## **Survey Invitation**

This is the standard survey invitation. Default text is included. If you would like to modify this text please check with your analyst/client manager.

#### Welcome and Thank You Text

The text you see here will appear at the top and bottom of your survey. Default text is included and you may modify this text as needed.

## **Model Questions**

As discussed during the kick-off call, the model questions are part of the ForeSee methodology. For consistency wit the model, these questions are standardized and have been tested and validated. Standardization of model questio allows benchmarking across companies/industries, and these questions are used in calculating scores and impacts. Focus on the future behaviors; I've started with some that I believe are a good fit but we can certainly make adjustments. These are desired customer outcomes that are impacted by customer satisfaction.

## **Custom Questions**

When reviewing the custom questions tab, keep in mind these questions are used for segmentation analysis of the model data. It is suggested that you add, delete or change custom questions over time, as your needs or business objectives change.

Focus Area #1: Achieving Actionable Data - Know what changes are being made based on the intelligence	Why	
- Change Custom Questions so that stakeholders see a clear "must do"	Analys	
Focus Area #2: Aligning Data to Business Strategies	Top-Pr	
<ul> <li>Update your Custom Questions as business cycles change</li> <li>Integrate Executive Level questions to evaluate initiatives</li> </ul>	Open-	
Focus Area #3: Strategic and Tactical Value	Shift w	
- Influence Board Room Decisions	Inform	
- Change Operational Approaches	Evalua	
- Mature Your Research		

# **Making Changes**

Simply make the change that you desire and highlight that change with a different color text. Red works well becaus stands out.

If the change is "complicated" a brief explanation about what you would like to accomplish will help us understand you request and figure out the best way to implement. -Or- Just give us a call; talking through changes over the phone makes it quick and easy.

## pdate Your Custom Questions?

ncovered new questions to ask
ty areas influence resource use
s for quantifiable recommendations
Seasonal Needs
Re-launch or Re-design
Vlarketing Initiatives



The text you see here will appear at the top and bottom of your survey, examples below. Default text is included and you may modify this text as needed.

#### **Welcome and Thank You Text**

#### **Welcome Text**

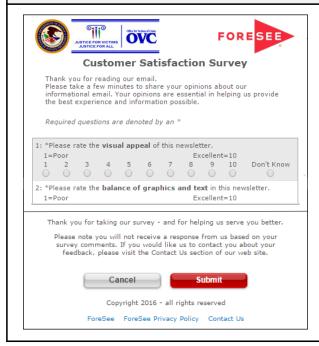
Thank you for reading our electronic announcement.
Please take a few minutes to share your opinions about our announcement.
Your opinions are essential in helping us provide the best experience and information possible.

#### Thank You Text

Thank you for taking our survey - and for helping us serve you better.

Please note you will not receive a response from us based on your survey comments. If you would like us to contact you about your feedback, please visit the Contact Us section of our website.

#### **Example Email Survey**



Model Name	DOJ OVC Email Newsletter				Red & Strike Thro		1
Model ID	9wJ5x8lktlF85xsgVgU8BQ4C				Underlined & Italia	<u>ized</u> : Re-order FORESEE	
Partitioned	No				Pink: Addition		
Date	10/12/2016				Blue: Reword		
1		-		_	i	1	Removed a Future Behavior
Label	Element Questions	Label	Satisfaction Questions		Label	Future Behaviors	Reworded all questions referring to the publication to refer to an announcement based on Jose's recommendation.
	Look and Feel (1=Poor, 10=Excellent, Don't Know)		Satisfaction			Share Information (1=Very Unlikely, 10=Very Likely)	
1 Look and Feel - Appeal	Please rate the visual appeal of this announcement.	7 Satisfaction - Overall	What is your <b>overall satisfaction</b> with this announcement? (1=Very Dissatisfied, 10=Very Satisfied)		Share Information	How likely are you to <b>share this announcement</b> with someone else?	
2 Look and Feel - Balance	Please rate the <b>balance of graphics and text</b> in this announcement.	8 Satisfaction - Expectations	How well does this announcement <b>meet your expectations?</b> (1=Falls Short, 10=Exceeds)	5		Primary Online Resource (1=Very Unlikely, 10=Very Likely)	
3 Look and Feel - Readability	Please rate the <b>readability of the page</b> in this announcement.	9 Satisfaction - Ideal	How does this announcement compare to an ideal emailed announcement? (1=Not Very Close, 10=Very Close)		Primary Online Resource	How likely are you to use ovc.gov as your primary online resource regarding information for crime victims/victim service providers?	
	Email Content (1=Poor, 10=Excellent, Don't Know)			1			
4Email Content - Relevance	Please rate the <b>relevance to your interests</b> of the content in this announcement.						
5 Email Content - Depth	Please rate the <b>depth of information</b> shared that you read on this announcement.						
6 Email Content - Understandable	Please rate how understandable the content is in this announcement.						

Test Survey Link:

NOTE: Taking a survey from this test link will NOT enter the survey into the ForeSee databases. It is for checking the survey questions and function only.

 Model Name
 DOJ OVC Email Newsletter

 Model ID
 9wJ5x8lktlF85xsgVgU8BQ4C

 Partitioned
 No

 Date
 1012/2016

Red & Strike-Through: Delete <u>Underlined & Italicized</u>: Re-order

OMB Approval REQUIRED



<u>Underlined & Italicized</u>: Re-order

Pink: Addition

Blue: Reword

QID	QUESTION META	A Skip	Question Text	Answer Choices	Skip To	Required Y/N	Туре	Special Instructions	CQ Label
MJ7072Q001		. 70111	Thinking of the OVC email announcements(s) you receive,	1=Not At All Clear	С	Y	Radio button, scale, has don't know	Skip Logic Group*	Rate_Info Clarity
			please rate:				don't know		
			The clarity of the information provided.						
				2	C				
				4	С				
				5	С				
				7					
				8					
				9 Very Clear=10					
				Don't Know					
MJ7072Q002		С	What would help improve the clarity of the information provided?			N	Text area, no char limit	Skip Logic Group*	Improve Clarity OE
MJ7072Q003			The helpfulness of the information provided.	1=Not At All Helpful	С	Υ	Radio button, scale, has don't know	Skip Logic Group*	Rate_Info Helpful
				2	С				
				4	C				
				5	С				
				6					
				8					
				9 Very Helpful=10	D D				
				Very Helpful=10 Don't Know	U				
MJ7072Q004		С	What information would you find to be more helpful in these announcements?			N	Text area, no char limit	Skip Logic Group*	Improve Helpfulness OE
MJ7072Q005		D	What did you find most helpful about the information in this announcement?			N	Text area, no char limit	Skip Logic Group*	Most Helpful OE
MJ7072Q006			Did you download a publication, video, or information that was	Yes		Y	Radio button, one-up		Download
			the focus of the announcement you received?				vertical		
				No Not sure					
MJ7072Q007			Did you follow any of the links provided in the announcement?	Yes		Υ	Radio button, one-up		Link Use
				No			vertical		
				Not sure			De die beweg	Oldin Lauria Garage	
MJ7072Q008			Considering the product, publication, video, or information you accessed through this email announcement, did you find it to be	Yes		Y	Radio button, one-up vertical	Skip Logic Group*	Access Format
			presented in a format that was easy to use?	No	A				
				Not sure					
MJ7072Q009 MJ7072Q010		Α	What would have made it easier for you to access/use? Please rate the length of the OVC announcement you received.	Too long			Text area, no char limit Drop down, select one	Skip Logic Group*	Access Format OE Rate - Email Length
W07072Q010			lease rate the length of the OVC announcement you received.				Diop down, Select one		rate - Email Length
				Just about right Too short					
				Don't Know					
MJ7072Q011			What type of content do you prefer to see from OVC? (Please pick your top three.)	News and Information from OVC		Υ	Checkbox, one-up vertical	Skip Logic Group*	Content Type
				Resource and funding information					
				Tips for crime victims about what OVC can help with Products available from OVC			Limit to 3		
				Information about what OVC publications/videos would meet my needs					
				More links to publications or videos					
				Details about training/events Offerings in languages other than English					
				Other	Α				
KMJ7072Q012 KMJ7072Q013		A	What other content would you prefer to see from OVC?  Have you ever shared content you've received in an OVC email	Yes	Α	N Y	Text area, no char limit Radio button, one-up	Skip Logic Group* Skip Logic Group*	Content Type Other Content Shared
			announcement with someone else? (Including this one.)				vertical		
				No No					
KMJ7072Q014		А	What have you shared?			N	Text area, no char limit	Skip Logic Group*	Content Shared Specific OE
NEW			Are you interested in following OVC on social media?	Yes, I'm interested	A	Y	Radio button, one-up	Skip Logic Group*	Social Media
							vertical		
				I'm already signed up No. I'm not interested	В				
NEW		Α	You can find OVC on Twitter, Facebook, and YouTube. Are there other social media platforms you would prefer?			N	Text area, no char limit	Skip Logic Group*	Social Media Prefer
IEW		В	Which of these social media channels do you use to follow	Twitter		Υ	Checkbox, one-up vertical	Skip Logic Group*	Social Media Follow
			OVC? (Please select all that apply.)	Facebook					
				YouTube					
KMJ7072Q015	OF Improve		What else would you like to share with us to help improve this	Not sure		N	Text area, no char limit	Mutually Exclusive	Improvement
	Experience		announcement?						"
KMJ7072Q016			How frequently would you prefer to receive this announcement?	Daily		Υ	Drop down, select one		Newsletter Frequency
				Weekly	_				
				Monthly					
		1		Every other Month Quarterly	-				
	1	1	1	- Section 19	1		1	1	1

				Annually or less often					
KMJ7072Q017 Role: Healthcare	Role: Healthcare		Which of the following best describes you in relation to your subscription to the DOJ OVC announcement?	Victim of crime		Y	Drop down, select one	Skip Logic Group*	Role
			Friend or family member of crime victim						
			Victim services provider/professional	В					
			Law enforcement officer or official	В					
			Attorney/Legal Services professional	В					
			Corrections/Probation/Parole officer or official	В					
			Educator or academic administration						
				Student					
				Medical/Nursing/Health service professional	В				
				Mental health professional	В				
				Social worker/counselor	В				
				General public					
				Other	Α				
KMJ7072Q018		Α	How else you would describe yourself?			N	Text area, no char limit	Skip Logic Group*	Role Other
KMJ7072Q019	В	Was the product, publication, video, or information you accessed useful to your work serving victims of crime?	Yes		Y	Radio button, one-up vertical	Skip Logic Group*	Content Useful	
				No					
			Not sure						
KMJ7072Q020 Demographics: Gender		What is your gender?	Male		Y	Drop down, select one		Demographics: Gende	
				Female					
				Prefer not to respond					
KMJ7072Q021	Demographics: Income		Which category includes your household income?	Under \$25,000		Y	Drop down, select one		Demographics: Incom
				\$25,000 - \$49,999					
				\$50,000 - \$74,999					
				\$75,000 - \$99,999					
				\$100,000 - \$124,999					
				\$125,000 - \$149,999					
				\$150,000 or more					
				Prefer not to respond					
KMJ7072Q022 Demographics: Age		Which category includes your age?	Under 18		Y	Drop down, select one		Demographics: Age	
				18 - 24					
	1		25 - 34						
		1		35 - 44					
		1		45 - 54					
				55 - 64					
				65 or older					
				Prefer not to respond			1		

 Model Name
 DOJ OVC Email Newsletter

 Model ID
 9w.35x8lktlF85xsgVgU8BQ4C

 Partitioned
 No

 Date
 10/12/2016

Under Strike Hildicized: Delete

Under Addition

Blue: Reword

**OMB Approval REQUIRED** 

Quarterly



QUESTION META Skip From Required Y/N Skip To Answer Choices NOTES OID Ouestion Text Type Special Instructions CO Label KMJ7072Q001 1=Not At All Clear Skip Logic Group\* Rate\_Info Clarity Thinking of the OVC email announcements(s) you receive, Radio button, scale, has don't know The clarity of the information provided. С Very Clear=10 on't Know What would help improve the clarity of the information provided? KMJ7072Q002 Text area, no char limit Skip Logic Group\* Improve Clarity OE KMJ7072Q003 The helpfulness of the information provided. 1=Not At All Helpful Rate Info Helpful С Radio button, scale, has Skip Logic Group\* С Very Helpful=10 Don't Know D KMJ7072Q004 What information would you find to be more helpful in these announcements? Text area, no char limit Skip Logic Group\* Improve Helpfulness OE KMJ7072Q005 What did you find most helpful about the information in this Text area, no char limit Skip Logic Group\* Most Helpful OE announcement? KMJ7072Q006 Did you download a publication, video, or information that was the focus of the announcement you received? Radio button, one-up Download vertical Not sure KMJ7072Q007 Did you follow any of the links provided in the announcement Radio button, one-up Link Use vertical Not sure KMJ7072Q008 Considering the product, publication, video, or information you Radio button, one-up Skip Logic Group\* accessed through this email announcement, did you find it to be presented in a format that was easy to use? vertical Not sure What would have made it easier for you to access/use? KMJ7072Q009 N Text area, no char limit Skip Logic Group\* Access Format OE KMJ7072Q010 Please rate the length of the OVC announcement you received. Too long Drop down, select one Rate - Email Length Just about right Don't Know KMJ7072Q011 What type of content do you prefer to see from OVC? (Please pick your top three.) News and Information from OVC Checkbox, one-up vertical Skip Logic Group\* Content Type Resource and funding information Tips for crime victims about what OVC can help with Limit to 3 roducts available from OVC Information about what OVC publications/videos would meet my needs More links to publications or videos Details about training/events Offerings in languages other than English KMJ7072Q012 KMJ7072Q013 A What other content would you prefer to see from OVC? N Text area, no char limit
Y Radio button, one-up Skip Logic Group\* Skip Logic Group\* Content Type Other What other content would you have to see that of the Have you ever shared content you've received in an OVC email Yes announcement with someone else? (Including this one.) Content Shared KMJ7072Q014 What have you shared? Skip Logic Group\* Content Shared Specifics Text area, no char limit HOP0306507 Are you interested in following OVC on social media? Radio button, one-up Skip Logic Group\* Social Media vertical В I'm already signed up No, I'm not interested HOP0306508 You can find OVC on Twitter, Facebook, and YouTube. Are Text area, no char limit Skip Logic Group\* Social Media Prefer there other social media platforms you would prefer? HOP0306509 Social Media Follow Which of these social media channels do you use to follow Twitter Checkbox, one-up vertical Skip Logic Group\* OVC? (Please select all that apply.) Facebook YouTube Not sure Mutually Exclusive KMJ7072Q015 OE\_Improve What else would you like to share with us to help improve this Text area, no char limit Improvement Experience KMJ7072Q016 How frequently would you prefer to receive this announcement? Drop down, select one sletter Frequency Weekly Monthly Every other Month

				Annually or less often					
KMJ7072Q017 Role: Healthcare	Role: Healthcare		Which of the following best describes you in relation to your subscription to the DOJ OVC announcement?	Victim of crime		Y	Drop down, select one	Skip Logic Group*	Role
			Friend or family member of crime victim						
			Victim services provider/professional	В					
			Law enforcement officer or official	В					
			Attorney/Legal Services professional	В					
			Corrections/Probation/Parole officer or official	В					
			Educator or academic administration						
				Student					
				Medical/Nursing/Health service professional	В				
				Mental health professional	В				
				Social worker/counselor	В				
				General public					
				Other	Α				
KMJ7072Q018		Α	How else you would describe yourself?			N	Text area, no char limit	Skip Logic Group*	Role Other
KMJ7072Q019	В	Was the product, publication, video, or information you accessed useful to your work serving victims of crime?	Yes		Y	Radio button, one-up vertical	Skip Logic Group*	Content Useful	
				No					
			Not sure						
KMJ7072Q020 Demographics: Gender		What is your gender?	Male		Y	Drop down, select one		Demographics: Gende	
				Female					
				Prefer not to respond					
KMJ7072Q021	Demographics: Income		Which category includes your household income?	Under \$25,000		Y	Drop down, select one		Demographics: Incom
				\$25,000 - \$49,999					
				\$50,000 - \$74,999					
				\$75,000 - \$99,999					
				\$100,000 - \$124,999					
				\$125,000 - \$149,999					
				\$150,000 or more					
				Prefer not to respond					
KMJ7072Q022 Demographics: Age		Which category includes your age?	Under 18		Y	Drop down, select one		Demographics: Age	
				18 - 24					
	1		25 - 34						
		1		35 - 44					
		1		45 - 54					
				55 - 64					
				65 or older					
				Prefer not to respond			1		