Give Social Security a Report Card...

Please answer the following questions to give us your opinion of the online application you recently completed Social Security's website.

MARKING INSTRUCTIONS

Correct Marking Example: \boxtimes

Make no stray marks.

Use blue or black pen or a number 2 pencil.

•	Do not	use pens with ink that soaks through the paper.	Keep	all en	tries v	vithin	the b	oxes.	
1.	How di	d you hear about Social Security's online application?							
	Ma	ark <u>all</u> that apply.							
		From Social Security (an employee, their website, written	n mate	rial, et	c.)				
		From a family member or friend							
		From an Internet search engine or website other than Soc	ial Sec	curity'	S				
		From online social media (Facebook, Twitter, etc.)							
		From traditional media (newspaper, magazine, TV or rad	io, etc	.)					
		From a doctor or other health care professional, social wo	orker						
		From a nonprofit organization that serves the aged or peoples, ARC, etc.)	ple w	ith disa	abilitio	es (Ur	ited (Cerebra	al
		From an attorney or a paid professional consulting service	e (All	sup, Bi	inder (& Bin	der, e	tc.)	
		Somewhere else (employer, union, school, church, etc.)							
2.	Did you	fill out the online application by yourself or was someone	else th	nere to	help	you w	ith it?		
	Ma	ark <u>only ONE</u> answer.							
		Filled it out by myself \rightarrow Please skip to <u>question 4.</u>							
		Someone else helped me \rightarrow Please continue with <u>quest</u>	tion 3	•					
3.	Who hel	lped you?							
	Ma	ark <u>only ONE</u> answer.							
		Non-professional (family member, friend, etc.)							
		Professional (attorney, social worker, doctor, etc.)							
		the scale shown to rate the following aspects of your exposed. If a question <u>does not</u> apply to you, please mark <u>Not</u>	-		ng So	cial S	ecuri	ty's oi	nline
M	ark [X] <u>C</u>	<u>ONE</u> answer for every item.	Excellent	Very Good	Good	Fair	Poor	Very Poor	Not Applicable
W		Decided to File Online							
4.	website								
5.	online a	r of pages you went through before you could start the application							
6.	informa	ance of the online application <u>pages</u> (amount of ation, how the information is arranged, etc.)							
7.		ell Social Security's website explained what information cuments you needed to complete your online application							
Co	mpleting	the Online Application							
8.		answering the questions on the online application							
9.		ness of the explanations in the "More Info" links on the application							

→

Mark [X] <u>ONE</u> answer for every item.	Excellent	Very Good	Good	Fair	Poor	Very Poor	Not Applicable
10. Availability of help from Social Security to complete the online application							
11. <u>Length of time</u> it took to complete the online application							
12. About how long did it take you complete the online application? Mark only ONE answer. □ 15 minutes or less □ Over 15 and up to 30 minutes □ Over 30 and up to 45 minutes □ Over 45 and up to 1 hour □ Over 1 hour and up to 2 hours □ More than 2 hours							
Explanations on Social Security's Website about 13. What would happen after you submitted your							
online application							
14. Other information you needed to know about your benefits							
15. The <u>security</u> and <u>privacy</u> features of the website							
Your Overall Rating							
16. Overall opinion of Social Security's online application							
Mark [X] <u>ONE</u> answer for every item.	Very Likely	Comowhot	Likely	Not very	Likely	Not at all Likely	Not Applicable
Your Likelihood to							
17. Recommend Social Security's online application to others							
18. Use Social Security's website for your <u>future business</u> (request information, change your address, etc.)							
Your Need for Special Accommodations							
 19. When you do business with Social Security, in person, on the telepprovide any special accommodations because of a medical condition Mark [X] only ONE answer. □ Yes (Answer question 20 and tell us what special according to the provided in the provi	on?			•			
Mark [X] only ONE answer.	Very	Somowhot	Satisfied	Somewhat	Dissausned	Very Dissatisfied	Not Applicable
20. How satisfied are you with how well Social Security meets your need for special accommodations?							
21. Please use this space to provide any comments you may have about explain any of your answers.	ıt Soci	al Sec	eurity'	s onli	ne ap	plicatio	on or to

OMB Control Number 0960-0526, Expiration Date: August 2012

Give Social Security a Report Card...

Please answer the following questions to give us your opinion of the change of address or direct deposit service you recently used on Social Security's website.

Make no stray marks.

Keep all entries within the boxes.

MARKING INSTRUCTIONS

Correct Marking Example:

Use blue or black pen or a number 2 pencil.

Do not use pens with ink that soaks through the paper.

yee, their website, write or website other than S book, Twitter, etc.) per, magazine, TV or r ion bol, church, etc.) change of address or o	ocial S	ecurity	,				
or website other than S book, Twitter, etc.) per, magazine, TV or r ion bool, church, etc.)	ocial S	ecurity	,				
or website other than S book, Twitter, etc.) per, magazine, TV or r ion bol, church, etc.)			's				
pook, Twitter, etc.) per, magazine, TV or r ion pool, church, etc.)			's				
per, magazine, TV or r ion pol, church, etc.)	adio, e	tc.)					
ion ool, church, etc.)	adio, e	tc.)					
ool, church, etc.)							
change of address or o							
	direct o	leposit	by you	rself o	r was s	omeo	ne
· —		_					
→ Please continue w	ith <u>qu</u>	estion (<u>3</u> .				
•							
torney, social worker, o	etc.)						
• •			•	•	when	you us	se the
to somest my change		Dlaga	a aanti		ith an	og tion	5
	→						<u>5</u> .
•		Pieas	e skip	to <u>que</u>	suon (<u>.</u>	
•		Pleas	e skip	to <u>que</u>	stion (<u>5</u> .	
wing aspects of your	_		_		•	's onl	ine
	Excellent	Very Good	Good	Fair	Poor	Very Poor	Not Applicable
Online							
al Security's change							
direct deposit							
•							
of information, how							
	er, friend, etc.) torney, social worker, exial Security requires your to report my change - ady had - d; I answered personal place of birth, etc.) wing aspects of your exial security requires your exists and the security r	er, friend, etc.) torney, social worker, etc.) tial Security requires you to contain to report my change ady had d; I answered personal place of birth, etc.) wing aspects of your experient. If a question does not appoint	er, friend, etc.) torney, social worker, etc.) ial Security requires you to confirm a service. How did you confirm your to report my change Pleas addy had Pleas Ple	Please continue with question 3. er, friend, etc.) torney, social worker, etc.) ial Security requires you to confirm your identification report my change → Please continued had place of birth, etc.) wing aspects of your experience using So. If a question does not apply to you, please skip Donline al Security's change □ □ □ □ direct deposit □ □ □ □ of information, how □ □ □ uined what report □ □ □ □ direct deport □ □ □ □ uined what report □ □ □ □	Please continue with question 3. er, friend, etc.) torney, social worker, etc.) ial Security requires you to confirm your identity? to report my change → Please continue we ady had → Please skip to que di; I answered personal place of birth, etc.) wing aspects of your experience using Social Soc. If a question does not apply to you, please material security's change □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Please continue with question 3. er, friend, etc.) torney, social worker, etc.) tial Security requires you to confirm your identity when you service. How did you confirm your identity? to report my change → Please continue with question of the please skip to question of the question of the please skip to question of the question	Please continue with question 3. er, friend, etc.) torney, social worker, etc.) ial Security requires you to confirm your identity when you use to report my change → Please continue with question addy had → Please skip to question 6. d; I answered personal place of birth, etc.) wing aspects of your experience using Social Security's onl. If a question does not apply to you, please mark Please skip to question 6. If a question does not apply to you, please mark Please skip to question 6. I food Yana And Yana A

Mark [X] <u>ONE</u> answer for every item.	Excellent	Very Good	Good	Fair	Poor	Very Poor	Not Applicable
Completing the Online Report							
10. <u>Ease of answering</u> the questions for your change of address or direct deposit report							
11. <u>Helpfulness</u> of the <u>explanations</u> and <u>examples</u> about how to complete your report							
12. <u>Availability of help</u> from Social Security to complete your report							
13. <u>Length of time</u> it took to complete your report							
 14. About how long did it take you to complete your change of addr Mark [X] only ONE answer. □ 10 minutes or less □ Over 10 and up to 20 minutes 	ess or	direct o	leposi	it report	online	??	
☐ More than 20 minutes							
Information from Social Security							
15. Confirming that they <u>received</u> your report							
16. Explaining how they will process your report							
17. Explaining the <u>security</u> and <u>privacy</u> features of the website							
Your Overall Rating							
18. Overall opinion of Social Security's online change of address or direct deposit service							
Mark [X] <u>ONE</u> answer for every item.	Very Likelv	Somewhat	Likely	Not very Likely	Not at all	Likely	Not Applicable
Your Likelihood to							
19. Recommend Social Security's website to others]				
20. Use Social Security's website for your <u>future business</u> (request information, report a change, etc.)]				
Your Need for Special Accommodations							
 21. When you do business with Social Security, in person, on the tel provide any special accommodations because of a medical condition Mark [X] only ONE answer. □ Yes (Answer question 22 and tell us what special accommodations) □ No (Skip to question 23.) 	ition?			·			
Mark [X] <u>only ONE</u> answer.	Verv	Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very	Dissatisfied	Not Applicable
22. How satisfied are you with how well Social Security meets your need for special accommodations?					С	_ 	
23. Please use this space to provide any comments you may have ab address or direct deposit service or to explain any of your answe		ocial Se	curity	's onlin	e chan	ge of	

OMB Control Number 0960-0526, Expiration Date: August 2012

Give Social Security a Report Card...

Please answer the following questions to give us your opinion of the online Disability Report you recently completed on Social Security's website for an application for disability benefits or request for an appeal.

MARKING INSTRUCTIONS Correct Marking Example: ⊠

•		ue or black pen or a number 2 p t use pens with ink that soaks th		r. •			ray mark tries with	ks. hin the bo	oxes.	
l.	How di	d you hear about completing the	Disability Repo	rt online?		•				
	Ma	ork <u>all</u> that apply.								
		From Social Security (an empl	oyee, their webs	ite, writte	n mat	erial, etc	:.)			
		From a family member or frien	nd							
		From an Internet search engine	or website other	r than So	cial So	ecurity's				
		From online social media (Face	ebook, Twitter, e	etc.)						
		From traditional media (newsp	aper, magazine,	TV or rac	dio, et	c.)				
		From a doctor or other health of	eare professional	, social w	orker					
		From a nonprofit organization Palsy, ARC, etc.)	that serves the ag	ged or pe	ople v	vith disa	bilities (U	Jnited Ce	rebral	
		From an attorney or a paid pro-	fessional consult	ing service	ce (Al	lsup, Bii	nder & B	inder, etc	.)	
		Somewhere else (employer, un	ion, school, chui	rch, etc.)						
2.	Did you	fill out the online Disability Rep	oort by yourself o	or was so	meon	e else the	ere to hel	p you wit	h it?	
	Ma	nrk <u>only ONE</u> answer.								
		Filled it out by myself								
		Someone else helped me								
		the scale shown to rate the foll Report. If a question <u>does not</u>	~ -	•	-		_	Security	's online	e
			•	1	3				30 r	ble
M	ark [X] <u>(</u>	ONE answer for every item.	Ē	Excellent Very Good		Good	Fair	Poor	Very Poor	Not Applicable
		ONE answer for every item. e Online Disability Report	Ē			Good	Fair	Poor	Very Po	Not Applica
	urting the Ease of	·	port on			Good	- Fair	Poor	□ Very Pe	Not Applica
Sta	Ease of Social S	e Online Disability Report finding the online Disability Re	port on [<u> </u>]					
<u>Sta</u> 3.	Ease of Social Social Social Standards How we	c Online Disability Report finding the online Disability Resecurity's website r of pages you went through before	port on ore you lained how]					
<u>Sta</u> 3. 4.	Ease of Social S Number could stand the online How we what in	<u>For the Disability Report</u> <u>finding</u> the online Disability Rescurity's website <u>r of pages</u> you went through <u>before</u> the online Disability Report ell Social Security's website exp	port on Dre you lained how lained] C	1					
<u>Sta</u> 3.	Ease of Social S	finding the online Disability Resecurity's website r of pages you went through before the online Disability Report ell Social Security's website expension of the online Disability Report works ell Social Security's website expension you needed to comple Disability Report ance of the online Disability Report to finformation, how the information	port on Dre you lained how lained te the port pages							
Sta 3. 4.	Ease of Social S	finding the online Disability Resecurity's website r of pages you went through before the online Disability Report ell Social Security's website expension of the online Disability Report works ell Social Security's website expension you needed to comple Disability Report ance of the online Disability Report to finformation, how the information	port on Dore you lained how lained te the port pages lation is							
Sta 3. 4.	Ease of Social S	finding the online Disability Resecurity's website r of pages you went through before the online Disability Report ell Social Security's website expense Disability Report works ell Social Security's website expense Disability Report works ell Social Security's website expense Disability Report ance of the online Disability Report to finformation, how the information, how the information, etc.) The Online Disability Report In complete the online Disability Report	port on Dre you lained how lained te the port pages lation is							
Sta 3. 4. 5.	Ease of Social S	finding the online Disability Resecurity's website r of pages you went through before the online Disability Report ell Social Security's website expense Disability Report works ell Social Security's website expense Disability Report works ell Social Security's website expense Disability Report ance of the online Disability Report ance of the online Disability Report to finformation, how the information, how the information, etc.) The Online Disability Report The complete the online Disability Report The Control of the Online Disability Report	port on ore you lained how lained te the oort pages action is Report in one or	more tha						
Sta 3. 4. 5.	Ease of Social S	finding the online Disability Resecurity's website r of pages you went through before the online Disability Report ell Social Security's website expense Disability Report works ell Social Security's website expense Disability Report works ell Social Security's website expense Disability Report ance of the online Disability Report to finformation, how the information, how the information, how the information of the Online Disability Report r the Online Disability Report a complete the online Disability Report	port on Dre you lained how lained te the port pages lation is Report in one or	more tha	n one					
Sta 3. 4. 5.	Ease of Social S	finding the online Disability Resecurity's website r of pages you went through before the online Disability Report ell Social Security's website expense Disability Report works ell Social Security's website expense Disability Report works ell Social Security's website expense Disability Report to comple Disability Report ance of the online Disability Report to finformation, how the information, how the information, how the information of the Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report The Online Disability Report	port on Dre you lained how lained te the port pages lation is Report in one or ase skip to quest ase continue with	more tha	n one					
Sta 3. 4. 5. 7. Co 3.	Ease of Social S	finding the online Disability Resecurity's website r of pages you went through before the online Disability Report ell Social Security's website expense Disability Report works ell Social Security's website expense Disability Report works ell Social Security's website expense Disability Report ance of the online Disability Report to finformation, how the information, how the information, how the information of the Online Disability Report r the Online Disability Report a complete the online Disability Report	port on lained how lained te the cort pages lation is Report in one or ase skip to quest ase continue wit	more tha	n one					

□ 1 hour or less							
\Box Over 1 hour and up to 2 hours							
☐ Over 2 hours and up to 3 hours							
□ Over 3 hours							
Mark [X] <u>ONE</u> answer for every item.	Excellent	Very Good	Good	Fair	Poor	Very Poor	Not Applicable
12. Ease of understanding the questions on the online Disability Report							
13. <u>Ease of providing</u> the information requested on the online Disability Report							
14. <u>Helpfulness</u> of the examples and explanations in the links on the online Disability Report							
15. <u>Availability of help</u> from Social Security to complete the online Disability Report							
Explanations on Social Security's Website About							
16. What would happen <u>after you submitted</u> the online Disability Report							
17. The <u>security</u> and <u>privacy</u> features of the website							
Your Overall Rating							
18. Overall opinion of Social Security's online Disability Report							
Mark [X] <u>ONE</u> answer for every item.		Very Likely	Somewhat Likely	Not vory	Likely	Not at all Likely	Not Applicable
· · · · · · · · · · · · · · · · · · ·		Very Likely	Somewhat Likely		<u> </u>	Not at all Likely	
Mark [X] <u>ONE</u> answer for every item.		□ Very Likely	Somewhat Likely	Z	<u> </u>	□ Not at all Likely	
Mark [X] <u>ONE</u> answer for every item. <u>Your Likelihood to</u>	ok for		Son	Z	Like	Not	Not Ap
Mark [X] ONE answer for every item. Your Likelihood to 19. Recommend Social Security's website to others 20. Use Social Security's website for future business (local security).	ok for		Son	Z	Like	□ Not	Not Apj
 Mark [X] ONE answer for every item. Your Likelihood to 19. Recommend Social Security's website to others 20. Use Social Security's website for future business (locinformation, etc.) Your Need for Special Accommodations 21. When you do business with Social Security, in perso provide any special accommodations because of a median 	n, on the	□ □ telephon	Son	,	Like	Not Lik	
 Mark [X] ONE answer for every item. Your Likelihood to 19. Recommend Social Security's website to others 20. Use Social Security's website for future business (locinformation, etc.) Your Need for Special Accommodations 21. When you do business with Social Security, in person 	n, on the	telephonondition?	ue, or onli	ne, do	you ne	Lik ned them	to Not
 Mark [X] ONE answer for every item. Your Likelihood to 19. Recommend Social Security's website to others 20. Use Social Security's website for future business (log information, etc.) Your Need for Special Accommodations 21. When you do business with Social Security, in person provide any special accommodations because of a memory mark [X] only ONE answer. 	n, on the	telephonondition?	ue, or onli	ne, do	you ne	Lik ned them	to Not
 Mark [X] ONE answer for every item. Your Likelihood to 19. Recommend Social Security's website to others 20. Use Social Security's website for future business (log information, etc.) Your Need for Special Accommodations 21. When you do business with Social Security, in perso provide any special accommodations because of a memory Mark [X] only ONE answer. □ Yes (Answer question 22 and tell us what 	n, on the	telephonondition?	ue, or onli	ne, do	you ne	Lik ned them	to
 Mark [X] ONE answer for every item. Your Likelihood to 19. Recommend Social Security's website to others 20. Use Social Security's website for future business (log information, etc.) Your Need for Special Accommodations 21. When you do business with Social Security, in perso provide any special accommodations because of a memory Mark [X] only ONE answer. □ Yes (Answer question 22 and tell us what □ No (Skip to question 23.) 	n, on the edical co	e telephonondition?	ne, or onli	ne, do	you ne	ristied near them to reach the reach them to reach the reach them to reach the r	oto Picable Apple
Mark [X] ONE answer for every item. Your Likelihood to 19. Recommend Social Security's website to others 20. Use Social Security's website for future business (log information, etc.) Your Need for Special Accommodations 21. When you do business with Social Security, in perso provide any special accommodations because of a mark [X] only ONE answer. □ Yes (Answer question 22 and tell us what □ No (Skip to question 23.) Mark [X] only ONE answer.	n, on the edical co	Commondation?	Somewhat Somewhat Satisfied Lik	ne, do	Dissatisfied and one of the control	Dissatisfied Dissa	to Not Not Applicable A

11. About how long did it take you complete the online Disability Report?

Mark only ONE answer.

OMB Control Number 0960-0526, Expiration Date: August 2012

Internet Report Card Survey - Prenotice Postcard

Dear Social Security Customer:

Social Security believes that conducting surveys is one of the best ways to find out how well we are serving you. That's why we will soon be asking you to give us your opinion about the business that you (or someone else on your behalf) recently completed on our website.

In a few days, you will receive a short questionnaire in the mail from [insert contractor name], who is conducting this survey for Social Security. When you receive their envelope, we hope that you will take the time to answer our questions and tell us what you think of our online service.

We look forward to hearing your opinions.

Ronald T. Raborg Deputy Commissioner for Quality Performance Social Security Administration

Internet Report Card Survey – Initial Cover Letter

RE: [Insert type of online business from sample file]

Dear [Insert name from sample file]:

As I noted in my recent postcard, Social Security is conducting a survey to find out how well we served you when you (or someone else on your behalf) used our website to complete the business shown above. Please take 5 minutes to fill out the enclosed "Report Card" and return the form as soon as possible in the postage-paid envelope provided. Please do not put any information related to your Social Security business in the envelope with your completed survey.

Please be assured that *[insert contractor name]*, who is conducting this survey for us, will only give your responses to my staff here at Social Security and will not use them for any other purpose. Social Security will report the survey results by summarizing the answers of everyone who takes the survey; we will not report any individual responses.

If you have a question about Social Security benefits, please visit our web site at www.socialsecurity.gov or call our toll-free information line at 1-800-772-1213. (To protect your privacy, my staff cannot answer questions about your eligibility or benefits.)

We appreciate your taking time out of your busy schedule to answer our survey.

Sincerely,

Ronald T. Raborg Deputy Commissioner for Quality Performance Social Security Administration

Enclosures

Internet Report Card Survey – Privacy Act

PRIVACY ACT STATEMENT

The Social Security Administration is authorized to collect the information for this survey under Executive Order 12862, "Setting Customer Service Standards." Your response to these questions is strictly voluntary. The information you provide will be used to help us improve the service that we give you. Your response will not be disclosed to any other government or private agency.

PAPERWORK REDUCTION ACT STATEMENT

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by Section 2 of the <u>Paperwork Reduction Act of 1995</u>. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 5 minutes to read the instructions, gather the facts, and answer the questions. *You may send comments on our time estimate above to: Social Security Administration*, 6401 Security Blvd., Baltimore, MD 21235-6401. Send <u>only</u> comments relating to our time estimate to this address, not the completed form.

Internet Report Card Survey – Follow-up Cover Letter

RE: [Insert type of online business from sample file]

Dear [Insert name from sample file]:

About a week ago we sent you a survey form, "Give Social Security a Report Card," to find out how well we served you when you (or someone else on your behalf) used our website to complete the business shown above. We haven't yet heard from you and it's important that we gather opinions from as many people as possible. If you have already mailed in your completed survey form, please discard this letter. We sincerely appreciate your help, and we look forward to receiving your response.

However, if you have not yet had time to fill out and return your survey, please take a few minutes right now to do that. The form is short and takes less than 5 minutes to complete. In case you misplaced the survey, we have enclosed another copy along with a postage-paid return envelope. Please do not put any information related to your Social Security business in the envelope with your completed survey.

Please be assured that *[insert contractor name]*, who is conducting this survey for us, will only give your responses to my staff here at Social Security and will not use them for any other purpose. Social Security will report the survey results by summarizing the answers of everyone who takes the survey; we will not report any individual responses.

If you have a question about Social Security benefits, please visit our web site at www.socialsecurity.gov or call our toll-free information line at 1-800-772-1213. (To protect your privacy, my staff cannot answer questions about your eligibility or benefits.)

We would appreciate receiving your completed survey as soon as possible.

Sincerely,

Ronald T. Raborg Deputy Commissioner for Quality Performance Social Security Administration

Enclosures