

Step-By-Step Guide to Enrollment and Participation

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. Data Entry

We will contact you for a training session and at that time you will obtain a username and password to use the Minnesota Stroke Registry Tool. We will determine a mutually agreeable date of patient discharges for you to start abstracting.

Step 4. 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