Name of Policy:	Data Submission for Transplant Patients	THE UNIVERSITY OF
Policy Number:	3364-140-27	TOLEDO
Department:	Transplant Administration (Nursing Service)	
Approving Officer:	Associate VP Patient Care Services/Chief Nursing Officer Director, Renal Transplant Program	
Responsible Agent:	Transplant Coordinator/Data Coordinator	Effective Date: January 1, 2024
Scope:	The University of Toledo Medical Center	Initial Effective Date: September 7, 2007
	y proposal X Minor/technical ision of existing policy Reaffirmation of	revision of existing policy f existing policy

(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

- 1. 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.
- 2. 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.
- 3. Current Crown Web Goals for form submission:
 - A. New Initial 2728 forms Submitted in 10 days-50%
 - B. Initial 2728 submitted within 45 days-90%
 - C. 2728 past due forms (>45 days)-0
 - D. 2746 Submitted within 14 days-90%
- 4. UNOS Teidi Forms will be completed according to UNOS Policy 18 for data submission (per the following):

The following member:	Must submit the following materials to	Within:	For:
Transplant hospitals	the OPTN: Organ specific transplant recipient follow-up (TRF)	Either of the following: 90 days after the sixmonth and annual anniversary of the transplant date until the recipient's death or graft failure 14days from notification of the recipient's death or graft failure	Each recipient followed by the hospital
Transplant hospitals	Organ specific transplant recipient registration (TRR)	90 days after transplant hospital removes the recipient from the waiting list	Each recipient transplanted by the hospital
Transplant hospitals	Waiting List Removal for Transplant	1 day after the transplant	Each heart, intestine, kidney, liver, lung, or pancreas, or covered VCA1 recipient transplanted by the hospital
Transplant hospitals	Recipient malignancy (PTM)	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	Transplant candidate registration (TCR)	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	Living Donor Feedback	The time prior to donation surgery	Each potential living donor organ recovered at the hospital

Recovery Hospitals	Living donor feedback	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	Living donor registration (LDR)	90 days after the recovery hospital submits the <i>living</i> donor feedback form	Each living donor organ recovered at the hospital This does not apply to VCA donor organs
Recovery Hospitals	Living donor follow-up (LDF)	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 nondomino therapeutic donor organs.

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

Information is timely if this Member:	Collects this information for this form:	Within this time period:
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

the transplant date, whichever is first

Recovery hospital

Living donor followup (LDF)

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

Approved by:		Review/Revision Date:
		12/2007
/s/		1/9/2009
Kurt Kless MSN, MBA, RN, NE-BC	Date	1/12/2010
Chief Nursing Officer		12/3/12
-		1/7/15
/s/		1/8/15
Michael Rees, MD, PhD	Date	
Director, Renal Transplant Program	2	1/22/2021
Breetor, Renar Hansplant Hogram		11/14/2023
Review/Revision Completed By:		
Transplant Administrator, Data Coordinator		Next Review Date: 1/1/2027