# SAMPLE INDICATOR REFERENCE SHEET

The complete RHIS curriculum is available here:

[https://www.measureevaluation.org/our-work/](https://www.measureevaluation.org/our-work/routine-health-information-systems/rhis-curriculum)

[routine-health-information-systems/rhis-curriculum](https://www.measureevaluation.org/our-work/routine-health-information-systems/rhis-curriculum)

**2.1.1**

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| **Indicator Reference Sheet** |
| **Strategic Objective*:*** |
| **Intermediate Result:** |
| **Lower-Level Result:** |
| **Indicator:** |
| **Date Established: Date Last Reviewed:** |
| **a. Description** |
| **Precise Definition(s):** |
| **Unit of Measure:** |
| **Method of Calculation:** |
| **Disaggregated by:** |
| **Justification/Management Utility:** |
| **b. Plan for Data Collection** |
| **Data Collection Method:** |
| **Data Source(s):** |
| **Timing/Frequency of Data Collection:** |
| **Estimated Cost of Collection:** |
| **Responsible Organization/Individual(s):** |
| **Location of Data Storage:** |
| **c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)** |
| **Data Analysis:** |
| **Presentation of Data:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Review of Data:** | | | |
| **Reporting of Data:** | | | |
| **d. Data Quality Issues** | | | |
| **Initial Data Quality Assessment:** | | | |
| **Known Data Limitations and Significance (if any):** | | | |
| **Actions Taken or Planned to Address Data Limitations:** | | | |
| **e. 1 Performance Data Table** | | | |
| **Key to Table:** |  |  |  |
| **Rationale for Selection of Baselines and Targets:** | | | |
|  | **TARGET/PLANNED** | **ACTUAL** | **COMMENTS** |
| **2001 (Baseline)** |  |  |  |
| **2002** |
| **2003** |
| **2004** |
| **2005** |
| **Comments** | | | |

**Instructions for Completing the Performance Indicator Reference Sheet**

**Name of Strategic Objective:** Enter the number and full name of the SO.

**Name of Intermediate Result:** Enter the number and full name of the IR, if applicable.

**Name of Indicator:** Enter the full title of the indicator.

**Is this an Annual Report indicator?** Enter yes or no, and clarify which reporting years(s).

## DESCRIPTION

**Precise Definition(s):** Define the specific words or elements used in the indicator.

**Unit of Measure:** Enter the unit of measure (*number of…*, *percent of…*, or *US dollars*). Clarify the minimum or maximum values if needed (*minimum score is 1.0 and maximum score is 5.0*). Clarify if the number is cumulative or specific to the year. Clarify numerator and denominator if applicable.

**Disaggregated by:** List any planned ways of disaggregating the data (*male/female, youth/adult, urban/rural, region, etc*.) and justify why useful.

**Justification & Management Utility:** Briefly describe *why* this particular indicator was selected and *how* it will be useful for managing performance of the SO team’s portfolio? If the value of this indicator changes, what does this indicate about the program?

## PLAN FOR DATA ACQUISITION BY USAID

**Data collection method:** Describe the *tools* and *methods* for collecting the raw data. Examples include: ledger of patient names, document review, structured interviews, focus group interviews, written survey, direct observation, self-reported information, and so on. Who collects the raw data and where is it stored before it gets to USAID?

**Data Source:** Identify the source of data (e.g., DHS survey; ministry data; partner records)

**Method of data acquisition by USAID:** How does USAID acquire the data or report? Describe the form in which the SO team will receive the data (such as periodic monitoring report, or compiled survey analysis report).

**Frequency and timing of data acquisition:** Describe *how often* data will be received by the SO Team or Operating Unit, and *when*.

**Estimated cost of data acquisition:** Estimate the cost (in dollars and/or level of effort) of collecting, analyzing and providing the data to USAID. Clarify if there are any direct costs to USAID for collecting this data, or if the costs are included in an existing activity or contract.

**Individual(s) responsible at USAID:** Identify the specific SO team member who will be *directly responsible* for acquiring the data.

**Individual(s) responsible for providing data to USAID:** Identify who is responsible for providing the data to USAID.

**Location of Data Storage:** Identify where the data will be maintained in the Operating Unit (e.g., specific file cabinet, or specific folder on shared computer).

## DATA QUALITY ISSUES

**Date of Initial Data Quality Assessment:** Enter the date of initial data quality assessment and the responsible party.

Known Data Limitations and Significance (if any): Describe any data limitations discovered during the initial data quality assessment. Discuss the significance of any data weakness that may affect conclusions about the extent to which performance goals have been achieved.

**Actions Taken or Planned to Address Data Limitations:** Describe how you have or will take corrective action, if possible, to address data quality issues.

**Date of Future Data Quality Assessments:** Enter the planned date for subsequent data quality assessments.

**Procedures for Future Data Quality Assessments:** Describe *how* the data will be assessed in the future (e.g., spot checks of partner data, financial audit, site visits, or software edit check).

## PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING

**Data Analysis:** Describe *how* the raw data will be analyzed, *who* will do it, and *when*.

Presentation of Data: Describe how tables, charts, graphs, or other devices will be used to present data, either internally within the SO team or Operating Unit, or externally to Washington or other audiences.

Review of Data: Describe when and how the SO team or Operating Unit will review the data and analysis (e.g., during portfolio review, mission internal review, or activity-level reviews with implementing partners).

Reporting of Data: List any internal or external reports that will feature the data and/or analysis of this indicator (e.g., annual report data tables, annual report narrative, budget justification, report to ambassador, or activity manager’s report).

## OTHER NOTES

**Notes on Baselines/Targets:** Explain how the baselines and targets were set and identify any assumptions made. If baselines and targets have not been set, identify *when* and *how* this will be done.

**Other Notes:** Use this space as needed.

## PERFORMANCE INDICATOR VALUES

**Year Target Actual Notes**

THIS SHEET LAST UPDATED ON: mm/dd/yy To avoid version control problems, type the date of most recent revision or update to this reference sheet.

