

## 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

Model Instance Name:

MID: 1QRBQVt00VIYwxsMAAs01A==

Date:

~~red & strike-through~~: DELETE

underlined & italicized: RE-ORDER

pink: ADDITION

blue + -->: REWORDING

CUSTOM QUESTION LIST

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
EDO11044		Which of the following best describes you?	Agency Representative Benefit Advocate/Caseworker Disabled Disabled Veteran Disaster Victim Federal employee or retiree Injured/Sick Low Income Military (Active) Military Dependent		Radio button, one-up vertical	Single	Y

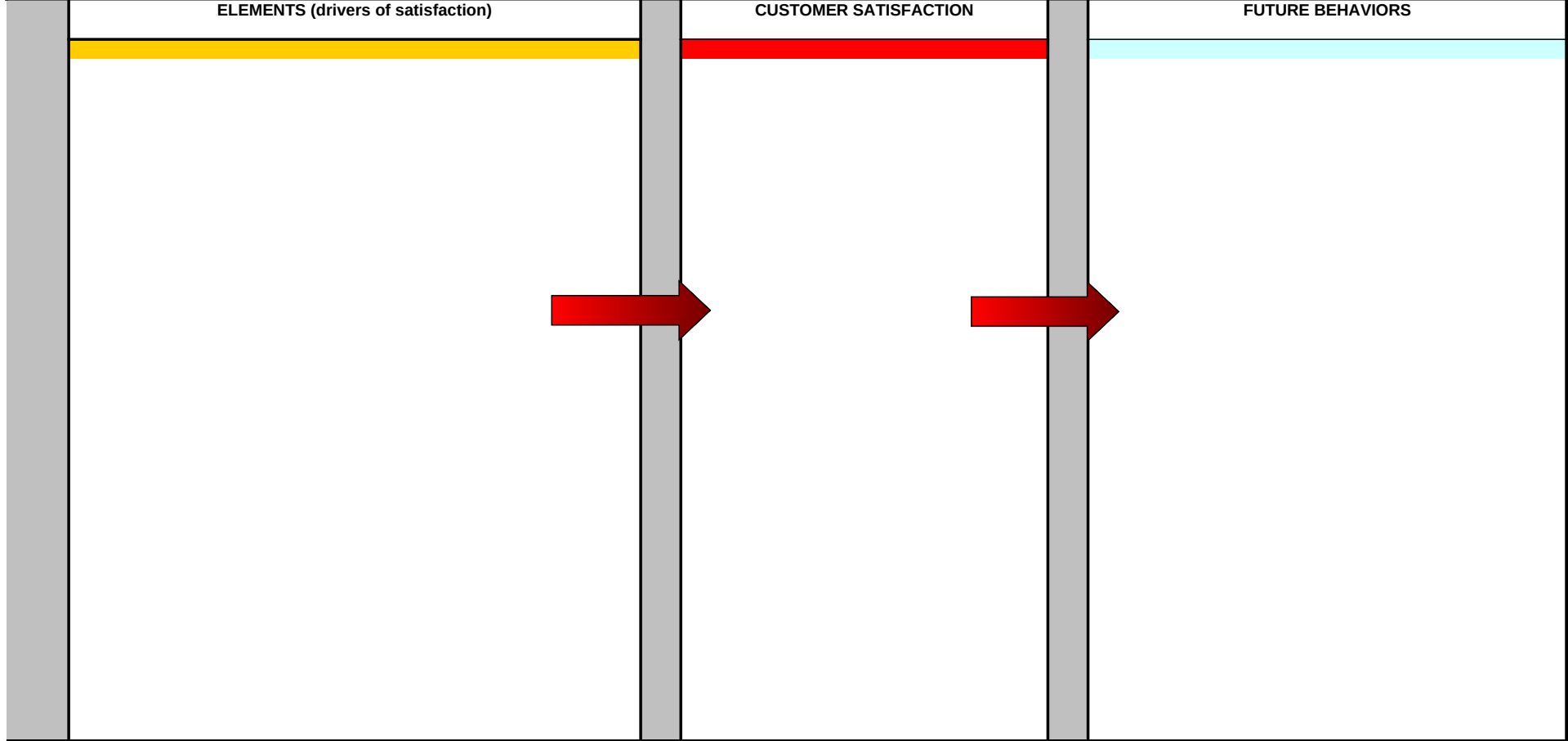
<b>Special Instructions</b>
OPS Group

Model Instance Name:  
Fill-in Measure Name

MID: Existing Measure - Please fill in; New Measure - DOT will fill in

Date: Fill In Date

*Model questions utilize the ACSI methodology to determine scores and impacts*









**Special  
Instructions**

A large, empty rectangular box with a black border, positioned below the 'Special Instructions' header, intended for providing specific instructions or notes.



**Special  
Instructions**