**MTN-034**

**Special Case (CIDI) Debriefing Report**

***Purpose:***

1. *Provide a general overview of the content discussed in the interview,*
2. *Record information that might not be reported otherwise (i.e. context and meaning of behaviors; e.g. non-verbal cues, emotional states, body language, etc.)*

***Instructions:***

*This report is to be completed by the interviewer on the same day as the interview and forwarded to RTI within one week of interview completion.   
The note-taker should be consulted to verify content and add detail where applicable. This report should be uploaded to the SFTP site as a Word document. Any relevant visual tools (e.g. visual probes) should be uploaded at the same time as the debrief report.*

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| --- | --- |
| **PTID:** | 123-12345-1 |
| **Site** | Choose an item. |
| **Interview date:** | Date of IDI |
| **Most recent visit #:** | Visit XX |
| **Interviewer:** | Interviewer’s full name |
| **Other staff present:** | Staff name(s) |
| **Person completing form:** | Staff name |
| **Duration of IDI:** | xxH:XXM:xxS |
| **Interview Language(s):** | Language |
| **Current product use (ring, tablet, neither, or mix):** | Product |
| **Site reviewer:** | No: If “no,” reason why not  Yes: If “yes,” initials of reviewer |
| **Age at screening:** | XX |

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| **Debriefing Summary:** |

1. **What are your general impressions from the IDI today?** (*Describe in detail your subjective impressions of how the participants behaved, their emotional states [social, timid, excited, sad, laughed, bored, confused, uncomfortable, [dis]engaged etc.], and any other important information about the context, non-verbal communication and experience that might not be gathered from what will be transcribed).*

Sample text of general impressions

1. **What was the reason this person was interviewed? What did you learn about that experience?** (*e.g. seroconversion, product sharing, social harms, which study product was used, etc.)?*

Sample text of reason this person was interviewed

1. **Themes or ideas discussed** *(Describe in detail the most important ideas discussed within each of the IDI main topic areas and any important issues that were raised.)*
   1. **Understanding the Participant’s life** *(e.g. participant’s day to day life, important people in one’s life, motivation for joining REACH, influence of others on decision to join, community opinions on study, effects of study on life, disclosure of the study to partners, family, etc.):*

Sample text about participant’s life

* 1. **Product acceptability, attitudes, and use experience** *(e.g. current opinion of study product, concerns and worries, product disclosure, community opinion on the study product, challenges with study product, influences on adherence, support, etc.):*

Sample text about product acceptability

1. **Special circumstances, if not fully described in #2** *(Describe in detail participant’s experiences that resulted in selection for a CIDI.):*

Sample text about special circumstances

* 1. **Discussion about seroconversion** (If relevant):

Sample text about seroconversion

* 1. **Discussion about social harm** (If relevant ):

Sample text about social harm

* 1. **Discussion about sharing or saving study products** (If relevant):

Sample text about sharing of study products

* 1. **Other important issues:**

Sample text about other important issues

1. **Were there any other important issues, unexpected or unanticipated findings?** *(Record anything unexpected, unanticipated, or new that was learned from this IDI.)***:**

Sample text about other findings

1. **Were there any potential Social Harms (SH), Adverse Events (AE), or Protocol Deviations (PD) mentioned in the interview today**?

No

Yes *(Record what was mentioned during the interview and the action taken to report the potential AE/SH/PD or refer the participant, if applicable.)*

[Sample text about social harms, adverse events, or protocol deviations]