DEPARTMENT OF HEALTH

Minnesota Stroke Portal Navigation Guide

MINNESOTA STROKE PROGRAM

1/3/2020

For help navigating the Minnesota Stroke Portal, please contact:

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Minnesota Stroke Program – Cardiovascular Health Unit
PO Box 64882
St. Paul, MN 55164-0882
651-201-3934
health.stroke@state.mn.us
Minnesota Department of Health (http://health.mn.gov)

To obtain this information in a different format, email health.stroke@state.mn.us. Printed on recycled paper.

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Introduction

The Minnesota Department of Health (MDH) manages the Minnesota Stroke Portal. The Portal is a free and robust system available to all hospitals to submit, store, and review their facility's stroke patient quality of care data as well as apply for Acute Stroke Ready Hospital designation.

The Minnesota Stroke Portal is comprised of five different components:

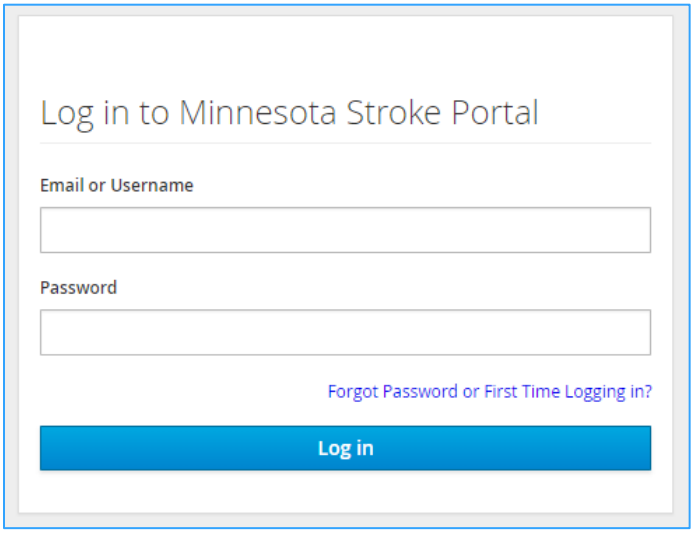
- Administration
- Minnesota Stroke Registry
- Reports
- Designations
- Resources

Getting started

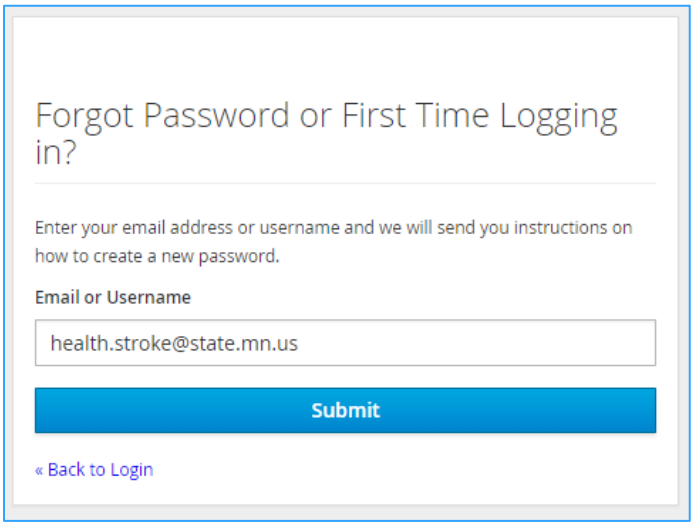
If this is your first time logging into the new Minnesota Stroke Portal, you will need to set a password.

Resetting Your Password or First Time Logging In

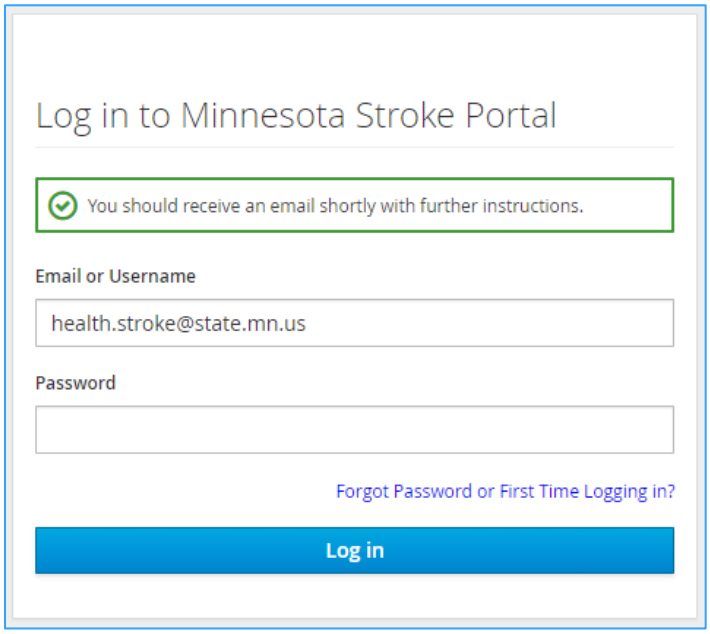
1. Go to the Minnesota Stroke Portal (http://stroke.mn.gov)
2. From the landing page, click **Log in**.
3. Click on **Forgot Password or First Time Logging in?**



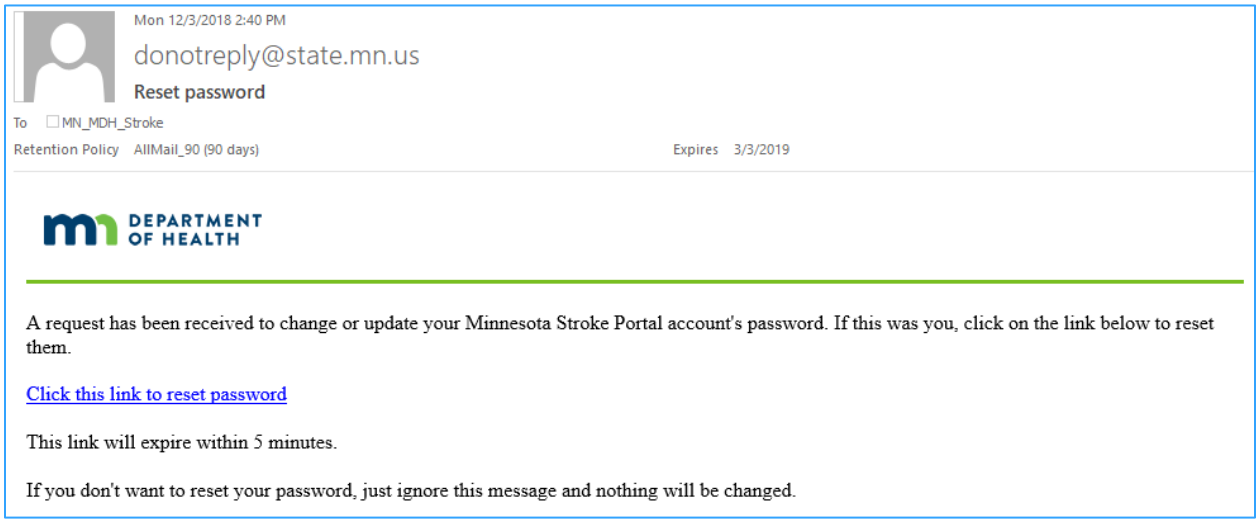
4. Enter your **Email address or Username.** (We recommend using your email address.)



5. Click **Submit.** A message will appear stating you should be receiving an email shortly with further instructions.

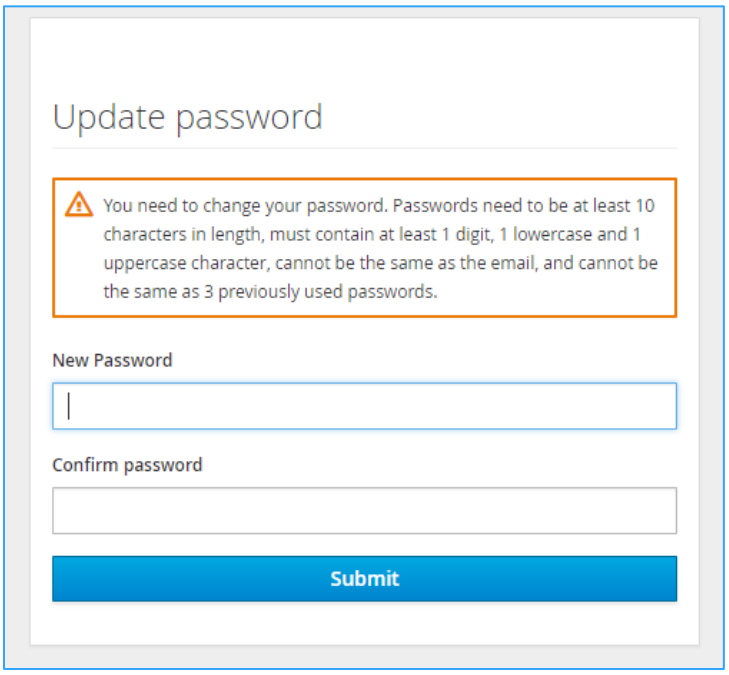


6. An automated email from 'donotreply@state.mn.us' will be sent to you within a few minutes of submitting your email address. In the email, click on **Click this link to reset password.**



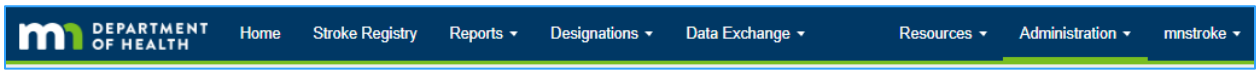
If you do not receive a link to reset your password or you need access to the Portal, please email health.stroke@state.mn.us for assistance.

7. A new internet browser tab will open to create a new password. Using the instructions below Update password, enter in a **New Password** and type the same password in **Confirm Password** box.



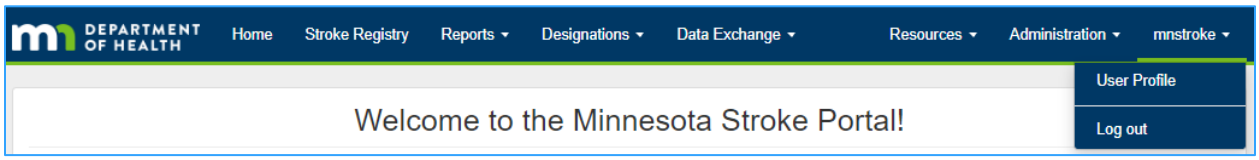
8. Click **Submit.**
9. Once your password is set, the web page will redirect you to the Minnesota Stroke Portal homepage. You will already be logged into your account.

Administration



The **Administration** component of the Minnesota Stroke Portal is where you can view your facility information, including manage your facility and EMS agency favorites, and update your account.

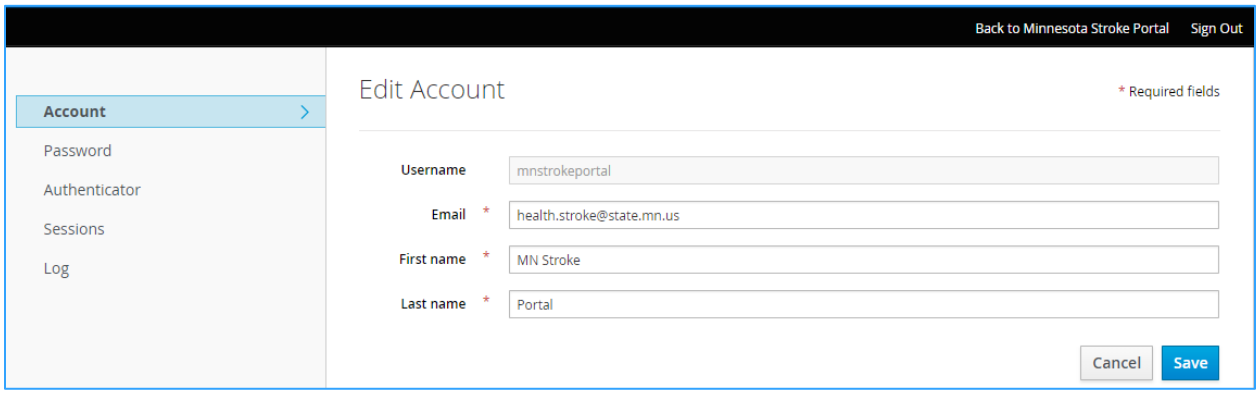
Manage user account



Update email or username

You can update your email address or modify your username at any time.

1. From the top right corner of the homepage, click on your **Username** and select **User Profile.**



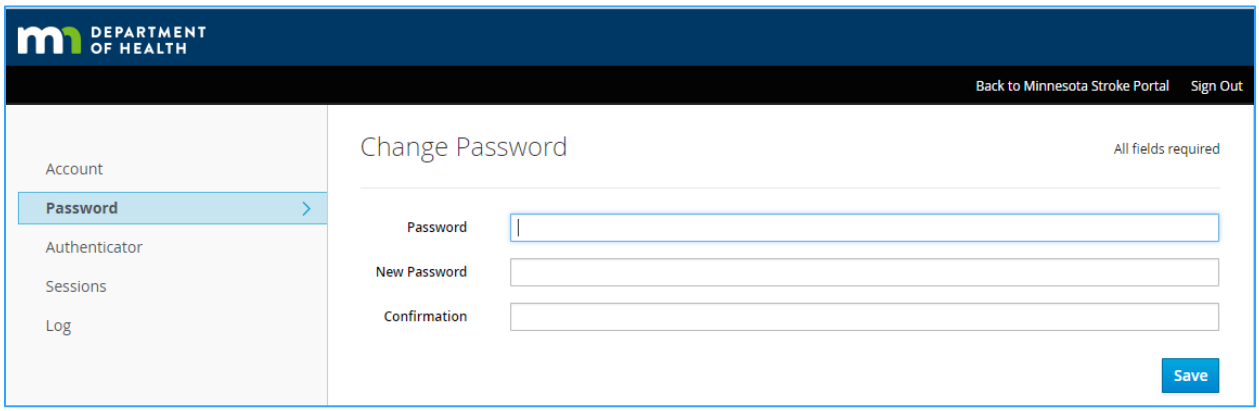
2. Make the changes to the Username and/or Email.
3. Click **Save.** A success message will appear when the account has been updated.

4. From the top right corner of your screen, click **Back to Minnesota Stroke Portal** to return to the homepage.

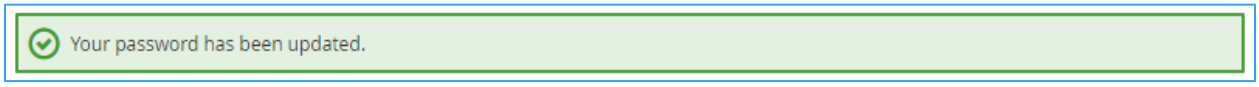
Change password

You can update your password at any time.

1. From the homepage, click on your **Username** in the top right corner and select **User Profile.**
2. Select **Password** from the column on the left.

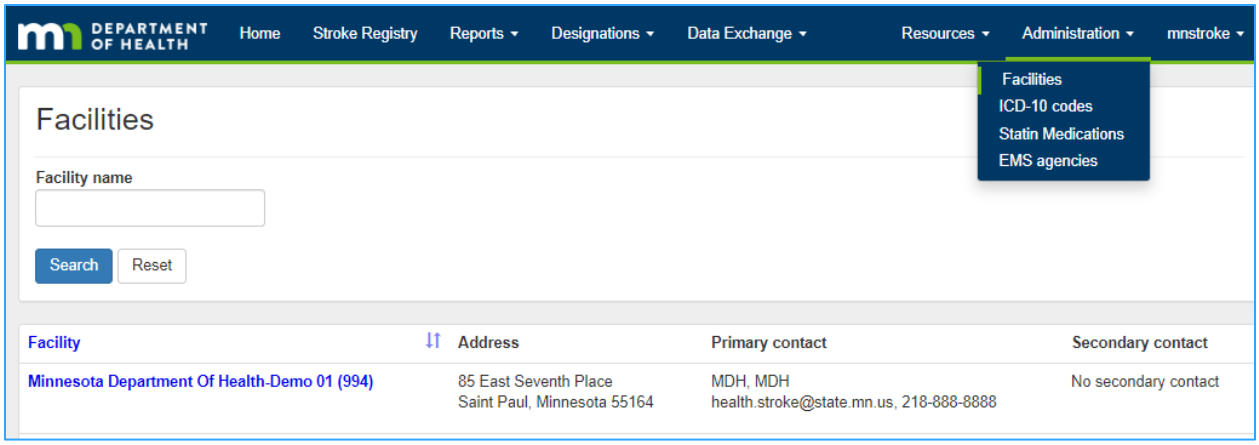


3. Enter in the current **Password**.
4. Enter in the **New Password**.
5. Enter in the new password again in **Confirmation** box.
6. Click **Save.** A success message will appear when the password has been updated.



7. From the top right corner of your screen, click **Back to Minnesota Stroke Portal** to return to the homepage.

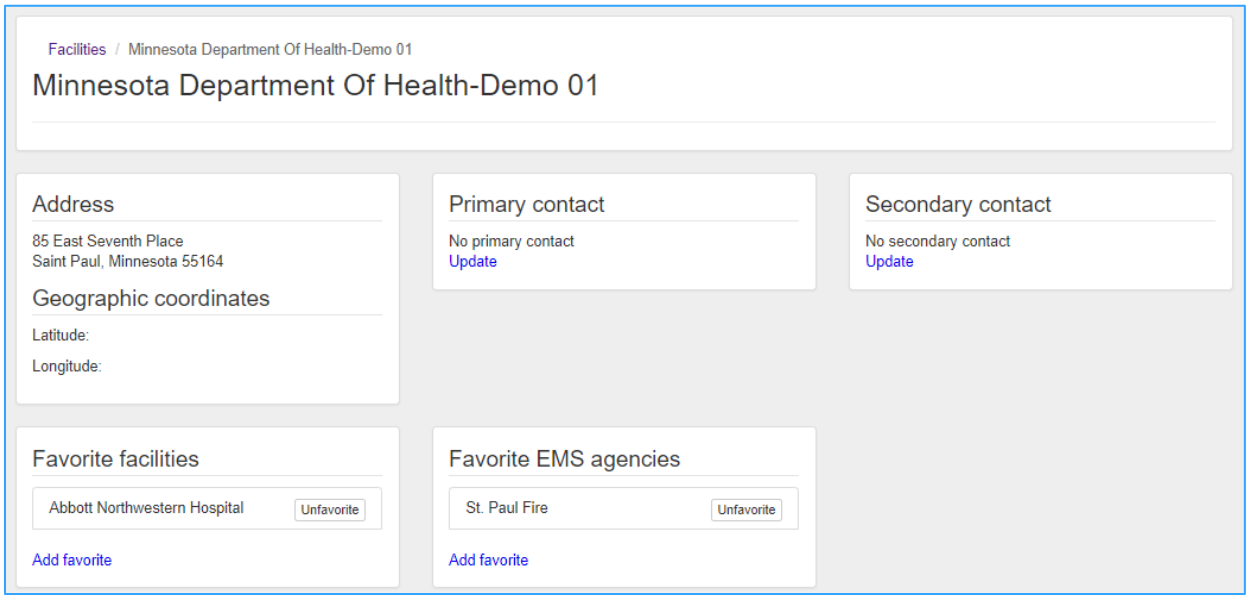
Manage facility



Facility information

Users can view their associated facility's information to check if it is up-to-date.

1. From the homepage, click on **Administration** in top right corner of the menu banner.
2. Click on **Facilities.**
3. All of the facilities the user is associated with will appear. Click on the name of the **Facility** to view the address, Primary contact, Secondary contact, Favorite facilities and Favorite EMS agencies.



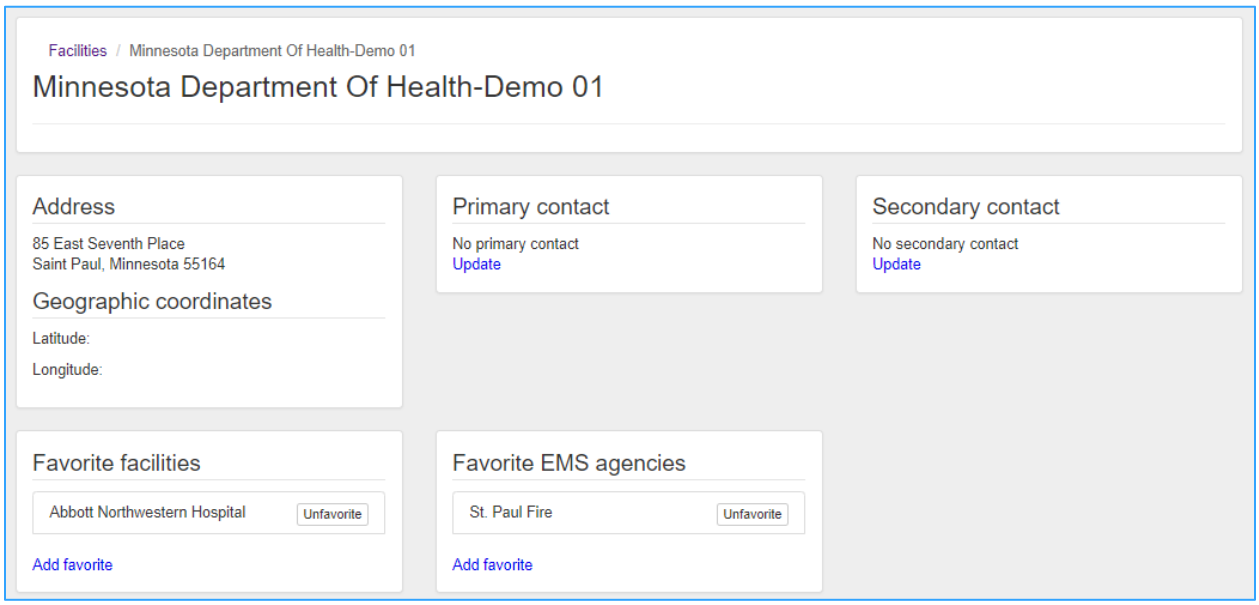
4. Please **email** health.stroke@state.mn.us to update to the facility address information.

Favorites

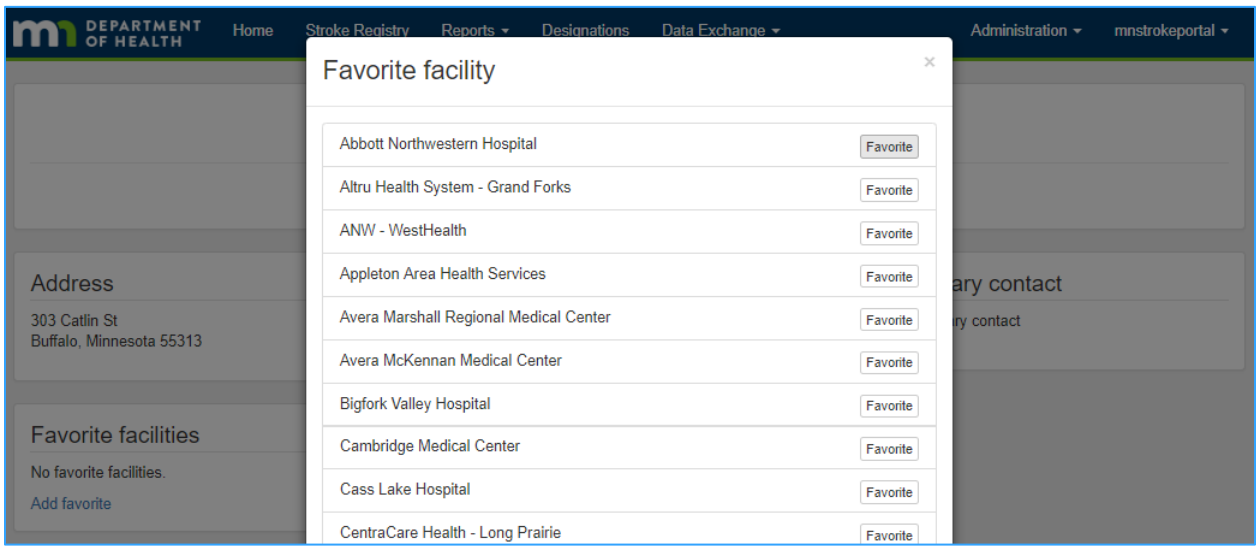
Hospitals have the ability to develop a "Favorites" quick-pick list to place frequently used facilities and EMS agencies at the very top of the list (drop-down menu) when entering a case into the Minnesota Stroke Registry's Case Report Form. Favorite lists can expedite case entry by eliminating the need to scroll.

To add or edit your hospital's Favorite facilities or EMS agencies:

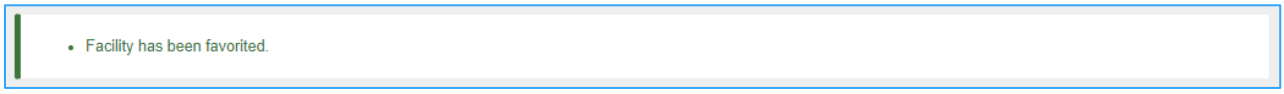
1. From the homepage, click on **Administration** in top right corner of the menu banner.
2. Click on **Facilities**.
3. Select the name of the facility.
4. Click **Add favorite** on **Favorite facilities** or **Favorite EMS agencies.**



5. Facilities and EMS agencies are in alphabetical order. Once the favorite facility or EMS agency is located, click **Favorite** next to their name.



6. A success message will appear at the top of the facility information and note that the facility or EMS agnecy has been favorited.



Stroke Registry

The **Minnesota Stroke Registry** component of the Minnesota Stroke Portal is the statewide registry for acute stroke patient quality of care data. Hospitals abstract stroke-specific information from the patient's medical record into the registry to meet reporting requirements for the Minnesota Statewide Quality Reporting and Measurement System (SQRMS).

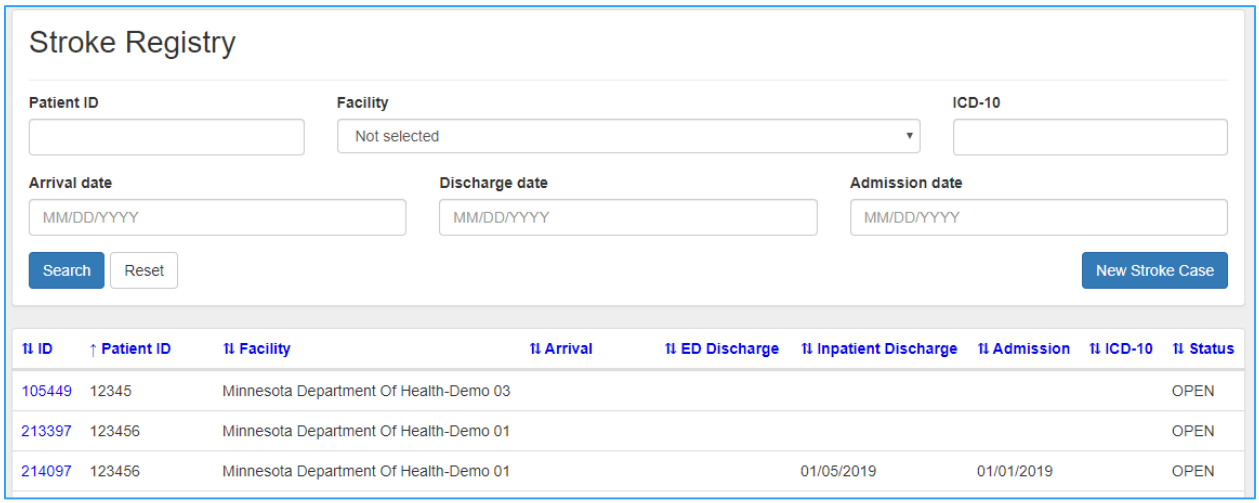
The Minnesota Stroke Registry's Case Report Form uses conditional branching to streamline entry. Only questions that apply to the case will appear. Based on the answer to a question, additional questions may be required. Required questions will have a red asterisks.

Case confirmation will not be required in the first version of the new Minnesota Stroke Portal. An improved method will be released at a later time.

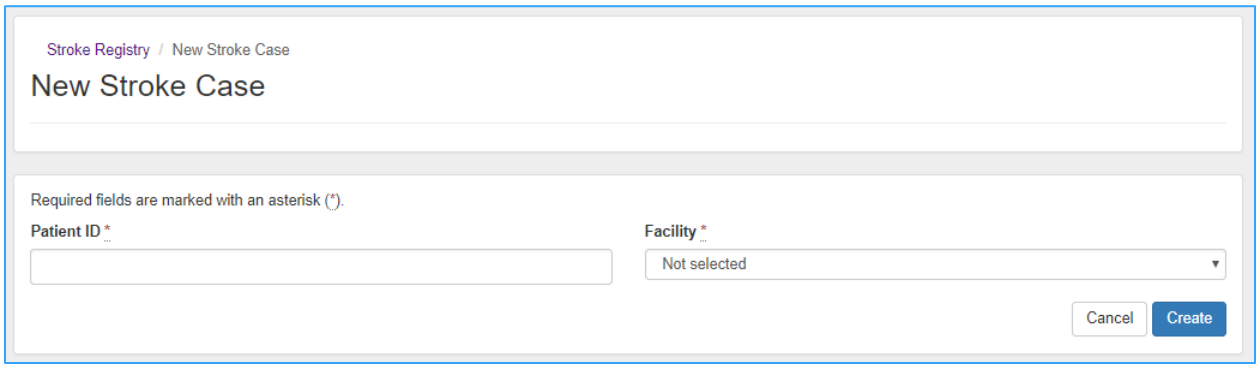
Case entry

Entering and closing a case

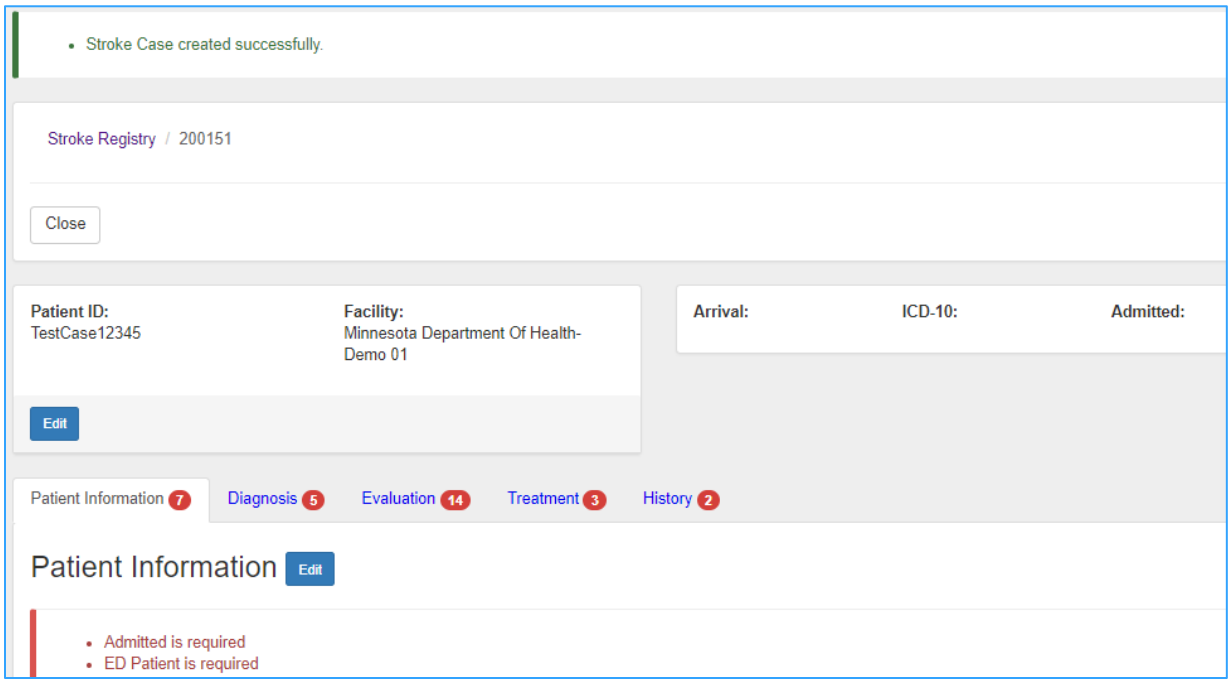
1. From the homepage, click on **Stroke Registry** on the top menu banner.
2. Click **New Stroke Case.**



3. Enter the unique case ID in **Patient ID** and select the appropriate **Facility.**



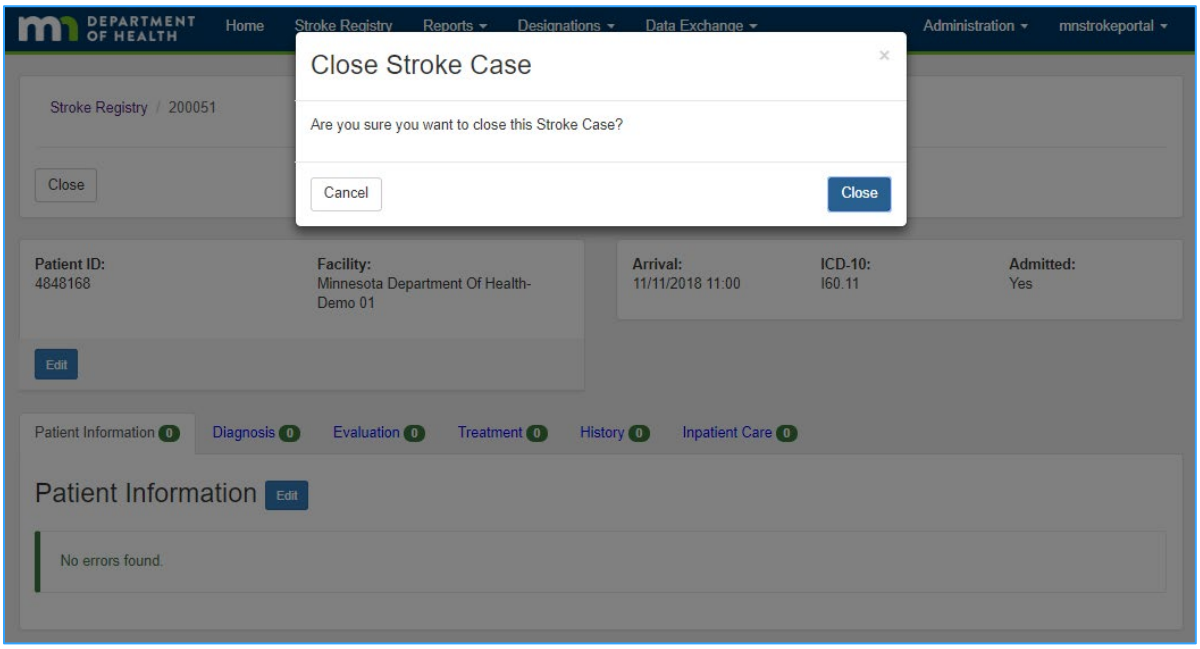
4. Click **Create**. A message will appear stating that the Stroke Case created successfully.



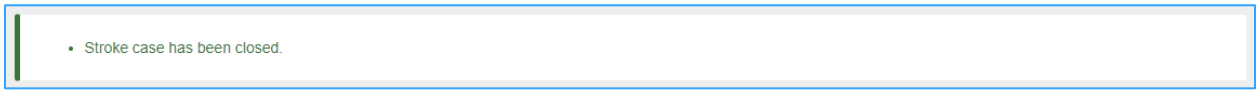
Note: At the top of each tab, a number will display in red to indicate the amount of required fields needing to enter in that section. Once all the required information on a tab has been input and saved, the number next to the title of each section will change to **zero** and turn green.

5. Click **Edit** next to any of the section titles to start entering information.
6. At the bottom of the tab, click **Save** to save entered work and to stay on the same tab or click **Save and continue** to save progress and move to the next tab.
7. Click **Close** at the bottom of any tab when all required fields have been entered.

8. A box will appear to confirm the user wants to close the stroke case. Select **Close**.



9. A message will appear at the top of the screen stating the case closed successfully.



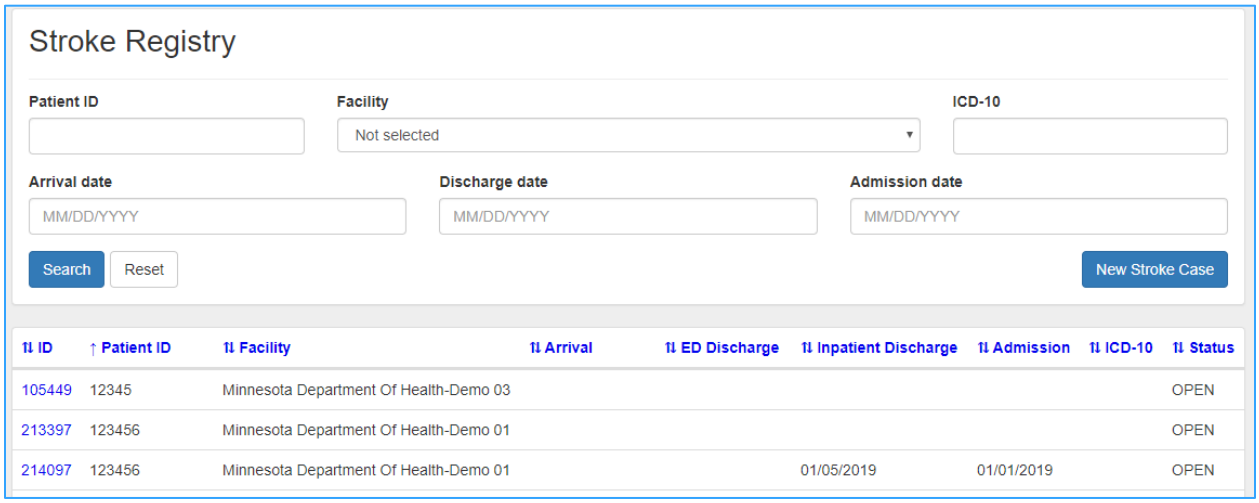
Case management

Viewing a closed case

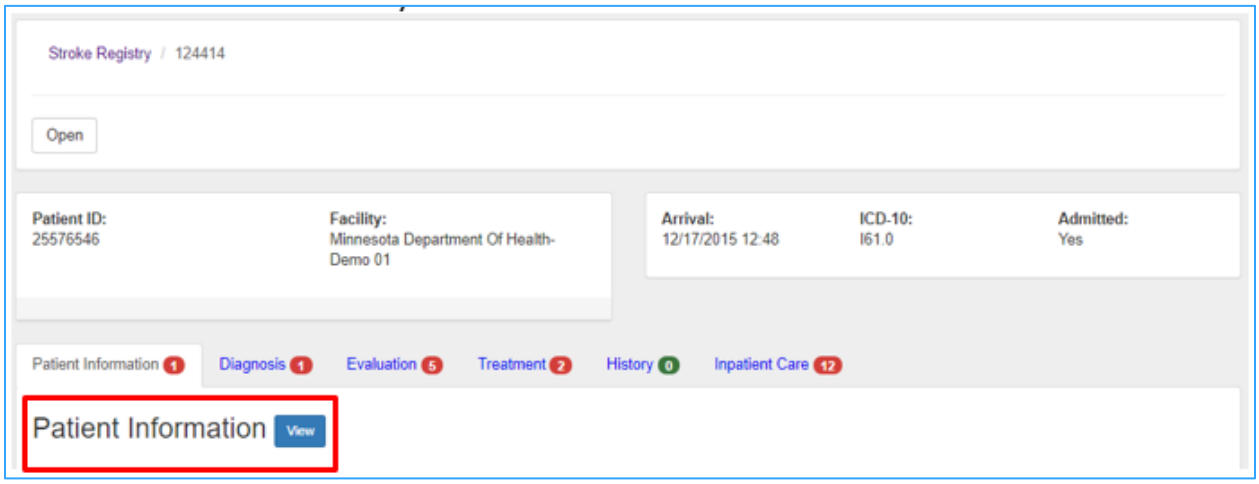
You can review what was entered for a case without opening it. Use the search boxes or column sorting feature to locate the case.

To view a closed case:

1. From the homepage, click on **Stroke Registry.**
2. Type in the **Patient ID** for the case to view or update.



3. Click Search.
4. Click on the **ID** of the case.
5. Click **View** next to any of the section titles.



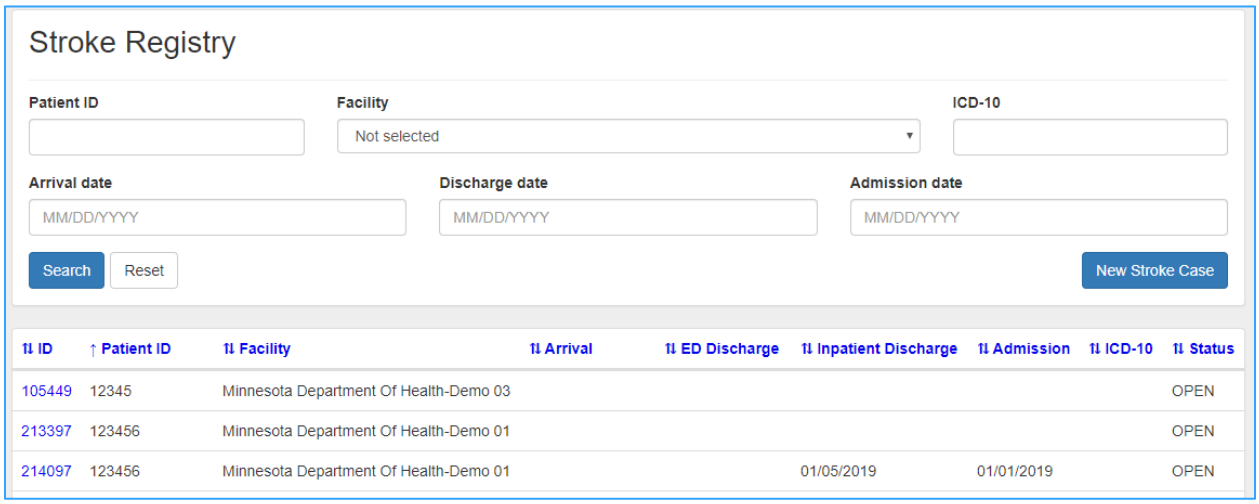
Note: When you are in view only mode and have not reopened the case, it will appear as though you can edit what has been entered. There is no ability to save what is entered when you are in view only mode. You will need to reopen the case if you need to make any changes.

Reopening a closed case

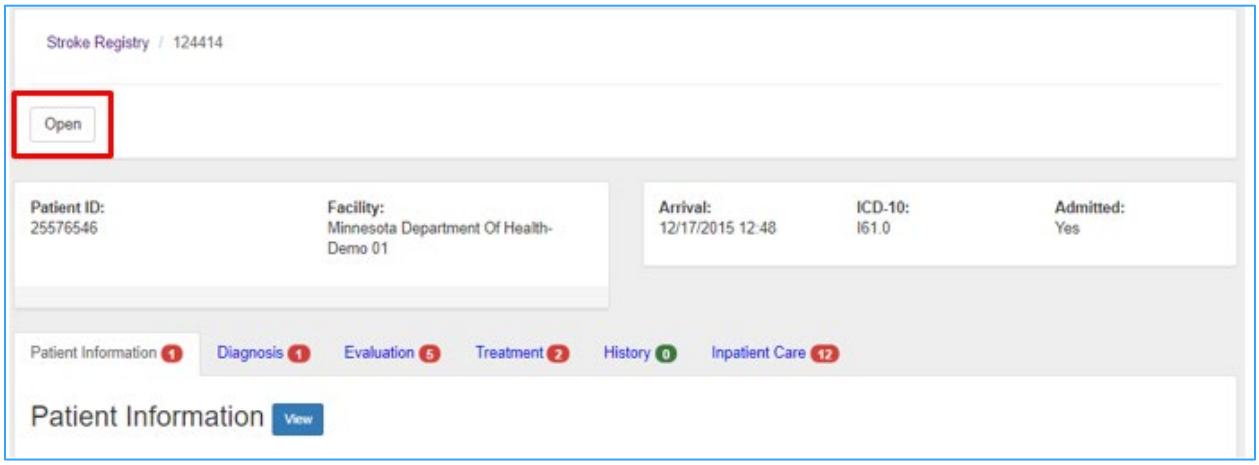
If you need to change information on a closed case, you can reopen it and make corrections. Use the search boxes or column sorting feature to locate the case.

To open a closed case:

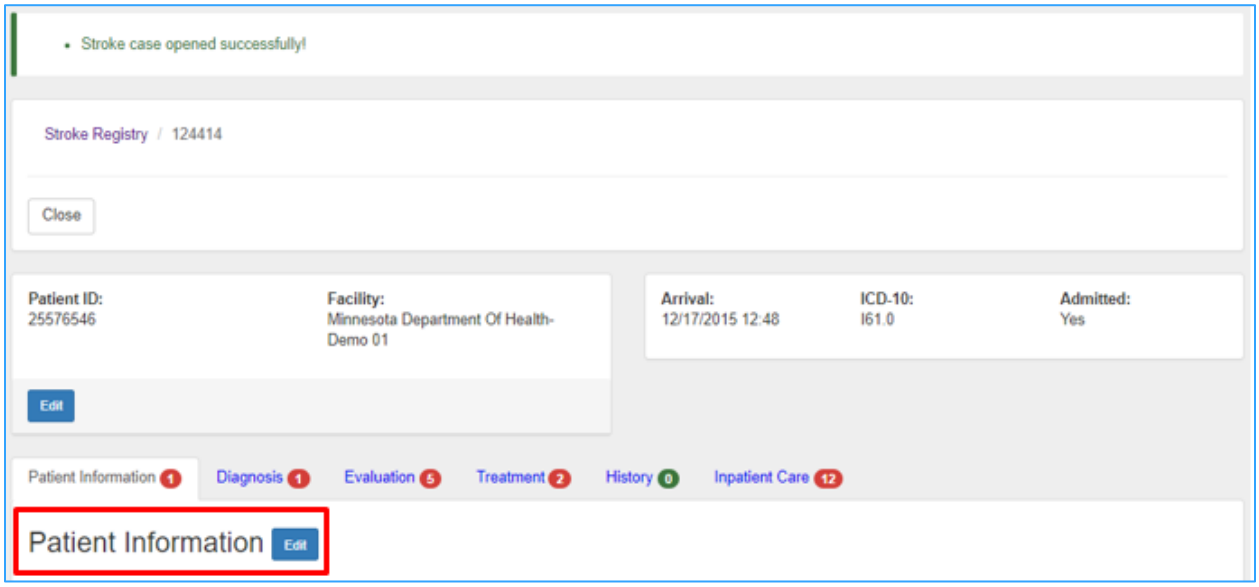
1. From the homepage, click on **Stroke Registry.**
2. Type in the **Patient ID** for the case to view or update.



3. Click **Search.**
4. Click on the **ID** of the case.
5. Click **Open.**



6. Click **Edit** next to any of the section titles to start entering information.



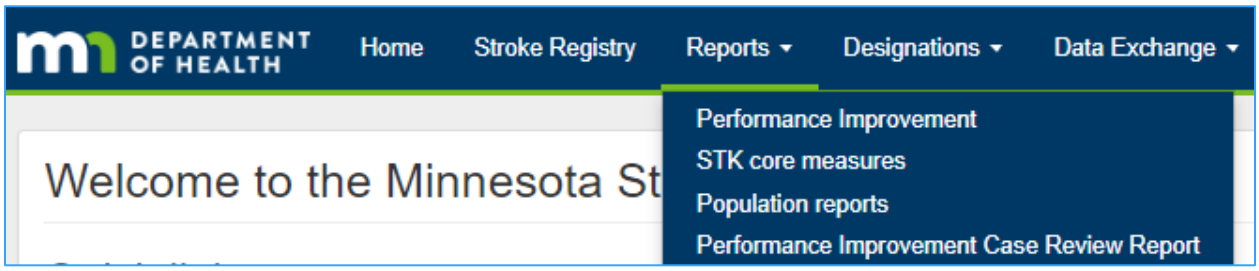
7. Make the changes on the case and click **Save** at the bottom of the section.
8. Click **Close** when finished and all numbers have been changed to zero.

Deleting a case

If a case needs to be deleted:

1. Email health.stroke@state.mn.us with the facility, Patient ID, and Arrival or Discharge Date.
2. You will receive an email confirmation after the case has been successfully deleted.

Reports



The **Reports** component of the Minnesota Stroke Portal is where hospital users can run various reports on the data they have submitted, such as compliance for stroke core measures, door-to-action indicators, and case-level detail on all cases during a specified timeframe.

There are four different report sets available:

- Performance Improvement
- STK core measures
- Population reports
- Performance Improvement Case Review Report

Report sets

Performance Improvement reports

- Door to Stroke Team Activation
- Door to Telestroke Activation
- Door to Imaging Initiated < 25 minutes (all patients, no exclusions)
- Door to Imaging Initiated < 25 minutes (SQRMS)
- Door to Imaging Read < 45 minutes
- Door to Needle < 60 minutes (all patients, no exclusions)
- Door to Needle < 60 minutes (SQRMS)
- Door-In to Door-Out < 120 minutes
- Last Known Well to Arrival

STK core measure reports

- STK-01 - Venous Thromboembolism (VTE) Prophylaxis
- STK-02 - Discharged on Antithrombotic Therapy
- STK-03 - Anticoagulation Therapy for Atrial Fibrillation/Flutter
- STK-04 - Thrombolytic Therapy
- STK-05 - Antithrombotic Therapy By End of Hospital Day Two
- STK-06 - Discharged on Statin Medication
- STK-07 - Dysphagia Screening
- STK-08 - Stroke Education
- STK-09 - Smoking Cessation Counseling
- STK-10 - Assessed for Rehabilitation

Population reports

- Number of cases by stroke type
- Number of cases by arrival mode
- Number of cases by transferred vs. admitted
- Number of cases by discharge disposition

Performance Improvement Case Review Report

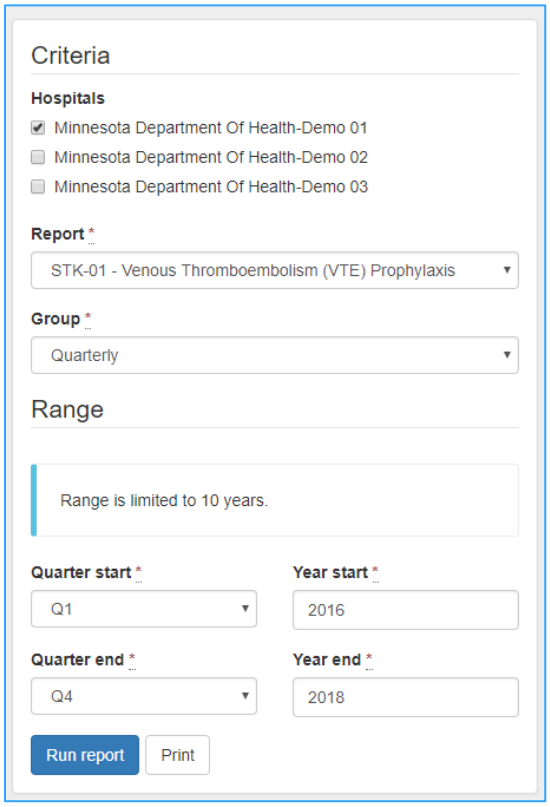
Case-level spreadsheet export of the following data elements and calculations:

- Hospital
- Patient ID
- Age
- Gender
- Stroke Diagnosis
- Arrival Mode
- EMS Agency
- Pre-notify
- Stroke Team Activation
- Stroke Team Activation date
- Stroke Team Activation time
- Door to Stroke Team Activation (minutes) – calculated
- ED Provider Assessment date
- ED Provider Assessment time
- Door to ED Provider Assessment (minutes) - calculated
- Telestroke type
- Telestroke initiated date
- Telestroke initiated time
- Door to Telestroke initiated (minutes) - calculated
- Telestroke connected date
- Telestroke connected time
- Telestroke initiated to connected (minutes) - calculated
- LKW date
- LKW time
- Arrival date
- Arrival time
- LKW to arrival (minutes) - calculated
- Imaging date
- Imaging time
- Door to imaging (minutes) - calculated
- Image read date
- Image read time
- Door to image read (minutes) - calculated
- Alteplase given
- IV alteplase date
- IV alteplase time

- Door to needle (minutes) - calculated
- Discharge disposition
- ED discharge date
- ED discharge time
- Door to transfer (minutes) - calculated
- Inpatient stroke
- NIHSS
- CMO
- Dysphagia screen
- NPO
- Admitted
- Hospital discharge date
- Transferred to (destination location)
- Transferred from (origin location)

Running a report

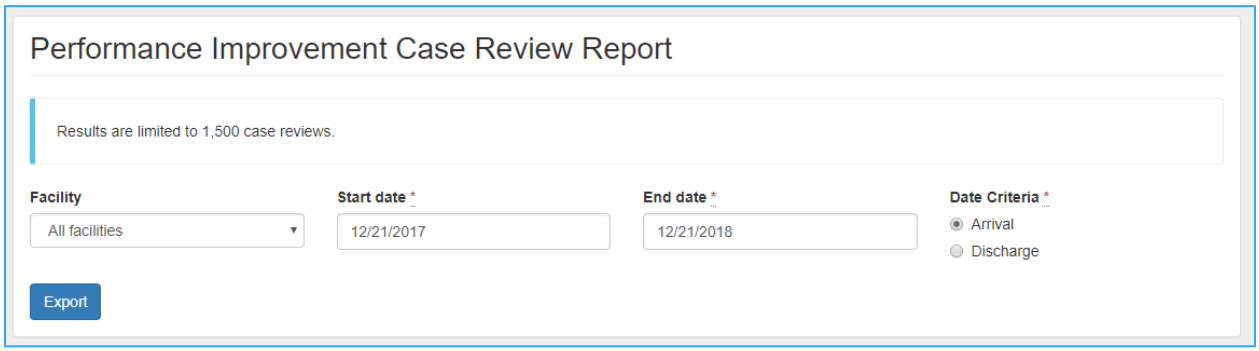
For the Performance Improvement, STK core measures, and Population reports:



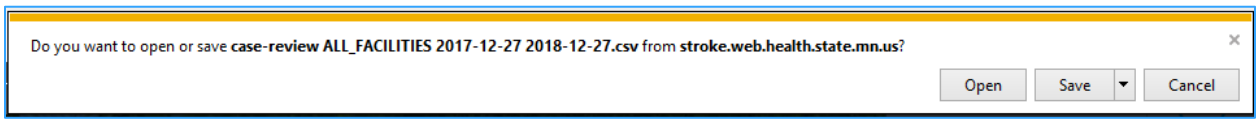
1. From the homepage, click on **Reports** on the top menu banner.
2. Select the appropriate report set from the drop down menu.
3. Select **Hospital**(s).
4. Select **Report** or measure name.
5. Select the time **Group**. Annually (year start - year end), Quarterly (quarter and year start – quarter and year end), Monthly (month and year start – month and year end), or Date Range (date start - date end)
6. Enter **Start** and **End** date criteria.
7. Click **Run report.**
8. To print, click the **Print** button (next to the Run report button).
9. To save as a PDF, click **Print** and change the printer/destination to the option to **save as PDF**.

Note: Currently, case level data is not available for the Performance Improvement, STK core measures, or Population reports in the new Portal. Each report shows the aggregate data based on the criteria entered as well as displays the aggregate data for all hospitals. There are no options to see case level detail for failures, cases, and exclusions.

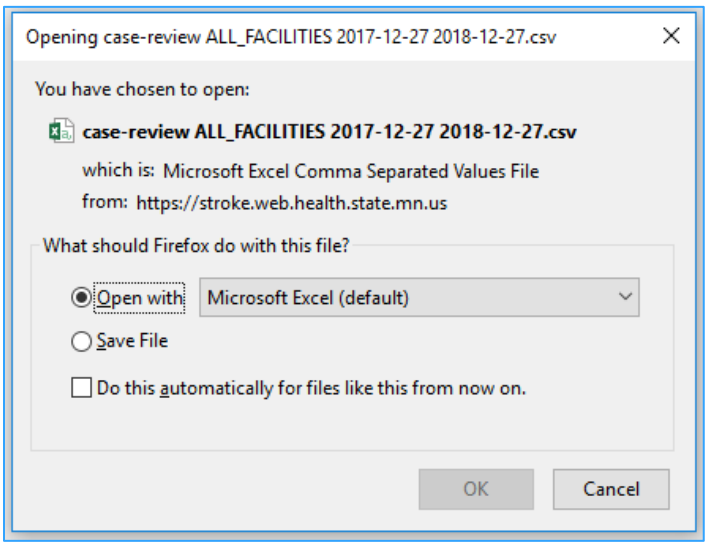
For the Performance Improvement Case Review Report (limited to 1,500 cases)



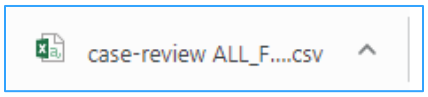
1. From the homepage, click on **Reports** on the top menu banner.
2. Select **Performance Improvement Case Review Report**.
3. Select the **Facility** or **All facilities.**
4. Enter a **Start date** and **End date.**
5. Select the **Date Criteria** (to use patient's arrival date or discharge date).
6. Click **Export.** You should open this file in Excel. Depending on the internet browser, the message you receive to download the file will be different.
   a. If you are using Internet Explorer, a dialog box will appear at the bottom of your screen. Click **Open**.



   b. If you are using Firefox, a dialog box will appear in the middle of your screen. Check that the radio button is next to Open with Microsoft Excel. Click **OK**.



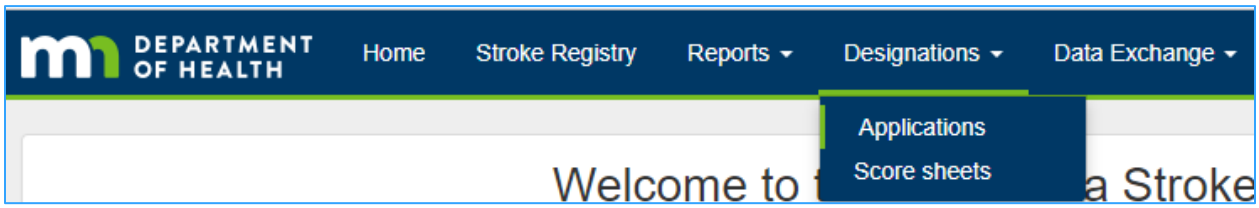
   c. If you are using Google Chrome, click on the box will appear at the bottom of your screen. Click on the box to open the file.



7. To print in Excel, click **Print**. Once the print dialog box appears, adjust the print settings in to optimize the display of data.
8. To save as a PDF from Excel, click **Print** and change the printer/destination to the option to **save as PDF**. Adjust the settings as needed.

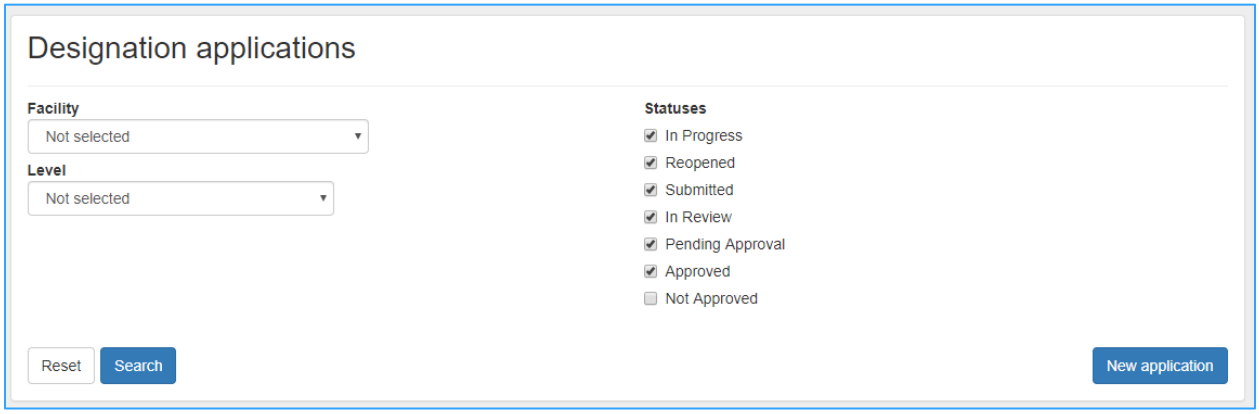
Designations

Applications

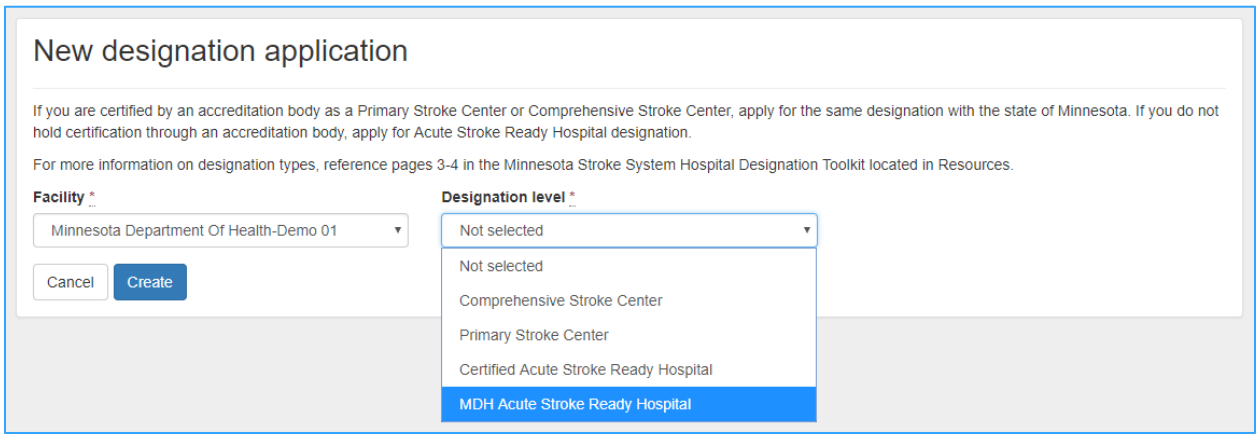


Submitting a designation application

1. From the homepage, click on **Designations** on the top menu banner.
2. Click on **Applications**.
3. Click on **New application**.



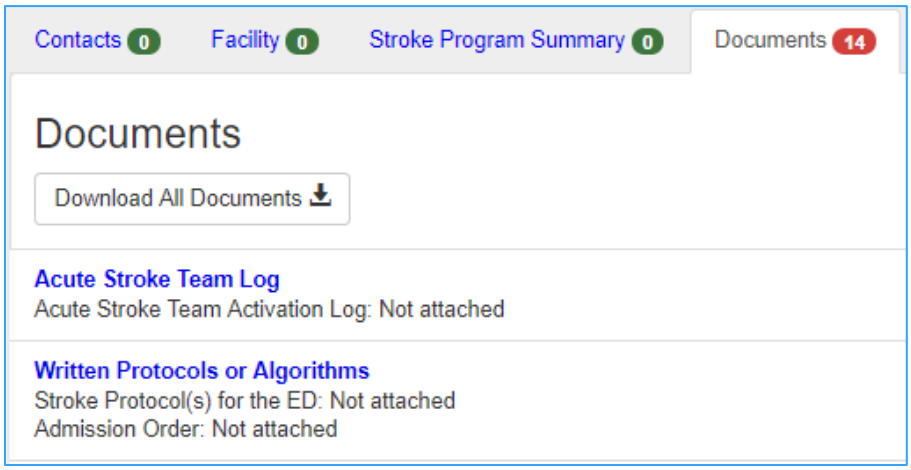
4. Select the **Facility** and **Designation level** you are applying for, and then click **Create**.



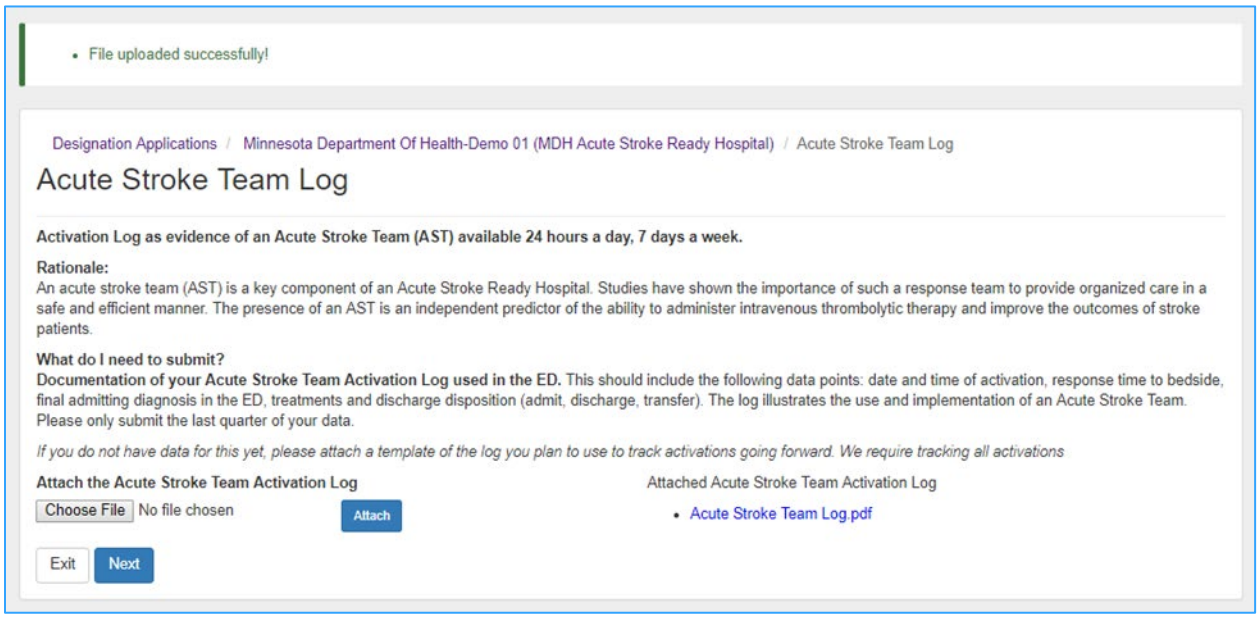
Note: At the top of each tab, a number will display in red to indicate the amount of required fields needing to enter in that section. Once all the required information on a tab has been input and saved, the number next to the title of each section will change to zero and turn green.

5. Click on the **Contacts** tab. To edit Contacts, click on the button (pencil icon) next to the Contacts title.

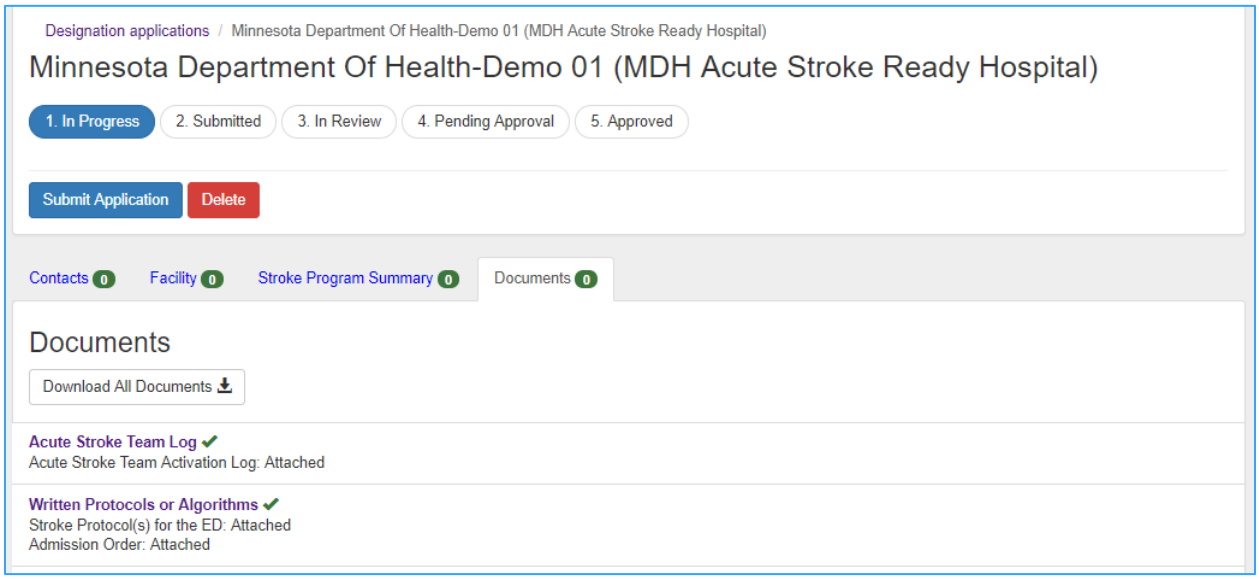
6. Fill in all required fields noted in red, then click **Update** at the bottom of the page**.** If any contact information needs to be updated for the Primary contact or Secondary contact, please email health.stroke@state.mn.us.
7. Click on the **Facility** tab. To edit Facility information, click on the button (pencil icon) next to the Facility title. Enter in the name of the facility you are applying for and click **Update** when finished. Important to note-This is the name that will appear on the certificate we will send you once your application has been approved.
8. Click on the **Stroke Program Summary** tab. To enter in your stroke program narrative, click on the button (pencil icon) next to the Stroke Program Narrative title. Click **Update** when finished.
9. Click on the **Documents** tab**.** Each type of required documentation is hyperlinked in blue. Click on any hyperlink to begin uploading PDFs. Depending on the designation level you are applying for, the amount of required documentation will vary.



10. Follow the instructions on each page of the required documentation. Select **Choose File** to browse for the appropriate PDF and double click on the file you would like to upload.
11. Click **Attach** after each document. A message will appear at the top of your screen once the file has been uploaded successfully.

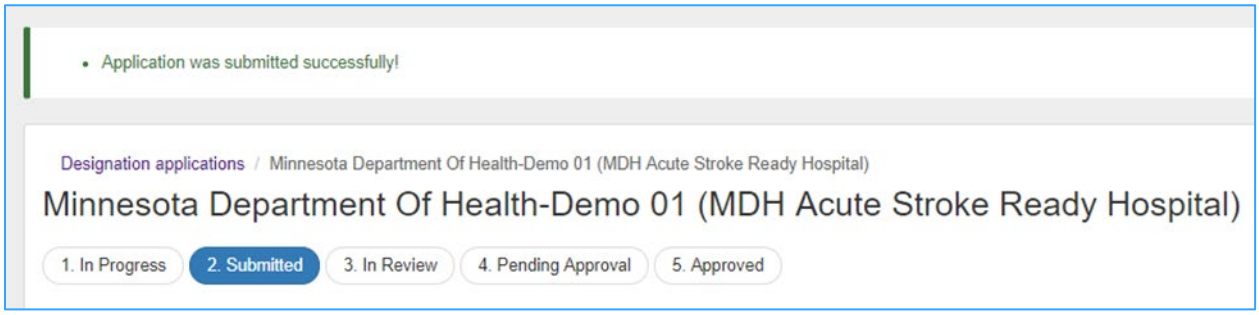


12. At the bottom of the page, click **Exit** to return to the application or click **Next** to move to the next page of required documentation.
13. Click **Exit** at the bottom of any page when all required documentation has been uploaded.
14. Once all required fields and documentation are in the application, click **Submit Application.**



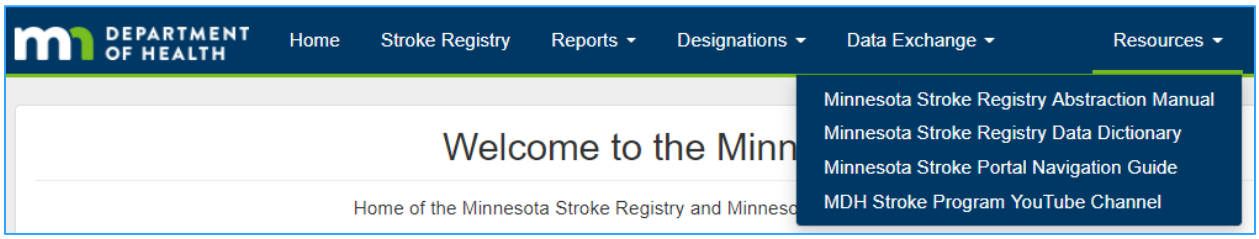
15. A box will appear to confirm you want to submit the application. Select **Submit Application**.

16. A message will appear at the top of the screen stating the application was submitted successfully. The status of your application will change from **In progress** to **Submitted.**



17. An automated email from health.stroke@state.mn.us will be sent to you verifying application submission.

Resources



The **Resources** component of the Minnesota Stroke Portal is where users can quickly access guidance materials within in the Portal. To keep the Portal open and look at the selected resource at the same time, right click on the resource and select to open the link in a new tab.

Descriptions

Minnesota Stroke Registry Abstraction Manual

Programmatic overview of the purpose and function of the Minnesota Stroke Registry including stroke case definition, data elements, reporting methods, data submission deadlines, and report specifications.

Minnesota Stroke Registry Data Dictionary

Abstraction companion resource with detailed instructions on how each data element entered in the Registry should be answered.

Minnesota Stroke Portal Navigation Guide

Step-by-step guide to help users new to the Minnesota Stroke Portal move about the website. Live recordings of these instructions are available on the MDH Stroke Program YouTube Channel.

MDH Stroke Program YouTube Channel

Recordings of previous Stroke Program online events, including past webinars and Minnesota Stroke Portal training tutorials. The tutorials offer a visual demonstration of the written instructions detailed in the Minnesota Stroke Portal Navigation Guide, such as how to enter a case into the Registry, run reports, and apply for designation. Tip: Have the Portal open to follow along with the tutorial.

Glossary

Users can find definitions of terms mentioned throughout the guide to describe different parts of the Minnesota Stroke Portal.

case history

The case history is a log in the Minnesota Stroke Registry of all the entered cases for the facility the user is associated with. The case history displays when the Stroke Registry is selected.

Case Report Form (CRF)

This form used to enter and submit case level information into the Minnesota Stroke Registry. This form uses conditional branching to streamline case entry, so only questions that apply to the case are visible. Based on the answer to a question, additional questions may be required.

components

The Minnesota Stroke Registry, Administration, Reports, Designations, and Resources components make up the Minnesota Stroke Portal.

home page

The home page is the page users are directed to after they log in. It is acts as the main page where users can navigate to the different components of the Portal. To return to the home page, click Home located on the top banner.

ID

This is a unique system assigned ID given a case when it is created in the Minnesota Stroke Registry. Users cannot edit this ID.

landing page

The landing page is the first webpage you see when you go to Minnesota Stroke Portal (http://stroke.mn.gov).

login page

The login page is where you enter your Email or Username and password to log into the Minnesota Stroke Portal.

Minnesota Stroke Registry Tool (MSRT)

The MSRT is the name used for the old application that was replaced by the Minnesota Stroke Portal.

patient ID

The patient identifier is a unique identifier assigned to the patient by the hospital for the Minnesota Stroke Registry. Users can edit the Patient ID.

section

The Minnesota Stroke Registry and the Designation Application are organized into different sections or tabs to enter information. Each section title will display a number in either red or green to indicate how many required fields need to be entered.