

INL DevResults User Guide: Data Review and Approval (INL Users)

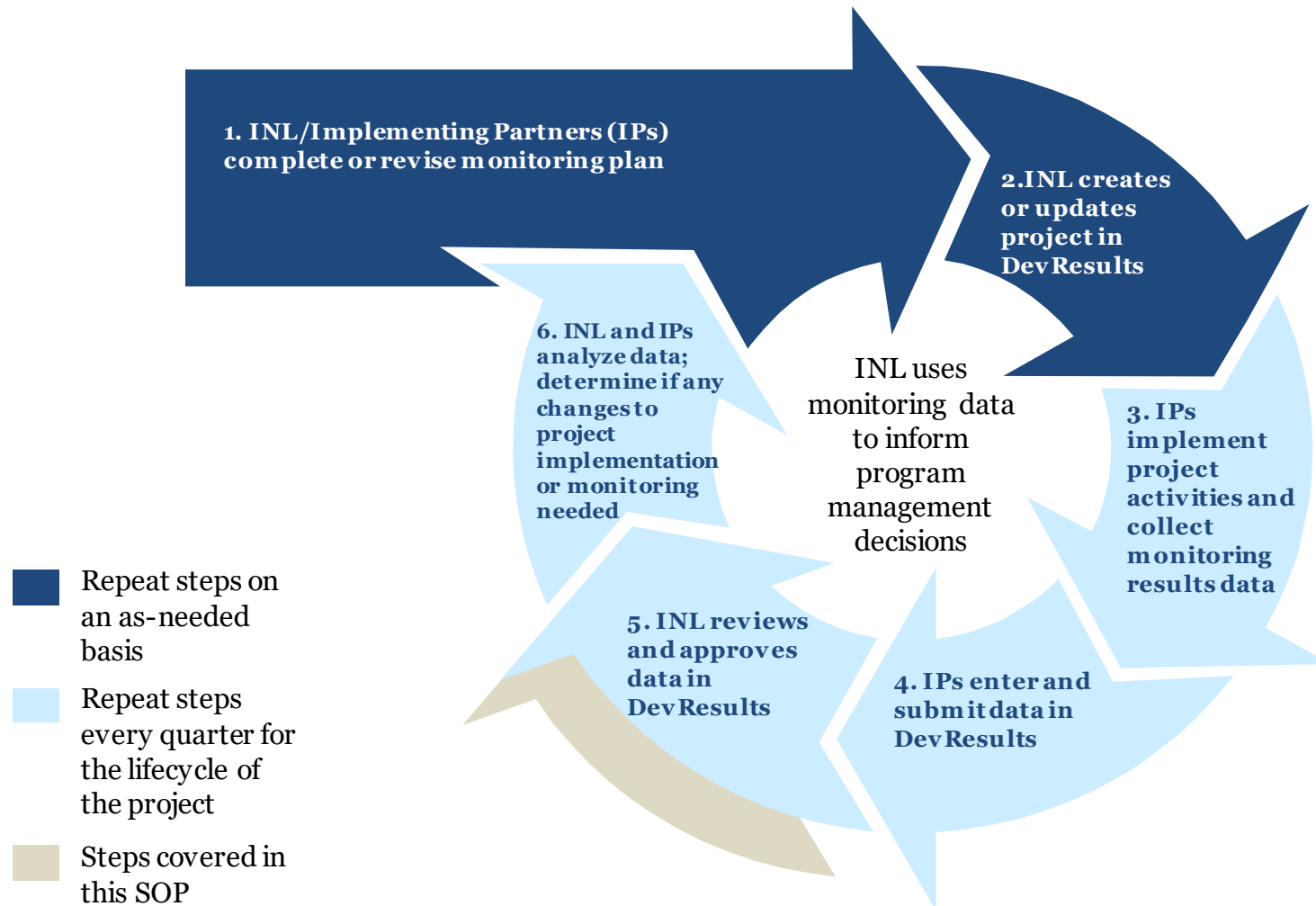
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Overview

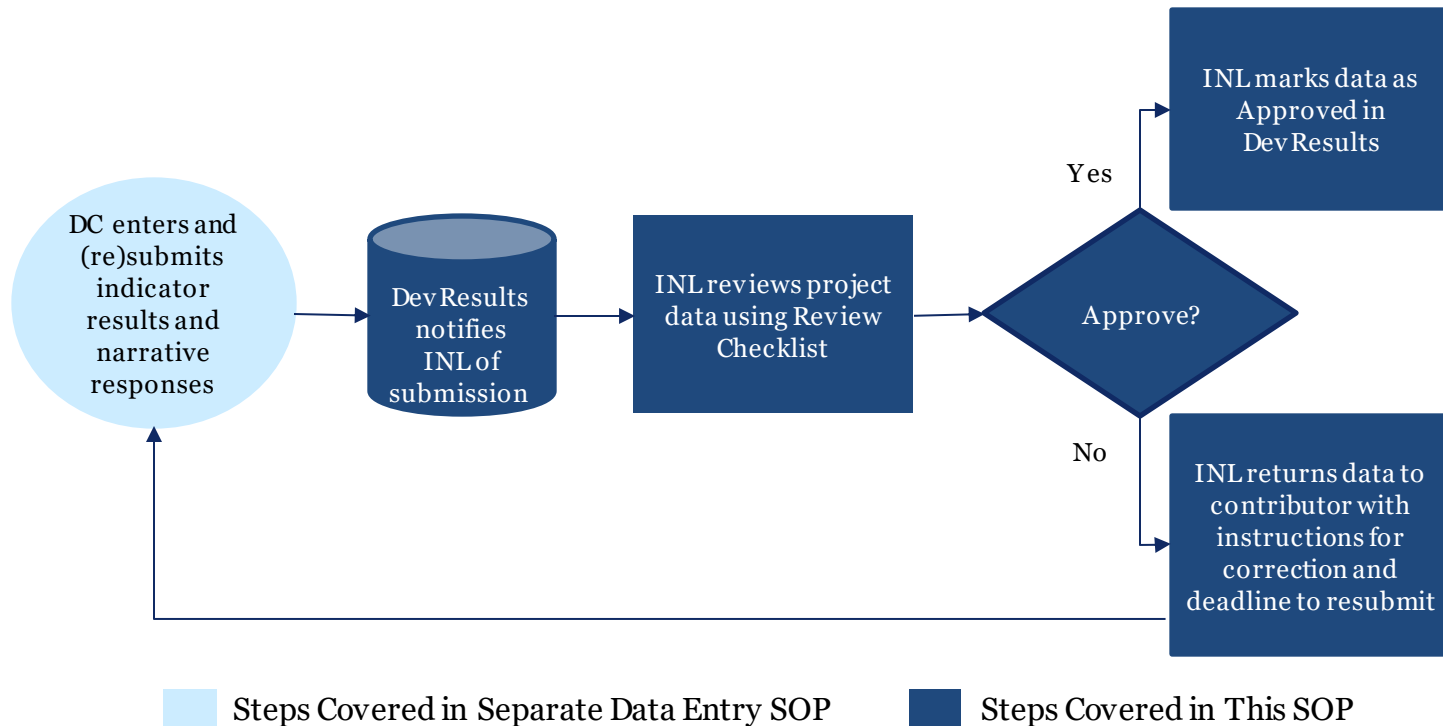
INL Project Monitoring Cycle Overview

INL is working to become a more effective organization. Effective organizations know their results and use that information to drive future results. KM/DDI 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.



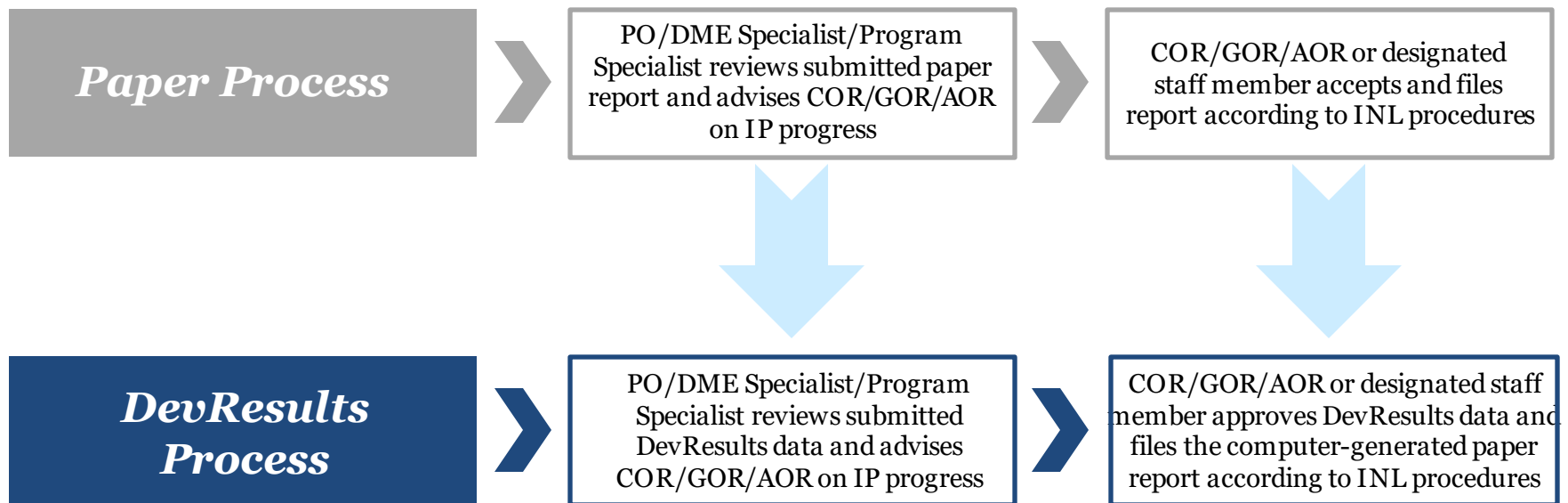
Purpose

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.



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

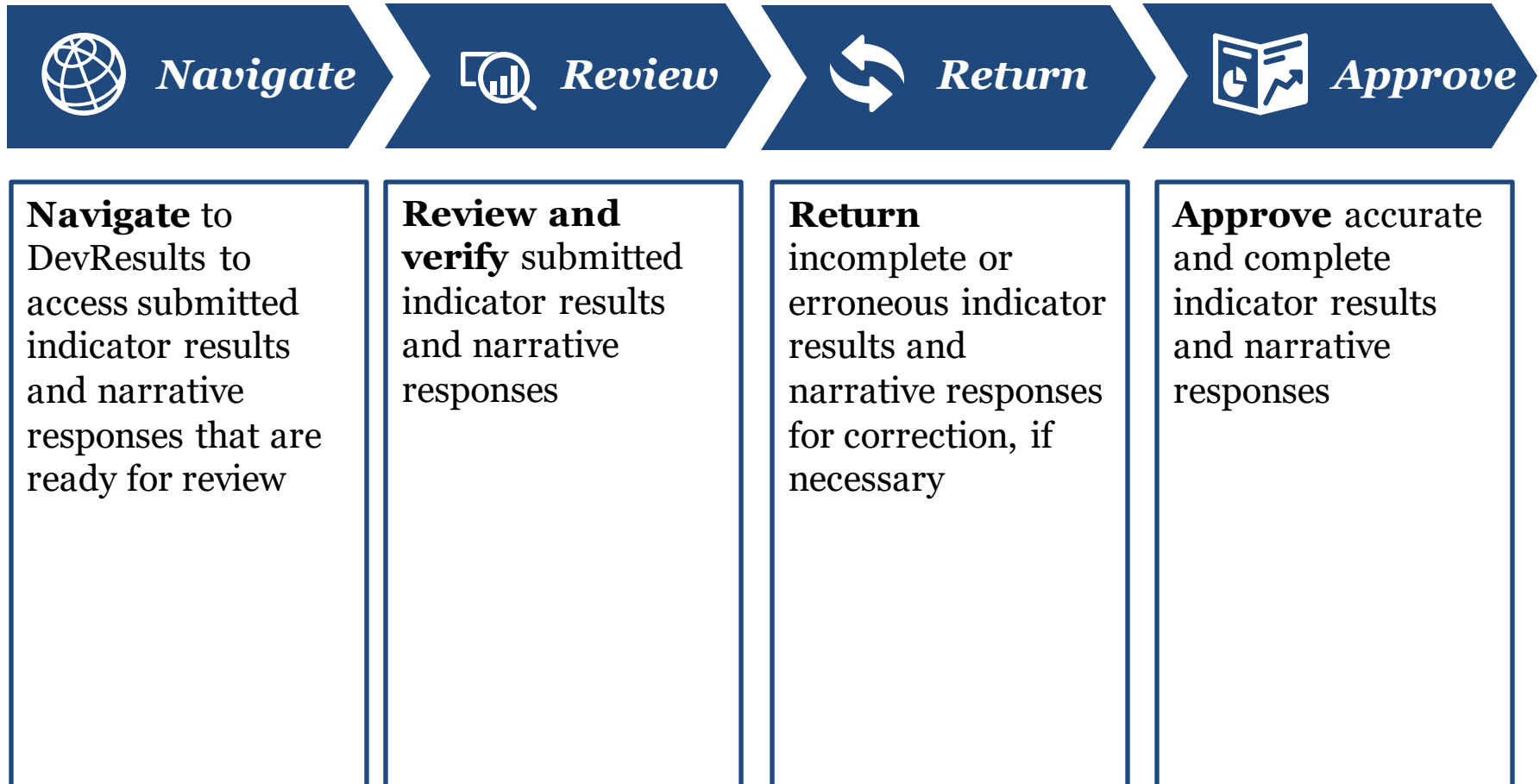
All users assigned to a project will receive a DevResults notification of data submission for that project; however, the designated INL approver is responsible for the following:

-  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 following the steps beginning on Slide 10.

If accessing via the hyperlink contained in the email, skip to [Slide 19](#).

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!

2. Log in to DevResults

Log in to the INL site that contains your project(s) at inl.devresults.com using the Okta log in option as highlighted below.

Please log in through your Department of State or Okta account below

Welcome! Please log in.

Log in with my State Department / Okta account

Log in with my Training - State Department / Okta - Training account

OR

Email

Email

Password

Password

☒ Stay logged in on this computer

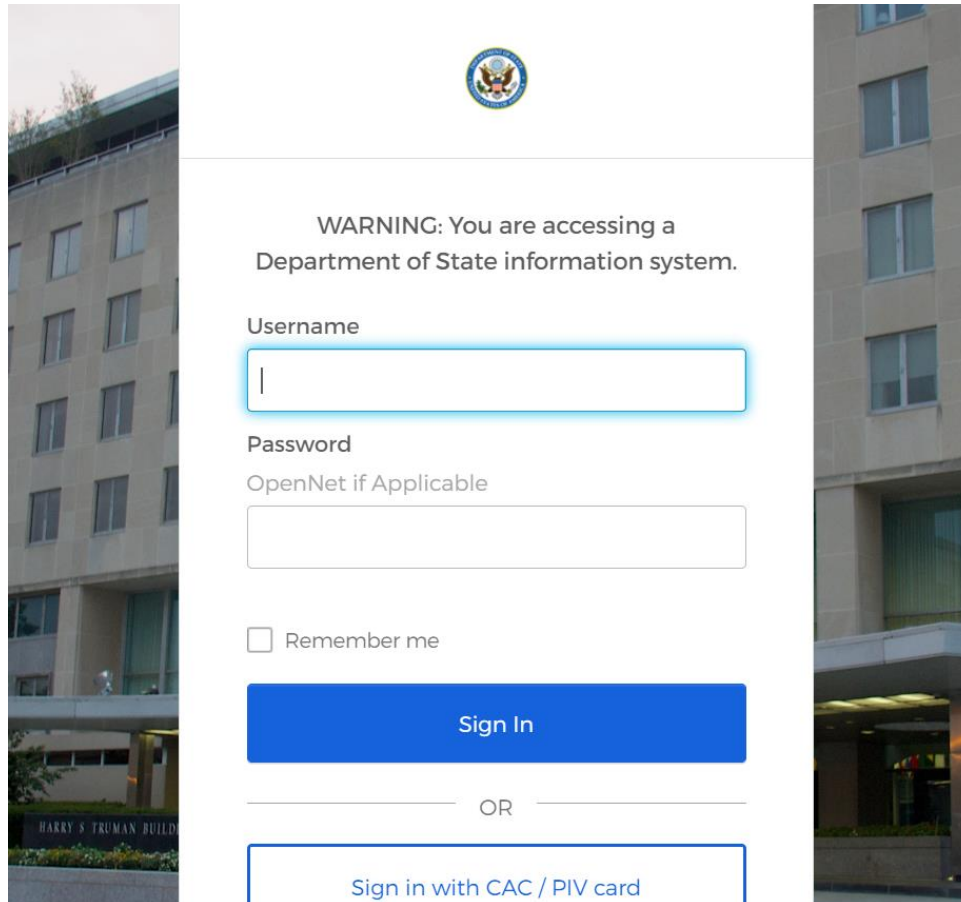
✓ Log in


Trouble logging in? [Send password reset email](#)

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. Log in to DevResults (continued)

Log in to Okta using your Okta username and password (or PIV card) in order to gain access to DevResults.





WARNING: You are accessing a
Department of State information system.

Username

Password
OpenNet if Applicable

☐ Remember me

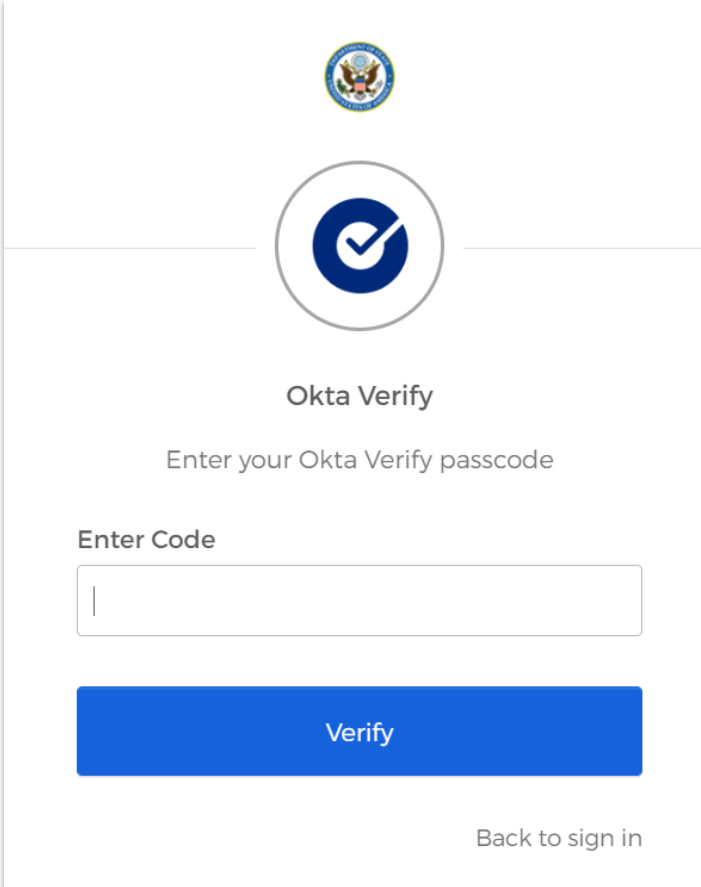
[Sign In](#)

OR

[Sign in with CAC / PIV card](#)

4. Log in to DevResults (continued)

Complete Okta log in by entering the verification code displayed on your Okta Verify app and select **Verify**.



The image shows the Okta Verify login screen. At the top is the Department of Defense seal. Below it is the Okta Verify logo, which consists of a blue circle with a white checkmark. The text "Okta Verify" is centered below the logo. Underneath is the instruction "Enter your Okta Verify passcode". Below that is a text input field with the label "Enter Code" and a vertical cursor. At the bottom is a large blue button labeled "Verify". In the bottom right corner, there is a link that says "Back to sign in".

Okta Verify

Enter your Okta Verify passcode

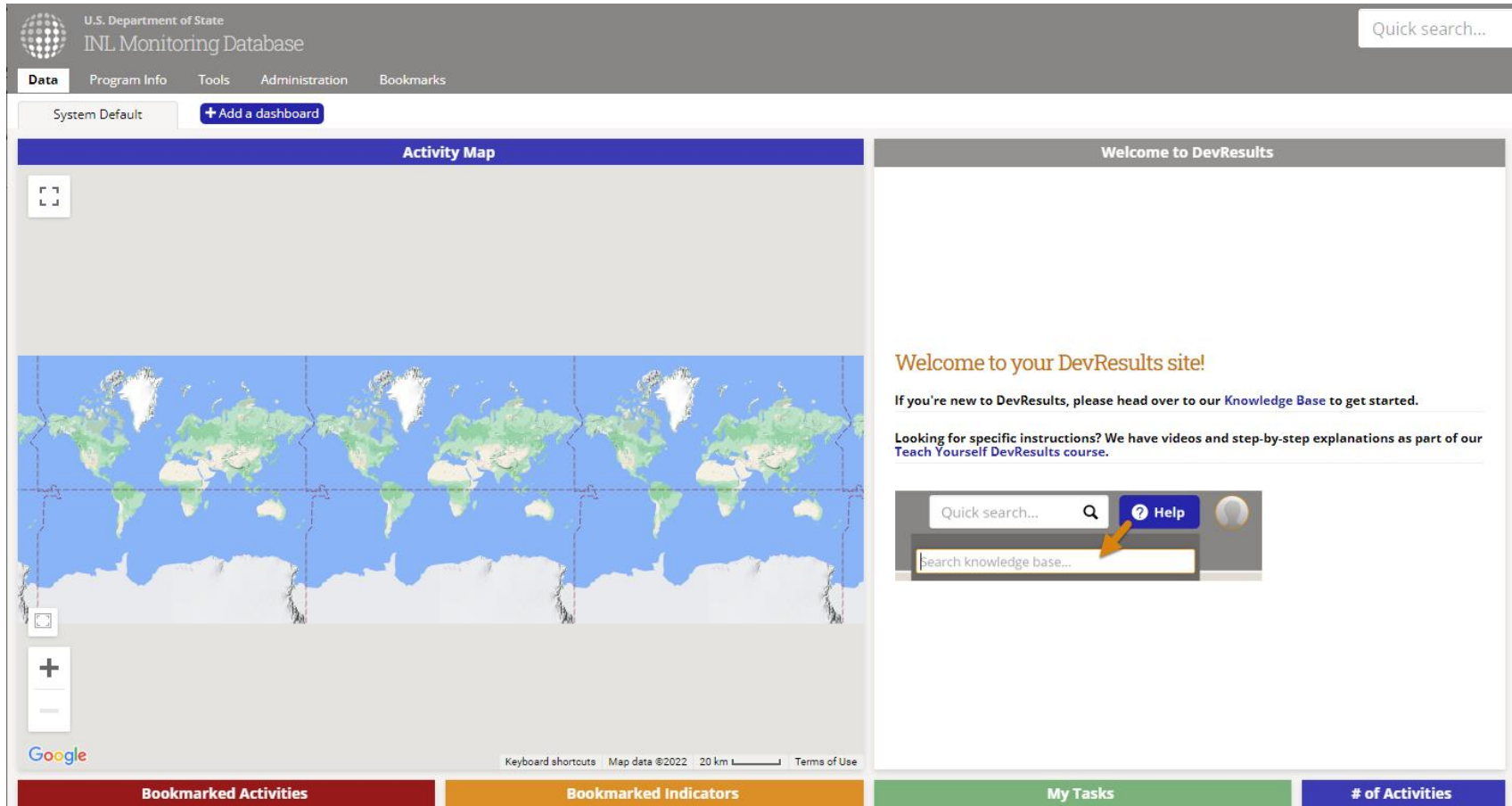
Enter Code

Verify

[Back to sign in](#)

5. The DevResults Homepage

Upon completing Okta log in, you will be redirected automatically to the DevResults homepage (inl.devresults.com), pictured below.



NOTE: DevResults will feature the dashboards you have added to your homepage upon login to the site. As such, your personal homepage may differ from the system default captured above.



Review of Indicator Data and Narrative Responses

1. Access Submitted Indicator Results and Narrative Responses

Once logged into DevResults, you can access submitted indicator results and narrative responses from the DevResults homepage in multiple ways. The following slides show how to navigate to your results **via Project**.

To begin, navigate to the left top of the homepage and hover over the **Program Info** tab to select **Projects**.

The screenshot displays the DevResults homepage. At the top, the header includes the U.S. Department of State logo, the text "U.S. Department of State INL Monitoring Database", a search bar labeled "Quick search...", a "Help" button, and an "AR" button. Below the header, a navigation menu is visible with tabs for "Data", "Program Info", and "Tools". The "Program Info" tab is highlighted, and a dropdown menu is open, showing options: "Projects", "Data Definitions", "Indicators", "Data Tables", "Results Framework", "Disaggregations", "Narrative Questions", "Time", "Reporting Periods", "Reporting Cycles", "Geography", "Locations", "Administrative Divisions", "Map Overlays", and "Merge Duplicate Locations". A red arrow points to the "Projects" option in the dropdown menu. The main content area on the left features a world map titled "Activity Map". On the right, a "Welcome to DevResults" section contains a welcome message, a link to the "Knowledge Base", and a link to the "Teach Yourself DevResults course". Below this, a smaller version of the header is shown with an orange arrow pointing to the "Help" button.

2. Navigate to Your Project

Next, find the project for which you want to review indicator results and narrative responses. If you know the project name, type it in the search bar indicated below to filter the project list. Alternatively, you can use the filter menu on the left side of the screen to filter projects by Office/Section and choose the appropriate project.

The screenshot shows the 'Program Info' tab in the DevResults application, specifically the 'Projects' section. The top navigation bar includes 'Data', 'Program Info' (selected), 'Tools', 'Administration', and 'Bookmarks'. Below this, a breadcrumb trail shows 'Home > Program Info > Projects'. The main content area displays '147 of 147 projects shown'. A search bar is highlighted with a red box and contains the text 'Search projects'. Below the search bar, there are several filter buttons: '0 projects', 'Bookmark', 'Assign indicators', 'Assign program-specific tags', 'Assign INL bureau-wide tags', 'Assign reporting periods by dates', 'Assign users', 'Change status', and 'Delete'. A table of projects is displayed with columns: Name, Ref #, Start Date, and Status. The table lists various projects, including 'Prison Management System (Acreditación ACA en Establecimientos Seleccio...', 'Accountable, Credible and Transparent Justice Sector in Kosovo- ACT-JS', 'Advancing Citizen Engagement in the Liberian Justice System', 'Advancing Liberian Security Sector Accountability and Public Trust', 'All Trainings (Kosovo)', 'Anti-corruption and Crime Control in the High Security Wing of Picota Prison (Anticorrupción y Control del Delito en el Ala de ...', 'Army Interdiction Program (Programa de Interdicción del Ejército)', 'Atrocity Prevention', 'AU - Strengthening the Regional DDR Framework', 'Base security in targeted rural areas', 'CICAD - Strengthening the Regional DDR Framework', and 'CNP Academy Curriculum Assessment'. A red box highlights the 'Office/Section' filter menu on the left side of the screen, which includes options like 'INL/AME/Liberia', 'INL/EA/Afghanistan', 'INL/EA/Kosovo', 'INL/EA/North Macedonia', and 'INL/EA/Pakistan'. Two blue callout boxes provide instructions: one points to the search bar with the text 'Type all or part of the project name in the search bar to filter the list.', and the other points to the 'Office/Section' filter menu with the text 'To see only projects for a particular Office/Section, filter the project list by checking the box to the left of the Office/Section desired.'

Search projects

0 projects

Bookmark Assign indicators Assign program-specific tags Assign INL bureau-wide tags Assign reporting periods by dates Assign users Change status Delete

Type all or part of the project name in the search bar to filter the list.

Name	Ref #	Start Date	Status
Prison Management System (Acreditación ACA en Establecimientos Seleccio...	IN41CL42	1 Jan 2022	Forthcoming
Accountable, Credible and Transparent Justice Sector in Kosovo- ACT-JS	SKV42020GR0059	10 Sep 2020	Forthcoming
Advancing Citizen Engagement in the Liberian Justice System	SINLEC18CA2028	12 Apr 2018	Active
Advancing Liberian Security Sector Accountability and Public Trust	SINLEC21CA0028	1 Nov 2021	Active
All Trainings (Kosovo)		1 Jan 2015	Active
Anti-corruption and Crime Control in the High Security Wing of Picota Prison (Anticorrupción y Control del Delito en el Ala de ...	IN41CL42	1 May 2020	Forthcoming
Army Interdiction Program (Programa de Interdicción del Ejército)	INL23CL45	1 Jan 2022	Forthcoming
Atrocity Prevention		1 Oct 2022	Forthcoming
AU - Strengthening the Regional DDR Framework	SINLEC22LA0292	10 Jul 2020	Active
Base security in targeted rural areas		2 Jan 2022	Forthcoming
CICAD - Strengthening the Regional DDR Framework	SINLEC20GR3192	15 May 2022	Active
CNP Academy Curriculum Assessment	SINLEC18GR1001	18 Feb 2021	Active
		29 Nov 2021	Forthcoming
	SINLEC22LA0397	19 Aug 2020	Active
			Forthcoming

To see only projects for a particular Office/Section, filter the project list by checking the box to the left of the Office/Section desired.

Office/Section

- ☐ INL/AME/Liberia
- ☐ INL/EA/Afghanistan
- ☐ INL/EA/Kosovo
- ☐ INL/EA/North Macedonia
- ☐ INL/EA/Pakistan

DevResults

New Project

3. Open Your Project

Next, click to open the project for which you want to review indicator results and narrative responses.

Data

Program Info

Tools

Administration

Bookmarks

HomeProgram InfoProjects

4 of 147 projects shown

☐ Closed - Monitoring ongoing

☐ Forthcoming

▶ Mechanism

▶ Framework

▶ INL Bureau-wide Tag

▶ Program-specific Tag

▶ Staff

▶ Primary Implementing Partner Organization

▼ Office | Section

☐ INL/AME/Liberia

☐ INL/EA/Afghanistan

☐ INL/EA/Kosovo

☐ INL/EA/North Macedonia

☐ INL/EA/Pakistan

k9

✕

⚙

0 projects

★Bookmark

Assign indicators

Assign program-specific tags

Assign INL bureau-wide tags

Assign reporting periods by dates

Assign users

Change status

Delete

<input type="checkbox"/>	Name	Ref #	Start Date	Status
<input type="checkbox"/>	CNP capacity to conduct canines' operations		1 Jan 2021	Forthcoming
<input type="checkbox"/>	DEMO Project: K9 Units	DEMO_K9_Project	1 Jan 2017	Closed
<input type="checkbox"/>	Riverine & Atlantic Port Partnership	SINLEC22LA0213	19 Aug 2022	Active
<input type="checkbox"/>	Stopping Wildlife Crime at the Source: Empowering security teams, enhancing intelligence, and upscaling aerial anti-poaching t...	SINLEC21GR3361	30 Sep 2021	Active
4 projects				

DevResults

New Project

4. Select the Reporting Period

Once you have opened your project, you will see a list of reporting periods for which you can review indicator results and narrative responses.

Scroll to see your project's reporting periods. Click on the reporting period whose indicator results you want to review.

Home

Program Info

Projects

DEMO Project: K9 Units

DEMO Project: K9 Units

INL/KM

Overview

Performance

Budget

Geography

Checklists

Forms

Documents

Calendar

Photos

Discussion

✓ Diagnostics

🕒 History

Reference

Name

DEMO Project: K9 Units

Short Name

Demo - K9 Units

Reference #

DEMO_K9_Project

Code

KM.DDL02

1 Jan 2017

31 Dec 2024

Description

Project Summary

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

• Deterring illegal transit of illicit goods

• Identifying investigative leads and evidence of criminal acts

• Contributing to public safety/ disaster response / counterterrorism

Goals

1. The partner government sustains a humane, impartially deployed, certified K9 program that detects illicit goods and crime scene evidence.

▪ Sustains means the partner government provides ongoing resources to enable the K9 unit's continued functioning beyond INL's assistance. Humane means the canines living conditions and access to veterinary care meet the standards laid out in the INL SOPP for EUM, Section 7: Canine EUM Procedures and NIST. Impartially deployed means police consistently follow the procedures for when, where, and with whom canines deploy, and how to conduct searches in response to canine signals. A canine signal is the trained response a detection dog gives its handler when it detects a targeted substance.

Reporting Periods

Name	Start Date	End Date	Status
Q 2017 Jan-Mar	1 Jan 2017	31 Mar 2017	In Progress
Q 2017 Apr-Jun	1 Apr 2017	30 Jun 2017	In Progress
Q 2017 Jul-Sep	1 Jul 2017	30 Sep 2017	In Progress
Q 2017 Oct-Dec	1 Oct 2017	31 Dec 2017	In Progress
Q 2018 Jan-Mar	1 Jan 2018	31 Mar 2018	In Progress

S

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DevResults

Created by Cassandra Thompson (1 Aug 2022)

Delete this project

Done

NOTE: Quarterly reporting periods start with a Q, followed by the year and months (as seen here). If your project reports per calendar or fiscal year, reporting period names will begin with a CY or FY accordingly.

Reporting Periods	Name	Start Date	End Date	Status
	Q 2017 Jan-Mar	1 Jan 2017	31 Mar 2017	In Progress
	Q 2017 Apr-Jun	1 Apr 2017	30 Jun 2017	In Progress
	Q 2017 Jul-Sep	1 Jul 2017	30 Sep 2017	In Progress
	Q 2017 Oct-Dec	1 Oct 2017	31 Dec 2017	In Progress
	Q 2018 Jan-Mar	1 Jan 2018	31 Mar 2018	In Progress

SCROLL

5. Navigate the Indicators Page

Once you have opened the reporting period for which you want to review your project'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

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						

6. Review Indicator Results and Narrative Responses

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

The screenshot displays the INL Monitoring Database interface. At the top, the U.S. Department of State logo and 'INL Monitoring Database' text are visible. A search bar and a 'Help' button are on the right. Below the header, a navigation bar includes 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. The main content area shows a breadcrumb trail: 'Home > Program Info > Time > Reporting Periods > 2021 Jan-Mar > DEMO Project: K9 Units'. A 'STATUS' dropdown menu is set to 'Submitted'. The title 'DEMO Project: K9 Units' is followed by '2021 Jan-Mar | INL/KM'. Below this, a row of tabs includes 'Indicators', 'Data Tables', 'Narrative', 'Discussion' (highlighted with a red box), and 'Forms'. A user profile with a pixelated avatar and the name 'says' is shown with a large text input field and a 'Post' button. To the right, a section titled 'These users will be notified of comments' shows four user avatars. Below the input field, a notification box states 'Project data submitted for review.' with a timestamp of 'just now'. The text 'Hi everyone, here are our results for the quarter.' is partially visible. At the bottom, a dark grey footer contains the 'DevResults' logo, a large red arrow pointing left, and a green 'Done' button with a checkmark.

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.

7. Review Indicator Results and Narrative Responses (continued)

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

DataProgram InfoToolsAdministrationBookmarks

HomeProgram InfoTimeReporting PeriodsQ 2021 Oct-DecDEMO Project: K9 Units

STATUSIn Progress

DEMO Project: K9 Units

Q 2021 Oct-Dec | INL/KM

IndicatorsData TablesNarrativeDiscussionForms

Search indicators

This reporting period's submission window is closed. Owners and results approvers can edit this data, but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	Current Results	Target	% Target Reached
KM.DDL.02.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location		1	79.50%	85.33%	70.00%	122%
KM.DDL.02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location			71,610	79,230	140,000	57%
KM.DDL.02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location			5.00%	15.00%	70.00%	21%
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			10.00%	9.00%	70.00%	13%
KM.DDL.02.05	DEMO % of kennels that meet EUM standards upon inspection	Formula	Country			66.67%	66.67%	70.00%	95%
KM.DDL.02.05-d	DEMO # of kennels inspected using EUM standards	Direct Entry	Country			300	300		0%
KM.DDL.02.05-n	DEMO # of kennels that meet EUM standards upon inspection	Direct Entry	Country			200	200		0%
KM.DDL.02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location			89.00%	30.00%	70.00%	43%
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		3	51.25%	8.72%	70.00%	12%
KM.DDL.02.08	DEMO # of dogs certified	Data Table	Location		1			250	
KM.DDL.02.10	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			74.33%	55.89%	70.00%	80%
KM.DDL.02.11	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			68.56%	64.67%	70.00%	92%
KM.DDL.02.12	DEMO % of canine transport vehicles fully operable during INL quarterly K9 Unit Assessment reports	Direct Entry	Location		1	60.00%	62.33%	70.00%	89%

8. 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 Results” column.** If there are blanks, discuss the following with the implementing partner:
 - a) Are data for the indicators not collectible? Are the indicators inappropriate? Are the indicators not useful for monitoring?
 - a) If the answer to these questions is “no”, make sure the implementing partner knows they must collect this data and report it.
 - b) If the answer to any of these questions is “yes”, contact your DevResults POC to discuss deleting or modifying the blank indicators. To request indicator revisions, see instructions [here](#).
 - b) 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 **Targets** column and compare with the current results total.
 - i. Flag results that far exceed the target or seem inappropriate. *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 implementer 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 POC to discuss any issues with data submission as needed.

9. Using the Review Checklist

The following highlights areas to examine when checking submitted results for corrections using the Review Checklist (RC) from the indicators page:

Are there comments left per indicator for your review?
Click into each indicator to read them. (RC #3)

Compare results and targets: Do results reported seem appropriate or aberrant? (RC #2)

Home > Program Info > Time > Reporting Periods > Q 2021 Jul-Sep > DEMO Project: K9 Units

DEMO Project: K9 Units

Q 2021 Jul-Sep | INL/KM

STATUS ☒ Approved

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
KM.DDL02.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location		1	82.00%	79.50%	65.00%	122%
KM.DDL02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location			65.00%	5.00%	120,000	0%
KM.DDL02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location				10.00%		0%
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						0%
KM.DDL02.05	DEMO % of kennels that meet EUM standards upon inspection	Formula	Country			56.00%			0%
KM.DDL02.05-d	DEMO # of kennels inspected using EUM standards	Direct Entry	Country			30			0%
KM.DDL02.05-n	DEMO # of kennels that meet EUM standards upon inspection	Direct Entry	Country			16			0%
KM.DDL02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location			86.67%	89.00%		0%
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			64.86%	51.25%		0%

Notice any blanks in the Current Results column.
Were indicator results entered in the correct reporting period? (RC #1)

Are targets missing or incomplete? (RC #2)

10. Using the Review Checklist (continued)

Click into an indicator to see underlying data to further investigate anything that seems wrong on the summary page. Clicking into each indicator is a best practice for conducting a thorough review, as not all indicator data is displayed from this view (such as disaggregations, or comments).

Home » Program Info » Time » Reporting Periods » Q 2021 Jul-Sep » DEMO Project: K9 Units

STATUS ✓ Approved

DEMO Project: K9 Units

Q 2021 Jul-Sep | INL/KM

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
KM.DDL.02.01	DEMO % of canines in K9 unit with current certification	Direct Entry	Location		3	82.00%	79.50%	65.00%	122%
KM.DDL.02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location		1		71,610	120,000	60%
KM.DDL.02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location			65.00%	5.00%		0%
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				10.00%		0%
KM.DDL.02.05	DEMO % of kennels that meet EUM standards upon inspection	Formula	Country			56.00%			0%
KM.DDL.02.05-d	DEMO # of kennels inspected using EUM standards	Direct Entry	Country			300			0%
KM.DDL.02.05-n	DEMO # of kennels that meet EUM standards upon inspection	Direct Entry	Country			168			0%
KM.DDL.02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location			86.67%	89.00%		0%
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			64.86%	51.25%		0%

11. Using the Review Checklist (continued)

The following highlights areas to examine when checking submitted results for corrections upon clicking into each individual indicator:

Home > Program Info > Time > Reporting Periods > 2022 Jul-Sep > DEMO Project: K9 Units > DEMO U.S. dollar value of detected illicit goods per year

STATUS ☒ Submitted

DEMO Project: K9 Units

2022 Jul-Sep

Indicators Data Tables Narrative Discussion Forms

DDL 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					Total	Comment
	antiquities	cash	drugs	other			
United States & Canada / Canada / DEMO K91	2,000	15,000	10	0		17,010	
United States & Canada / Canada / DEMO K92	0	0	0	0		0	
United States & Canada / Canada / DEMO K94							
United States & Canada / Canada / DEMO K95	2	16	4	60		82	K95 detected \$60 USD illicit wildlife products during reporting period.
United States & Canada / Canada / DEMO K96	1,800					1,800	

DevResults

Are indicator results missing or incomplete? (RC #1)

Review any comments left for your consideration. (RC #3)

Done

NOTE: Exercise caution when reviewing each indicator's results in this view: values and comments can be changed on this page!

12. Using the Review Checklist (continued)

Click into each data table indicator to see underlying data to check data table indicators for missing data or other errors.

DataProgram InfoToolsAdministrationBookmarks

HomeProgram InfoTimeReporting PeriodsQ 2022 Jan-MarDEMO Project: K9 Units

STATUSIn Progress

DEMO Project: K9 Units

Q 2022 Jan-Mar | INL/KM

IndicatorsData TablesNarrativeDiscussionForms

Search indicators

KM.DDL.02.02	DEMO U.S. dollar value of detected illicit goods per year	Direct Entry	Location			79,230			0%
KM.DDL.02.03	DEMO % of EUM inspections that identify a deficiency	Direct Entry	Location			15.00%			0%
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			9.00%			0%
KM.DDL.02.05	DEMO % of kennels that meet EUM standards upon inspection	Formula	Country			66.67%	66.67%		0%
KM.DDL.02.05-d	DEMO # of kennels inspected using EUM standards	Direct Entry	Country			300	300		0%
KM.DDL.02.05-n	DEMO # of kennels that meet EUM standards upon inspection	Direct Entry	Country			200	200		0%
KM.DDL.02.06	DEMO % of K9 transport vehicles that have kennels and the kennels are climate controlled	Direct Entry	Location			30.00%			0%
KM.DDL.02.07	DEMO % of INL quarterly K9 unit assessment reports that list all equipment listed in the INL standard equipment list	Direct Entry	Location			8.72%			0%
KM.DDL.02.08	DEMO # of dogs certified	Data Table	Location						0%
KM.DDL.02.10	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			55.89%			0%
KM.DDL.02.11	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			64.67%			0%
KM.DDL.02.12	DEMO % of canine transport vehicles fully operable during INL quarterly K9 Unit Assessment reports	Direct Entry	Location			62.33%			0%
KM.DDL.02.13	DEMO # of handlers certified by the partner government	Direct Entry	Location			256			0%

DevResults

Done

13. Using the Review Checklist (continued)

The following highlights areas to examine when checking submitted results calculated from a linked data table upon clicking into a data table indicator.

Click **View Data Table** (shown below) to examine the lines of data provided by the data contributor more closely.

Home > Program Info > Time > Reporting Periods > 2022 Jul-Sep > DEMO Project: K9 Units > DEMO # of handlers certified by the partner government

STATUS **Submitted**

DEMO Project: K9 Units

2022 Jul-Sep

Indicators Data Tables Narrative Discussion Forms

DOLK9U16 DEMO # of handlers certified by the partner government 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.

This is a data table indicator. Comments can be added here.
To enter data, go to the data table: [View data table](#)

	Trainee Sector												
Country	Private Sector/Businesses	Government (national/local)	Civil Society/NGO	University	Law Enforcement	Education (primary/secondary)	Medical/Health Sector	Media/Communications	Community/Stakeholders	Student/Youth	Other	Comment	
South America / Uruguay	1												
United States & Canada / United States	2		2	2									
	3		2	2									

[Recalculate results](#) [Recalculate logic checks](#)

NOTE: Check for any comments provided by the data contributor for your consideration here. (RC #3)

DevResults Done

14. Using the Review Checklist (continued)

The following highlights some areas to examine when reviewing data tables:

Do results reported seem appropriate or aberrant? (RC #2)

Home > Program Info > Projects > DEMO Project: K9 Units

★

DEMO Project: K9 Units

Overview

Performance

Budget

Geography

Checklists

Forms

Documents

Calendar

Photos

Discussion

Diagnos

Histor

Data table

DEMO K9 Training Program Data Table

☰

Search

🔍

⚙️

+ Add new row

🗑️ Delete

<input type="checkbox"/>		Key Value	↕	Date of Training	K9 ID	Location of Training	Handler First Name	Handler Surname	Handler Gender	Name of Training	Type of Training	Error Rate	Passed Training?	Handler Certified?	Trainee Sector
<input type="checkbox"/>		7		1 Aug 2022	56734	United States, United States & Canada	Loren	Violet	Female	K9 Handler Training	Handler Training	99%	Yes	Yes	Private Sector/Businesses
<input type="checkbox"/>		6		1 Sep 2022	14000	United States, United States & Canada	Alex	Green	Other	K9 Handler Training	Handler Training	10%	Yes	Yes	University
<input type="checkbox"/>		5		1 Jul 2022	9876	United States, United States & Canada	Masha	Gray	Female	K9 101	Introductory Training	70%	No	Yes	Civil Society/NGO
<input type="checkbox"/>		4		1 Aug 2022	16161	Uruguay, South America	Jack	Gold	Male	K9 Explosives Course 1	Specialized Training	0%	Yes	Yes	Private Sector/Businesses
<input type="checkbox"/>		3		1 Aug 2022	12355	United States, United States & Canada	Alan	White	Male	K9 101	Introductory Training	1%	Yes	No	Private Sector/Businesses
<input type="checkbox"/>		2		1 Jul 2022	12346	United States, United States & Canada	Maria	Blue	Female	K9 Socialization	Group Training	25%	No	Yes	Civil Society/NGO
<input type="checkbox"/>		1		1 Sep 2022	12345	United States, United States & Canada	Joseph	Black	Male	K9 Socialization	Group Training	5%	Yes	No	University

DevResults

Created by Cassandra Simpson (1 Aug 2022)

Done

Check for any potential data entry errors in each column. (RC #2)

15. Reviewing Narrative Responses

To review narrative responses entered by the data contributor, navigate to those responses by clicking on the **Narrative** tab, as shown below.

Home

Program Info

Time

Reporting Periods

2022 Jul-Sep

DEMO Project: K9 Units

STATUS ☒ Submitted

DEMO Project: K9 Units

2022 Jul-Sep

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
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

16. 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.

17. 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 implementing partner for clarification.
 - b) If implementing 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 IP 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.

18. 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.

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	

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

To provide general feedback per indicator, 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 a web interface for a project titled "DEMO Project: K9 Units" for the period "2021 Jan-Mar" and user "INL/KM". A navigation bar contains five tabs: "Indicators", "Data Tables", "Narrative", "Discussion", and "Forms". The "Discussion" tab is highlighted with a red rectangular box. Below the tabs, a user profile icon is followed by the text "says". A large, empty text input field is provided for feedback. At the bottom right of the input field is a "Post" button, which is also highlighted with a red rectangular box and a red arrow pointing towards it.



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]

cannot.

	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results
	Direct Entry	Location			
	Direct Entry	Location		4	
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			
	Direct Entry	Location			

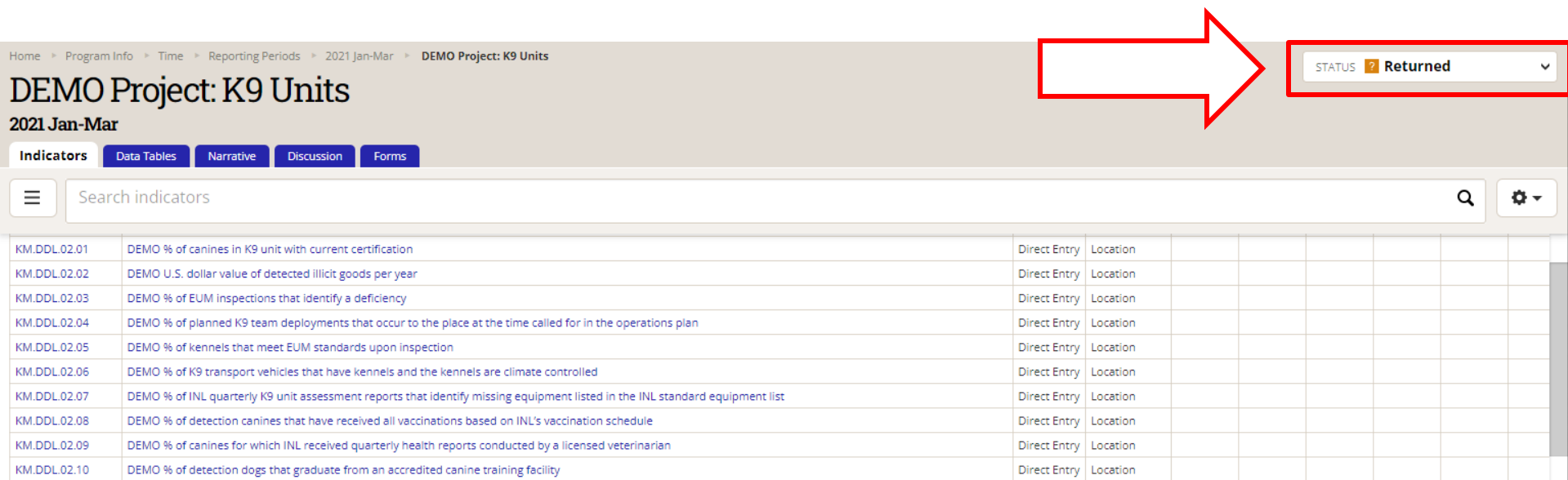
DevResults

✓ 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.



The screenshot shows the 'DEMO Project: K9 Units' interface for the period '2021 Jan-Mar'. A red arrow points to the 'STATUS' bar, which displays 'Returned' with a green checkmark icon. Below the status bar, there are tabs for 'Indicators', 'Data Tables', 'Narrative', 'Discussion', and 'Forms'. A search bar is present with the text 'Search indicators'. Below the search bar is a table with 10 rows of indicators. Each row includes a unique identifier (e.g., KM.DDL02.01), a description of the indicator, and a 'Direct Entry' button. The table also includes columns for 'Location' and several empty columns for data entry.

Indicator ID	Description	Direct Entry	Location							
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							



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

DEMO Project: K9 Units

2021 Jan-Mar

Indicators Data Tables Narrative Discussion Forms

STATUS ☒ Submitted

Return data to partner

Approve all project data

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

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 identif
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. You are now ready to file the quarterly performance report, as discussed on the next slides.

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

Q

⚙

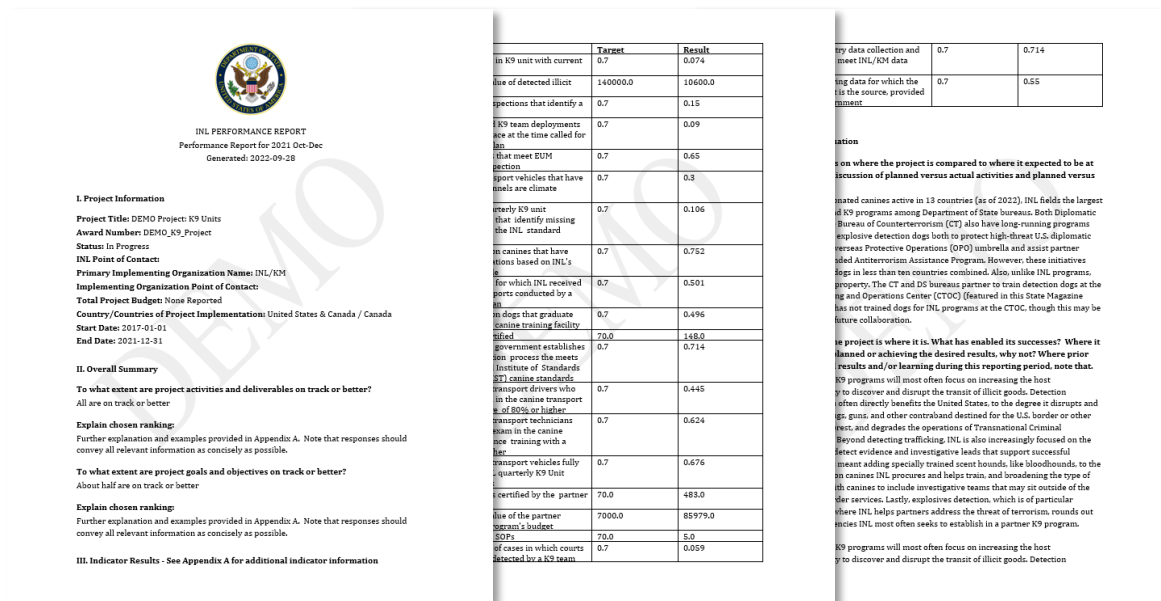
🔒 This project's data for this reporting period has been approved and is locked. Owners can edit the data but other users cannot.

Code	Indicator	Data Source	Geographic Disaggregation	Warnings	Comments	Previous Results	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%

4. File a Performance Report

Ensure that the implementer has requested and signed a paper performance report that reflects the data and narratives you have approved. The implementer should have requested a computer-generated report using [this form](#) and uploaded their signed copy to the project's **Documents** tab for your review. If the implementer did not upload a report, instruct them to request and sign an updated copy using the form linked above. It is the responsibility of INL staff to ensure that reports are reviewed, signed, and approved as directed per individual project requirements.

Reports can be generated as many times as needed, during any stage of the data entry and submission process (before submission, after submission, or after approval). Each quarterly report generated will show the project's data submission status as well as the date and time of the report for your reference.



The image shows a sample INL Performance Report. It includes a header with the INL seal and title, followed by project information, a table of results, and a narrative section.

INL PERFORMANCE REPORT
Performance Report for 2021 Oct-Dec
Generated: 2022-09-28

I. Project Information
Project Title: DEMO Project: K9 Units
Award Number: DEMO_K9_Project
Status: In Progress
INL Point of Contact:
Primary Implementing Organization Name: INL/KM
Implementing Organization Point of Contact:
Total Project Budget: None Reported
Country/Countries of Project Implementation: United States & Canada / Canada
Start Date: 2017-01-01
End Date: 2021-12-31

II. Overall Summary
To what extent are project activities and deliverables on track or better?
All are on track or better

Explain chosen ranking:
Further explanation and examples provided in Appendix A. Note that responses should convey all relevant information as concisely as possible.

To what extent are project goals and objectives on track or better?
About half are on track or better

Explain chosen ranking:
Further explanation and examples provided in Appendix A. Note that responses should convey all relevant information as concisely as possible.

III. Indicator Results - See Appendix A for additional indicator information

	Target	Result
in K9 unit with current	0.7	0.074
use of detected illicit	140000.0	10600.0
inspections that identify a	0.7	0.15
K9 team deployments	0.7	0.09
ice at the time called for	0.7	0.65
ins.	0.7	0.3
that meet EUM	0.7	0.106
tection	0.7	0.752
port vehicles that have	0.7	0.501
snels are climate	0.7	0.496
erly K9 unit	70.0	148.0
that identify missing	0.7	0.714
the INL standard	0.7	0.445
in canine that have	0.7	0.624
tions based on INL's	0.7	0.676
for which INL received	70.0	483.0
ports conducted by a	0.7	0.059
in dogs that graduate	7000.0	85979.0
training facility	70.0	5.0
ified	0.7	0.059
government establishes	70.0	85979.0
in process the meets	70.0	5.0
Institute of Standards	0.7	0.059
STI canine standards	70.0	85979.0
transport drivers who	70.0	5.0
in the canine transport	0.7	0.059
s of 80% or higher	70.0	85979.0
transport technicians	70.0	5.0
exam in the canine	0.7	0.059
ice training with a	70.0	85979.0
transport vehicles fully	70.0	5.0
quarterly K9 Unit	0.7	0.059
certified by the partner	70.0	85979.0
use of the partner	70.0	5.0
ogram's budget	0.7	0.059
SOPs	70.0	85979.0
of cases in which courts	70.0	5.0
detected by a K9 team	0.7	0.059

Narrative:
try data collection and meet INL/KM data
ing data for which the is the source, provided
ment
ation
s on where the project is compared to where it expected to be at
discussion of planned versus actual activities and planned versus
reated canine active in 13 countries (as of 2022). INL fields the largest
d K9 programs among Department of State bureaus. Both Diplomatic
Bureau of Counterterrorism (CT) also have long-running programs
explosive detection dogs both to protect high-threat U.S. diplomatic
verreux Protective Operations (PO) umbrella and assist partner
led Antiterrorism Assistance Program. However, these initiatives
dog in less than ten countries combined. Also, unlike INL programs,
property. The CT and DS bureaus partner to train detection dogs at the
ing and Operations Center (CTOC) (featured in this State Magazine
has not trained dogs for INL programs at the CTOC, though this may be
future collaboration.
is project is where it is. What has enabled its success? Where it
lanned or achieving the desired results, why not? Where prior
results and/or learning during this reporting period, note that.
K9 programs will most often focus on increasing the host
y to discover and disrupt the transit of illicit goods. Detection
often directly benefits the United States, to the degree it disrupts and
gs, guns, and other contraband destined for the U.S. border or other
rest, and degrades the operations of Transnational Criminal
Beyond detecting trafficking, INL is also increasingly focused on the
lect evidence and investigative leads that support successful
meant adding specially trained scent hounds, like bloodhounds, to the
sn canines INL procures and helps train, and broadening the type of
th canines to include investigative teams that may sit outside of the
der services. Lastly, explosive detection, which is of particular
where INL helps partners address the threat of terrorism, rounds out
ncies INL most often seeks to establish in a partner K9 program.
K9 programs will most often focus on increasing the host
y to discover and disrupt the transit of illicit goods. Detection

Above: Sample INL Performance Report generated based on DevResults reporting

5. File a Performance Report (continued)

Once you have the report in-hand, make sure that the implementer has filled in three areas of the report: two fields on the first page (**INL Point of Contact** and **Implementing Organization Point of Contact**) and the **Certification** section of the report.

The Certification section of the report must be filled out and signed. **You must reach out to the implementer to obtain their signature if this section is not filled out in full!**



INL PERFORMANCE REPORT
Performance Report for 2021 Oct-Dec
Generated: 2022-09-30

I. Project Information

Project Title: DEMO Project: K9 Units

Award Number: DEMO_K9_Project

Status: In Progress

INL Point of Contact: **Implementer: Please complete before submitting to INL.**

Primary Implementing Organization Name: INL/KM

Implementing Organization Point of Contact: **Implementer: Please complete before submitting to INL.**

Total Project Budget: No response provided.

Country/Countries of Project Implementation: United States & Canada / Canada

Start Date: 2017-01-01

End Date: 2021-12-31

II. Overall Summary

To what extent are project activities and deliverables on track or better?

All are on track or better

Explain chosen ranking:

All activities have been delivered timely and carried out successfully

To what extent are project goals and objectives on track or better?

About half are on track or better

Explain chosen ranking:

We are close to meeting our targets for the quarter

investigations, corrections, or border security depending on the specific focus.... [Response exceeded character limit]

7. Risks to project implementation that will be monitored over the next reporting period, and how likely they are to occur.

INL/KM sponsors, funds, and administers six ILEA academies, in partnership with host governments. The facilities are located in Accra, Ghana; Budapest, Hungary; Bangkok, Thailand; Gaborone, Botswana; and San Salvador, El Salvador; as well as a specialized ILEA for executives in Roswell, New Mexico. Participation in ILEA is meant to be complimentary to bilateral initiatives, and is particularly valuable in developing an alumni network that can provide both formal and informal information exchange and mentoring between INL partner countries.

While the current course catalog does not include a standing training course on K9 programs, targeted courses can be requested off-cycle, and priorities for future courses are established via an annual survey. Please contact INL-KM-CET-ILEA@state.gov to explore potential opportunities.

8. Other comments

4. Ensuring laws and regulations allow both the use of detection dogs, and the admissibility of the evidence they uncover in court: While there is compelling public safety, operational security (such as in the corrections context), and investigative benefit to establishing a K9 unit in addition to its utility in the judicial process in most contexts, an INL K9 project should support the full criminal justice continuum. In some countries, evidence obtained from a search initiated based on a "hit" from a detection dog that has not been certified by a national authority, or a dog under the direction of a handler who has not been certified by a national authority, is vulnerable to dismissal in court. The evidence can be deemed the product of an illegal search and seizure. To avoid this complication, clarify if the partner government has an accepted K9 certification process. If not, establishing an official standard (a process with which INL can assist) should be a primary objective in the K9 project's design.

V. Certification

Authorized Representative of Primary Implementing Organization: I certify to the best of my knowledge and believe that this report is correct and complete.

Name:

Title:

Signature:

Date:

Tip: You can easily find this section in the report by searching for "V. Certification" using CTRL+F

6. File a Performance Report (continued)

Finish filing the report by determining whether additional signatures are required. This depends on the project agreement type.

For Grants and Cooperative agreements only, there is a section at the bottom of the performance report for GORs to add their comments and sign (see right). If your project falls into this category, send the report to the GOR before it is submitted to GAPP. The report will serve as both the implementer's quarterly report *and* the GOR report.

For other types of agreements (i.e. contracts, IAAs, IO-LOAs), you can simply file the report according to INL procedures.

If you have questions about performance report filing procedures for your project(s), contact INL-KM-DDL@state.gov or reference this slide ([here](#)).

V. Certification

[Implementer: Please complete before submitting to INL]

Authorized Representative of Primary Implementing Organization: I certify to the best of my knowledge and believe that this report is correct and complete.

Name: |

Title:

Signature:

Date:

VI. Comments (INL to Complete)

[INL: Please complete before submitting to EX/GAPP]

GOR Name:

GOR Comments (Action items, unresolved issues, things to watch out for in the next quarter, pending amendments, etc.):

Program Officer Name (if applicable):

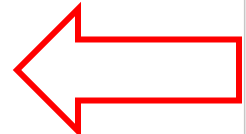
Program Officer Comments (if applicable):

Bilateral Program Officer/Program Specialist Name (if applicable):

Bilateral Program Officer/Program Specialist Comments (if applicable):

GOR Signature:

Date:



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 shows 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 is titled "Activity Map" and displays a world map. On the right side, a "Help" button (marked with a question mark icon) is highlighted with a red box. A dropdown menu is open from this button, listing various help resources: "MultiMatrix Basics for Partners", "Update Administrative Divisions", "Video Tutorial: Dashboards", "Visualizations: Choropleth and Graduated Sym...", "Visualizations: Pie Chart", and "Visualizations: Targets and Actuals Graph". Below these is a "Search knowledge base..." input field. The "Contact Helpdesk" option is highlighted with a red box. Other options in the menu include "My User Guide" and "Knowledge Base". At the bottom of the menu is a "What's New?" section with links to "Release Notes", "Index-ify all the choosers!", "Integrations? We can help.", and "See more on our blog". A red arrow points from the "Contact Helpdesk" option to the "Search knowledge base..." input field in the main content area.

U.S. Department of State
INL Monitoring Database

Quick search...

Help

- MultiMatrix Basics for Partners
- Update Administrative Divisions
- Video Tutorial: Dashboards
- Visualizations: Choropleth and Graduated Sym...
- Visualizations: Pie Chart
- Visualizations: Targets and Actuals Graph

Search knowledge base...

Contact Helpdesk

My User Guide

Knowledge Base

What's New?

- Release Notes
- Index-ify all the choosers!
- Integrations? We can help.
- See more on our blog

Quick search...

Search knowledge base...

DevResults

+ Add Tile