


<b>Name of Policy:</b> <u><b>Data Submission for Transplant Patients</b></u> <b>Policy Number:</b> 3364-140-27 <b>Department:</b> Transplant Administration (Nursing Service) <b>Approving Officer:</b> Associate VP Patient Care Services/Chief Nursing Officer Director, Renal Transplant Program Director, Pancreas Transplant Program <b>Responsible Agent:</b> Transplant Coordinator/Data Coordinator <b>Scope:</b> The University of Toledo Medical Center	  <b>Effective Date:</b> July 1, 2024 Initial Effective Date: September 7, 2007				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input checked="" type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
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**(A) Policy Statement**

Data submission is submitted to the OPTN and Crown Web through standardized forms that are generated based on events of listing, transplantation, malignancy post-transplant, graft failure and death. Due dates are assigned to the specific forms based on OPTN policy and Crown Web goals/policy.

**(B) Purpose of Policy**

Provide timely and accurate program specific information to OPTN and Crown Web.

**(C) Procedure**

- Form 2728 will be completed by the Data Coordinator. Completed forms are submitted on the Crown Web website within 10 days after transplant. This form is only required for new patients who are not currently on dialysis or just started dialysis in the past 3 months (supplemental 2728). The 2728 form will also need faxed or mailed to Social Security.
- Form 2746 is required to be submitted on the Crown Web website within 14 days from the date of death. This form may be completed by the data coordinator, transplant assistant and/or transplant coordinator.
- Current Crown Web Goals for form submission:
  - New Initial 2728 forms Submitted in 10 days-50%
  - Initial 2728 submitted within 45 days-90%
  - 2728 past due forms (>45 days)-0
  - 2746 Submitted within 14 days-90%
- UNOS Teidi Forms will be completed according to UNOS Policy 18 for data submission (per the following):

<b>The following member:</b>	<b>Must submit the following materials to the OPTN:</b>	<b>Within:</b>	<b>For:</b>
Transplant hospitals	<i>Organ specific transplant recipient follow-up (TRF)</i>	Either of the following: ☐ 90 days after the six-month and annual anniversary of the transplant date until the recipient's death or graft failure ☐ 14 days from notification of the recipient's death or graft failure	Each recipient followed by the hospital
Transplant hospitals	<i>Organ specific transplant recipient registration (TRR)</i>	90 days after transplant hospital removes the recipient from the waiting list	Each recipient transplanted by the hospital
Transplant hospitals	<i>Waiting List Removal for Transplant</i>	1 day after the transplant	Each heart, intestine, kidney, liver, lung, or pancreas , or covered VCA1 recipient transplanted by the hospital
Transplant hospitals	<i>Recipient malignancy (PTM)</i>	30 days after the transplant hospital reports the malignancy on the transplant recipient follow-up form	Each heart, intestine, kidney, liver, lung, or pancreas recipient with a reported malignancy that is followed by the hospital.
Transplant hospitals	<i>Transplant candidate registration (TCR)</i>	90 days after the transplant hospital registers the candidate on the waiting list	Each heart, intestine, kidney, liver, lung, or pancreas candidate on the waiting list or recipient transplanted by the hospital
Recovery Hospitals	<i>Living Donor Feedback</i>	The time prior to donation surgery	Each potential living donor organ recovered at the hospital

Recovery Hospitals	<i>Living donor feedback</i>	72 hours after the donor organ recovery procedure	Any potential living donor who received anesthesia but did not donate an organ or whose organ is recovered but not transplanted into any recipient
Recovery Hospitals	<i>Living donor registration (LDR)</i>	90 days after the recovery hospital submits the <i>living donor feedback</i> form	Each living donor organ recovered at the hospital This does not apply to VCA donor organs
Recovery Hospitals	<i>Living donor follow-up (LDF)</i>	90 days after the six-month, 1-year, and 2-year anniversary of the donation date	Each living donor organ recovered at the hospital This does not apply to VCA, domino donor, and non-domino therapeutic donor organs.

5. Data collection for UNOS Tiedi will be collected timely according to UNOS Policy 18 for timely collection (per the following):

<b>Information is timely if this Member:</b>	<b>Collects this information for this form:</b>	<b>Within this time period:</b>
Transplant hospital	Organ specific transplant recipient registration (TRR)	When the transplant recipient is discharged from the hospital or 42 days following the transplant date, whichever is first
Recovery hospital	Living donor registration (LDR)	When the living donor is discharged from the hospital or 42 days following

Living donor follow-up (LDF)

the transplant date,  
whichever is first

60 days before or after the six-month, 1-year, and 2-year anniversary of the donation date

<b>Approved by:</b>  <div> <div>/s/</div> <div>Kurt Kless, MSN, MBA, RN, NE-BC Chief Nursing Officer/CNO</div> </div> <div> <div>Date</div> </div>		<b>Review/Revision Date:</b> 12/2007 1/9/2009 1/12/2010 12/3/12 1/7/15 1/8/15 1/7/18 1/22/2021 11/14/2023 3/1/2024
<div> <div>/s/</div> <div>Michael Rees, MD Director, Renal Transplant Program</div> </div> <div> <div>Date</div> </div>		
<div> <div>/s/</div> <div>Kunal Yadav, MD Director, Pancreas Transplant Program</div> </div> <div> <div>Date</div> </div>		
<i>Review/Revision Completed By:</i> <i>Transplant Surgeon, Transplant Administrator</i>		<b>Next Review Date:</b> 7/1/2027
<b>Policies Superseded by This Policy:</b>		