

**OPTN/UNOS Transplant Administrators Committee  
to the Board of Directors  
November 14-15, 2011  
Atlanta, GA**

**Summary**

**I. Action Items for Board Consideration**

- None

**II. Other Significant Items**

- The Committee continues to support various committee Work Groups by providing the transplant administrator perspective regarding issues related to transplant center operations and financial issues. (Item 1, Page 3)
- The Committee sponsored Recommendations to Standardize Abbreviations in DonorNet®, which was finalized in May 2011 and disseminated to the transplant community in June 2011. (Item 5, Page 4)
- The Committee continues to work on various UNOS projects including: Transplant Management Forum, Staffing Survey, Request for Information, and Transplant Administrator Listserv. (Items 7-10, Page 5)

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**Report of the  
OPTN/UNOS Transplant Administrators Committee  
to the Board of Directors  
November 14-15, 2011  
Atlanta, GA**

**Timothy Stevens, RN, BSN, CTCC, Chair  
Nancy Metzler, Vice Chair**

*The Committee meets monthly by conference call/Live Meeting except in April, when the Transplant Management Forum occurs, and July and October when the Committee meets in person.*

- 1. OPTN Committee Goal: To provide input regarding all proposals with potential to impact transplant program operations, and particularly with regard to: Member and patient communications regarding a new kidney allocation system and the OPTN kidney paired donation program (KPD); and Proposed revisions to living donor data submission policies and forms.** The Transplant Administrators Committee (TAC) has two representatives on the KPD Financial Subcommittee. On September 28, 2011, the Committee received an update on the KPD pilot program. Some committee members continue to have concerns about the KPD financial model and how it's being addressed by the OPTN. There are still considerable concerns that reside with the transplant centers and the physicians regarding the reimbursement fee for KPD. There is a recommendation to include broader professional billing representation on the KPD Financial Subcommittee. Current subcommittee efforts include evaluating a standardized business associate agreement in conjunction with UNOS legal counsel and other academic medical centers. The Committee will continue to have representatives on the KPD Financial Subcommittee and will provide feedback related to transplant center operations and financial issues regarding the KPD Pilot Program. The TAC representatives will also continue to provide the full committee with updates during the TAC monthly Live Meetings and in-person meetings.

The Committee also continues to provide feedback to the Living Donor Committee (LDC) regarding pre-public comment proposals as requested.

- 2. Donor and Recipient Information Sharing Task Force.** The TAC has two representatives on the TCC Donor and Recipient Information Sharing Task Force. There have been two conference calls and an in person meeting held in Chicago on April 28, 2011. The goal of the Task Force is to develop guidelines regarding the standards for the sharing of donor and recipient information (i.e. type of work, parent, child, quality of life, etc.) that should be provided to donor families and recipients, and the appropriate timeframe to share this information. Additionally, the group will identify why transplant hospitals prohibit the release of *non-identifiable information* based on the interpretations of related HIPAA regulations and how this affects the information shared. The TAC provided feedback to the Task Force on issues it should consider when developing guidelines/standards for this practice pertaining to the transplant administrator's role. The Task Force is in the process of developing donor and recipient information sharing guidelines. TAC representatives will continue to provide the full Committee with updates during the TAC monthly Live Meetings and in-person meetings.
- 3. Inactive Waiting List Reviews Focus Group.** The Performance Analysis and Improvement Subcommittee (PAIS) of the Membership and Professional Standards Committee (MPSC) has been monitoring transplant programs that exceed 15 or more consecutive/28 or more cumulative days of

waitlist inactivity in a rolling 365 day cohort. In 2009, a joint work group of the Patient Affairs Committee and MPSC developed suggested language that transplant programs could use to notify candidates of periods of wait list inactivation. The bylaw language that was approved was not specific in terms of requirements for these notices (i.e. who gets the notices, what is required to be in the notice); therefore, a focus group of MPSC members has been working on modifications to the existing bylaw.

At the recent PAIS meeting, the focus group modifications were presented to the Subcommittee. There was little debate over the required elements for patient notifications; however, the group had difficulty deciding who should get the notifications when a portion of a program ceases performing transplants (e.g. Pediatrics/Adults in all-ages facility, Living Donor Kidney/Liver). The PAIS/MPSC requested that the focus group reconvene, with the addition of representatives from the Patient Affairs Committee and Transplant Administrators Committee. The TAC received a request for two representatives to serve on this focus group. These two representatives will participate in the focus group conference calls and provide the full Committee with updates on the monthly TAC Live Meetings.

4. **Pancreas for Technical Reasons Work Group.** The Pancreas for Technical Reasons Work Group minutes were reported to the Committee. No other meetings with this Work Group have occurred since October 7, 2010. It was reported that the Work Group recommended that pancreata recovered for technical reasons from a donor weighing less than 35 kg should be reported as not transplanted and pancreata recovered for technical reasons from a donor weighing more than 35 kg should be reported as transplanted. Pancreata recovered for use in a pancreas-alone or SPK transplant should continue to be reported as transplanted (if the organ is transplanted) regardless of the donor weight. TAC representatives will continue to provide the full Committee with updates during the TAC monthly Live Meetings and in-person meetings when appropriate.
5. **OPTN Committee Goal: To develop educational strategies for members regarding more effective use of DonorNet<sup>®</sup>.** The Committee's DonorNet<sup>®</sup> Work Group worked in conjunction with the Transplant Coordinators Committee (TCC), Operations and Safety, and OPO Committees on developing DonorNet<sup>®</sup> educational materials. The focus of the Work Group was to examine the use of non-standardized abbreviations and the inadequate documentation of donor information in DonorNet<sup>®</sup>. The Work Group drafted a document that included over 500 abbreviations and requested feedback from the Operations and Safety, TCC, OPO Committees', AOPO, and NATCO on how to make the information in this document more user-friendly for the transplant community. All Work Group approved recommendations were incorporated into the document. The list of standardized abbreviations was also reviewed for plain language and approved by the UNOS Department of Evaluation and Quality and UNOS Director of Policy. The Recommendations to Standardize Abbreviations in DonorNet<sup>®</sup> document was finalized in May 2011 and disseminated to the transplant community through the DonorNet<sup>®</sup> help documentation, professional listservs, AOPO portal, NATCO, UNOS eNewsletter, the UNOS Update magazine, and will be distributed at the Fall OPTN/UNOS regional meetings (**Exhibit A**). The Work Group will also consider developing other DonorNet<sup>®</sup> educational resources.
6. **OPTN Committee Goal: To work with staff to develop potential strategies for improving the quality of data submission.** The Committee will provide ideas regarding improving program specific reports by discussing concerns with the program specific reports and ideas to address those concerns. An SRTR representative provides the Committee with SRTR updates at each in person meeting and participates on the TAC monthly Live Meetings. The most recent SRTR update was provided to the TAC on July 14, 2011 in Chicago (**Exhibit B**).

The TCC requested the TAC's feedback regarding the collection of source of payment on the Tiedi® collection forms. As data collected through the OPTN may be used for policy development, program-specific performance assessment, policy evaluation and for many other purposes it is critical that the data be collected accurately. The help documentation is one mechanism that can help in the collection of accurate and complete data.

The TCC has reviewed a considerable amount of the Tiedi® data collection forms and help documentation. They have made several recommendations for modifications and have identified a few items that need review by other committees, including the source of payment. The TCC felt that the TAC had the expertise needed to address the below concerns regarding the primary source of payment:

- It may be confusing for the coordinator to choose from the current options
- The list of options as displayed on the form needs to be easier to read and understand
- The options need to reflect current practice, and distinctions between the options need to be clear

The TAC reviewed this request and would like the TCC to provide more information detailing the purpose of collecting this information. The TAC will continue to provide feedback to the TCC regarding this project when requested.

7. **UNOS Private - 2011 Transplant Management Forum.** The 2011 Transplant Management Forum was held April 18-20 in Denver, Colorado. A total of 427 participants attended the meeting. The Committee accepted a total of 32 abstracts. There were 50 exhibitors, 9 sponsors and 7 abstract award sponsors supporting the meeting. The agenda included nine plenary sessions and four breakout session tracks. The 2012 Transplant Management Forum will be in Puerto Rico on April 25-27. The Committee received several suggestions for 2012 sessions and has had several exhibitors expressing their interest in participating in the 2012 forum. The Committee began planning the 2012 agenda at the July in person meeting and is currently working to secure speakers and other meeting logistics, including possibly obtaining Continuing Educational Units (CEUs) for nurses.
8. **UNOS Private - Staffing Survey.** The Committee continues to evaluate how the staffing survey might be helpful and useful for the MPSC as it evaluates new program applications or considers the performance of centers having outcome problems. The 2010 Staffing Survey was released on the Transplant Administrators section of the UNOS Secure Enterprise Web Site in late February. One of the main goals this year was to increase participation. Response rates for the 2009 Survey ranged from only 30% (heart programs) to 40% (lung programs), well short of the standing 75% goal. For the 2010 Survey, members were given a shorter time frame to submit a survey compared to previous years with a deadline of June 30 instead of December 31. The intent of the shortened period was to increase urgency, encouraging administrators to act quickly. Also, several reminders to submit the survey have been sent to the community by UNOS eNewsletter, UNOS Update Magazine, UNOS Regional Meetings, UNOS Transplant Management Forum and Transplant Administrator listserv messages. The resulting response is short of the 75% goal, but significantly better than the previous year. Participation ranged from 42% of kidney programs responding to 47% of lung programs. Comparison statistics for transplant program staffing with the 2010 data were available starting in June to any member who submitted a survey. As in prior years, only programs that complete surveys for their organ specific programs will have access to the summary and comparison data.

The TAC Staffing Work Group is planning the 2011 Survey and thus far is anticipating few changes to the survey tool itself, therefore minimizing the need for IT resources. Considering feedback from the workshop conducted at the Transplant Management Forum, the Work Group's main strategy for the new survey will focus on communication and education, including increasing frequency of reminders and posting educational materials on the Transplant Administrators website. The 2011 Survey is scheduled to be released in early 2012.

9. **UNOS Private - Request for Information.** The Committee continues to explore how the Request For Information (RFI) Payer Work Group could assist the Committee in understanding the perspectives and concerns of payers while balancing the needs of transplant centers for adequate reimbursement. The purpose of the RFI is to provide transplant centers the efficiency of entering essential organ transplant program information and data in one location for payers to review. The RFI form resides within the Transplant Administrators application in UNet<sup>SM</sup>. The Work Group discussed the 2012 RFI updates and changes on July 14, 2011 in Chicago. The RFI updates for 2012 include the following:

- Updating the form to reflect year 2012
- Adding text to the help documentation in the Grant Payer access section
- Updating text in Section A
- For the liver program for Adult and Pediatric add a breakdown for transplant volume:
  - Whole Grafts
  - Technical Variant Grafts (reduced, split or living donor grafts)
- Updating text in Section C
- The process to request Jan or July Release SRTR Data buttons will be streamlined with this update

The above updates will be implemented in January 2012. The Committee has begun planning for the bi-annual payers meeting which will be held July 2012 in Chicago. For the payer meeting, the Work Group solicits feedback from payers for RFI updates/improvements and provides payers with educational information.

10. **UNOS Private – Transplant Administrator Listserv.** The TAC established the Transplant Administrators Listserv in 1999. The Committee oversees access and content of the Listserv. A working sub-group of the TAC comprises the Listserv moderators. The objective of this listserv is to facilitate the sharing of information regarding the practice of transplant operations and administration. Membership is open to transplant administrators or managers of UNOS approved (or pending approval) transplant providers within the United States. Membership is also open to employees of UNOS, OPTN, HRSA and other governmental or governmental contract agencies that participate in the management or oversight of organ transplantation. Currently, there are 423 Listserv members with individuals requesting membership daily. Current work of the Listserv Work Group includes:

- Reviewing requests for new memberships
- Approve/decline membership requests according to Listserv guidelines
- Evaluating the current Listserv membership for appropriate members and removing current members that do not meet the Listserv membership guidelines
- Work to develop a Listserv FAQ and better ways to manage archives

<b>TRANSPLANT ADMINISTRATORS COMMITTEE</b>	<b>MONTH</b>	July	August	September
	<b>DAY</b>	14-15	31	28
	<b>FORMAT</b>	In Person Meeting	Live Meeting	Live Meeting
<b>NAME</b>	<b>COMMITTEE POSITION</b>			
Timothy Stevens RN, BSN, CCTC	Chair	X	X	X
Nancy Metzler	Vice Chair	X	X	X
Sharon Mathews MS, RN, CPTC	Regional Rep.	X	X	X
Joseph Anton RN, MSN	Regional Rep.	X		X
Leigh Ann Burgess RN, BSN, CCTC	Regional Rep.	X	X	X
Katherine Stark MHSA	Regional Rep.		X	X
Amy Peele RN	Regional Rep.	X	X	X
Pamela Hester RN, BSN, CCTC	Regional Rep.	X	X	X
Sara O'Loughlin MHA	Regional Rep.	X	X	X
Nancy Long RN, CCTC	Regional Rep.	X	X	X
Karen Berger	Regional Rep.	X	X	X
Laura Murdock-Stillion	Regional Rep.			X
Robert Teaster RN, MBA, CPTC	Regional Rep.		X	X
Leroy Walker	At Large	X		X
Vikram Acharya BS, MPH	At Large		X	
Grace Chang Esq.	At Large	X	X	
David Hefner	At Large			X
Beth Fetter RN, CPTC	At Large	X	X	X
Richard Spong MD	At Large	X	X	X
Angel Carroll MSW	Liaison	X	X	X
Cherri Carwile	Assistant Liaison	X	X	X
Jude Maghirang MS	Support Staff	X		X
Lin McGaw RN, MEd	Director Professional Services	X		
Tabitha Leighton	SRTR Liaison		X	X
David Zaun	SRTR Liaison	X		
Jeff Schmid	UNOS Conference Planning		X	
Erma Edmiston	UNOS Conference Planning	X		
Cheryl Hall	UNOS Staff Support	X	X	X
Brian Shepard	Director of	X		
Mesmin Germain, MBA, MPH	Ex. Officio			

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Robert Walsh	Ex. Officio	X		
Chinyere Amaefule	Ex. Officio		X	X
Gene E. Ridolfi BA, RN, MHA	Ex. Officio	X	X	X