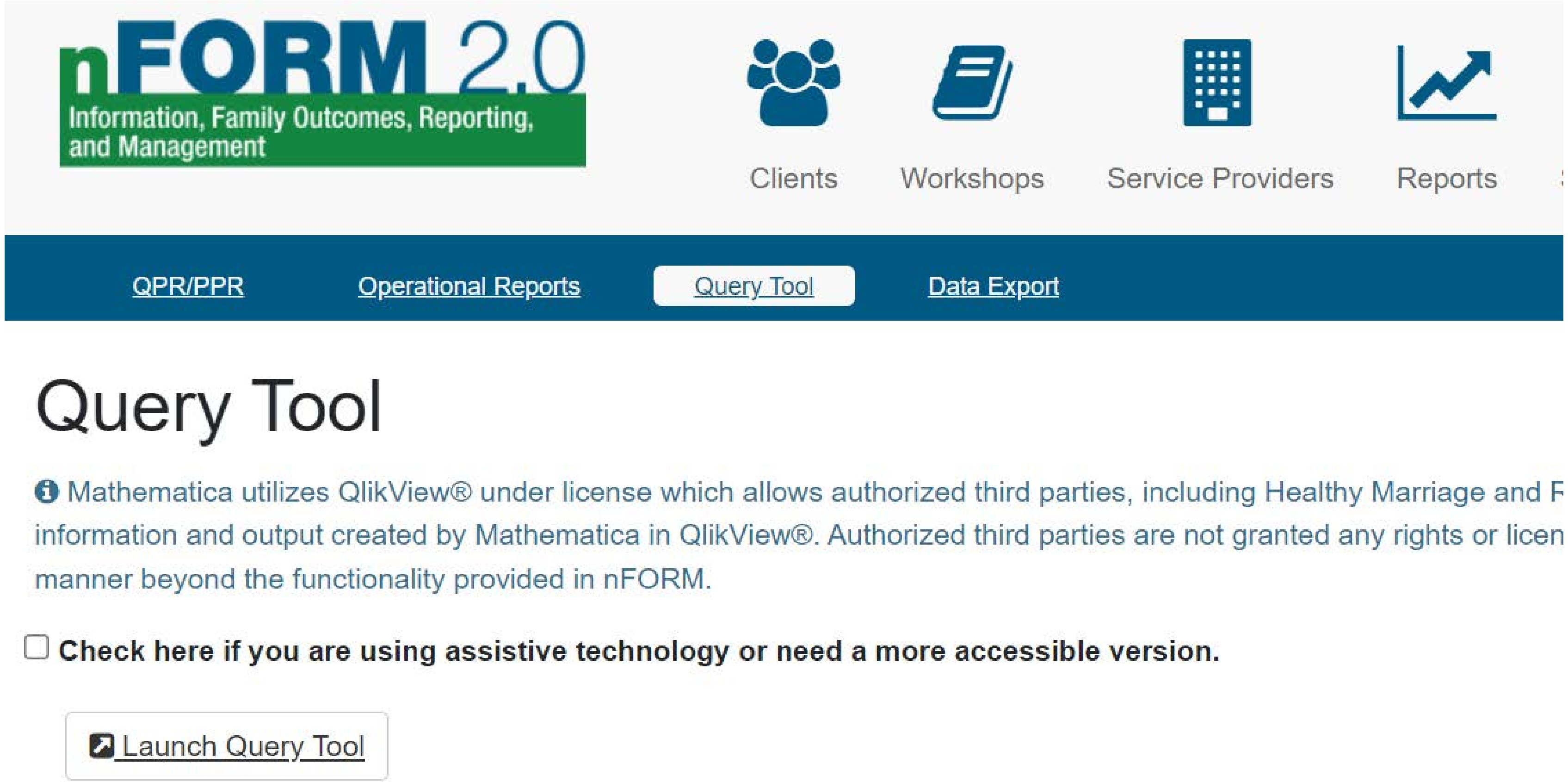
- Overview of nFORM 2.0 query tool
- Deep dive on individual query tool tabs, data points, and available filters
- Updated guidance from OFA on incentives and program supports

Mathematica

Overview of nFORM 2.0 query tool

The nFORM 2.0 query tool

- **Designed to help grantees track, monitor, and analyze the data that are collected using nFORM**
- **Accessing the query tool:**
  - All user account types can have access
  - Limit of 3 users per grantee can have access at one time



Overview of nFORM 2.0 query tool

- **Each tab provides a range of data visualizations**
  - Users can switch visuals to data tables, or view a 508 compliant query tool
  - Visualizations or tables can be exported for use in presentations/reports
  - Tool tips throughout explain which clients are included/excluded in calculations
- **Query tool only counts clients who are enrolled in populations for which your grantee has enrollment/participation targets**
  - Other nFORM 2.0 data tools include all clients
  - Query tool counts do not include applicants pending enrollment, duplicates, or local evaluation clients assigned to Control (NO Services) or Waitlist Control (NO Services) groups

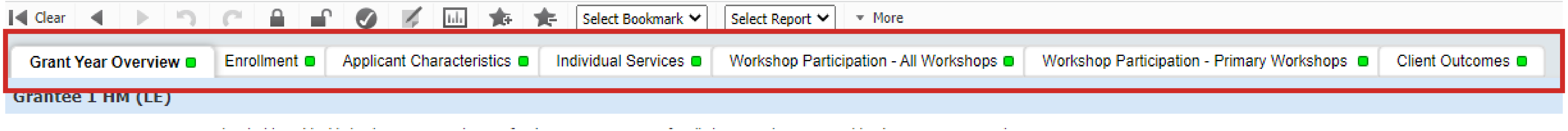
Mathematica

Overview of nFORM 2.0 query tool (cont.)

- **Data lag by one day so visuals can be quickly generated**
- **Filters on each tab help users drill down on the data to monitor their performance and progress on CQI goals**
  - Use the query tool to identify priority challenges, help explore root causes, and develop and monitor CQI SMART goals

Overview of query tool tabs

- **Separate tabs summarize a grantee's progress on client enrollment, characteristics, participation, and outcomes**
  1. Grant Year Overview
  2. Enrollment
  3. Applicant Characteristics
  4. Individual Services
  5. Workshop Participation – All Workshops
  6. Workshop Participation – Primary Workshops
  7. Client Outcomes



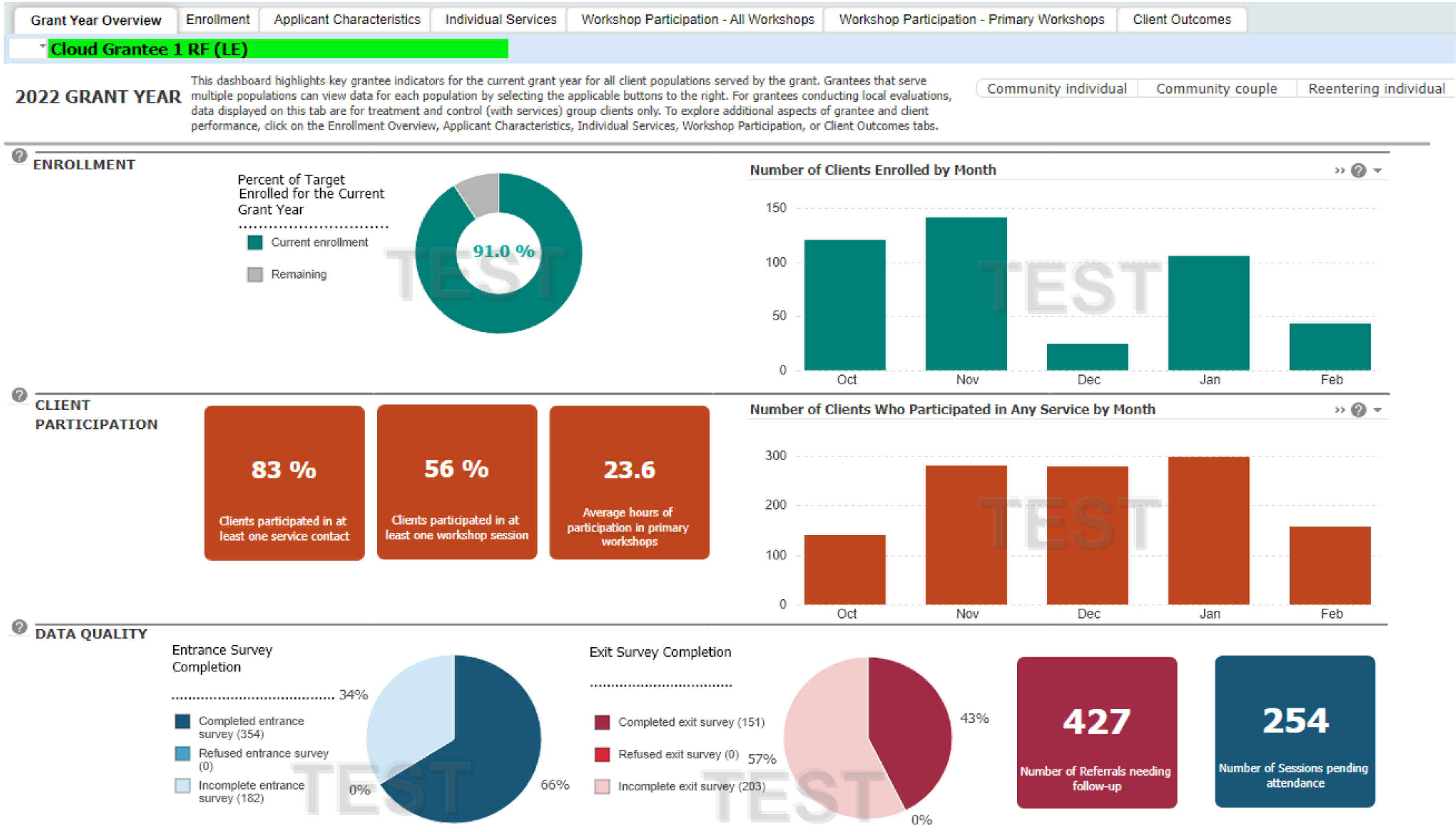
Deep dive on nFORM 2.0 query tool

nFORM 2.0 query tool filters

Tab	Client population	Applicant characteristics	Date	Services
Grant Year Overview	√	n/a	n/a	n/a
Enrollment	√	n/a	√	n/a
Applicant Characteristics	√	√	√	n/a
Individual Services	√	n/a	√	√
Workshop Participation – All Workshops	√	n/a	n/a	√
Workshop Participation – Primary Workshops	√	n/a	√	√
Client Outcomes	√	√	√	n/a

Mathematica

Grant Year Overview



Filter by population type

Mathematica

Enrollment

Grant Year Overview | Enrollment | Applicant Characteristics | Individual Services | Workshop Participation - All Workshops | Workshop Participation - Primary Workshops | Client Outcomes

Cloud Grantee 1 RF (LE)

Calendar Year
2020 2021 2022

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Community individual | Community couple | Reentering individual

Filter by enrollment date

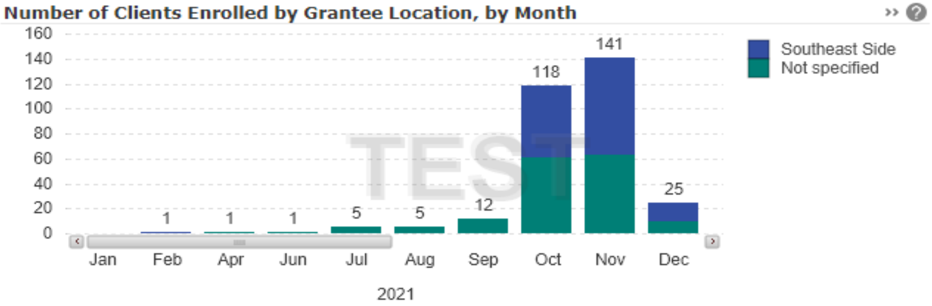
Filter by population type

Current Selections
Grantee Name: Cloud Grantee 1 RF (LE)

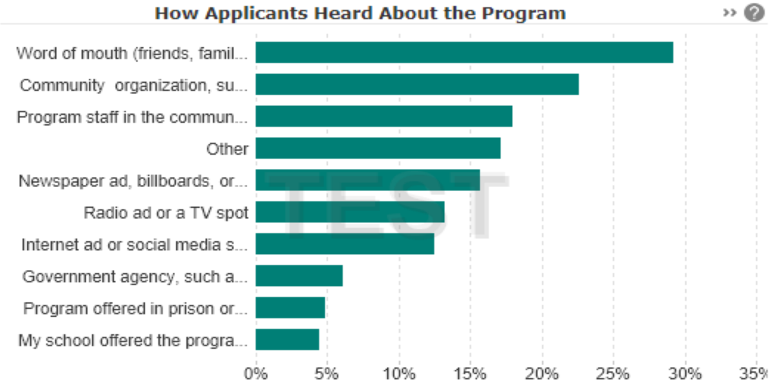
< Clear Selections >

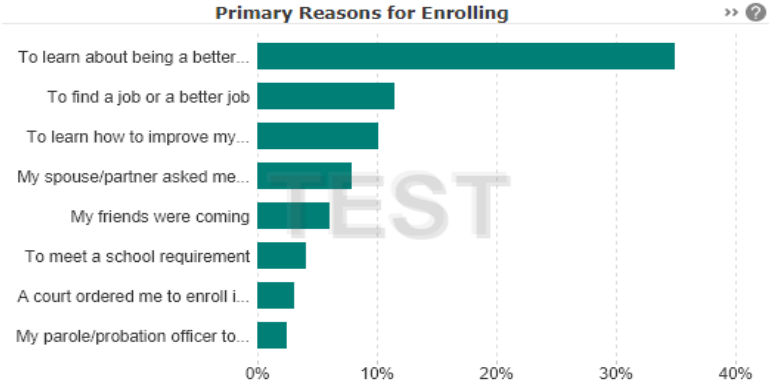
Analyze enrollment trends by grantee location, how enrollees heard about services, reason for enrolling, and selected time frames. This tab displays data for all client populations served by the grant. Grantees that serve multiple populations can view data for each population by selecting the applicable buttons above. Selecting specific years or months will display characteristics for that time frame.
For couple populations, enrollment by grantee location is counted for the couple; how applicants heard about services and their reasons for enrolling are counted by individuals. For grantees conducting local evaluations, data displayed on this tab are for treatment, control (with services), and control waitlist (with services) group clients only.

Grant Year	Enrollment Target	Enrollment to Date	Percent of Target Enrolled
2022	480	437	91.0%
2021	450	22	4.9%



Filter by location, which adjusts all three bar charts



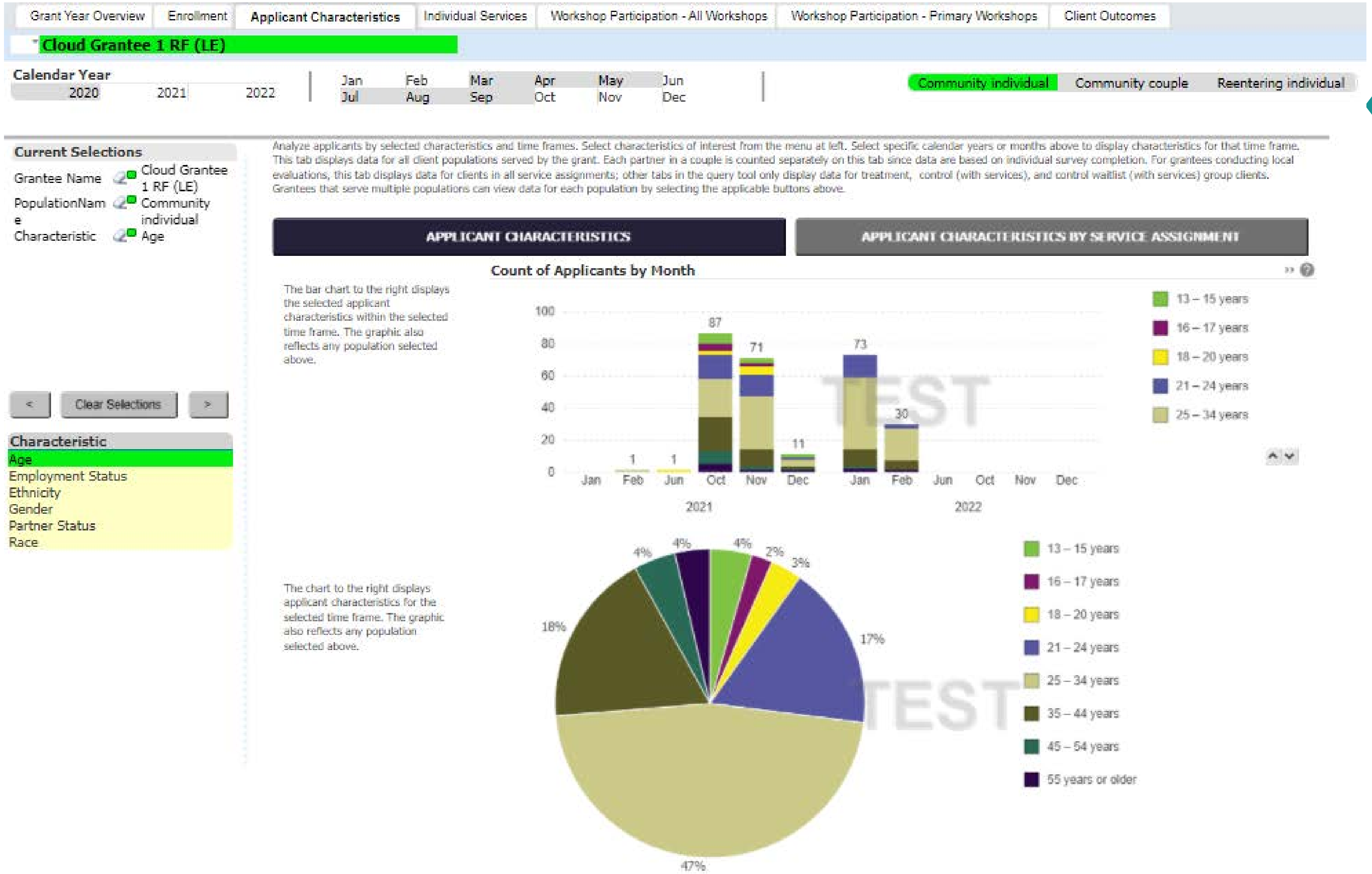


Mathematica

Applicant Characteristics Tab

Filter by enrollment date

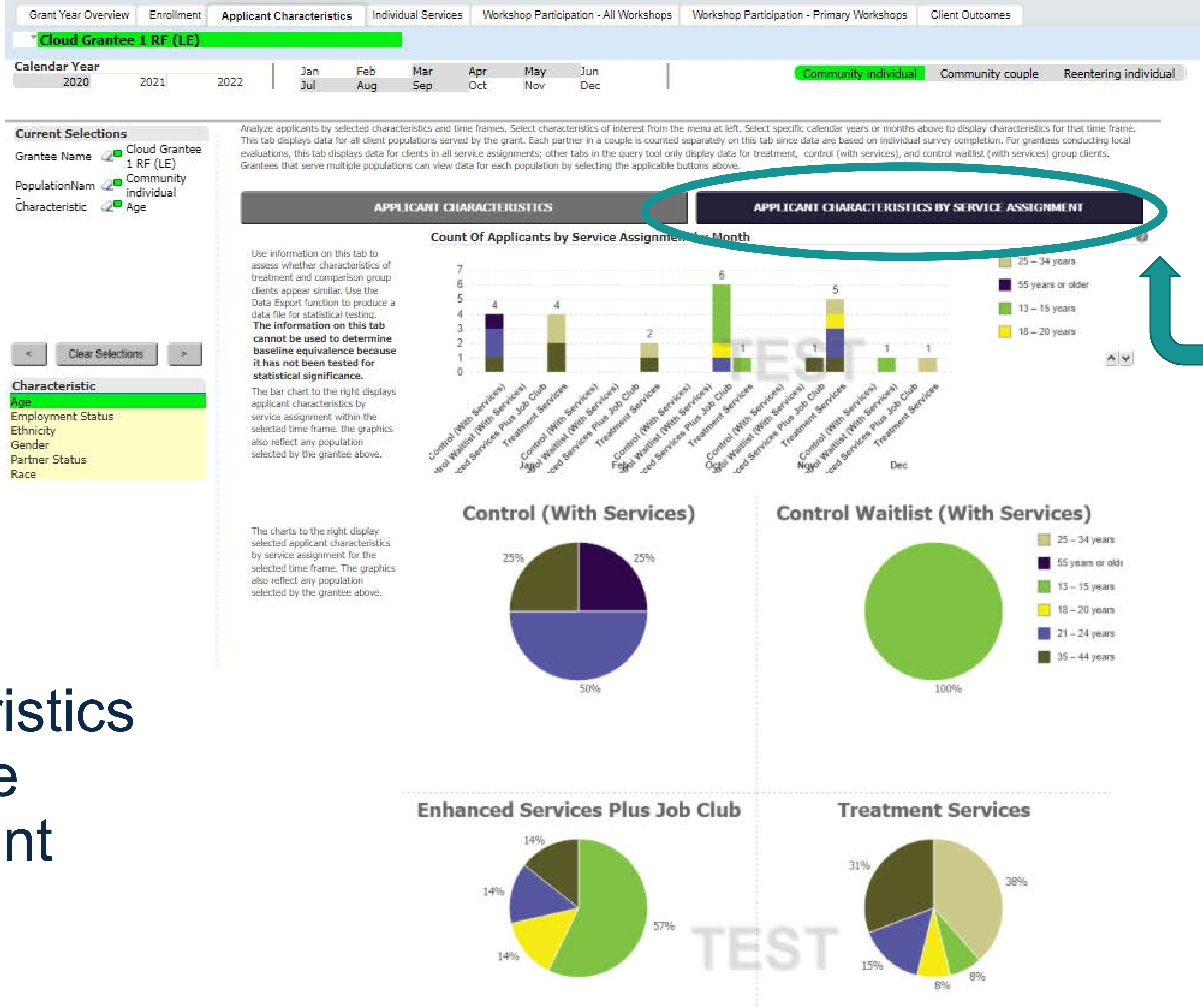
Filter by applicant characteristic (as reported from ACS responses)



Filter by population type

Filter by enrollment date

Filter by applicant characteristic (as reported from ACS responses)



Filter by population type

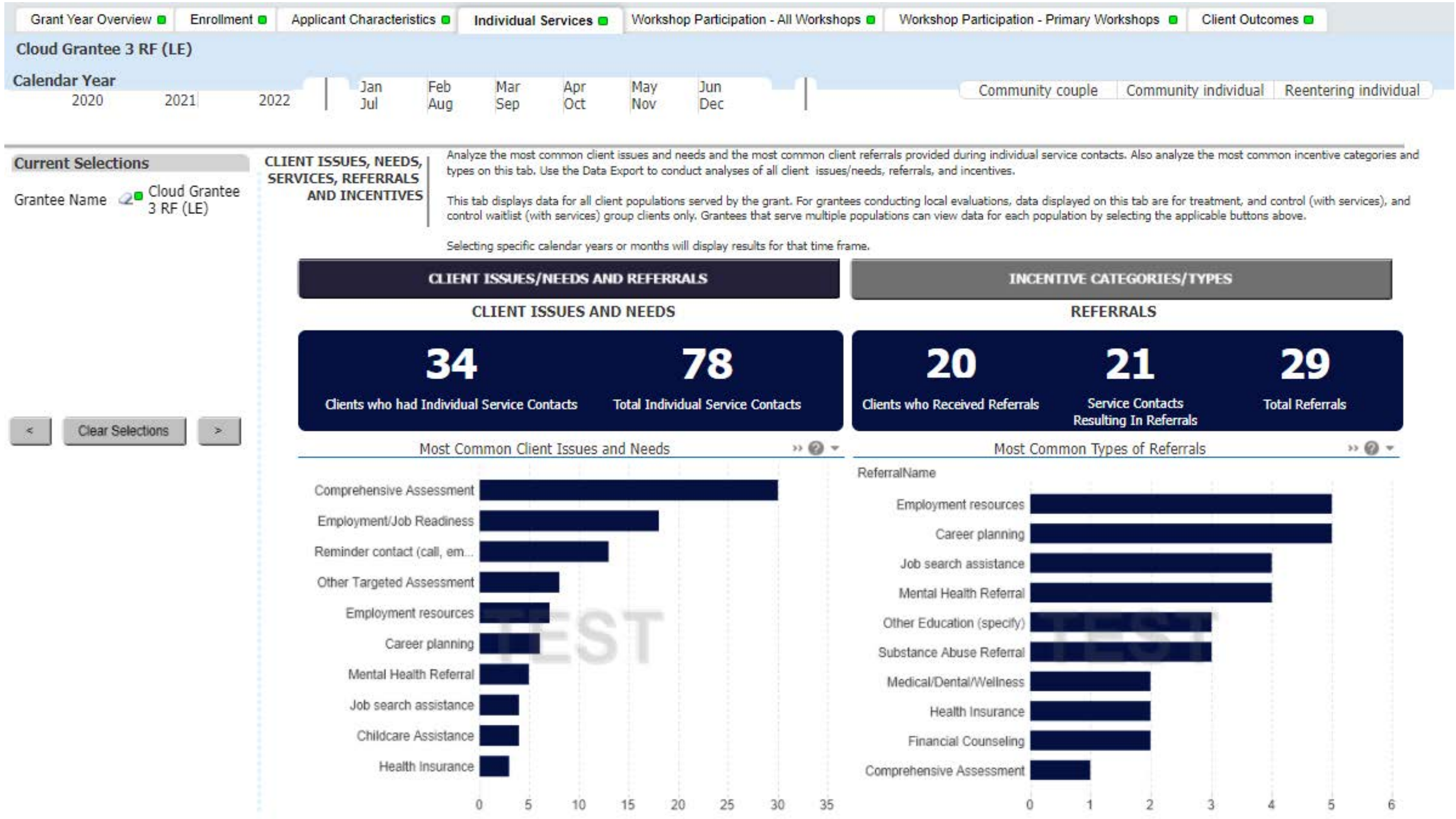
Filter to view by service assignment

Applicant Characteristics by Service Assignment

Mathematica

Individual service contacts and referrals

Filter by dates service contacts or referrals were provided



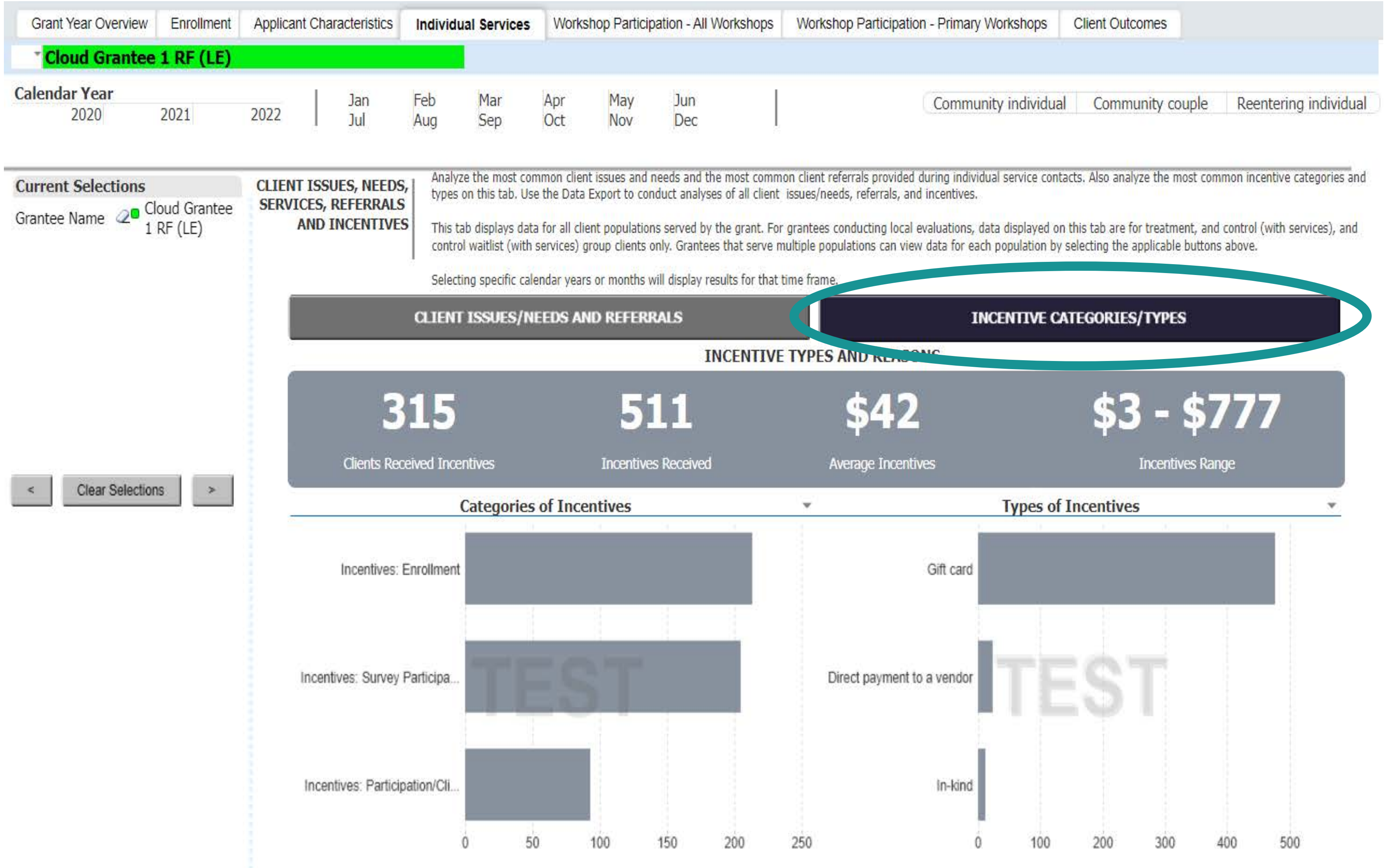
Filter by population type

Filter to view service contacts and referrals, or to view incentives

Mathematica

Incentives

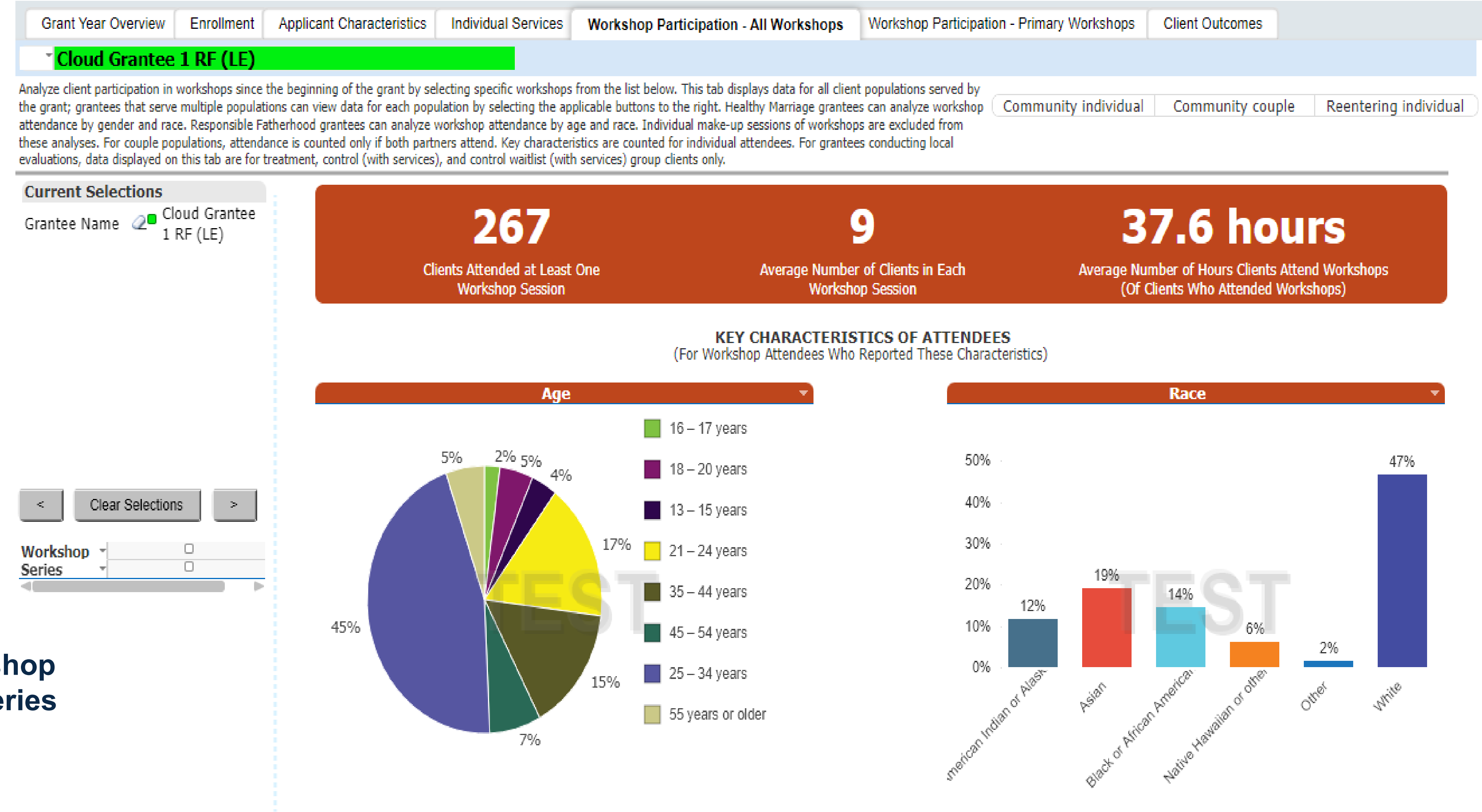
Filter by dates incentives were provided



Filter by population type

Filtered to view incentives

Workshop participation – all workshops tab



Filter by population type

Filter by workshop and session series

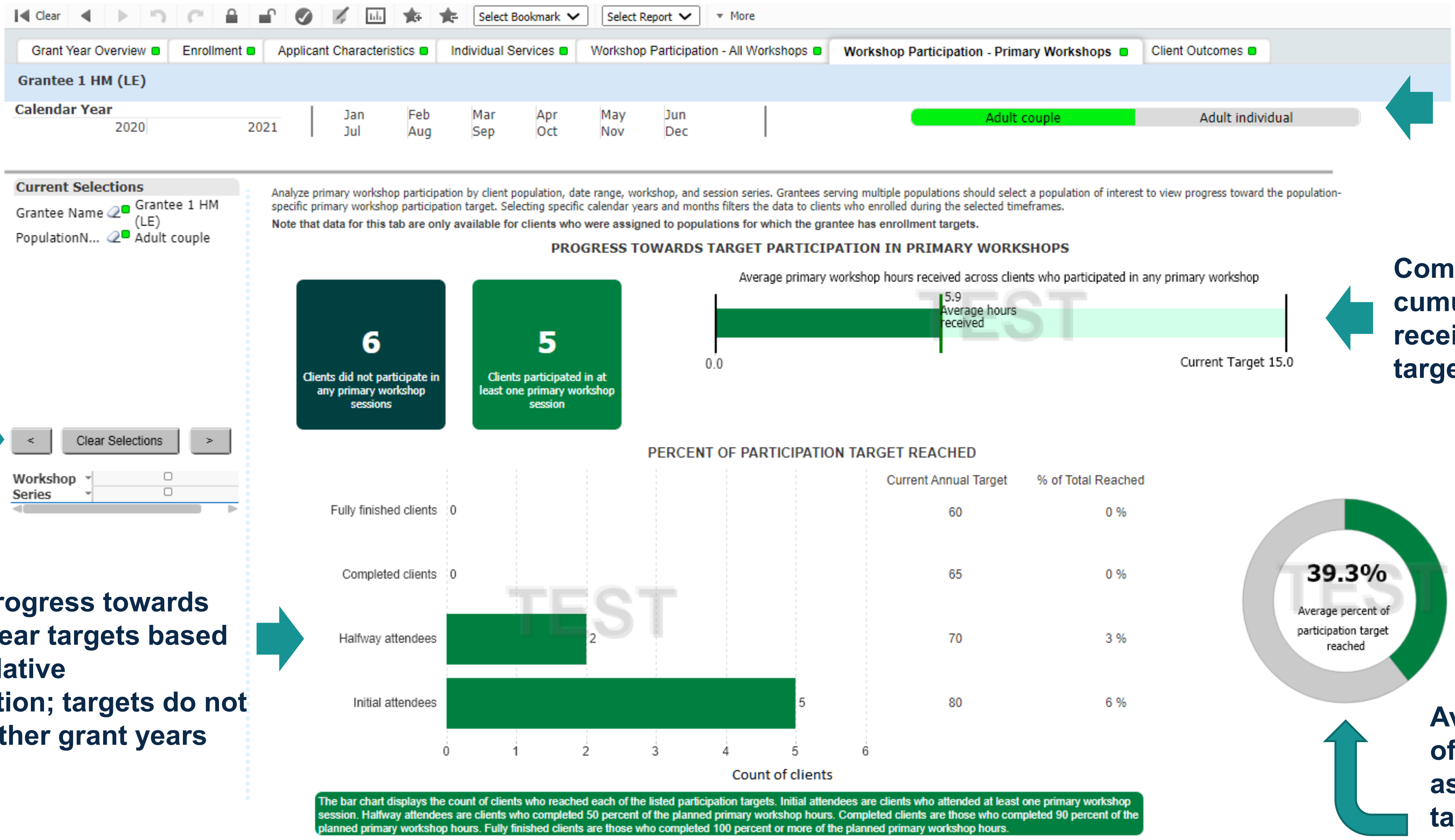
Mathematica

Workshop participation – primary workshops tab

Filter by enrollment date

Filter by workshops and series; overrides other filters

Shows progress towards current year targets based on cumulative participation; targets do not filter to other grant years



Filter by population to set correct targets

Compares average cumulative hours received to current target

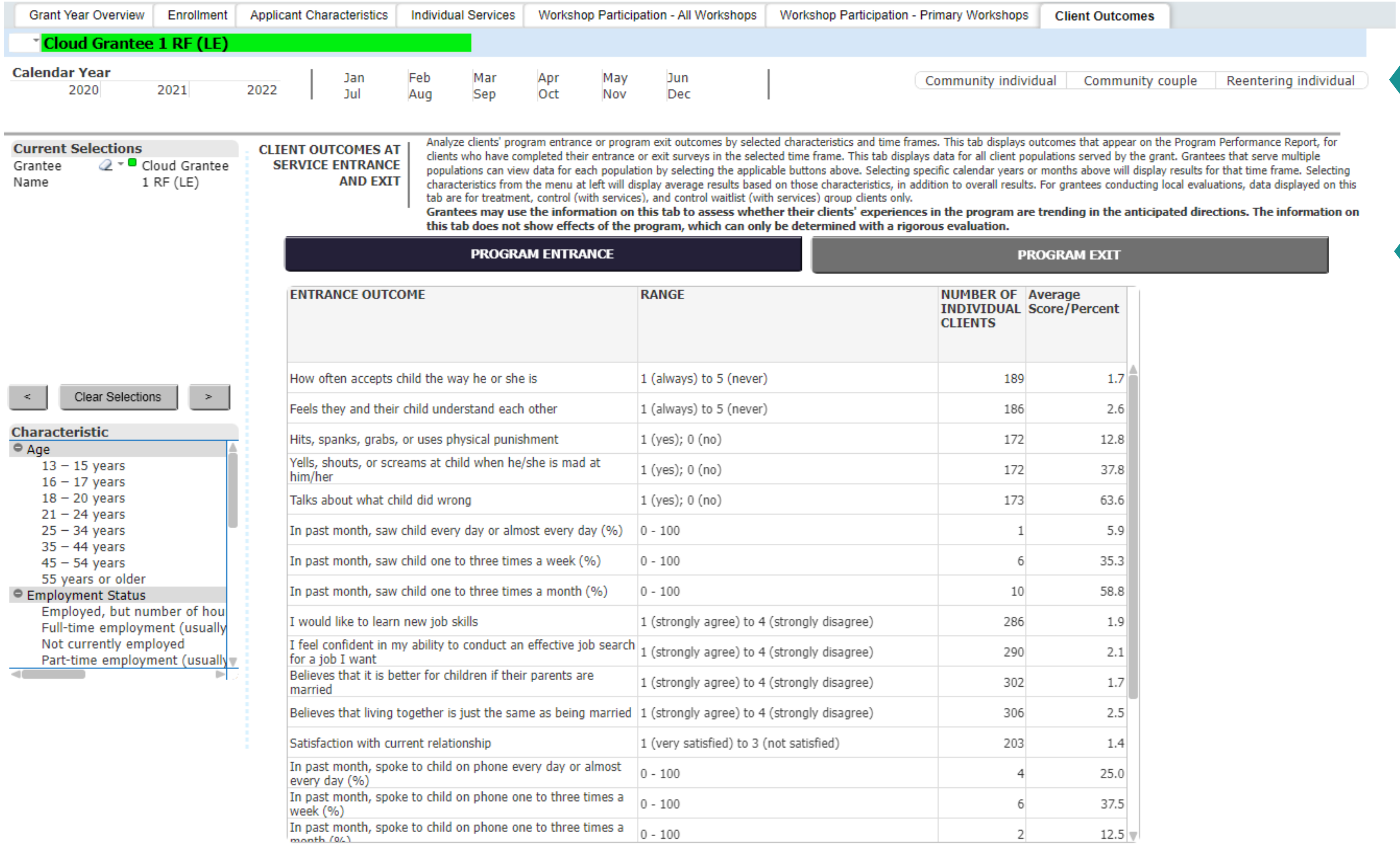
Average hours of participation as a percent of target hours

Mathematica

Client outcomes tab

Filter by survey completion date

Filter by applicant characteristic



ENTRANCE OUTCOME	RANGE	NUMBER OF INDIVIDUAL CLIENTS	Average Score/Percent
How often accepts child the way he or she is	1 (always) to 5 (never)	189	1.7
Feels they and their child understand each other	1 (always) to 5 (never)	186	2.6
Hits, spanks, grabs, or uses physical punishment	1 (yes); 0 (no)	172	12.8
Yells, shouts, or screams at child when he/she is mad at him/her	1 (yes); 0 (no)	172	37.8
Talks about what child did wrong	1 (yes); 0 (no)	173	63.6
In past month, saw child every day or almost every day (%)	0 - 100	1	5.9
In past month, saw child one to three times a week (%)	0 - 100	6	35.3
In past month, saw child one to three times a month (%)	0 - 100	10	58.8
I would like to learn new job skills	1 (strongly agree) to 4 (strongly disagree)	286	1.9
I feel confident in my ability to conduct an effective job search for a job I want	1 (strongly agree) to 4 (strongly disagree)	290	2.1
Believes that it is better for children if their parents are married	1 (strongly agree) to 4 (strongly disagree)	302	1.7
Believes that living together is just the same as being married	1 (strongly agree) to 4 (strongly disagree)	306	2.5
Satisfaction with current relationship	1 (very satisfied) to 3 (not satisfied)	203	1.4
In past month, spoke to child on phone every day or almost every day (%)	0 - 100	4	25.0
In past month, spoke to child on phone one to three times a week (%)	0 - 100	6	37.5
In past month, spoke to child on phone one to three times a month (%)	0 - 100	2	12.5

Filter by population type

Filter to view client outcomes at program entrance or exit

Mathematica

Considerations for reviewing the query tool

- **When using filters:**
  - You can view data across multiple months in a year by holding the ctrl key
  - Remember that date filters are based either on clients' enrollment date or service date
  - Be sure to select a population type before reviewing data
  - Clear filters after reviewing data
- **When mapping query tool data to other reports:**
  - Consider the timeframe and filters included
  - Remember that participation data in the query tool and QPR/PPR includes information only for those sessions where every client who was registered to attend has been recorded as being present or absent

Updated guidance from OFA

Updated incentive and program support guidance

- HMRF Program Office issued new guidance on June 8th—see FastTRAC
- The total incentive amount per individual client (not by couple) still cannot exceed $350, but specific maximum amounts by category no longer apply
- Survey-related incentives will apply to survey completion rather than participation
- nFORM will be modified so that specific maximum amounts are no longer tracked for each of the incentive categories (enrollment, participation/client milestones, and survey completion)
- Grantees should discuss with their FPS whether updated guidance will affect their approach to providing incentives