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

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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underlined & italicized: RE-ORDER
pink: ADDITION
blue + -->: REWORDING

84IgI11h5ocEtdQspQwAwA== CUSTOM QUESTION LIST

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
NEW		Did you find the information you were looking for on this NIDCR webpage?	Yes No Still looking for information when survey popped Not looking for anything in particular	 Skip F	Radio button, one-up vertical	Single	Yes	Skip Logic Group
NEW	Skip F	What information were you specifically looking for today?			Text area, no char limit	Open	No	Skip Logic Group
CAS0032276		Overall, the information on this webpage was:	Very easy to understand Easy to understand Somewhat difficult to understand Difficult to understand		Radio button, one-up vertical	Single	Yes	
CAS0032277		Does this webpage include…?	Too much information Not enough information Just the right amount of information		Radio button, one-up vertical	Single	Yes	
CAS0032278		What did you like about this webpage?			Text area, no char limit	Open	No	
CAS0032279		What did you dislike or find confusing?			Text area, no char limit	Open	No	
CAS0032280		After reading this webpage, do you have any unanswered questions about the topic? If yes, what questions?			Text area, no char limit	Open	No	
CAS0032281		Which best describes you?	Parent/guardian Person with a health concern Family member/friend of a person with a health concern Caregiver Health educator Health care provider Scientist/researcher Media Student Teacher Other	 Skip G Skip A Skip B	Radio button, one-up vertical	Single	Yes	Skip Logic Group
CAS0032283	Skip B	Please explain your role			Text area, no char limit	Open	No	Skip Logic Group
New	Skip G	Are you a …?	Parent/guardian Caregiver Neither	 Skip A	Check boxes one up vertical	Multi	No	Skip Logic Group
CAS0032282	Skip A	Please explain your role as a caregiver			Text area, no char limit	Open	No	Skip Logic Group
CAS0032284		Would you recommend this webpage to others?	Yes, I would recommend this webpage to others No, I would not recommend this webpage to others	 Skip H	Radio button, one-up vertical	Single	Yes	Skip Logic Group

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NEW	Skip H	Please explain			Text area, no char limit	Open	No	Skip Logic Group
CAS0032285		In your opinion, this information is important for (check all that apply):			Radio button, one-up vertical	Single	Yes	Skip Logic Group
			Parent/guardian					
			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 char limit	Open	No	Skip Logic Group
CAS0032287	Skip D	Please explain			Text area, no char limit	Open	No	Skip Logic Group
CAS0032288		What other oral health topics are of interest to you?			Text area, no char limit	Open	No	
CAS0032289		How would you prefer to access information on these oral health topics?	Website		Radio button, one-up vertical	Single	Yes	Skip Logic Group
			Print (booklet, factsheet, poster, etc.)					
			Animation/video (YouTube)					
			Social media (Facebook/Twitter)					
			Podcast/audio file					
			Mobile phone/device					
			Text message or alert					
			Other	Skip E				
CAS0032290	Skip E	Please explain			Text area, no char limit	Open	No	Skip Logic Group

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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
NEW		Overall, the information on this webpage was:	Very easy to understand		Radio button, one-up vertical	Single	Yes	
			Easy to understand					
			Somewhat difficult to understand					
			Difficult to understand					
NEW		Does this webpage include…?	Too much information		Radio button, one-up vertical	Single	Yes	
			Not enough information					
			Just the right amount of information					
NEW		What did you like about this webpage?			Text area, no char limit	Open	No	
NEW		What did you dislike or find confusing?			Text area, no char limit	Open	No	
NEW		After reading this webpage, do you have any unanswered questions about the topic? If yes, what questions?			Text area, no char limit	Open	No	
NEW		Which best describes you?			Radio button, one-up vertical	Single	Yes	Skip Logic Group
			Parent/guardian					
			Caregiver	Skip A				
			Health educator					
			Health care provider					
			Scientist/researcher					
			Media					
			Student					
			Teacher					
			Other	Skip B				
NEW	Skip A	Please explain your role as a caregiver			Text area, no char limit	Open	No	Skip Logic Group
NEW	Skip B	Please explain your role			Text area, no char limit	Open	No	Skip Logic Group
NEW		Would you recommend this webpage to others?			Radio button, one-up vertical	Single	Yes	
			Yes, I would recommend this webpage to others					
			No, I would not recommend this webpage to others					
NEW		In your opinion, this information is important for (check all that apply):			Radio button, one-up vertical	Single	Yes	Skip Logic Group
			Parent/guardian					
			Caregiver	Skip C				
			Children and youth					
			Health care providers (e.g. physicians, nurses, dentists, dental hygienists)					
			Health educators					
			Teachers					
			Students					
			Other	Skip D				
NEW	Skip C	What kind of caregiver?			Text area, no char limit	Open	No	Skip Logic Group

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NEW	**Skip D**	Please explain			Text area, no char limit	Open	No	Skip Logic Group
NEW		What other oral health topics are of interest to you?			Text area, no char limit	Open	No	
NEW		How would you prefer to access information on these oral health topics?	Website		Radio button, one-up vertical	Single	Yes	Skip Logic Group
			Print (booklet, factsheet, poster, etc.)					
			Animation/video (YouTube)					
			Social media (Facebook/Twitter)					
			Podcast/audio file					
			Mobile phone/device					
			Text message or alert					
			Other	**Skip E**				
NEW	**Skip E**	Please explain			Text area, no char limit	Open	No	Skip Logic Group
ACQinh0014968		How did you find NIDCR's oral health webpage today?	Search Engine (e.g. Google, Bing, Yahoo)		Radio button, one-up vertical	Single or Mul	Yes	Skip Logic Group
			Medline Plus					
			National Institutes of Health (NIH) webpage					
			Another site					
			NIDCR print publications/products					
			Bookmarked NIDCR website (favorite)					
			Word of mouth recommendation					
			Other	**A**				
ACQinh0014970	**A**	Please explain.			Text area, no char limit	Open	No	Skip Logic Group
ACQinh0014971		What information were you looking for today?			Text area, no char limit	Open	No	
ACQinh0014972		Did you take one of the oral health quizzes on this webpage?	Yes, the quizzes helped me learn new oral health information		Radio button, one-up vertical	Single	Yes	
			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		Radio button, one-up vertical	Single	Yes	
			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			Single	Yes	Skip Logic Group
			No	**B**				
			Still looking for information when the survey popped					
			Not looking for anything in particular					

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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
ACQinh0014975	B	If no, what were you unable to find?			Open		No	Skip Logic Group
ACQinh0014937		How would you rate the visual appeal of NIDCR's oral health webpage?			Radio button, scale, has don't know	Single	Yes	
			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?			Text area, no char limit	Open	No	
ACQinh0014939		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)			Checkbox, one-up vertical	Multi	Yes	Skip Logic Group
			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	C				
ACQinh0014941	C	Please explain briefly			Open		No	Skip Logic Group
ACQinh0014942		Which best describes you?	Person with a health concern		Radio button, one-up v	Single	Yes	Skip Logic Group
			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	D				

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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**
ACQinh0014983	D	Please explain briefly			Text area, no char limit	Open	No	Skip Logic Group

NIDCR Site Feedback			
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Date:	**11/7/2012**		

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CQID	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to
ACQinh0014968		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	A
ACQinh0014970	A	Please explain.		
ACQinh0014971		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	B
			No	
			Still looking for information when the survey popped	
			Not looking for anything in particular	
ACQinh0014975	B	If no, what were you unable to find?		
ACQinh0014937		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)	
			Podcast/audio file	
			Via mobile phone/device	
			Text message or alert	
			Other	C
ACQinh0014941	C	Please explain briefly		
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	

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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**	Please explain briefly		

Type (select from list)	Single or Multi	Required Y/N	Special Instructions
Radio button, one-up vertical	Single or Mul	Yes	Skip Logic Group
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 list)	Single or Multi	Required Y/N	Special Instructions
Text area, no char limit	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	A
NEW	A	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	
			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	
			No	B
			Still looking for information when the survey popped	
			Not looking for anything in particular	
NEW	B	If no, what were you unable to find?		
NEW		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	
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	C
NEW	C	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	

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

Type (select from list)	Single or Multi	Required Y/N	Special Instructions
Radio button, one-up vertical	Single or Mul	Yes	Skip Logic Group
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 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	