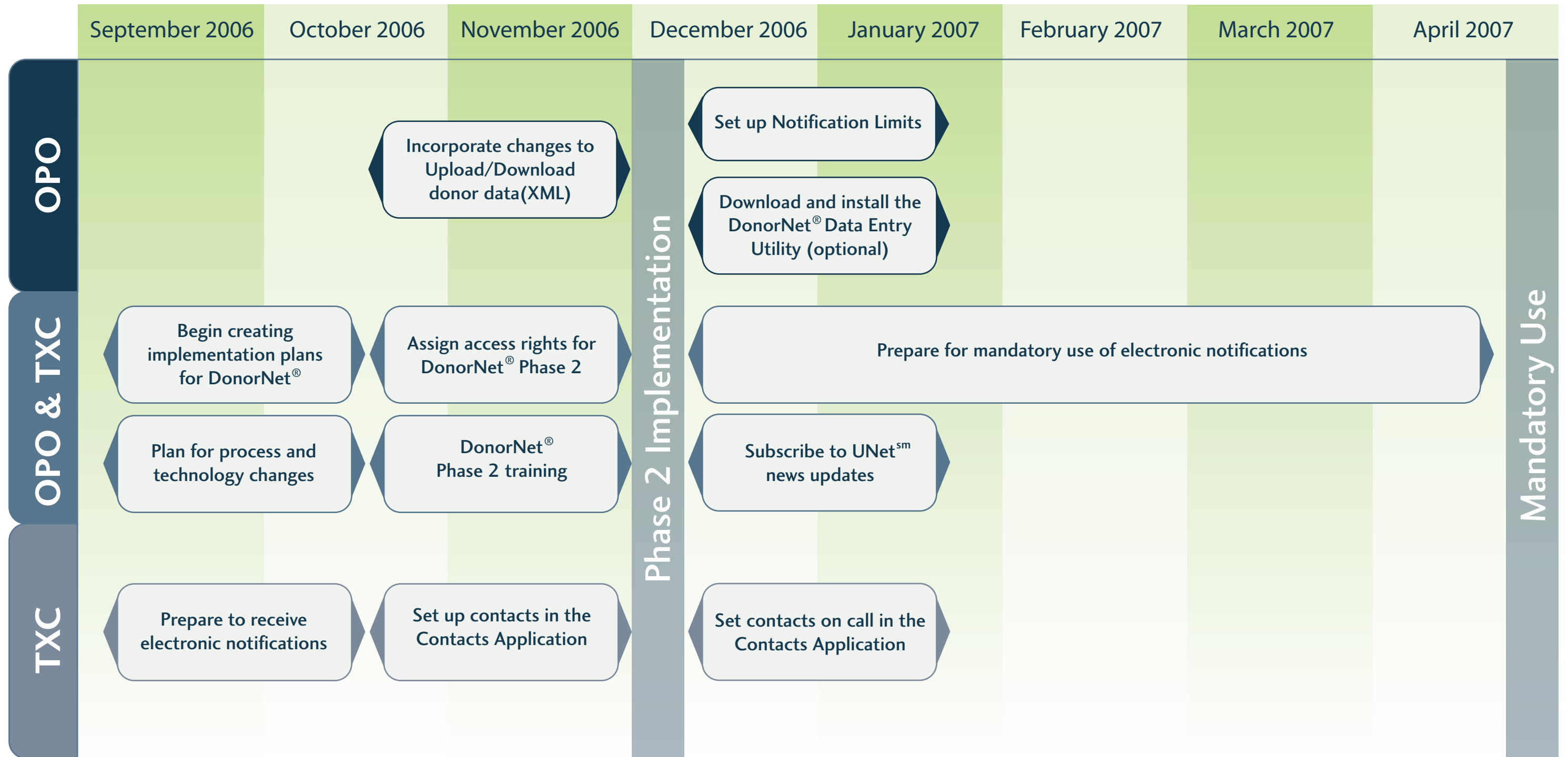


DonorNet[®] Implementation Roadmap



DonorNet[®] Implementation Roadmap

Now – Ongoing

Begin creating implementation plans for DonorNet[®]

- ➔ Identify all of the OPO/TXC/Lab implementation coordinators in your DSA. The list is available on the Secure Enterprisesm homepage (<https://portal.unos.org>).
- ➔ Set up regular meetings with all of the implementation coordinators within your DSA and other representatives to discuss the upcoming changes to DonorNet[®].
- ➔ Develop a strategic, phased approach for implementing DonorNet[®] and communicate regularly within your DSA.
- ➔ Keep up-to-date with new Phase 2 features and functionality using the DonorNet2007 site (<http://www.donornet2007.net>)

↳ Return to Roadmap

Plan for process and technology changes

- ➔ Develop a technology strategy for DonorNet Phase 2: determine the technologies your organization will use to receive notifications, view organ offers, enter/import donor information, and communicate with others.
- ➔ Understand process changes that are required with Phase 2 and design the business processes that will be adopted by your organization:
 - OPO
 - Connecting to the Internet in each donor hospital
 - Entering donor data in UNetsm DonorNet[®] online
 - Entering donor data in the DonorNet[®] Data Entry Utility offline
 - Importing donor data using XML file upload
 - Sending electronic notifications and managing offer responses
 - Notifying TXCs of organ offers manually
 - Using the OPO console
 - Completing organ allocation and closing the match
 - TXC
 - Setting up contacts in the Contacts Application and keeping on-call contacts updated
 - Receiving voice and text notifications on desktops / laptops / mobile phones / PDAs / alphanumeric pagers
 - Responding to organ offers through UNetsm DonorNet[®]
 - Responding to organ offers through the PDA
- ➔ Ensure your center has a security policy to protect sensitive donor data stored on desktops, laptops and mobile devices. All OPOs should have documented security procedures for donor data stored on mobile disconnected platforms that utilize the DonorNet[®] Data Entry Utility. *UNOS is not responsible for donor information stored offline from the native DonorNet[®] web system.*
- ➔ Develop an action plan to implement the new processes and new technologies in your organization.

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Prepare to receive electronic notifications

- ➔ Review minimum acceptance criteria to avoid unwanted electronic notifications.
- ➔ Access the DonorNet “Device Options and Compatibility List” found on the DonorNet2007 site (<http://www.donornet2007.net>). Share this information with your organization’s IT staff to determine what options are available to you.
- ➔ Purchase laptops / mobile phones / PDAs / alphanumeric pagers that are compatible with DonorNet[®] and sign service agreements with vendors, if needed. The device options and compatibility list is available in the Member Toolkit on the DonorNet2007 site.
- ➔ Prepare to provide users with backup power supply options for mobile devices (e.g. extra batteries, chargers, etc.).
- ➔ Test compatibility of all computers and hardware devices used for offer notification with notifications from Send Word Now.
 - A test notification feature is available on the Secure Enterprisesm homepage (<https://portal.unos.org>).
- ➔ Ensure that email servers to allow notification from our third party vendor Send Word Now.
- ➔ Ensure mobile phones / PDAs used for offer notification are setup with voicemail.
- ➔ Ensure PDAs used for offer notification are setup with Internet access and configured to receive email. Ensure browsers on the PDAs have the correct settings required to use DonorNet[®] Mobile.
- ➔ Identify locations where cellular and Internet connectivity is available or unavailable for mobile devices.

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DonorNet[®] Implementation Roadmap

October – November 2006

DonorNet[®] Phase 2 training

- Access Phase 2 tutorials: Security Administration, Contacts Application, Match Results Changes, and DonorNet[®] Mobile.
- Use PDAs to review sample static DonorNet[®] Mobile screens on the DonorNet2007 site (<http://www.donornet2007.net>).
- Experiment with new Phase 2 screens on the demonstration site once available (<https://presportal.unos.org>). Practice entering donor information, making offers, and responding to offers. Test new Phase 2 processes and refine processes, as required.

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OPOs and their vendors incorporate changes in the Upload/Download of donor data (XML schema changes)

- Incorporate changes documented in the DonorNet[®] data dictionary to the donor data XML upload / download process. The revised data dictionary will be available on the DonorNet2007 site (<http://www.donornet2007.net>).
- Test revised XML upload / download using the demonstration site (<https://presportal.unos.org>).

Security Administrators assign access rights for DonorNet[®] Phase 2

- After new Security Administration menus are released for Phase 2, assign appropriate access rights to users.

TXCs enter contacts in the Contacts Application

- After the Contacts Application is released, enter contacts into the Contacts Application.

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Early December – Phase 2 is released to Production

OPOs set Notification Limits

- Establish and enter notification limits for local organ offers.

TXCs update on-call contacts in the Contacts Application

- Ensure contact information is current and accurate.
- Ensure that the correct contacts are set on-call in the Contacts Application.
- Prepare to receive voice and text notifications from early adopters of the system.

December 2006 – April 2007

Prepare for mandatory use of electronic notifications

- Implement a phased approach to attain the goal of entering all donor data into DonorNet and receiving electronic notifications by April 30, 2007.

OPOs install and use the offline DonorNet[®] Data Entry Utility (optional):

- Download and install the DonorNet[®] Data Entry Utility on laptops. Ensure that the utility is properly configured by following the installation instructions.
- Ensure all users are aware of how to handle sensitive donor data stored on laptops.
- Begin phasing in use of the DonorNet[®] Data Entry Utility. Start with entering donor data offline for one donor and uploading the donor file to UNETsm DonorNet[®] online. Gradually start using the DonorNet[®] Data Entry Utility for more donors.
- Provide timely feedback to UNOS with issues you encounter.

Subscribe to UNetsm news updates to keep up-to-date with changes to DonorNet[®], as well as Tiedi and Waitlist (optional)

- OPO, LAB and TXC system administrators as well as vendors or process managers have the option of subscribing to UNetsm news updates to keep up-to-date with system change notifications as well as upcoming outages for the release of new hardware or software. (UNOS will soon begin making system notices available through **Really Simple Syndication (RSS)**, a popular technology online publishers use to distribute, or syndicate, their content to other sites and services.)

April 30, 2007 – Mandatory use of electronic notifications

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DonorNet[®] Implementation Roadmap

OPO checklist	
Now through October 2006	
Begin creating implementation plans for DonorNet[®]	
Action Item	Completed
Identify all of the implementation coordinators in your DSA (the list is available on the Secure Enterprise sm homepage (https://portal.unos.org))	
Meet with others in your DSA to discuss the upcoming changes	
Develop a strategic, phased approach for implementing DonorNet [®] and communicate regularly within your DSA	
Keep up-to-date with new Phase 2 features and functionality using the DonorNet2007 site (http://www.donornet2007.net)	
Plan for process and technology changes	
Action Item	Completed
Develop a technology strategy for DonorNet Phase 2	
Understand the process changes required for Phase 2 and design new business process for your center	
Ensure your center has a security policy to protect sensitive donor data stored on desktops, laptops and mobile devices	
Document security procedures for donor data stored on mobile disconnected platforms that utilize the DonorNet [®] Data Entry Utility	
Develop an action plan to implement the new processes and new technologies	
October through November 2006	
DonorNet[®] Phase 2 training	
Action Item	Completed
Access Phase 2 tutorials	
Experiment with new Phase 2 screens on the presportal site	
OPOs and their vendors incorporate changes in the Upload/Download of donor data (XML schema changes)	
Action Item	Completed
Incorporate changes documented in the DonorNet [®] data dictionary to the donor data XML upload / download process	
Test revised XML on the presportal site	
Security Administrators assign access rights for DonorNet[®] Phase 2	
Action Item	Completed
Assign notification limits access rights to appropriate user groups	
Early December – Phase 2 release	
Set up Notification Limits	
Action Item	Completed
Establish notification limits for local organ offers	
December 2006 – April 2007	
Prepare for mandatory use of electronic notifications	
Action Item	Completed
Implement a phased approach to attain the goal of entering all donor data into DonorNet and receiving electronic notifications by April 30, 2007	

DonorNet[®] Implementation Roadmap

Download and install the DonorNet [®] Data Entry Utility (optional)	
Action Item	Completed
Download and install the DonorNet [®] Data Entry Utility on laptops.	
Ensure all users are aware of how to handle sensitive donor data stored on laptops	
Begin phasing in use of the DonorNet [®] Data Entry Utility.	
Subscribe to UNet sm news updates (optional)	
Action Item	Completed
Download the UNet sm RSS client and subscribe to RSS feeds to keep up-to-date with system change notifications as well as upcoming outages for the release of new hardware or software.	

TXC checklist	
Now through October 2006	
Begin creating implementation plans for DonorNet [®]	
Action Item	Completed
Identify all of the implementation coordinators in your DSA (the list is available on the Secure Enterprise sm homepage (https://portal.unos.org))	
Meet with others in your DSA to discuss the upcoming changes	
Develop a strategic, phased approach for implementing DonorNet [®] and communicate regularly within your DSA	
Keep up-to-date with new Phase 2 features and functionality using the DonorNet2007 site (http://www.donornet2007.net)	
Plan for process and technology changes	
Action Item	Completed
Develop a technology strategy for DonorNet Phase 2	
Understand the process changes required for Phase 2 and design new business process for your center	
Ensure your center has a security policy to protect sensitive donor data stored on desktops, laptops and mobile devices	
Develop an action plan to implement the new processes and technologies	
Prepare to receive electronic notifications	
Action Item	Completed
Review minimum acceptance criteria	
Purchase laptops / mobile phones / PDAs / alphanumeric pagers that are compatible with DonorNet [®] and sign service agreements with vendors	
Prepare to provide users with backup power supply options for mobile devices	
Configure email servers to allow notification from Send Word Now	
Ensure mobile phones / PDAs used for offer notification are setup with voicemail	
Ensure PDAs used for offer notification are setup with Internet access and configured to receive email	
Ensure browsers on the PDAs have the correct settings required to use DonorNet [®] Mobile	

DonorNet[®] Implementation Roadmap

Test compatibility of all computers and hardware devices used for offer notification with notifications from Send Word Now	
Survey and document locations where cellular and Internet connectivity is available or unavailable for mobile devices	
October through November 2006	
DonorNet[®] Phase 2 training	
Action Item	Completed
Access Phase 2 tutorials	
Use PDAs to review sample static DonorNet [®] Mobile screens	
Experiment with new Phase 2 screens on the presportal site	
Security Administrators assign access rights for DonorNet[®] Phase 2	
Action Item	Completed
Assign access rights to Contacts Application	
Assign access rights to Edit Offer Information (allows access to enter refusal or provisional acceptance information, and access to PDA mobile)	
Set up contacts in the Contacts Application	
Action Item	Completed
Enter contacts into the Contacts Application	
Set contacts on-call in the Contacts Application	
Action Item	Completed
Ensure that the correct contacts are set on-call	
December 2006 – April 2007	
Prepare for mandatory use of electronic notifications	
Action Item	Completed
Implement a phased approach to attain the goal of entering all donor data into DonorNet and receiving electronic notifications by April 30, 2007	
Subscribe to UNetsm news updates (optional)	
Action Item	Completed
Download the UNet sm RSS client and subscribe to RSS feeds to keep up-to-date with system change notifications as well as upcoming outages for the release of new hardware or software.	