

## Request to Unlock Form Field Descriptions

Submission deadlines are clarified and extended for certain data collection instruments used by TIEDI®. Data values will be “locked” after the established deadlines. Users can “unlock” data after the deadlines to make changes, by describing why the changes are needed and acknowledging leadership awareness of the changes. The OPTN will provide annual reporting to the OPTN Board of Directors detailing the frequency of, and reasons for, the data changes.

Forms Affected -

Locks 60 days after generation:

- Deceased Donor Registration
- Donor Histocompatibility
- Recipient Histocompatibility

Locks 90 days after generation:

- Living Donor Registration
- Transplant Candidate Registration
- Transplant Recipient Registration
- Living Donor Follow-up
- Transplant Recipient Follow-up

In order to continue editing the data, please provide the following information. All fields are **required**.

**Explanation:** Enter the explanation for the change (Values: Internal auditing results, External auditing results, New information from an internal source, New information from an external source, Delayed reporting due to staff resource issues, Other explanation).

**Approved By First Name:** Enter the first name of the organizational leader who approved the changes.

**Last Name:** Enter the last name of the organization leader who approved the changes.

**Other Explanation:** Enter additional information, if applicable.

**Note:** Once the above information is supplied, the page will become editable until it is saved or validated, at which point the page will lock again.