

Enrollment Guide

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 or download from www.mnstrokeregistry.org. 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 postal address:

U.S. Mail:

Albert Tsai, PhD, MPH
Minnesota Department of Health
P.O. Box 64882
St. Paul, MN 55164-0882

Delivery:

Albert Tsai, PhD, MPH
Minnesota Department of Health
85 E. 7th Place, Suite 220
St. Paul, MN 55101

Once you receive a copy of the final 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. (ONLY FOR HOSPITALS PARTICIPATING IN Get With The Guidelines-Stroke) Sign and return Outcome Sciences (Get With The Guidelines) Coverdell Amendment

Obtain, complete, sign, and return amendment "Minnesota Stroke Registry Program Amendment to the Stroke Participating Hospital Agreement" to the MDH. You may fax it to Outcome Sciences or we can fax it 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 the Coverdell overlay for your version of the Patient Management Tool.

Step 4. Welcome, Orientation, and Data Abstraction Training

When we receive your grant agreement, your authorized representative will be sent a welcome letter. We will set up a brief orientation, as well as a Coverdell data training session for your data collection staff.

Step 5. Data Entry

Enter your data at the Minnesota Stroke Registry Tool or the *Get With The Guidelines-Stroke* Patient Management Tool, and take advantage of the program services that we offer to our participating hospitals.

Program Contacts:

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
MSRT/Technical Issues:	Mr. Curtis Fraser	(651) 201-5477	curtis.fraser@state.mn.us