

INL DevResults User Guide: Review and Approve Narrative Responses (INL Users)

1. 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

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

2. 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?

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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.

3. 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.

4. 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.

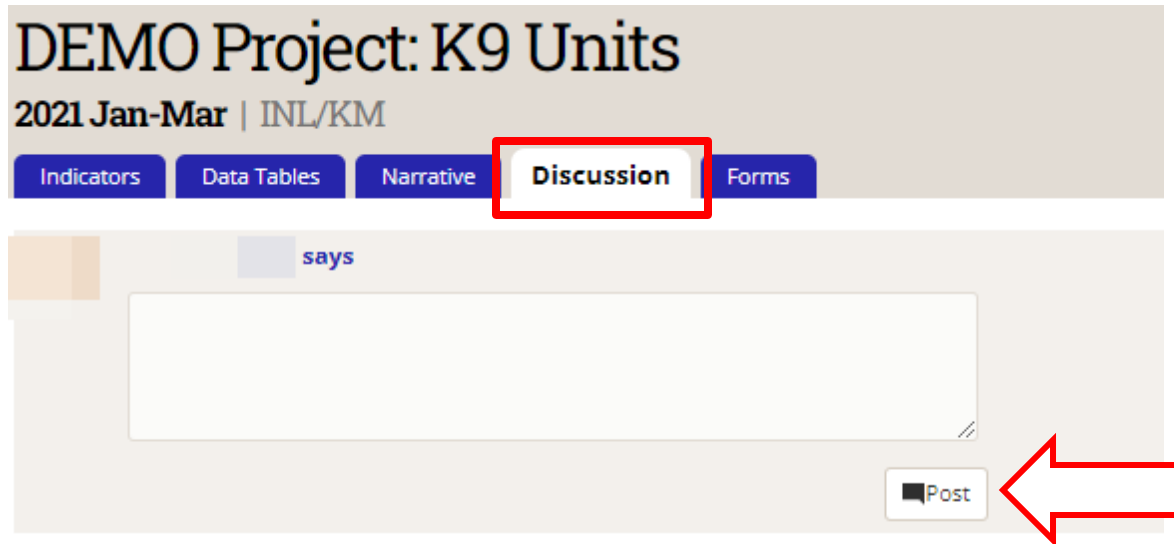
Recalculate logic checks

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	

5. *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 'DEMO Project: K9 Units' covering the period '2021 Jan-Mar' and '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 positioned below this. At the bottom right of the input field is a 'Post' button, which is also highlighted with a red rectangular box and a large red arrow pointing towards it from the right.