

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.

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

ELEMENTS (drivers of satisfaction)	CUSTOMER SATISFACTION	FUTURE BEHAVIORS
Content (1=Poor, 10=Excellent, Don't Know)	Satisfaction (1=Poor, 10=Excellent)	Likelihood to Return (1=Not Very Likely, 10=Very Likely)
1 Please rate the accuracy of information on this site. 2 Please rate the quality of information on this site. 3 Please rate the freshness of content on this site.	23 What is your overall satisfaction with this site? 24 How well does this site meet your expectations ? 25 How does this site compare to your idea of an ideal website ?	26 How likely are you to return to this site ? Recommend (1=Not Very Likely, 10=Very Likely) 27 How likely are you to recommend this site to someone else ?
Functionality (1=Poor, 10=Excellent, Don't Know)		
4 Please rate the usefulness of the features provided on this site. 5 Please rate the convenience of the features on this site. 6 Please rate the variety of features on this site.		
Look and Feel (1=Poor, 10=Excellent, Don't Know)		
7 Please rate the visual appeal of this site. 8 Please rate the balance of graphics and text on this site. 9 Please rate the readability of the pages on this site.		
Navigation (1=Poor, 10=Excellent, Don't Know)		
10 Please rate how well the site is organized . 11 Please rate the options available for navigating this site. 12 Please rate how well the site layout helps you find what you are looking for . 13 Please rate the number of clicks to get where you want on this site.		
Site Performance (1=Poor, 10=Excellent, Don't Know)		
14 Please rate how quickly pages load on this site. 15 Please rate the consistency of speed from page to page on this site. 16 Please rate the ability to load pages without getting error messages on this site.		
Product Browsing (1=Poor, 10=Excellent, Don't Know)		
17 Please rate the ability to sort products by criteria that are important to you on this 18 Please rate the ability to narrow choices to find the product(s) you are looking for 19 Please rate how well the features on the site help you find the product(s) you are		
Product Descriptions (1=Poor, 10=Excellent, Don't Know)		
20 Please rate the thoroughness of product descriptions on this site. 21 Please rate how understandable the product descriptions are on this site. 22 Please rate how well the product descriptions provide answers to your questions .		
Search (1=Poor, 10=Excellent, Don't Know)		
23 Please rate the relevance of search results on this site. 24 Please rate the organization of search results on this site. 25 Please rate how well the search results help you decide what to select . 26 Please rate how well the search feature helps you to narrow the results to find what		



Model Name	BJS V2
Model ID	sMlpVUksx0d8pl1gBA0UMQ4C
Partitioned	Yes - 2MQ
Date	1/30/2018

	Label	Element Questions	
		Look and Feel (1=Poor, 10=Excellent, Don't Know)	
1	Look and Feel - Appeal	Please rate the visual appeal of this site.	16
2	Look and Feel - Balance	Please rate the balance of graphics and text on this site.	17
3	Look and Feel - Readability	Please rate the readability of the pages on this site.	18
		Site Performance (1=Poor, 10=Excellent, Don't Know)	
4	Site Performance - Loading	Please rate how quickly pages load on this site.	
5	Site Performance - Consistency	Please rate the consistency of speed from page to page on this site.	
6	Site Performance - Completeness	Please rate how completely the page content loads on this site.	
		Navigation (1=Poor, 10=Excellent, Don't Know)	
7	Navigation - Organized	Please rate how well this site is organized .	
8	Navigation - Options	Please rate the options available for navigating this site.	
9	Navigation - Layout	Please rate how well the site layout helps you find what you need .	
		Information Browsing (1=Poor, 10=Excellent, Don't Know)	
10	Information Browsing - Sort	Please rate the ability to sort information by criteria that are important to you on this site.	
11	Information Browsing - Narrow	Please rate the ability to narrow choices to find the information you are looking for on this site.	
12	Information Browsing - Features	Please rate how well the features on the site help you find the information you need .	
		Site Information (1=Poor, 10=Excellent, Don't Know)	
13	Site Information - Thoroughness	Please rate the thoroughness of information provided on this site.	
14	Site Information - Understandable	Please rate how understandable this site's information is.	
15	Site Information - Answers	Please rate how well the site's information provides answers to your questions .	

Model Questions

Label	Satisfaction Questions	
	Satisfaction	
Satisfaction - Overall	What is your overall satisfaction with this site? (1=Very Dissatisfied, 10=Very Satisfied)	19
Satisfaction - Expectations	How well does this site meet your expectations ? (1=Falls Short, 10=Exceeds)	
Satisfaction - Ideal	How does this site compare to your idea of an ideal website ? (1=Not Very Close, 10=Very Close)	20
		21
		22

~~Red & Strike-Through~~: Delete
Underlined & Italicized: Re-order
 Pink: Addition
 Blue: Reword

Label	Future Behaviors
Return	Return (1=Very Unlikely, 10=Very Likely)
	How likely are you to return to BJS ?
Recommend	Recommend (1=Very Unlikely, 10=Very Likely)
	How likely are you to recommend BJS to someone else ?
Primay Resource	Primary Resource (1=Very Unlikely, 10=Very Likely)
	How likely are you to use BJS as your primary resource for obtaining information from this organization ?
Follow on Social Media	Follow on Social Media (1=Very Unlikely, 10=Very Likely)
	How likely are you to follow BJS on social media such as Twitter?

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 blue + -->: REWORDING

CUSTOM QUESTION LIST

QID	QUESTION META TAG	Skip From	Question Text	Answer Choices	Skip to	Required Y/N	Type	Special Instructions	CQ
KMJ6747Q001			How frequently do you visit this site?	First time More than once a day Daily About once a week About once a month Every 6 months or less		Y	Radio button, one-up vertical		Visit Fre
KMJ6747Q002	Role		Which best describes you?	Student Academia Research General Public Education/training Corrections: jails, prisons, parole, probation Law enforcement Courts Government Media Elected/Appointed Office Other	A	Y	Drop down, select one	Skip Logic Group	Role
KMJ6747Q003		A	Please tell us your role.			N	Text area, no char limit	Skip Logic Group	OE_Role
MAD0209147			What portions of the site did you visit today? (Please select all that apply)	Corrections Courts Crime Type Criminal Justice Data Improvement Program Employment and Expenditure Recidivism Indian Country Justice Statistics Law Enforcement Victims Other	A	Y	Checkbox, one-up vertical	Skip Logic Group	Section Visit
VAN0209644		A	Please tell us which portion(s) of the site you visited today.			N	Text area, no char limit	Skip Logic Group	OE_Section
KMJ6747Q004	Primary Reason		What is your primary reason for visiting the site today?	Research a specific topic or issue Access or download a publication Obtain funding information Look up a key statistic or definition Materials for a course I'm teaching Materials for a course I'm taking Background information on a topic Just browsing Other	A	Y	Drop down, select one	Skip Logic Group	Reason
KMJ6747Q005		A	Please tell us why you were visiting today.			N	Text area, no char limit	Skip Logic Group	OE_Reason
KMJ6747Q006	Acquisition Source		How did you find the BJS website?	Search Engine (Google, Yahoo, Bing, etc.) Email Social Media (Twitter, Facebook) Other	A	Y	Drop down, select one	Skip Logic Group	Acquisition Source
KMJ6747Q007		A	Please tell us how you found the BJS website.			N	Text area, no char limit	Skip Logic Group	OE_Acq Source
KMJ6747Q008			Did you accomplish what you wanted to do today on this site?	Yes No Partially	B A,B,C A,B,C	Y	Drop down, select one	Skip Logic Group*	Accomplish
KMJ6747Q009		A	Please tell us why you were unable or partially unable to accomplish your task today.			N	Text area, no char limit	Skip Logic Group*	OE_Not Accomplish
KMJ6747Q010		B	How would you best describe the information on this site?	Very difficult to understand Somewhat difficult to understand Somewhat easy to understand Very easy to understand		Y	Drop down, select one	Skip Logic Group	Ease of Use

25 character limit. Leave blank if you want DOT to fill this part out.

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KMJ6747Q011		C	What do you plan to do next?	Continue looking on this site Try another website Call for assistance Email for assistance Subscribe to RSS/JUSTSTATS/GovDelivery for notification of updates Other	D	Y	Radio button, one-up vertical	Skip Logic Group	Do Next
KMJ6747Q012		D	What will you do next?			N	Text area, no char limit	Skip Logic Group	OE_Do Next
KMJ6747Q013			Please tell us about your navigation experience .	I had no difficulty navigating this site I was able to navigate to the general area, but could not find the specific content I needed Site has too many links Site has too few links Links/labels are difficult to understand Links did not take me where I expected Could not get started or did not know where to begin Had technical difficulties (e.g. broken links, error messages) Other	B A	Y	Checkbox, one-up vertical	Mutually Exclusive Skip Logic Group	Navigation
KMJ6747Q014		A	Please describe your experience navigating the site .			N	Text area, no char limit	Skip Logic Group	OE_Navigation
KMJ6747Q015		B	Please tell us what links were broken or the errors received .			N	Text area, no char limit	Skip Logic Group	OE_Nav Errors
KMJ6747Q016			What data-related resources did you use today? Please select all that apply.	Data Analysis Tools Key Statistics Data Collections Data and Product Finder Did not use any tools	A A A	Y	Checkbox, one-up vertical	Skip Logic Group Mutually Exclusive	Tools
KMJ6747Q017		A	Were these tools helpful?	Yes No Partially	B B B	Y	Radio button, one-up vertical	Skip Logic Group	Tools_Useful
KMJ6747Q018		B	Please tell us about your experience with the data analysis tools and other data-related resources on the BJS website.			N	Text area, no char limit	Skip Logic Group	Tools_OE
KMJ6747Q019			What form of data is the most useful to you?	PDF .xlsx (Excel) Csv API None of these Other	A	N	Checkbox, two-up vertical	Skip Logic Group Mutually Exclusive	Data Pref
KMJ6747Q020		A	Please tell us what form of data is useful to you.			N	Text area, no char limit	Skip Logic Group	OE_Data Pref
KMJ6747Q021			Did you use the search feature today ?	Yes No	A,B,C	Y	Radio button, one-up vertical	Skip Logic Group	Search
KMJ6747Q022		A	What specific search terms did you use to try to find the information/product?			N	Text area, no char limit	Skip Logic Group	OE_Search Terms
KMJ6747Q023		B	Were the search results helpful ?	Yes No		Y	Radio button, one-up vertical	Skip Logic Group	Search results
KMJ6747Q024		C	Did you encounter any difficulty with the search feature ?	Yes No	D	Y	Radio button, one-up vertical	Skip Logic Group	Difficulty with Search
KMJ6747Q025		D	What type of difficulty did you primarily encounter?	It returned no results. It returned too many results. It returned too few results. Results links were broken. Results were not relevant to my search terms or needs.		Y	Drop down, select one	Skip Logic Group	What Difficulties

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red & strike-through: DELETE

MID sMlpVUksx0d8pl1gBA0UMQ4C

underlined & italicized: RE-ORDER

Date: 1/30/2018

pink: ADDITION

blue + -->: REWORDING

CUSTOM QUESTION LIST

QID	QUESTION META TAG	Skip From	Question Text	Answer Choices	Skip to	Required Y/N	Type	Special Instructions	CQ 25 character limit.
				Results were too similar/redundant. Search required too many attempts. I was not sure what words to use in my search. Search speed was too slow. Search results were not organized well. Other	E				
KMJ6747Q026		E	Please describe the search difficulties you experienced.			N	Text area, no char limit	Skip Logic Group	OE_Difficulties
KMJ6747Q027	Demographics: Age		Please select your age .	Under 18 18 - 24 25 - 34 35 - 44 45 - 54 55 - 64 65 or older Prefer not to answer		Y	Drop down, select one		Age
KMJ6747Q028	Demographics: Gender		Please select your gender .	Male Female Prefer not to answer		Y	Radio button, one-up vertical		Gender
KMJ6747Q029	OE_Improve Experience		If you could improve one thing about this website , what would it be?			N	Text area, no char limit		Improvements

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KMJ6747Q001			How frequently do you visit this site?	First time More than once a day Daily About once a week About once a month Every 6 months or less		Y	Radio button, one-up vertical		Visit Fre
KMJ6747Q002	Role		Which best describes you?	Student Academia Research General Public Education/training Corrections: jails, prisons, parole, probation Law enforcement Courts Government Media Elected/Appointed Office Other	A	Y	Drop down, select one	Skip Logic Group	Role
KMJ6747Q003		A	Please tell us your role.			N	Text area, no char limit	Skip Logic Group	OE_Role
MAD0209147			What portions of the site did you visit today? (Please select all that apply)	Corrections Courts Crime Type Criminal Justice Data Improvement Program Employment and Expenditure Recidivism Indian Country Justice Statistics Law Enforcement Victims Other	A	Y	Checkbox, one-up vertical	Skip Logic Group	Section Visit
VAN0209644		A	Please tell us which portion(s) of the site you visited today.			N	Text area, no char limit	Skip Logic Group	OE_Section
KMJ6747Q004	Primary Reason		What is your primary reason for visiting the site today?	Research a specific topic or issue Access or download a publication Obtain funding information Look up a key statistic or definition Materials for a course I'm teaching Materials for a course I'm taking Background information on a topic Just browsing Other	A	Y	Drop down, select one	Skip Logic Group	Reason
KMJ6747Q005		A	Please tell us why you were visiting today.			N	Text area, no char limit	Skip Logic Group	OE_Reason
KMJ6747Q006	Acquisition Source		How did you find the BJS website?	Search Engine (Google, Yahoo, Bing, etc.) Email Social Media (Twitter, Facebook) Other	A	Y	Drop down, select one	Skip Logic Group	Acquisition Source
KMJ6747Q007		A	Please tell us how you found the BJS website.			N	Text area, no char limit	Skip Logic Group	OE_Acq Source
KMJ6747Q008			Did you accomplish what you wanted to do today on this site?	Yes No Partially	B A,B,C A,B,C	Y	Drop down, select one	Skip Logic Group*	Accomplish
KMJ6747Q009		A	Please tell us why you were unable or partially unable to accomplish your task today.			N	Text area, no char limit	Skip Logic Group*	OE_Not Accomplish
KMJ6747Q010		B	How would you best describe the information on this site?	Very difficult to understand Somewhat difficult to understand Somewhat easy to understand Very easy to understand		Y	Drop down, select one	Skip Logic Group	Ease of Use

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KMJ6747Q011		C	What do you plan to do next?	Continue looking on this site Try another website Call for assistance Email for assistance Subscribe to RSS/JUSTSTATS/GovDelivery for notification of updates Other	D	Y	Radio button, one-up vertical	Skip Logic Group	Do Next
KMJ6747Q012		D	What will you do next?			N	Text area, no char limit	Skip Logic Group	OE_Do Next
KMJ6747Q013			Please tell us about your navigation experience .	I had no difficulty navigating this site I was able to navigate to the general area, but could not find the specific content I needed Site has too many links Site has too few links Links/labels are difficult to understand Links did not take me where I expected Could not get started or did not know where to begin Had technical difficulties (e.g. broken links, error messages) Other	B A	Y	Checkbox, one-up vertical	Mutually Exclusive Skip Logic Group	Navigation
KMJ6747Q014		A	Please describe your experience navigating the site .			N	Text area, no char limit	Skip Logic Group	OE_Navigation
KMJ6747Q015		B	Please tell us what links were broken or the errors received .			N	Text area, no char limit	Skip Logic Group	OE_Nav Errors
KMJ6747Q016			What data-related resources did you use today? Please select all that apply.	Data Analysis Tools Key Statistics Data Collections Data and Product Finder Did not use any tools	A A A	Y	Checkbox, one-up vertical	Skip Logic Group Mutually Exclusive	Tools
KMJ6747Q017		A	Were these tools helpful?	Yes No Partially	B B B	Y	Radio button, one-up vertical	Skip Logic Group	Tools_Useful
KMJ6747Q018		B	Please tell us about your experience with the data analysis tools and other data-related resources on the BJS website.			N	Text area, no char limit	Skip Logic Group	Tools_OE
KMJ6747Q019			What form of data is the most useful to you?	PDF .xlsx (Excel) Csv API None of these Other	A	N	Checkbox, two-up vertical	Skip Logic Group Mutually Exclusive	Data Pref
KMJ6747Q020		A	Please tell us what form of data is useful to you.			N	Text area, no char limit	Skip Logic Group	OE_Data Pref
KMJ6747Q021			Did you use the search feature today ?	Yes No	A,B,C	Y	Radio button, one-up vertical	Skip Logic Group	Search
KMJ6747Q022		A	What specific search terms did you use to try to find the information/product?			N	Text area, no char limit	Skip Logic Group	OE_Search Terms
KMJ6747Q023		B	Were the search results helpful ?	Yes No		Y	Radio button, one-up vertical	Skip Logic Group	Search results
KMJ6747Q024		C	Did you encounter any difficulty with the search feature ?	Yes No	D	Y	Radio button, one-up vertical	Skip Logic Group	Difficulty with Search
KMJ6747Q025		D	What type of difficulty did you primarily encounter?	It returned no results. It returned too many results. It returned too few results. Results links were broken. Results were not relevant to my search terms or needs.		Y	Drop down, select one	Skip Logic Group	What Difficulties

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KMJ6747Q026		E	Please describe the search difficulties you experienced.			N	Text area, no char limit	Skip Logic Group	OE_Difficulties
KMJ6747Q027	Demographics: Age		Please select your age .	Under 18 18 - 24 25 - 34 35 - 44 45 - 54 55 - 64 65 or older Prefer not to answer		Y	Drop down, select one		Age
KMJ6747Q028	Demographics: Gender		Please select your gender .	Male Female Prefer not to answer		Y	Radio button, one-up vertical		Gender
KMJ6747Q029	OE_Improve Experience		If you could improve one thing about this website , what would it be?			N	Text area, no char limit		Improvements

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KMJ6747Q001			How frequently do you visit this site?	First time More than once a day Daily About once a week About once a month Every 6 months or less		Y	Radio button, one-up vertical		Visit Fre
KMJ6747Q002	Role		Which best describes you?	Student Academia Research General Public Education/training Corrections: jails, prisons, parole, probation Law enforcement Courts and prosecution Government Media Elected/Appointed Office Other	A	Y	Drop down, select one	Skip Logic Group	Role
KMJ6747Q003		A	Please tell us your role.			N	Text area, no char limit	Skip Logic Group	OE_Role
MAD0209147			What portions of the site did you visit today? (Please select all that apply)	Corrections Courts Crime Type Criminal Justice Data Improvement Program Employment and Expenditure Recidivism Indian Country Justice Statistics Law Enforcement Victims Other	A	Y	Checkbox, one-up vertical	Skip Logic Group	Section Visit
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KMJ6747Q006	Acquisition Source		How did you find the BJS website?	Search Engine (Google, Yahoo, Bing, etc.) Email Social Media (Twitter, Facebook) Other	A	Y	Drop down, select one	Skip Logic Group	Acquisition Source
KMJ6747Q007		A	Please tell us how you found the BJS website.			N	Text area, no char limit	Skip Logic Group	OE_Acq Source
KMJ6747Q008			Did you accomplish what you wanted to do today on this site?	Yes No Partially	B A,B,C A,B,C	Y	Drop down, select one	Skip Logic Group*	Accomplish
KMJ6747Q009		A	Please tell us why you were unable or partially unable to accomplish your task today.			N	Text area, no char limit	Skip Logic Group*	OE_Not Accomplish
KMJ6747Q010		B	How would you best describe the information on this site?	Very difficult to understand Somewhat difficult to understand Somewhat easy to understand Very easy to understand		Y	Drop down, select one	Skip Logic Group	Ease of Use

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KMJ6747Q017		A	Were these tools helpful?	Yes No Partially	B B B	Y	Radio button, one-up vertical	Skip Logic Group	Tools_Useful
KMJ6747Q018		B	Please tell us about your experience with the data analysis tools and other data-related resources on the BJS website.			N	Text area, no char limit	Skip Logic Group	Tools_OE
KMJ6747Q019			What form of data is the most useful to you?	PDF .xlsx (Excel) Csv API None of these Other	A	N	Checkbox, two-up vertical	Skip Logic Group Mutually Exclusive	Data Pref
KMJ6747Q020		A	Please tell us what form of data is useful to you.			N	Text area, no char limit	Skip Logic Group	OE_Data Pref
KMJ6747Q021			Did you use the search feature today ?	Yes No	A,B,C	Y	Radio button, one-up vertical	Skip Logic Group	Search
KMJ6747Q022		A	What specific search terms did you use to try to find the information/product?			N	Text area, no char limit	Skip Logic Group	OE_Search Terms
KMJ6747Q023		B	Were the search results helpful ?	Yes No		Y	Radio button, one-up vertical	Skip Logic Group	Search results
KMJ6747Q024		C	Did you encounter any difficulty with the search feature ?	Yes No	D	Y	Radio button, one-up vertical	Skip Logic Group	Difficulty with Search
KMJ6747Q025		D	What type of difficulty did you primarily encounter?	It returned no results. It returned too many results. It returned too few results. Results links were broken. Results were not relevant to my search terms or needs.		Y	Drop down, select one	Skip Logic Group	What Difficulties

Model Instance Name: BJS V2

red & strike-through: DELETE

MID sMlpVUksx0d8pl1gBA0UMQ4C

underlined & italicized: RE-ORDER

Date: 1/30/2018

pink: ADDITION

blue + -->: REWORDING

CUSTOM QUESTION LIST

QID	QUESTION META TAG	Skip From	Question Text	Answer Choices	Skip to	Required Y/N	Type	Special Instructions	CQ 25 character limit.
				Results were too similar/redundant. Search required too many attempts. I was not sure what words to use in my search. Search speed was too slow. Search results were not organized well. Other	E				
KMJ6747Q026		E	Please describe the search difficulties you experienced.			N	Text area, no char limit	Skip Logic Group	OE_Difficulties
KMJ6747Q027	Demographics: Age		Please select your age .	Under 18 18 - 24 25 - 34 35 - 44 45 - 54 55 - 64 65 or older Prefer not to answer		Y	Drop down, select one		Age
KMJ6747Q028	Demographics: Gender		Please select your gender .	Male Female Prefer not to answer		Y	Radio button, one-up vertical		Gender
KMJ6747Q029	OE_Improve Experience		If you could improve one thing about this website , what would it be?			N	Text area, no char limit		Improvements

Model Instance Name: BJS V2
 MID sMlpVUksx0d8pl1gBA0UMQ4C
 Date: 1/26/2018

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

CUSTOM QUESTION LIST

QID	QUESTION META TAG	Skip From	Question Text	Answer Choices	Skip to	Required Y/N	Type	Special Instructions	CQ
KMJ6747Q001			How frequently do you visit this site?	First time More than once a day Daily About once a week About once a month Every 6 months or less		Y	Radio button, one-up vertical		Visit Fre
KMJ6747Q002	Role		Which best describes you?	Student Academia Research General Public Education/training Corrections: jails, prisons, parole, probation Law enforcement Courts and prosecution Government Media Elected/Appointed Office Other	A	Y	Drop down, select one	Skip Logic Group	Role
KMJ6747Q003		A	Please tell us your role.			N	Text area, no char limit	Skip Logic Group	OE_Role
MAD0209147			What portions of the site did you visit today? (Please select all that apply)	Corrections Courts Crime Type Criminal Justice Data Improvement Program Employment and Expenditure Recidivism Indian Country Justice Statistics Law Enforcement Victims Other		Y	Checkbox, one-up vertical	Multi Select	Section Visit
KMJ6747Q004	Primary Reason		What is your primary reason for visiting the site today?	Research a specific topic or issue Access or download a publication Obtain funding information Look up a key statistic or definition Materials for a course I'm teaching Materials for a course I'm taking Background information on a topic Just browsing Other	A	Y	Drop down, select one	Skip Logic Group	Reason
KMJ6747Q005		A	Please tell us why you were visiting today.			N	Text area, no char limit	Skip Logic Group	OE_Reason
KMJ6747Q006	Acquisition Source		How did you find the BJS website?	Search Engine (Google, Yahoo, Bing, etc.) Email Social Media (Twitter, Facebook) Other	A	Y	Drop down, select one	Skip Logic Group	Acquisition Source
KMJ6747Q007		A	Please tell us how you found the BJS website.			N	Text area, no char limit	Skip Logic Group	OE_Acq Source
KMJ6747Q008			Did you accomplish what you wanted to do today on this site?	Yes No Partially	B A,B,C A,B,C	Y	Drop down, select one	Skip Logic Group*	Accomplish
KMJ6747Q009		A	Please tell us why you were unable or partially unable to accomplish your task today.			N	Text area, no char limit	Skip Logic Group*	OE_Not Accomplish
KMJ6747Q010		B	How would you best describe the information on this site?	Very difficult to understand Somewhat difficult to understand Somewhat easy to understand Very easy to understand		Y	Drop down, select one	Skip Logic Group	Ease of Use

25 character limit.
 Leave blank if you want DOT to fill this part out.

Model Instance Name: BJS V2
 MID sMlpVUksx0d8pl1gBA0UMQ4C
 Date: 1/26/2018

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 blue + --: REWORDING

CUSTOM QUESTION LIST

QID	QUESTION META TAG	Skip From	Question Text	Answer Choices	Skip to	Required Y/N	Type	Special Instructions	CQ 25 charact er limit.
KMJ6747Q011		C	What do you plan to do next?	Continue looking on this site Try another website Call for assistance Email for assistance Subscribe to RSS/JUSTSTATS/GovDelivery for notification of updates Other	D	Y	Radio button, one-up vertical	Skip Logic Group	Do Next
KMJ6747Q012		D	What will you do next?			N	Text area, no char limit	Skip Logic Group	OE_Do Next
KMJ6747Q013			Please tell us about your navigation experience .	I had no difficulty navigating this site I was able to navigate to the general area, but could not find the specific content I needed Site has too many links Site has too few links Links/labels are difficult to understand Links did not take me where I expected Could not get started or did not know where to begin Had technical difficulties (e.g. broken links, error messages) Other	B A	Y	Checkbox, one-up vertical	Mutually Exclusive Skip Logic Group	Navigation
KMJ6747Q014		A	Please describe your experience navigating the site .			N	Text area, no char limit	Skip Logic Group	OE_Navigation
KMJ6747Q015		B	Please tell us what links were broken or the errors received .			N	Text area, no char limit	Skip Logic Group	OE_Nav Errors
KMJ6747Q016			What data-related resources did you use today? Please select all that apply.	Data Analysis Tools Key Statistics Data Collections Data and Product Finder Did not use any tools	A A A	Y	Checkbox, one-up vertical	Skip Logic Group Mutually Exclusive	Tools
KMJ6747Q017		A	Were these tools helpful?	Yes No Partially	B B B	Y	Radio button, one-up vertical	Skip Logic Group	Tools_Useful
KMJ6747Q018		B	Please tell us about your experience with the data analysis tools and other data-related resources on the BJS website.			N	Text area, no char limit	Skip Logic Group	Tools_OE
KMJ6747Q019			What form of data is the most useful to you?	PDF .xlsx (Excel) Csv API None of these Other	A	N	Checkbox, two-up vertical	Skip Logic Group Mutually Exclusive	Data Pref
KMJ6747Q020		A	Please tell us what form of data is useful to you.			N	Text area, no char limit	Skip Logic Group	OE_Data Pref
KMJ6747Q021			Did you use the search feature today ?	Yes No	A,B,C	Y	Radio button, one-up vertical	Skip Logic Group	Search
KMJ6747Q022		A	What specific search terms did you use to try to find the information/product?			N	Text area, no char limit	Skip Logic Group	OE_Search Terms
KMJ6747Q023		B	Were the search results helpful ?	Yes No		Y	Radio button, one-up vertical	Skip Logic Group	Search results
KMJ6747Q024		C	Did you encounter any difficulty with the search feature ?	Yes No	D	Y	Radio button, one-up vertical	Skip Logic Group	Difficulty with Search
KMJ6747Q025		D	What type of difficulty did you primarily encounter?	It returned no results. It returned too many results. It returned too few results.		Y	Drop down, select one	Skip Logic Group	What Difficulties

Model Instance Name: BJS V2

MID sMlpVUksx0d8pl1gBA0UMQ4C

Date: 1/26/2018

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

CUSTOM QUESTION LIST

QID	QUESTION META TAG	Skip From	Question Text	Answer Choices	Skip to	Required Y/N	Type	Special Instructions	CQ 25 character limit.
				Results links were broken. Results were not relevant to my search terms or needs. Results were too similar/redundant. Search required too many attempts. I was not sure what words to use in my search. Search speed was too slow. Search results were not organized well. Other	E				
KMJ6747Q026		E	Please describe the search difficulties you experienced.			N	Text area, no char limit	Skip Logic Group	OE_Difficulties
KMJ6747Q027	Demographics: Age		Please select your age .	Under 18 18 - 24 25 - 34 35 - 44 45 - 54 55 - 64 65 or older Prefer not to answer		Y	Drop down, select one		Age
KMJ6747Q028	Demographics: Gender		Please select your gender .	Male Female Prefer not to answer		Y	Radio button, one-up vertical		Gender
KMJ6747Q029	OE_Improve Experience		If you could improve one thing about this website , what would it be?			N	Text area, no char limit		Improvements

Model Instance Name: BJS V2
 MID
 Date: 5/18/2016

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CUSTOM QUESTION LIST

QID	QUESTION META TAG	Skip From	Question Text	Answer Choices	Skip to	Required Y/N	Type	Special Instructions	CQ
KMJ6747Q001			How frequently do you visit this site?	First time More than once a day Daily About once a week About once a month Every 6 months or less		Y	Radio button, one-up vertical		Visit Fre
KMJ6747Q002	Role		Which best describes you?	Student Academia Research General Public Education/training Corrections: jails, prisons, parole, probation Law enforcement Courts and prosecution Government Media Elected/Appointed Office Other	A	Y	Drop down, select one	Skip Logic Group	Role
KMJ6747Q003		A	Please tell us your role.			N	Text area, no char limit	Skip Logic Group	OE_Role
KMJ6747Q004	Primary Reason		What is your primary reason for visiting the site today?	Research a specific topic or issue		Y	Drop down, select one	Skip Logic Group	Reason

25 character limit.
 Leave blank if you want DOT to fill this part out.

Model Instance Name: BJS V2
 MID
 Date: 5/18/2016

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 blue + -->: REWORDING

CUSTOM QUESTION LIST

QID	QUESTION META TAG	Skip From	Question Text	Answer Choices	Skip to	Required Y/N	Type	Special Instructions	CQ 25 charact er limit.
				Access or download a publication Obtain funding information Look up a key statistic or definition Materials for a course I'm teaching Materials for a course I'm taking Background information on a topic Just browsing Other	A				
KMJ6747Q005		A	Please tell us why you were visiting today.			N	Text area, no char limit	Skip Logic Group	OE_Reason
KMJ6747Q006	Acquisition Source		How did you find the BJS website?	Search Engine (Google, Yahoo, Bing, etc.) Email Social Media (Twitter, Facebook) Other	A	Y	Drop down, select one	Skip Logic Group	Acquisition Source
KMJ6747Q007		A	Please tell us how you found the BJS website.			N	Text area, no char limit	Skip Logic Group	OE_Acq Source
KMJ6747Q008			Did you accomplish what you wanted to do today on this site?	Yes No Partially	B A,B,C A,B,C	Y	Drop down, select one	Skip Logic Group*	Accomplish
KMJ6747Q009		A	Please tell us why you were unable or partially unable to accomplish your task today.			N	Text area, no char limit	Skip Logic Group*	OE_Not Accomplish
KMJ6747Q010		B	How would you best describe the information on this site?	Very difficult to understand Somewhat difficult to understand Somewhat easy to understand Very easy to understand		Y	Drop down, select one	Skip Logic Group	Ease of Use
KMJ6747Q011		C	What do you plan to do next?	Continue looking on this site Try another website Call for assistance Email for assistance Subscribe to RSS/JUSTSTATS/GovDelivery for notification of updates Other	D	Y	Radio button, one-up vertical	Skip Logic Group	Do Next
KMJ6747Q012		D	What will you do next?			N	Text area, no char limit	Skip Logic Group	OE_Do Next
KMJ6747Q013			Please tell us about your navigation experience .	I had no difficulty navigating this site I was able to navigate to the general area, but could not find the specific content I needed Site has too many links Site has too few links Links/labels are difficult to understand Links did not take me where I expected Could not get started or did not know where to begin Had technical difficulties (e.g. broken links, error messages) Other	B A	Y	Checkbox, one-up vertical	Mutually Exclusive Skip Logic Group	Navigation
KMJ6747Q014		A	Please describe your experience navigating the site.			N	Text area, no char limit	Skip Logic Group	OE_Navigation
KMJ6747Q015		B	Please tell us what links were broken or the errors received .			N	Text area, no char limit	Skip Logic Group	OE_Nav Errors
KMJ6747Q016			What data-related resources did you use today? Please select all that apply.	Data Analysis Tools Key Statistics Data Collections <u>Data and Product Finder</u> Did not use any tools	A A A	Y	Checkbox, one-up vertical	Skip Logic Group	Tools
KMJ6747Q017		A	Were these tools helpful?	Yes No	B B	Y	Radio button, one-up vertical	Mutually Exclusive Skip Logic Group	Tools_Useful

Model Instance Name: BJS V2
 MID
 Date: 5/18/2016

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

CUSTOM QUESTION LIST

QID	QUESTION META TAG	Skip From	Question Text	Answer Choices	Skip to	Required Y/N	Type	Special Instructions	CQ 25 character limit.
KMJ6747Q018		B	Please tell us about your experience with the data analysis tools and other data-related resources on the BJS website.	Partially Kearley, Timothy: More specifics about what we mean by "tools"	B	N	Text area, no char limit	Skip Logic Group	Tools_OE
KMJ6747Q019			What form of data is the most useful to you?	Partial Xlsx (Excel) Csv API None of these Other	A	N	Checkbox, two-up vertical	Skip Logic Group Mutually Exclusive	Data Pref
KMJ6747Q020		A	Please tell us what form of data is useful to you.			N	Text area, no char limit	Skip Logic Group	OE_Data Pref
KMJ6747Q021			Did you use the search feature today?	Yes No	A,B,C	Y	Radio button, one-up vertical	Skip Logic Group	Search
KMJ6747Q022		A	What specific search terms did you use to try to find the information/product?			N	Text area, no char limit	Skip Logic Group	OE_Search Terms
KMJ6747Q023		B	Were the search results helpful?	Yes No		Y	Radio button, one-up vertical	Skip Logic Group	Search results
KMJ6747Q024		C	Did you encounter any difficulty with the search feature?	Yes No	D	Y	Radio button, one-up vertical	Skip Logic Group	Difficulty with Search
KMJ6747Q025		D	What type of difficulty did you primarily encounter?	It returned no results. It returned too many results. It returned too few results. Results links were broken. Results were not relevant to my search terms or needs. Results were too similar/redundant. Search required too many attempts. I was not sure what words to use in my search. Search speed was too slow. Search results were not organized well. Other	E	Y	Drop down, select one	Skip Logic Group	What Difficulties
KMJ6747Q026		E	Please describe the search difficulties you experienced.			N	Text area, no char limit	Skip Logic Group	OE_Difficulties
KMJ6747Q027	Demographics: Age		Please select your age.	Under 18 18 - 24 25 - 34 35 - 44 45 - 54 55 - 64 65 or older Prefer not to answer		Y	Drop down, select one		Age
KMJ6747Q028	Demographics: Gender		Please select your gender.	Male Female Prefer not to answer		Y	Radio button, one-up vertical		Gender
KMJ6747Q029	OE_Improve Experience		If you could improve one thing about this website, what would it be?			N	Text area, no char limit		Improvements

Model Instance Name:

Fill-in Measure Name

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

Date: 3/1/2008

red & strike-through: DELETE

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pink: ADDITION

blue + -->: REWORDING

Fill-in Measure Name CUSTOM QUESTION LIST

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

Model Instance Name:

Fill-in Measure Name

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

Date: 3/1/2008

red & strike-through: DELETE

underlined & italicized: RE-ORDER

pink: ADDITION

blue + -->: REWORDING

Fill-in Measure Name CUSTOM QUESTION LIST

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
Y	Skip Logic Group
N	Skip Logic Group
Y	Skip Logic Group
Y	Skip Logic Group
N	Skip Logic Group
Y	