Questionnaire Management Guidelines

Goals:
- **One consolidated document to track all model and CQ changes throughout the life of the project**
- **Questionnaire always matches the live survey**
- **Easy and error-free way to submit CQ changes**
- **All changes tracked and reflected in one document (DOT will help)**

Basic rules:

1 This questionnaire **has to match the live survey**

2 All changes to the live measure need to be tracked and archived in **one document**

3 **All CQ change requests** have to be submitted using this document

SRA: 1) marks up changes and submits the entire document to DOT

DOT: 1) archives change request on separate tab
2) implements change(s)
3) updates the document to reflect all implemented changes in the "clean" questionnaire - SRA can send to the client and use for future CQ changes

4 DOT safeguards correct formats - your next CQ changes have to be submitted using one survey document with appropriate color-coding

Questionnaire Skip Set Up Guidelines

Goals:
- **Ensure all skip setup included in the questionnaire is consistent with skip logic rules**
- **Decrease down time due to skip corrections within submitted surveys**

Basic Skip Rules:

"Other Please Specify" (OPS) Skip Rules:
Type 1 "Other Please Specify" Rules (Text box to the right of the answer choice "Other, please specify:") :

1. OPS questions must be set up as a radio-button or checkbox to have the text box appear next to the answer choice "Other, please specify:"
2. The open ended text box for "Other Please Specify" has it's own question ID and needs **full question text** included in questionnaire.
   (This will be used by clients, SRAs, etc, in the portal and comment cluster to differentiate between OPS questions within a measure)
3. The open ended text box has a character limit of 100. No exceptions! if more characters are needed, please request a Type 5 group.
4. In the special instructions column, indicate that this is a "OPS Group" for the PARENT and CHILD questions.

Type 5 "Other Please Specify" Rules (More than two questions within question group):

1. Open-ended boxes will not show up next to the answer choice "Other" in this type of skip logic. They will pop as separate questions that require additional question text. Please include full question text.
2.
   Radio-button, checkbox or drop-down CQs can have an "other please specify" in this type of skip set up but the text box will pop as a separate question.
3. In the special instructions column, indicate that this is a "Skip Logic Group" for the PARENT and CHILD questions.

Please refer to the Current Custom Qsts tab for examples (OPS Type 1 and OPS Type 5 are marked in the comment boxes)

General Skip Rules:

1. The parent question must come first, and child questions must immediately follow. Skip logic groups cannot be broken up by other questions that are not included within the skip.
2. A CQ can only have one parent question; a single question CANNOT be triggered by different questions.
3. Answers within one question can be set up so that different answer combinations trigger different questions, through the use of "answer groups".
4. A question can only be a part of ONE group type i.e. skip logic, matrix, or multiple lists
5. Horizontal scale questions CANNOT be parent CQs, but they can be child CQs. NOTE: By changing a horizontal scale question to a dropdown they can become parent questions.
6. Open End text questions cannot be a parent questions, but they can be child CQs.
7. Multi-select questions can be used in skip logic.

As a general tip for SRAs: The more complex the skip logic, the more difficult it is to keep the tabs and labels concise in SPRs.
It is important to know when to just use filters versus creating skip logic.

Caution: **Measures without enhanced/segmented reports might require intricate skip to gather necessary data for standard reports.**

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DHS CIS Welcome Questionnaire FINAL

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#REF!

QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions
		How **frequently** do you visit WelcometoUSA.gov?	First time		Drop down, select one	S	Y	
			More than once a day					
			Daily					
			About once a week					
			About once a month					
			Every 6 months or less					
		Which of the following best describe your **role** when visiting WelcometoUSA.gov?	Legal permanent resident		Radio button, one-up vertical	S	Y	
			Naturalized citizen					
			Individual abroad interested in living in the United States					
			Individual eligible to naturalize					
			Community-based organization					
			Adult educator					
			Public library					
			Volunteer					
			Refugee/asylee					
			Other, please specify:	A				
	A	Other role:			Text area, no char limit		N	
		Which **area** of WelcometoUSA.gov are you primarily visiting today?	For Receiving Communities		Radio button, one-up vertical	S	Y	
			Immigration and Citizenship					
			Education and Childcare					
			Healthcare and Families					
			Government Benefits					
			About the United States					
			Money and Finance					
			Employment					
			Emergencies and Safety					
			About Us					
			Just browsing					
			Other, please specify:	A				
	A	Other area:			Text area, no char limit		N	
		What is your **primary reason** for visiting WelcometoUSA.gov today?	Find an English class in my area		Radio button, one-up vertical	S	Y	
			Download the guide Welcome to the United States					
			Learn how to apply for U.S. Citizenship					
			Download the guide to naturalization					
			Get the latest study materials for naturalization test					
			Get the Civics and Citizenship Toolkit					
			Find immigration information					
			Learn more about government benefits					
			Learn about the United States					
			Find information about housing					
			Get information on health insurance					
			Learn how to get a green card					
			Get a driver's license					
			Other, please specify:	A				
	A	Other reason:			Text area, no char limit		N	
		What **method** did you use to find information on WelcometoUSA.gov today?	Top navigation bar		Drop down, select one	S	Y	
			Left-hand advertisement					
			Right-hand quick links					
			Links in the page					
			Site's search feature					
			Other, please specify:	A				
	A	Other method:			Text area, no char limit		N	
		Did you **find** what you were looking for?	Yes		Radio button, one-up vertical	S	Y	
			Partially					
			No, please specify:	A				
	A	Information not found:			Text area, no char limit		N	

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QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions
		Please rate how **useful** is the **information** provided on WelcometoUSA.gov for the following topics: **Finding a Job**	Very useful / Somewhat useful / Not very useful / Not at all useful / NA		Drop down, select one	S	Y	Multiple Lists Group
		Immigration and Citizenship For Immigrants/Permanent Residents	Very useful / Somewhat useful / Not very useful / Not at all useful / NA		Drop down, select one	S	Y	Multiple Lists Group
		Adult Education	Very useful / Somewhat useful / Not very useful / Not at all useful / NA		Drop down, select one	S	Y	Multiple Lists Group
		Government Benefits	Very useful / Somewhat useful / Not very useful / Not at all useful / NA		Drop down, select one	S	Y	Multiple Lists Group
		Naturalization Test Study Materials	Very useful / Somewhat useful / Not very useful / Not at all useful / NA		Drop down, select one	S	Y	Multiple Lists Group
		Housing	Very useful / Somewhat useful / Not very useful / Not at all useful / NA		Drop down, select one	S	Y	Multiple Lists Group
		Naturalization Information	Very useful / Somewhat useful / Not very useful / Not at all useful / NA		Drop down, select one	S	Y	Multiple Lists Group
		Health Insurance	Very useful / Somewhat useful / Not very useful / Not at all useful / NA		Drop down, select one	S	Y	Multiple Lists Group
		Please rate the **variety of the information** on WelcometoUSA.gov for the following topics: **Health Insurance**	1=Poor / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10=Excellent / Don't know		Radio button, scale, has don't know	S	Y	Multiple Lists Group
		Services in your Community	1=Poor / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10=Excellent / Don't know		Radio button, scale, has don't know	S	Y	Multiple Lists Group
		Finding a Job	1=Poor / 2 / 3 / 4 / 5 / 6 / 7 / 8		Radio button, scale, has don't know	S	Y	Multiple Lists Group

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QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions
			9					
			10=Excellent					
			Don't know					
		Emergency Information	1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
		Starting a Business	1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
		Family Issues	1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
		Government Benefits	1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
		About the United States	1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
		Personal Finance	1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
		Housing	1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group

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QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
	Education for Children		1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
		Please rate **how up to date** is the **information** on WelcometoUSA.gov for the following topics: **Health Insurance**	1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
	Finding a Job		1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
	Emergency Information		1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
	Starting a Business		1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
	Family Issues		1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					

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QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
	Government Benefits		1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
	About the United States		1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
	Personal Finance		1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
	Housing		1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
	Education for Children		1=Poor		Radio button, scale, has don't know	S	Y	Multiple Lists Group
			2					
			3					
			4					
			5					
			6					
			7					
			8					
			9					
			10=Excellent					
			Don't know					
			Don't know					
		If you could make **one improvement** to WelcometoUSA.gov, what would it be?			Text area, no char limit		N	
		Please select the category that includes your **age**.	17 and under		Radio button, one-up vertical	S	N	
			18 - 24					
			25 - 34					
			35 - 44					
			45 - 54					
			55 - 64					

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			65 and over					
			I prefer not to respond					
		In which **state** do you reside?	Outside of US		Drop down, select one	S	N	
			Alabama					
			Alaska					
			Arizona					
			Arkansas					
			California					
			Colorado					
			Connecticut					
			Delaware					
			District of Columbia					
			Florida					
			Georgia					
			Hawaii					
			Idaho					
			Illinois					
			Indiana					
			Iowa					
			Kansas					
			Kentucky					
			Louisiana					
			Maine					
			Maryland					
			Massachusetts					
			Michigan					
			Minnesota					
			Mississippi					
			Missouri					
			Montana					
			Nebraska					
			Nevada					
			New Hampshire					
			New Jersey					
			New Mexico					
			New York					
			North Carolina					
			North Dakota					
			Ohio					
			Oklahoma					
			Oregon					
			Pennsylvania					
			Rhode Island					
			South Carolina					
			South Dakota					
			Tennessee					
			Texas					
			Utah					
			Vermont					
			Virginia					
			Washington					
			West Virginia					
			Wisconsin					
			Wyoming					
			I prefer not to respond					
		What is your **country of origin**?	Afghanistan		Drop down, select one	S	N	
			Albania					
			Algeria					
			Andorra					
			Angola					
			Anguilla					
			Antigua and Barbuda					
			Argentina					
			Armenia					
			Australia					
			Austria					
			Azerbaijan					
			Bahamas					
			Bahrain					
			Bangladesh					

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			Barbados					
			Belarus					
			Belgium					
			Belize					
			Benin					
			Bermuda					
			Bhutan					
			Bolivia					
			Bosnia/Herzegovina					
			Botswana					
			Brazil					
			British Virgin Islands					
			British West Indies					
			Brunei					
			Bulgaria					
			Burkina Faso					
			Burma					
			Burundi					
			Cambodia					
			Cameroon					
			Canada					
			Cape Verde					
			Cayman Islands					
			Central African Republic					
			Chad					
			Chile					
			China					
			Colombia					
			Congo					
			Cook Islands					
			Costa Rica					
			Côte d'Ivoire					
			Croatia					
			Cuba					
			Cyprus					
			Czech Republic					
			Democratic Republic of Congo					
			Denmark					
			Djibouti					
			Dominica					
			Dominican Republic					
			East Timor					
			Ecuador					
			Egypt					
			El Salvador					
			Equatorial Guinea					
			Eritrea					
			Estonia					
			Ethiopia					
			Falkland Islands					
			Fiji					
			Finland					
			France					
			French Guiana					
			French West Indies					
			Gabon					
			Gambia					
			Gaza					
			Georgia					
			Germany					
			Ghana					
			Greece					
			Grenada					
			Guadeloupe					
			Guatemala					
			Guinea					
			Guinea-Bissau					
			Guyana					
			Haiti					
			Holy See					

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QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions
			Honduras					
			Hong Kong					
			Hungary					
			Iceland					
			India					
			Indonesia					
			Iran					
			Iraq					
			Ireland					
			Israel					
			Italy					
			Jamaica					
			Japan					
			Jordan					
			Kazakhstan					
			Kenya					
			Kiribati					
			Kosovo					
			Kuwait					
			Kyrgyz Republic					
			Laos					
			Latvia					
			Lebanon					
			Lesotho					
			Liberia					
			Liechtenstein					
			Lithuania					
			Luxembourg					
			Macao					
			Macedonia (FYROM)					
			Madagascar					
			Malawi					
			Malaysia					
			Maldives					
			Mali					
			Malta					
			Marshall Islands					
			Martinique					
			Mauritania					
			Mauritius					
			Mexico					
			Micronesia					
			Moldova					
			Monaco					
			Mongolia					
			Montserrat					
			Morocco					
			Mozambique					
			Namibia					
			Nauru					
			Nepal					
			Netherlands					
			Netherlands Antilles					
			New Zealand					
			Newfoundland					
			Nicaragua					
			Niger					
			Nigeria					
			North Korea					
			Norway					
			Oman					
			Pakistan					
			Palau					
			Panama					
			Papua New Guinea					
			Paraguay					
			Peru					
			Philippines					
			Poland					
			Portugal					

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			Qatar					
			Romania					
			Russia					
			Rwanda					
			Samoa					
			San Marino					
			Sao Tome/Principe					
			Saudi Arabia					
			Scotland					
			Senegal					
			Serbia and Montenegro					
			Seychelles					
			Sierra Leone					
			Singapore					
			Slovak Republic					
			Slovenia					
			Solomon Islands					
			Somalia					
			South Africa					
			South Korea					
			Spain					
			Sri Lanka					
			St. Kitts and Nevis					
			St. Lucia					
			St. Vincent and the Grenadines					
			Sudan					
			Suriname					
			Swaziland					
			Sweden					
			Switzerland					
			Syria					
			Taiwan					
			Tajikistan					
			Tanzania					
			Thailand					
			Tibet					
			Togo					
			Tonga					
			Trinidad and Tobago					
			Tunisia					
			Turkey					
			Turkmenistan					
			Tuvalu					
			Uganda					
			Ukraine					
			United Arab Emirates					
			United Kingdom					
			United States					
			Uruguay					
			Uzbekistan					
			Vanuatu					
			Venezuela					
			Vietnam					
			Wales					
			West Bank					
			Yemen					
			Zambia					
			Zimbabwe					
			I prefer not to respond					

#REF!

QID	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi
CQ0004444		How **frequently** do you visit this site?	Daily		Dropdown (Select-one)	Single
			Two to three times per week			
			About once a month			
			Every few months			
			Every 6 months or less often			
			This is my first time visiting this site			
CQ0004445		Are you a **registered user** on this site?	I am registered		Radio button, one-up vertical	Single
			I am not registered, and do not intend to	A		
			I am not registered, but intend to register during my visit today			
CQ0004446	A	Please explain why you do not intend to register?			Text area, no char limit	Single
CQ0004447		What best describes your **primary reason** for visiting the site today?	Researching products for possible inclusion in a design	B	Radio button, one-up vertical	Single
			Gathering information on a product or manufacturer specified in a design	C		
			Other (please specify)	A		
CQ0004448	A	Other primary reason			Text area, no char limit	Single
CQ0004449	B	What type of information were you looking for when researching products for the **possible inclusion in a design**?	Spec		Checkbox, one-up vertical	Multi
			3D models			
			Product application			
			Green information			
			Manufacturer's contacts			
			Cost			
			Other			
CQ0004450	C	What type of information were you looking for when researching products for the **possible inclusion in a design**?	CAD		Checkbox, one-up vertical	Multi
			Spec			
			3D models			
			Green information			
			Product application			
			Manufacturer's contacts			
			Cost			

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QID	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi
			Other			
CQ0004451		How were you primarily **seeking information** on sweets.com?	Search by keyword feature	A	Radio button, one-up vertical	Single
			Browse by master format feature			
			Other (please specify)			
CQ0004452	A	Other reason seeking information			Text field, <100 char	Single
CQ0004453		Were you able to **find what you were looking for** today?	Yes	A,B C,D	Radio button, one-up vertical	Single
			No			
			Not sure			
CQ0004454	A	Why were you **not able to find** what you were looking for?	I could not find the manufacturer I was looking for		Radio button, one-up vertical	Single
			I could not find the product I was looking for			
			I haven't completed my search on sweets.com yet			
			The search results did not appear relevant			
			Other			
CQ0004455	B	Since you could not find what you were looking for, **what do you plan to do next**?	Continue looking for the information at this site	E	Drop down, select one	Single
			Call Sweets.com customer service			
			E-mail Sweets.com customer service			
			Return to this site later and try again			
			Conduct a new internet search			
			Visit other building product sites			
			Other			
CQ0004458	E	What other site(s) do you plan to visit?			Text area, no char limit	Single
CQ0004456	C	Why were you **not sure**?	I haven't completed my search on sweets.com yet		Radio button, one-up vertical	Single
			I am not sure how to find the product I am looking for			
			Could not find the product I was looking for under the division it should be listed in			
			The search results did not appear relevant			
			Other			
CQ0004457	D	Since you were not sure, **what do you plan to do next**?	Continue looking for the information at this site	F	Drop down, select one	Single
			Call Sweets.com customer service			
			E-mail Sweets.com customer service			
			Return to this site later and try again			
			Conduct a new internet search			
			Visit other building product sites			
			Other			
CQ0004459	F	What other site(s) do you plan to visit?			Text area, no char limit	Single
CQ0004460		What **other sources** do you use to search for construction product information?	Google		Checkbox, one-up vertical	Multi
			Other search engine (i.e.: Yahoo!, Teoma, Dogpile, etc.)			
			Reed First Source			
			4specs			
			Arcat			
			Manufacturers websites			

Required Y/N	Special Instructions
Y	
Y	Randomize OPS Group
N	OPS Group
Y	Skip Logic Group
N	Skip Logic Group
Y	Skip Logic Group
Y	Skip Logic Group

Required Y/N	Special Instructions
Y	OPS Group
N	OPS Group
Y	Skip Logic Group
Y	Skip Logic Group
Y	Skip Logic Group
N	Skip Logic Group
Y	Skip Logic Group
Y	Skip Logic Group
N	Skip Logic Group
Y	