

INL DevResults User Guide:

Data Review and Approval

(INL Users)

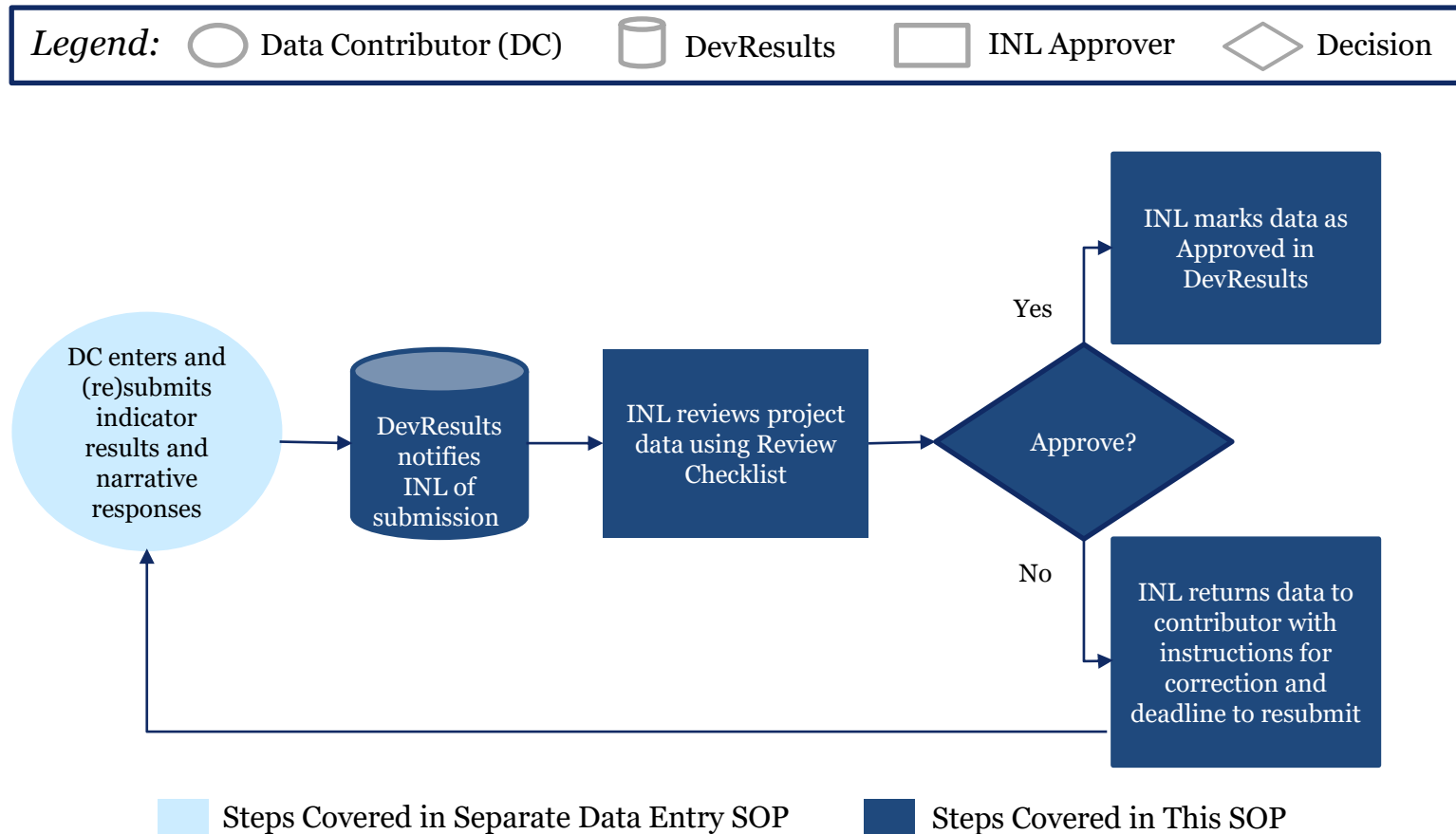
Table of Contents

Topic	Pages
Overview	3
<i>INL Project Monitoring Cycle Overview</i>	4
<i>Data Workflow</i>	5
<i>Who Should Approve Data in DevResults?</i>	6
<i>Approver Roles and Responsibilities</i>	7
<i>Process Overview</i>	8
Access DevResults	9
Review of Indicator Data and Narrative Responses	13
<i>Checklist: Reviewing Indicator Results</i>	17
<i>Checklist: Reviewing Narrative Responses</i>	21
Return Results for Corrections	25
Approve Results	29
<i>File a Performance Report</i>	33
DevResults Support	34

Overview

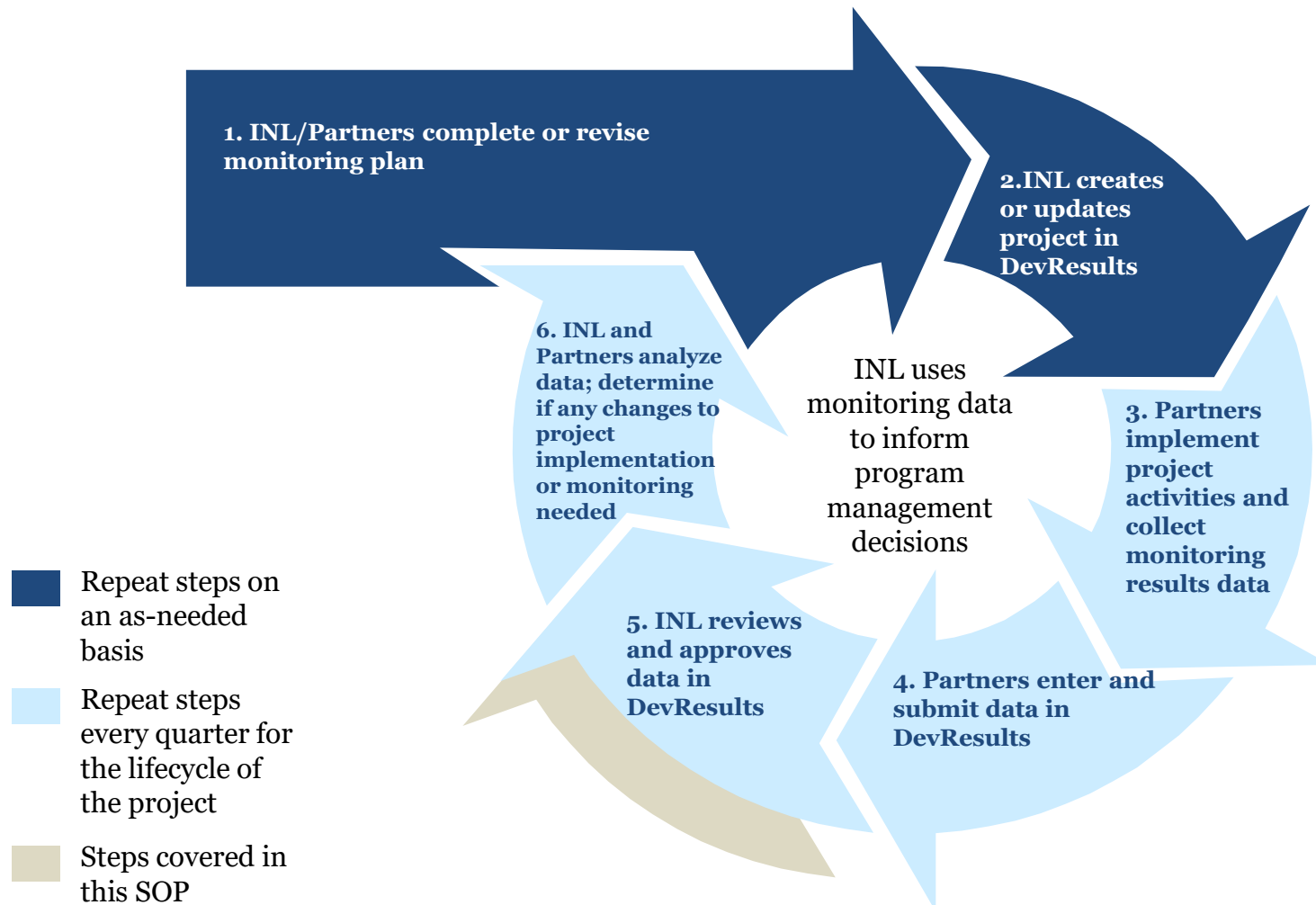
Purpose

This document provides a step-by-step guide to approving or requesting changes to data that was submitted in DevResults. This process begins when the Data Contributor (DC), usually the implementing partner, submits indicator results and narrative responses. Designated INL staff then review and approve the data, or send it back to the DC for revision.



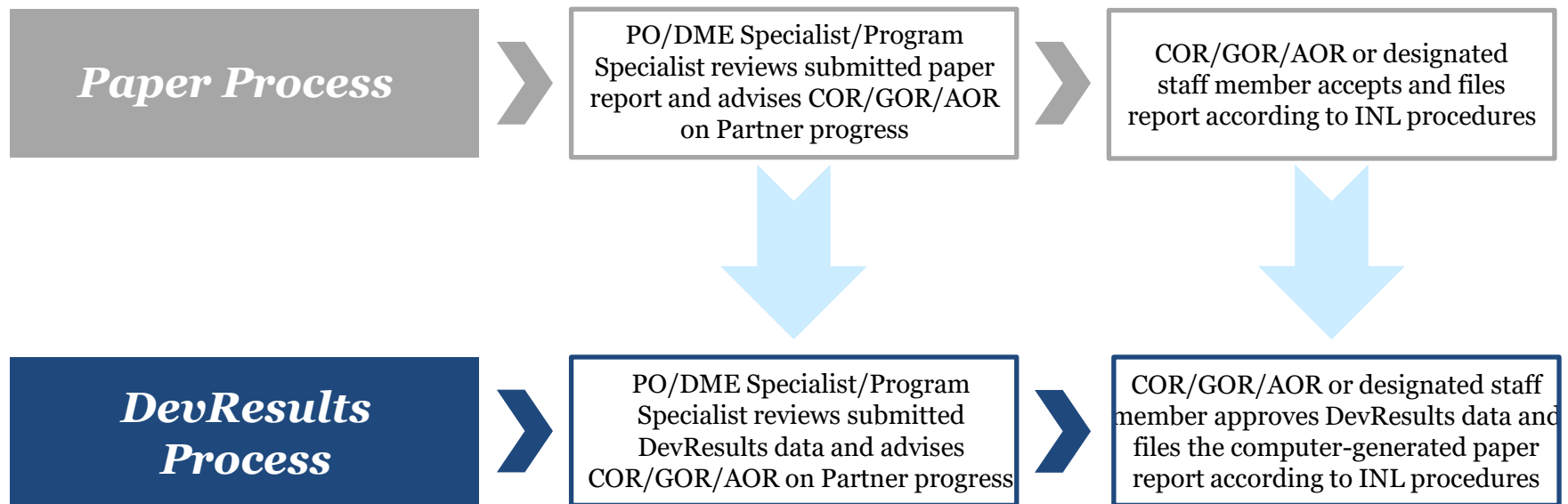
INL Project Monitoring Cycle Overview

INL is working to become a more effective organization. Effective organizations know their results and use that information to drive future results. KM/DDL is rolling out **DevResults**, a program monitoring database, to structure INL results data and facilitate its use. The figure below provides an overview of the key activities supported and enabled through the use of DevResults.



Who Should Approve Data in DevResults?

Anyone in INL who works on a project has the ability to approve the data and narratives submitted by data contributors. It is up to each program to determine who exactly should approve results. This process is similar to existing paper-based quarterly reporting practices, as illustrated in the following example:






For the purposes of this SOP, the individual or individuals designated to review and approve data in DevResults will be referred to as the “INL Approver”.

If you are unsure who should approve results for your project(s), contact INL-KM-DDL@state.gov.

Approver Roles and Responsibilities

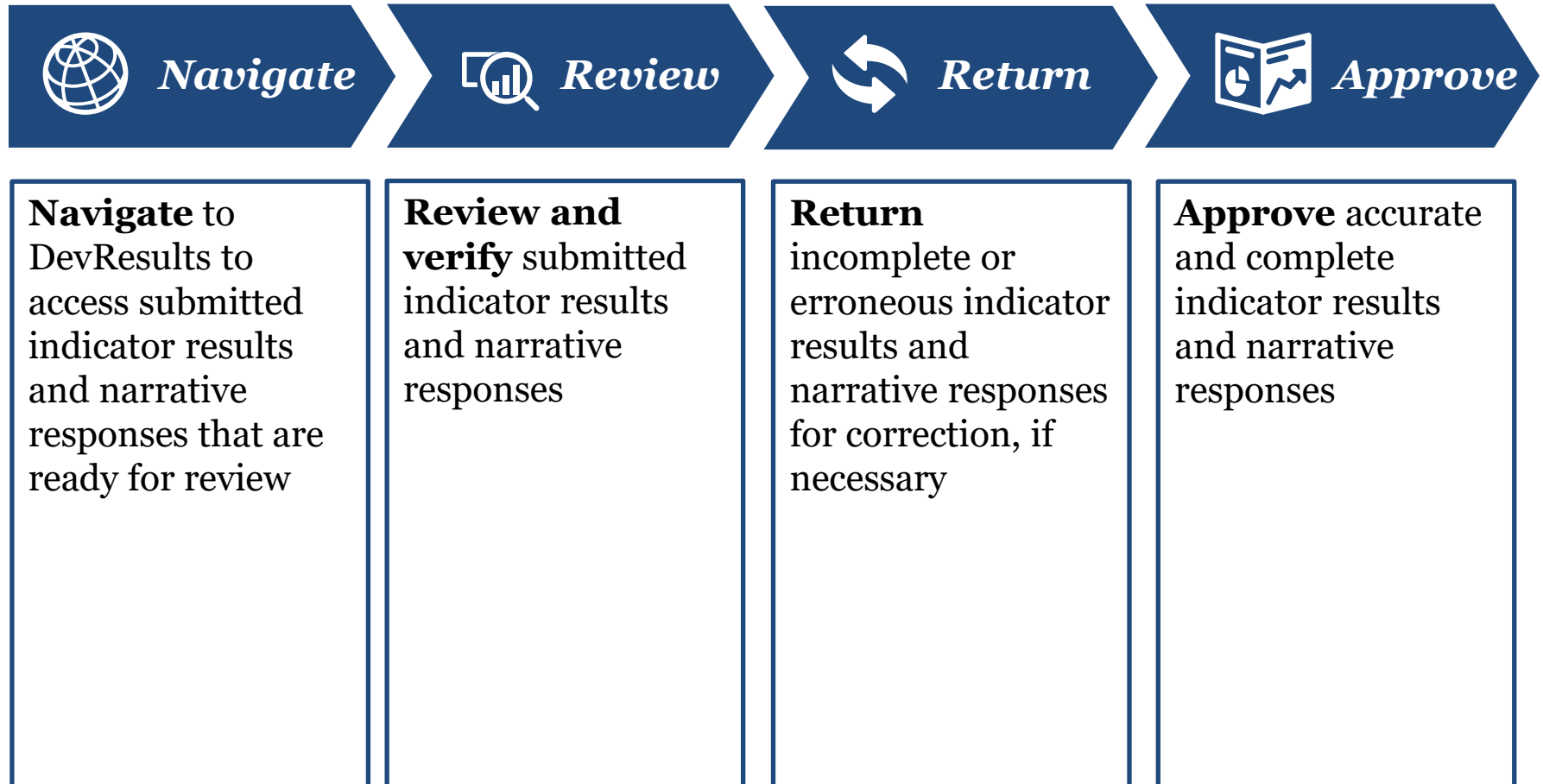
All users assigned to a project will receive a DevResults notification of data submission for that project; however, the designated INL approver is responsible for the following:

-  1 Reviewing the indicator results and narrative responses for accuracy and completeness
-  2 Identifying any errors or areas that require further clarification and providing feedback in DevResults for the Data Contributor
-  3 Following up with the Data Contributor to ensure changes are made and submitted in DevResults

Users who need to be added in DevResults as designated approvers should email a request to INL-DvR-Mailbox@state.gov.

Process for Data Review and Approval in DevResults

The process for approving data in the DevResults performance monitoring platform can be broken down into four steps. This SOP will walk users through the following:





Navigate to DevResults

1. Notification of Submission by Data Contributor

After data contributors have submitted data in DevResults, the designated INL approver will receive an auto-generated DevResults notification email stating that indicator results and narrative responses have been submitted and are ready for review.

Users can navigate to the results by clicking the link provided in the email, **OR** by copying and pasting the URL from the very end of the **III. Report Quality** section in the Performance Report (see [here](#)) generated by the Project Reporting Tool (PRT).

Example email notification

From: do-not-reply@devresults.com <do-not-reply@devresults.com>
Sent: Thursday, August 11, 2022 1:18 PM
To: [REDACTED]
Subject: Results data submitted for the project 'DEMO Project: K9 Units'

External Email

Results data has been submitted for [DEMO Project: K9 Units](#) by [REDACTED]

Let me know that you've received this, please!

Example Performance Report excerpt

Milestones (from Project Checklist)

Demo - K9 Units milestone checklist keep

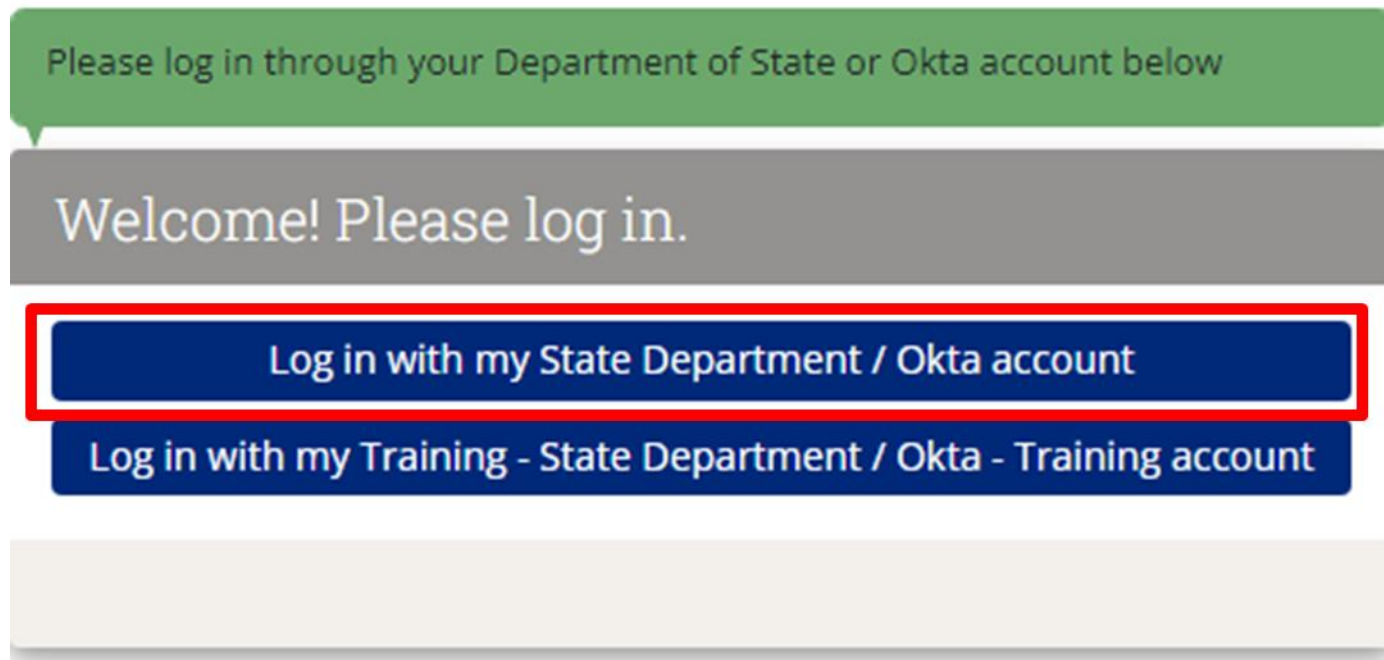
Done?	Checklist Item Name	Due Date	Comment
Yes	The partner government establishes a rigorous certification process the meets or exceeds National Institute of Standards and Technology (NIST) canine standards	2023-06-30	The partner government took canines to licensed veterinarians. The partner government determined licensing procedures and standards.
No	Partner country data collection and analysis procedures meet INL/KM data quality standards	2024-09-30	The partner government has started collecting incomplete data on the K9 program's effectiveness but has yet to fully report and utilize it. Expected completion for June 2023.

For more detailed indicator data and comments, please visit the quarterly report page at <https://inl.devresults.com/en/program/time/reportingperiods/awardreportingperiod/842267>

IV. Narrative Information

2. Log in to DevResults

Regardless of how you opt to navigate to project results, log in to the INL site that contains your project(s) at inl.devresults.com using the Okta log in option, as highlighted below.



NOTE: All users are required to log in via Okta, you cannot log in with a username or password. If you don't yet have an active Okta account, or if you have any difficulties logging in, please email INL-DvR-Mailbox@state.gov.

3. Open the Performance Report

Along with their data submission in DevResults, data contributors will have emailed the INL reviewer a copy of the current reporting period's Performance Report that has been generated by the [Project Reporting Tool \(PRT\)](#).

Due to discrepancies in target calculations between the Performance Report and DevResults, it is **imperative to use the Performance Report as the source of truth for data reviews**, in conjunction with the results page in DevResults.

Performance Report for:
DEMO Project: K9 Units
Reporting Period: Q 2023 Oct-Dec
Generated: 2024-04-04 13:16:43

I. Project Information

INL Award Number: DEMO_K9_Project
Status: In Progress
INL Program Manager: John Doe
Primary Implementing Organization Name: INL/KM
Implementing Organization Point of Contact: Jane Doe
Total Project Budget: \$2,500,000.00
Country/Countries of Project Implementation: Canada, Venezuela
Start Date: 2017-01-01
End Date: 2024-12-31

II. Project Description

In countries with the political will to increase investigative leads and uncover illegal goods, canines (K9s) represent a highly effective, relatively inexpensive means to increase INL partner detection capacity in a number of key areas. Developing this capacity in most instances seeks to accomplish one or more of the following purposes:

• Detecting contraband

• Detering illegal transit of illicit goods

• Identifying investigative leads and evidence of criminal acts

• Contributing to public safety/ disaster response / [counterterrorism](#)

III. Report Quality

Needs Attention: 50%

resents the average completeness for results and targets in the current reporting

project's active indicators, 17 (100%) are missing a result value for the current

project's active indicators, 0 (0%) are missing a target value for the current

Code	Indicator Title	Current Result	Current Target	Target Progress
2.02	DEMO U.S. dollar value of detected illicit goods per year	-	150,000	
2.03	DEMO % of EUM inspections that identify a deficiency	-	70%	

(from Project Checklist)

Units milestone checklist keep

Checklist Item Name	Due Date	Comment
The partner government establishes a rigorous certification process the meets or exceeds National Institute of Standards and Technology (NIST) canine standards	2023-06-30	The partner government took canines to licensed veterinarians. The partner government determined licensing procedures and standards.
Partner country data collection and analysis procedures meet INL/KM data quality standards	2024-09-30	The partner government has started collecting incomplete data on the K9 program's effectiveness but has yet to fully report and utilize it. Expected completion for June 2023.

etailed indicator data and comments, please visit the quarterly report page at [devresults.com/en/program/time/reportingperiods/awardreportingperiod/84](#)

ve Information

omments on where the project is compared to where it expected to be at

Include discussion of planned versus actual activities and planned versus

its.

e provided.

the project is where it is. What has enabled its successes? Where it planned or achieving the desired results, why not? Where prior d results and/or learning during this reporting period, note that.

ed.

ove analysis of the project's implementation and results, are there r INL about future adjustments to the project that would be

ed.

from this period.

ed.

ices or other organizations you collaborated with during this es from collaboration/meetings, if any. Should include specific information of collaborators/counterparts if applicable.

ed.

ties or external events for the next reporting period, including any r changes to the implementation plan.

ed.

implementation that will be monitored over the next reporting eely they are to occur.

ed.

ed.

	Progress	Comments
40 U.S. ected illicit		Western Hemisphere / Canada / CA - Demo Location - K92: This comment was written first (2:25pm). Western Hemisphere / Canada / CA - Demo Location - K91: This comment was written second (2:26pm)
40 % of hat identify		No response provided.

40MO % of canines in K9 unit with gment certification

KM.DDL02.02 DEMO U.S. dollar value of detected illicit goods per year

complete before submitting to INL.

tative of Primary Implementing Organization: I certify to the best of my that this report is correct and complete.

NOTE: See [here](#) for additional information on the Performance Report.

12



Review of Indicator Data and Narrative Responses

1. Navigate to Results

Once you have opened the Performance Report, and opened the page in DevResults that displays the relevant reporting period's results, you will see a list of all indicators for your project.

Before you get started reviewing indicators, click the **Discussion** tab to see if the data contributor left a message for consideration during your review.

Home > Program Info > Time > Reporting Periods > 2021 Jan-Mar > DEMO Project: K9 Units

STATUS ☒ Submitted

DEMO Project: K9 Units

2021 Jan-Mar

Indicators

Data Tables

Narrative

Discussion

Forms

≡

Search indicators

Q

⚙

This project's data for this reporting period has been submitted and is locked. Owners and results approvers can edit the data, but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target	% Target Reached
DDL.K9U.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location						
DDL.K9U.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location		3		10,797		
DDL.K9U.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location						
DDL.K9U.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location						
DDL.K9U.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location						
DDL.K9U.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location						
DDL.K9U.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location						
DDL.K9U.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location						

2. Review Indicator Results and Narrative Responses

From the **Discussion** tab, read through any messages left for your consideration or reference.

The screenshot shows the 'U.S. Department of State INL Monitoring Database' interface. The top navigation bar includes 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. A search bar and a 'Help' button are on the right. The breadcrumb trail reads: Home > Program Info > Time > Reporting Periods > 2021 Jan-Mar > DEMO Project: K9 Units. The main title is 'DEMO Project: K9 Units' with a sub-header '2021 Jan-Mar | INL/KM'. A 'STATUS' dropdown is set to 'Submitted'. Below the title are tabs for 'Indicators', 'Data Tables', 'Narrative', 'Discussion' (highlighted with a red box), and 'Forms'. A large red arrow points to the 'Discussion' tab. The 'Discussion' area shows a user profile with a 'says' label and a text input field with a 'Post' button. A notification bar at the bottom states 'Project data submitted for review.' with a 'just now' timestamp. On the right, a section titled 'These users will be notified of comments' displays four user avatars. The footer includes the 'DevResults' logo and a green 'Done' button.

NOTE: Users who navigate to results via the link provided in a DevResults email notification or their DevResults inbox will be brought directly to this **Discussion** tab.

3. Review Indicator Results and Narrative Responses (continued)

Using the **IV. Narrative Information** section in the Performance Report, and the **Indicators** tab in DevResults, select each indicator to check results for accuracy and completeness. Consult the [Review Checklist](#) on the following slide for considerations while reviewing the submission.

Indicator	Progress	Comments
KM.DDL.02.02 DEMO U.S. dollar value of detected illicit goods per year		Western Hemisphere / Canada / CA - Demo Location - K92: This comment was written first (2:25pm) <u>Western Hemisphere / Canada / CA - Demo Location - K91: This comment was written second (2:26pm)</u>
KM.DDL.02.03 DEMO % of EUM inspections that identify a deficiency		No response provided.

Data

Program Info

Tools

Administration

Bookmarks

Home

Program Info

Time

Reporting Periods

Q 2023 Apr-Jun

DEMO Project: K9 Units

STATUS

In Progress

DEMO Project: K9 Units

Q 2023 Apr-Jun | INL/KM

Indicators

Data Tables

Narrative

Discussion

Forms

≡

Search indicators

Q

⚙

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target	% Target Reached
APR.02	# metric tons of illicit narcotics seized by U.S. Government-supported host government units in USG-assisted areas	Direct Entry	Country						0%
KM.DDL.02.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location					85.00%	
KM.DDL.02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location					150,000	
KM.DDL.02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location					70.00%	
KM.DDL.02.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location					70.00%	
KM.DDL.02.05	DEMO % of kennels that meet EUM standards upon inspection	Formula	Country			73.33%		70.00%	
KM.DDL.02.05-d	DEMO # of kennels inspected using EUM standards	Direct Entry	Country			300		8,000	
KM.DDL.02.05-n	DEMO # of kennels that meet EUM standards upon inspection	Direct Entry	Country			220	225	5,600	4%
KM.DDL.02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location					70.00%	
KM.DDL.02.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location					70.00%	
KM.DDL.02.08	DEMO # of dogs certified	Data Table	Location					300	

4. Checklist: Reviewing Indicator Results

Consider the following items during your review of each indicator and consult the next slides to see examples of where to look for potential errors, as well as where to log them:

1. Confirm that the data contributor entered results for all indicators assigned to the project. **There should be no blanks in the “Current (Cumulative) Results” column.** If there are blanks, discuss the following with the partner:
 - a) Are data for the indicators not collectible? Are the indicators inappropriate? Are the indicators not useful for monitoring?
 - b) If the answer to these questions is “no”, make sure the partner knows they must collect this data and report it.
 - a) If the answer to any of these questions is “yes”, contact your DevResults POC to discuss deleting or modifying the blank indicators.
 - c) Was data entered and submitted for the wrong reporting period?
2. Confirm that reported results are appropriate for the project.
 - a) For those projects with targets entered, review the **(Cumulative) Target** and **% (Cumulative) Target Complete** columns and compare with the current results total.
 - i. Flag results that are far above or far below the target. *Note: You can add logic checks in DevResults to automatically flag future errors. See [here](#) for more information.*
 - ii. If the result does not have a target, consider working with the partner to add one. Comparing results to targets is the easiest way to know whether or not your project is on track. For information about setting up targets, see [here](#).
 - b) In the case results for formula indicators appear to be inappropriate, check that formulas are computing correctly. Refer to this DevResults resource for details on formula indicators ([link](#)).
 - c) In the case results for data table indicators appear to be inappropriate, click into and check the linked data table to confirm that fields are appropriately filled out (shown [here](#)).
3. Address any comments left by data contributors in the **Discussion** tab, or email another INL PM to discuss any issues with data submission as needed.

5. Reviewing Project Milestones

If a project is tracking milestones using a project checklist or checklists in DevResults, these will appear on the *project* page in DevResults: to navigate to checklists, click the **project name** on the project results page:

The screenshot shows the 'U.S. Department of State INL Monitoring Database' interface. The top navigation bar includes 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. A search bar and 'Help' button are on the right. The main header shows the project name 'DEMO Project: K9 Units' and its status 'In Progress'. Below the header, there are tabs for 'Indicators', 'Data Tables', 'Narrative', 'Discussion', and 'Forms'. A search bar for indicators is present. The main content area displays a table of indicators.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target	% Target Reached
APR.02	# metric tons of illicit narcotics seized by U.S. Government-supported host government units in USG-assisted areas	Direct Entry	Country						0%

Then click the **Checklists** tab on the project page itself:

The screenshot shows the 'DEMO Project: K9 Units' project page. The navigation bar includes 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. The main header shows the project name 'DEMO Project: K9 Units' and its status 'In Progress'. Below the header, there are tabs for 'Overview', 'Performance', 'Budget', 'Geography', 'Checklists', 'Forms', 'Documents', 'Calendar', 'Photos', and 'Discussion'. The 'Checklists' tab is selected. The main content area displays a table of milestones.


Done	Checklist Item	Comment	Due	Assigned To	Approval
✓	The partner government establishes a rigorous certification process the m...	The partner government took canine...	30 Jun 2023	Amanda Leigh Pinkston	⚠
✓	Partner country data collection and analysis procedures meet INL/KM data...	The partner government has started ...	30 Sep 2024	Amanda Leigh Pinkston	
✖	Click to add...				

6. Reviewing Project Milestones (continued)

Milestones/checklists will be displayed on the Performance Report at the very end of the **III. Report Quality** section.

Milestones (from Project Checklist)

Demo - K9 Units milestone checklist keep



Done?	Checklist Item Name	Due Date	Comment
Yes	The partner government establishes a rigorous certification process the meets or exceeds National Institute of Standards and Technology (NIST) canine standards	2023-06-30	The partner government took canines to licensed veterinarians. The partner government determined licensing procedures and standards.

7. Reviewing Narrative Responses

To review narrative responses entered by the data contributor, navigate to the **Narrative** tab in DevResults, and the **IV. Narrative Information** section in the Performance Report.

IV. Narrative Information

1. Overall comments on where the project is compared to where it expected to be at this stage. Include discussion of planned versus actual activities and planned versus actual results.

No response provided.

2. Analysis of why the project is where it is. What has enabled its successes? Where it is not executing as planned or achieving the desired results, why not? Where prior monitoring enabled results and/or learning during this reporting period, note that.

No response provided.

Home > Program Info > Time > Reporting Periods > 2022 Jul-Sep > DEMO Project: K9 Units

DEMO Project: K9 Units

2022 Jul-Sep

Indicators Data Tables **Narrative** Discussion Forms

STATUS ☒ Submitted

Search indicators

ⓘ This project's data for this reporting period has been submitted and is locked. Owners and results approvers can edit the data, but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target	% Target Reached
DDLK9U.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location						0%
DDLK9U.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location		1		585	600	98%
DDLK9U.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location						0%
DDLK9U.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location						0%
DDLK9U.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location						0%
DDLK9U.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location						0%
DDLK9U.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location						0%
DDLK9U.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location						0%
DDLK9U.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location						0%
DDLK9U.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Location						0%
DDLK9U.11	DEMO # of dogs certified	Direct Entry	Location						0%
DDLK9U.12	DEMO The partner government establishes a rigorous certification process the meets or exceeds National Institute of Standards and Technology (NIST) canine standards	Direct Entry	Location						0%
DDLK9U.13	DEMO % of canine transport drivers who pass the final exam in the canine transport training with a score of 80% or higher	Direct Entry	Location						0%
DDLK9U.14	DEMO % of canine transport technicians who pass the final exam in the canine transport maintenance training with a score of 80% or higher	Direct Entry	Location						0%
DDLK9U.15	DEMO % of canine transport vehicles fully operable during INL quarterly K9 Unit Assessment reports	Direct Entry	Location						0%

DevResults

✓ Done

8. Checklist: Reviewing Narrative Responses

Consider the following items during your review of each narrative response:

1. Did the data contributor clearly convey what activities were implemented or worked on during the reporting period?
2. Did the data contributor clearly articulate what was achieved during the reporting period?
3. Did the data contributor describe any difficulties over the course of implementation during the reporting period?
4. Do the narrative responses address any unexpected results in the indicator data?
5. Do the narrative responses detail any specific actions that will be undertaken to course correct or mitigate any project risks?

Home ▸ Program Info ▸ Time ▸ Reporting Periods ▸ 2020 Oct-Dec ▸ DEMO Project: K9 Units

DEMO Project: K9 Units

2020 Oct-Dec | INL/KM

Indicators Data Tables **Narrative** Discussion Forms

Narrative

Overall Comments (Limit response to 500 words)
Overall comments on where the project is compared to where it expected to be at this stage. Include discussion of planned versus actual activities and planned versus actual results

Project Analysis (Limit response to 500 words)
Analysis of why the project is where it is. What has enabled its successes? Where it is not executing as planned or achieving the desired results, why not? Where prior monitoring enabled results and/or learning during this reporting period, note that.

Recommendations (Limit response to 500 words)
Based on the analysis of the project's implementation and results, are there any suggestions for INL about future adjustments to the project that would be beneficial?

Success Stories (Limit response to 500 words)
Success stories from this period.

Partnerships (Limit response to 500 words)
Government offices or other organizations you collaborated with during this period and outcomes from collaboration/meetings, if any. Should include specific names and contact information of collaborators/counterparts if applicable

Upcoming Actions (Limit response to 500 words)
Upcoming activities or external events for the next reporting period, including any course corrections or changes to the implementation plan.

Risks (Limit response to 500 words)
Risks to project implementation that will be monitored over the next reporting period, and how likely they are to occur.

Other Comments (Limit response to 500 words)
Other comments.

9. Reflect and Prepare to Provide Feedback

As you conclude your review of indicator results and narrative responses, pause to consider larger questions of quality prior to approving or returning submitted data. Ask yourself:

1. Over the course of your review, did you understand what the indicators for the project were intended to capture? Did the indicators help you understand the project's progress?
 - a) If the indicators seemed unclear, either in their connection to the project and its objectives or in what they purported to measure, ask the partner for clarification.
 - b) If partners cannot justify the indicator in discussion with you, consider working with the partner to review and redevelop the indicator into one better suited to measuring results for the project.
2. Based on your review, would you be able to state the main statistic used to assess whether the project was achieving results?
 - a) If yes, the project's indicators are likely well-suited to measuring the project's results.
 - b) If not, work with the data contributor to develop such an indicator.
3. Based on your review, were there indicators that were not useful in understanding whether the project is on track? If so, you are encouraged to re-examine whether you and the partner should continue collecting data against these indicators or drop them for future reporting cycles.

Be comprehensive and reflective as you review to allow you to leave constructive feedback for the data contributor, as discussed in the following slides.

10. Provide Indicator-Specific Feedback

As part of the review of results and narrative responses, make note of any errors that need to be corrected by the data contributor by adding specific comments to individual indicators in the **Comments** field (as shown below) or by drafting a comprehensive message to be added directly in the **Discussion** tab, as shown on the next slide.

Although the Performance Report should be used as the source of truth for data review, comments and messages should be submitted via DevResults.

Home

Program Info

Time

Reporting Periods

2021 Jan-Mar

DEMO Project: K9 Units

DEMO U.S. dollar value of detected illicit goods per year

STATUS ☒ Submitted

DEMO Project: K9 Units

2021 Jan-Mar

Indicators

Data Tables

Narrative

Discussion

Forms

DOL.K9U.02

DEMO U.S. dollar value of detected illicit goods per year

Indicator Info

This project's data for this reporting period has been submitted and is locked. Owners and results approvers can edit the data, but other users cannot.

Recalculate logic checks

Location	Illicit Goods Type					Comment
	antiquities	cash	drugs	other	Total	
United States & Canada / Canada / Demo - K91	200	1,500	0	0	1,700	Please see email correspondence regarding unit K91 for further details.
United States & Canada / Canada / Demo - K92	0	2,300	1,750	0	4,050	
United States & Canada / Canada / Demo - K93						REVIEW: Is this field supposed to be blank? Please correct.
United States & Canada / Canada / Demo - K94		541	1,320	0	1,861	
United States & Canada / Canada / Demo - K95	220	1,500	260	900	2,880	K95 detected \$900 worth of illegal wildlife products (other) during reporting period.
United States & Canada / Canada / Demo - K96	0	0	0	0	0	K96 did not detect any illicit goods during Reporting Period 2020 Oct-Dec.
United States & Canada / Canada / Demo - K97	16	40	250	0	306	
	436	5,881	3,580	900	10,797	

11. *Provide Indicator-Specific Feedback (continued)*

To provide general feedback, you can leave a note for the data contributor in the **Discussion** tab for that reporting period.

Once feedback has been logged, follow steps outlined in the subsequent sections of this SOP to either return the submission to the data contributor for corrections or approve the submission.

The screenshot shows the 'Discussion' tab selected in the 'DEMO Project: K9 Units' interface. The header includes the project name and the reporting period '2021 Jan-Mar | INL/KM'. Below the header are five tabs: 'Indicators', 'Data Tables', 'Narrative', 'Discussion' (highlighted with a red box), and 'Forms'. The 'Discussion' tab contains a text input area with a placeholder 'says' and a 'Post' button. A red arrow points to the 'Post' button.



Return Results

1. Return the Submission for Corrections

If returning the submission to the data contributor for corrections, click the Status bar to reveal the drop-down selections and select the **Return data** option (shown below).

Home > Program Info > Time > Reporting Periods > 2021 Jan-Mar > DEMO Project: K9 Units

DEMO Project: K9 Units

2021 Jan-Mar

Indicators Data Tables Narrative Discussion Forms

Search indicators

STATUS ☒ Submitted

Return data to partner

Approve all project data

This project's data for this reporting period has been submitted and is locked. Owners and results approvers can edit the data, but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target	% Target Reached
DDL.K9U.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location						
DDL.K9U.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location		4		10,797		
DDL.K9U.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location						
DDL.K9U.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location						
DDL.K9U.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location						
DDL.K9U.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location						
DDL.K9U.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location						
DDL.K9U.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location						
DDL.K9U.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location						
DDL.K9U.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Location						
DDL.K9U.11	DEMO # of dogs certified	Direct Entry	Location						

DevResults

Done

2. Provide Feedback and Resubmission Deadline

Add a message for the data contributor and DevResults POC providing instructions for revision to data and/or indicators and include a resubmission deadline in the message box. Click **Send** to return the project's data to the contributor.

Note: Any messages added to the submission will appear, along with their responses, in the **Discussion** tab.

Home > Program Info > Time > Reporting Periods > 2021 Jan-Mar > DEMO Project: K9 Units

STATUS ☒ Submitted

DEMO Project: K9 Units

2021 Jan-Mar

Indicators Data Tables Narrative Discussion Forms

Search indicators

Return data to partner

Subject: Results data has been returned for the project 'DEMO Project: K9 Units'

To: [Redacted]

Message

The results data submitted for **DEMO Project: K9 Units** has been **returned** by [Redacted] says [Redacted]

Code	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results
DDL.K9U.01	Direct Entry	Location			
DDL.K9U.02	Direct Entry	Location		4	
DDL.K9U.03	Direct Entry	Location			
DDL.K9U.04	Direct Entry	Location			
DDL.K9U.05	Direct Entry	Location			
DDL.K9U.06	Direct Entry	Location			
DDL.K9U.07	Direct Entry	Location			
DDL.K9U.08	Direct Entry	Location			
DDL.K9U.09	Direct Entry	Location			
DDL.K9U.10	Direct Entry	Location			
DDL.K9U.11	Direct Entry	Location			

DevResults

✓ Done

3. Data Returned and Unlocked

The project's data will then be returned to the data contributor and unlocked for editing.

Note: The Status bar indicates that the data has been returned to the data contributor and the data is no longer locked.

Home » Program Info » Time » Reporting Periods » 2021 Jan-Mar » DEMO Project: K9 Units

DEMO Project: K9 Units

2021 Jan-Mar

IndicatorsData TablesNarrativeDiscussionForms


≡


Search indicators

Q

⚙

KM.DDL02.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location										
KM.DDL02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location										
KM.DDL02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location										
KM.DDL02.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location										
KM.DDL02.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location										
KM.DDL02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location										
KM.DDL02.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location										
KM.DDL02.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location										
KM.DDL02.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location										
KM.DDL02.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Location										



STATUS  Returned



Approve Results

1. Approve the Submission

If approving the submission, click the Status bar to reveal the drop-down selections and click **Approve all project data**.

Note: This step should take place once all comments left from INL during review have been addressed and the data has been determined to be valid.

Home ▶ Program Info ▶ Time ▶ Reporting Periods ▶ 2021 Jan-Mar ▶ DEMO Project: K9 Units

STATUS ☒ Submitted

← Return data to partner

✓ Approve all project data

DEMO Project: K9 Units

2021 Jan-Mar

Indicators

Data Tables

Narrative

Discussion

Forms

≡

Search indicators

Q

⚙

ⓘ This project's data for this reporting period has been approved and is locked. Owners can edit the data but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results
DDLK9U.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location			
DDLK9U.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location		4	
DDLK9U.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location			
DDLK9U.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location			
DDLK9U.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location			
DDLK9U.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location			
DDLK9U.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location			
DDLK9U.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location			
DDLK9U.09	DEMO % of canines for which INL received quarterly health reports conducted by a licensed veterinarian	Direct Entry	Location			
DDLK9U.10	DEMO % of detection dogs that graduate from an accredited canine training facility	Direct Entry	Location			
DDLK9U.11	DEMO # of dogs certified	Direct Entry	Location			

DevResults

✓ Done

30

2. Approve the Submission (continued)

Add a message to this project or leave blank and click Send to approve the project's data.

Note: Any messages added to the submission will appear, along with their responses, in the **Discussion** tab.

Home » Program Info » Time » Reporting Periods » 2021 Jan-Mar » DEMO P

DEMO Project: K9 Units

2021 Jan-Mar

Indicators Data Tables Narrative Discussion Forms

Search indicators

This project's data for this reporting period has been submitted and is

Code	
DDL.K9U.01	DEMO % of canines in K9 unit with current certification
DDL.K9U.02	DEMO U.S. dollar value of detected illicit goods per year
DDL.K9U.03	DEMO % of EUM inspections that identify a deficiency
DDL.K9U.04	DEMO % of planned K9 team deployments that occur to the place
DDL.K9U.05	DEMO % of kennels that meet EUM standards upon inspection
DDL.K9U.06	DEMO % of K9 transport vehicles that have kennels and the kenn
DDL.K9U.07	DEMO % of INL quarterly K9 unit assessment reports that identifi
DDL.K9U.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule

Approve all project data

Subject Results data has been approved for the project 'DEMO Project: K9 Units'

To

Message

The results data submitted for DEMO Project: K9 Units and was approved by
says

Cancel Send

STATUS Submitted

Geographic Disaggregation Warnings Comments Previous Results Current Results Target % Target Reached

.ocation						0%
.ocation		4		10,797		0%
.ocation						0%
.ocation						0%
.ocation						0%
.ocation						0%
.ocation						0%
.ocation						0%
.ocation						0%
.ocation						0%

3. Data Approved

This project's data is now approved! This is indicated by the updated Status bar.

Home

Program Info

Time

Reporting Periods

2021 Jan-Mar

DEMO Project: K9 Units

STATUS

Approved

DEMO Project: K9 Units

2021 Jan-Mar

Indicators

Data Tables

Narrative

Discussion

Forms

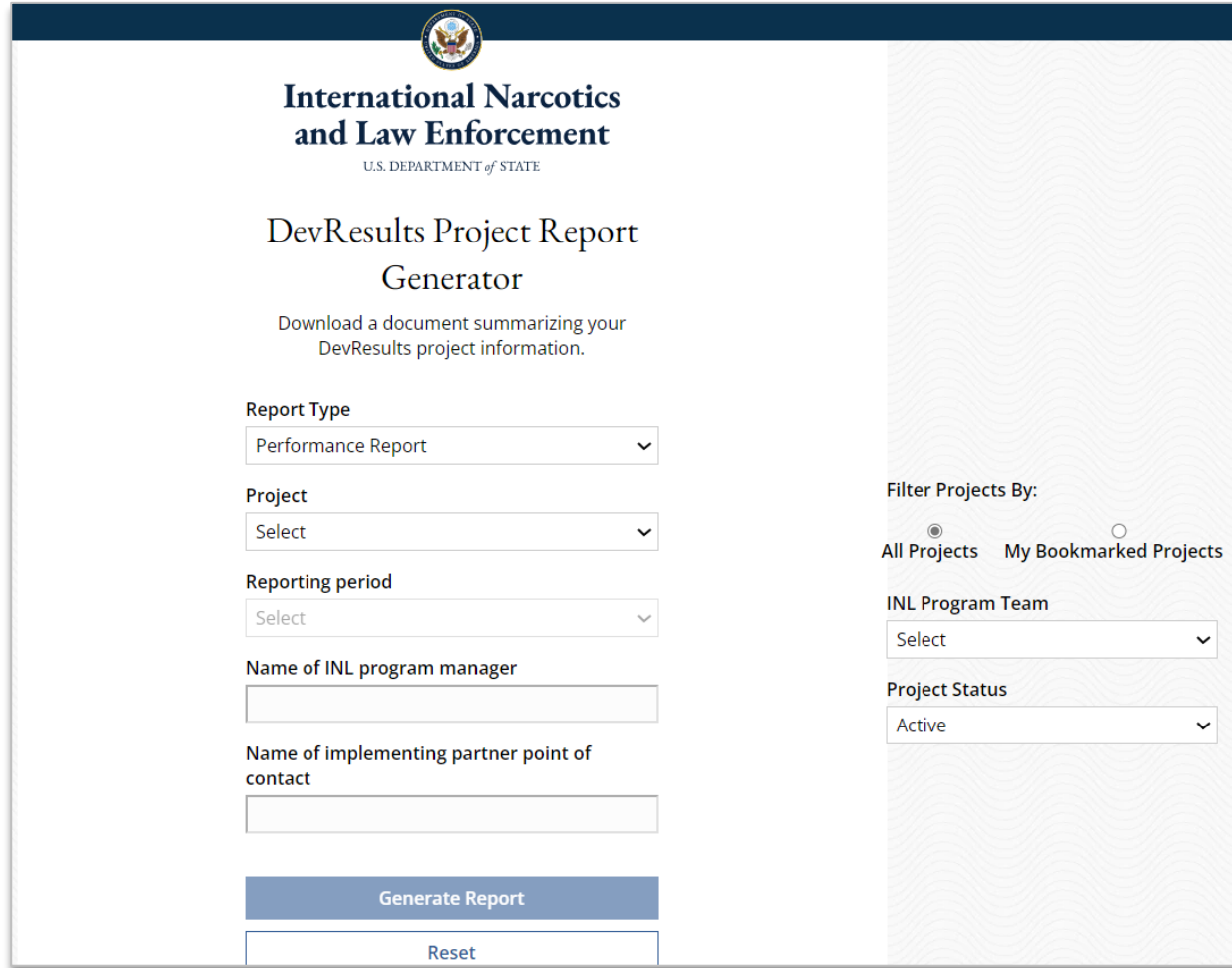
Search indicators

ⓘ This project's data for this reporting period has been approved and is locked. Owners can edit the data but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target	% Target Reached
DDL.K9U.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location						0%
DDL.K9U.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location		4		10,797		0%
DDL.K9U.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location						0%
DDL.K9U.04	DEMO % of planned K9 team deployments that occur to the place at the time called for in the operations plan	Direct Entry	Location						0%
DDL.K9U.05	DEMO % of kennels that meet EUM standards upon inspection	Direct Entry	Location						0%
DDL.K9U.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location						0%
DDL.K9U.07	DEMO % of INL quarterly K9 unit assessment reports that identify missing equipment listed in the INL standard equipment list	Direct Entry	Location						0%
DDL.K9U.08	DEMO % of detection canines that have received all vaccinations based on INL's vaccination schedule	Direct Entry	Location						0%

Submission Approved: Now What?

Once you have approved the submitted results, you may proceed to **Request a GOR/AOR Automated Performance Report**, if applicable, via [this link](#).



The screenshot shows the 'DevResults Project Report Generator' interface. At the top, it features the U.S. Department of State seal and the text 'International Narcotics and Law Enforcement U.S. DEPARTMENT of STATE'. Below this, the title 'DevResults Project Report Generator' is displayed, followed by the instruction 'Download a document summarizing your DevResults project information.' The form contains several input fields: 'Report Type' (a dropdown menu with 'Performance Report' selected), 'Project' (a dropdown menu with 'Select' selected), 'Reporting period' (a dropdown menu with 'Select' selected), 'Name of INL program manager' (a text input field), and 'Name of implementing partner point of contact' (a text input field). To the right of these fields, there are additional filters: 'Filter Projects By:' with radio buttons for 'All Projects' (selected) and 'My Bookmarked Projects', 'INL Program Team' (a dropdown menu with 'Select' selected), and 'Project Status' (a dropdown menu with 'Active' selected). At the bottom of the form, there are two buttons: 'Generate Report' and 'Reset'.

Note: The same link is used for partners to request a Performance Report, and for INL to request a GOR/AOR report. Please select the report type under “Report Type.”

DevResults Support

DevResults Support

If you have questions on project details or general DevResults questions, contact the DevResults Help Desk for assistance by clicking **Help** at the top right of your screen and click **Contact Helpdesk** (see below). Your help request will be assigned to the appropriate team at DevResults or INL depending on the nature of your question.

You can also access user guides and additional help materials by navigating to the INL User Guide ([here](#)).

The screenshot displays the DevResults INL Monitoring Database interface. At the top left is the U.S. Department of State logo and the text "U.S. Department of State INL Monitoring Database". Below this is a navigation bar with tabs: "Data", "Program Info", "Tools", "Administration", and "Bookmarks". The "Data" tab is active, showing a "System Default" dashboard with a button to "+ Add a dashboard". The main content area features an "Activity Map" with a world map. On the right side, a "Welcome to DevResults" message is visible. A "Help" button (marked with a question mark icon) is located in the top right corner, highlighted with a red box. A red line connects this button to a dropdown menu that is open. The dropdown menu contains the following items: "MultiMatrix Basics for Partners", "Update Administrative Divisions", "Video Tutorial: Dashboards", "Visualizations: Choropleth and Graduated Symbols", "Visualizations: Pie Chart", "Visualizations: Targets and Actuals Graph", a "Search knowledge base..." input field, "Contact Helpdesk" (highlighted with a red box), "My User Guide", "Knowledge Base", "What's New?", "Release Notes", "Index-ify all the choosers!", "Integrations? We can help.", and "See more on our blog". An orange arrow points from the "Search knowledge base..." input field in the dropdown menu to a similar input field in the "Welcome to DevResults" section below.