

Step-By-Step Guide to Enrollment and Participation GWTG-Stroke Hospitals

This is a enrollment and participation guide for hospitals currently participating in the American Heart Association *Get With The Guidelines – Stroke* quality improvement program who wish to also simultaneously participate in the Minnesota Stroke Registry.

Step 1. Submit Enrollment Form and Obtain Grant Agreement From MDH

Please contact Albert Tsai at (651) 201-5413 or albert.tsai@state.mn.us to obtain an Enrollment Form. You must provide us with the following information:

1. Federal Tax ID number
2. Minnesota Tax ID number
3. Name, title, and telephone number of a person authorized to sign off on contracts and grants (“authorized representative”)

Once we receive this form, we will send you a grant agreement document to sign and return.

Step 2. Sign and Return Grant Agreement

A signed original grant agreement must be returned to the following address:

U.S. Mail:

Albert Tsai, PhD, MPH
Minnesota Stroke Registry
Heart Disease and Stroke Prevention Unit
Minnesota Department of Health
P.O. Box 64882
St. Paul, MN 55164-0882

Delivery/Courier:

Albert Tsai, PhD, MPH
Heart Disease and Stroke Prevention Unit
Minnesota Department of Health
85 East 7th Place, Suite 220
St. Paul, MN 55101

We will process the grant agreement and send you one copy. Once you have been sent a copy of the grant agreement, your hospital is officially enrolled in the Minnesota Stroke Registry. We will immediately post your hospital’s name on the mnstrokeregistry.org website as a participating hospital and set up training and orientation for your staff.

Step 3. Outcome Sciences (Get With The Guidelines) Coverdell Amendment

Complete, sign, and return amendment “Minnesota Stroke Registry Program Amendment to the Stroke Participating Hospital Agreement” to the MDH. We will fax it to Outcome Sciences for you. Please note that “Exhibit B-2” on this amendment will be provided by Outcome Sciences.

When this file is received by Outcome Sciences, they will process this information and turn “on” your Coverdell/GWTG interface of the Patient Management Tool.

Step 4. Welcome and Orientation

When we receive your grant agreement, your authorized representative will be sent a welcome letter and some additional information about the program. In addition, we will send your staff enough training manuals for each person involved. We will set up a brief orientation, as well as a Coverdell data training session for your data collection staff.

Step 5. GWTG/Coverdell Data Entry

Enter your GWTG and Coverdell data through the *Get With The Guidelines-Stroke* Patient Management Tool regularly.

Step 6. Patient ID file - development and maintenance

Develop and keep an electronic file on your shared or local environment that has the following information:

1. Patient ID (GWTG ID)
2. Medical Record Number
3. Account Number
4. Patient First Name, Patient Middle Initial, Patient Last Name
5. Birth Date (Month, Day, Year)
6. Zip Code

This information is collected so that we can link these data to additional datasets in the future.

That's it!

The Minnesota Stroke Registry staff will upload your GWTG data on a bi-weekly basis. As a participant in both programs, you will have access to data queries and reports through both programs.

For questions, please contact the following people:

General program:	Dr. Albert Tsai	(651) 201-5413	albert.tsai@state.mn.us
Data abstraction:	Mr. Jacob Zdon	(651) 201-5436	jacob.zdon@state.mn.us
Quality improvement:	Ms. Lisa Calhoun	(651) 201-5681	lisa.calhoun@state.mn.us
Data Analysis	Dr. Jim Peacock	(651) 201-5405	james.peacock@state.mn.us
Web/Technical Issues:	Mr. Curtis Fraser	(651) 201-5477	curtis.fraser@state.mn.us