

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

1) Grant hospital staff access to KPD in UNetSM

- a) Hospital UNetTM site administrator grants permission to any staff requiring access into the KPD application in UNetTM - 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 newgroup 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 >>Waitlist>>Resources>> Forms/Tools. These individuals will receive KPD match offer and other emails.

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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