

Using nFORM 2.0 Tools to Monitor HMRF Performance Measures

Grant recipients can use a range of data tools in nFORM 2.0 to monitor their program operations and services provided, as well as the characteristics and outcomes of their clients. To help grant recipients dig deeper into their performance, this tip sheet maps each type of HMRF performance data in the Performance Progress Report (PPR) and narrative sections to relevant nFORM 2.0 data tools. This tip sheet is organized to follow the structure of PPR Section C—Quantitative (Numeric) Performance Measures. The appendix of this tip sheet includes more information on each of these data tools and when to use them. The [HMRF Grant Resource site](#) includes a range of additional resources to help grant recipients use nFORM 2.0 data tools for program monitoring, including the [nFORM 2.0 User Manual \(Module VIII\)](#) and the [data dictionary](#) of fields included in the data export.

Contact the nFORM 2.0 help desk with any questions about using nFORM 2.0 data tools, or anything else related to nFORM 2.0, by either submitting a ticket through the [help tab](#) of nFORM or emailing us at nform2helpdesk@mathematica-mpr.com. We are happy to help!

nFORM 2.0 Data Tools				
Topic	PPR/QPR ^a and PPR Narrative	Query Tool	Operational Reports	Data Export
Marketing and Recruitment	Section C-01 Recruitment C-07 Implementation challenges - Obtaining referrals - Recruiting participants - Cooperation of recruitment and referral sources Section C-08 Marketing PPR Narrative Sections: - B-02 Major Activities & Accomplishments (2.1 - 2.2, 2.16 [if applicable]) - B-03.1 (if applicable) - B-04 Significant Findings and Events - B-05 Dissemination Activities - B-07 Activities Planned for Next Reporting Period	Enrollment tab - How clients heard about the program - Primary reason clients enrolled	N/A	Client Info tab - Referring organization - Referring organization type Survey Response Data tab - How clients heard about the program - Reason(s) why clients enrolled in the program - Primary reason why clients enrolled in the program Program Operations Survey tab - Recruitment advertising - Recruitment methods - Referral organizations - Organizations where on-site recruitment occurred

^a Note that the PPR/QPR sections in the table reflect the section number in the PPR. The same quantitative information is found in QPR Section B (except for substantive service contacts, which are not reported in the QPR). READY4Life grant recipients serving youth in school settings can also generate the School Year Performance Report to monitor performance measures reported in the PPR using the academic calendar as the reporting period (July 1 – June 30) rather than the grant year (September 30 – September 29).

nFORM 2.0 Data Tools

Topic	PPR/QPR ^a and PPR Narrative	Query Tool	Operational Reports	Data Export
Client characteristics and status	Section C-02 Applicant Characteristics PPR Narrative Sections: - B-01.1 Target population - B-02 Major Activities & Accomplishments (2.3-2.4, 2.16 [if applicable]) - B-08 Selected Participant Outcomes	Applicant Characteristics tab Workshop Participation – All Workshops tab - Characteristics of workshop attendees Client Outcomes tab - Client outcomes by characteristics	Client Status Summary/Detail report Phone Number report Zip Code report	All client-level tabs include client status Survey Response Data tab displays applicant characteristics by client
Enrollment	Section C-03 Program Enrollment PPR Narrative Sections: - B-01 Performance Narrative (1.1) - B-02 Major Activities & Accomplishments (2.3, 2.5 through 2.8, 2.16 [if applicable]) - B-03.1 (if applicable) - B-04 Significant Findings & Events - B-07 Activities Planned for Next Reporting Period	Grant Year Overview tab - Progress towards enrollment target(s) - Number of clients enrolled by month Enrollment tab	Survey Completion Summary/Detail report Local Evaluation Enrollment report	All client-level tabs include enrollment date

nFORM 2.0 Data Tools

Topic	PPR/QPR ^a and PPR Narrative	Query Tool	Operational Reports	Data Export
Survey completion status	Section C-03 Program Enrollment^b PPR Narrative Sections: - B-02 Major Activities & Accomplishments (2.5, 2.8, 2.11, 2.16 [if applicable]) - B-03.1 (if applicable) - B-04 Significant Findings & Events - B-07 Activities Planned for Next Reporting Period - B-08 Selected Participant Outcomes	Grant Year Overview tab Percent of completed, refused, and incomplete/not started Entrance and Exit surveys Client Outcomes tab	Survey Completion Summary/Detail report Survey Report – Paper Survey Survey Report – Refused Survey	Client Info tab - Survey completion date, mode, and language Survey Response Data tab - Survey completion date, mode, and language

^b The number of clients/couples who complete the applicant characteristics survey equals the number that have enrolled. This section does not include local evaluation clients with a service assignment of Control (no services) or Control – Waitlist (no services).

nFORM 2.0 Data Tools

Topic	PPR/QPR ^a and PPR Narrative	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) PPR Narrative Sections: • B-01 Performance Narrative (1.2) • B-02 Major Activities & Accomplishments (2.9 – 2.10, 2.16 [if applicable]) • B-03.1 (if applicable) • B-04 Significant Findings & Events • B-07 Activities Planned for Next Reporting Period	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

^c Only session series that are completed are included in the Section C-04.2a. Attendance at Workshops table(s).

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Topic	PPR/QPR ^a and PPR Narrative	Query Tool	Operational Reports	Data Export
Optional workshop participation	Section C-04.2a Attendance at workshops PPR Narrative Sections: - B-01 Performance Narrative (1.2) - B-02 Major Activities & Accomplishments (2.9 – 2.10, 2.16 [if applicable]) - B-03.1 (if applicable) - B-04 Significant Findings & Events - B-07 Activities Planned for Next Reporting Period	Workshop Participation – All Workshops tab	Series Session Attendance report	Client Info tab Number of workshop sessions attended Session Attendance tab
Workshop/series setup	Section C-04.2a Attendance at workshops - Includes a table with set-up and participation details for each workshop offered during reporting period PPR Narrative Sections: - B-01 Performance Narrative (1.2) - B-02 Major Activities & Accomplishments (2.9 – 2.10, 2.16 [if applicable]) - B-04 Significant Findings & Events - B-07 Activities Planned for Next Reporting Period	N/A	Series Session Attendance report Workshop and series setup details	Workshop Characteristics tab Series tab Series Facilitators tab Session Attendance tab

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Topic	PPR/QPR ^a and PPR Narrative	Query Tool	Operational Reports	Data Export
Individual service contacts	Section C-04.3 Substantive individual service contacts PPR Narrative Sections: • B-01 Performance Narrative (1.2-1.3) • B-02 Major Activities & Accomplishments (2.9-2.10, 2.16 [if applicable]) • B-03.1 (if applicable) • B-04 Significant Findings & Events • B-07 Activities Planned for Next Reporting Period	Individual Services tab	Individual Service Contacts report	Client Info tab • Number of Service Contacts • Assigned case manager(s) Service Contacts tab
Referrals	Section C-06 Referrals PPR Narrative Sections: • B-02 Major Activities & Accomplishments (2.14, 2.15, 2.16 [if applicable]) • B-03.1 (if applicable) • B-04 Significant Findings & Events • B-07 Activities Planned for Next Reporting Period	Grant Year Overview tab • Number of referrals needing follow-up Individual Services tab	Caseload Summary/Detail report • Number of referrals requiring follow up	Client Info tab • Number of referrals Referrals tab
Incentives/program supports	PPR Narrative Sections: • B-01 Performance Narrative (1.2 – 1.4, 2.16 [if applicable]) • B-03.1 (if applicable)	Individual Services tab	Incentives report Caseload Summary/Detail report • Number of incentives provided	Client Info tab • Number of incentives/program supports Incentives – Program Supports tab

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Topic	PPR/QPR ^a and PPR Narrative	Query Tool	Operational Reports	Data Export
Client outcomes	C-09 Participant Outcomes (see also C-02 Applicant Characteristics, for client outcomes at program entrance) PPR Narrative Section: B-08 Selected Participant Outcomes	Client Outcomes tab	N/A	Survey Response Data tab
Staffing, supervision, and training	Section C-05 Quality assurance and monitoring Section C-07 Implementation challenges - Recruiting qualified staff - Maintaining staff performance - Ensuring facilitators understand content - Retaining staff - Filling open staff positions - Staff hiring and turnover PPR Narrative Sections: - B-01 Performance Narrative (1.5 – 1.6) - B-02 Major Activities & Accomplishments (2.11 – 2.13) - B-03 Problems (3.1 - 3.2) - B-04 Significant Findings & Events - B-07 Activities Planned for Next Reporting Period	N/A	N/A	Program Operations Survey tab - Staffing - Supervision - Training

This tip sheet was prepared by Sarah Castro and Hannah McInerney of Mathematica, Washington, DC, (2023) and updated by Rob Nutt (2025) under contract with the Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services (HHSP233201500035/75P00120F37054). OPRE Project Officers: Katie Pahigiannis, Pooja Gupta Curtin, Harmanpreet Bhatti, and Rebecca Hjelm.

Appendix

Figure A.1. Overview of nFORM 2.0 Data Tools

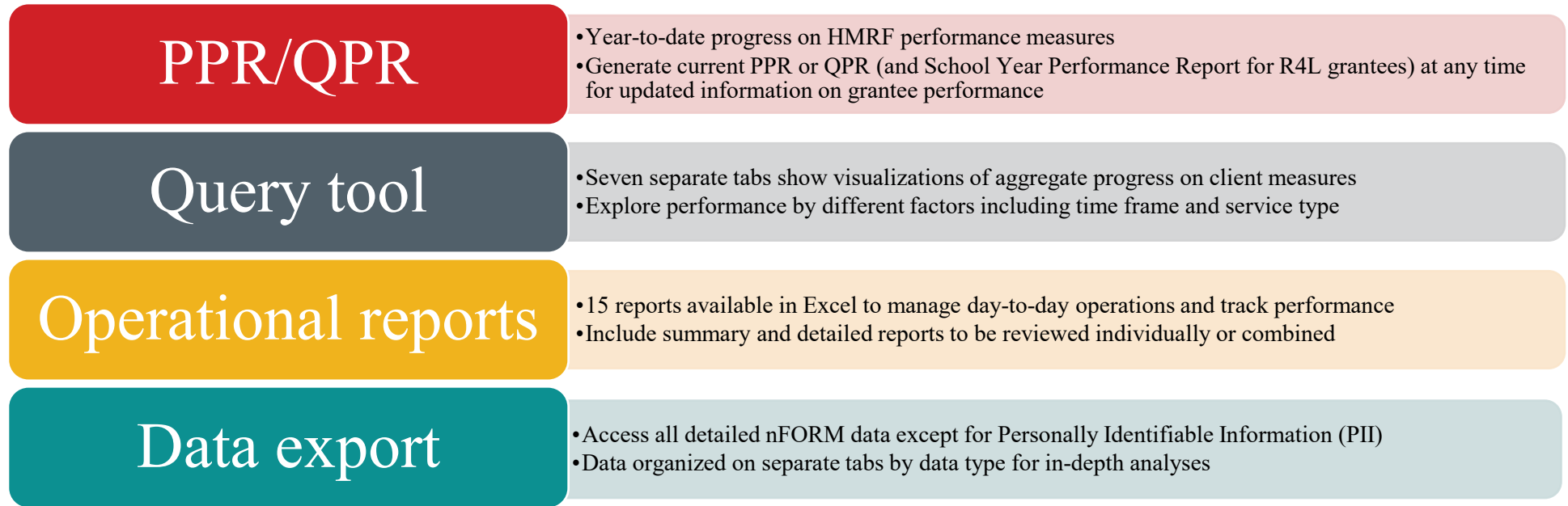


Figure A.2. When to Use nFORM 2.0 Data Tools

