



Internal Development Information Solution (DIS) Data Use Policy

A Mandatory Reference for ADS Chapter 201

New Edition Date: 03/20/2024
Responsible Office: PLR/LER
File Name: 201mbd_032024

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I. PURPOSE

The purpose of this Mandatory Reference is to provide guidelines for the use of Development Information Solution (DIS) data within USAID to ensure that data are properly identified, appropriately used, and appropriately managed. This policy enables responsible internal data use by laying the foundation to allow viewing and downloading access to specific data within DIS to all USAID workforce DIS users. This policy pertains to internal USAID use of DIS data only.

This Mandatory Reference applies to all members of the USAID workforce who are DIS users and DIS data users, including all applicable direct hire and contractor staff, and individuals with personal services contracts (PSCs).

II. BACKGROUND

USAID manages a global portfolio at multiple levels: global, regional, country, and activity. DIS is USAID's web-based, Agency-wide portfolio management system. DIS provides a single location to report, approve, and track programmatic data across USAID, and ensures USAID can collect high-quality data to use for reporting, highlighting progress, and telling the story of the Agency's programming. As captured in the charter for the DIS program, DIS should benefit USAID Operating Units (OUs) by helping them:

- Aggregate development program results across OUs,
- Provide a corporate view across USAID portfolios, and
- Improve evidence-based decision-making and use data for improved strategic planning¹.

In order for DIS to provide those benefits for the Agency, more USAID users must have access to DIS data to support strategic and programming decisions, to share knowledge across sectors and geographies, and to support information and internal reporting demands of various stakeholders. DIS data can support USAID's management of global mechanisms, initiatives, knowledge management and learning needs within a sector or region, and responses to information requests. Consistent with [ADS 201.3.5.7](#), high quality data are required for evidence-based decision making.

III. DATA AVAILABLE FOR INTERNAL USE

This policy covers DIS data that are qualitative and quantitative information regarding activities and performance that are not otherwise identified as sensitive or have restrictions

¹ Development Information Solution Program Charter, USAID Bureau for Management, version number 0.8 signed September 17, 2018, [DIS Program Charter 2018 Signed.pdf](#)

on use/distribution, and that are submitted and stored within the DIS system.

Once an Implementing Partner (IP) submits performance and activity data and the Contracting/Agreement Officer's Representative (COR/AOR) or Activity Manager approves the data in DIS, absent a restriction on use, those data are available for USAID DIS users to view and download for internal use.

- "Performance and activity data" includes performance indicator data, performance and other narratives, descriptions of activities, implementing partners/vendor names, location-geospatial information system-data, and associated metadata for any of the above.
- "Internal use" refers to USAID DIS users' access to view and download DIS data and the production of analytical products on the basis of that data by and for USAID staff.

Initiative owners can use data in the system regardless of COR/AOR or Activity Manager approval status. With the exception of initiative owners for their specific initiatives, this policy excludes two types of DIS data from being viewed by DIS users:

1. Data related to activity planning is linked to procurement sensitivity and therefore excluded.
2. Non-USAID Reporting Organizations (ROs) - Data reported by non-USAID ROs are governed by specific Standard Operating Procedures (SOPs), Memoranda of Understanding (MOU), or data sharing agreements. This policy does not cover that data.

Where data licensing or sharing agreements may be a consideration, relevant data may be excluded on an individual basis (see [ADS 579.3.1](#) for Data Management Planning considerations).

IV. SPECIAL PROCEDURES FOR EXTERNAL USE OF DIS DATA

This policy does not apply to cases where DIS data is being extracted to report to external entities or respond to taskers that originate outside of USAID. All data used for external audiences must go through specified clearance and data quality procedures including those in the State/F FACTS [Info Data Use Policy](#) if the data relate to the Performance Plan and Report (PPR), and require a Data Quality Assessment (DQA) (see [ADS 201.3.5.7](#)) as well as clearance procedures required by Bureaus charged with external reporting.

V. PROCEDURES FOR USING DATA

All DIS users must adhere to the DIS User Agreement that they agree to when first

accessing DIS. Failure to abide by the processes delineated in this Mandatory Reference may result in a revocation of the user's DIS account and may result in disciplinary or adverse action as well as civil and/or criminal legal penalties.

Questions/Requests for Assistance: DIS users should contact **cio-helpdesk@usaid.gov** for assistance/questions about procedures for accessing DIS data.

With the exception of initiative owners for their specific initiatives or indicator owners for their standard indicators, DIS users must follow these procedures before sharing DIS data with internal audiences:

1. In all cases, the DIS data user must first ensure that performance data is marked as COR/AOR or Activity Manager-approved in the system, where relevant, prior to using it.
2. The DIS data user should conduct an initial review to determine that the data pulled is appropriate for the situation/request. To aid in this review, the DIS data user should consult with relevant stakeholders in the Bureau/Independent Office (B/IO) from which the data originate (in particular for initiative owners). Some B/IOs have a learning and analytics division that must complete a quality review for data analyses; other B/IOs have Monitoring, Evaluation, and Learning (MEL) points of contact, data analysts, or data stewards who can review the soundness of an analytical product. In some cases, the Bureau for Management, Office of the Chief Information Officer's (M/CIO's) Data Services may be able to support a quality review. B/IO Program Offices can provide additional direction to DIS data users. This is an informal review that could take the form of an email to relevant stakeholders and not a formal clearance process with required documentation.
3. The DIS data user should, when responding to internal taskers (i.e., taskers for which the ultimate use is inside USAID only), share the analytical product (charts, graphs, summary narratives, etc.) with relevant country desk officers or relevant Washington Bureau Program Offices for their information or review as needed. This is a review and not a clearance process.
4. The DIS data user must label and mark any analytical products as noted in this Mandatory Reference.

All staff must protect personally identifiable information (PII) against anticipated threats or hazards that could result in substantial harm, embarrassment, inconvenience, or unfairness either to an individual or to USAID. [ADS 508, The USAID Privacy Policy](#) describes the organization, functions, policies, and procedures of the USAID privacy program, and is the authoritative guide for the handling and marking of PII. All staff must adhere to ADS 508 requirements when handling data containing PII. In addition to

appropriately labeling products produced from DIS data, staff must circulate, file, store, and/or discard/destroy those documents in accordance with [USAID-approved disposition schedules](#).

VI. DATA IDENTIFICATION AND MARKING

All DIS users must ensure that reports and products based on data from DIS are clearly labeled with the appropriate source and sensitivity markings as described below.

a. Source

DIS users downloading data to generate products (reports, spreadsheets, documents, etc.) must label the products with source information (e.g. DIS performance data from X OU). Users must retain these labels, as appropriate, on the products and/or add these labels to relevant documents when sharing them.

b. Sensitivity Markings

DIS users must clearly label all reports and documents with any sensitivity concerns, such as whether data was marked as Sensitive But Unclassified (SBU) in DIS. This Mandatory Reference pertains to internal data use only. For guidance on external reporting of performance indicators and completing required DQAs, refer to [ADS 201.3.5.7](#). In addition to concerns regarding sensitivity, DIS data users must account for the potential for misinterpretation of data (e.g., any dashboard or summary charts/tables produced may need a disclaimer about data or explanation of data limitations).

VII. UNITED STATES GOVERNMENT (USG) INITIATIVE PERFORMANCE DATA

In cases where DIS is the management information system of record for USG initiatives (such as for Feed the Future), special procedures may apply for using data related to those initiatives. Data from non-USAID Reporting Organizations (such as USDA, CDC, etc. for interagency initiatives) are excluded from this policy and are not viewable to DIS users who are not initiative owners. If a DIS user wants to obtain data from non-USAID organizations implementing USG initiatives, users must request the SOPs or guidance for clearance processes that govern the use of those data from the program offices in the responsible Bureaus.

VIII. REQUESTS FROM THE GOVERNMENT ACCOUNTABILITY OFFICE (GAO) AND OFFICE OF INSPECTOR GENERAL (OIG)

If the GAO requests DIS data, USAID may release DIS data to the GAO as described below. The procedures noted in sections IV and V still apply.

USAID's Bureau for Management, Office of the Chief Financial Officer, Audit

Performance and Compliance Division (M/CFO/APC) is responsible for conducting liaison activities with the GAO related to coordinating USAID responses to GAO reports, closing audit recommendations, and scheduling entrance and exit conferences. All requests for information related to these activities must come through M/CFO/APC (gaomailbox@usaid.gov).

Upon the request of any USAID oversight body as described in [ADS 590.1](#), M/CIO's DIS team must provide that USAID oversight body with access to information contained within the system to perform their oversight responsibilities. The relevant USAID Point of Contact (POC) (whether in a Regional or Pillar Bureau or Mission) should, unless directed otherwise by OIG, be included on all communication about GAO and OIG requests for information (see [ADS 590](#)).

IX. TRAINING

USAID DIS users should obtain training to familiarize themselves with the system prior to using data. Users can access recorded training videos and register for upcoming training sessions [here](#).

X. GLOSSARY OF TERMS

DIS Activity Data

Activity description data, including name of activity and implementing partner, and location data (note: activity planning data is excluded from this Mandatory Reference).

DIS Data

For the purposes of this Mandatory Reference, data are both quantitative and qualitative and comprise performance data, activity data, and other narratives in DIS modules.

DIS Data User

A member of the USAID workforce with a DIS account who is using DIS data that originates from outside their own operating unit.

DIS Performance Data

Indicator data and qualitative narrative data that are associated with activity performance or results.

DIS Qualitative Narrative Data

This can include qualitative narratives of activity performance, key issues, success stories, operational narratives, etc.

Initiative Owner

The USAID entity most directly responsible for oversight and reporting on an initiative.

Initiative

An initiative is a set of priorities established by an authority (such as Congress, the White House, USAID Administrator, or Mission Director) relating to technical or operational area(s) of interest (e.g. food security, water, climate change, gender, malaria, localization, etc.) to which those in USAID (and perhaps other agencies) who are implementing the technical area(s) of interest must demonstrate responsiveness (by tracking progress and providing qualitative and quantitative reporting), and which may or may not officially be labeled as 'initiative'. One or more OUs may be involved in an initiative.

Internal Data Use

Refers to view and download access of DIS data by USAID DIS users and the production of analytical products on the basis of that data by and for USAID staff.

Non-USAID Reporting Organizations (ROs)

Other United States Government agencies that partner with USAID to deliver activities and/or programs and use DIS for reporting purposes.

Other United States Government Agencies

United States Government agencies that partner with USAID to deliver or coordinate activities and/or programs. These agencies include the Department of State, Department of Defense, Department of Commerce, Department of Labor, Department of Health and Human Services, Department of Agriculture, Department of the Treasury, the Global Agriculture and Food Security Program, the Inter-American Foundation, the International Fund for Agricultural Development, the Millennium Challenge Corporation, the U.S. African Development Foundation, and the Peace Corps.

USAID DIS Users

A member of the USAID workforce with a [usaid.gov](https://www.usaid.gov) account who has access to DIS.

201mbd_032024