

FlexTLFB

A web-delivered timeline follow-back, optimized for user-friendliness, customizability, efficiency, and security.

[Click here to test a survey of standard “built-in” variables \(alcohol, cigarettes, e-cigarettes\).](#)

[Click here to test a survey of custom exercise variables \(steps, workouts\).](#)

[Click here to build a survey on the Admin Page \(demo purposes only\).](#)

[Click here for a video tutorial.](#)

Note: If the test survey notifies you that your submissions will overwrite prior data, ignore the message and continue.

User-friendly Calendar Survey:

- Surveys are compatible with desktop computers and mobile devices.
- The TLFB survey provides instructions followed by a calendar for data entry.
- Surveys can be completed in-person or remotely.
- Participants provide recent events that affect behavioral patterns, and these are embedded into the calendar for subsequent data entry, facilitating recall.
- Participants review a final, easy-to-edit calendar prior to submission
- The web-app generates participant-specific links to the survey

Efficient & Secure Data Transfers:

- Upon submitting the survey, data is automatically transferred into REDCap (or another secure database, if configured with the FlexTLFB)
- The website never stores participant data
- The website does not request or use any identifiable information
- Surveys - and their respective REDCap fields - are generated using a customizable survey-build form within the admin app.

Customizable Survey Building:

- Select calendar length between 1 to 12 weeks
- Choose among several **default** substances, or
- Create **custom** variables, i.e., any behavior, substance, or medication you wish to track in the TLFB
- Variables can either be Checkboxes (Yes/No) or Integers (Quantity)
- For custom variables, you can embed a corresponding instructional document into the survey

Consulting Package - \$5000

Services include:

- Installation of the website into the University's or Institution's servers
 - Access to an *Admin Portal* to create and customize surveys.
 - The website will automatically build databases within REDCap to house participant data and participant-specific survey links.
 - Your site will display your lab/group name and logo(s), if desired.
 - The website uses Amazon Web Services for back-end storage and secure data transfer. To maintain the site, you will have to pay for these services, which is about \$30-50 per month, depending on usage.
 - You will also select a domain (URL) for the site, which costs \$10-20 yearly.
- Coordination with IT to fulfill all data security requirements
- Testing and confirmation of end-to-end website functionality
- Troubleshooting within 24 hours if errors occur during data collection
- Meetings to discuss survey design and distribution strategies
- Testing and training with designated lab members.
- Access to documentation for using and maintaining the website.
- Ability to request minor modifications (e.g., changes to instructional text).
- Large modifications (e.g., configuring website for Qualtrics rather than REDCap) may require significant programming labor; associated cost increases will be discussed prior to implementation.

Preferred Payment Timeline: \$2500 deposit, \$2500 upon site deployment.

These costs guarantee all the above services for one year. Expiration of services does not mean the website expires; once deployed, the website will be hosted by the university and continue to operate. After year one, a yearly retainer fee of \$1000 is required to retain troubleshooting services and the ability to implement minor website customizations. Timing of retainer fee payments are flexible based on budget and study needs.

Estimated deployment timeline: 4-6 months; dependent on IT department efficiency.

To inquire further: email ndidier@streamlined-insight.com

Data Security: Minimal Risk

Amazon Web Services (AWS) is used for two overarching functions: (1) data transfers from the OTLFB site to your database (e.g. REDCap) and (2) storing information related to administrator logins, survey configuration (substances, calendar length), and linked REDCap projects (including related API tokens). **No participant data of any kind** is stored in AWS. When a new survey link is created for a participant, the record ID and project ID are embedded discreetly within the URL. Only the lambda function within AWS can unpack the URL to know the corresponding REDCap project & record. Lambda functions run under the hood, i.e., its actions cannot be viewed by inspecting the web-page code. When TLFB survey data is submitted by participants, a lambda function is triggered to decrypt the REDCap project/record associated with the URL, then supplies the data to the appropriate record within REDCap.

Current Deployment Sites:

- University of Chicago (PIs: Andrea King & Daniel Fridberg)
- Vanderbilt University Medical Center (PI: Hilary Tindle)