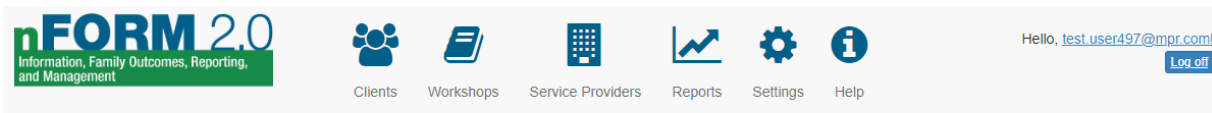


nFORM 2.0 Screens to Collect Information on Services Provided to Participants

Note: Screen shots include fictional names for illustrative purposes. OMB Control Number and Expiration Date appear on entry to nFORM system and individual surveys.



nFORM Data Collection and Reporting System

The Information, Family Outcomes, Reporting, and Management (nFORM) system is used by Healthy Marriage and Responsible Fatherhood (HMRP) grantees to collect, store, and analyze program and client data and to produce required grant reports for the Administration for Children and Families. HMRP grantees use nFORM to collect information about program operations (including outreach and recruitment activities, enrollment, staff qualifications and training, staff supervision and observations, and implementation challenges); client participation (including case management activities, workshop attendance, and referrals); and client characteristics and outcomes (including an applicant characteristics survey and program entrance and exit surveys).

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to support program performance monitoring and program improvement activities for Healthy Marriage and Responsible Fatherhood programs. Public reporting burden for this collection of information is estimated to average 2 minutes per response, 30 minutes per client total, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. The answers you give will be kept private. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0566 and the expiration date is 04/30/2024. If you have any comments on this collection of information, please contact Hannah McInerney at nform2helpdesk@mathematica-mpr.com.

[Clients](#) [Workshops](#) [Service Providers](#) [Reports](#) [Settings](#) [Help](#)

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to support program performance monitoring and program improvement activities for Healthy Marriage and Responsible Fatherhood programs. Public reporting burden for this collection of information is estimated to average 2 minutes per response, 30 minutes per client total, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. The answers you give will be kept private. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0566 and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact Hannah McInerney at nform2helpdesk@mathematica-mpr.com.

C1-C6. **C2. Application Form** **Client Level**

Data on **Service**

Contacts, **Referrals,**

Incentives, **and**

Workshops

* Indication required field(s)

* Application Date 10/27/2020

* Form Completed by Case Manager, Marybeth

PRIVACY STATEMENT

Thank you for participating in this program. Throughout the program we will ask you to provide information so that we can better support you, and to help monitor the program's performance. We hope you will answer all the questions asked by program staff or in surveys, but you may skip any questions you do not want to answer. Your answers will be kept private as required by law. **PRINCIPAL PURPOSE:** The information you provide will be used primarily to (a) provide you with services, (b) monitor and help improve the performance of Healthy Marriage and Responsible Fatherhood (HMRP) programs, and (c) help understand HMRP services and participants across programs. **ROUTINE USES:** Your information will be kept private and cannot be used against you in any law enforcement action. Your information may be combined with information from other individuals but you will not be personally identifiable. However, there may be circumstances where disclosure of your personal information may be requested; in these cases, processes are in place to further protect your information for such requests. These requests may include: (a) by a congressional office if you ask that office to help obtain a copy of your records; (b) to coordinate and respond to a data security breach; (c) for research or evaluation purposes; (d) for administrative or legal actions; or (e) by contractors supporting the purpose and uses described here, but only on a must know basis in order to perform their duties. Please see the sources below for more information about these routine uses. **DISCLOSURE:** This request is voluntary. The relevant SORN is 09-80-0361, OPRP Research and Evaluation Project Records. **AUTHORITY:** 42 U.S.C. 613 - Research, evaluations, and national studies; 42 U.S.C. 628b - National random sample study of child welfare; 42 U.S.C. 1310 - Cooperative research or demonstration projects; 42 U.S.C. 9836 - Designation of Head Start agencies; 42 U.S.C. Subchapter II-B - Child Care and Development Block Grant; and Pub L. No. 110-161, Division G, Title II, Payments to States for the Child Care and Development Block Grant (121 STAT. 2179).

☒ * Check to indicate that the privacy statement has been offered to the applicant either verbally or in writing.

Client Information

* First Name Jack Middle Name

* Last Name Dalton * Date of Birth 9/21/1983

* Referred By Type Healthy Start

Referral Organization Name Healthy Start Organization

Grantee Location Location G2S2

* Population Adult Individual

☐ Check here if client is in a local evaluation

* Was the applicant screened for intimate partner violence or teen dating violence? ☐ Yes ☒ No

Contact Information

Phone

One phone or email is required

Home Phone (609) 555-1616

Cell Phone

Work Phone

☐ Check here if client agrees to be contacted by text message

Social Media

Email

Facebook

Twitter

Other

☐ Check here if client has no phone or email

Address

Address #1

Remove Address #1

* Primary Address ☒ Yes ☐ No

* Street (Line 1) 110 West 29th St.

Street (Line 2)

* City New York

* State NY

* Zip 10001

Maxwell Smart (Client ID 40001205)

[Profile](#)
[Service History](#)
[Workshops / Sessions](#)

Current / Upcoming Workshops

 Client is currently not registered for any workshops.

Session Attendance

Date	Workshop Name	Workshop Type	Session Series	Attended?	Individual Make-Up Session
3/30/2016	Test 1HM Workshop 2	Primary	Workshop	Y	--
3/30/2016	Test 1HM Workshop 2	Primary	Workshop	Y	--
3/29/2016	Test 1HM Workshop 2	Primary	Workshop	Y	--
12/13/2016	test b	Not in Use	dgf	Y	--
8/24/2016	23	Primary	Same Day Reg Test	Y	--
12/13/2016	Elevate	Primary	Elevate Yourself	Made Up	View Make-Up
12/13/2016	Elevate	Primary	Elevate Early in the Day	Y	--
1/7/2019	Elevate	Primary	1/7/2019 start date	Y	--
4/1/2019	Elevate	Primary	May Test	Y	--
4/8/2019	Elevate	Primary	May Test	Y	--

1 2 >

14 Record(s)

Possible Duplicate(s) Found

 Barry Allen (Client ID 10021095, DOB 7/15/1976) [Edit](#)

Client entered matches the following existing client(s)

Save pending resolution

Override Duplicate (Allow Client)

Duplicate confirmed

C7/C12/C13. Add/Edit Client Service Contacts, Referrals, and Incentives

C7. Add/Edit Service Contact

* Indicates required field(s)

Service Contact Information

* Service Date	4/24/2017	* Case Manager	Site Administrator, MarybethM
* Contact Method	Email	* Length of Contact	5 - 14 min
* Did service contact result in direct client contact? ☒ Yes ☐ No			
* Service contact included ☒ Maxwell Smart only ☐ Agent 99 only ☐ Couple			
Additional Participant(s) ☐ Child(ren) (Check all that apply) ☐ Other parent(s) of child (not partner) ☐ Other service provider ☐ Parent/guardian of youth client ☐ Other			

Client Issues and Needs Discussed

* Client Issues and Needs Discussed (Check all that apply)

Some of these services are not allowable with Healthy Marriage and Responsible Fatherhood funds and must be referred out.

Assessment ☐ Comprehensive Assessment ☐ Employment/Job Readiness ☐ Other Targeted Assessment	☐ Legal Assistance Referral
Child Support/Custody/Visitation ☐ Establish/modify child support order ☐ Establish/modify child visitation order ☐ Establish/modify child custody order ☐ Establish/modify parenting plan ☐ Child support arrears assistance ☐ Establish paternity ☐ Couple mediation	Health/Mental Health Support ☐ Medical/Dental/Wellness ☐ Mental Health Referral ☐ Substance Abuse Referral ☐ Health Insurance
☐ Child Welfare Services Involvement	☐ Parenting
☐ Domestic Violence/Intimate Partner Violence	Social services/Emergency needs ☐ Housing/Rent Assistance ☐ Childcare Assistance ☐ Clothing (not job related) ☒ Public assistance/welfare ☒ Food Assistance ☐ Obtain driver's license/state ID/birth certificate/other identifying documents ☐ Other social services/emergency needs (specify)
☐ Financial Counseling	☐ Healthy Marriage and Relationship Education Services ☐ Other Service (specify)
Education ☐ English for Speakers of Other Languages (ESOL) ☐ General Educational Development (GED) ☐ Licensure/Certification (specify) ☐ Other Education (specify)	☐ Meeting with Facilitator ☐ Reminder contact (call, email, text) ☐ Youth services (specify)
☐ Family Therapy/Counseling Referral	
Job/Career Advancement ☐ Career planning ☐ Employment resources ☐ Job search assistance ☐ Resume development	

Service Notes

Note #1

for max

[Add Note](#)

[Edit](#)

[Cancel](#)

C12. Add/Edit Referral



* Indicates required field(s)

Service Contact Information

Service Date 4/24/2017 Case Manager MarybethM Site Administrator
Contact Method During home visit Length of Contact Up to 4 min
Did service contact result in direct client contact? Yes
Service contact included Couple
Additional Participants Other service provider
Client Issues and Needs Discussed Establish/modify parenting plan, Child support arrearages assistance
Most Recent Note
note 2. saved 8/13/2018 2:57 pm.

Referral Information

Did the client follow-through on the referral below? ☐ Yes ☐ No

* Referred To

Service Provider 1

* Referral For

☐ Maxwell Smart only

☐ Agent 99 only

☒ Couple

* How was referral provided to client?

☒ In Writing

☐ Verbally

* Was referral also communicated directly to service provider?

☐ Yes

☒ No

Referral Types

* Referral Types (Check all that apply)

Assessment

- ☐ Comprehensive Assessment
- ☐ Employment/Job Readiness
- ☐ Other Targeted Assessment

Child Support/Custody/Visitation

- ☐ Establish/modify child support order
- ☐ Establish/modify child visitation order
- ☐ Establish/modify child custody order
- ☐ Establish/modify parenting plan
- ☐ Child support arrearages assistance
- ☐ Establish paternity
- ☐ Couple mediation

☐ Child Welfare Services Involvement ?

☐ Domestic Violence/Intimate Partner Violence ?

☐ Financial Counseling

Education

- ☐ English for Speakers of Other Languages (ESOL)
- ☐ General Educational Development (GED)
- ☐ Licensure/Certification (specify)
- ☐ Other Education (specify)

☐ Family Therapy/Counseling Referral

Job/Career Advancement

- ☐ Career planning
- ☐ Employment resources ?
- ☐ Job search assistance ?
- ☐ Resume development

☒ Legal Assistance Referral

Health/Mental Health Support

- ☐ Medical/Dental/Wellness
- ☐ Mental Health Referral
- ☐ Substance Abuse Referral
- ☐ Health Insurance

☐ Parenting ?

Social services/Emergency needs

- ☐ Housing/Rent Assistance
- ☐ Childcare Assistance
- ☐ Clothing (not job related) ?
- ☐ Public assistance/welfare ?
- ☐ Food Assistance
- ☐ Obtain driver's license/state ID/birth certificate/other identifying documents
- ☐ Other social services/emergency needs (specify)

☐ Healthy Marriage and Relationship Education Services ?

☐ Other Referral (specify)

☐ Youth services (specify)

Referral Notes

+ Add Note

Edit

Cancel

C13. Add/Edit Incentive



* Indicates required field(s)

* Is this incentive associated with a service contact? ☒ Yes ☐ No

Service Contact Information

* Service Date

Case Manager

Contact Method

Length of Contact

Did service contact result in direct client contact?

Additional Participants

Client Issues and Needs

Discussed

Most Recent Note

Incentive

* Incentive For ☐ Maxwell Smart only ☐ Agent 99 only ☒ Couple

All incentives must be approved by your OFA FPS.

* Type of Incentive

Amount \$

Housing/rent assistance excluding utilities

* Reason for Incentive

Delete

Save

Cancel

W1. Workshop List

Workshops

+ Add Workshop						Items per page 10
Workshop Name	Population	Registration Required	Enrollment	Type	Total Hours	
Q 23	Adult individual	Yes	Other	Primary	140	
Q 24/7 Dad	Adult individual	Yes	Open	Primary	20	
Q Couple Workshop	Adult couple	Yes	Cohort	Optional	10	
Q Dosage Workshop #1	Adult individual	Yes	Open	Optional	20	
Q Dosage Workshop #3 - Other specify	Adult couple	No	Cohort	Primary	6	
Q Dosage Workshop #4 - specify	Adult couple	No	Cohort	Primary	6	
Q Dosage Workshop #5	Adult individual	No	Cohort	Optional	20	
Q Elevate	Adult couple	Yes	Cohort	Primary	5	
Q FAMLE View Workshop	Adult couple	Yes		Primary	10	
Q JIRA 1408 Test Workshop	Adult individual	Yes	Cohort	Primary	140	
1 2 3 »						24 Record(s)

W2. Add/Edit Workshop

W2. Add/Edit Workshop



* Indicates required field(s)

Program Healthy Marriage

* Population --Select population ▼

* Workshop Name

Description

Workshop Details

* Registration Required ☐ Yes ☐ No

This selection cannot be changed once it is saved.

* Enrollment --Select ▼

* Total Hours to be Offered

* Activities

(Check all that apply)

- ☐ Divorce reduction
- ☐ Education in high schools
- ☐ Marriage and relationship education/skills (MRES)
- ☐ Marriage enhancement
- ☐ Marriage mentoring
- ☐ Premarital education

* Elements

(Check all that apply)

- ☐ Conflict resolution
- ☐ Financial management
- ☐ Job and career advancement
- ☐ Parenting
- ☐ None of the above

* Type ⓘ

☐ Primary ☐ Optional ☐ Not in Use

This selection cannot be changed once it is saved.

* Structure

☐ Single ☐ Blended ☐ Linked ☐ Non-curricularized

* Curriculum or other group service #1

(Enter all that apply)

--Select ▼

Hours

Specify

Add

Save

Cancel

W5. Add/Edit Workshop Session Series

W5. Add/Edit Session Series

✕

* Indicates required field(s)

* Workshop Name	--Select workshop		
Registration Required	☐ Yes ☐ No	Total Hours to be Offered	
Enrollment			
Type		Structure	
Curriculum or other group service			
Description			

Session Series Details

* Session Series Name	
* Agency Providing	--Select agency
* Max # of Clients	☐ No Limit

Location

* Location Name			
* Street		* City	
* State	--Select	* Zip	
		Phone	

Facilitators

* Facilitators	
----------------	----------------------

Date & Time

* # of Sessions			
* Session Start Date			
* Session Start Time	--	--	AM
* Session Duration	--	hour(s) and	-- minutes
Recur Every (Select all that apply)	☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat		

Save

Cancel

W4/W8. Manage Session Series and Client Registration

Session Series

Filter Criteria

Workshop:
--Select workshop

+ Add Session Series
Items per page 10

Series Name	Workshop	Location	Facilitators	# of Sessions	Start Date	Registration
Q August 10, 2020 start	24/7 Dad	ymca	Jackson Murphy	10	8/10/2020	Manage
Q Dadz Meetup	24/7 Dad	DADz	Mr. Rogers	16	5/25/2020	View
Q new test series 5/18/20	Tully Test	test location	joe teacher	10	5/20/2020	Not Required
Q May 19, 2020 Start	24/7 Dad	Library	test	10	5/19/2020	View
Q April 14 Start Date	Couple Workshop	Library	mr. smith	5	4/14/2020	View
Q April 6 Start Date	24/7 Dad	ymca	test	10	4/6/2020	View
Q test	24/7 Dad	ymca	test	1	3/31/2020	View
Q January 21, 2020 start date	Dosage Workshop #1	TownHall	test	10	1/21/2020	View
Q January 8, 2020 start	Couple Workshop	YMCA	test	5	1/8/2020	View
Q January 8, 2020 Start	Dosage Workshop #1	TownHall	test	5	1/8/2020	View

1 2 3 4 5 »
60 Record(s)

W8. Manage Client Registration



Workshop Name 24/7 Dad
Session Series August 10, 2020 start
Enrollment Open
Type Primary
Structure Linked
Curriculum or other group service Career Gear-Rise

Session Start Date 8/10/2020
Session Start Time 7:00 PM
Location Name ymca
Address 147 Main Street - Duluth, GA

Filter Eligible Clients

Grantee Location		Case Manager	
Client ID		Client Status	
Last Name		Population	
First Name		Service Assignment	
Enrollment Date Range:			
	From	To	
			8/26/2020

Search

Clear Criteria

Registration

Eligible Clients:

1869-1, 1869-1 (10021561)
 99, Agent (40001218)
 Bailey, George (10008911)
 Bailey, Mary (10008924)
 Baratheon, Stannis (10021273)
 Barbarino, Vinnie (10001565)
 Beam, Jim (10012486)
 Beam, Jim (10020245)
 Bick, Violet (10001891)
 Bick, Violet 3 (10020300)
 Bobby, Ricky (10001167)
 Brady, Carol (10001862)
 Brady, Greg (10000074)
 Brady, Greg (10000799)
 Brady, Mike (10001859)
 Couple1, Mr.Famle (10012237)
 Couple1, Mrs.Famle (10012224)
 Cunningham, Joanie (10008539)
 Darrel, Dixon (10000773)
 dev test 2, dev test (10021367)
 Dev test (10000238)

Register Client(s)

Remove Client(s)

Clients already registered:

Bailey, George (10001549)
 Bailey, Mary (10001552)
 Rabbit, Jack (40001153)
 Robinson, John (10008557)
 Robinson, Maureen (10006560)

Seats Available: 15

Client ID appears in parentheses after name.

Save

Cancel

W7/W9/C11. Manage Session Occurrences and Attendance

Sessions

Filter Criteria

Workshop:

--Select workshop

Session Series:

--Select session series

Session Status:

--Select session status

Items per page 10

Occurrence	Session Series	Facilitators	Status	Info	Roster	Attendance
Wed 2/6/2019 8:00 PM	1/7/2019 start date	Karen, Georgia	Session Complete	Cancel	Generate	View/Edit
Mon 1/28/2019 8:00 PM	1/7/2019 start date	stevens	Session Complete	Cancel	Generate	View/Edit
Tue 1/22/2019 8:00 PM	1/7/2019 start date	stevens	Session Complete	Cancel	Generate	View/Edit
Mon 1/14/2019 8:00 PM	1/7/2019 start date	stevens, karen, georgia	Session Complete	Cancel	Generate	View/Edit
Mon 1/7/2019 8:00 PM	1/7/2019 start date	stevens	Session Complete	Cancel	Generate	View/Edit
Wed 2/6/2019 4:00 PM	1/9/2019 Start Date	jones	Pending Attendance	Cancel	Generate	Record
Wed 1/30/2019 4:00 PM	1/9/2019 Start Date	jones	Canceled	Reinstate	Generate	View/Edit
Wed 1/23/2019 4:00 PM	1/9/2019 Start Date	jones	Canceled	Reinstate	Generate	View/Edit
Wed 1/16/2019 4:00 PM	1/9/2019 Start Date	jones	Canceled	Reinstate	Generate	View/Edit
Wed 1/9/2019 1:00 PM	1/9/2019 Start Date	jones	Canceled	Reinstate	Generate	View/Edit

1 2 3 4 5 »

1356 Record(s)

W9. Track Session Attendance

✕

* Indicates required field(s)

Workshop Name 24/7 Dad
 Session Series Name August 10, 2020 start

Edit

Occurrence Details

* Session Date 8/26/2020

* Session Start Time 7 00 PM

* Session Duration 2 hour(s) and 00 minutes

* Location Name ymca

* Street 147 Main Street

* City Duluth

* State GA

* Zip 30096

Phone

* Facilitators Jackson Murphy

Attendance

☐ Check here if no clients attended this session ?

Advance Registration

Clients registered for this session:

Bailey, George (10001549)
 Bailey, Mary (10001552)
 Rabbit, Jack (40001153)
 Robinson, John (10006557)
 Robinson, Maureen (10006560)

Add Client(s)

Remove Client(s)

Add Client(s)

Remove Client(s)

Clients who attended this session:

0

Clients who DID NOT attend this session:

0

Drop-Ins

Available Clients:

1869-1, 1869-1 (10021561)
 99, Agent (40001218)
 Bailey, George (10008911)
 Bailey, Mary (10008924)
 Baratheon, Stannis (10021273)
 Barbarino, Vinnie (10001565)
 Beam, Jim (10012486)
 Beam, Jim (10020245)
 Bick, Violet (10001691)
 Bick, Violet 3 (10020300)
 Bobby, Ricky (10001167)
 Brady, Carol (10001662)
 Brady, Greg (10000074)
 Brady, Greg (10000799)
 Brady, Mike (10001659)

Client(s)
Attended

Remove Client(s)

Clients who attended this session:

0

Client ID appears in parentheses after name.

Save

Cancel

C11. Make-Up Workshop Session



* Indicates required field(s)

Workshop Name	Test 1HM Workshop 2
Workshop Type	Primary
Session Series Name	Workshop
Session Date	5/4/2016

* **Make-Up Date**



Notes

Save

Cancel