1. Demographic
   • Are you a CTR or a non-CTR?
     ○ Describe your role in reporting.

2. Workload questions
   • Can you estimate the number of cases processed (daily or weekly)?
   • How many people in your workplace are involved in reporting?
     ○ How many of them are CTR and how many are not?
     ○ Do they perform the same task at the same time?
     ○ Do they share some of the resources, such as computers or phones? Is it enough?

3. Process workflow questions
   • In order, what are the main steps for reporting?
   • How does reporting start (what triggers the event to start)?
     ○ Potential probe: Are there other ways to initiate the process?
     ▲ This part can be repeated for the main steps: case finding, abstraction, reporting, follow-up.
   • Describe the ______ process?
     ▪ Potential Probe: What is the goal of this step?
     ▪ Probes (case finding): Are there cases/cancer types that take longer than others to find/identify? If yes, what are they? Why?
     ▪ Probes (case finding): Do you work on an electronic or paper format?
     ▪ Probes (abstraction): Are there certain types of information that take longer than other to abstract? If yes, how often do you have them?
     ○ Can you estimate the time it takes you to perform this step (daily or weekly) (range and average)?
     ○ At which point do you spend most of your time, and why?
     ○ Can you estimate the time you spend on this part?
     ▼ Repeat for abstraction, reporting, follow-up.

   • How do you know when a process is complete?
     ○ Are there any other possible outcomes? If yes, please describe?

4. Efficiency Questions
   • How often you encounter a delay or have to wait during the reporting process? If often, then:
Potential probes:
  o  Where in the reporting cycle does the delay exist?
  o  What could happen?
  o  Why would it happen?
  o  How bad is it?
  o  And when it happens, what you do about it? Is it effective?

• Are there any parts of the reporting process you wish you could eliminate or fix? If yes,
  o  Which part is it?

• Why? Is there a time when you have to start over or repeat work? If yes,
  o  How often? And, if often,
    ▪  When (at what part), and why?

5. Other

• Regardless of the current constraints and limitations, what would the ideal reporting system look like?

• Any other comments you would like to add?