



INL DevResults User Guide: Requesting Changes to Project Indicators (Partner Users)

1. Navigate to Project

Find the project for which you want to request changes to indicators by looking under the “Your Projects” banner. Click the “Overview” button under the project name to access project details and documents.

 U.S. Department of State
INL Monitoring Database

 Help

Partner Dashboard

+ Add a dashboard

DEMO Project: K9 Units

Overview

Open Reporting Periods:

Q 2022 Oct-Dec

Overview

Open Reporting Periods:


FY 2022 Apr - 2022 Sep

FY 2022 Annual

CY 2022 Jul - Dec












CY 2022 Annual

Your Organization



Project Reporting

☒ Only show current & upcoming reporting periods

Project Code	Project Name	Reporting Period	Period Start Date	Period End Date	Submission Start Date	Submission End Date	Status	Locked?
KM.DDL.02	DEMO Project: K9 Units	Q 2022 Jul-Sep	1 Jul 2022	30 Sep 2022	1 Oct 2022	31 Jan 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2022 Oct-Dec	1 Oct 2022	31 Dec 2022	1 Jan 2023	31 Mar 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2023 Jan-Mar	1 Jan 2023	31 Mar 2023	1 Apr 2023	30 Jun 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2023 Apr-Jun	1 Apr 2023	30 Jun 2023	1 Jul 2023	30 Sep 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2023 Jul-Sep	1 Jul 2023	30 Sep 2023	1 Oct 2023	31 Dec 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2023 Oct-Dec	1 Oct 2023	31 Dec 2023	1 Jan 2024	31 Mar 2024	No Data	
KM.DDL.02	DEMO Project: K9 Units	Q 2024 Jan-Mar	1 Jan 2024	31 Mar 2024	1 Apr 2024	30 Jun 2024	No Data	
KM.DDL.02	DEMO Project: K9 Units	Q 2024 Apr-Jun	1 Apr 2024	30 Jun 2024	1 Jul 2024	30 Sep 2024	No Data	
KM.DDL.02	DEMO Project: K9 Units	Q 2024 Jul-Sep	1 Jul 2024	30 Sep 2024	1 Oct 2024	31 Dec 2024	No Data	
KM.DDL.02	DEMO Project: K9 Units	Q 2024 Oct-Dec	1 Oct 2024	31 Dec 2024	1 Jan 2025	31 Mar 2025	No Data	
KM.DDL.02	DEMO Project: K9 Units	Q 2025 Jan-Mar	1 Jan 2025	31 Mar 2025	1 Apr 2025	30 Jun 2025	No Data	

2. Select “Documents”

Next, navigate to your project’s **Documents** tab from the project page to view project documents.

The screenshot displays the DevResults interface for a project named "DEMO Project: K9 Units". The breadcrumb trail at the top reads "Home > Program Info > Projects > DEMO Project: K9 Units". The page title is "DEMO Project: K9 Units" with the subtitle "INL/KM". A navigation bar contains several tabs: "Overview", "Performance", "Budget", "Geography", "Checklists", "Forms", "Documents", "C", "Discussion", and "IATI". The "Documents" tab is highlighted with a red box, and a large red arrow points to it from the right. Below the navigation bar, the "Reference" section contains four input fields: "Name" (DEMO Project: K9 Units), "Short Name" (K9U), "Reference #" (SINLEC12AB1234), and "Code" (KM.DDL.02). The "Details" section contains three fields: "Status" (Closed), "Mechanism" (Grant), and "Dates" (1 Jan 2017 - 31 Dec 2021). The right sidebar is titled "Description" and contains three sections: "Project Summary" (a paragraph about K9s), "Goals" (a list of goals), and "Objectives" (a list of objectives). At the bottom right, there are two buttons: "Delete this project" and "Done".

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

DEMO Project: K9 Units

INL/KM

Overview Performance Budget Geography Checklists Forms Documents C Discussion IATI

Diagnosics History

Reference

Name DEMO Project: K9 Units

Short Name K9U

Reference # SINLEC12AB1234

Code KM.DDL.02

Details

Status Closed

Mechanism Grant

Dates 1 Jan 2017 - 31 Dec 2021

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.

Objectives

1. The partner government maintains kennels and canine transport to the standards specified in the INL SOPP for EUM, Section 7 and by NIST.
2. The host government keeps K9 units supplied with the INL standard equipment list needed for operational readiness delineated in the K9 project package

Created by Cassandra Stimpson (1 Aug 2022)

Delete this project Done

3. Download the Performance Indicator Reference Sheet (PIRS)

In the **Documents** tab, you will see a copy of your PIRS. To request changes to your project's indicators, start by downloading the PIRS. PIRS are titled “PIRS_[PROJECT SHORT NAME]_YYYYMMDD”, as shown below.

The screenshot displays the DevResults web application interface. At the top, a navigation bar includes tabs for Data, Program Info (selected), Tools, Administration, and Bookmarks. Below this, a breadcrumb trail shows the path: Home > Program Info > Projects > DEMO Project: K9 Units. The main heading is 'DEMO Project: K9 Units' with a sub-label 'INL/KM'. A secondary navigation bar contains tabs for Overview, Performance, Budget, Geography, Checklists, Forms, Documents (selected), Calendar, Photos, and Discussion. To the right of these tabs are links for Diagnostics and History. Below the navigation bar is an 'Upload Files' button and a list of actions: Move, Delete, New Folder, and Select All. The main content area shows a list of documents under the 'Documents' folder. Three documents are visible: 'Demo K9 SOW' (0 KB, DOCX), 'K9 Project Package - Final May 2022' (2583 KB, PDF), and 'PIRS_Demo - K9 Units_20230110' (38 KB, XLSX). A red arrow points to the 'PIRS_Demo - K9 Units_20230110' file, highlighting its 'Download' button. The footer of the page features the DevResults logo on the left and a green 'Done' button on the right.

4. Make Requested Edits in the PIRS

Highlight the cells you have edited in yellow for easy tracking. If you are not sure where to find the information you want to edit on the PIRS, see the next slide for more details regarding what is collected in each column of the PIRS spreadsheet.

PERFORMANCE INDICATOR REFERENCE SHEET										
Instructions: Goals, objectives, sub-objectives, and activities may have more than one indicator, or they may have none. Add or delete sections										
Indicator Information										
Design element from Change Map: State the Goal, Objective, Sub-Objective or Activity this indicator provides information about. Provide number if applicable.	Indicator Name	Indicator use what performance questions will this help you answer	Indicator definition Describe what data are to be collected, define all terms, be specific	Indicator data source(s)	Data collection methodology (exactly how data will be collected, recommend an attachment if detailed):	Geographic level for data reporting; Fill in details in "Geographic disaggregations" tab	Disaggregate category(ies) (all non-geographic groups by which the overall number should be broken down); Fill in details in "Non-Geo Disaggregations" tab	Reporting frequency (Quarter is standard)	Known (any or o	
Objective 1: The partner gov	DEMO % of canines in K9	unit with current certificat	Percentage of canines in t	Precinct records	Submitted by station quar	Specific locations (cities o	KM.DDL.Demo - Unit/Sub	Quarter	Dat	
Objective 1: The partner gov	DEMO U.S. dollar value of	detected illicit goods per	The dollar amount assigne	DEA records	DEA records	Specific locations (cities o	WHP.BEC - Goods Type	Quarter	Dat	
Objective 1: The partner gov	DEMO % of EUM inspections that identify a deficien	INL quarterly K9 unit asse	Precinct records	DEA records	Specific locations (cities o		Quarter	Dat		
Objective 1: The partner gov	DEMO % of planned K9 team deployments that occu	The partner government	Precinct records	Submitted by station quar	Specific locations (cities o		Quarter	Dat		
Objective 1: The partner gov	DEMO % of kennels that meet EUM standards upon	Calculated from the # of k	Submitted by station quar	Quarterly INL EUM inspec	Country		Quarter	Dat		
Objective 1: The partner gov	DEMO # of kennels inspected using EUM standards		Precinct records	Quarterly INL EUM inspec	Country		Quarter	Dat		
Objective 1: The partner gov	DEMO # of kennels that meet EUM standards upon	Number of kennels that n	Submitted by station quar	Quarterly INL EUM inspec	Country		Quarter	Dat		
Objective 1: The partner gov	DEMO % of K9 transport vehicles that have kennels	Quarterly INL EUM inspec	Precinct records	Submitted by station quar	Specific locations (cities o		Quarter	Dat		
Objective 2: The host govern	DEMO % of INL quarterly K9 unit assessment report	INL quarterly K9 unit asse	Precinct records	Submitted by station quar	Specific locations (cities o	KM.DDL.Demo - Unit/Sub	Quarter	Dat		
Objective 3: The partner gov	DEMO # of dogs certified	INL quarterly K9 unit Asse	Precinct records	Submitted by station quar	Specific locations (cities o		Quarter	Dat		

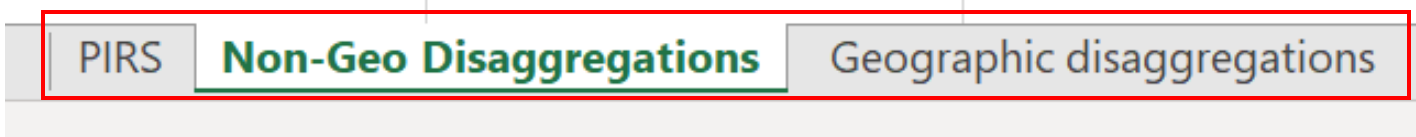
PIRS

Non-Geo Disaggregations

Geographic disaggregations

KM.DDL.02 - DEMO details on cer ...

NOTE: Ensure you update the PIRS tab, as well as the two tabs for disaggregations if applicable (discussed in more detail [here](#)):



5. PIRS Tab: Columns (Slide 1 of 3)

The following slides summarize the type of information collected in each column of the PIRS spreadsheet.

	A	B	C	D	E	F
1	PERFORMANCE					
2						
3	Instructions: Goals, objectives, sub-objectives, and activities may have more than one					
4						
5	Design element from Change Map: State the Goal, Objective, Sub-Objective or Activity this indicator provides information about. Provide number if applicable.	Indicator Name	Indicator use what performance questions will this help you answer	Indicator definition Describe what data are to be collected, define all terms, be specific	Indicator data source(s)	Data collection methodology (exactly how data will be collected, recommend an attachment if detailed):
6						
7	Objective 1: The partner gov	DEMO % of canines in K9	unit with current certificat	Percentage of canines in t	Precinct records	Submitted by station quar
16	Objective 3: The partner gov	DEMO # of dogs certified		INL quarterly K9 unit Ass	Precinct records	Submitted by station quar

- **Design element from Change Map (Column A):** Should mirror the statement of the associated goal, objective, sub-objective, or activity in the Change Map. If your project does not have a Change Map (or Activity Map), input the project activity or expected result the indicator is intended to monitor.
- **Indicator Name (Column B):** A short name used to refer to the indicator on documents or in conversation. May contain numbers.
- **Indicator Use (Column C):** A brief note about the purpose of collecting data for this indicator. In what way(s) will it contribute to your understanding of project performance?
- **Indicator Definition (Column D):** Describe what data are to be collected and define all potentially subjective terms in the indicator (e.g., what specifically counts as being “trained” or not for purposes of this indicator)
- **Indicator Data Source(s) (Column E):** Specify whether data will be a) newly created primary data; or b) derived from third-party sources. If data are derived from one or more third-party sources, specify the source(s).
- **Data Collection Methodology (Column F):** Explain in detail how data will be collected (or was collected, in the case of third-party sources), and by whom. If survey data, specify the question that will be asked, including response options.

6. PIRS Columns (Slide 2 of 3)

The next two columns of the PIRS collect information about geographic and non-geographic disaggregation categories. When editing these columns, ensure that you update the disaggregation tabs, as this is where details will be logged.

PERFORMANCE INDICATOR REFERENCE SHEET									
and activities may have more than one indicator, or they may have none. Add or delete sections and rows as appropriate to match the Change Map.									
Indicator Information									
	Data collection methodology (exactly how data will be collected, recommend an attachment if detailed):	Geographic level for data reporting; Fill in details in "Geographic Disaggregations" tab	Disaggregate category(ies) (all non-geographic groups by which the overall number should be broken down); Fill in details in "Non-Geo Disaggregations" tab	Reporting frequency (Quarter is standard)	Known data limitations (any missingness, biases, etc.)	Level of effort for collection	Target(s) (Options: 1) enter a specific target number for the project as a whole, with notes about whether or how to divide by reporting period; 2) enter approximate percentage changes if a baseline number is unknown; 3) note	Notes on reporting: when to start and stop, or note non-continuity	
6	Indicator data source(s)	Submitted by station quality assurance	Specific locations (cities or counties)	KM.DDL.Demo - County	Quarter				
7	Precinct records	Submitted by station quality assurance	Specific locations (cities or counties)	KM.DDL.Demo - County	Quarter				
16	Precinct records	Submitted by station quality assurance	Specific locations (cities or counties)	KM.DDL.Demo - County	Quarter				

Geographic Level for Data Reporting (Column G, PIRS tab): The geographic level at which your indicator results will be disaggregated (e.g., country). Use the dropdown menu to select geographic level, then edit or add new details in "Geographic disaggregations" tab (shown right).

	A	B	C	D	
	<p>For each geographic disaggregation selected in the PIRS tab, provide names of administrative divisions of the country, provide lat/long coordinates. Example provided for a project in the United States that reports on three ports in Louisiana and Texas; and at the city (location) level for the capitals of each state. (If you have more than one location, provide the coordinates for each location.) For illustrative purposes only. You should</p>				
1					
2	World Region	Country	Sub-national 1	Sub-national 2	Location
3		Canada			Canada
4					Canada
5					Canada
6					
7					
8					
18					
19					

PIRS Non-Geo Disaggregations **Geographic disaggregations** KM.DDL02 - DEMO details

Disaggregate Category(ies) (Column H, PIRS tab): All non-geographic groups by which the overall results should be broken down. Provide the disaggregate category(ies) for the indicator in this column of the PIRS tab, then fill in details in "Non-Geo Disaggregations" tab (shown right).

	A	B	C	D	E
	For each non-geographic disaggregation listed in the PIRS, provide the categories. Add columns as necessary, one for each disaggregation. The example below is for illustrative purposes only. You should overwrite it.				
1					
2	KM.DDL.Demo - Unit/Sut WHP.BEC - Goods Type	KM.DDL - Experience	GPP.DDR - Trainee Sector	AME.IR - Case Type	
3	Ministry of Interior (MOI) Antiquities	Previous UN deployment	Private Sector/Businesses	Drug	
4	Organized and Serious Cr Cash	Previous international d	Government (national/loc	SGBV	
5	Trafficking in Persons (TII) Drugs	No previous UN or inter	Civil Society/NGO	TIP	
6	Intelligence	Illegal wildlife or wildlife products	University	Robbery	
7	Witness protection	Legal goods brought in illegally to avoid tax	Law Enforcement	Murder	
8	Covert Operations	Persons	Education (primary/secondary)		
9	Financial crimes	Weapons	Medical/Health Sector		
10	Narcotics Unit	Other	Media/Communications		
11	Anticorruption		Community/Stakeholders		
12	Antiterrorism		Student/Youth		
13			Other		
14					
15	PIRS	Non-Geo Disaggregations	Geographic disaggregations	KM.DDL02 - DEMO details on cer ...	

7. PIRS Columns (Slide 3 of 3)

PERFORMANCE INDICATOR REFERENCE SHEET								
and activities may have more than one indicator, or they may have none. Add or delete sections and rows as appropriate to match the Change Map.								
Indicator Information								
	Data collection methodology (exactly how data will be collected, recommend an attachment if detailed):	Geographic level for data reporting; Fill in details in "Geographic disaggregations" tab	Disaggregate category(ies) (all non-geographic groups by which the overall number should be broken down); Fill in details in "Non-Geo Disaggregations" tab	Reporting frequency (Quarter is standard)	Known data limitations (any missingness, biases, or other problems):	Level of effort for collection and analysis	Target(s) (Options: 1) enter a specific target number for the project as a whole, with notes about whether or how to divide by reporting period; 2) enter approximate percentage changes if a baseline number is unknown; 3) note "TBD after monitoring begins")	Notes on reporting: when to start and stop, or note non-continuous reporting
6	Indicator data source(s)							
7	Precinct records	Submitted by station quarter	Specific locations (cities of KM.DDL.Demo - Unit/Sub Quarter		Data will not be inclusive of federal jurisdiction		20% for year 1; increase 5% per quarter for remainder of project	
16	Precinct records	Submitted by station quarter	Specific locations (cities of KM.DDL.Demo - Unit/Sub Quarter		Data will not be inclusive of federal jurisdiction		70%	

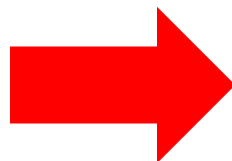
- **Reporting Frequency (Column I):** Quarter is standard. Use the drop-down menu in column cells to change the reporting frequency for an indicator.
- **Known data limitations (Column J):** Describe any known or anticipated problems with the data in terms of feasibility of collection, completeness, bias, etc. Describe how the problems might affect the conclusions drawn from the data, and opportunities to mitigate these problems.
- **Level of effort for collection and analysis (Column K):** Specify whether the level of effort needed to collect, organize, clean, and analyze the data will be a) High; b) Medium; or c) Low. Use the drop-down menu in column cells to set or change the level of effort for an indicator.
- **Target(s) (Column L):** Options for entering targets in this column: 1) enter a specific target number for the project as a whole, with notes about whether or how to divide by reporting period; 2) enter approximate percentage changes if a baseline number is unknown; 3) note "TBD after monitoring begins."
- **Notes on reporting (Column M):** When to start and stop reporting for the indicator, or note non-continuous reporting.

8. Save the Revised PIRS

When you are finished, save the revised PIRS to your computer, updating the date in the name of the document as shown in the example below. The date format is as follows: the first four digits are the year; the next two digits are the month; the last two digits are the day.

This is critical to indicate that the document has been refreshed.

Once you **Save**, you can close the document.



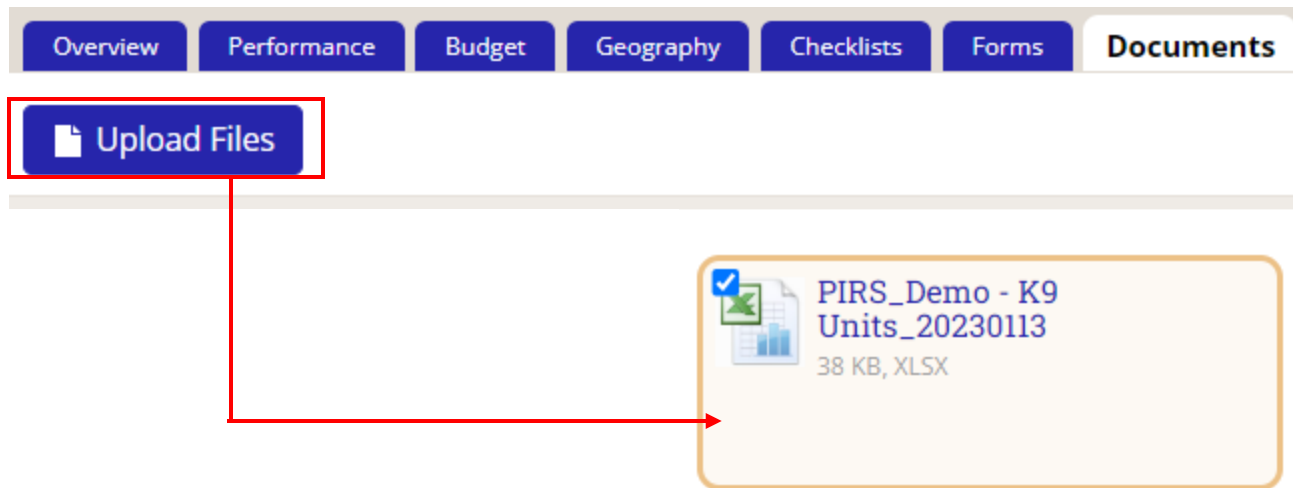
*Example Before Revisions: File
Name Dated 10 Jan 2023*

*Example After Revisions: New File
Name Dated 13 Jan 2023*

9. Upload the Revised PIRS

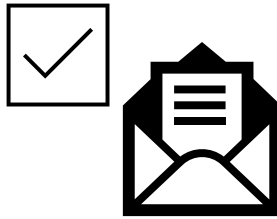
Next, upload the revised PIRS to the **Documents** tab, as shown below.

Once the upload is complete, notify your INL Project Manager via email, letting them know that an updated PIRS is ready for their review.



10. Notify the Rollout Team to Finalize System Updates

Once the INL PM's edits have been incorporated and the PIRS is approved, please email INL-DvR-Mailbox@state.gov, cc'ing your INL PM, to let the DevResults Rollout Team know the revised indicators have been approved and are ready to review and update in the system.



If you have more complex requests regarding your project indicators, such as how to structure the data that feeds into the indicators, etc., please request a meeting to discuss with the DevResults Rollout Team by reaching out to INL-DvR-Mailbox@state.gov