Hello, I'm calling from FEMA, the Federal Emergency Management Agency. My name is I would like to speak to the person who reviewed their application for disaster assistance over the internet days ago to get their opinions about the quality of FEMA's service.
Is that (Applicant's name)? If Yes: Is [he/she] available?
If not available: Is there a better time tonight when I may call back? Thank you for your time and have a nice evening. Code as "Unavailable", add a comment with a time to call back, and select New Survey.
If the Applicant did not review the case but the person who answered did: <b>Are you a member of the household? And may I ask you name?</b>
If not a member of the household: I apologize for taking up your time. We are trying to speak only with the Applicants who accessed their case over the internet. Thank you and have a nice evening.
If not Applicant and not the person that answered the phone: Is that person a member of the household and available right now?
If not available: Is there a better time when I may call back? Whom may I ask for? Code as "Unavailable", add a General Comment with a time to call back, and select New Survey.
If no: Document the Attempt Field as "Decline": Okay. Thank you for your time and have a nice evening.
If yes: (Applicant name), would you volunteer to take 10-15 minutes to answer some questions right now?
If yes: Good. The following questions have been approved by the Office of Management and Budget under number 1660-0036. Please be assured your responses will in no way affect the outcome of your application for FEMA assistance.

FEMA OVERALL QUALITY

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(May 24, 2007)	
Question	Response Options
All right, (Applicant's name), Were going to start with a very general question	on about the service you received from FEMA.
1. Overall, how would you rate the information and support you've	□ Excellent
received from FEMA since the disaster occurred? Would	□ Good
you say it's been	<ul><li>Satisfactory</li></ul>
(READ list)	■ Below average, or
(NEX ID IISt)	□ Poor
(If "below average" or "poor", go to Q1a, otherwise skip to Q.1b)	□ (DO NOT read) Don't know / No opinion
	□ Did not receive financial/enough <b>assistance</b>
1a. In what way was the information and support you received (below	□ Helpdesk Tech had poor <b>attitude</b>
average/poor)?	<ul><li>Application process too complicated</li></ul>
	□ Programs not <b>explained</b> clearly
(DO NOT read list)	<ul><li>Helpdesk Tech didn't seem interested in</li></ul>
(DO NOT Touch Hot)	helping
	□ Took too <b>long</b> to complete application /inquiry
	□ Difficulty accessing Individual Assistance
	Center on fema.gov
	<ul><li>Was not treated with respect</li></ul>
	<ul> <li>Other (Put specific response in comments box)</li> </ul>

REASON FOR INTERNET INQUIRY	
What was the specific reason you reviewed your case over the Internet?  (DO NOT read list)	<ul> <li>Status of application</li> <li>Verify correspondence or fax received</li> <li>Add/Change the information in my file</li> <li>Check on correspondence from FEMA</li> <li>To get FAX number or mailing address</li> <li>Other</li> </ul>

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TECHNICAL HELPDESK REPRESENTATIVE RATING		
Question		Response Options
2x. Did you call the Internet Technical Helpdesk for assistance while reviewing		YES (If Yes, skip to Q.2)
your case?		No (If No, go to Q. 3)
		Excellent
2. Thinking only about your call to the Technical Helpdesk, how would		Good
you rate the way the Technician handled your call? Would you say it was		Satisfactory
		Below average, or
		Poor
(READ list)		(DO NOT read) Don't know / No opinion
(If "Below average" or "Poor", go to Q. 2a, otherwise skip to Q.2b.)		
		Helpdesk phone was busy or on hold too long
2a. In what way was your call [below average / poor]?		Helpdesk Tech had Poor <b>attitude</b>
		Internet Inquiry process too complicated
(DO NOT read list)		Didn't <b>explain</b> clearly
		Didn't seem <b>interested</b> in helping me
		Didn't take time to <b>listen</b> to me
		Took too <b>long</b> to answer question
		Helpdesk Tech couldn't answer <b>question</b>
		Didn't treat me with <b>respect</b>
		Other (Put specific response in comments box)

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#### TECHNICAL HELPDESK REPRESENTATIVE - ATTRIBUTE SERIES

You may have already answered some of these questions; but; just to make sure I understand your opinions, I am going to ask you some specific questions about the Internet Helpdesk Technician you spoke with

Question		Response Options			
		Excellent			
<i>2b.</i> <b>How would you rate the Technician</b> on Showing a genuine interest in your situation?		Good			
<b>,</b>		Satisfactory			
(Read list AS NEEDED)		Below average, or			
Repeat as needed "How would you rate the Technician"		Poor			
		(DON"T READ) Don't know / No opinion			
<i>2c.</i> on taking the time to listen to the details of your situation?		Excellent			
		Good			
(Read list AS NEEDED)		Satisfactory			
(· · · · · · · · · · · · · · · · · · ·		Below average, or			
		Poor			
		(DON'T READ) Don't know / No opinion			
2e. on treating you with respect?		Excellent			
		Good			
(Read list AS NEEDED)		Satisfactory			
		Below average, or			
		Poor			
		(DON'T READ) Don't know / No opinion			
2f. How would you rate the Helpline Technician's overall attitude during your call? Would		Excellent			
you say it was		Good			
		Satisfactory			
(Read list)		Below Average, or			
(If `Below average" / "Poor", go to Q.2g, otherwise skip to Q.3.)		Poor			
(iii 201011 arorago 7 7 001 7 go to q12g, carorinos orap to q101)		(DON'T READ) Don't know / No opinion			
2g. In what way was it (below average / poor?		Condescending			
		Impatient			
(DO NOT read list)		Rude / Discourteous			
		Tone of <b>voice</b>			
		Other (Response in comments box)			

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TECHNICAL HELPDESK REPRESENTATIVE – ATTRIBUTE SERIES	
2h. How would you rate the Technician on answering your questions?	Excellent
	Good
(Read list AS NEEDED)	Satisfactory
	Below Average, or
(If "Below average" / "Poor" go to Q.2i., otherwise skip to Q.2f.)	Poor
(ii Below average 7 7 our go to Q.Zi., otherwise skip to Q.Zi.)	(DON'T READ) Don't know / No opinion
2i. What question was the Technician unable to answer?	FEMA program/policies
	Screen navigation
(DO NOT read list)	Internet Browser
	Error message
	System response time
	Data field terms/descriptions
	Other (Response in comments box)

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#### POST-DISASTER COMMUNICATION

Now I'd like to ask you some general questions about FEMA.				
Ouestion	Response Options			
3. After the disaster, how did you hear about FEMA?	Newspaper			
	Television		Flyers	
(DO NOT read list)	Radio		Church	
(If only Friends/Relatives is checked skip to Q4)	FEMA Employees			
( , , , , , , , , , , , , , , , , , , ,	Community Groups		Other (Put specific	
Probe once: How else did you hear about FEMA? (Accept multiple responses)			response in comments box)	
3a. How would you rate the effectiveness of the communications in getting	□ Excellent			
you the information you need? Would you say it was	Good			
( (READ list)	Satisfactory			
(If "Below average" / "Poor", go to 3b, otherwise skip to Q.4. If "Don't	Below average, or	ſ		
know" / "No opinion", skip to Q.4.	Poor			
mon , no opinion , emp to Qin	(DON'T READ) Don't kn			
	The information d		_	
3b. In what way was the information (below average/poor)?	•		s provided by FEMA	
	The information w		•	
			<b>nt</b> information to help	
	The information w			
(DO NOT read list. Mark all that apply.)			mation on my own	
(= = = = = = = = = = = = = = = = = = =	Other (Put specific re	espo	nse in comments box)	

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ACCESSING INDIVIDUAL ASSISTANCE CENTER	
Question	Response Options
4. When you looked up your application on the Internet, did you have any	□ Yes
difficulty accessing FEMA's Individual Assistance Center?	□ No
	<ul><li>Don't remember / No opinion</li></ul>
(DO NOT read list.) (If "YES" go to Q.4a., otherwise, skip to Q.5.")	
4a. What difficulty did you have?	□ Website not available on previous attempt
	<ul><li>Unable to access inquiry page on previous</li></ul>
(DO NOT read list)	attempt
(2 o real round many	<ul><li>Inquiry button hard to find</li></ul>
	□ Not confident changes made were saved
	□ Other (Put specific information in comments box)

EASE OF USING THE INDIVIDUAL ASSISTANCE CENTER					
Question	Response Options				
4b. Overall, how would you rate your experience in using the internet to view or change your FEMA Disaster Assistance Application? Would you say it was?	□ Excellent □ Good □ Satisfactory □ Below Average or □ Poor □ (Do not Read) Don't know / No Opinion				
4c. If Below Average or Poor: What made your experience [Below Average or Poor]?  (Do not read list; listen and mark all that apply.)	□ System was difficult to use □ Instructions were not clear □ Difficulty understanding terminology □ Took too long to view / edit information □ Not confident the changes I made were saved □ Other (Specify)				

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#### **INFORMATION PACKET**

INFORMATION PACKLI				
	Question	Response Options		
Now I'd like to ask you about the info	ormation packet FEMA mailed to you.			
5. Have you received it?			Yes	
(DO NOT read list)			No	
(If "yes", go to Q.5a, otherwis	e skip to Q.7.)		Don't know / Can't remember	
			Excellent	
5a. How would you rate the informat	ion in this packet? Would you say it was		Good	
			Satisfactory	
(READ list)			Below average, or	
(If "Below average" / "Poor", go to Q.5b, otherwise skip to Q.6.).			Poor	
, , , ,		<del>                                     </del>	(DON'T READ) Don't know / No opinion	
Fla Milari in the atO			Information was <b>confusing</b>	
5b. Why is that?			Took more than <b>7-10 days</b> to receive	
			Insufficient detail/information	
(DO NOT read list)			Too much information	
			Other (Put specific response in comments box)	

#### APPLICANT'S GUIDE

ALL EIGHT O COIDE	
Question	Response Options
As part of the information packet you were mailed, you may have receive Applicant's Guide to the Individual and Households Program."	d a booklet called "Help After a Disaster:
6. Have you had a chance to read the guide?	□ Yes
(DO NOT read list)	□ No .
(Îf "yes", go to Q.6a, otherwise skip to Q.7.)	□ Don't know / Can't remember
6a. How would you rate the Applicant's Guide on helping you understand the disaster assistance programs available to you?  Would you say it was	□ Excellent □ Very good □ Satisfactory □ Below average, or □ Poor □ (DON'T READ) Don't know / No opinion
6b. How was it (Below Average/Poor)?	<ul> <li>Information was confusing</li> <li>Took more than 7-10 days to receive</li> <li>Insufficient detail/information</li> </ul>
(DO NOT read list)	□ Too much information

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#### INTERNET INQUIRY/UPDATE - PHONE SURVEY OMB Control No. 1660-0036

(May 24, 2007)

]	Other	(Put specific response in comments box)	
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#### FEMA CORRESPONDENCE

Question	Response Options
7 Howard was restant CENAN a letters on being accust a understand Q	- Eveellest
7. How would you rate FEMA's letters on being easy to understand?	□ Excellent
	□ Good
(READ list)	□ Satisfactory
	☐ Below average, or ☐ Poor
/// // Dala	□ (DO NOT read) Don't know / No opinion
(If "Below average" / "Poor", go to 7a, otherwise skip to Q.8.)	DO NOT read) No letters received yet
	d (bo Not read) No letters received yet
7a. In what way were FEMA's letters (below average / poor)?	
	□ Seemed too complicated / confusing
(DO NOT read list. Mark all that apply.)	☐ Had to call Helpline for <b>explanation</b>
	□ Insufficient details/information
	□ Print was too small to read
	☐ Information not received in a <b>timely</b> manner
	□ Too much information
	Uncertain what to do next
	Other (Put specific response in comments
	box)

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#### **INSPECTION SERIES Ouestion** Response Options Now, I'd like you to think about the inspection FEMA conducted to assess your damages. I see you had multiple inspections. Which one would you like to be **Initial** inspection 1Second inspection surveyed about? 8a. How many days after your call did FEMA conduct the inspection? (If needed, probe once with "What is your closest estimate?") (ENTER EXACT NUMBER OF DAYS (0 is ok). DO NOT ACCEPT A RANGE) 8b. How would you rate the amount of time between your call Excellent Good and the inspection? Would you say it was....... Satisfactory (READ list) Below average, or Poor (DO NOT read) Don't know / No opinion Extremely satisfied Very satisfied 8c. Overall, how satisfied are you with the inspection FEMA conducted? Satisfied Would you say you are..... Less than satisfied (READ list) Not at all satisfied (If "Less than satisfied" / "Not at all satisfied", go to 8d, otherwise, skip to (DO NOT read) Don't know / No opinion Q.9.) Not qualified, No financial assistance or not enough financial assistance 8d. Why were you dissatisfied with the inspection? □ Did not show **concern/compassion** Did not look at all my damages □ Did not **explain** anything to me Did not listen to me (DO NOT read list. Mark all that apply) Did not answer my questions Did not come at **scheduled** time Did not take enough **time** □ Other (Put specific response in comments box)

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#### REPUTATION IN COMMUNITY

REPUTATION IN COMMUNITY			
Next, I'd like you to think about the image FEMA has in your community.			
Question	Response Options		
9 Based on what you have seen, read, and heard, as well as your	Excellent		
personal opinion, how would you rate FEMA's overall reputation in	□ Good		
your community? Would you say it is	□ Satisfactory		
, con commonly and any many	■ Below average, or		
(READ list)	□ Poor		
(NEAD list)	□ (DO NOT read) Don't know / No opinion		
(If "below average" / "poor", go to Q9a, otherwise skip to Q10.)			
9a. Why do you feel FEMA's reputation in your community is	<ul> <li>Poor attitude of FEMA personnel</li> </ul>		
[below average / poor]?	<ul> <li>Application process too complicated</li> </ul>		
[assess as a sign   possife	□ No <b>consistency</b> in amount awarded		
	<ul> <li>FEMA didn't seem interested in helping me</li> </ul>		
	□ Took too <b>long</b> to get assistance		
	<ul> <li>Disaster assistance information mis-</li> </ul>		
	communicated		
(DO NOT - 11' + M   11' + 1   1   1   1   1   1   1   1   1   1	<ul><li>Not enough money awarded</li></ul>		
(DO NOT read list. Mark all that apply.)	<ul> <li>Was told I did not qualify for assistance</li> </ul>		
	□ Too much <b>red tape</b> to get assistance		
	<ul> <li>Representative didn't treat me with respect</li> </ul>		
	□ Other (Put specific response in comments box)		

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#### **AGENCY REFERRALS**

**Don't Read:** Referrals will auto-populate by "highlighting" only those agencies to which the applicant was referred at the time of application. If no referrals, program will go to Q.11.

time of application. If no referrals, program will go to Q.11.		
Question	Response	e Options
10. When you initially registered for disaster assistance, did we refer	□ Yes (GO TO 10a)	
you to other Agencies that may also be able to provide you with	□ No (Skip to 10b)	
assistance?	□ Don't remember (Skip to 10b)	
(DO NOT read list)		
10a. Which Agencies were you referred to?	REFERRED AGENCIES	RECALLS REFERRAL
Check highlighted agencies respondent can recall.	(HIGHLIGHTED AGENCIES WERE REFERRED)	
(Blue indicates NEMIS referral)		
	SMALL BUSINESS ADMIN	
Check if respondent does not recall all of the NEMIS referrals or	AMERICAN RED CROSS	
request additional referrals, then to question 9b.		
	FARM SERVICES AGENCY	
	LOCAL UNEMPLOYMENT	
	INTERNAL REVENUE SERVICE	
Do not read 10b, if only insurance is in blue.	INSURANCE COMPANY	
10b. Based on your application, we may have referred to (read	Yes (give Contact Informati	on from NEIMIS)
highlighted referrals that applicant did not identify in 10a). Would you like me to give you the contact information so you can contact them when you have an opportunity?	□ No (Go to Q.11)	

Note: If respondent has not contacted insurance company, explain importance of filing claim and supplying FEMA with a letter of denial or settlement.

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# SUGGESTIONS TO IMPROVE Question For this next question, FEMA's interested in getting your opinion on what we could do to improve our service. Open-ended Question Type response in designated area. (Specifically probe once with "WHAT OTHERS?")

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CUSTOM QUESTIONS: for special usage to benefit planning, program changes, future enhancements, etc.

#### **CUSTOM QUESTIONS** – Registration Intake Phone Survey or Helpline Phone Survey Re: On-Line Registration Attempt

Question	Response Options		
This question is about the On-Line Internet Registration available at the FEMA.gov website. This allows you to enter your			
Registration over the internet and is available 24 hours a day 7 days a week.			
CQ IAC-Reg#1. Did you personally, attempt to do your Registration	□ Yes		
over the Internet?	□ No		
If no go to Question CQ IAC-Reg#1a.	□ ( <b>DO NOT read)</b> Don't remember		
If yes go to Question CQ IAC-Reg#1b.			
If Don't remember, go to Next Question			
CQ IAC-Reg#1a. What were your reasons for not using the internet?	<ul> <li>Don't have a COMPUTER</li> </ul>		
	<ul> <li>Don't have Internet ACCESS</li> </ul>		
	□ Computer DAMAGED		
(DO NOT Read List, listen and mark all that apply)	□ Limited computer SKILLS		
	<ul> <li>SECURITY Concerns</li> </ul>		
	<ul> <li>WEBSITE was not accessible</li> </ul>		
	Wanted to TALK to FEMA		
	<ul> <li>DIDN'T KNOW I could register on-line</li> </ul>		
	<ul> <li>UTILITIES were out could not use computer</li> </ul>		
	□ Other (Specify)		
CQ IAC-Reg#1b. Why were you unable to complete your registration	<ul> <li>Did not have compatible BROWSER</li> </ul>		
over the Internet?	<ul> <li>Unable to NAVIGATE FEMA.gov</li> </ul>		
	<ul> <li>GENERAL instructions not clear</li> </ul>		
(Do not read list; listen and mark all that apply.)	<ul> <li>SPECIFIC instructions for entering data not clear</li> </ul>		
	Too COMPLICATED / difficult to use		
	<ul> <li>Not confident so ALSO registered over the phone</li> </ul>		
	<ul> <li>Unable to ACCESS the site of page</li> </ul>		
	<ul> <li>Difficulty with characters on SECURITY SCREEN</li> </ul>		
	Response time too slow		
	□ Could not complete due to TECHNICAL problems		

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(May 24, 2007)	
	<ul> <li>HELP DESK could not answer to technical questions</li> </ul>
	□ Took TOO LONG
	<ul><li>Other (Specify)</li></ul>

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#### **CUSTOM QUESTIONS – Registration Intake Phone Survey or Helpline Phone Survey Re: Internet Inquiry or Update Ouestion Response Options** This question is about the Internet Individual Assistance Center on the FEMA.gov website where you may view your account 24 hours a day 7 days a week. This includes checking your eligibility and inspection status, correspondence or making minor changes to insurance or contact information. CQ IAC-Ing # 1. Did you try to use the FEMA.gov website to Yes check on your application? □ No If no, go to CQ IAC-Ing#1a □ (**DO NOT read**) Don't remember If yes go to Question CQ IAC-Ing #1b If don't remember, Go to Next Question CO IAC-Ing#1a What were your reasons for not using the Don't have a computer internet? Don't have internet access Computer damaged Limited computer skills Security concerns Website was not accessible Wanted to talk to FEMA Didn't know about the on-line service Utilities were out; could not use computer CQ IAC-Inq #1b. Why were you unable to use the Individual Did not have compatible browser Assistance Center Website to inquire into your case? Unable to navigate FEMA.gov Instructions were not clear Could not complete due to technical problems ■ Helpdesk could not answer technical questions □ Not confident changes were made / called Helpline to verify Unable to access the site or page Difficulty with logon, pin, password Response time too slow □ Too complicated / difficult to use Information I wanted was not available □ Took too long to view / edit my information Other (Specify)

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#### INTERNET INQUIRY/UPDATE - PHONE SURVEY OMB Control No. 1660-0036

(May 24, 2007)

#### **CUSTOM QUESTIONS – Auto Dialer Feature**

Another feature FEMA uses to keep you informed is an auto dialer which calls you to let you know that FEMA has received your fax, your letter or your mail was returned. (It may also used to let you know when we have sent a letter so that you can be expecting it in the mail.)

be expecting it in the mail.)			
Question	Response Options		
(Ask CQAD#1 only if the information is not available electronically).	□ Yes		
CQAD#1. Did you receive a recorded message from FEMA stating your	□ No		
correspondence or fax was received or mail was returned? (Or a	<ul><li>Do not Remember</li></ul>		
message explaining you will be receiving a letter from FEMA in the mail?)			
If No or Do Not Remember, go to "Next Question" at the bottom of the screen. If	(DO NOT read list)		
yes, go to CQAD#1a	, ,		
(Ask CQAD#1a only if the information is not available electronically).	□ 1) Fax or Correspondence received at FEMA		
CQAD#1a. What document did the recording refer to?	□ 2) App's Mail Returned to FEMA		
	□ 3) FEMA Letter to App - X		
(DO NOT read list. Mark all that apply.)	□ 4) FEMA Letter to App - Y		
(So ito i road not mark an trial apply)	□ 5) FEMA Letter to App – Z		
Continue to CQAD#1b if 4-6 selected;	□ 6) EFT		
Otherwise, continue to CQAD#1c:	□ 7) Registration received		
Otherwise, continue to CQAD#1c.	<ul><li>8) Inspection Scheduled</li></ul>		
	□ 6) Do not Remember		
	□ 7) Other (specify)		
If 3) or 4) or 5) from CQAD#1a, ask	□ Yes		
CQAD#1b. Did you receive the automated message before you received	□ On the same Day		
your letter in the mail?	□ No		
	□ Do not remember		
CQAD#1c. How many times did you receive the same message?	□ 0 number of times		
	☐ More than 5		
CQAD#1ca. Was that (number) just right, okay or too many?	□ Just right		
( 1 11 ) , 1 11 3 1, 1 15 1 15 1 15 1	□ Okay		
	□ Too many		

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CUSTOM QUESTIONS – Auto Dialer Feature	continued
CQAD#1d How did you feel about the time of day you received the	□ Yes
recording. Was it convenient for you?	□ No
If no, go to CQAD #1da , if Yes or Don't Know, go to CQAD#1	□ Don't know/No opinion
CQAD#1da What time of day did you receive the recording?	cst
	on aday
CQAD#1e. How helpful was that recording?	<ul><li>Extremely helpful</li></ul>
(Read list.)	□ Very helpful
	□ Somewhat helpful
(If <b>Somewhat</b> helpful, Not very helpful or Not at all helpful, go to	□ Not very helpful
COAD#1ea)	□ Not at all helpful
,	□ (do not read) Don't know/No opinion
CQAD#1ea. In what way?	□ Confusing
	□ Not sure which document the recording referred
(DO NOT read list. Mark all that apply.)	to
	<ul><li>Did not understand what I was to do next</li><li>Sound was not clear</li></ul>
	<ul><li>Received the same message over and over again</li><li>Message came too late, I already knew about the</li></ul>
	information
	☐ Had already called the HL
	☐ Had to call the HL (record Yes in CQAD#1f)
	□ Other (specify)
For all responses from CQAD#1e	□ Yes
CQAD#1f. Did you need to call the FEMA Helpline after you heard the	□ No
recording?	<ul><li>Do not Remember</li></ul>
If yes, go to CQAD#1fa	
CQAD#1fa. What help did you need?	<ul> <li>Clarification of the auto dialer message</li> </ul>
	□ To hear the auto dialer message repeated
(DO NOT read list. Mark all that apply.)	☐ To change my address, phone number, etc.
	□ To ask what to do next
	□ To appeal (or ask how to appeal)
	☐ To ask what my funds covered
	☐ To ask what the letter I received referred to
	□ Other (specify)

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CUSTOM QUESTIONS – Auto Dialer Feature	continued
If CQAD#1f is Yes:	□ Yes
CQAD#1g. Was the HL representative knowledgeable about the	□ No
recorded message you received?	<ul><li>Do not Remember</li></ul>
CQAD#1h. What suggestions do you have to improve this recorded	
message feature? [If any, enter the suggestion]	

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#### CUSTOM QUESTIONS – Automated Information System (IVR) 5-24-07

J-24-U1	Desmana Ontions
Question	Response Options
Another service FEMA has is an automated information system to let applicants	s check the status of their application over
their phone.	
(Ask CQIVR#1 only if the information is not available electronically).	
CQIVR#1. Have you used this automated method to check the status of	□ Yes
your case?	□ No
	<ul><li>Do not Remember</li></ul>
(Do not READ list)	
If No or Do not Remember, go to Next Question.	
If yes to CQIVR#2	
CQIVR#2. Were the instructions on the automated system easy to	□ Yes
understand?	□ No
(Do not READ list)	Do not Remember
If No, go to CQIVR#2a. If Yes or Do not Remember, go to CQIVR#3.	
CQIVR#2a. What made it difficult?	□ Terminology was confusing
	<ul> <li>Did not know what it meant</li> </ul>
(Do not READ list. Check all that apply)	<ul> <li>Did not know what to do next</li> </ul>
	<ul> <li>Could not hear due to hearing issues</li> </ul>
	<ul> <li>Could not hear due to phone issues</li> </ul>
	<ul> <li>Could not hear due to recording not</li> </ul>
	clear
	<ul> <li>Language or dialect issues</li> </ul>
	□ Other
CQIVR#3. How helpful was the automated system in providing you the	<ul> <li>Extremely Helpful</li> </ul>
information you needed?	□ Very Helpful
	□ Somewhat Helpful
(READ list)	□ Not very Helpful
	□ Not at all Helpful
If Somewhat, Not very, or Not at all Helpful, ask CQIVR#3a. Otherwise, go to	□ ( <b>DO NOT read)</b> Don't know / No opinion
CQIVR#5.	

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CUSTOM QUESTIONS - Automated Information System (IVR)	continued
Question	Response Options
CQIVR #3a. Tell me a little about that experience.	☐ Confusing terminology☐ Could not navigate
(Do not Read the list. Check all that apply.)	□ Could not skip through
	Did not understand the status
	□ Instructions not clear
	□ Instructions too long
	☐ Had to contact Helpline (record Yes in CQIVR#4)
	☐ Had to punch too many numbers
	□ Had to start over
	<ul> <li>Needed additional information</li> </ul>
	□ No way to repeat the needed instruction
	<ul><li>No way to go back to the beginning</li></ul>
	<ul><li>Not confident the status was accurate</li></ul>
	<ul><li>Poor sound quality</li></ul>
	Other (record specific reason)
For all responses:	□ Yes
CQIVR#4. After you used the automated system, did you need to speak	□ No
to a FEMA Helpline Representative for additional information or	☐ Tried but was not able to Reach the HL
clarification?	□ Do not Remember
If yes, go to CQIVR#4a If No or Do not Remember, go to CQIVR#5.	
<b>CQIVR#4a:</b> At the beginning of the automated message, you were prompted	□ Yes
to select specific numbers. After you made your menu selections, was your	□ No
call transferred correctly and were you able to speak to a Helpline agent? If No, go to CQIVR#4b	□ Do not Remember
If Yes, go to CQIVR#4c	
CQIVR#4b: What happened to your call?	☐ Got the wrong selection
	☐ Had to start over
	□ Could not skip through the prompts
	<ul><li>Had to wait for the Spanish script to end</li><li>Spoke too fast</li></ul>
	☐ Spoke too fast ☐ Other
	La Otrici

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CUSTOM QUESTIONS – Automated Information System (IVR)	continued	
Question	Response Options	
CQIVR#4c. What additional information did you need?	□ To be sure the automated message was	
	correct	
(Do not Read the list. Check all that apply.)	To understand the status	
	□ To ask how to appeal	
	□ To ask what to do next	
	□ To ask what my funds covered	
	<ul> <li>To ask when my funds would be received</li> </ul>	
	<ul> <li>To ask if the funds would come by</li> </ul>	
	check or EFT	
	□ To ask what the letter I received	
	referred to	
	□ To ask which of my documents had	
	been received	
	☐ To ask if my documents had been	
	received	
	□ Other (specify)	
CQIVR#4d. Was the HL representative knowledgeable about the message	□ Yes	
you heard on the automated information system?	□ No	
	□ Do not Remember	
CQIVR#5: If you needed to, would you use the automated system again?	□ Yes	
	□ No	
CQIVR#6. What suggestions do you have to improve the automated system? [If any, enter the suggestion]		

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SPECIAL	SPECIAL NEEDS CUSTOM QUESTION - Through "yes" response to NEMIS RI question about Support Rev 5-24-		
Loss for Special Needs: "Did you, your spouse, or any dependents have help or support doing things like walking, seeing, hearing,			
	or taking care of yourself before the disaster and have you lost that help or support because of the disaster?" A "yes" response indicates		
the applicant	the applicant had help or support and have lost that help or support because of the disaster including the following: Mobility,		
Hearing/Spee	Hearing/Speech, Cognitive/Mental Health, Vision an Other. OR Data provided by Special Needs Coordinator when disaster		
specific nee	specific needs are identified; such as, over age 60 or Community Relations, DRC, ISC, EOC or another Agency		
identifies a	identifies a need, or the Long Term Recovery Committee has exhausted all resources.		
We are cal	ling Applicants who indicated they have additional ne	eds and who have been contacted by a FEMA Special	
Needs Cas	seworker (from the JFO) to see if assistance is availabl	e:	
QUESTION RESPONSE		RESPONSE	
CQSN#1	Has a FEMA Special Needs Caseworker given you a	Yes	
	courtesy call about your needs for support after the	No	
	disaster?	Do not Remember	
	If Yes: What was the name of the FEMA person who		
	contacted you? (If not do remember, leave blank and skip CQSN#2)	( <b>Use of JFO database will provide this answer</b> . Skip to CQSN#1a)	
	If Do Not Remember: Skip to the next Custom Question		
CQSN#2	Overall, how would you rate the way the Special Needs	Excellent	
	Caseworker handled that call? Would you say/the	Good	
	disaster worker was	Satisfactory	
		Below Average	
		Poor	
		Do not know/no opinion	
CQSN#2a	If Below Average or Poor: In what way was the	Didn't receive financial assistance	
	contact [below average/poor]?	Didn't receive enough financial assistance Process was too complicated	
		Took too long to receive assistance	
		Rep didn't seem interested in helping me	
	(NOTE: Do not read the list, listen and mark all that	Rep didn't take time to listen to me	
	appl.)	Rep didn't treat me with respect	
		Rep had poor attitude	
		Rep didn't explain programs clearly	
		Could not contact the Rep to ask additional questions	
		Other:	

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SPECIAL	NEEDS CUSTOM QUESTION	Page 2	
QUESTION		RESPONSE	
CQSN#3	How would you rate/ (the Special Needs Caseworker) on clearly explaining the disaster assistance programs and services available to you? Would you say	Excellent Good Satisfactory Below Average Poor Do not know/no opinion	
CQSN#3a	If Below Average or Poor: What programs and services were/ (the Special Needs Caseworker) not able to explain?  (NOTE: Do not read the list, listen and mark all that apply.)	Medical Dental Funeral Housing Assistance, specify: Other Needs Assistance, specify: Other:	
CQSN#4	During this contact, were you referred to another agency (or agencies) for assistance?  If no (This concludes the SN questions, go to next Custom Question)  If yes, go to CQSN#5	Yes Which one(s)?,,, (Use of JFO database will provide this answer. Skip to CQSN#5) No	
CQSN#5	Did you contact that agency (those agencies)?  If yes, go to CQSN#6  If any other response, go to next Custom Question	Yes No Tried but was not able Decided not to Do not Remember	

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SPECIAL N	NEEDS CUSTOM QUESTION		Page 3
QUESTION		RESPONSE	
CQSN#6	For the 1 <sup>st</sup> Agency: How would you rate the overall assistance provided by (agency)?	Excellent Good Satisfactory Below Average Poor	
CQSN#6a	If Below Average or Poor: In what way was the assistance [below average or poor]?	Do not know/no opinion	
CQSN#7	For the 2nd Agency you were referred to: How would you rate the overall assistance provided by (agency)?  (Use multiple referral questions as needed.)	Excellent Good Satisfactory Below Average Poor Do not know/no opinion	
CQSN#7a	If Below Average or Poor: In what way was the assistance [below average or poor]?	Didn't receive any assist Didn't receive enough a Process was too complited Took too long to receive Rep was not knowledge Rep had poor customer Other:	tance ssistance cated e assistance eable

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SPECIAL NEEDS CUSTOM QUESTION			Page 4
QUESTION		RESPONSE	
CQSN#8	For the 3rd Agency: How would you rate the overall assistance provided by (agency)?	Excellent Good Satisfactory Below Average Poor Do not know/no opinion	
CQSN#8a	If Below Average or Poor: In what way was the assistance [below average or poor]?	Didn't receive any assist Didn't receive enough as Process was too complic Took too long to receive Rep was not knowledged Rep had poor customer Other:	ssistance cated assistance able

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CUSTOM QUESTIONS- CENTRALIZED LOCATION	
Question	Response Options
CQCL-1 If FEMA were to provide internet access at a centralized	<ul> <li>Extremely likely</li> </ul>
location, how likely would you be to go to that location to use the internet	<ul> <li>Very likely</li> </ul>
and other services provided?	□ Somewhat likely
(READ list)	<ul> <li>Not very likely, or</li> </ul>
	□ Not at all likely
	(DO NOT read) Don't know / No opinion

CQCL-2. Next, I'd like to get your opinion on which types of services you feel would be helpful to you if you went to a centralized location. Using a rating scale of Not Important, Somewhat Important or Very Important, please tell me the level of importance you place on each of the following services: **(READ list)** 

	Type of service	Not important	Somewhat Important	Very Important
CQCLa.	access to disaster assistance program information			
CQCLb.	apply for disaster assistance over the internet			
CQCLc.	learn about documentation you'll need to apply			
CQCLd.	look up the status of your case			
CQCLe.	make minor corrections to your application			
CQCLf.	access a telephone			
CQCLg	have E-Mail capability			
CQCLh	have Faxing capability			
CGCLi	make copies of needed documents			
CQCLj.	access to a printer			
CQCLk	What else do you think FEMA should provide at that			
	location?			

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CUSTOM QUESTIONS – Disaster Recovery Center	5-24-07 modification
Question	Response Options
CQDRC#1 (was CQ#3). Following the disaster, did you have an	□ Yes
opportunity to visit FEMA's Disaster Recovery Center?	□ No
	Would have gone but there were none
(If "YES", go to CQDRC#2, otherwise skip to the next Custom Question.)	located in my area
	□ ( <b>DO NOT read)</b> Do Not Remember
CQDRC#2 What was the reason you visited the Recovery Center?	□ To Register
	□ To get general information
(Do not read list, check all that apply)	<ul> <li>Check on my FEMA Case</li> </ul>
	□ Check on my ONA Case
	<ul> <li>Deliver Paperwork for FEMA/ONA</li> </ul>
	□ Fix the Problems on my Case
	□ Visit SBA
	□ Get Hazard Mitigation Information
	□ Visit other Agencies. Which ones? (ARC,
	Unemployment, etc)
	□ Other
CQDRC#3 Were your needs met during that visit?	□ Yes
	□ No
(If no or not completely, go to CQDRC#4)	□ Not Completely
CQDRC#4 Why not?	□ No phones to register
	□ No internet to register
	□ Computers were not set up
	□ Needed to furnish additional information
	o Proof of Ownership
	o Proof of Identity
	o Receipts or Estimates
	□ Agency I needed was not available that day:
	Which agency? (ARC, Unemployment,
	Mitigation, etc.)
	□ Center was too busy
	□ Center was too noisy
	□ No privacy

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	□ FEMA Rep could not answer my questions
	<ul> <li>SBA Rep could not answer my questions</li> </ul>
	<ul> <li>Other</li> </ul>

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<b>CUSTOM QUESTIONS – Disaster Recovery Center, continue</b>		5-24-07 modification
CQDRC #5 (was #3a). Overall, how would you rate the quality of service		Excellent
you received at that Center? Would you say it was		Good
(READ list)		Satisfactory
		Below average, or
(If Excellent, Good or Satisfactory, go to CQDRC#6)		Poor
(If "Below average" / "Poor", go to CQ#7)		( <b>DO NOT read)</b> Don't know / No opinion
CQDRC#6 If Excellent, Good, Satisfactory: Could you tell me a little about that experience? (If any remarks, enter text)		
CQDRC #7. Why do you feel that way?		Difficulty finding DRC
CQDRC #1. Wily do you leef that way?		Hours of Operation were not convenient
		Computer System was down
		Staff had poor attitude
(DO NOT read list, Mark all that Apply)		Staff didn't treat me with respect
(Do Not Toda not, Mark an that Apply)		Staff gave no explanation of programs
	-	Probe for clarity and
		Which Programs?
		Staff tried but could not explain the programs
		Probe for clarity and
		<ul><li>Which Programs?</li></ul>
		Staff didn't take time to listen to me
		Staff didn't seem interested in helping me
		Took too long to get assistance at the DRC
		Had to return numerous times to provide
		documentation
		My documents were lost by the DRC
		Other (Specify)
CQDRC #8 What was the location of the Center?		(specify)
CQDRC #9 What suggestions do you have to improve the service at the Recovery Center? If any, enter the text		

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#### INTERNET INQUIRY/UPDATE - PHONE SURVEY OMB Control No. 1660-0036

(May 24, 2007)

CUSTOM QUESTIONS - FUTURE USE	
Question	Response Options
CQ1.	□ Yes
(DO NOT read list)	□ No
	п Don't know / No opinion

CUSTOM QUESTIONS – FUTURE USE	
Question	Response Options
CQ2.	□ True
(DO NOT read list)	□ False
	□ Don't know / No opinion

CUSTOM QUESTIONS - FUTURE USE	
Question	Response Options
CQ3.	<ul><li>Extremely likely</li></ul>
(READ list)	□ Very likely
	□ Somewhat likely
	□ Not very likely, or
	□ Not at all likely
	□ (DO NOT read) Don't know / No opinion

CUSTOM QUESTIONS – FUTURE USE	
Question	Response Options
CQ4.	Excellent
(READ list)	□ Good
	Satisfactory
	□ Below average, or
	□ Poor
	□ ( <b>DO NOT read)</b> Don't know / No opinion

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PERMISSION QUESTION		
Question		Response Options
All right, (Applicant's Name), I have	only one more question for you.	
12. FEMA's very interested in the quality of service we provide.		Yes
May we call you at a later date to a	ask additional questions?	No
, ,	·	

CLOSING		
If "yes," Thank you very much for your patience and cooperation in answering our questions! Have a good evening.		
If "No," I understand. Thank you very	much for taking the time to talk to me! Have a good evening.	

Paperwork Reduction Act Notice: Public reporting burden for this survey is estimated to be an average of 15 minutes per response. The burden includes the total time for answering the questionnaire. Although voluntary, you are not required to respond to this collection of information unless a valid OMB control number is presented to you during the interview. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Paperwork Reduction Act Project (1660-0036), Information Collections Management, Federal Emergency Management Agency, Department of Homeland Security, 500 C St. SW, Washington, DC 20472.

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