

## 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](#)



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 MID: 4VxYMQAFQtEwVv8MQ4FApg==  
 Date: 6/21/2010

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

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QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N
EDO06081		How often do you visit Medicare.gov?	First time Daily or more often About once a week About once a month Less than once a month, but more than once a year Once a year or less		Drop down, select one	single	N
EDO06082		What is your role in visiting Medicare.gov today?	I am a Medicare beneficiary, I receive benefits from Medicare I am a friend or family member of someone who is a Medicare beneficiary/receives benefits from Medicare I am a healthcare professional I am a healthcare partner I am an administrator who works with Medicare beneficiaries I represent an employer Other (please specify):	A	Radio button, one-up vertical	single	N
EDO06083	A	Other role in visiting Medicare.gov			Text field, <100 char		N
EDO06084		How did you first find out about Medicare.gov?	Internet search Another Web site Recommended by someone I know In a printed article (newspaper, magazine, newsletter) At a meeting or conference I attended Read about Medicare.gov in a blog Twitter LinkedIn page RSS Feed Bookmarking site Poster or pamphlet YouTube Don't recall/ Don't know Other (please specify):	A	Radio button, one-up vertical	single	N
EDO06085	A	Other (please specify source)			Text field, <100 char		N
EDO06086		What was your primary reason for visiting Medicare.gov?	Find basic information about Medicare Apply for Medicare benefits Review, manage or change my Medicare plan choice(s) Check for Medicare eligibility Locate a resource (Drug Plans, Health Plans, Physicians, Compare Hospitals and Nursing Home) Find contact information Order a new Medicare card Change of address Download a database		Radio button, one-up vertical	single	N

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QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N
			File a complaint or grievance Other (please specify):	A			
EDO06087	A	Other (please specify reason)			Text field, <100 char		N
EDO06088		What sections of Medicare.gov did you visit today?  <div data-bbox="556 544 762 651" style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">           jyotsna.bisaro:            Shorter list         </div>	<ul style="list-style-type: none"> <li>New to Medicare</li> <li>Health &amp; Drug Plans</li> <li>Facilities &amp; Doctors</li> <li>MyMedicare.gov</li> <li>Manage your Health</li> <li>Medicare Basics</li> <li>Resource Locator</li> <li>Help &amp; Support</li> </ul>	A	vertical	multi	N





FORE

<b>Special Instructions</b>
OPS Group
Skip Logic