

Term	Definition
Accessed	The number of participants who clicked the Start button on Welcome page for the study.
Accrual End Date	The date a study will close. After this date, new study participants will not be able to access the study website but existing participants will be able to complete remaining assessments.
Active	A study status meaning work is in progress. This status should be used when selecting or creating instruments, setting up a study, or collecting data.
Administer	A field drop list used to indicate whether or not the system should check if an item has already been administered in an assessment and if that is the case, not administer the item on a subsequent instrument within the same arm/assessment.
Administration	A section (tab) within Assessment Center which enables the tracking of study accrual and review of participant information. This tab allows reports to be run reports and study data to be exported.
Administration Method	The way in which an instrument's items are presented to study participants. Items may be presented in a random or sequential order. Alternatively, branching logic may be used to appropriately navigate participants to applicable items only.
Administration Study	The study from which an instrument/item originated. The Administration Study field appears on the Study Content, Instrument Detail and Item Detail pages and serves as reference to users who may have questions regarding instrument/item creation.
Advanced Set-up	A page within the Set-up tab which enables the creation of a more complex data collection platform. On this page you may create and define study arms and study assessments.
Approve	A checkbox to indicate a user has reviewed and approved Study Configuration Report and Preview Study feature. It is important to review each element prior to checking Approve.
Archived	A study status meaning work is no longer going on with the study. This status should be used only if data collection and exports are complete. Archived studies remain in Assessment Center for historical review.
Arm	A grouping of study participants. Participants within the same arm have the same protocol, e.g. same instruments, same assessment schedule.
Arm/Assessment Details	A page within the set-up tab which can be accessed by clicking the Specify Instruments link within an arm/assessment row on the Advanced set-up page. How instruments will appear to study participants during data collection is defined on this page.

Assessment	A data collection time point in which study participants respond to research items.
Assessment Data	The raw data from all study instruments.
Assessment Scores	The scores from any PROMIS item bank/CAT or short form instruments included in a study.
Auto Advance	Each template design may be selected with this feature. When used, this feature navigates study participants to the next item immediately after response selection.
Basic Set-up	A page within the Set-up tab which contains fundamental study data collection information, e.g. start date, URL extension, sample size.
Battery	A group of instruments which should be administered together, usually in a specific order, to enable proper scoring and assure validity.
Block Administration	A field which indicates how a block of instruments should be administered, in random order and in a fixed, sequential order.
Bookmark	A locally stored Uniform Resource Identifier (URI), i.e. a web resource. Also known as favorites or an internet shortcut.
Branch	An administration engine that selects the next item based upon criteria entered on the Instrument Customization page (Branching If, and Then Go To fields). If a participant provides a response indicated in the Branching If field, the next item they are administered will be defined by the Then Go To field.
Branching If	This feature is used to select the response which, if selected by a study participant, will trigger the system to skip items preceding the item selected in the corresponding Then go to field.
Buttons01	A template design which displays items on large buttons in a vertical list. The response buttons are initially yellow and turn blue upon response selection.
Checkbox List	This response type presents a study participant with up to 63 response choices and allows multiple responses to be selected.
Cognitive/Patient Review	A reason for item modification resulting from qualitative feedback.
Comments	This response type allows study participants to type in a large amount of text.
Completed	The number of participants who have seen all the study items.

Completed by Participant	A checkbox field used to define whether an instrument is intended to be completed by a study participant. If the field is unchecked, the instrument will remain in the study for research staff data entry but will not be administered for study participant self-report.
Computerized Adaptive Testing (CAT)	A flexible, computer-driven assessment that can use any items in the item bank to measure each domain. CAT selects only those items that sharpen the estimate of a respondent's score on the domain being measured. CAT length varies but usually includes four to seven items.
Consent Data	Endorsement data from all consent forms included in a study.
Contact Information	A page within Administration tab which displays any contact information, phone, address, etc., collected during system registration for a given participant.
Context	An optional item element. This text appears above an item stem on data collection pages. Often an item context details a timeframe, e.g. In the past 7 days, but also may provide other instructions.
Copy	A function which will copy an entire study or instrument. User will need to provide a new name.
Current Study	The study of focus or the study in which work is currently being done. The current study listing can be found in the upper right hand corner of the page or in the breadcrumbs in the upper left.
Customize	This link opens us the Instrument Customization page from which instruments administration may be set. For example, items may be grouped together, a random administration engine may be chosen, a branching schema can be determined and item data collection template may be selected. This page also contains the Set Parameters button which will navigate users to a page where CAT parameters, e.g. stopping rules, may be set.
Data Export	Data collection output. These csv files can be used in data analysis. Data Exports are produced to report a variety of study information, e.g. raw data, calculated scores, consent endorsement etc.
Data Dictionary Report	A group report which displays all study instruments, items, their corresponding responses and response scores. This report should be used to inform data analysts and as a record of study input. Reports may be exported from Assessment Center Administration tab-Overview page as a PDF.
Date	This response type presents study participants with drop lists for month, day and year.
Date Approach	The date a participant was first informed of the study. This date is often the same as the baseline date.

Day Assessment Opens	The day an assessment becomes available to a study participant. This value equals the number of days after the first assessment, e.g. assessment 2 opens 14 days after the first assessment and assessment 3 opens 28 days after the first assessment.
Domain	The trait or conceptual area that represents an instrument's content. In item response theory, a domain is unidimensional, measuring a single trait or concept. It can be a symptom (such as pain) or a functional capability (physical function). A domain can also be divided into several related traits, concepts, or constructs labeled as 'subdomains.' For instance, the domain of pain is separated into the subdomains of pain interference and pain behavior, each of which possesses its own item bank, while fatigue is a domain that is not separated into any subdomains. This is decided empirically through the analysis of data collected under the domain and subdomain headings.
Download Data	A section of the Administration tab-Overview page which allows users with appropriate permissions to request and subsequently download all available data exports. Requests are completed by clicking Request Data button and download is initiated by clicking corresponding link which appears once request is processed.
Drop List	This response type presents response options in a drop list and only allows one response to be selected.
Endorsement Checkbox	A means by which study participant endorse a consent form by checking a box.
Endorsement Text Entry	A means by which study participant endorse a consent form by entering text into an open text field.
Enrollment Report	A report that provides detailed information about current study accrual, i.e. count of completed, count of refusals, counts of off-study delineated by gender, race and recruitment site.
Error	Details issues within a study that could cause more serious data problems. Studies cannot be launched until errors are resolved.
Excluded	Instruments/items once selected for inclusion in a study/instrument but later removed from the list of instruments/items to be administered to participants. Instruments/items are not deleted but rather marked as excluded and sorted at the bottom of the instrument/item list.
Execution Details	Information presented while previewing an instrument regarding instrument administration, e.g. item ID, response, t-score. This is an optional checkbox that may be selected on the View Options box which appears after the Preview link is clicked.
Exit	A button on data collection pages which navigates study participants away from the data collection website.

Expert/Editorial Review	A reason for item modification resulting from comments and critiques provided by professionals.
Export	Ability to create a document containing instrument/items in file external to Assessment Center.
Favorites	A list of locally stored Uniform Resource Identifiers (URIs), i.e. web resources. Also known as bookmarks or an internet shortcut.
Field label	The text which accompanies endorsement text entry or endorsement checkbox fields. This label informs the study participant what they should enter or how they should endorse, e.g. "please type your full name" or "check this box if you agree to participate".
Find/Create login	A button on the Study Overview page which, if a login is entered into the field to the left, will locate a study participant's registration record or navigate to a blank registration record so that a new participant may be registered to the study.
First time user	A new participant to a particular study, not to Assessment Center as a whole.
Fixed	A set, sequential order usually defined by order values.
Go There	A link which details on which page a warning or error within a study may be resolved.
Goal Participants	A study's desired sample size as defined within Basic Set-up.
Help	A link which will open the Assessment Center Help files.
Hide	A feature which allows excluded instruments/items to be hidden from view.
History	A button or hyperlink which will navigate to the Item History page.
Horizontal01	A template design which displays items horizontally across the screen. Small, circular (radio) buttons are used for response selection. This template has been developed with the intent that response text will be displayed with the first and last response only while response scores will be displayed with all response options.
ID	Unique item identifier.
Include	Indicates whether an instrument/item is to be administered within a study. When the Include checkbox is endorsed an instrument/item will be administered and when blank the instrument/item will not. All instrument/items not included in a study will be sorted to the bottom of the applicable instrument/item list.
Informational	This response type indicates there are no response choices. Therefore, the response section on data collection pages will not contain any text.

Instrument	A measure, survey, or questionnaire. In Assessment Center there are three instrument types, Short Form, Profile, or Item Bank/CAT.
Instrument Block	A set of instruments grouped together during administration for the purpose of reducing participant burden and/or confusion. Instruments are often grouped together when they have similar content, such as emotional well-being or physical well-being.
Instrument Customization	An Assessment Center page from which an instrument's administration method may be set. For example, items may be grouped together, a random administration engine may be chosen, a branching schema can be determined and item data collection template may be selected. This page also contains the Set Parameters button which will navigate users to a page where CAT parameters, e.g. stopping rules, may be set.
Instrument Detail	An Assessment Center page which displays all of an instrument's included and excluded items. From this page, items may be added or created.
Instruments errors - CATs with items from multiple domains	A list of Item Bank/CAT instruments which contain items from more than one domain.
Instruments errors - Inclusion of calibrated & uncalibrated items	A list of Item Bank/CAT instruments which include uncalibrated items.
IRT Model	An Item Response Theory model used for questionnaire development, evaluation, and scoring. The only model currently available in Assessment Center is Graded Response Model.
Item	A question or statement plus its response choices.
Item Bank	A collection of carefully selected items that provide an operational definition of a trait or construct. A good item bank covers the entire continuum of the latent trait being measured, capturing different severity levels along the continuum. A well-calibrated item bank makes it possible to compare the amount of a given trait for individuals who complete different sets of items in the bank. Not only does this allow for 'adaptive' testing, because all items are calibrated onto one common scale, it is possible to compare scores across diverse groups of patients and item sets. A well-organized item bank with wide-ranging item difficulties can also enable the creation of a wide variety of short forms, depending on the target populations and purpose of assessment. At a given difficulty level, any chosen item should provide the maximum amount of information to estimate an individual's score on the domain of interest.
Item Block	A set of items grouped together during administration for the purpose of reducing participant burden and/or confusion. Items are often grouped together when they have the same response option or they are all positively worded or negative items.
Item Detail	An Assessment Center page from which items may be developed.

Item History	An Assessment Center page that details the development life cycle of an item.
Item Response Theory (IRT)	A family of latent trait modeling in which a latent trait is an unobservable latent dimension that is thought to give rise to a set of observed item responses. Each item can be compared to other items measuring the same trait. Items that measure the same construct can be aggregated into longer assessments. IRT offers a framework for evaluating an assessment's effectiveness, as well as evaluating the effectiveness of individual items within the assessment. IRT differs from classic test theory (CTT) in its assumptions about reliability and validity. The reliability for an IRT-based measure is calculated based on each respondent's 'ability' and varies across the continuum; in CTT, instrument reliability remains the same regardless of respondent 'ability.' For IRT-based instruments, validity is assessed across the entire item bank, and any instrument created from the item bank inherits this validity; for CTT instruments, validity is based on the individual instrument and must be reassessed if an instrument is modified in any way.
Language	Used to denote the language of an instrument, item or data collection.
Launch	The act of publishing a study into the data collection phase.
List Field	A drop list item.
Login (participant)	A five digit identifier assigned to a study participant. This ID is used by participants to access the data collection website, by research staff to locate a participant on the Administration tab and within data exports.
Max Value	The maximum value allowed.
Min Value	The minimum value allowed.
Multiple Choice	This response type presents a study participant with a number of response choices but only allows one response to be selected.
My Account	Users may click this link to review or update their Assessment Center account information, e.g. name, password, email, etc.
NeuroQOL	A set of self-report measures that assesses the health-related quality of life (HRQOL) of adults and children with neurological disorders.
Next	A button on data collection pages which allows participants to move to subsequent items and instruments.
NIH Inclusion Enrollment Report	An accrual report formatted to adhere to the requirements from the National Institutes of Health (NIH) for periodic progress reports. Information about gender is cross tabulated with race and ethnicity information.

Non-enrollment reason	A drop list containing the reasons why an individual may opt not to participate in a study.
Notes	Comments relating to an instrument or item, usually pertaining to reasons for inclusion or exclusion.
Numeric	This response type requires study participants to type in a number.
Off-study	The number of participants marked as Off Study in the off-study reason field on the Registration Detail page.
Order	An open text field column on the Study Content page used to order the instruments in a study. Values are entered into each text field to rearrange instruments in the list.
Order within Block	A field which defines how instruments within a block will be administered to participants. Options are random or to select numeric values which indicate order.
Original Instrument	The instrument from which an item was first developed.
Participant Data	Administration tab page which will allow researchers who have appropriate roles to review participant responses to all instruments/items and, where applicable, enter and/or modify data.
Participant Details	Administration tab page which contains sociodemographic information such as race, age, and gender collected during system registration.
Participant List	A list of all study participants. This list can be accessed by clicking on the Participant List button.
Password (participant)	An alpha-numeric code used by participants to access the data collection website. When the password is assigned by the system it consists of three, randomly selected, letters.
Pivoted Assessment Data	The raw data from all study instrument presented in in a format that is typically used by statistical analysts, i.e. each participant is represented in a single row with each column represented scores from an item.
Preview (instrument)	A feature which allows study instruments to be viewed in a manner similar to actual data collection.
Preview Study	A button which will launch a study into a preview of data collection. A preview URL may be utilized to view data collection pages as they would be seen by a study participant.
Previous	A button on data collection pages which allows participants, where applicable, to move back within an instrument.

PROMIS	Patient Reported Outcomes Measurement Information System, a system of highly reliable, precise measures of patient–reported health status for physical, mental, and social well–being.
PROMIS CAT (Questionnaire Summary) Report	A single time point report which includes a participant’s standard CAT score along with information on how that score compares with other people in the general population. If age and gender were collected during registration, the participant’s score is compared to other individuals in his/her age group and of his/her gender.
PROMIS Profile	Short form instruments containing items from seven of the PROMIS domains (depression, anxiety, physical function, pain impact, fatigue, sleep disturbance, and satisfaction with participation in social roles). There are three PROMIS Profile instruments in Assessment Center. The PROMIS-29 (4 items from each domain plus one pain intensity item), the PROMIS-43 (6 items from each domain plus a pain intensity item) and the PROMIS-57 (8 items from each domain plus the pain intensity item).
PROMIS Profile Report	A single time point report which includes a participant’s standard score, per profile instrument domain, along with information on how that score compares with other individuals in the general population. If age and gender were collected during registration, the participant’s score is compared to other individuals in his/her age group and of his/her gender.
Properties	Pages within Assessment Center which provide details on a study or an instrument. Study Properties includes Name, Description, Funding Source and Status. Instrument Properties includes Name, Domain, Description, Status, Type, and IRT Model.
Protected Health Information (PHI)	Information which may be used to identify an individual.
Public	An instrument status which allows all users of Assessment Center to access and utilize the instrument in their studies.
Random	An administration engine that presents items, instruments and item/instrument blocks to study participants in a random order.
Refusal	The number of participants who have refused to participate in the study, i.e. “no” endorsed in consent obtained field on the Registration Detail page.
Registered	The number of participants who have been assigned a login either by the system on the data collection website or by a researcher during registration from within the Administration tab.
Registration Data	The raw data from any registration items included in a study.
Registration Details	Administration tab page which contains study-specific information such as consent status, password, date of first assessment and administration language.

Request Data	Buttons on the Study Overview page used to request data exports. The system will generate the export and send an email to the address entered in the Email Notification field once the export is ready for download.
Required	A checkbox field used to indicate a registration data point must be responded to by study participants.
Reports	An Administration tab page which displays two individual participant reports, PROMIS-29 (43, or 57) Profile 1.0 and PROMIS CAT (Questionnaire Summary).
Resources	A section of the Assessment Center home page which includes links to useful PROMIS, Assessment Center documentation.
Response Text	The text a study participant views and responds to on the data collection pages.
Responses	Options presented to study participants from which to respond to an item.
Sample size	The number of participants to be allowed to register to a study. A participant has registered to a study once they receive a study login.
Schedule Details	A link navigating to the participant schedule which displays the assessment schedule for an individual study participant. This schedule may be edited here, where applicable.
Score	The numerical value associated with a response option. This value is stored in the database and used in statistical analysis.
Scoring Manuals	Documents, which can be accessed from the Assessment Center home page, detailing scoring rules for public Assessment Center instruments.
SE	Standard error (SE) of a CAT (computerized adaptive testing) administered instrument.
Select	A checkbox column which allows users to indicate they would like an instrument or item added to their study or instrument.
Sequential	A fixed order administration engine. Items will be administered to study participants in the order they appear on the Instrument Customization page. Item and Instrument blocks will be administered in a fixed order based upon their block value.
Set-up	A section (tab) within Assessment Center which enables the creation of a study website used to collect research participant data. Within this tab, instrument(s) administration (e.g., randomization) is detailed, online consent/HIPAA documents are added, study parameters (e.g., target sample size) are established, registration questions are selected and study may be launched into the data collection phase.

Short form	As indicated by the name, these are shorter instruments used to assess an individual's status within a domain. A short form generally contains 6-8 items that represent the range of the trait and also represent the content of the item bank from the same domain.
Site	The location of data collection.
Specify Instruments	A link on the Advanced Set-up page which navigates to the Arm/Assessment Details page.
Start Date	The date a study will be available to collect participant data.
Started	The number of participants who have responded to the first item within the first study assessment.
Status	This field indicates where an instrument falls in the development process. An instrument may have a status on Under development (items are still be developed), Locked (instrument has been locked to prevent other team members from modifying it), Administered (the instrument is now being used in a launched study to collect data) or Public (an instrument is available for use by all Assessment Center users part of the library).
Stem	A questions or statement to which a study participant responds.
Study	A research project usually involving instrument/item selection and/or creation, data collection and analysis. All research activities conducted within Assessment Center are nested under a study.
Study Code	An additional, optional, ID code used to track participants.
Study Configuration	A study set-up as detailed in the Advanced set-up tab, e.g. study arms, instrument blocks per arm/assessment, administration engine etc.
Study Content	An Assessment Center page which displays a list of all instruments included and excluded in a study. This page also enables navigation to all other pages within the Instruments tab.
Study Setup Summary	A report on the Launch page which details study elements as defined within the Instruments and Set-up tabs.
Team	The members of a particular study's group within Assessment Center. These users will be able to access the study. Varying permissions may be given to limit a team members ability to change or view details. Click this link on the My Studies List to view and edit the team.
Template	The design or appearance of the data collection screens as viewed by study participants.

Terms of Use	Conditions by which an instrument may be used in a research study. Terms of Use must be accepted before using certain instruments.
Test (consent)	A response option for the Consent field within the Registration Details page which indicates this is a test participant, e.g. a researcher reviewing the study prior to data collection.
Text	This response type requires study participants to type in letters.
Then go to	This feature is used to select the item to which a participant will be navigated if they select the applicable response(s) in the corresponding Branching If field.
Theta	Score of a CAT (computerized adaptive testing) administered instrument.
Trait	Synonymous with the terms 'construct' and 'concept.'
Translatability Review	A reason for item modification resulting from an assessment of how an item would translate into other languages.
Upload Translation	A button used to initiate the process of uploading item translations.
URL Extension	The section of the web address unique to a particular study.
Validation	Minimum and maximum data values between which a registration response must fit.
Version	This mode of item delivery (text, IVR, multimedia, etc.).
Vertical 01	A template design which displays items in a vertical list and includes a small, circular (radio) button for response selection. This template allows participants to click on the radio button or the response text to make a response selection.
Warning	Provides information on the Preview Study page about problematic instrument elements. A warning will not prevent a study from being launched into data collection.
Window	The number of days an assessment will remain open for a study participant to enter data, e.g. if value equals 3 the study participant will have 72 hours from the time they start the assessment to complete it.