

**OPTN Transplant Administrators Committee
Meeting Summary
May 25, 2022
Conference Call**

**Nancy Metzler, Chair
Susan Zylicz, MHA, BSN, RN, CCTC, Vice-Chair**

Introduction

The Transplant Administrators Committee (the Committee) met via Citrix GoTo teleconference on 05/25/2022 to discuss the following agenda items:

1. Implementation of Data Submission Policies

The following is a summary of the (Sub)Committee's discussions.

1. Implementation of Data Submission Policies

UNOS Staff provided information to the Committee regarding the Data Advisory Committee's proposal to modify data submission policies (Policy 18 changes) that will be implemented in August 2022. The policies will clarify information required for submission and due dates for submission, and limit OPTN members' ability to make post-submission deadline changes to data.

The impacts of these changes are as follows:

- Eight Data System for Organ Procurement and Transplantation Network forms due dates will change
- The forms will be locked by the new due date
- Changes made after submission/locked date will be omitted/rejected

Summary of discussion:

Items to Note/Discuss:

- Each transplant center will manage how their own approvers to have the ability to edit and unlock forms

The Chair wants to be aware that this implementation is occurring, but will not be the individual unlocking the form to edit it. The presenter clarified that there will be no data validation for the approver's name, so it is up to the organization to decide.

- Compliance with data submission policies

UNOS staff noted the monitoring will focus on abiding by submission dates and reviewing a sample of deceased donor records. The Chair vocalized concern about submitting the forms on time and meeting compliance time, and then changing records after the due date. This could cause issues with meeting compliance standards. UNOS staff stated the volume of changes will be monitored post-implementation and there should not be a large volume of changes after lock date.

Next steps:

As implementation dates are finalized, there will be further communication to the community.

Upcoming Meetings

- June 22, 2022: 4PM-5PM ET
- July 27, 2022: 4PM-5PM ET

Attendance

- **Committee Members**
 - Brian Roe
 - Erica Seasor
 - Jason Huff
 - Joshua Gossett
 - Laura O'Melia
 - Megan Fairbank
 - Melissa Roberts
 - Michelle James
 - Nancy Metzler
 - Rachel Detweiler
 - Sara Geatrakas
 - Scott Wansley
 - Stephanie Johnson
 - Susan Zylicz
 - Deb Maurer
- **HRSA Representatives**
 - Raelene Skerda
- **UNOS Staff**
 - Charles Fenderson
 - Cole Fox
 - Eric Messick
 - Isaac Hager
 - Krissy Laurie
 - Kristina Hogan
 - Nadine Hoffman
 - Taylor Livelli
- **Other Attendees**
 - John Gutowski
 - Christopher Wood