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**DATE:** April 29, 2026

**TO:** Desk Officer, Office of Management and Budget

**FROM:** HRSA Information Collection Clearance Officer; Office of Planning,  
Analysis and Evaluation

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**Request:** HRSA's Health Systems Bureau requests approval to submit a non-substantive change request to OMB for the Data System for Organ Procurement and Transplantation Network (OPTN) – Ventilated Patient Form (VPF) under OMB Control No. 0906-0112 (Expiration Date: 12/31/2028).

**Purpose:** The purpose of this request is to incorporate a Ventilated Patient Form (VPF) Data Dictionary for selected fields, consistent with OMB's prior request; to clarify and refine instructions for several existing VPF fields to promote consistent reporting across Organ Procurement Organizations (OPOs); and to correct minor formatting and editorial issues in the associated VPF Data Fields documentation, including clarifying form logic and revising one field name.

These revisions are administrative in nature and improve clarity and standardization; they do not change the nature, scope, or burden of the approved data collection.

**Changes:** A. Addition of VPF Data Dictionary (New Attachment)

HRSA developed a formal Ventilated Patient Form (VPF) Data Dictionary that provides standardized definitions for selected fields, including Case Disposition and Hospital Interference response options, consistent with OMB's prior request. The data dictionary does not introduce new questions; rather, it clarifies existing response options and, at the request of Organ Procurement Organizations (OPOs), further refines certain fields by disaggregating existing selections (e.g., through additional dropdown options) and provides standardized definitions. These refinements improve consistency in interpretation and reporting across OPOs. They do not introduce new data elements, concepts, or reporting requirements, nor do they require additional respondent effort.

B. Clarifications to Ventilated Patient Form Instructions

Minor revisions were made to the Ventilated Patient Form Instructions to improve clarity and usability. Specifically, updates clarify cascade logic, refine reporting expectations for select OPO process fields, and promote consistent interpretation of previously approved data elements. These changes are limited to clarifying existing instructions and do not alter the nature or scope of the data collected.

#### C. VPF Data Fields – Editorial Corrections

The Ventilated Patient Form (VPF) Data Fields document was updated to address minor editorial and formatting issues. Revisions include the removal of internal numbering artifacts in Column A and the deletion of internal HRSA comments that were inadvertently retained. Additional explanatory detail was added to the form logic column to improve transparency. In addition, one field label was revised from “Age” to “Date of Birth” to improve precision and alignment with data definitions. These updates do not affect the underlying data elements or reporting requirements.

#### Nature of the Changes

These revisions are non-substantive in nature. They consist of clarifications to existing instructions, standardization of definitions, and minor editorial and formatting corrections. The changes do not introduce new data elements or topics, do not add respondents or forms, and do not result in any change to burden.

**Time Sensitivity:** HRSA requests timely review and approval of this non-substantive change to support the implementation of the standardized definitions and updated documentation, in alignment with OPTN operational timelines. HRSA respectfully requests approval within 10 business days of submission, if feasible.

**Burden:** These revisions do not affect the currently approved reporting burden. The burden for the Ventilated Patient Form remains unchanged at 0.37 hours per response and 38,885 total annual burden hours. There is no increase or decrease in burden as a result of these updates.

**PROPOSED CLARIFICATIONS AND NON-SUBSTANTIVE CHANGES:**

**Table A**

<b>Instrument</b>	<b>Variable</b>	<b>Change implemented</b>	<b>Rationale</b>
Ventilated Patient Form (VPF)	Case Disposition (selection options)	Added standardized definitions via new VPF Data Dictionary; refined existing response options, including additional dropdown selections within existing fields	To promote consistent interpretation and reporting across OPOs and align with OMB’s prior request for standardized definitions.
Ventilated Patient Form (VPF)	Hospital Interference (selection options)	Added standardized definitions via the new VPF Data Dictionary; refined existing response options within existing fields	To improve clarity and ensure consistent application of response categories across OPOs
Ventilated Patient Form (VPF)	Selected VPF fields (multiple)	Incorporated new VPF Data Dictionary (new attachment), providing definitions and structured response guidance	To standardize terminology and improve data quality without introducing new data elements or burden
Ventilated Patient Form (VPF) Instructions	Cascade logic and OPO process fields	Clarified instructions to better explain form logic and reporting expectations	To improve usability and ensure consistent interpretation of previously approved data elements
Ventilated Patient Form (VPF) Data Fields Document	Form logic column	Added additional explanatory detail	To enhance transparency and user understanding of how fields function within the form
Ventilated Patient Form (VPF) Data Fields Document	Column A formatting	Removed internal numbering artifacts and extraneous formatting	To correct editorial issues and improve document clarity
Ventilated Patient Form (VPF) Data Fields Document	Internal comments	Removed inadvertently retained HRSA internal comments	To ensure only respondent-relevant information is included
Ventilated Patient Form (VPF) Data Fields Document	“Age” field	Renamed field to “Date of Birth.”	To improve precision and alignment with data definitions

As summarized in Table A, the Ventilated Patient Form (VPF) and its associated documentation were updated to incorporate a standardized data dictionary for selected fields, refine existing response options, and clarify instructions and form logic. In addition, minor editorial and formatting corrections were made to the VPF Data Fields document, including the removal of internal artifacts and the revision of one field label. These updates are aligned across all related materials to improve clarity and consistency in reporting without changing the underlying data collection or burden.

**Attachments:**

1. Ventilated Patient Form (VPF) – Data Dictionary (All additions and definitions are provided in the attached document)
2. Ventilated Patient Form (VPF) – Instructions (All changes and clarifications are tracked in the attached document)
3. Ventilated Patient Form (VPF) – Data Fields (All changes and editorial updates are tracked in the attached document)