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)**

Questionnaire Resources:
1. Questionnaire Design and Approval Process
2. Question Grouping Rules
3. OPS vs. Skip Logic Decision for "Other, Please Specify"
4. Model and Custom Question Checks_ SRA
5. Model and Custom Question Checks_ Team LeadManager
6. Model and Custom Question Checks_ DOT
7. Foreign Language Survey Instructions

Client Name:
Measure Name:

Custom Invitation Text?		*Please Select*
Custom Tracker Text?		*Please Select*
Custom Welcome/ Thank You Text?		*Please Select*

Language(s)	If other language not listed, please specify.	Website URL	MID(s) *(DOT FILL THIS IN)*	Measure Name(s) *(DOT WIll FILL THIS IN)*
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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
EDO06081		How often do you visit Medicare.gov?	First time		Drop down, select one	single	N
			Daily or more often				
			About once a week				
			About once a month				
			Less than once a month, but more than once a year				
			Once a year or less				
EDO06082		What is your role in visiting Medicare.gov today?	I am a Medicare beneficiary, I receive benefits from Medicare		Radio button, one-up vertical	single	N
			I am a friend or family member of someone who is a Medicare beneficiary/receives benefits from Medicare				
			I am a healthcare professional				
			I am a healthcare partner				
			I am an administrator who works with Medicare beneficiaries				
			I represent an employer				
			Other (please specify):	A			
EDO06083	A	Other role in visiting Medicare.gov			Text field, <100 char		N
EDO06084		How did you first find out about Medicare.gov?	Internet search		Radio button, one-up vertical	single	N
			Another Web site				
			Recommended by someone I know				
			In a printed article (newspaper, magazine, newsletter)				
			At a meeting or conference I attended				
			Read about Medicare.gov in a blog				
			Twitter				
			LinkedIn page				
			RSS Feed				
			Bookmarking site				
			Poster or pamphlet				
			YouTube				
			Don't recall/ Don't know				
			Other (please specify):	A			
EDO06085	A	Other (please specify source)			Text field, <100 char		N
EDO06086		What was your primary reason for visiting Medicare.gov?	Find basic information about Medicare		Radio button, one-up vertical	single	N
			Apply for Medicare benefits				
			Review, manage or change my Medicare plan choice(s)				
			Check for Medicare eligibility				
			Locate a resource (Drug Plans, Health Plans, Physicians, Compare Hospitals and Nursing Home)				
			Find contact information				
			Order a new Medicare card				
			Change of address				
			Download a database				

red & strike-through: DELETE
underlined & italicized: RE-ORDER
pink: ADDITION
blue + -->: REWORDING

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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
			File a complaint or grievance				
			Other (please specify):	A			
EDO06087	A	Other (please specify reason)			Text field, <100 char		N
EDO06088		What sections of Medicare.gov did you visit today?	New to Medicare		vertical	multi	N
			Health & Drug Plans				
			Facilities & Doctors				
		jyotsna.bisaro: Shorter list	MyMedicare.gov				
			Manage your Health				
			Medicare Basics				
			Resource Locator	A			
			Help & Support				

**Special
Instructions**

OPS Group

OPS Group

OPS Group

OPS Group

OPS Group

FORE

Special Instructions

OPS Group

Skip Logic