

National Institute of

Justice

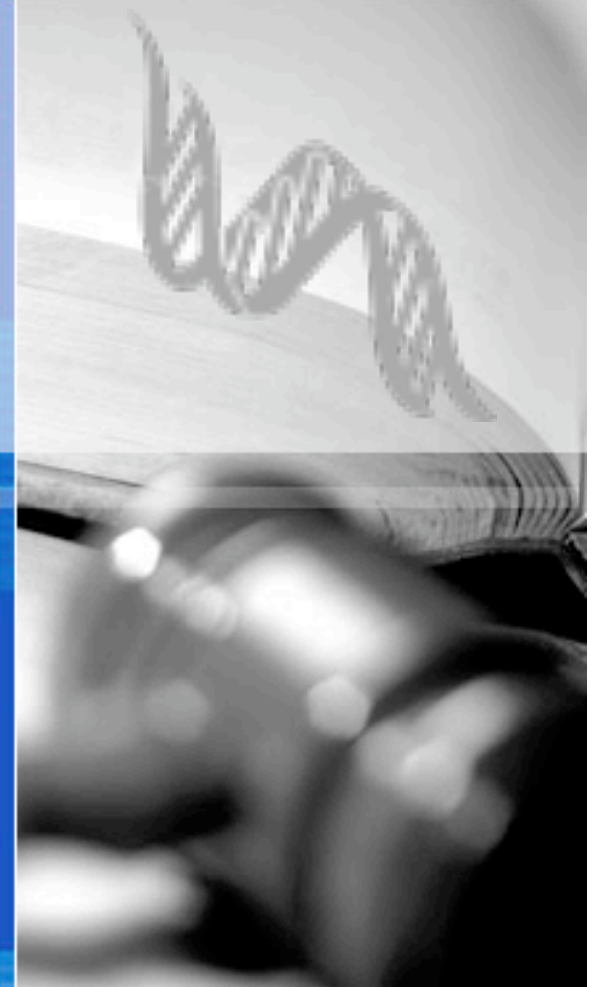


**Grant Management Summit**  
**October 25-26, 2010**

*NIJ*

# **Progress Reports, Performance Measures, and Narratives, Oh My**

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## The Forensic DNA Backlog Reduction Program

# What is a Progress Report?

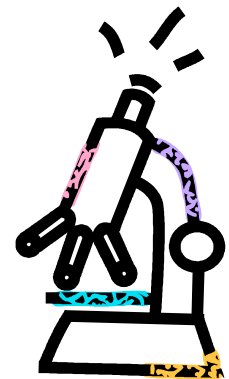
- Progress reports have two components:
  - Performance Measures, aka Metrics
  - Narratives

- Metrics are NUMBERS

12345  
678910

- Narratives are WORDS

A B C





## The Forensic DNA Backlog Reduction Program

# What is a Progress Report?

- Progress reports are submitted semi-annually:
  - **January** (encompasses the July-December period the year before)
  - **July** (encompasses the January-June period of the same year)
- 30 days to submit the report
- GMS
- Info goes into GMS modules *[plus the provided template, if using]*



## The Forensic DNA Backlog Reduction Program

# What is a Narrative?

- Written statement
- Lists goals set in the application
  - *Include new goals set in approved GANs*
- Reports progress made on each goal





## The Forensic DNA Backlog Reduction Program

# What is a GOOD Narrative?

- Written statement
- Lists goals set in the application
  - *Include new goals set in approved GANs*
- Details progress made on each goal
  - *Details progress made in each reporting period by adding on to previous narratives*
- Includes details on why progress is slow
- Includes discussions as to why performance metrics are declining or improving



## The Forensic DNA Backlog Reduction Program

# What are Performance Metrics?

- Numbers
- Capacity Metrics (*turnaround time and samples/analyst/month*)
  - *Representation of Forensic Biology/DNA Unit as a whole*
- Casework Metrics (*backlog, cases worked, profiles uploaded, CODIS hits*)
  - *Representative of work performed under a specific award*



## The Forensic DNA Backlog Reduction Program

# What are **GOOD** Performance Metrics?

- Numbers
  - **NOT** a range
  - One number for each question
  - Beginning metrics **DO NOT CHANGE** without a stated reason
    - Reason goes in the *narrative*





## The Forensic DNA Backlog Reduction Program

# What are **GOOD** Performance Metrics?

- Capacity Metrics (*turnaround time and samples/analyst/month*)
  - **ACCURATE** Representation of Forensic Biology/  
DNA Unit as a whole
- Casework Metrics (*backlog, cases worked, profiles uploaded, CODIS hits*)
  - **ACCURATE** Representation of work performed under a specific award **ONLY**





## The Forensic DNA Backlog Reduction Program

# What are **GOOD** Capacity Metrics?

- Turnaround Time
  - *NOT a range*
  - *Preferably in days*
- Samples analyzed per analyst per month
  - *NOT a range*
  - *If it is an estimate, note it*
- Capacity metrics represent the *entire* biology/  
DNA section
- **Capacity metrics should always be given, even if funding isn't being used yet**



The Forensic DNA Backlog Reduction Program

## What are GOOD Casework Metrics?

- Backlog
  - **ONE** number
- Cases analyzed
  - **ONLY CASES WORKED UNDER THIS SPECIFIC AWARD**
  - **ONLY** cases worked on grant-funded **OVERTIME**, with grant-funded **SUPPLIES**, **OR** grant-funded **OUTSOURCING**
  - **NOT CASES WORKED WITH GRANT-FUNDED PERSONNEL**



The Forensic DNA Backlog Reduction Program

## What are GOOD Casework Metrics?

- Profiles uploaded to CODIS
  - **ONLY PROFILES GENERATED FROM CASES WORKED UNDER THIS AWARD** (*grant-funded overtime, grant-funded supplies, or grant-funded outsourcing*)
- CODIS hits
  - **ONLY HITS GENERATED FROM THE CASES WORKED/PROFILES UPLOADED UNDER THIS AWARD** (*see above*)



The Forensic DNA Backlog Reduction Program

## Work With Us Here...

Work with me and your PM to find a solution for tricky metric calculations.

Most importantly...

***BE CONSISTENT!!!***



## The Forensic DNA Backlog Reduction Program

# Final Reports





## The Forensic DNA Backlog Reduction Program

# What is a Final Report?

- Final Progress Report includes:
  - Narrative
  - Cumulative Performance Metrics
- Due *within* 90 days of project period end





## The Forensic DNA Backlog Reduction Program

# What is a GOOD Final Report?

- Narrative
  - *Includes ALL goals set in the application and GANs*
  - *Details ALL progress made throughout the entire project period*
  - *Includes a discussion of the project, especially when goals are not met*
- Performance Metrics
  - *Beginning and Ending metrics*
  - *Cumulative numbers for casework metrics in the GMS performance metrics module*



The Forensic DNA Backlog Reduction Program

## What is a **GOOD** Final Report?

- Submitted earlier than the 89<sup>th</sup> day after project period end

**A Good Final Report is an accurate representation of the whole award and should be able to stand alone as an assessment of the award.**





## The Forensic DNA Backlog Reduction Program

# New Performance Metric

FY09 and FY10

OPTIONAL: During this reporting period, what was the number of cases completed, profiles uploaded to CODIS, and CODIS hits obtained resulting from work by analysts funded under this award (only include cases, profiles, and hits not counted above)?

*This metric is meant to include all cases, profiles, and hits you feel are impacted by analysts funded under this specific award that are NOT included in the regular casework metric questions.*



## The Forensic DNA Backlog Reduction Program

# Change request questions?

Simple!



You picking up the phone or sending an email

Us



## The Forensic DNA Backlog Reduction Program

# Why do we care?

- Progress reports are essential
- How grants are progressing
- “Valuable” and “Reportable” data
  - Congress likes to have numbers
  - We like to make Congress happy





## The Forensic DNA Backlog Reduction Program

# Vicious Circle



Giving a trout a bike



it's a fish-ous cycle.



# The Forensic DNA Backlog Reduction Program

## Vicious Circle



<http://www.thefunnyblog.org/wp-content/uploads/2010/06/funny-swimming-shark-bear-thefunnyblog.jpeg>

www.thefunnyblog.org



## The Forensic DNA Backlog Reduction Program

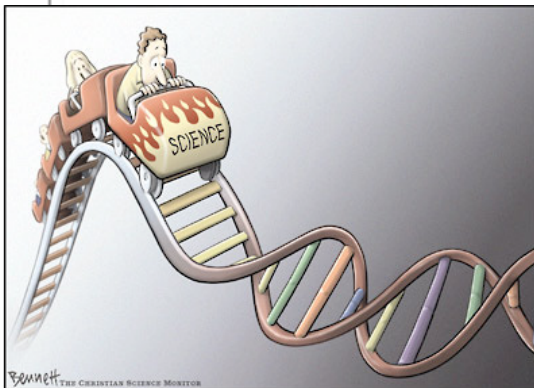
# Why collect all of this?

- Able to generate statistics for program analysis
  - % labs that decreased turnaround time
  - % labs that increased throughput
  - % labs that decreased backlog
  - # of cases worked
  - # of forensic profiles uploaded to CODIS
  - # CODIS hits

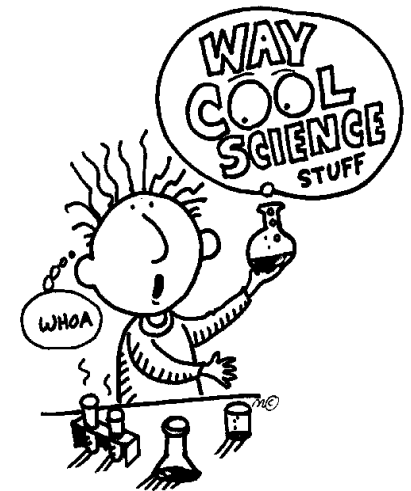


The Forensic DNA Backlog Reduction Program  
**Program Impact**

# Successes!



[http://www.biojobblog.com/ride\(1\).jpg](http://www.biojobblog.com/ride(1).jpg)





## The Forensic DNA Backlog Reduction Program Program Successes

FY05

71 Awards

- Casework
  - Funded **19,369** cases
  - Analyzed **21,154** cases
  - Uploaded **13,896** profiles
  - Recorded **3,390** CODIS hits
  - 67% of labs met or exceeded their goal for cases analyzed
  - 37% of labs saw a decrease in backlog
  - 24% hit rate!







## The Forensic DNA Backlog Reduction Program Program Successes

FY05

104 Awards

- Capacity
  - 69% of labs increased productivity (samples/analyst/month)
  - Average change in productivity was a 50% increase!
  - 55% of labs decreased their turn-around-time



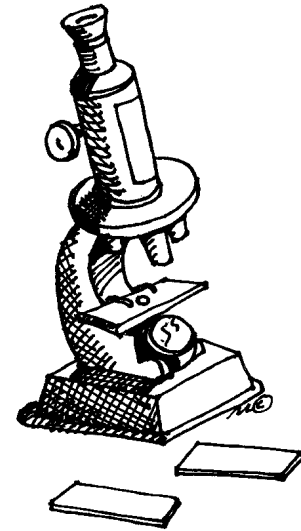


## The Forensic DNA Backlog Reduction Program Program Successes

FY06

87 Awards

- Casework
  - Funded **16,057** cases
  - Analyzed **32,702** cases
  - Uploaded **23,349** profiles
  - Recorded **7,917** CODIS hits
  - 74% of labs met or exceeded their goal for cases analyzed
  - 47% of labs saw a decrease in backlog
  - 34% hit rate!





## The Forensic DNA Backlog Reduction Program Program Successes

FY06

106 Awards

- Capacity
  - 59% of labs increased productivity (samples/analyst/month)
  - Average change in productivity was a 33% increase
  - 54% of labs decreased their turn-around-time





## The Forensic DNA Backlog Reduction Program Program Successes

FY07

105 Awards

- Casework
  - Funded **9,278** cases
  - Analyzed **31,449** cases to date\*
  - Uploaded **19,537** profiles
  - Recorded **6,495** CODIS hits
  - 42% of labs saw a decrease in backlog
  - 33% hit rate!



\*Performance Metrics did not include “Cases Analyzed”

88% w/final reports

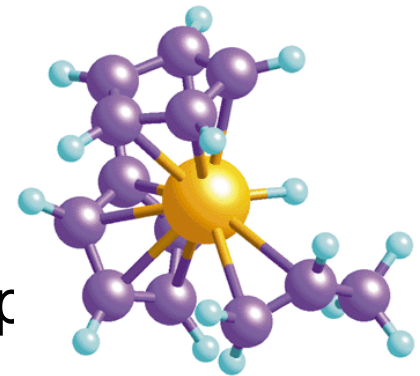


## The Forensic DNA Backlog Reduction Program Program Successes

FY07

105 Awards

- Capacity
  - 65% of labs increased productivity (samples/month)
  - Average change in productivity was a 60% increase
  - 51% of labs decreased their turn-around-time
  - 42% of labs met their goal in decreasing the turn-around-time
  - 37% of labs met their goal in increasing productivity



87% w/final reports



## The Forensic DNA Backlog Reduction Program Program Successes

FY08

102 Awards

- Casework
  - Funded **30,350** cases
  - Analyzed **49,987** cases to date\*
  - Uploaded **21,860** profiles
  - Recorded **7,565** CODIS hits
  - 35% hit rate!



\*Performance Metrics did not include “Cases Analyzed”

50% w/final reports



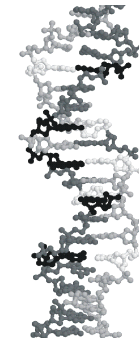
## The Forensic DNA Backlog Reduction Program

# Program Successes

FY08

102 Awards

- Capacity
  - 67% of labs increased productivity (san month)
  - 43% of labs decreased their turn-around-time
  - 33% of labs met their goal in decreasing the turn-around-time
  - 30% of labs met their goal in increasing productivity





## The Forensic DNA Backlog Reduction Program Program Successes

FY09 so far...

110 Awards

- Casework
  - Funded **31,305** cases
  - Analyzed **11,504** cases to date
  - Uploaded **5,194** profiles
  - Recorded **1,886** CODIS hits
  - 36% hit rate!





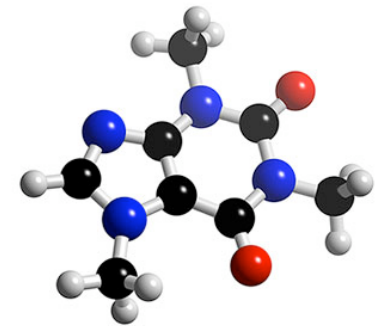


## The Forensic DNA Backlog Reduction Program

# Program Successes

FY05 – FY09

- Funded **106,359** cases
- Analyzed **118,097** cases to date\*
- Uploaded **71,381** profiles
- Recorded **22,479** CODIS hits
- 31% hit rate!



\*Not all performance metrics included “Cases Analyzed”

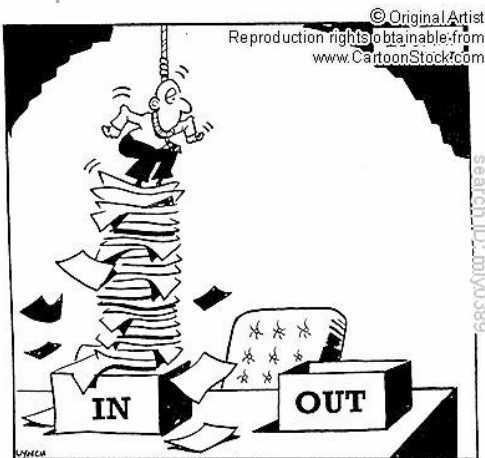


## The Forensic DNA Backlog Reduction Program

# Program Successes

FY05 – FY09

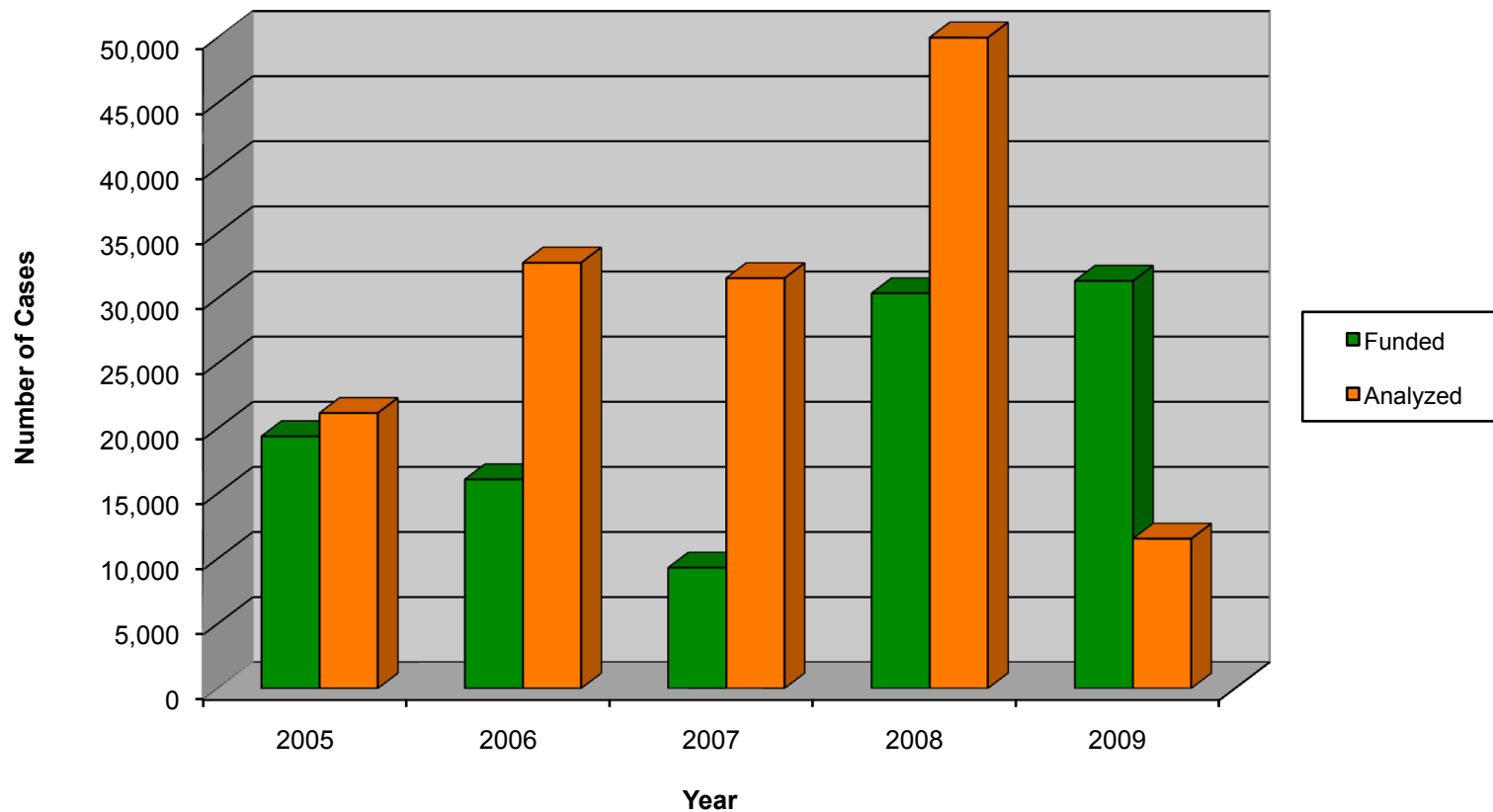
- 65% increased productivity
- 52% decreased turnaround time
- 45% decreased backlog





## The Forensic DNA Backlog Reduction Program Visual Results

Cases Worked Under the  
DNA Backlog Reduction Program





The Forensic DNA Backlog Reduction Program

# Program Future

FY10

- 115 awards
- Funding 32,400 cases





The Convicted Offender DNA Backlog Reduction Program  
**Program Impact**

CONVICTED OFFENDER!





## The Convicted Offender DNA Backlog Reduction Program

# Program Successes

FY05

**Funded: 208,842**

**Analyzed: 336,016**

**Uploaded: 328,454**

**Hits: 2,900**

**161% of the goal  
analyzed!!!**



**13 awards, 100% w/final reports**



## The Convicted Offender DNA Backlog Reduction Program

# Program Successes

FY06

**Funded: 292,128**

**Analyzed: 342,894**

**Uploaded: 411,149**

**Hits: 2,984**

**118% of the goal  
analyzed!**



**16 awards, 100% w/final reports**



## The Convicted Offender DNA Backlog Reduction Program

# Program Successes

FY07

**Funded: 145,219**

**Data Review: 47,600**

**Analyzed: 169,316**

**Uploaded: 201,058**

**Hits: 2,231**

**117% of the goal  
analyzed so far**



**15 awards, 93% w/final reports**





## The Convicted Offender DNA Backlog Reduction Program

# Program Successes

FY08

**Funded: 169,757**

**Data Review: 15,092**

**Analyzed: 210,204**

**Uploaded: 191,363**

**Hits: 3,349**

**124% of the goal  
analyzed so far**



**15 awards, 53% w/final reports**



## The Convicted Offender DNA Backlog Reduction Program

# Program Successes

FY09

**Funded: 357,366**

**Data Review: 6,500**

**Analyzed: 44,414**

**Uploaded: 37,356**

**Hits: 248**

**12% of the goal  
analyzed so far**

**22 awards, 0% w/final reports**





## The Convicted Offender DNA Backlog Reduction Program

# Program Successes

FY05 - FY09

- ❖ Funded for analysis – 1,173,312 samples
- ❖ Funded for data review – 47,938 profiles
- ❖ Analyzed – 1,102,844
- ❖ Uploaded – 1,169,380
- ❖ Hits – 11,692



**94% of the goal analyzed to date**

**For every \$2,746 of federal money spent,  
there was one CODIS hit reported**





## The Convicted Offender DNA Backlog Reduction Program And...The Outsourcing Program

Outsourcing program, total number of  
CODIS hits: **6,994**

+

In-House program, total number of  
CODIS hits: **11,692**

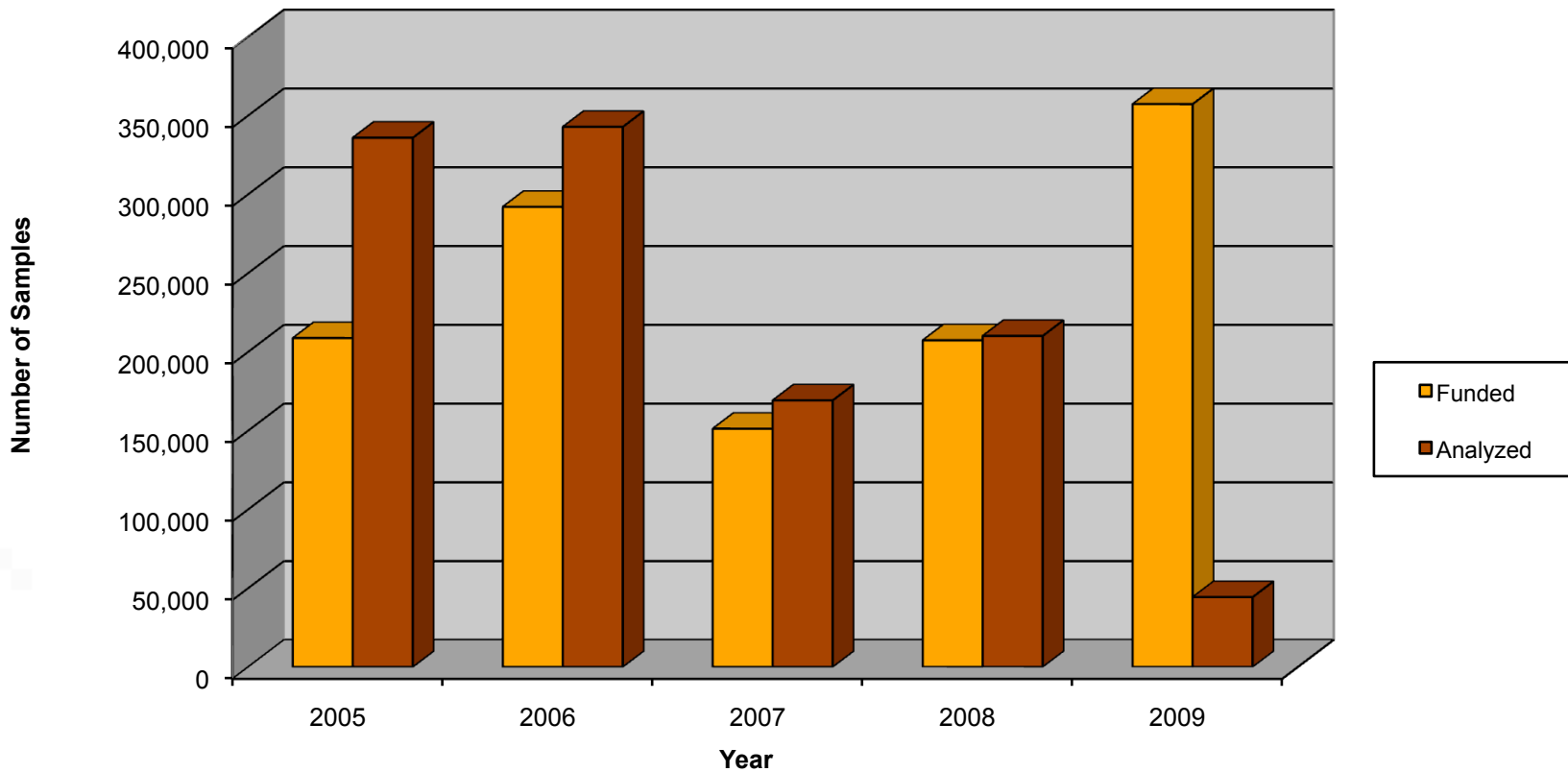
**C.O. Program at NIJ, total  
number of CODIS hits: 18,686**





# The Convicted Offender DNA Backlog Reduction Program Program Results

Samples Analyzed Under the  
CO/Arrestee DNA Backlog Reduction Program





The Convicted Offender DNA Backlog Reduction Program

## Program Future

FY10

- **20 awards**
- **Funded samples: 156,764**
- **Average cost per sample: \$27.74**





The DNA Backlog Reduction Program  
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The DNA Backlog Reduction Program

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