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 <u>Model and Custom Question Checks_ Team LeadManager</u>
- 6 Model and Custom Question Checks_DOT
- 7 Foreign Language Survey Instructions

Welcome and Thank You Text

Welcome Text

Thank you for visiting this webpage. You've been randomly chosen to take part in a brief survey to let us know what we're doing well and where we can improve. Please take a few minutes to share your opinions.

Thank You Text

Thank you for taking the time to complete this survey. Your comments are very valuable to us and will be helpful in improving our web site. All responses are strictly confidential.

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Date: 6/17/2013

84lgl11h5ocEtdQspQwAwA== CUSTOM QUESTION LIST Skip Logic Label Answer Choices Type (select | Single or | Required Special CQID Question Text (limited to 50 characters) Skip to from list) Multi ÝΝ Instructions oking for on this NIDCR webpage? Skip F hat information were you specifically Гехt area. п Open No Skip Logic Group CAS0032276 Overall, the information on this webpage Very easy to understand Single Radio button, Yes one-up vertical was: Easy to understand Somewhat difficult to understand Difficult to understand CAS0032277 Too much information Radio button, Does this webpage include...? Single Yes one-up vertica Not enough information Just the right amount of information CAS0032278 What did you like about this webpage? Open No Text area, no char limit CAS0032279 What did you dislike or find confusing? Text area, no Open No char limit CAS0032280 After reading this webpage, do you have Text area, no Open No any unanswered questions about the char limit topic? If yes, what questions? CAS0032281 Which best describes you? Radio button, Single Skip Logic Group Yes one-up vertical Skip A Health educator Health care provider Scientist/researcher Media Student Teacher Other Skip B CAS0032283 Skip B Please explain your role No Skip Logic Group Text area, no Open char limit CAS0032282 Skip A <u>Open</u> No Skip Logic Group Text area, no Please explain your role as a caregiver char limit Would you recommend this webpage to CAS0032284 Radio button, Single Yes others? one-up vertical Yes, I would recommend this webpage to others No, I would not recommend this webpage to others

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	Skip Logic		Answer Choices		Type (select	Single or	Required	Special
CQID	Label	Question Text	(limited to 50 characters)	Skip to	from list)	Multi	Y/N	Instructions
EW.	Skin H	Dleace evolain	(miniou to or characters)	Citip to	Toyt oron no	Open	No	Skin Logic Group
LVV	Skip i i	r lease explain			obor limit	Open	INU	Skip Logic Grou
					Chai iiiiii			
AS0032285		In your opinion, this information is			Radio button,	Single	Yes	Skip Logic Group
		important for (check all that apply):	Parent/guardian		one-up vertical			
			Caregiver	Skip C				
			Children and youth					
			Health care providers (e.g. physicians, nurses, dentists, dental hygienists)					
			Health educators		_			
					_			
			Teachers		_			
			Students					
			Other	Skip D				
CAS0032286	Skip C	What kind of caregiver?			Text area, no	Open	Ne	Skip Logic Group
	•				char limit	· ·		, ,
AS0032287	Skip D	Please explain				Open	No	Skip Logic Grou
A30032207	Skip D	г ісаэс схріант			Text area, no char limit	Орен	140	Skip Logic Orou
AS0032288		What other oral health topics are of			Text area, no	Open	No	
		interest to you?			char limit			
AS0032289		How would you prefer to access	Website		Radio button,	Single	Yes	Skip Logic Grou
			Print (booklet, factsheet, poster, etc.)		one-up vertical	J - 3 -		- -
		· ·	Animation/video (YouTube)					
			Social media (Facebook/Twitter)					
			Podcast/audio file					
			Mobile phone/device					
			Text message or alert					
					1			
			IOther	Skip F				
AS0032290	Skip E	Please explain	Other	Skip E	Text area, no	Open	No	Skip Logic Grou

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						a		
COID	Skip Logic		Answer Choices	Claim to	Type (select	Single or	Required	Special
CQID	Label	Question Text	(limited to 50 characters)	Skip to	from list)	Multi	Y/N	Instructions
ΞW		Overall, the information on this webpage	Very easy to understand		Radio button,	Single	Yes	
		was:	Easy to understand		one-up vertical			
			Somewhat difficult to understand		_			
			Difficult to understand					
EW		Does this webpage include?	Too much information		Radio button,	Single	Yes	
			Not enough information		one-up vertical			
			Just the right amount of information					
EW		What did you like about this webpage?			Text area, no	Open	No	
					char limit			
EW		What did you dislike or find confusing?			Text area, no	Open	No	
					char limit			
EW		After reading this webpage, do you have			Text area, no	Open	No	
		any unanswered questions about the			char limit			
		topic? If yes, what questions?						
EW		Which best describes you?			Radio button,	Single	Yes	Skip Logic Grou
LVV		Willett best describes you:			one-up vertical	Sirigle	163	Skip Logic Grot
			Parent/guardian		one up verticul			
			Caragiver	Chin A	-			
			Caregiver	Skip A	_			
			Health educator		-			
			Health care provider		-			
			Scientist/researcher					
			Media					
			Student					
			Teacher					
			Other	Skip B				
EW	Skip A				Text area, no	Open	No	Skip Logic Grou
		Please explain your role as a caregiver			char limit			
EW	Skip B				Text area, no	Open	No	Skip Logic Grou
		Please explain your role			char limit			
EW		Would you recommend this webpage to			Radio button,	Single	Yes	
		others?	Yes, I would recommend this webpage to others		one-up vertical			
			No, I would not recommend this webpage to others		1			
ΞW		In your opinion, this information is	140,1 Would not recommend this Wespage to others		Radio button,	Single	Yes	Skip Logic Grou
		important for (check all that apply):	Parent/guardian		one-up vertical	Sirigic	103	Skip Logic Group
		(cross an trac apply).		Skip C	The ap vertical			
			Caregiver Children and youth	SKIP C	+			
			Children and youth					
			Health care providers (e.g. physicians, nurses, dentists, dental hygienists)		-			
			Health educators					
			Teachers					
			Students					
			Other	Skip D				
EW	Skip C	What kind of caregiver?			Text area, no	Open	No	Skip Logic Grou
					char limit			

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	Skip Logic		Answer Choices		Type (select	Single or		Special
CQID	Label	Question Text	(limited to 50 characters)	Skip to	from list)	Multi	Y/N	Instructions
EW	Skip D	Please explain			Text area, no char limit	Open	No	Skip Logic Grou
		M/hat ather and health topics are of				Onen	No	
EW		What other oral health topics are of interest to you?			Text area, no char limit	Open	No	
EW		*	Website			Single	Yes	Skin Logic Crou
E VV		How would you prefer to access information on these oral health topics?	Print (booklet, factsheet, poster, etc.)		Radio button, one-up vertical	Single	165	Skip Logic Grou
		in ordinarion or those ordinarionics:	Animation/video (YouTube)		one up vertical			
			Social media (Facebook/Twitter)					
			Podcast/audio file					
			Mohile phone/device					
			Text message or alert		1			
			Other	Skip E	1			
EW	Skip E	Please explain	Otto	Olup E	Text area, no	Open	No	Skip Logic Grou
	Omp 2	тосос схрант			char limit	Орен	140	OMP Logic Orou
CQinh0014968		How did you find NIDCR's oral health			Radio button,	ingle or Mul	Yes	Skip Logic Grou
		webpage today?	Search Engine (e.g. Google, Bing, Yahoo)		one-up vertical			, ,
			Medline Plus	1				
			National Institutes of Health (NIH) webpage					
			Another site					
			NIDCR print publications/products					
			Bookmarked NIDCR website (favorite)					
			Word of mouth recommendation					
			Other	A				
CQinh0014970	A	Please explain.			Text area, no	Open	No	Skip Logic Grou
					char limit			
CQinh0014971		What information were you looking for			Text area, no	Open	No	
		today?			char limit			
CQinh0014972		Did you take one of the oral health			Radio button,	Single	Yes	
		quizzes on this webpage?	Yes, the quizzes helped me learn new oral health information		one-up vertical			
			Yes, the quizzes reinforced oral health information I already knew					
			No, I did not take one of the oral health quizzes on this webpage		<u> </u>			
CQinh0014973		Did you view one of the oral health	Non-the-side-of-) belond and leave and the 10 to 1		Radio button,	Single	Yes	
		videos on this webpage?	Yes, the video(s) helped me learn new oral health information	-	one-up vertical			
	1		Yes, the video(s) reinforced oral health information I already knew	-				
		6.1	No, I did not view one of the videos on this webpage			0		01: 1 : 2
00' 1004 ::		II lid you find what you were looking for				Single	Yes	Skip Logic Grou
CQinh0014974		Did you find what you were looking for	V			- 3 -		Cp 209.0 0.00
CQinh0014974		on NIDCR's oral health webpage?	Yes	_				5.mp 20g.0 0.00
CQinh0014974			No	В		3 3		Cimp Logic Cros
CQinh0014974				B		3		C.N.P 20g.0 C.00

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CQID	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
CQinh0014975	В	If no, what were you unable to find?	, ,			Open	Ne	Skip Logic Group
CQinh0014937		How would you rate the visual appeal of NIDCR's oral health webpage?	1=Poor 2 3 4 5 6 7 8 9 Excellent=10 Don't Know		Radio button, scale, has don't know	Single	Yes	
CQinh0014938		If you could make one improvement to NIDCR's oral health webpage, what would it be?			Text area, no char limit	Open	No	
CQinh0014939		What additional oral health information or resources would you like to see included on this webpage?			Text area, no char limit	Open	No	
ACQinh0014940		In your opinion, what is the best way to access oral health information? (choose all that apply)	Print (booklet, factsheet, poster, etc.) Website Animation/video (YouTube) Via social media (Facebook/Twitter) Podcast/audio file Via mobile phone/device Text message or alert Other	G	Checkbox, one-up vertical	Multi	Yes	Skip Logic Group
\CQinh0014941	e	Please explain briefly				Open	No	Skip Logic Group
ACQinh0014942		Which best describes you?	Person with a health-concern Family member/friend of a person with a health-concern Patient Advocate Health Educator Health Care Provider Scientist/Researcher NIDCR or other government staff Student University Faculty Member Other	Radio	button, one-up i	Single	Yes	Skip Logic Group

	NIDCR Site Feedback **red-& strike through: DELETE ### DELETE #								
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	Skip Logic		Answer Choices		Type (select	Single or	Required	Special	
CQID	Label	Question Text	(limited to 50 characters)	Skip to	from list)	Multi	Ý/N	Instructions	l
ACQinh0014983	Đ	Please explain briefly			Text area, no char limit	Open	Ne	Skip Logic Group	1

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11/7/2012

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	T		64IGITII30CEIUQSPQWAWA COSTOM QOESTION EIST	
	Skip Logic		Answer Choices	
CQID	Label	Question Text	(limited to 50 characters)	Skip to
CQinh0014968		How did you find NIDCR's oral health webpage today?	Search Engine (e.g. Google, Bing, Yahoo)	
			Medline Plus	
			National Institutes of Health (NIH) webpage	
			Another site	
			NIDCR print publications/products	
			Bookmarked NIDCR website (favorite)	
			Word of mouth recommendation	
			Other	А
CQinh0014970	Α	Please explain.		
CQinh0014971		What information were you looking for today?		
ACQinh0014972		Did you take one of the oral health quizzes on this webpage?	Yes, the quizzes helped me learn new oral health information	
			Yes, the quizzes reinforced oral health information I already knew	
			No, I did not take one of the oral health quizzes on this webpage	
ACQinh0014973		Did you view one of the oral health videos on this webpage?	Yes, the video(s) helped me learn new oral health information	
			Yes, the video(s) reinforced oral health information I already knew	
			No, I did not view one of the videos on this webpage	
ACQinh0014974		Did you find what you were looking for on NIDCR's oral health webpage?	Yes	
			No	В
			Still looking for information when the survey popped	
			Not looking for anything in particular	
ACQinh0014975	В	If no, what were you unable to find?		
CQinh0014937		How would you rate the visual appeal of NIDCR's oral health webpage?		
			1=Poor	
			2	
			3	
			4	
			5	
			6	
			7	
			8	
			9	
			Excellent=10	
			Don't Know	
ACQinh0014938		If you could make one improvement to NIDCR's oral health webpage, what would it be?		
ACQinh0014939		What additional oral health information or resources would you like to see included on this		
		webpage?		
ACQinh0014940		In your opinion, what is the best way to access oral health information? (choose all that apply)		
			Print (booklet, factsheet, poster, etc.)	
			Website	
			Animation/video (YouTube) Via social media (Facebook/Twitter)	
			N/ia cocial media (Eacebook/Twitter)	
			Podcast/audio file	
			Podcast/audio file Via mobile phone/device	
			Podcast/audio file Via mobile phone/device Text message or alert	
			Podcast/audio file Via mobile phone/device	С
	С	Please explain briefly	Podcast/audio file Via mobile phone/device Text message or alert Other	С
	С	Please explain briefly Which best describes you?	Podcast/audio file Via mobile phone/device Text message or alert Other Person with a health concern	С
ACQinh0014941 ACQinh0014942	С		Podcast/audio file Via mobile phone/device Text message or alert Other Person with a health concern Family member/friend of a person with a health concern	C
	С		Podcast/audio file Via mobile phone/device Text message or alert Other Person with a health concern Family member/friend of a person with a health concern Patient Advocate	С
	С		Podcast/audio file Via mobile phone/device Text message or alert Other Person with a health concern Family member/friend of a person with a health concern	С
	С		Podcast/audio file Via mobile phone/device Text message or alert Other Person with a health concern Family member/friend of a person with a health concern Patient Advocate	С
	С		Podcast/audio file Via mobile phone/device Text message or alert Other Person with a health concern Family member/friend of a person with a health concern Patient Advocate Health Educator	С

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CQID	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to
			Student University Faculty Member Other	D
ACQinh0014983	D Plea	ase explain briefly		

Type (select from list)	Single or Multi	Required Y/N	Special Instructions
Radio button, one-up vertical	ingle or Mul	Yes	Skip Logic Group
radio panon, one up renea	711gic 01 ma	100	Ship Edgle Gloup
Text area, no char limit	Open	No	Skip Logic Group
Text area, no char limit	Open	No	
Radio button, one-up vertical	Single	Yes	
Radio button, one-up vertical	Single	Yes	
	Single	Yes	Skip Logic Group
	Open	No	Skip Logic Group
Radio button, scale, has don't know	Single	Yes	
Text area, no char limit	Open	No	
Text area, no char limit	Open	No	
Checkbox, one-up vertical	Multi	Yes	Skip Logic Group
	Open	No	Skip Logic Group
Radio button, one-up vertical	Single	Yes	Skip Logic Group

Type (select from lis	Single or Multi	Required Y/N	Special Instructions
Text area, no char lin	nit Open	No	Skip Logic Group

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CQID	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to
NEW		How did you find NIDCR's oral health webpage today?	Search Engine (e.g. Google, Bing, Yahoo)	
			Medline Plus	
			National Institutes of Health (NIH) webpage	
			Another site	
			NIDCR print publications/products	
			Bookmarked NIDCR website (favorite)	
			Word of mouth recommendation	
			Other	Α
NEW	Α	Please explain.		
NEW		What information were you looking for today?		
NEW		Did you take one of the oral health quizzes on this webpage?	Yes, the quizzes helped me learn new oral health information	
			Yes, the quizzes reinforced oral health information I already knew	
			No, I did not take one of the oral health quizzes on this webpage	
NEW		Did you view one of the oral health videos on this webpage?	Yes, the video(s) helped me learn new oral health information	
1			Yes, the video(s) reinforced oral health information I already knew	
			No, I did not view one of the videos on this webpage	
NEW		Did you find what you were looking for on NIDCR's oral health webpage?	Yes	
		3	No	В
			Still looking for information when the survey popped	
			Not looking for anything in particular	
NFW	В	If no, what were you unable to find?		
NEW		How would you rate the visual appeal of NIDCR's oral health webpage?		
1424		How would you rate the visual appeal of Mibort's oral health webpage:	1=Poor	
1			2	-
			3	-
			Δ	_
			5	-
1			6	-
1			7	-
1			ν ο	-
1			0	-
1			Excellent=10	-
			Don't Know	-
NIEW		If you could make and improvement to NIDCD's and health wakeness, what would it had	DOITE KNOW	
NEW		If you could make one improvement to NIDCR's oral health webpage, what would it be?		
NEW		What additional oral health information or resources would you like to see included on this webpage?		
NEW		In your opinion, what is the best way to access oral health information?	Print (booklet, factsheet, poster, etc.)	
			Animation/video (YouTube)	
			Via social media (Facebook/Twitter)	
			Podcast/audio file	
			Via mobile phone/device	
			Text message or alert	
			Other	С
NEW	С	Please explain briefly		
NEW		Which best describes you?	Person with a health concern	
			Family member/friend of a person with a health concern	
			Patient Advocate	
			Health Educator	
			Health Care Provider	
			Scientist/Researcher	
			NIDCR or other government staff	
			Student	
			University Faculty Member	
			Only Granty Faculty Member	

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			84lgl11h5ocEtdQspQwAwA== CUSTOM QUESTION LIST				
CQID	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to			
NEW	D	Please explain briefly	Other	D			
AML000899		Overall, the information on this webpage was:	Very easy to understand				

Single or	Required	Special
Multi	Y/N	Instructions
ingle or Mul	Yes	Skip Logic Group
Onen	No	Skip Logic Group
		Okip Logic Croup
Sirigie	163	
Single	Yes	
Single	Yes	Skip Logic Group
Onen	No	Chin Logic Croup
Single	Yes	Skip Logic Group
·		
Multi	Yes	Skip Logic Group
Open	No	Skip Logic Group
Single	Yes	Skip Logic Group
	Open Open Single Single Open Single Open Open Multi Open	Multi Ý/N ingle or Mul Yes Open No Open No Single Yes Single Yes Open No Single Yes Open No Multi Yes Open No Open No Open No Open No Open No

Type (select from list)	Single or Multi	Required Y/N	Special Instructions
Text area, no char limit	Open	No	Skip Logic Group
Radio button, one-up vertical	Single	Yes	