

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.

Date: 11/18/2009

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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
		Does your company use E-Verify?	Yes No Don't know I am not employed by or do not own a company	A B A	Drop down, select one	S	Y
	B	Is your company considering using E-Verify?	Yes No Don't know		Drop down, select one	S	N
	A	Did, or will, you play any role in your company's decision whether to use, or not use, E-Verify?	Yes No Don't know	D	Drop down, select one	S	N
	B,D	How likely is your company to become a new E-Verify user as a result of visiting this site?	1=Very Unlikely 10=Very Likely	2 3 4 5 6 7 8 9	Radio button, scale, no don't know	S	N
	A,B	Is your company mandated by federal, state or local law to participate in E-Verify?	Yes No Don't know		Drop down, select one	S	N
	A,B	Approximately how many people are employed at your company?	1 to 4 5 to 9 10 to 19 20 to 49 50 to 99 100 to 249 250 to 499 500 to 999 1,000 to 2,499 2,500 to 4,999 5,000 to 9,999 10,000 or more		Drop down, select one	S	N
		For what reasons did you visit the E-Verify site today? (Check all that apply.)	Learn about E-Verify in general Learn about E-Verify requirements for federal contractors Sign up for a webinar Learn how to contact E-Verify Enroll in the E-Verify program Other, please specify:	A	Checkbox, one-up vertical	M	Y
	A	Other reasons for visiting the E-Verify site today.			Text area, no char limit		N
		What was the primary reason you visited the E-Verify site today? (Check only one response.)	Learn about E-Verify in general Learn about E-Verify requirements for federal contractors Sign up for a webinar Learn how to contact E-Verify Enroll in the E-Verify program Other, please specify:	A	Radio button, one-up vertical	S	Y
	A	Other primary reason for visiting the E-Verify site today.			Text area, no char limit		N
		Were you able to find what you were looking for at the E-Verify site?	Yes For the most part		Drop down, select one	S	Y

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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
			Only partially				
		How frequently do you visit this E-Verify site?	No		Drop down, select one	S	Y
			First time				
			Almost every day				
			Once or twice a week				
			Once or twice a month				
			Less than Once a month				
		What could be done to make this site more useful ?			Text area, no char limit		N
		How easy was it for you to understand the information on this E-Verify site?	Very easy		Radio button, one-up vertical	S	Y
			Somewhat easy				
			Somewhat difficult				
			Very difficult				
		How easy was it to find what you were looking for?	Very easy		Radio button, one-up vertical	S	Y
			Somewhat easy				
			Somewhat difficult				
			Very difficult				
		In which of the following ways would you like to get more information about E-Verify? (Check all that apply)	Facebook	A	Checkbox, one-up vertical	M	Y
			Twitter				
			Blogs				
			YouTube videos				
			Wikis				
			Internet discussion boards				
			E-mail subscriber lists				
			Text messaging				
			Other, please specify:				
			None				
	A	Other format in which would like to get more info about E-Verify.			Text area, no char limit		N
		Which of the following best describes your role ?	I am a human resources professional seeking information for my employer	A	Radio button, one-up vertical	S	Y
			I am an attorney or designated agent representing my employer or client				
			I am a business owner/company executive seeking information for my business				
			I am an employee seeking information because my employer uses or may use E-Verify				
			I represent an industry organization or advocacy group that follows E-Verify				
			I am a member of the news media seeking information for a story on E-Verify				
			I am doing policy research for a government legislator or agency				
			I am person who just happens to be interested in E-Verify				
			Other, please specify:				
	A	Other role coming to the site.			Text area, no char limit		N



Special Instructions	CQ Label
	Use E-Verify
	Consider using E-Verify
	Play role in using E-Verify
	New user
	Mandated
	Number of employees
	Reasons for visiting
	Other reasons
	Primary reason
	Other primary reasons
	Find info



Special Instructions	CQ Label
	Frequency
	Improvement
	Easy to understand
	Easy to find
Format	Format
	Other format
Role	Role
	Other role

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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
CQ0004444		How frequently do you visit this site?	Daily 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		Dropdown (Select-one)	Single
CQ0004445		Are you a registered user on this site?	I am registered I am not registered, and do not intend to I am not registered, but intend to register during my visit today	A	Radio button, one-up vertical	Single
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 Gathering information on a product or manufacturer specified in a design Other (please specify)	B C A	Radio button, one-up vertical	Single
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 3D models Product application <i>Green information</i> Manufacturer's contacts Cost Other		Checkbox, one-up vertical	Multi
CQ0004450	C	What type of information were you looking for when researching products for the possible inclusion in a design?	CAD Spec 3D models Green information Product application Manufacturer's contacts Cost		Checkbox, one-up vertical	Multi

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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
CQ0004451		How were you primarily seeking information on sweets.com?	Other Search by keyword feature Browse by master format feature Other (please specify)	A	Radio button, one-up vertical	Single
CQ0004452	A	Other reason seeking information			Text field, <100 char	Single
CQ0004453		Were you able to find what you were looking for today?	Yes No Not sure	A,B C,D	Radio button, one-up vertical	Single
CQ0004454	A	Why were you not able to find what you were looking for?	I could not find the manufacturer I was looking for 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		Radio button, one-up vertical	Single
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 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	E	Drop down, select one	Single
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 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		Radio button, one-up vertical	Single
CQ0004457	D	Since you were not sure, what do you plan to do next?	Continue looking for the information at this site 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	F	Drop down, select one	Single
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 Other search engine (i.e.: Yahoo!, Teoma, Dogpile, etc.) Reed First Source 4specs Arcat Manufacturers websites		Checkbox, one-up vertical	Multi



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
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