Development Information Solution (DIS)
Frequently Asked Questions from Implementing Partners

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1. What is DIS?

DIS is a web-based Agency-wide portfolio management system designed to capture one cohesive development story. DIS helps standardize data collection and reporting processes, while facilitating information-sharing across USAID. Once fully deployed, DIS will meet the need for high quality, real-time data by integrating program funding, award information, and development results in one single platform to inform evidence-based decision-making. For implementing partners, DIS will enable smoother reporting across activities and geographies, where applicable.

2. What can implementing partners do in DIS?

Implementing partners can access the DIS Partner Portal, which allows them to report activity indicator results into DIS for review and approval by their Agreement Officer's Representative (AOR) or Contracting Officer's Representative (COR). Implementing partners are also able to generate reports in the Partner Portal on their activities. Through the Partner Portal, implementing partners can also access the Development Experience Clearinghouse (DEC) and the Development Data Library (DDL) to upload documents.

Partners can complete the following tasks in DIS:

- Monitor baselines and targets for their activities (assigned by AORs/CORs)
- View data associated with their activities
- Submit Indicator results during the open reporting period (directly on the DIS interface or as an Excel template upload)
- Leave comments and explanations regarding performance results
- Submit photos or documents in support of activities
- Receive system-generated approvals from AOR/CORs
- Run reports for their activities
- Assign geographic locations for activities

3. Who should have access to DIS?

Access to DIS depends on each implementing partner's internal reporting processes in support of USAID activities. Implementing partners may request access for multiple users from their AOR/COR. For example, an implementing partner may choose to have one person enter data and another person review the data to ensure accuracy -- both would require system access. However, all approved implementing partner users have the ability to submit their activity data.

Implementing partner staff that manage multiple USAID-funded activities need to complete a separate DIS user access form for each activity in order to view and enter data in the Partner Portal.

4. How do implementing partners log in to DIS?

Please coordinate with your COR/AOR before requesting access to DIS. Implementing Partners must have a valid Login.gov account to access the Partner Portal (visit https://dis.usaid.gov and click the login option on the right side of the landing page after clicking "Enter"). The process to create a Login.gov account is also covered in training materials for implementing partners. Please see the video *How to Access the DIS Partner Portal* for more information.

IPs can download the DIS Access Request Form from this location and submit to their COR/AOR when prompted.

Note: Implementing partners may see a notice on the DIS Access Request or login pages which states that only USAID staff with usaid.gov email addresses from select Missions are authorized to use the application at this time. This is an incorrect statement. Implementing partners may use DIS with a valid email address that has been registered with Login.gov.

5. What data inputs should implementing partners provide in DIS?

Implementing partners should work with their AOR/COR to determine what data and documents should be uploaded to DIS. These may include any relevant activity-level documents containing monitoring information. There are no size restrictions for a single upload or for the number of documents that may be uploaded to an activity.

In addition to reporting narratives monitoring information, uploads may include:

- Photos
  - Photo consent forms may be uploaded separately
- Field visit reports
- Other relevant progress reports related to the current reporting period

6. Can implementing partners enter results offline?

Yes, implementing partners can download an indicator results template for an open reporting period as an Excel spreadsheet from the DIS Partner Portal. They can also request the template from their AOR/COR via email, populate it offline, then upload it in the DIS Partner Portal or send it as an email attachment to the AOR/COR.

7. Are other users from the same implementing partner organization notified by DIS when I submit results?

No. When one implementing partner user from an organization enters results and submits a report, the other implementing partner users from the same organization do not receive a notification. However, each user can log into DIS and see what information has been submitted. The USAID AOR/COR receives a notification of the submission so they can approve or reject the results.

8. Can implementing partners bulk upload indicator results?

Yes. The process to bulk upload results is the same as entering results offline: implementing partners can download an indicator results template as an Excel spreadsheet from the Partner

Portal, or request the template from their AOR/COR. The implementing partners then populate and upload the template in the Partner Portal or send it as an email attachment to their AOR/COR.

9. Will DIS allow implementing partners to submit activity indicator results after the reporting period closes?

Yes, but to do so the AOR/COR for an activity must reopen the reporting period, so it is best to submit data and documents within the 30-day reporting period, which begins when the AOR/COR opens an activity for reporting.

10. Can implementing partners select specific reporting periods and generate reports for relevant indicators?

Yes, implementing partners can use either of the reports titled "Results by Activity Annual Report Annual" or "OU Activity Results Report by Reporting Period" to generate reports for any reporting period.

11. Do Feed the Future (FTF) funded activities report into DIS?

Yes, Feed the Future reporting is transitioning to DIS from the Feed the Future Monitoring System (FTFMS) for FY2020 results reporting. Please reference the separate set of FAQs for FTF implementing partners.