

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH**

**PRIMARY STROKE CENTER (PSC) DESIGNATION
APPLICATION PROCESS AND INSTRUCTIONS**

The sections below outline the application process. Any questions concerning the application process should be referred to Linda Cooney. *

Section 1. *Submission of Application forms and documentation of meeting the minimal criteria for Primary Stroke Center (PSC) designation (Attachments B-D):*

- a) Required documentation should demonstrate four months of stroke data. An applicant may apply as a prospective PSC designee, but must submit a concise plan for each criterion that does not meet the four-month requirement. The plan may be brief, but must include how and when the plan will be implemented and who will monitor the plan.
- b) Submission of an original application and two (2) copies to the CT DPH by the applicant (contact and address listed in Attachment B).

- c) Applications will be processed in 8-week cycles.

The deadlines for each cycle are:

January 1, 2009

April 1, 2009

August 1, 2009

- d) The CT DPH will notify the Institutional Contact Person listed on the Applicant Information form via e-mail that the application was received (Attachment B).
- e) Applicants will be notified via e-mail of the completion of the review process no later than 3-4 weeks from the time of receipt of the application to the CT DPH.

Section 2. *Notification of the status of the review and scheduling a site visit:*

- a) Applicants will be notified by DPH via e-mail that the review has been completed.
- b) The DPH staff will contact the Applicant to schedule a site visit to complete the assessment of the applicant's capacity to meet the PSC designation criteria within 2-3 weeks of completion of the review. The site visit serves to corroborate the applicant's documentation and may also provide clarification of the issues related to the documents submitted by the applicant.
- c) Please plan on 6-8 hours to complete Section 2.

Section 3. *Notification to the applicant of PSC designation status:*

- a) Applicants will be notified of attaining PSC designation status no later than 8 weeks from the initial submission of application to the DPH.
- b) Applicants who do not receive PSC designation may reapply adhering to the schedule listed in Section 1c.

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