**Ecological Momentary Assessment – Project Specifications Worksheet**

**WPH OFFICE OF ACADEMIC COMPUTING (OAC)**

**PI Name(s):** Click or tap here to enter text. **Project Short Name:** Click or tap here to enter text.

**I. General Protocol Information**

1. EMA URL to request (if known/applicable): Click or tap here to enter text.
2. Length of EMA *session*: Click or tap here to enter text.

*A session is defined as 1 uninterrupted EMA protocol (e.g. 14 days)*

1. Will all participants receive the same EMA protocol?

[ ]  Yes

[ ]  No\*

**\***If No, please identify the various treatment arms: Click or tap here to enter text.

1. What determines Day 1 of the EMA session (e.g. a specified day of the week, the day after the EMA is started, etc.)?

Click or tap here to enter text.

1. Will there be any differences between week days and weekend days (e.g. Saturdays and Sundays) and/or week nights and weekend nights (e.g. Friday and Saturday)?

[ ]  No

[ ]  Yes**\***

**\***If Yes, please elaborate: Click or tap here to enter text.

1. *Assessments* will be:

*An assessment is defined as a form comprised of a series of questions*

[ ]  Scheduled/triggered

[ ]  Self-Initiated (event-based)

[ ]  Prompted self-initiated (e.g. Event Contingent Follow-Up)

**II. Prompt Information**

1. How many *prompts* per day will there be? Click or tap here to enter text.

*Prompts span over the course of one day*

1. Do you want any limits on how close two prompts can be?

[ ]  No

[ ]  Yes**\***

**\***If Yes, please elaborate: Click or tap here to enter text.

1. Please specify how the prompt and participant will work:

[ ]  Include the participant identifier in the prompt

[ ]  Participant will need to enter a pin/password upon being prompted to move forward with completing an assessment

1. Should participants have the ability to override scheduled prompts?

[ ]  No

[ ]  Yes**\***

**\***If Yes, please elaborate: Click or tap here to enter text.

**III. Timing of Assessments**

1. Are there any time restrictions for each day of the session (e.g. wake/bed times, school times, etc.)?

[ ]  No

[ ]  Yes**\***

**\***If Yes, please identify: Click or tap here to enter text.

1. Do we want any limits on how close two assessments can be?

[ ]  No

[ ]  Yes**\***

**\***If Yes, please identify: Click or tap here to enter text.

1. Please help us to understand the scheduling for prompts and assessments, including when the survey window will close for each assessment:

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

1. If utilizing since/last reference functionality, how should the first ever EMA assessment be formatted?

Click or tap here to enter text.

1. How would you like to handle missed assessments?

[ ]  Repeat the assessment

[ ]  Carry over to the next prompt

[ ]  Ask participants the following question during their next assessment: “Why did you miss your last assessment?”

[ ]  Other; please elaborate: Click or tap here to enter text.

**IV. Incoming Text Messages**

1. What language should display if a participant attempts to complete outside of the accepted window?

*Example: You have no surveys to complete at this time.*

Click or tap here to enter text.

1. How should the system handle unsolicited (not expecting) and benign (e.g. thanks, okay) messages?

[ ]  Send automated response

*Example: We do not understand your request. This is not an automated system. If you need medical assistance…*

Click or tap here to enter text.

[ ]  Send automated response with the ability to also message with study staff\*

*Example: We do not understand your request. This is not an automated system. If you need medical assistance…*

Click or tap here to enter text.

\*If you are interested in having the interactive text messaging system in place where participants can message with study staff, please identify the following:

 Conversation length timeout before sending an automatic reply: Click or tap here to enter text.

**V. Timing of Reminders**

1. Will reminders be used in your EMA protocol?

[ ]  No

[ ]  Yes**\***

\*If Yes,how many times will a participant be reminded and in what increments?

Click or tap here to enter text.

What language should be displayed with each reminder?

Click or tap here to enter text.

Should the system send a reminder if the participant started the assessment and did not complete?

Click or tap here to enter text.

**VI. Protocol Design**

1. Will the Forgot/Reset Password functionality be used in your protocol?

[ ]  No

[ ]  Yes**\***

\*If Yes,what should the message language be?

Click or tap here to enter text.

 \*If Yes, please provide us with the contact information that you would like to be configured for continued issues:

 Click or tap here to enter text.

1. Are all items required before moving on?

[ ]  No\*

\*If No, would you like to utilize the *pester* system?

*The pester system displays a message to notify the participant that there is missing data.*

[ ]  No

[ ]  Yes; please provide a Pester language: Click or tap here to enter text.

[ ]  Yes**\*\***

\*\*If Yes,please provide Validation language: Click or tap here to enter text.

1. Would you like to utilize the standardized response for the Welcome message, in addition to receiving a confirmation that the message was sent?

[ ]  No

[ ]  Yes

1. Do you have a desired color scheme and/or logo you would like in place for the EMA site?

Click or tap here to enter text.

1. Please specify the anticipated types of controls to be used with your protocol:

*Examples of existing controls the OAC has developed and are available can be found in the WDX Demo Site:* <https://research.psychiatry.upmc.com/OAC_Test>

Click or tap here to enter text.

**VII. Other**

1. Is there any other important information or special instructions for programming?

Click or tap here to enter text.