INL DevResults User Guide:

Indicator Information Report (All Users)
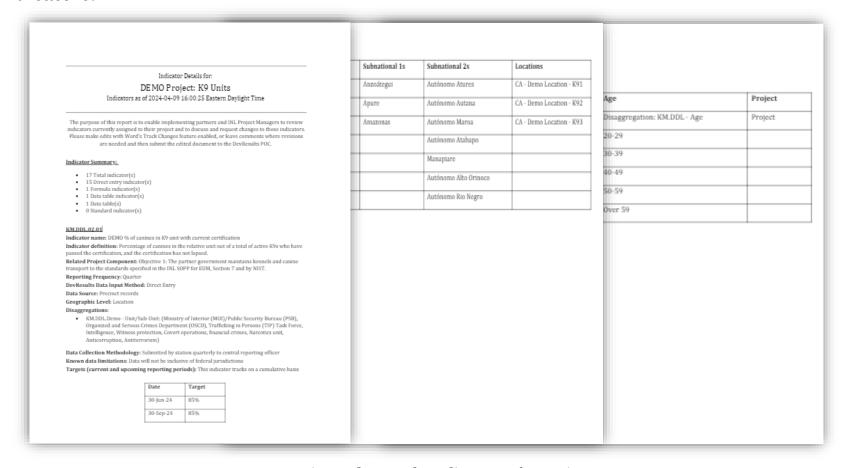
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The Indicator Information Report Overview

The Indicator Information Report provides an automatically generated list of all indicators assigned to a project.

The purpose of the Indicator Information Report is to enable implementing partners and INL Project Managers to review and discuss this list and subsequently request changes to those indicators.

Pictured: Sample Indicator Information Report.
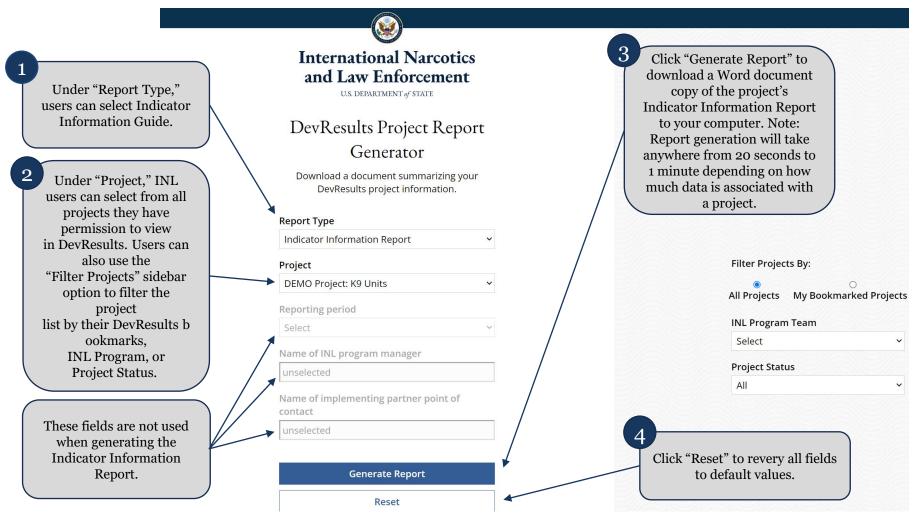
Indicator Information Report Layout

The following sections are included in the report:

➢ **Statement of Purpose and Instructions:** Shares basic information about how the report should be used and instructions for requesting changes once the report review has been conducted.

➢ **Indicator Summary:** Lists the total number and types of indicators assigned to the project.

➢ **Individual Indicator Results:** Provides details for each individual indicator including information such as the indicator definition, related project component, reporting frequency, targets and current and upcoming reporting periods.

➢ **Appendix I:** Contains the project geographies table.

➢ **Appendix II**: Includes data tables and disaggregations.

How to Request an Indicator Information Report

Request an Indicator Information Report

To generate an automated performance report, navigate to https://prt.inl.state.gov/ and complete the required entries as shown below. A report will be generated in about 1 minute and saved to the computer's local Download folder.

1 Under "Report Type," users can select Indicator Information Guide.

2 Under "Project," INL users can select from all projects they have permission to view in DevResults. Users can also use the "Filter Projects" sidebar option to filter the project list by their DevResults bookmarks, INL Program, or Project Status.

These fields are not used when generating the Indicator Information Report.

3 Click "Generate Report" to download a Word document copy of the project's Indicator Information Report to your computer. Note: Report generation will take anywhere from 20 seconds to 1 minute depending on how much data is associated with a project.

4 Click "Reset" to revery all fields to default values.

Within the form:

International Narcotics and Law Enforcement
U.S. DEPARTMENT of STATE

DevResults Project Report Generator

Download a document summarizing your DevResults project information.

Report Type
Indicator Information Report

Project
DEMO Project: K9 Units

Reporting period
Select

Name of INL program manager
unselected

Name of implementing partner point of contact
unselected

Filter Projects By:
All Projects   My Bookmarked Projects

INL Program Team
Select

Project Status
All

Generate Report

Reset

Download the Indicator Information Report

Click on the name of the report to download it to your computer, as shown below. Note that the report can take anywhere from 20 seconds to a few minutes to generate. Once downloaded, the report can now be opened in your word processor.

Select "Generate Another Report" to return to the main PRT generator page.

How to Use the Indicator Information Report

How to Use the Indicator Information Report

➢ This report provides an editable overview of the indicators assigned to any given project in DevResults.

➢ Use the report to see an overview of the indicators and for each indicator:

➢ How data should be entered

➢ What the targets are, or if targets are missing

➢ What the excel templates look like for data table indicators

➢ What disaggregation categories apply

➢ What geographic level the data should be reported at

➢ Whether any key information about the indicator is missing or should be updated

KM.DDL.02.01

Indicator name: DEMO % of canines in K9 unit with current certification

Indicator definition: Percentage of canines in the relative unit out of a total of active K9s who have passed the certification, and the certification has not lapsed.

Related Project Component: Objective 1: The partner government maintains kennels and canine transport to the standards specified in the INL SOPP for EUM, Section 7 and by NIST.

Reporting Frequency: Quarter

DevResults Data Input Method: Direct Entry

Data Source: Precinct records

Geographic Level: Location

Disaggregations:

- KM.DDL.Demo - Unit/Sub-Unit: (Ministry of Interior (MOI)/Public Security Bureau (PSB), Organized and Serious Crimes Department (OSCD), Trafficking in Persons (TIP) Task Force, Intelligence, Witness protection, Covert operations, financial crimes, Narcotics unit, Anticorruption, Antiterrorism)

Data Collection Methodology: Submitted by station quarterly to central reporting officer

Known data limitations: Data will not be inclusive of federal jurisdictions

Targets (current and upcoming reporting periods): This indicator tracks on a cumulative basis

Date	Target
30-Jun-24	85%
30-Sep-24	85%
31-Dec-24	85%

Pictured: Sample indicator detail from the Indicator Information Report.

Requesting Edits to Indicators:

➢ Partners:

  ➢ Download the report and make edits to indicators in tracked changes, and then send to your INL Project Manager for discussion.

  ➢ Once you have received approval from your Project Manager, then your Project Manager will send the document with your requested changes to INL-DvR-Mailbox@state.gov with the DevResults POC copied.

➢ INL Project Managers:

  ➢ Download the report and make edits to indicators in tracked changes.

  ➢ Propose the edits to the Implementing Partners and obtain their agreement on changes.

  ➢ Once you have obtained agreement, send the document with the requested changes to INL-DvR-Mailbox@state.gov with the DevResults POC copied.

FYI: Best Practices for Indicator Development

INL Requirements for Valid Indicators

To meet INL Monitoring Requirements, indicators must be:

- Quantitative (usually starting with "number of..." or "percentage of...")

- Concrete (avoiding abstract concepts and instead describing what to count or calculate)

- A Conceptual Match with the outcome/result or activity they are intended to measure

Please consider taking INL's video series on the Design and Monitoring Requirements at the following links:

Change Video

Clarity Video

Valid Indicators Video

Let us know you completed a video by submitting your name and organization at the end!

Standard vs. Custom Indicators

Standard Indicators:

- INL is required to report on certain types of activities and outcomes. If these indicators are relevant to your project, INL will automatically assign them in DevResults based on your response in the Standard Indicator Form.

- These indicators may not necessarily help you manage your project, but they make responding to data calls more efficient.

- These indicators are usually very basic and do not require information about definition, data sources, data collection methodology, and known limitations.

Custom Indicators:

- Custom indicators are specific to a given project and should be focused on expected outcomes or results.

- These indicators do need complete information for the definition, data source, data collection methodology, and known limitations fields.

- Project designers must ensure that custom indicators meet the INL requirements for valid indicators as described on the previous slide.