

Centers for Disease Control and
Prevention (CDC)

National Center for Environmental Health
(NCEH)

Division of Laboratory Sciences (DLS)

**NEWBORN SCREENING AND
MOLECULAR BIOLOGY BRANCH
(NSMBB)**

**NEWBORN SCREENING QUALITY
ASSURANCE PROGRAM (NSQAP)
PORTAL**

HIVPT USER GUIDE

June 2021

Table of Contents

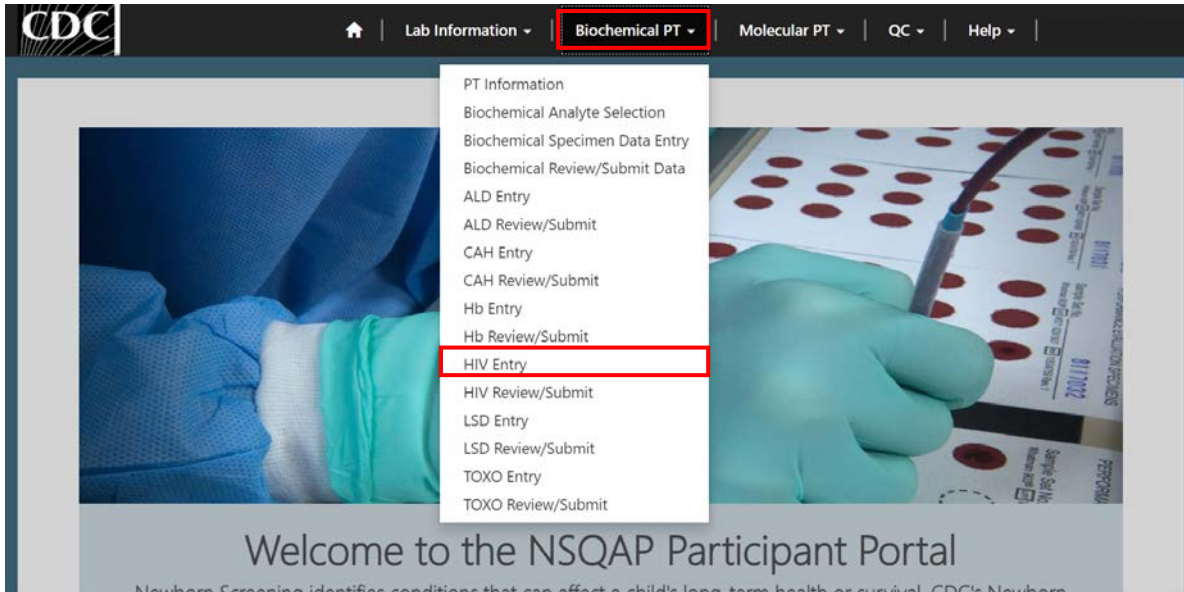
1. HIVPT Program Entry Page	2
1.1 Navigation.....	2
1.2 Method Selection	4
1.3 EIA Method Results	5
1.4 Western Blot Method Results	8
1.5 Final Interpretation.....	11
1.6 Save.....	12
1.7 Reset Form.....	14
2. HIVPT Review & Submit Page	15
2.1 Navigation.....	15
2.2 Review	16
2.3 Submit.....	18
2.4 Save Data – Pdf Format	20

1. HIVPT Program Entry Page

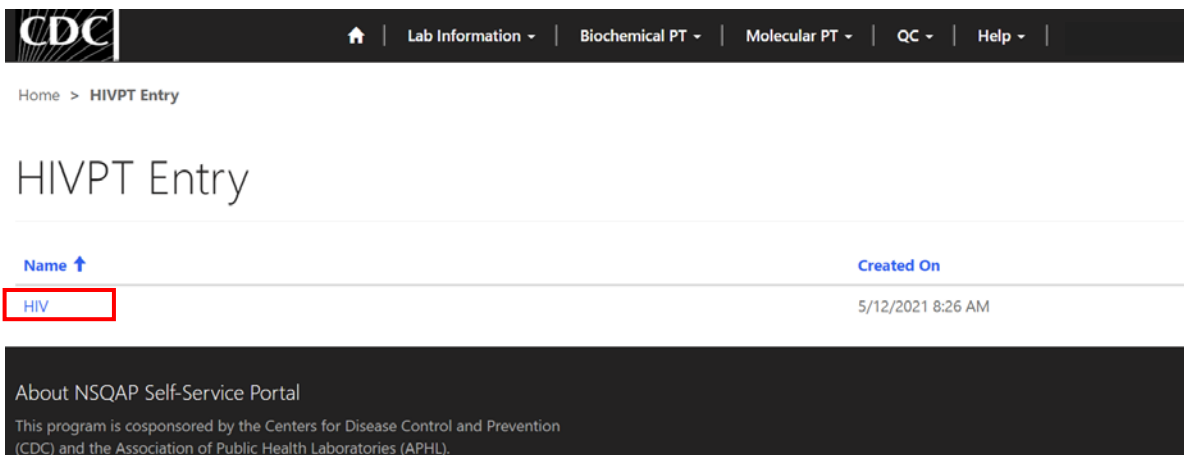
1.1 Navigation

To enter and save HIVPT data, navigate to the HIVPT program entry page. Access the page from the 'HIV Entry' option on the Biochemical PT drop-down menu.

1. Click '**Biochemical PT**' then '**HIV Entry**' from the drop-down menu.



2. Click '**HIV**' to navigate to the entry page.



3. Enter HIVPT method information and data.

CDC

[Lab Information](#) | [Biochemical PT](#) | [Molecular PT](#) | [QC](#) | [Help](#)

Home > anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)

anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)

Method Selection

Select the method(s) you want to report.

EIA Method
 Western Blot Method

Enter EIA Method Results

Method

Cutoff

Enter data from duplicate results

Specimen Number	Result	Result		
20211004001	<input type="text"/>	<input type="text"/>		
Specimen Number	Result	Result		
20211004002	<input type="text"/>	<input type="text"/>		
Specimen Number	Result	Result		
20211004003	<input type="text"/>	<input type="text"/>		
Specimen Number	Result	Result		
20211004004	<input type="text"/>	<input type="text"/>		
Specimen Number	Result	Result		
20211004005	<input type="text"/>	<input type="text"/>		

Comments

Enter Western Blot Method Results

Method

Enter western blot results as follows: (interpret as you would a patient result according to your method)

P = POSITIVE
WP = WEAK POSITIVE
I = INDETERMINATE
N = NEGATIVE

Antigen Results

Specimen Number	Specimen Number	Specimen Number	Specimen Number	Specimen Number
20211004001	20211004002	20211004003	20211004004	20211004005
gp160	gp160	gp160	gp160	gp160
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
gp120	gp120	gp120	gp120	gp120
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
p66	p66	p66	p66	p66
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
p55/51	p55/51	p55/51	p55/51	p55/51
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
gp41	gp41	gp41	gp41	gp41
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
p40	p40	p40	p40	p40
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
p31	p31	p31	p31	p31
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
p24	p24	p24	p24	p24
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
p18	p18	p18	p18	p18
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter Final Interpretation

Specimen Number	Result *
20211004001	<input type="text"/>
Specimen Number	Result *
20211004002	<input type="text"/>
Specimen Number	Result *
20211004003	<input type="text"/>
Specimen Number	Result *
20211004004	<input type="text"/>
Specimen Number	Result *
20211004005	<input type="text"/>

About NSQAP Self-Service Portal

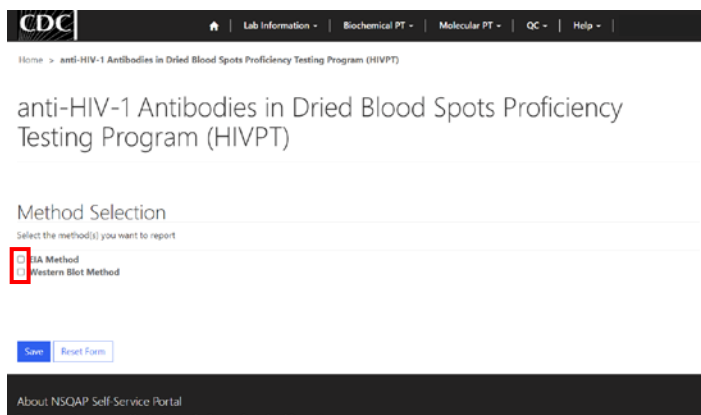
This program is sponsored by the Centers for Disease Control and Prevention (CDC) and the Association of Public Health Laboratories (APHL).

1.2 Method Selection

Navigate to the page titled 'anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)' to enter program method information and results.

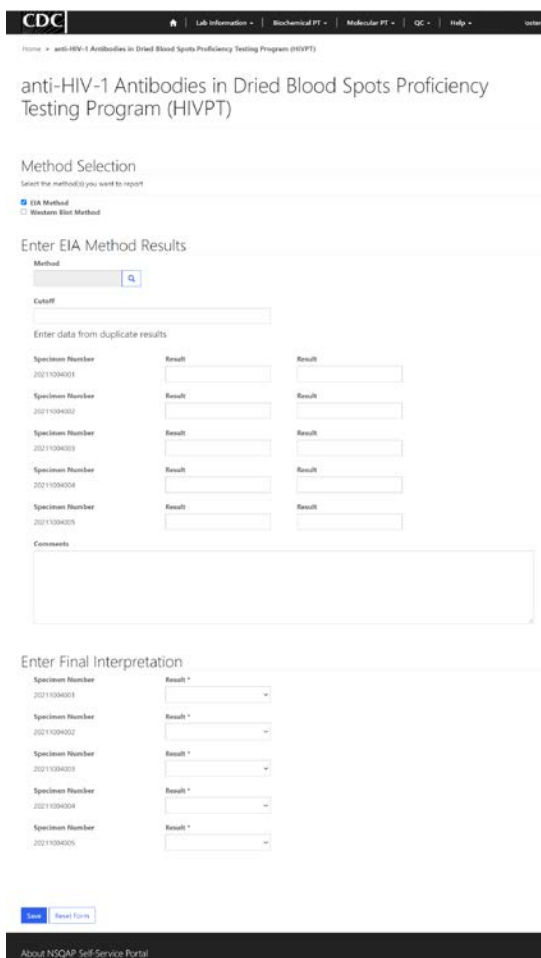
Choose the methods you used for testing specimens using the 'Method Selection' section.

1. Select the method(s) by clicking the box next to EIA Method and/or Western Blot Method.



The screenshot shows the CDC NSQAP Self-Service Portal interface. At the top, there is a navigation bar with the CDC logo and links for Lab Information, Biochemical PT, Molecular PT, QC, and Help. Below the navigation bar, the page title is "anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)". The main section is titled "Method Selection" and includes the instruction "Select the method(s) you want to report". There are two checkboxes: "EIA Method" (which is selected and highlighted with a red box) and "Western Blot Method". At the bottom of the form, there are "Save" and "Reset Form" buttons.

2. Once the method(s) is selected, the corresponding results and final interpretation sections will appear.



The screenshot shows the CDC NSQAP Self-Service Portal interface after the EIA Method has been selected. The "Method Selection" section now shows "EIA Method" selected and "Western Blot Method" unselected. Below this, the "Enter EIA Method Results" section is visible. It includes a "Method" dropdown menu, a "Cutoff" input field, and a table for entering data from duplicate results. The table has columns for "Specimen Number", "Result", and "Result". There are five rows of specimen numbers: 20211034003, 20211034002, 20211034003, 20211034004, and 20211034005. Below the table is a "Comments" text area. At the bottom, the "Enter Final Interpretation" section is visible, with a table for entering final interpretation results. It has columns for "Specimen Number" and "Result *". There are five rows of specimen numbers: 20211034003, 20211034002, 20211034003, 20211034004, and 20211034005. At the bottom of the form, there are "Save" and "Reset Form" buttons.

1.3 EIA Method Results

Navigate to the page titled ‘anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)’ to enter EIA method and specimen results. Navigation details can be found in section 1.1.

Enter EIA Method Results

Method

Cutoff

Enter data from duplicate results

Specimen Number	Result	Result
20211004001	<input type="text"/>	<input type="text"/>
Specimen Number	Result	Result
20211004002	<input type="text"/>	<input type="text"/>
Specimen Number	Result	Result
20211004003	<input type="text"/>	<input type="text"/>
Specimen Number	Result	Result
20211004004	<input type="text"/>	<input type="text"/>
Specimen Number	Result	Result
20211004005	<input type="text"/>	<input type="text"/>

Comments

1. Click on the magnifying glass to select an EIA method (optional).

Enter EIA Method Results

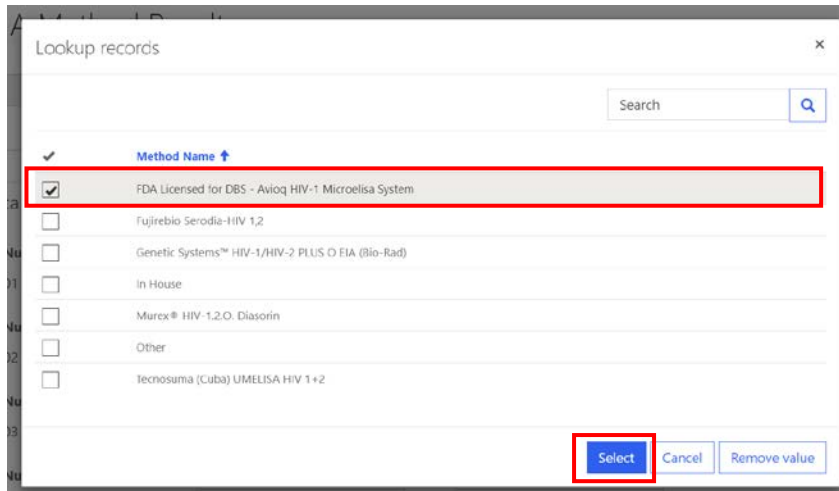
Method

Cutoff

Enter data from duplicate results

Specimen Number	Result	Result
20211004001	<input type="text"/>	<input type="text"/>

2. Choose a method from the method list then click 'Select'.



Enter EIA Method Results

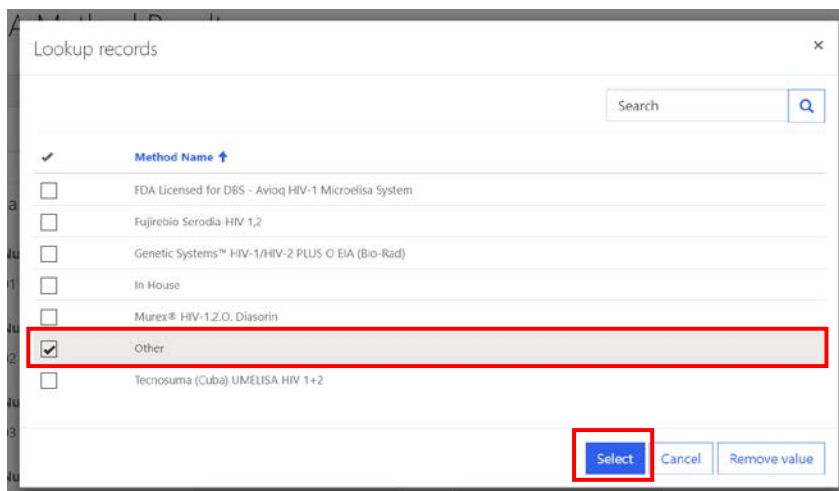
Method
 FDA Licensed for DBS - A

Cutoff

Enter data from duplicate results

Specimen Number	Result	Result
20211004001	<input type="text"/>	<input type="text"/>

3. If 'Other' is selected, a text box will appear. You are **required** to specify a name and source.



Enter EIA Method Results

Method **Other- Specify name and source ***

Other

Cutoff

Enter data from duplicate results

Specimen Number	Result	Result
20211004001	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

4. Enter a cutoff value in the designated text field (optional).

Enter EIA Method Results

Method

Cutoff

5. Enter data from duplicate results for each of the five specimens in the designated text field (optional).

Cutoff

Enter data from duplicate results

Specimen Number	Result	Result
20211004001	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Specimen Number	Result	Result
20211004002	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Specimen Number	Result	Result
20211004003	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Specimen Number	Result	Result
20211004004	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Specimen Number	Result	Result
20211004005	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

1.4 Western Blot Method Results

Navigate to the page titled ‘anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)’ to enter HIVPT method and antigen results. Navigation details can be found in section 1.1.

Enter Western Blot Method Results

Method

Enter western blot results as follows: (Interpret as you would a patient result according to your method)

- P** = POSITIVE
- WP** = WEAK POSITIVE
- I** = INDETERMINATE
- N** = NEGATIVE

Antigen Results

20211004001	20211004002	20211004003	20211004004	20211004005
gp160 <input type="text"/>	gp160 <input type="text"/>	gp160 <input type="text"/>	gp160 <input type="text"/>	gp160 <input type="text"/>
gp120 <input type="text"/>	gp120 <input type="text"/>	gp120 <input type="text"/>	gp120 <input type="text"/>	gp120 <input type="text"/>
p66 <input type="text"/>	p66 <input type="text"/>	p66 <input type="text"/>	p66 <input type="text"/>	p66 <input type="text"/>
p55/51 <input type="text"/>	p55/51 <input type="text"/>	p55/51 <input type="text"/>	p55/51 <input type="text"/>	p55/51 <input type="text"/>
gp41 <input type="text"/>	gp41 <input type="text"/>	gp41 <input type="text"/>	gp41 <input type="text"/>	gp41 <input type="text"/>
p40 <input type="text"/>	p40 <input type="text"/>	p40 <input type="text"/>	p40 <input type="text"/>	p40 <input type="text"/>
p31 <input type="text"/>	p31 <input type="text"/>	p31 <input type="text"/>	p31 <input type="text"/>	p31 <input type="text"/>
p24 <input type="text"/>	p24 <input type="text"/>	p24 <input type="text"/>	p24 <input type="text"/>	p24 <input type="text"/>
p18 <input type="text"/>	p18 <input type="text"/>	p18 <input type="text"/>	p18 <input type="text"/>	p18 <input type="text"/>

1. Click on the magnifying glass to select a western blot method (optional).

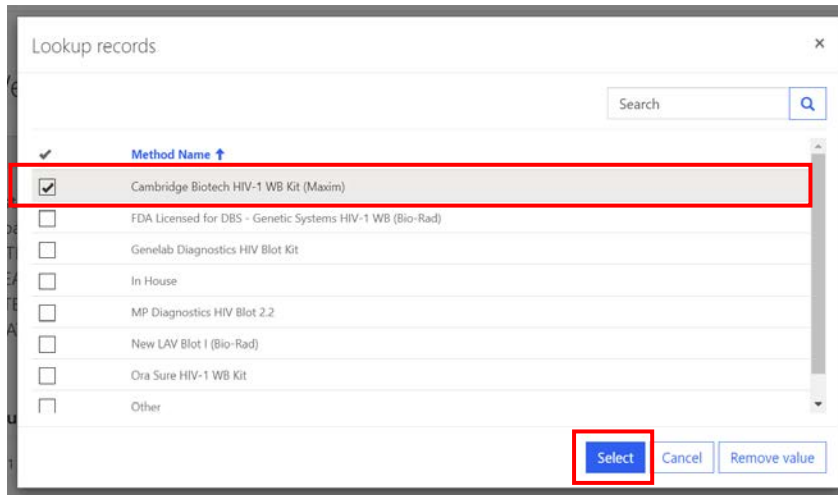
Enter Western Blot Method Results

Method

Enter western blot results as follows: (Interpret as you would a patient result according to your method)

- P** = POSITIVE
- WP** = WEAK POSITIVE
- I** = INDETERMINATE
- N** = NEGATIVE

2. Choose a method from the method list then click 'Select'.



Enter Western Blot Method Results

Method

Cambridge Biotech HIV-1

Enter western blot results as follows: (Interpret as you would a patient result according to your method)

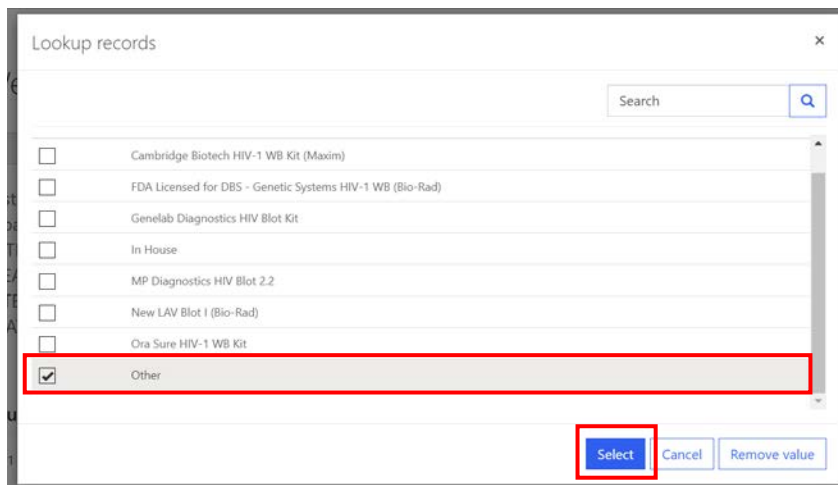
P = POSITIVE

WP = WEAK POSITIVE

I = INDETERMINATE

N = NEGATIVE

3. If 'Other' is selected, a text box will appear. You are **required** to specify a name and source.



Enter Western Blot Method Results

Method	Other- Specify name and source *
Other <input type="button" value="x"/> <input type="button" value="Q"/>	<input type="text"/>

Enter western blot results as follows: (Interpret as you would a patient result according to your method)

- P** = POSITIVE
- WP** = WEAK POSITIVE
- I** = INDETERMINATE
- N** = NEGATIVE

4. Choose a result for each antigen and specimen by clicking the drop-down arrow (optional).

Enter western blot results as follows: (Interpret as you would a patient result according to your method)

- P** = POSITIVE
- WP** = WEAK POSITIVE
- I** = INDETERMINATE
- N** = NEGATIVE

Antigen Results

20211004001	20211004002	20211004003	20211004004	20211004005
gp160 <input type="text" value=""/>	gp160 <input type="text" value=""/>	gp160 <input type="text" value=""/>	gp160 <input type="text" value=""/>	gp160 <input type="text" value=""/>
gp120 <input type="text" value=""/>	gp120 <input type="text" value=""/>	gp120 <input type="text" value=""/>	gp120 <input type="text" value=""/>	gp120 <input type="text" value=""/>
p66 <input type="text" value=""/>	p66 <input type="text" value=""/>	p66 <input type="text" value=""/>	p66 <input type="text" value=""/>	p66 <input type="text" value=""/>
p55/51 <input type="text" value=""/>	p55/51 <input type="text" value=""/>	p55/51 <input type="text" value=""/>	p55/51 <input type="text" value=""/>	p55/51 <input type="text" value=""/>
gp41 <input type="text" value=""/>	gp41 <input type="text" value=""/>	gp41 <input type="text" value=""/>	gp41 <input type="text" value=""/>	gp41 <input type="text" value=""/>
p40 <input type="text" value=""/>	p40 <input type="text" value=""/>	p40 <input type="text" value=""/>	p40 <input type="text" value=""/>	p40 <input type="text" value=""/>
p31 <input type="text" value=""/>	p31 <input type="text" value=""/>	p31 <input type="text" value=""/>	p31 <input type="text" value=""/>	p31 <input type="text" value=""/>
p24 <input type="text" value=""/>	p24 <input type="text" value=""/>	p24 <input type="text" value=""/>	p24 <input type="text" value=""/>	p24 <input type="text" value=""/>
p18 <input type="text" value=""/>	p18 <input type="text" value=""/>	p18 <input type="text" value=""/>	p18 <input type="text" value=""/>	p18 <input type="text" value=""/>

1.5 Final Interpretation

Navigate to the page titled ‘anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)’ to enter HIVPT final interpretations. Navigation details can be found in section 1.1.

1. Access the HIVPT final interpretation section by selecting one or both methods in the method selection section. Details can be found in section 1.2.

Home > anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)

anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)

Method Selection

Select the method(s) you want to report

EIA Method
 Western Blot Method

[Save](#) [Reset Form](#)

2. Choose a final interpretation for each of the five specimens by clicking the drop-down arrow.

Enter Final Interpretation

Specimen Number 20211004001	Result * <input type="text"/>
Specimen Number 20211004002	Result * <input type="text"/>
Specimen Number 20211004003	Result * <input type="text"/>
Specimen Number 20211004004	Result * <input type="text"/>
Specimen Number 20211004005	Result * <input type="text"/>

1.6 Save

1. Save HIVPT specimen results by clicking the **'Save'** button located at the bottom of the page.


NOTE: All information & data must be saved at the same time. Data cannot be partially saved.

Enter Final Interpretation

Specimen Number 20211004001	Result * <input type="text"/>
Specimen Number 20211004002	Result * <input type="text"/>
Specimen Number 20211004003	Result * <input type="text"/>
Specimen Number 20211004004	Result * <input type="text"/>
Specimen Number 20211004005	Result * <input type="text"/>

About NSQAP Self-Service Portal
This program is cosponsored by the Centers for Disease Control and Prevention

2. If you attempt to save the form without entering **all required fields** you will receive an error message. Complete the missing fields and click 'Save' again.


[Home](#) | [Lab Information](#) | [Biochemical PT](#) | [Molecular PT](#) | [QC](#) | [Help](#)

Home > anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)

anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)

i The form could not be submitted for the following reasons:
 Result is a required field.
 Result is a required field.

Method Selection

Select the method(s) you want to report

EIA Method
 Western Blot Method

Enter Western Blot Method Results

3. After you have successfully saved your data and information, you will be redirected to the review and submit page.

NOTE: At this point your data has only been **saved**. You must navigate to the HIVPT review and submit page to submit your data. See section 2 for additional details.

NOTE: This page can be saved and re-saved as many times as needed, but each new save will overwrite the previous save(s).

Home > HIVPT-Review/Submit

HIVPT-Review/Submit

Name ↑	Submitted By	Created On
HIV		5/12/2021 8:26 AM

About NSQAP Self-Service Portal
This program is cosponsored by the Centers for Disease Control and Prevention (CDC) and the Association of Public Health Laboratories (APHL).

1.7 Reset Form

If needed, the 'anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)' portal page can be reset.

1. Scroll to the bottom of the page and click the 'Reset Form' button.

20211004001	<input type="text"/>
Specimen Number	Result *
20211004002	<input type="text"/>
Specimen Number	Result *
20211004003	<input type="text"/>
Specimen Number	Result *
20211004004	<input type="text"/>
Specimen Number	Result *
20211004005	<input type="text"/>

About NSQAP Self-Service Portal

2. Confirm the form reset by clicking 'Proceed'.

Reset Data ×

Are you sure you want to reset this form?
NOTE: If you select PROCEED, all your data will be erased for HIV.

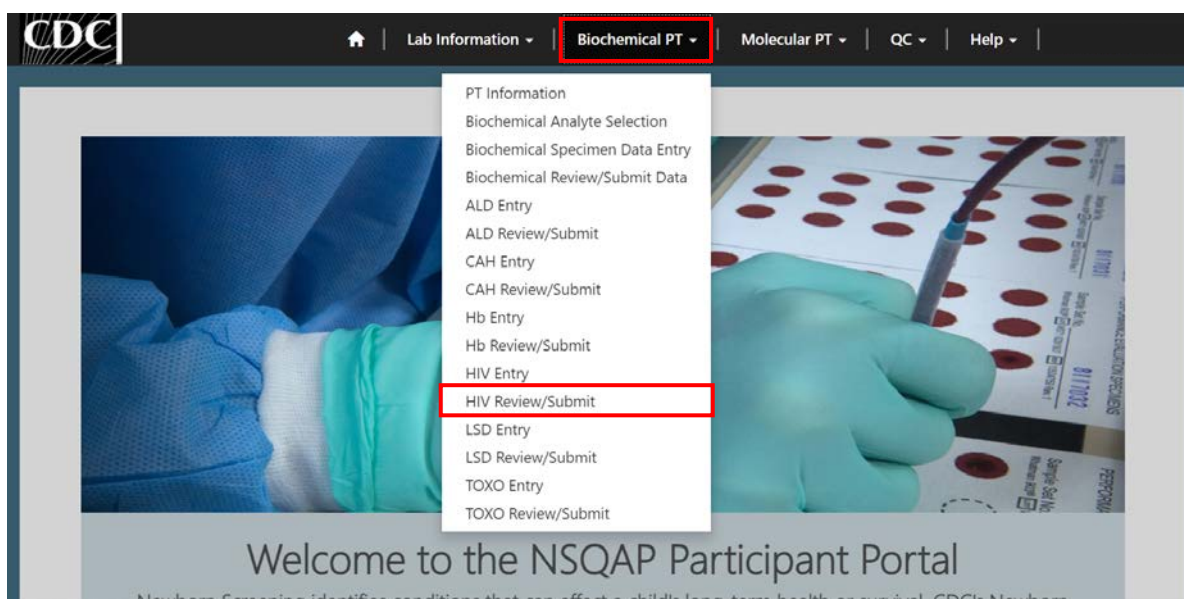
3. You will be redirected back to the HIV results entry landing page after the form is reset. Complete the HIVPT program entry as detailed in sections 1.2 – 1.5.

2. HIVPT Review & Submit Page

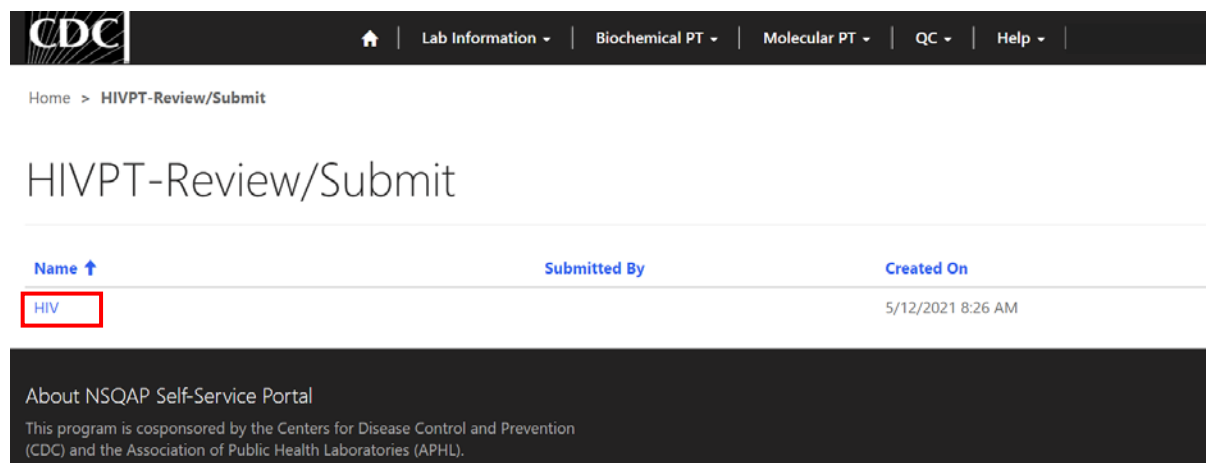
2.1 Navigation

Review and submit HIVPT specimen data after program information and results have been entered and saved (see section 1). Access the review/submit page via the 'HIV Review/Submit' option on the Biochemical PT drop-down menu.

1. Location of the 'HIV Review/Submit' page on the main menu tool bar. Select '**Biochemical PT**' then '**HIV Review/Submit**' from the drop-down menu.



2. The HIV Review/Submit landing page will appear. Select '**HIV**' to navigate to the review and submit page.

A screenshot of the HIVPT-Review/Submit landing page. The top navigation bar is the same as in the previous image. Below the navigation bar, the breadcrumb 'Home > HIVPT-Review/Submit' is visible. The main heading is 'HIVPT-Review/Submit'. Below the heading is a table with three columns: 'Name', 'Submitted By', and 'Created On'. The 'Name' column contains the text 'HIV', which is highlighted with a red box. The 'Created On' column contains the date and time '5/12/2021 8:26 AM'. At the bottom of the page, there is a section titled 'About NSQAP Self-Service Portal' with the text: 'This program is cosponsored by the Centers for Disease Control and Prevention (CDC) and the Association of Public Health Laboratories (APHL)'.

2.2 Review

1. Navigate to the 'HIVPT Review/Submit' page to review HIVPT method information, results, and final interpretations in a read-only format.

Home > HIVPT Review/Submit

HIVPT Review/Submit

Method Selection

Reported method(s)

EIA Method

Western Blot Method

Enter EIA Method Results

Method: Other: Specify name and source:

Cutoff:

Specimen Number	Result	Result
20211004001	<input type="text"/>	<input type="text"/>
20211004002	<input type="text"/>	<input type="text"/>
20211004003	<input type="text"/>	<input type="text"/>
20211004004	<input type="text"/>	<input type="text"/>
20211004005	<input type="text"/>	<input type="text"/>

Comments:

Enter Western Blot Method Results

Method: Other: Specify name and source:

Antigen Results

20211004001	20211004002	20211004003	20211004004	20211004005
gp160	gp160	gp160	gp160	gp160
gp120	gp120	gp120	gp120	gp120
p66	p66	p66	p66	p66
p55/p51	p55/p51	p55/p51	p55/p51	p55/p51
gp41	gp41	gp41	gp41	gp41
p40	p40	p40	p40	p40
p31	p31	p31	p31	p31
p24	p24	p24	p24	p24
p18	p18	p18	p18	p18

Enter Final Interpretation

Specimen Number	Result *
20211004001	Indeterminate
20211004002	Reactive
20211004003	Non-Reactive
20211004004	Non-Reactive
20211004005	Reactive

After you click submit your submission will be locked and cannot be changed. Navigate to the HIV Entry Page to Make Edits

About NSQAP Self-Service Portal

2. If edits are necessary, navigate back to the HIV entry page and make changes as described in section 1 or click the link **‘Navigate to the HIV Entry Page to Make Edits’**.

20211004002	Reactive
Specimen Number	Result *
20211004003	Non-Reactive
Specimen Number	Result *
20211004004	Non-Reactive
Specimen Number	Result *
20211004005	Reactive

After you click submit your submission will be locked and cannot be changed. [Navigate to the HIV Entry Page to Make Edits](#)

Submit

About NSQAP Self-Service Portal

3. After reviewing, submit your results by clicking the ‘Submit’ button. See section 2.3 for additional details.

20211004002	Reactive
Specimen Number	Result *
20211004003	Non-Reactive
Specimen Number	Result *
20211004004	Non-Reactive
Specimen Number	Result *
20211004005	Reactive

After you click submit your submission will be locked and cannot be changed. [Navigate to the HIV Entry Page to Make Edits](#)

Submit

About NSQAP Self-Service Portal

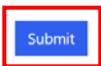
2.3 Submit

1. Navigate to the 'HIVPT Review/Submit' page to submit HIVPT method information and results.

2. After reviewing the HIVPT review and submit page, submit results by clicking the 'Submit' button located at the bottom of the page.

20211004002	Reactive
Specimen Number	Result *
20211004003	Non-Reactive
Specimen Number	Result *
20211004004	Non-Reactive
Specimen Number	Result *
20211004005	Reactive

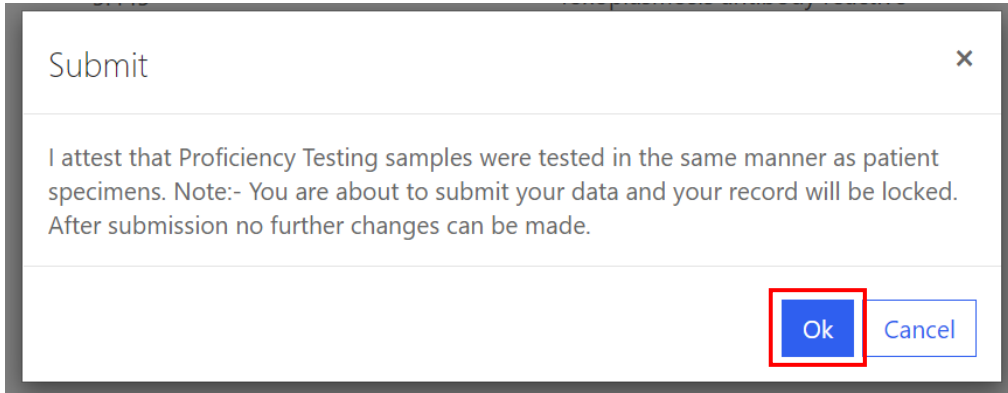
After you click submit your submission will be locked and cannot be changed. [Navigate to the HIV Entry Page to Make Edits](#)



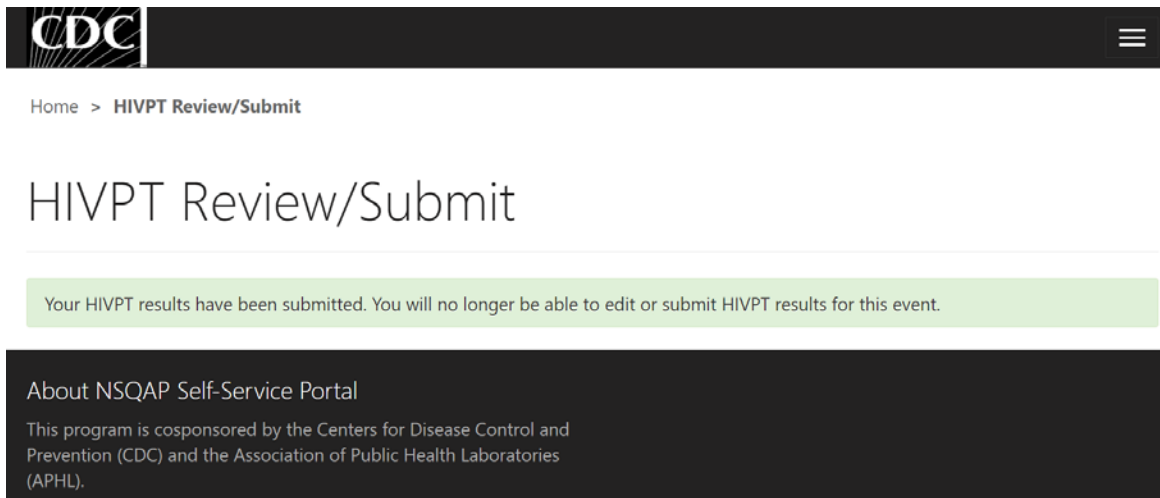
About NSQAP Self-Service Portal

- You will be prompted to confirm that you are ready to submit. Click **'Ok'** to confirm and submit your HIVPT results.

NOTE: You are only allowed to submit your results **ONCE**. You must review and ensure your entered information and results are accurate **BEFORE** submitting.



- You will be re-directed to the HIV confirmation page after you successfully submit.



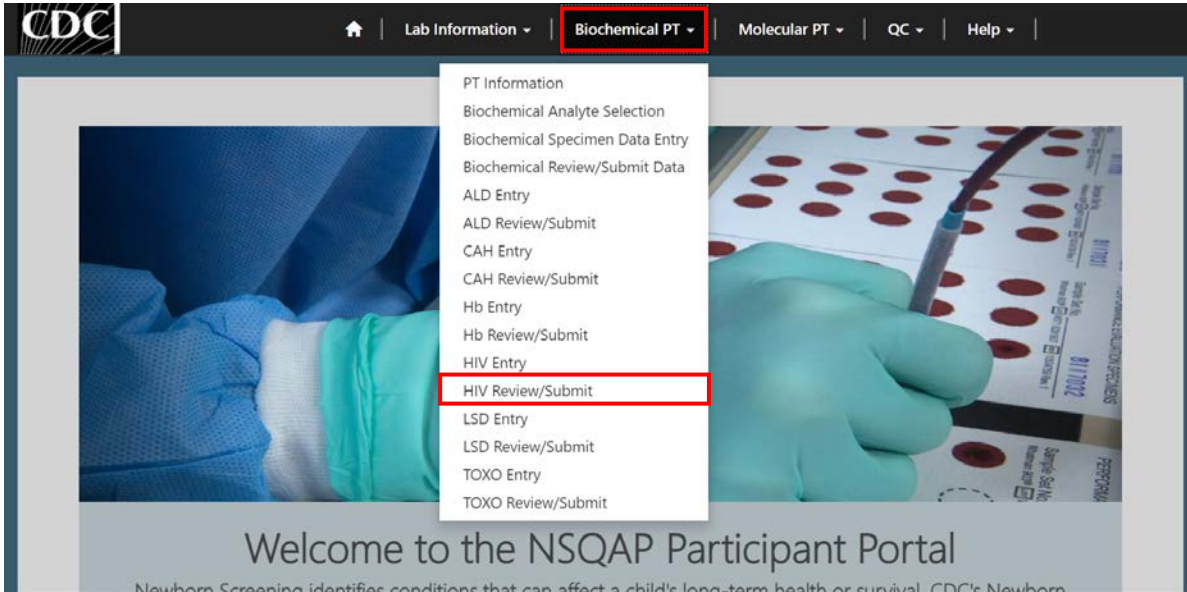
- The HIVPT data entry page cannot be accessed after submission. You can view your submitted data in a read-only format by accessing the review and submit page (see sections 2.1 and 2.2).

2.4 Save Data – Pdf Format

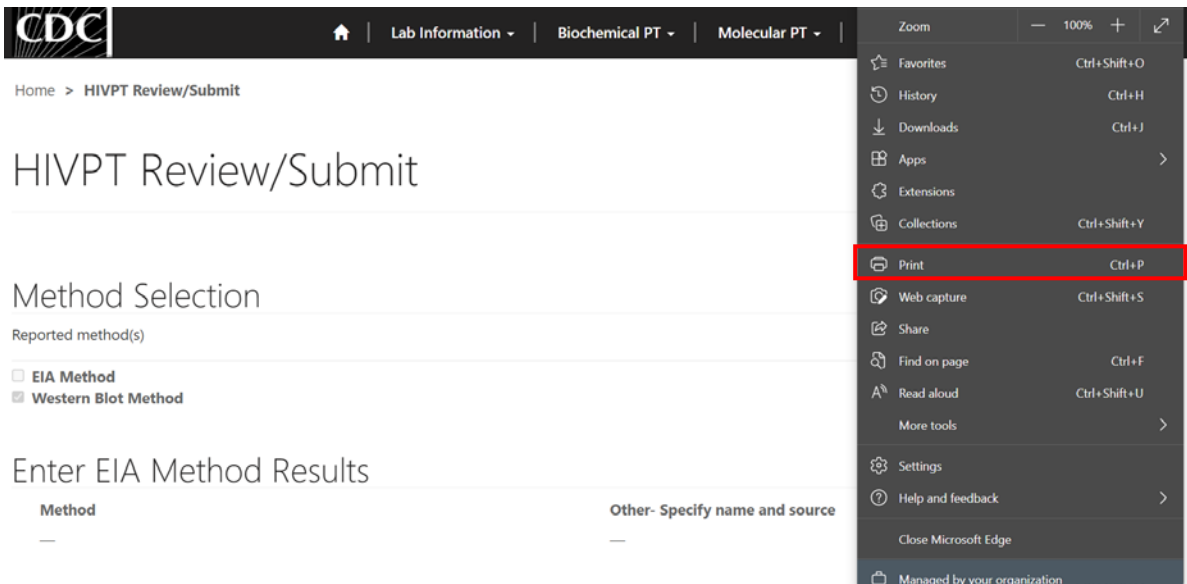
Submitted data can be saved in a pdf format by using the ‘Save a PDF’ function included in your web browser.

Note: The location and appearance of this functionality will vary depending on the web browser being used.

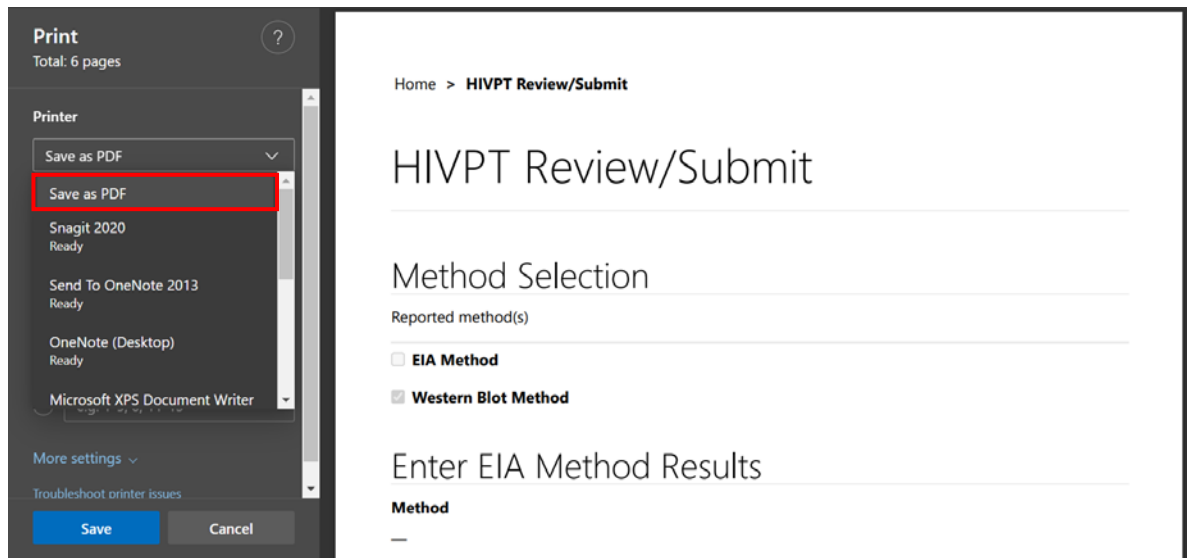
1. Navigate to the review and submit page as described in section 2.1.



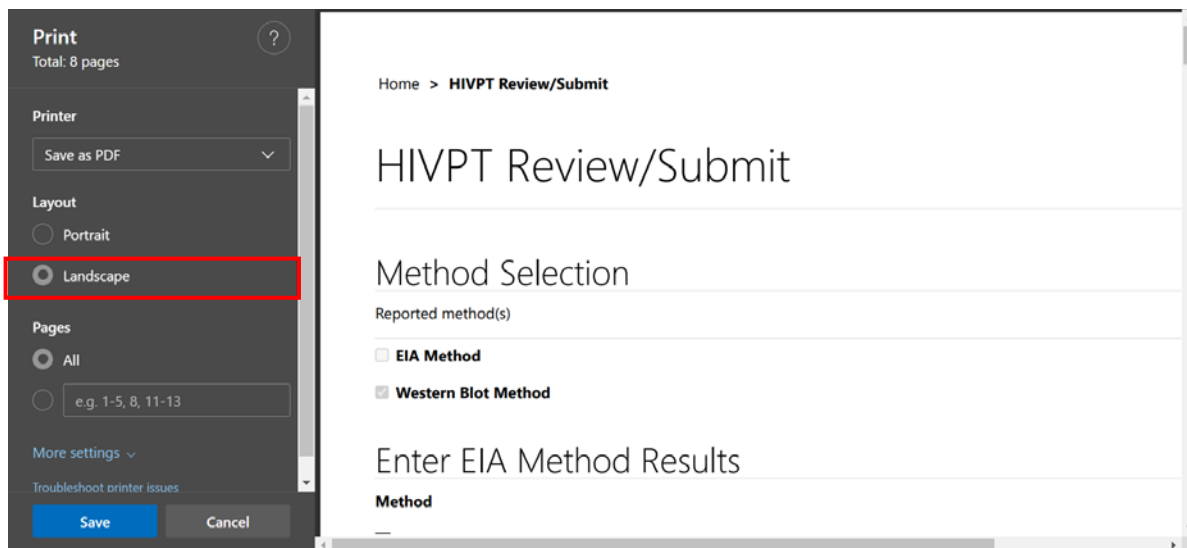
2. Locate the ‘Print’ function on your web browser.



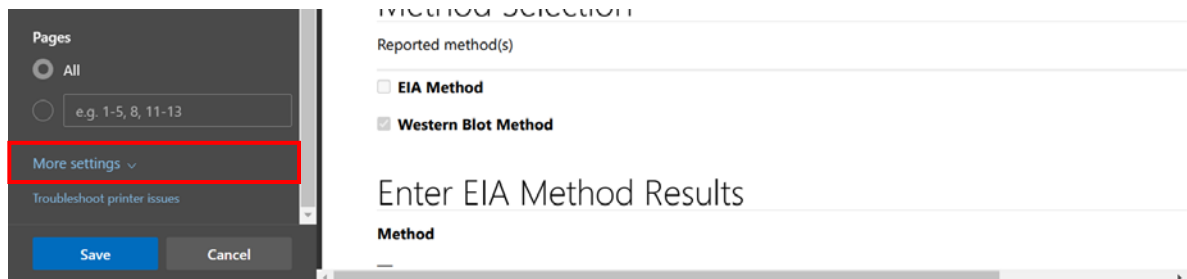
3. Select 'Save as PDF'.



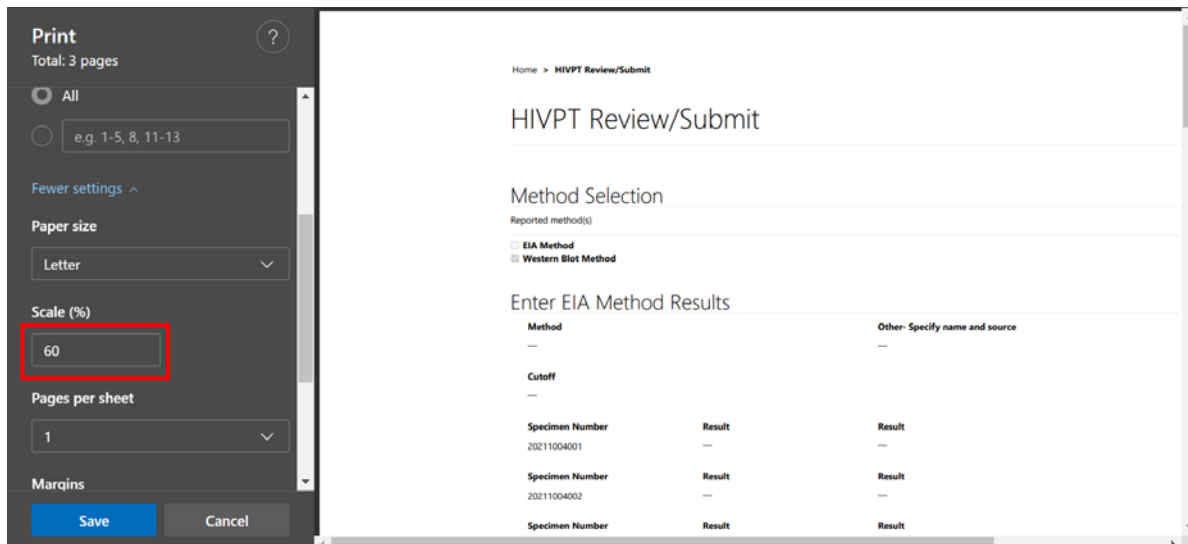
4. Select 'Landscape' as the layout choice.



5. Select 'More Settings'.



6. Adjust the scale percentage to 60%.



7. Select 'Save' to save the pdf file to your local drive's folder of choice.

