Entering Donation Data (Referral Data)

To view, edit and enter the donation data on **incomplete** reports:

1. Select **Donation (Referral) Data Report** from the **Reports** drop-down menu.

2. The **Monthly Donation Data Report** page displays for your center. If a report is still **incomplete**, it can be viewed and edited at this time.

3. Click the applicable month to display the **Monthly Donation Data Repor**t for that month.

4. A monthly report displays at the top of the page.

Monthly Donation Data Report ⑦

Add Donor Hospital Information on an Incomplete Report

BOPO Procurement Organization BOPO for June 2009

Click on the save button to save changed data or the complete button to indicate that the report is done.

Report Summary
Number of Donor Hospitals: 167
Due Date: 07/31/2009
Number of Completed Referrals: 28
Number of Incomplete Referrals: 30
Number of OPOs Reporting: 58

Reported Totals for June

	BOPO	All OPOs	Re
Reported Deaths	0	56258	Rep
Eligible Deaths	10	340	Elig
Consented Eligible Deaths	10	332	Co Dea
Imminent Deaths	1	53	Imn
Donors	23	614	Do

Donation Data By Hospital ⑦

Provider ID ▾	Hospital Name ▾	Reported Deaths ▾	Eligible Deaths ▾	Consented Eligible Deaths ▾	Imminent Deaths ▾	Donors	Organs Recovered/Transplante
044690	DONOR HOSPITAL 044690 CITY, ST 15071		0	0	0	0	

5. The report summary for an **incomplete** report includes:

Number of Donor Hospitals
Due Date
Number of Completed Referrals - hospitals with Reported Deaths entered
Number of Incomplete Referrals - hospitals with Reported Deaths yet to be entered
Number of OPOs Reporting

Reported totals for:

Reported Deaths
Eligible Deaths
Consented Eligible Deaths
Imminent Deaths
Donors

Note: The list of donor hospitals that appear in this section should include ALL hospitals in your OPO's service area, regardless of the number of death notifications you receive from the hospital each month. The list is sorted by donor hospital provider number, but can be re-sorted by any column by clicking on the red arrow.

Note: Trauma Level I and II designations are entered in the **Donor Hospitals** section. These designations are given to hospitals by the American College of Surgeons (ACS) in order to set standards for trauma care, and to evaluate and monitor their care. For more information, visit the ACS web site at http://www.facs.org/trauma/verified.html. If the Trauma Level indicated is incorrect, you may edit it by following the steps in **Editing a Donor Hospital**.

Note: This report serves multiple purposes. On the one hand, it allows OPOs to enter the number of deaths for the month that were reported to the OPO by each of the **Donor Hospitals** (**Reported Deaths**). When marked **Complete**, it also provides a clear indication that **Death**

Notification Registrations (DNRs) have been reported for the month. Finally, it allows OPOs to look at data sorted by **Donor Hospital** (**Reported Deaths**, **Eligible Deaths**, **Consented Eligible Deaths**, **Imminent Deaths**, and **Donors**) as well as to verify the accuracy of these data. Ensuring that all DNRs and **Deceased Donor Registrations** have been submitted (in addition to the **Reported Deaths**) prior to marking this form **Complete**, will provide an accurate snapshot of the data by **Donor Hospital** and this can be used as an additional data quality assurance tool.

6. You must enter the number of **Reported Deaths** obtained during the month. The number of **Eligible Deaths**, **Consented Eligible Deaths**, **Imminent Deaths**, **Donors** and **Organs Recovered/Transplanted** will display automatically. These values are calculated from information you provided on the individual **Death Notification Registration** (DNR) forms. The **field descriptions** are listed at the end of this document.

   Note: If there were no donor reported deaths from a listed donor hospital during the month, enter a zero (0) in the **Reported Deaths** field.

   Note: If a donor hospital is no longer in your service area, you may inactivate the donor hospital so it will not show up in future lists by following the instructions for **Inactivating a Donor Hospital**. Hospitals that are inactivated within a particular month will still display on that month's report. This allows any reported deaths to be reported for the time that the hospital was noted as **Active** in UNet.

   Note: If you received a reported death from a donor hospital that is not on your list, you may add the donor hospital to the monthly report, by clicking on the **Add hospital to report** link in the **Related Links** box in the top right-hand corner of the report. See **Adding a Donor Hospital to the OPO List** for details.

994462	DONOR HOSPITAL 994462 CITY, ST 16121		0	0	0	0

Death Notification Registration Summary ⑦
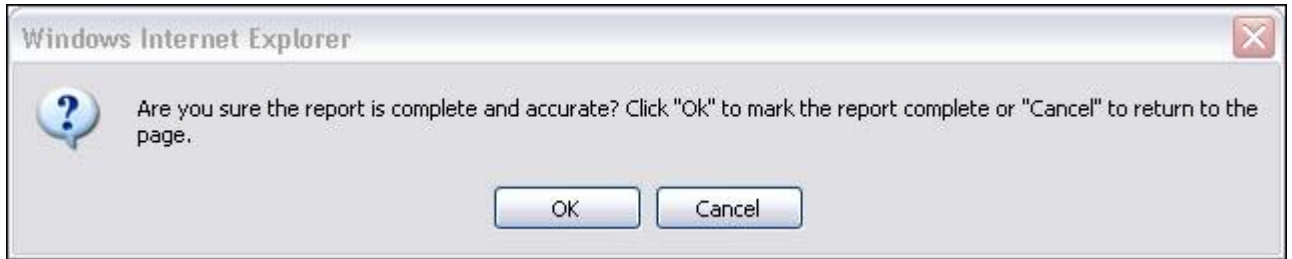
Entered DNRs	Validated DNRs
12	11

7. The **Death Notification Registration Summary** displays the number of DNRs that have been **Entered** (Incomplete or Complete) for the month and the number of DNRs that have been **Validated** for the month. The month is determined by a hierarchy of dates. The reporting month is the month of the **Recovery Date** (if one exists), or **Death Date** (if no recovery date exists), or **Referral Date** (if no **Death Date** exists).

   Note: If the number of **Entered DNRs** does not equal the number of **Validated DNRs** for the month, then you will be unable to mark the report **Complete** and will receive an error message.

   Error! The report cannot be marked complete until all Death Notification Registration Records for the month have been validated.

8. After entering data in the fields, click on **Save**. You can also print the report by clicking on **Print**.

9. If no further information needs to be added and all the information is correct, the report status can be changed to **Complete** by clicking on the **Complete** button. You will receive a message to ensure that you wish to proceed. Click **OK** to continue completing the report or **Cancel** to leave the report with a status of **Incomplete**.

Windows Internet Explorer

? Are you sure the report is complete and accurate? Click "Ok" to mark the report complete or "Cancel" to return to the page.

OK   Cancel

10. The change in status will appear at the top of the report.

Monthly Donation Data Report ?
Edit Donor Hospital Information on a Completed Report
AOPO Procurement Organization AOPO for May 2009
Click on the save button to save changed data.

Donor data was successfully marked complete.

11. If the number of **Reported Deaths** needs to be changed at this point for any of the Donor Hospitals, enter the appropriate information and click on **Save**.

To view the donation data on **Complete** reports:

1. Select **Donation (Referral) Data Report** from the **Reports** drop-down menu.

U·Net – DONORNET®

Donors ▸   Death Notification Registrations ▸   Manage Data ▸   Reports ▸   Test Resources ▸   Notification ▸

Donation (Referral) Data Report
Donation Data (Donor Referral) Confirmation Report
Organ Offer Report

QUICK SEARCH

2. Click on the **Search donation data reports** link in the **Related Links** box located at the top right-hand corner of the **Monthly Donation Data Report** page.

Related Links

Search donation data reports ▸

3. The **Search Monthly Donation Data Reports** page displays.

Search Monthly Donation Data Reports ⑦
Select criteria and click on the search button to list matching reports.

Institution: AOPO-Procurement Organization AOPO- ▼

Month: April ▼

Year: ✱   2009 ▼

Status: ▼

complete

Incomplete

4. Select your **Institution**, the **Month** of the report you wish to view, the **Year** (this is a required field), and the **Status** of complete.

5. Click on **Search**.

6. The **Results** will appear below the **Search** area.

7. Click on the name of the **Month** to view and/or edit the report.

Results
Click on the name of a month to view or edit that report.

Institution ▾	Month ▾	Year ▾
AOPO	April	2009

8. The report summary for a **complete** report includes:

    Number of Donor Hospitals
    Date Completed
    Date last Updated
    Number of OPOs Reporting

    Reported totals for:

    Reported Deaths
    Eligible Deaths
    Consented Eligible Deaths
    Imminent Deaths
    Donors

Field Descriptions

Reported Deaths: All deaths or imminent deaths (ventilated and non-ventilated) reported by a hospital to the OPO, tissue or eye bank located within the OPO service area.

Eligible Deaths: An eligible death for organ donation is defined as the death of a patient 70 years old or younger who ultimately is legally declared brain dead according to hospital policy independent of family decision regarding donation or availability of next-of-kin, independent of medical examiner or coroner involvement in the case, and independent of local acceptance criteria or transplant center practice, who exhibits none of the following:

Active infections (specific diagnoses) [Exclusions to the Definition of Eligible]

Bacterial:

- Tuberculosis
- Gangrenous bowel or perforated bowel and/or intra-abdominal sepsis
- See "sepsis" below under "General"

Viral:

- HIV infection by serologic or molecular detection
- Rabies
- Reactive Hepatitis B Surface Antigen
- Retroviral infections including HTLV I/II
- Viral Encephalitis or Meningitis
- Active Herpes simplex, varicella zoster, or cytomegalovirus viremia or
- pneumonia
- Acute Epstein-Barr Virus (mononucleosis)
- West Nile Virus infection
- SARS

Fungal:

- Active infection with Cryptococcus, Aspergillus, Histoplasma, Coccidioides
- Active candidemia or invasive yeast infection

Parasites:

- Active infection with Trypanosoma cruzi (Chagas'), Leishmania, Strongyloides, or Malaria (Plasmodium sp.)

Prion:

- Creutzfeldt-Jacob Disease

General [Exclusions to the Definition of Eligible]:

- Aplastic Anemia
- Agranulocytosis
- Extreme Immaturity (<500 grams or gestational age of <32 weeks)
- Current malignant neoplasms except non-melanoma skin cancers such as basal cell and squamous cell cancer and primary CNS tumors without evident metastatic disease
- Previous malignant neoplasms with current evident metastatic disease
- A history of melanoma
- Hematologic malignancies: Leukemia, Hodgkin's Disease, Lymphoma, Multiple Myeloma
- Multi-system organ failure (MSOF) due to overwhelming sepsis or MSOF without sepsis defined as 3 or more systems in simultaneous failure for a period of 24 hours or more without response to treatment or resuscitation
- Active Fungal, Parasitic, viral, or Bacterial Meningitis or encephalitis

Note: See OPTN/UNOS Policies for additional information. Use the search feature to locate specific policy on the definition of eligible death.

Consented Eligible Deaths: All reported deaths which met the eligible death requirements and where consent was obtained for donation.

Imminent Deaths: A patient who is 70 years old or younger with severe neurological injury and requiring ventilator support who, upon clinical evaluation documented in the OPO record or donor

hospital chart, has an absence of at least three brain stem reflexes but does not yet meet the OPTN definition of an eligible death, specifically that the patient has not yet been legally declared brain dead according to hospital policy. Persons with any condition which would exclude them from being reported as an eligible death would also be excluded from consideration for reporting as an imminent death. For the purposes of submitting data to the OPTN, the OPO shall apply the definition of imminent neurological death to a patient that meets the definition of imminent death at the time when the OPO certifies the final disposition of the organ donation referral.

Note: See OPTN/UNOS Policies for additional information. Use the search feature to locate specific policy on the definition of eligible death.

Donors: Total number of deceased patients who were reported to have had one or more organs recovered for transplantation from the specified donor hospital. This information is obtained from completed Donor Organ Disposition (Feedback) form.

Organs Recovered/Transplanted: The number of organs that were reported as recovered and transplanted from the specified donor hospital. This information is obtained from the donor record and Donor Organ Disposition (Feedback).