Attachment F: Analysis Plan

The purpose of the interviews is to understand the reasons for not electing to respond to the race and ethnicity questions on the Part C and Part D enrollment form. The plan is to conduct up to 120 interviews and analyze the notes in NVivo 12 Pro. A written report describing the results of the qualitative analysis will be prepared.

The analysis plan follows best practices in the analysis of qualitative data and includes the following steps:
1) Import transcribed notes into NVivo 12 Pro;
2) Deductively develop codebook based on interview guide and initial review of interview notes. Codebook will include a list of codes and their definitions in an Excel file.
    a. Train coders on the codebook to ensure common understanding of codes and their definitions.
3) Import codebook of hypothesized constructs;
4) Randomly select 15%[1] of transcripts to assess and report reliability between two coders;
    a. Update codebook inductively;
    b. Provide additional training and guidance as necessary;
5) Finish coding the remaining transcripts;
    a. Add additional codes and definitions as necessary;
    b. Review the coded to transcripts or any questions raised by the coders to ensure consistent application of the codes to the transcripts.
6) Conduct thematic analysis to identify themes within and across each node.

A written report based on the analysis will be prepared once the themes are analyzed. The thematic analysis will examine the frequency of themes and explore variation in responses between the MA Part C and Part D respondents and within each of the samples. In addition, the written report will include representative responses from the participants that highlight the common theme.

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[1] Campbell, J. L., Quincy, C., Osserman, J., Pedersen, O. K. (2013). Coding in-depth semistructured interviews: Problems of unitization and intercoder reliability and agreement. Sociological Methods & Research, 42, 294–320. https://doi.org/10.1177/0049124113500475