I just joined the OPTN UNOS KPDPP, now what do I do?

1) Grant hospital staff access to KPD in UNetSM
   a) Hospital UNet™ site administrator grants permission to any staff requiring access into the KPD application in UNet™ - either to read only, edit only, or full access.
      i) Login to UNET
      ii) Click on Security Administration
      iii) Click on the ‘Access’ key at the top to change to ‘KI’ program
      iv) Click on UNet Permissions to create a new group or go into a group that is already set up and the KPD permissions are all the way at the bottom of the form
   b) Once appropriate staff has access they can begin entering pairs and non-directed donors.

2) Assign staff to receive match offer emails
   a) Assign hospital staff involved in KPD occupations in membership by completing the Modify Individuals Receiving KPD Match Offer Emails located in UNetSM

3) Request staff be added to KPD listserv by emailing kidneypaireddonation@unos.org

4) Attend one of the KPD Basic Orientation calls (45 minutes – 1 hour)
   - Held twice a month: 2nd Tuesday at 2PM ET and 3rd Wednesday at 10AM ET.
   - Register by emailing kidneypaireddonation@unos.org.
   - We are happy to set up an individual call with your team if regularly scheduled times do not work.

Other helpful information:
1. Match runs take place every Monday (except Federal holidays).
   a. Match Offers emailed to transplant hospitals.
   b. Match run results posted on the KPD UNetSM site under announcements after each match run.
2. Data entry deadline to participate in a match run is 0700 AM ET on Monday
3. All forms, training recordings, webinars, financial recommendations, guidelines, etc can be found at: https://www.transplantpro.org/resources/living-donation/ scroll down to KPD toolkits or http://optn.transplant.hrsa.gov/learn/professional-education/kidney-paired-donation/.
4. Living donor site surveys will include KPD beginning September 2013. The evaluation plan can be found on Transplant Pro at https://optn.transplant.hrsa.gov/governance/compliance/

For more information, contact:

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Email Ruthanne, Jenn, and Megan at KidneyPairedDonation@unos.org

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