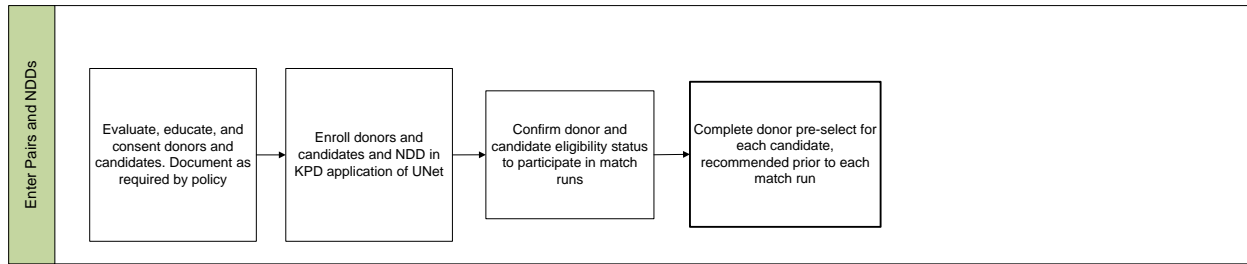# OPTN UNOS KPD
Match Process Guide

Consenting and enrolling pairs and non-directed donors (NDDs)

Evaluate, educate and consent

Before entering the OPTN KPDPP:
1) Evaluate donor and candidate based on hospital protocol and OPTN policy
2) Register candidate on OPTN deceased donor waitlist
3) Document:
    a) Informed consent for participation in KPD
    b) Release of Protected Health Information (exchange of medical records between hospitals)
    c) Agreement to Accept a Shipped Kidney (candidate)

Available tools

- [Patient brochure and videos](#)
- Policies and professional resources:
    - [Kidney paired donation](#)
    - [Living donation](#)

Enroll donors, candidates, and NDDs

4) Enter candidate in KPD application of UNet™
    a) Enter the candidate before the donor: Required to enter candidate SS#, DOB, and Waitlist ID
        i) All relevant information from waitlist will be transferred into KPD
        ii) Antibody information will also transfer into KPD, however, once transferred the two systems must be updated independently
        iii) Answer questions regarding individual candidate choices for KPD – the answers to these questions are used to screen donors and candidates from matching

    See the [KPD toolkit](#) for more information.

    b) Enter donor
        i) Enter the donor on the candidate page or use the 'add donor' tab with the candidate KPD ID#.
        ii) Upload the donor medical record so the matched transplant hospital can view the donor immediately upon match offer. This also helps you and other centers comply with deadlines. Many hospitals cannot directly upload the chart but must print, scan, and upload the scanned document. See KPD system ***Help*** for instructions.

Helpful hints:

- *Fields with ^{R} are required to save the page*

- *Fields with * are required for the donor and candidate to be eligible to participate in match run (you can save the page – so watch out for this)*
- *Fields with neither ^{R} or * next to them are optional*
- *A second person must verify donor ABO before the donor is eligible to participate in match runs.*
- *Two individuals must review candidate unacceptable antigens before the candidate is eligible (one must be from the HLA lab).*
- *Keep the printed donor chart to send with the packaged kidney later.*

Confirm donor and candidate eligible status to participate in match runs

There are several ways to check the match run eligibility status of your donors and candidates:

1) On the KPD system Home page Dashboard: Review the "Ineligible but Active" candidates on your dashboard and click the link to ineligible donors and candidates to find out why they are ineligible.
2) Eligible/Ineligible status is also displayed in the top left corner of the donor and candidate records.
3) A report of donors and candidates ineligible to participate in match runs can be found under the Reports tab.

Complete information to make pair eligible, as applicable, and recheck eligibility status.

Complete donor pre-select for each candidate

Candidates with CPRA of 90% or higher will only be matched with donors who have been pre-accepted. Leaving donor pre-select blank acts as a pre-refusal for any candidate with a CPRA of 90% or higher.

1) The donor pre-select tool helps to increase the efficiency of the KPD system by decreasing the number of match offer declines.
2) The donor pre-select allows transplant centers to preview potential matched donors and indicate whether they would possibly accept or refuse the donor if their candidate matched in a KPD match run.
3) Donor pre-select is not a match offer. Pre-refused donors are screened from matching with the respective candidates in actual match runs.
4) Entering a pre-acceptance will allow your candidate to potentially match with this donor in future KPD match runs. You are not required to accept any future match offer you may receive.
5) We recommend that you complete them before each scheduled match run (at least once a week).
6) Donor pre-select can be accessed either through the Donor Pre-screening section on your homepage dashboard or the Manage Data tab.
7) The donor pre-select changes each day as new donors are entered or donor and candidate information is edited.