Gearing up for Grant Year 4

September 12, 2023
nFORM 2.0 Team
Mathematica

Housekeeping

/ **Use the chat to ask questions**

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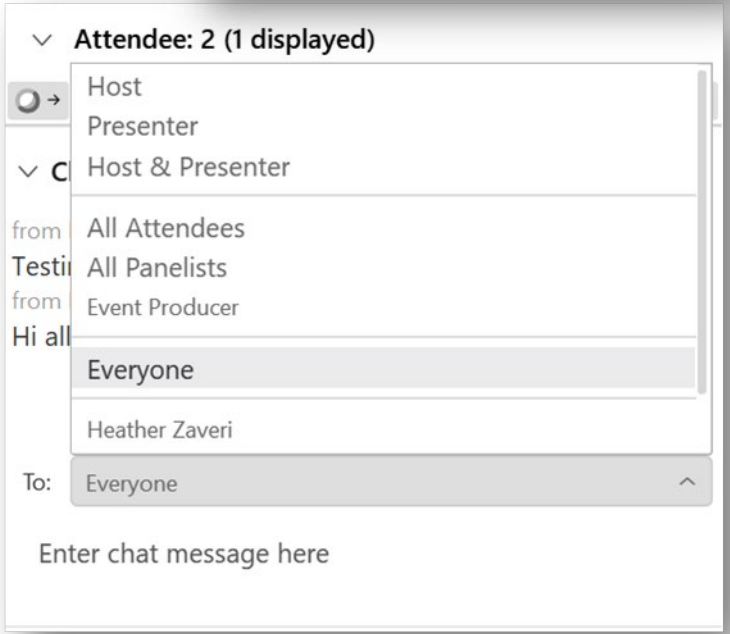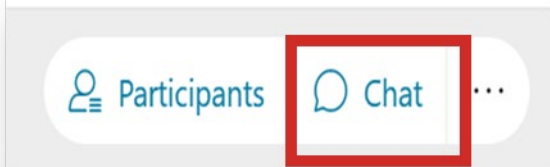
REMINDERS:

/ **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 resource site

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

Today's topics

/ **Reviewing grant year 3 data**

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

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

/ **Overview of nFORM TA resources**

Reviewing grant year 3 data

Reviewing the grant year 3 PPR

/ **Download the PPR periodically and once all grant year 3 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**

Example: Average primary workshop participation hours

/ **In Section C-04.2b of the PPR, data shows that Adult Couple clients have on average attended 8 hours in comparison to the 12 hour target**

/ **Use nFORM data tools to explore why**

/ **Discuss with staff and explain in progress narrative**

- For example, if workshop attendance is up to date, staff may have seen that due to a lack of childcare options in the community, many couples were unable to consistently attend primary workshop sessions together

Review the "Using nFORM 2.0 Tools to Monitor HMRF Performance Measures" tip sheet to explore data further

Topic	nFORM 2.0 Data Tools			
	PPR/QPR[a]	Query Tool	Operational Reports	Data Export
Primary workshop participation	Section C-04 Program Participation • Number and percent of clients who initially participated in their first workshop session series occurrence (PPR Section C-04.1) • Number and percent of clients who have attended workshop session series (PPR Section C-04.2a)[c] • Progress towards primary workshop target hours by grant year (PPR Section C-04.2b Table 1) • Achievement of participation benchmarks during reporting period, by client enrollment year and overall (PPR Section C-04.2b Table 2)	Workshop Participation – All Workshops Workshop Participation – Primary Workshops	Primary Workshop Participation Detail report Primary Workshop Participation Summary report Series session attendance summary report	Client Info tab • Number of workshop sessions attended Session Attendance tab

Use data tool filters to review grant year 3 data

Query Tool

Operational Reports

Data Export

Filter by date to review enrollment and service delivery information

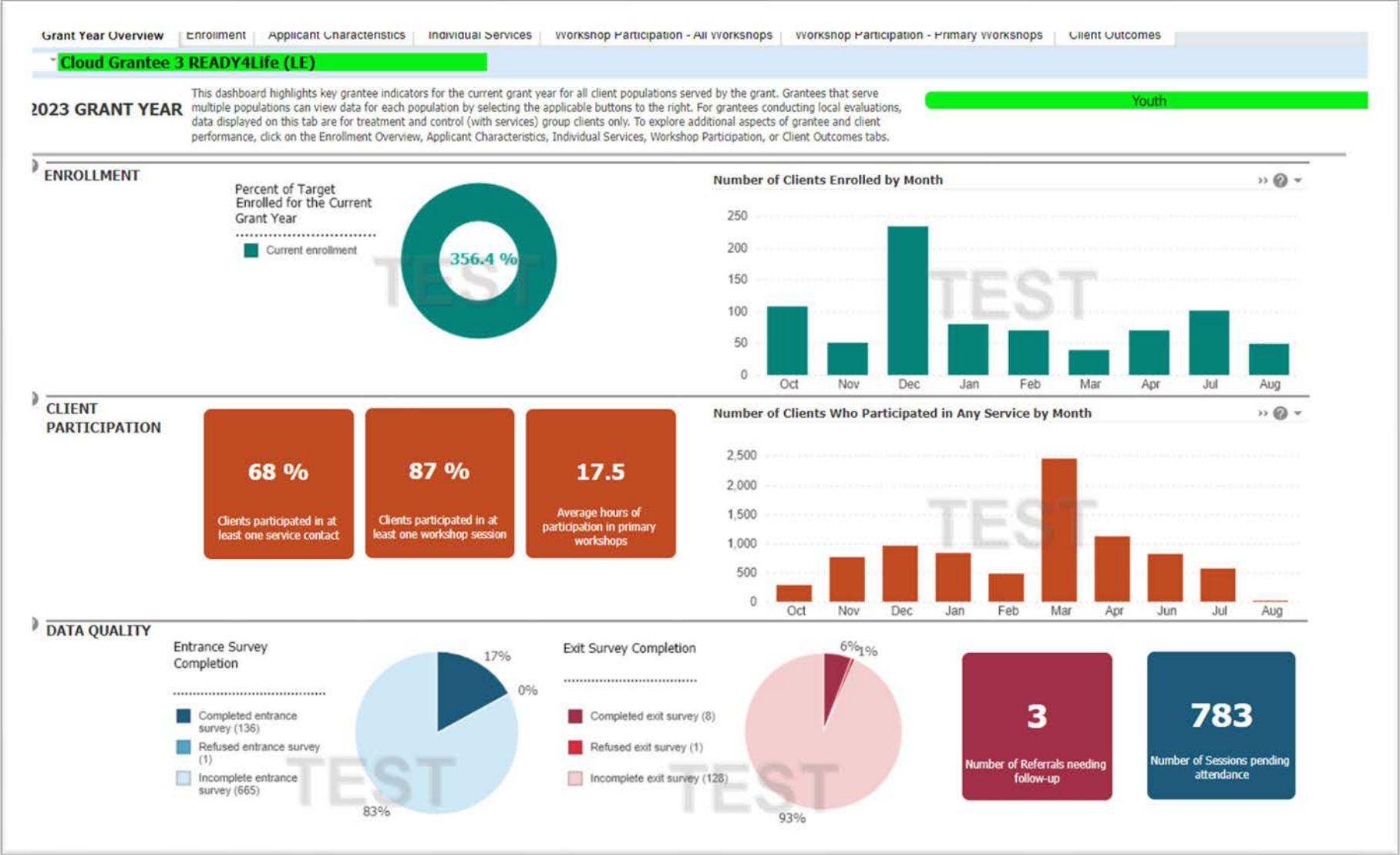Review and filter data by enrollment or service date in all reports

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

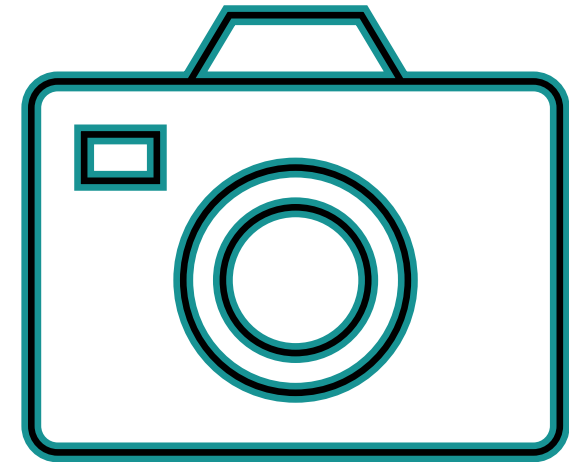Mathematica

Query Tool: Grant Year Overview Tab

Review a snapshot of progress on enrollment, service delivery and survey administration for grant year 3

Take a screenshot of the Grant Year Overview tab on September 29!

/ **On September 30, the Grant Year Overview tab will display grant year 4 information**

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 can be discussed during meetings with your FPS

/ **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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Taking our example a step further: average primary workshop participation hours

Data: PPR Section C-04.2b shows that Adult Couple clients have on average attended 8 hours in comparison to the 12 hour target
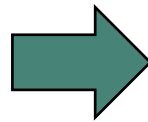
Enhanced narrative: "Due to a lack of childcare options in the community, many couples were unable to consistently attend primary workshop sessions together. As part of CQI, we road tested a virtual workshop series option. Couples who attended at least one session in the virtual series (n=8) attended on average 11 hours, or 92% of the primary workshop hours target."

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Let's pause for questions!

/ **What questions do you have about reviewing grant year data using nFORM's data tools?**

Updating data collection plans

Data collection plans should be regularly reviewed and updated as needed

/ **Grantees submitted their data collection plans in Grant Year 4 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 and incorporated into staff training

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

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.	☒

Overview of nFORM TA resources

HMRF grantee resources site

/ **Search for resources by resource title, keywords, type, and topic**

/ **Can also sort resources by newest, oldest, most relevant, and least relevant**

Refine results

Contains any of these words ▾

Enter a search item

[APPLY] [RESET]

Type ▾

Office Hours/Webinars (19)
Tip Sheets (15)
Detailed Guidance (10)
Training Videos (10)
Surveys (7)
Template/Tool (4)
Data Dictionary (1)

Topic ▾

Program monitoring (16)
Surveys (12)
Data collection (5)
Operational reports (4)
nFORM (3)
Reporting (3)
Data-driven questions (2)
Data dictionary (2)
Individual services (2)
Local evaluations (2)
User accounts (2)
Workshops (2)
Bulk updates (1)
Data security (1)

Enrollment (1)
Grantee locations (1)
Hardware and browser requirements (1)
HMRF Services (1)
Incentives (1)
IRB (1)
Privacy statement (1)
READY4Life data collection and reporting (1)
Staffing (1)

https://www.hmrfgrantresources.info

Key resources for supporting grant year 3 data reviews

/ **Tips for Completing the Progress Narrative**

/ **Using nFORM 2.0 Tools to Monitor HMRF Performance Measures**

/ **Data Dictionary and Data Export Template**

/ **nFORM office hour presentations and recordings on nFORM data tools and using nFORM to answer questions**

Additional resources to help prepare for grant year 4

/ **nFORM 2.0 User Manual**

/ **Performance Measures and Data Collection Logistics Manual**

/ **Welcome to nFORM: Tips for New Users**

Share with us!

/ **What new topics or TA resources would be helpful for you in grant year 4?**

Questions?