

MCHP Analysis Plan Process Guide

WHY COMPLETE AN ANALYSIS PLAN?

- The MCHP Analysis Plan is a tool to help PIs conduct their research as efficiently as possible.
- The data at MCHP are complex. The goal of planning analyses ahead of time is to save time and money and to help ensure a successful research project.

WHEN SHOULD THE ANALYSIS PLAN BE COMPLETED?

- The MCHP Analysis Plan can be completed any time after project funding is secured and is best completed prior to the start of analysis.
- Ideally, this process can start in tandem with applying for access and preparing the research agreement.

WHO IS RESPONSIBLE FOR COMPLETING THE ANALYSIS PLAN?

- The Principal Investigator (PI) is primarily responsible for the direction of their research project, including all design and analysis decisions.
- Any member of the research team can contribute to the MCHP Analysis Plan.
- Research support staff and data analysts may help to complete and fine-tune the MCHP Analysis Plan using the research proposal and supporting documents, but they are ultimately not responsible for designing research. Time spent by MCHP Data Analysts and MCHP Research Project Coordinators completing the MCHP Analysis Plan will be invoiced.

WHAT INFORMATION IS NEEDED TO COMPLETE THE ANALYSIS PLAN?

- At a minimum, the research proposal and any supporting documents such as related publications or MCHP concepts should be shared with the research team to enable completion of the MCHP Analysis Plan.
- Detailed information including algorithms for cohorts, dependent variables (outcomes) and independent variables (exposures), inclusion and exclusion criteria, data sources and years of data as well as lists of codes, e.g., ICD-9-CM, ICD-10-CA, CCI, ATC, DINs, Physician Tariffs, are extremely helpful. Information on algorithms can be found in MCHP's Concept Dictionary: <http://mchp-appserv.cpe.umanitoba.ca/search.php?search=&type=all&referenceSendbackID=>

HOW TO COMPLETE THE ANALYSIS PLAN?

- We recommend that the PI complete the MCHP Analysis Plan to the best of their ability, then work with their research team to fill in details as necessary.
- After a first draft is completed, we recommend having an initial team meeting where all team members can discuss details, ask questions and contribute to final decisions.
- Each PI will have their own method for completing the MCHP Analysis Plan. Some might draft a version of the analysis plan independently, while others might provide the research proposal and supporting documents to their research support staff to draft with the help of the assigned data analyst.
- Not all decisions have to be made upfront. Some PIs may find it preferable to plan one research objective at a time, particularly if earlier research findings will inform later objectives.