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

HBPT USER GUIDE

June 2021

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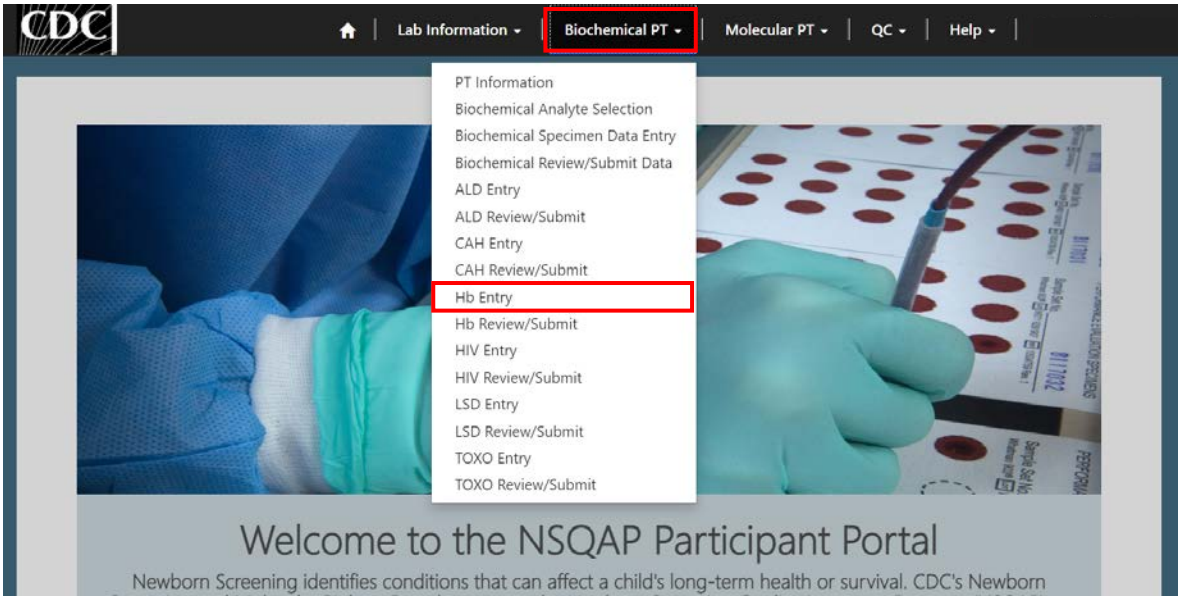
1. HbPT Program Entry Page

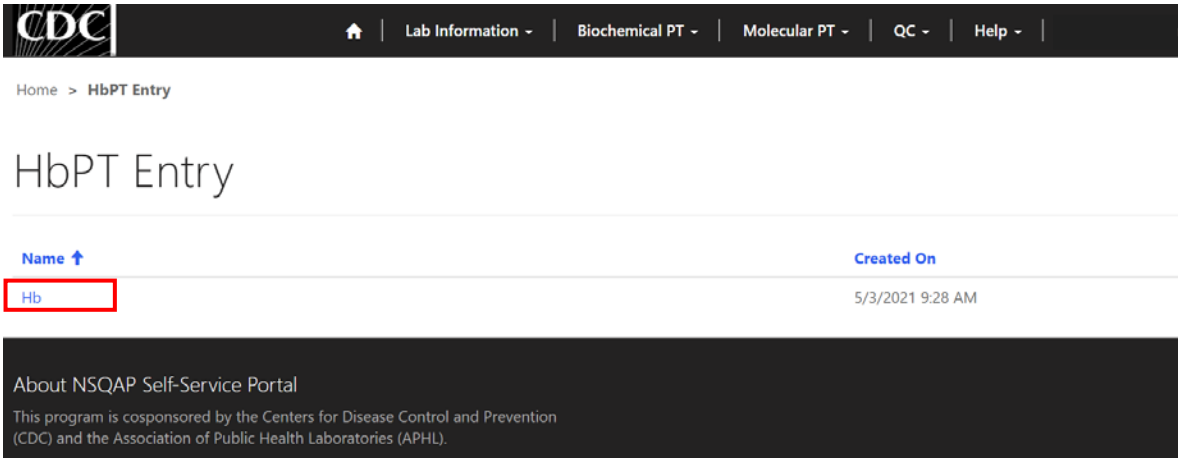
1.1 Navigation

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

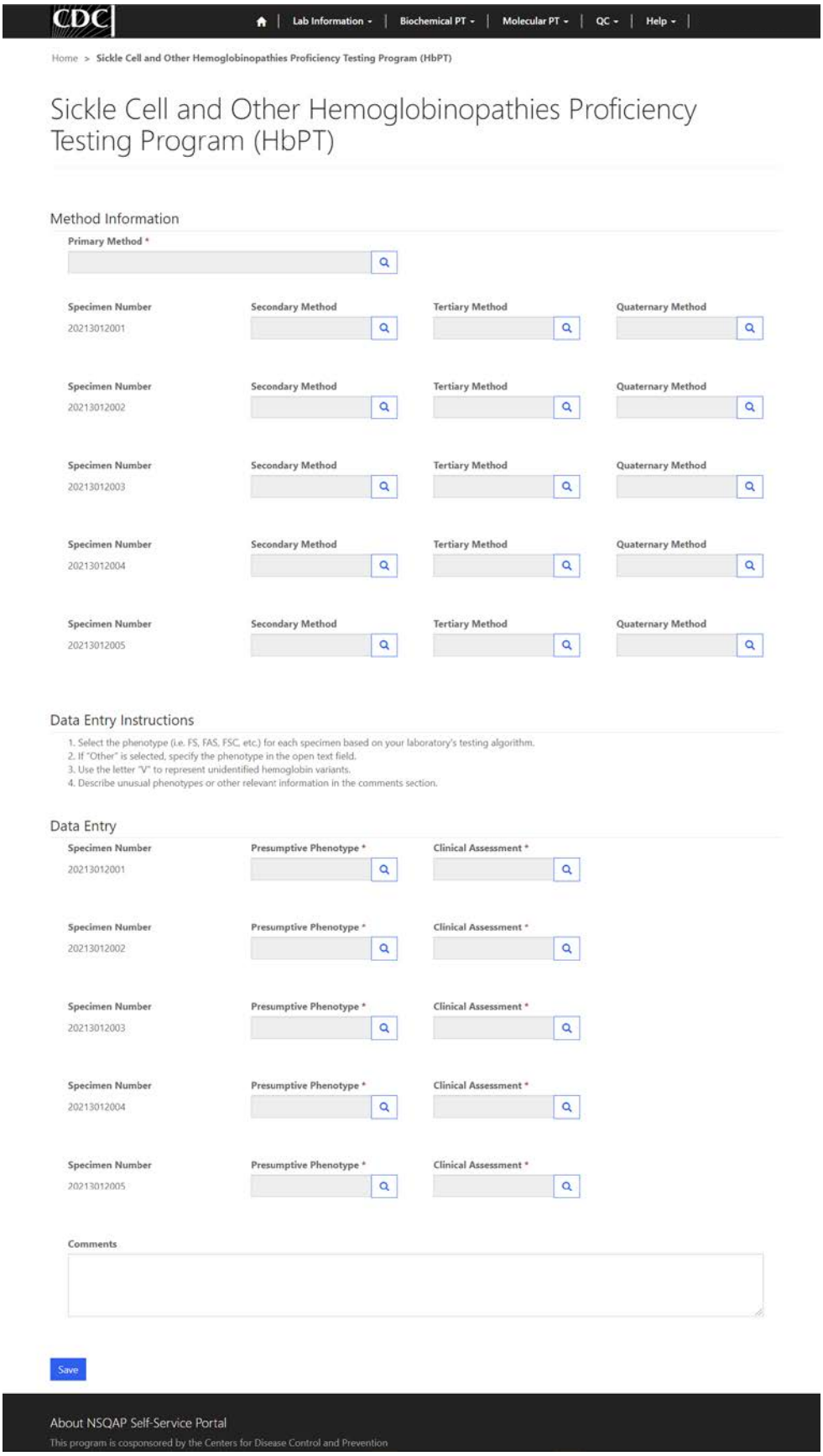
1. Click **'Biochemical PT'** then **'Hb Entry'** from the drop-down menu.



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



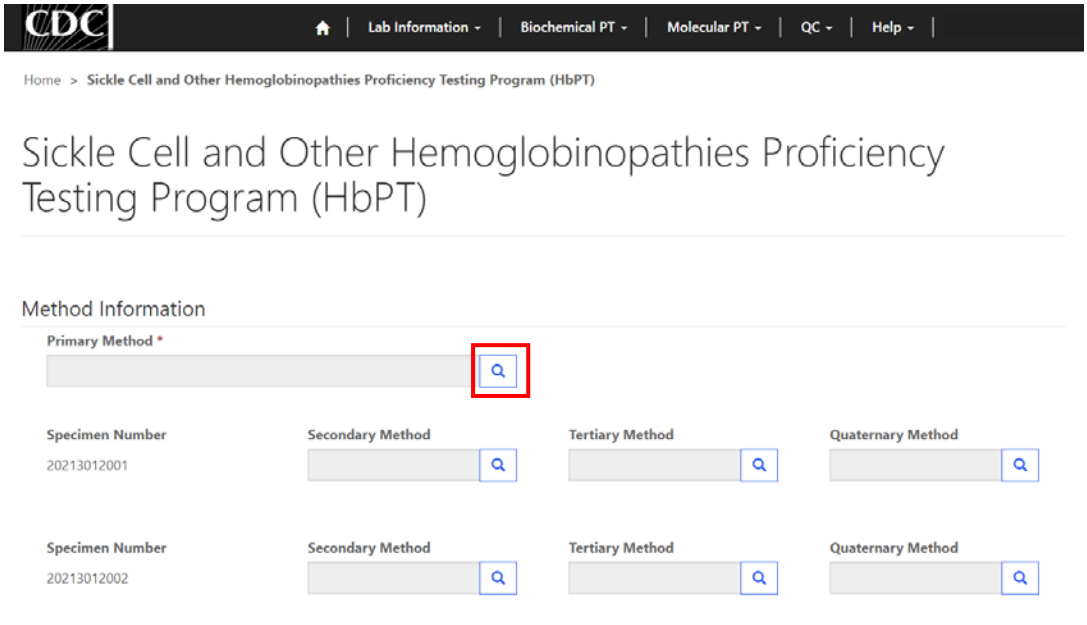
3. Enter HbPT method information and data.

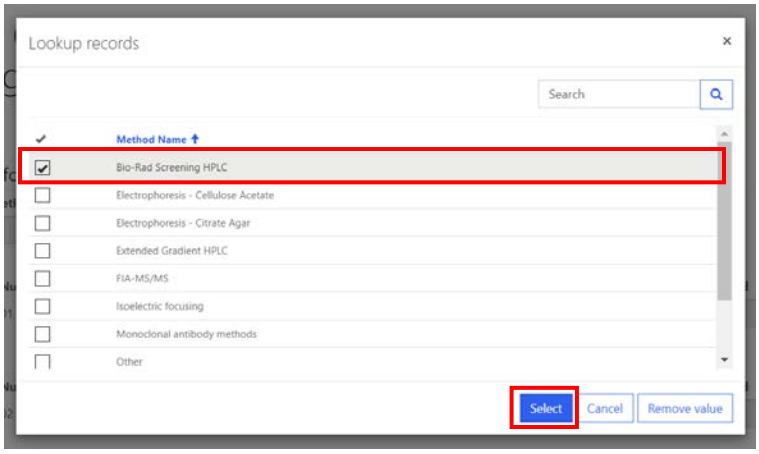


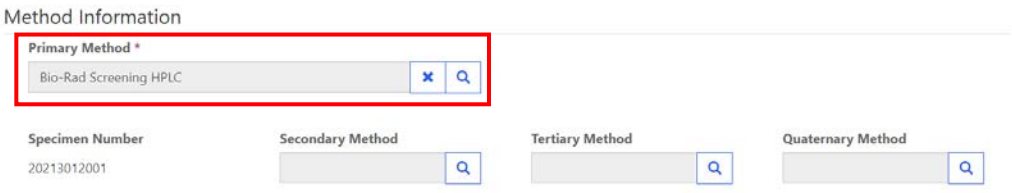
1.2 Method Information

Navigate to the page titled 'Sickle Cell and Other Hemoglobinopathies Proficiency Testing Program (HbPT)' to view the HbPT method information reporting section. Navigation details can be found in section 1.1.

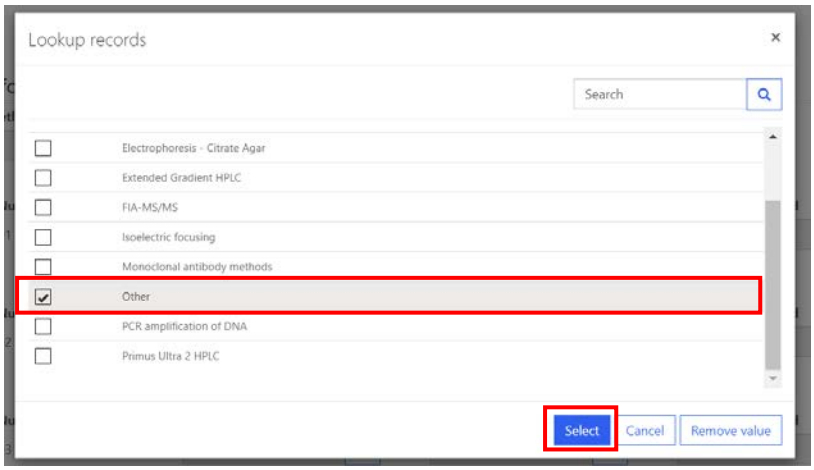
1. Enter a primary method. Click on the magnifying glass to view the methods list and click 'Select'.

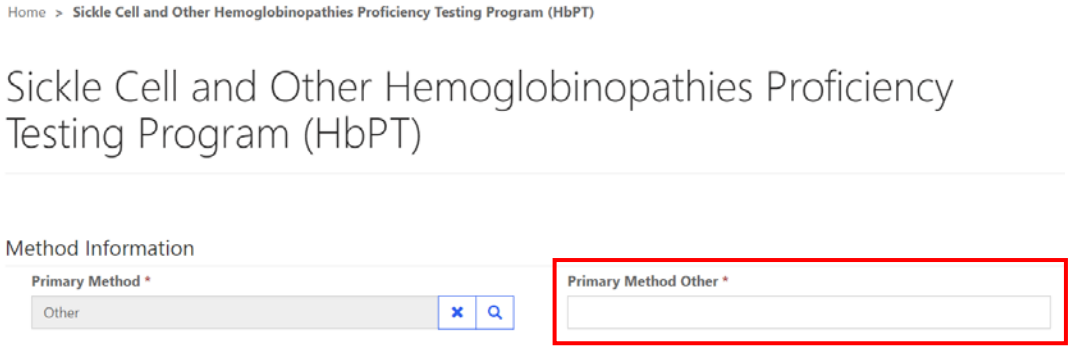




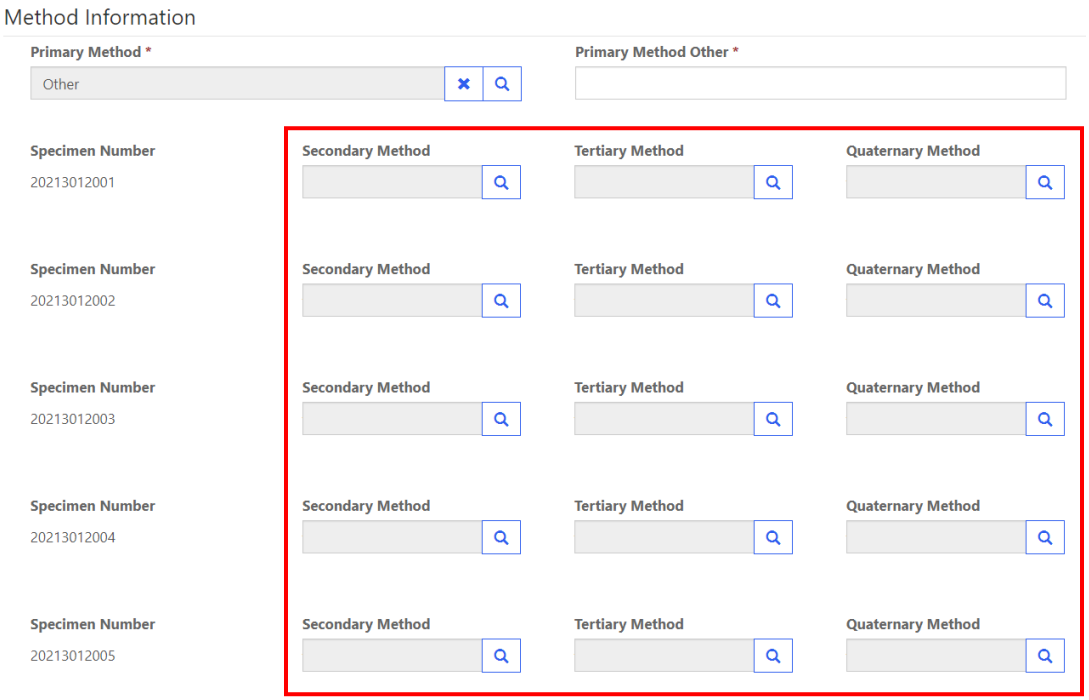


2. If 'Other' is selected, a text box will appear. You are required to specify a name and source.

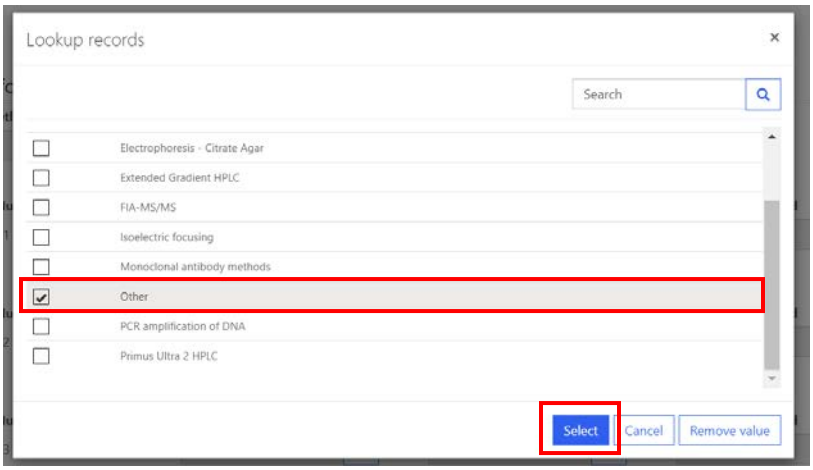


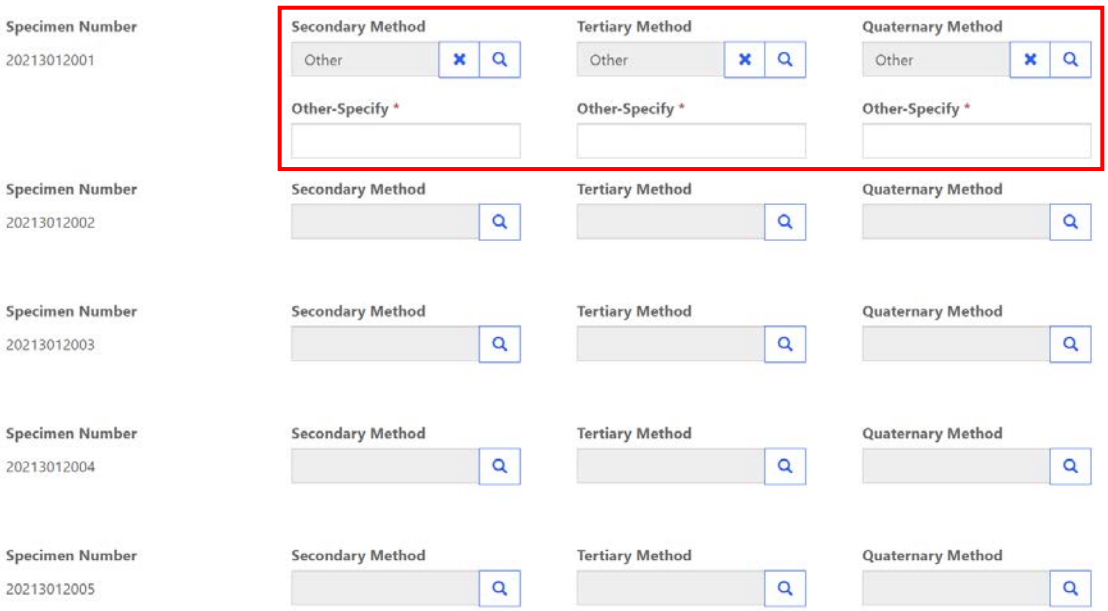


3. Enter a secondary, tertiary, and quaternary method for each specimen number if applicable.



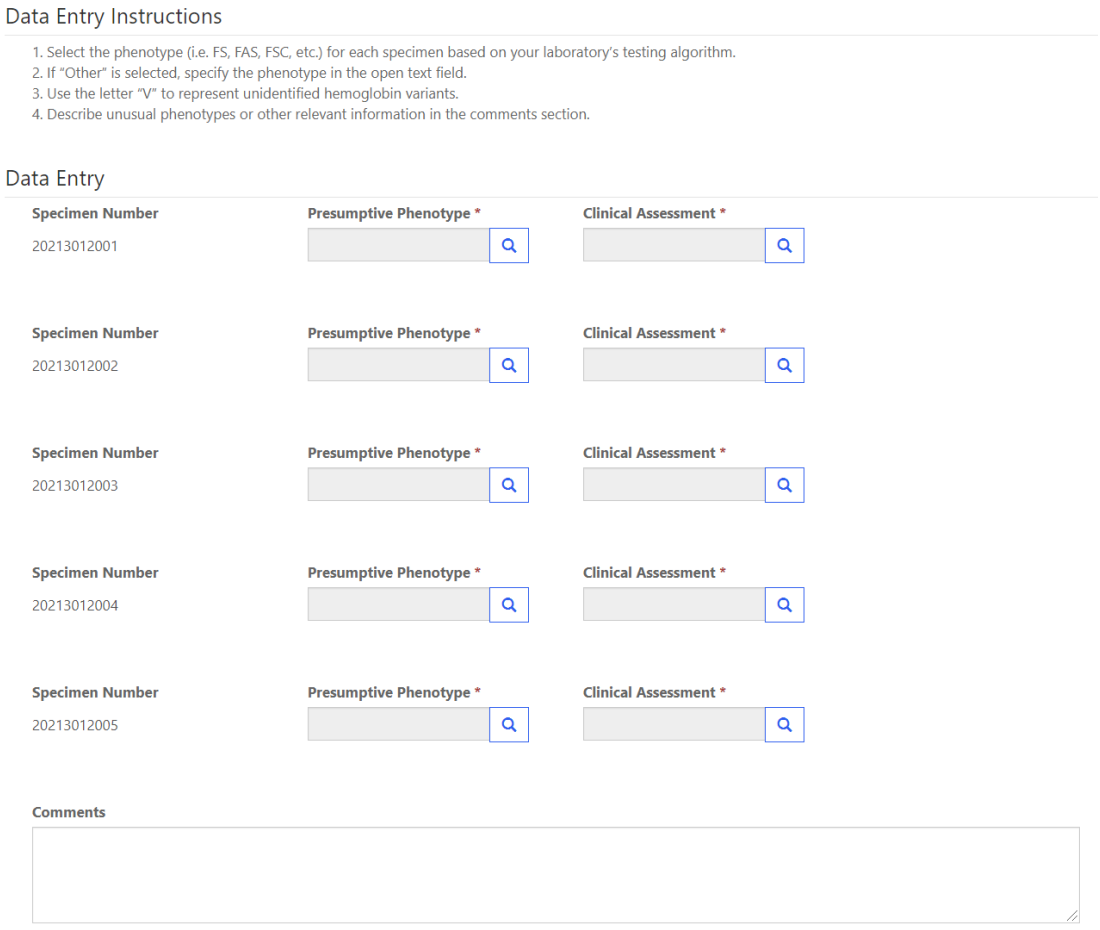
4. If ‘Other’ is selected, a text box will appear. You are required to specify a name and source.



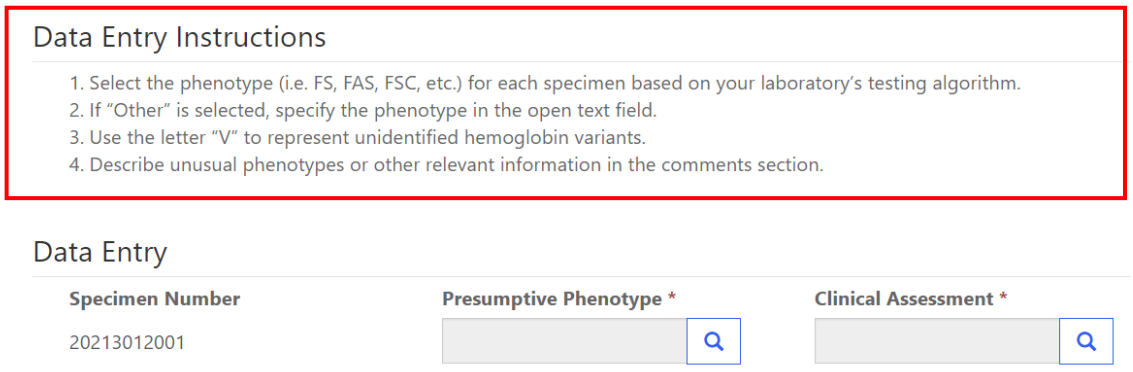


1.3 Results Entry

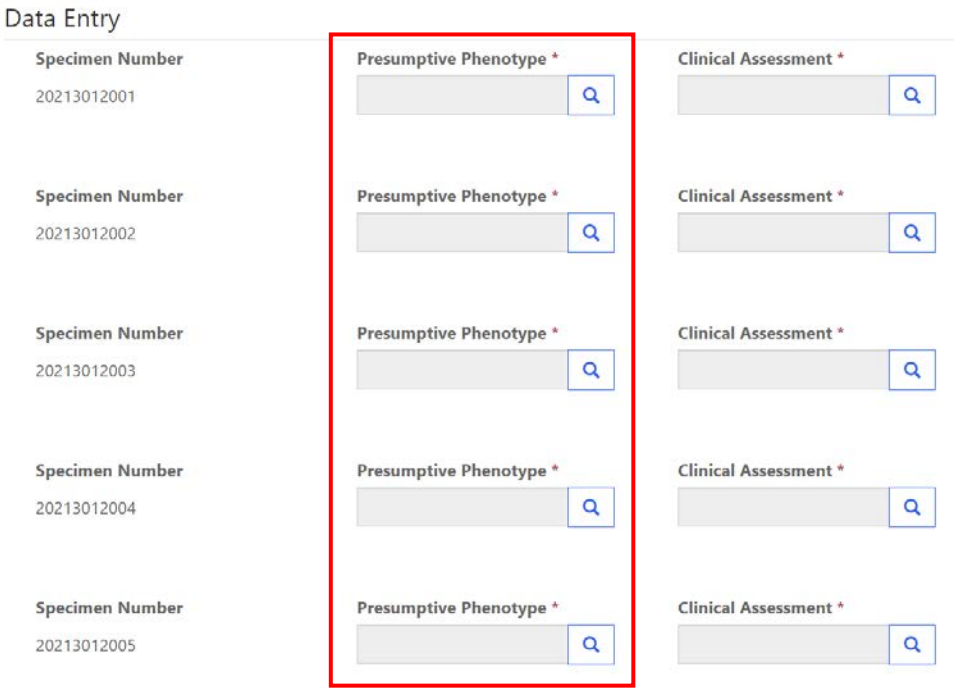
Navigate to the page titled 'Sickle Cell and Other Hemoglobinopathies Proficiency Testing Program (HbPT)' to enter HbPT presumptive phenotypes and clinical assessments. Navigation details can be found in section 1.1.



1. Review the HbPT specific data entry instructions.

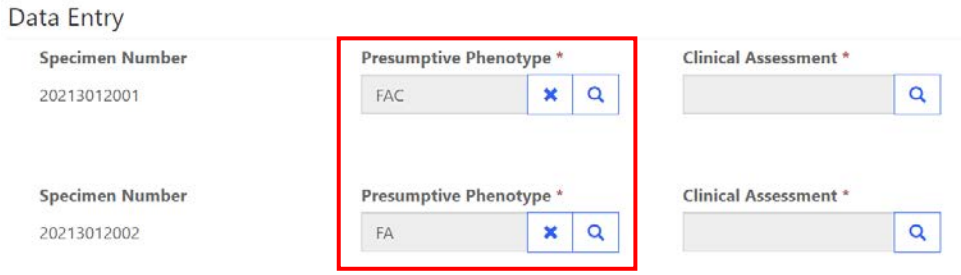


2. Choose a presumptive phenotype for each of the five specimens in the designated field by clicking the magnifying glass.

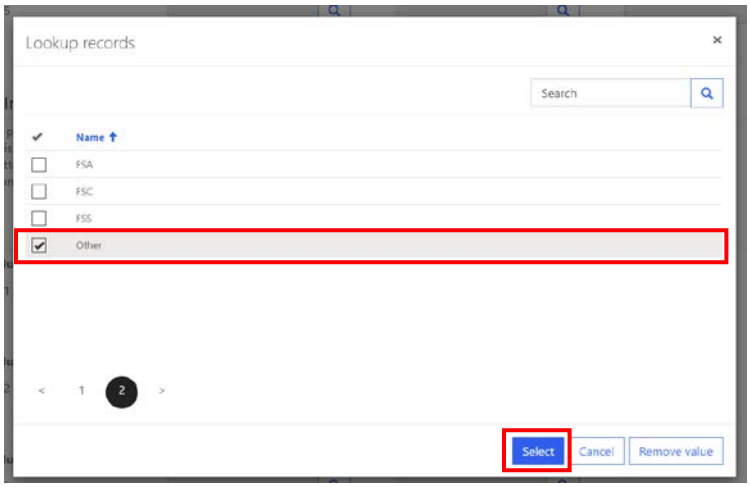


3. Choose a phenotype from the search box then click 'Select'.

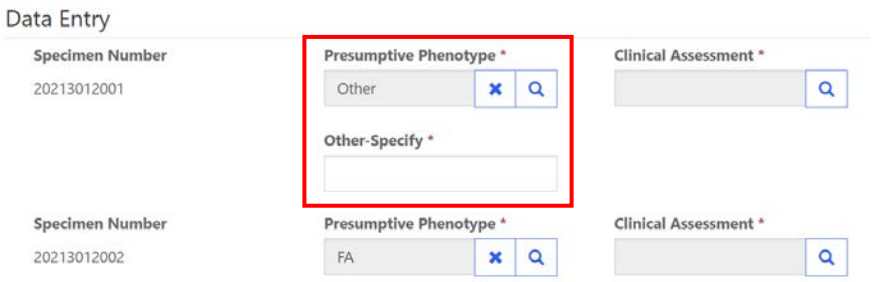
3. Use the letter "V" to represent unidentified hemoglobin variants.
4. Describe unusual phenotypes or other relevant information in the comments section.



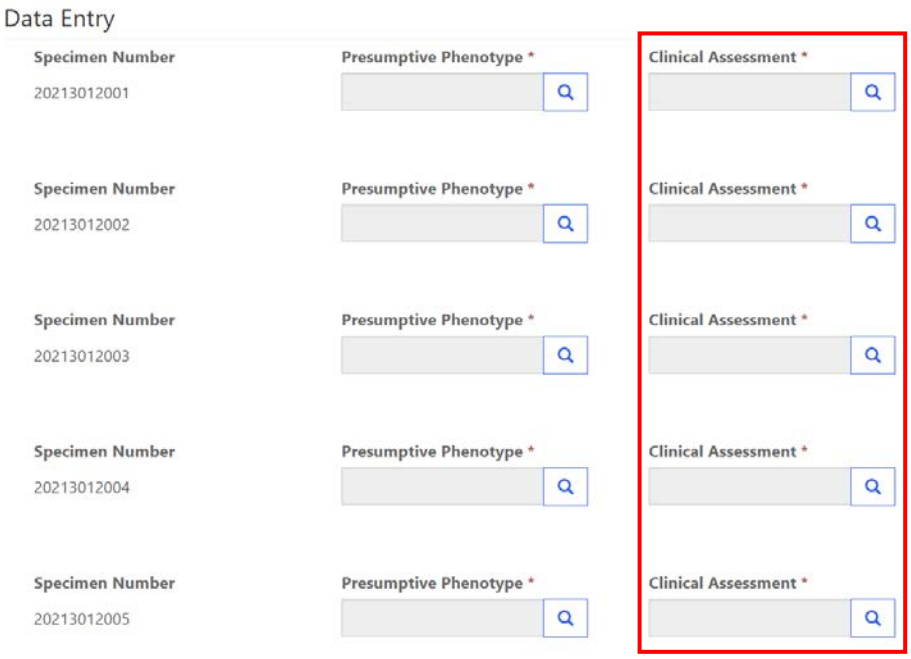
4. If 'Other' is selected, a text box will appear. You are required to specify.



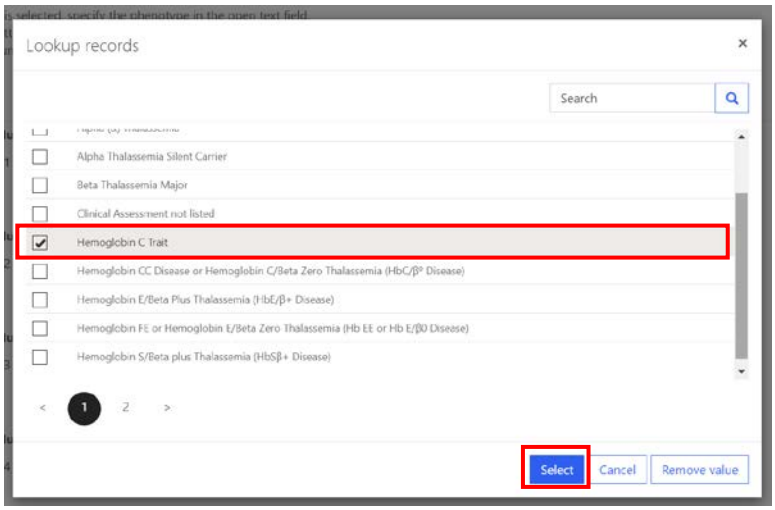
3. Use the letter "V" to represent unidentified hemoglobin variants.
4. Describe unusual phenotypes or other relevant information in the comments section.



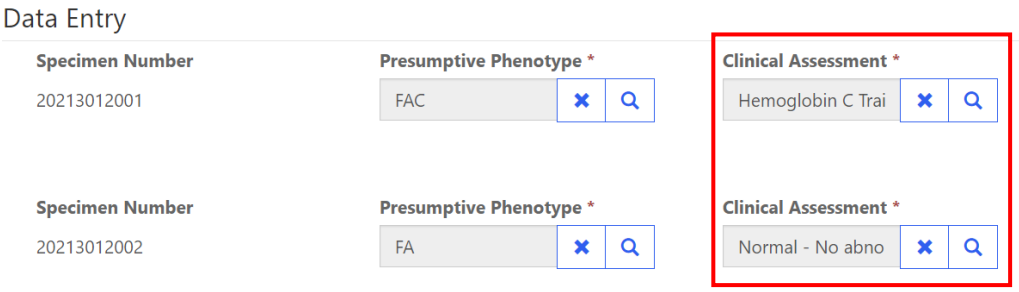
5. Choose a clinical assessment for each of the five specimens in the designated field by clicking the magnifying glass.



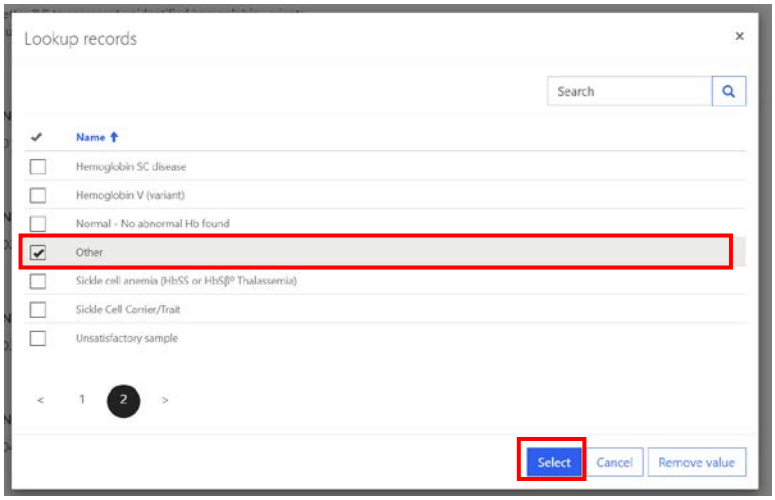
6. Choose a clinical assessment from the search box then click ‘Select’.



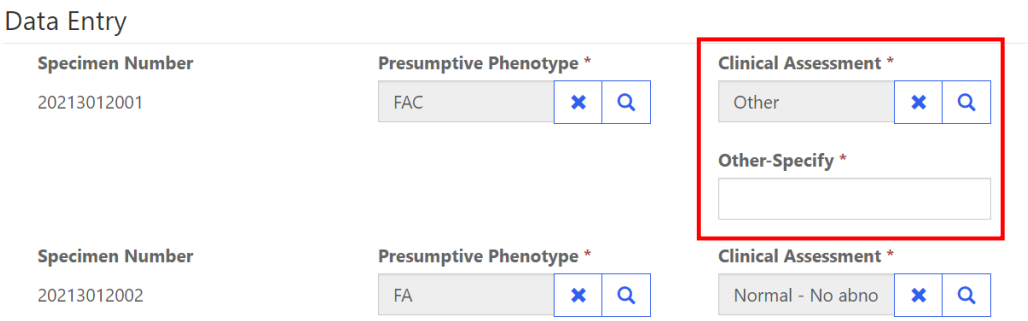
3. Use the letter “V” to represent unidentified hemoglobin variants.
4. Describe unusual phenotypes or other relevant information in the comments section.



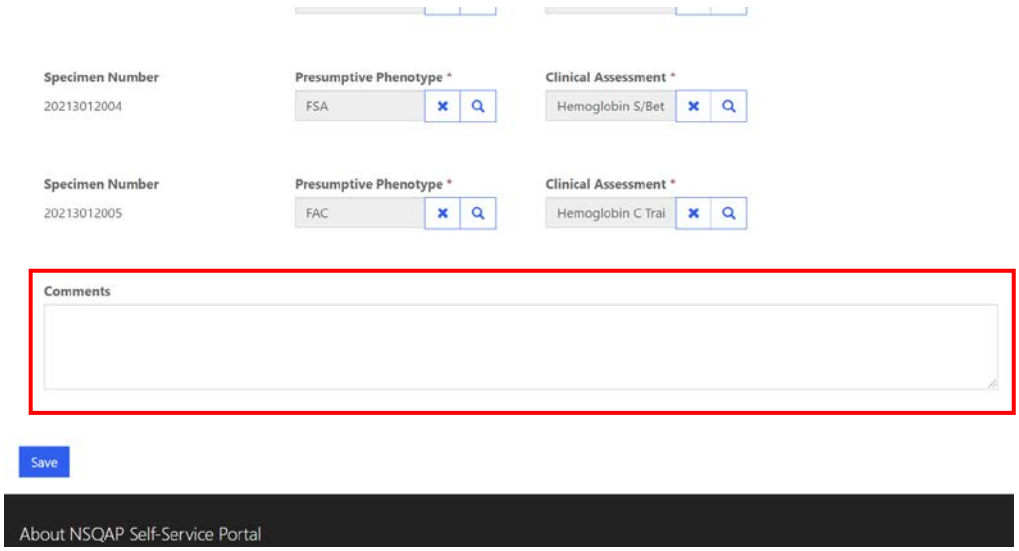
7. If ‘Other’ is selected, a text box will appear. You are required to specify.



2. If "Other" is selected, specify the phenotype in the open text field.
3. Use the letter "V" to represent unidentified hemoglobin variants.
4. Describe unusual phenotypes or other relevant information in the comments section.



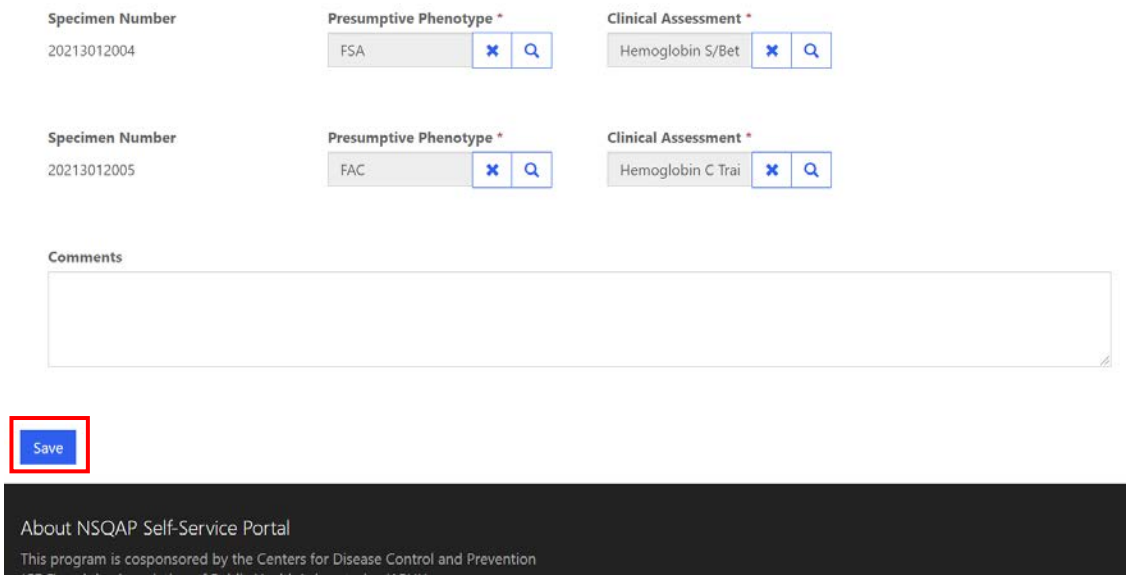
8. If needed, enter optional comments in the comment box.



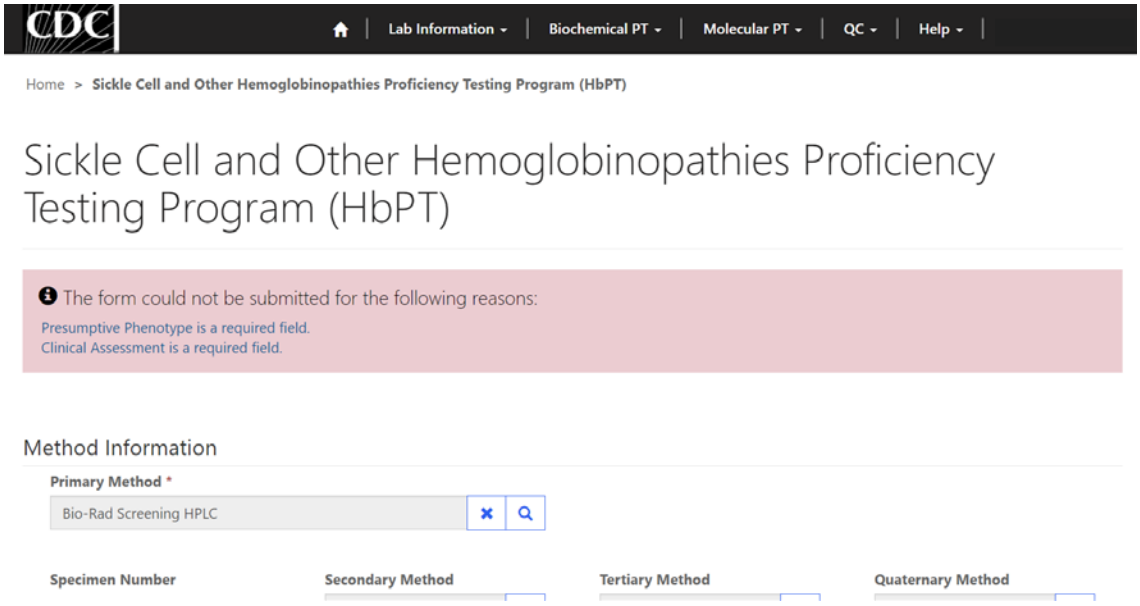
1.4 Save

1. Save HbPT 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.



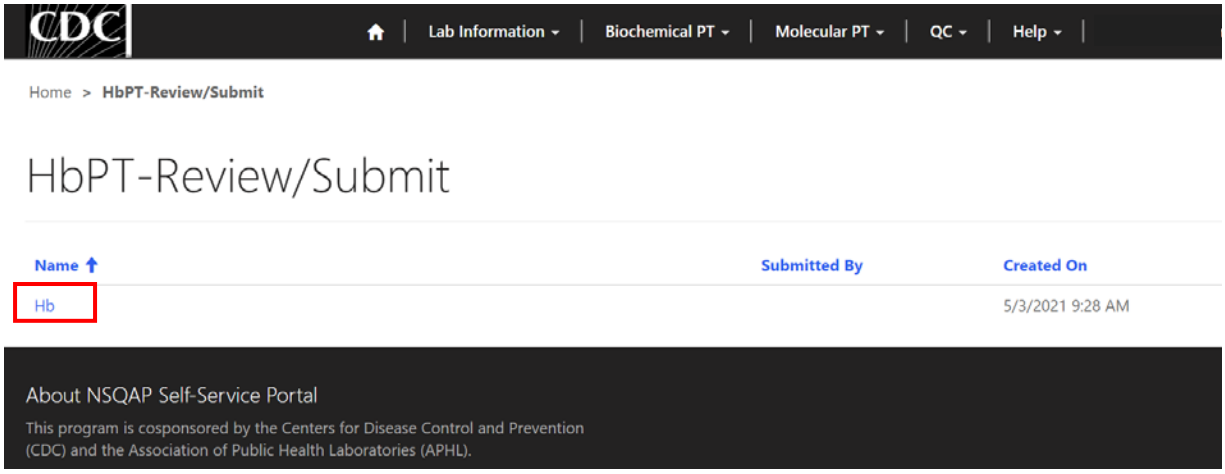
2. If you attempt to save the form without entering **all required fields** you will receive an error message. Complete the missing fields and click 'Save' again.



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 HbPT 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).

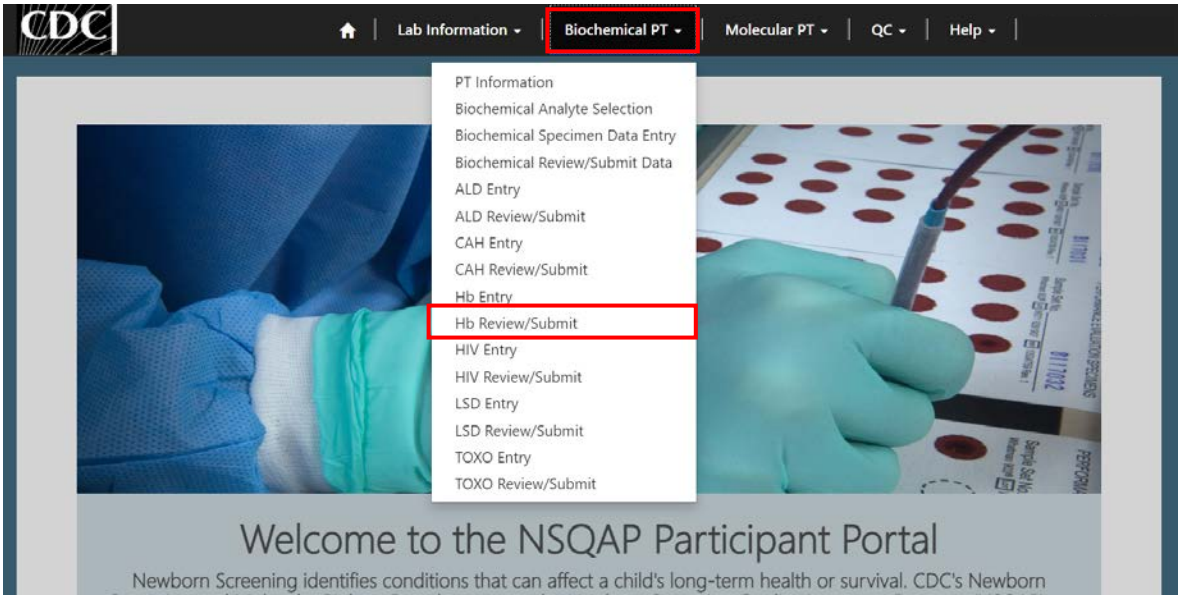


2. HbPT Review & Submit Page

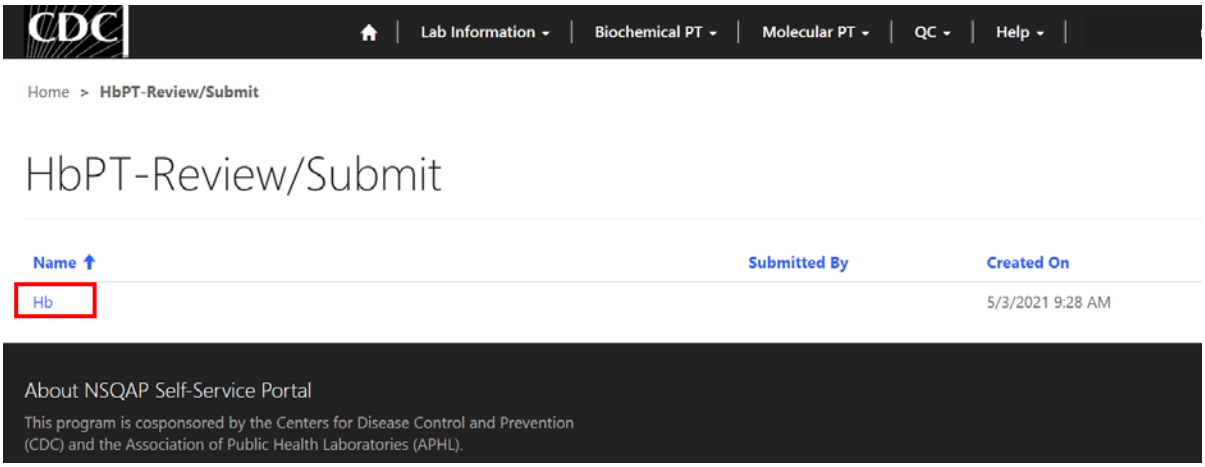
2.1 Navigation

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

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

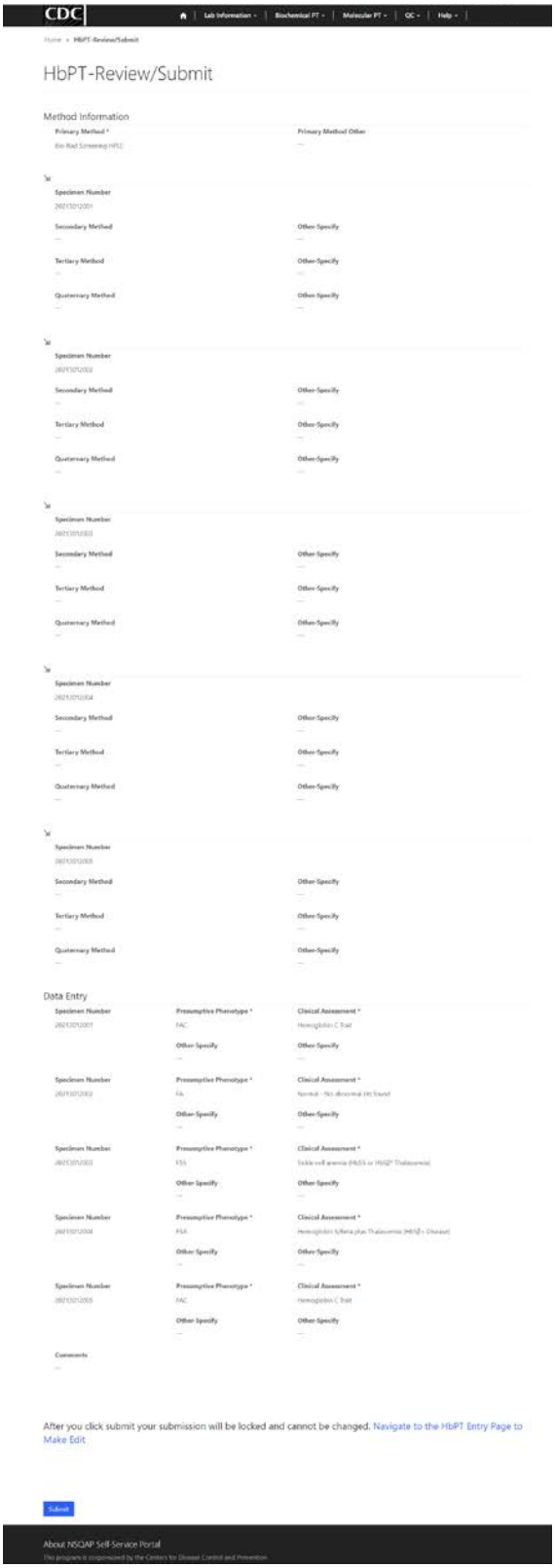


2. The Hb Review/Submit landing page will appear. Select **'Hb'** to navigate to the review and submit page.

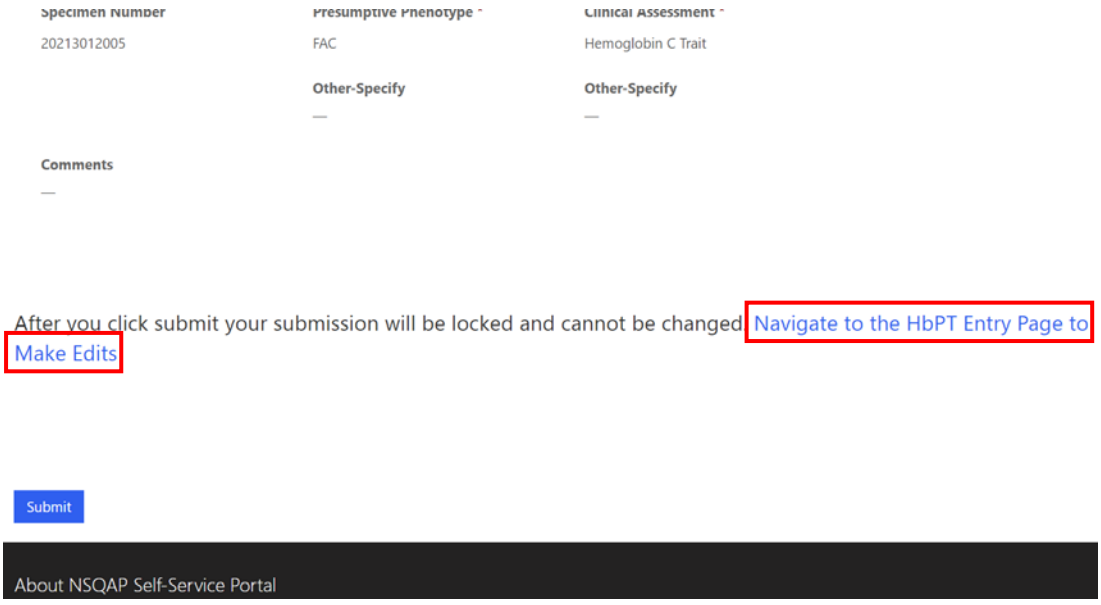


2.2 Review

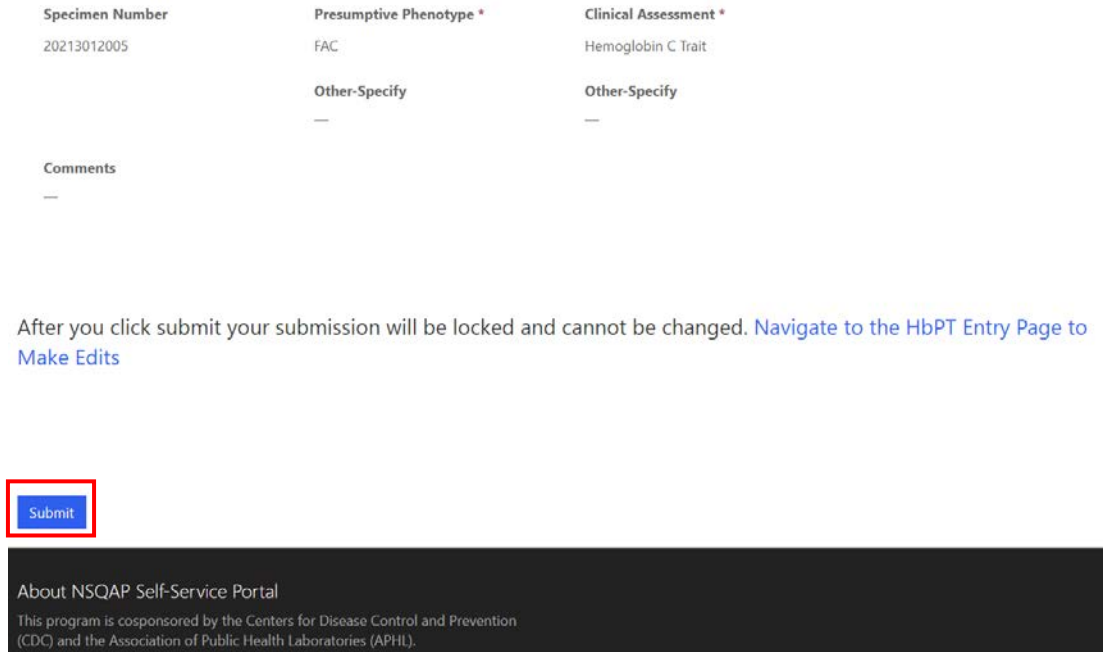
1. Navigate to the ‘HbPT Review/Submit’ page to review HbPT method information and results in a read-only format.



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

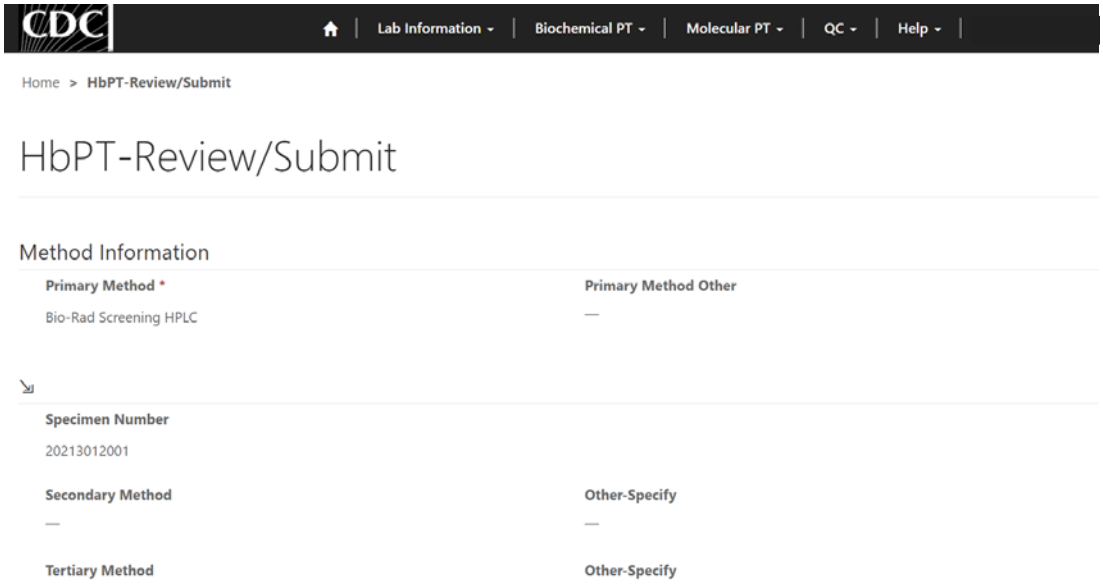


3. After reviewing, submit your results by clicking the 'Submit' button. See section 2.3 for additional details.

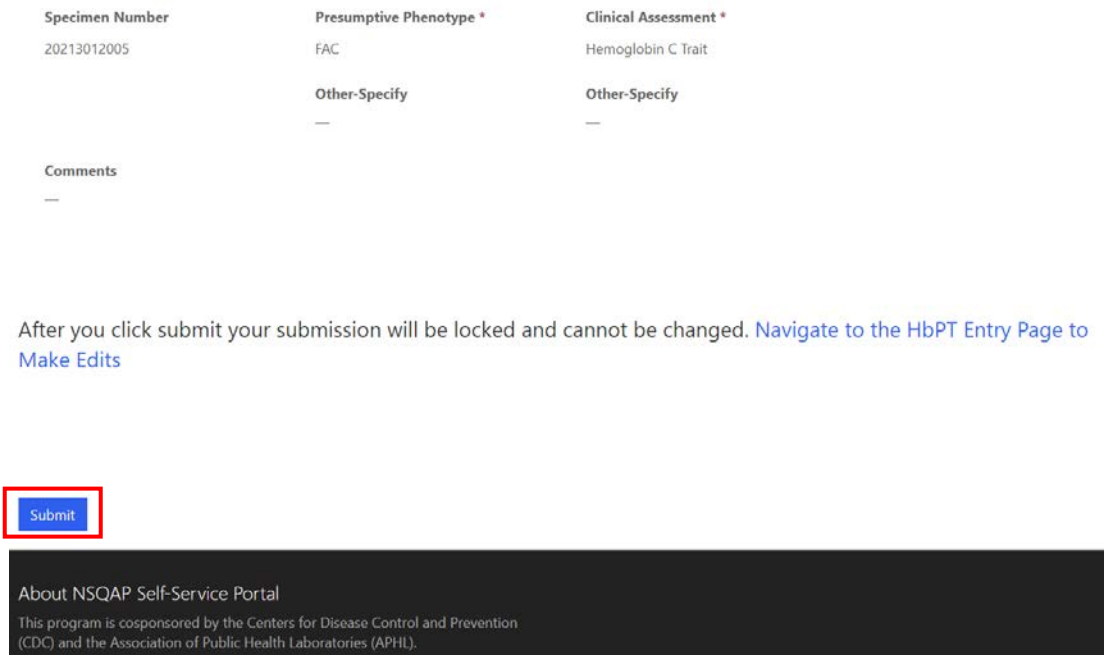


2.3 Submit

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

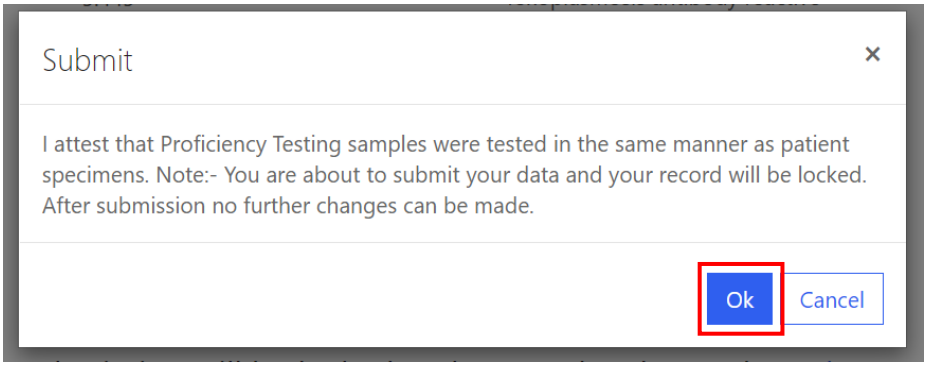


2. After reviewing the HbPT review and submit page, submit results by clicking the 'Submit' button located at the bottom of the page.

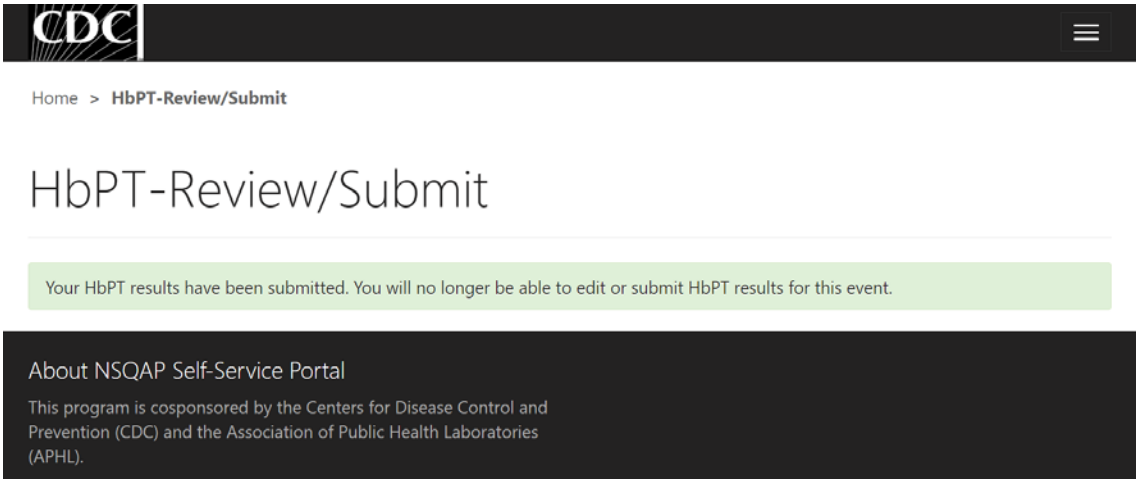


3. You will be prompted to confirm that you are ready to submit. Click **'Ok'** to confirm and submit your HbPT results.

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



4. You will be re-directed back to the HbPT review and submission confirmation page after you successfully submit.



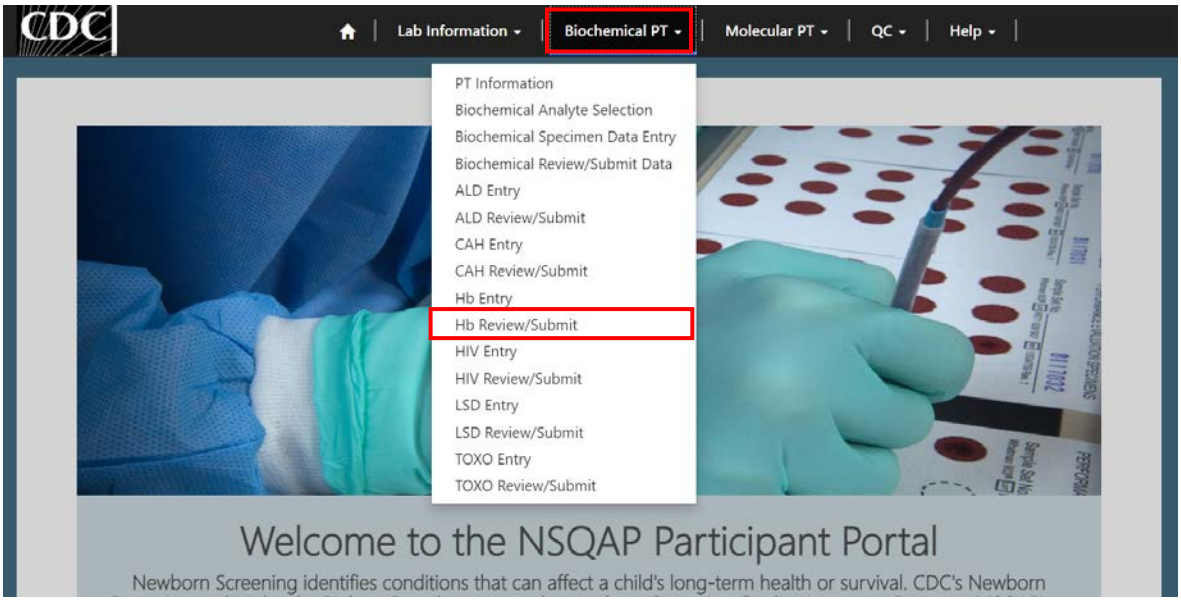
5. The HbPT data entry page cannot be accessed after submission. You can view your submitted data in a read-only format by accessing the review and submit page (see sections 2.1 and 2.2).

2.4 Save Data – Pdf Format

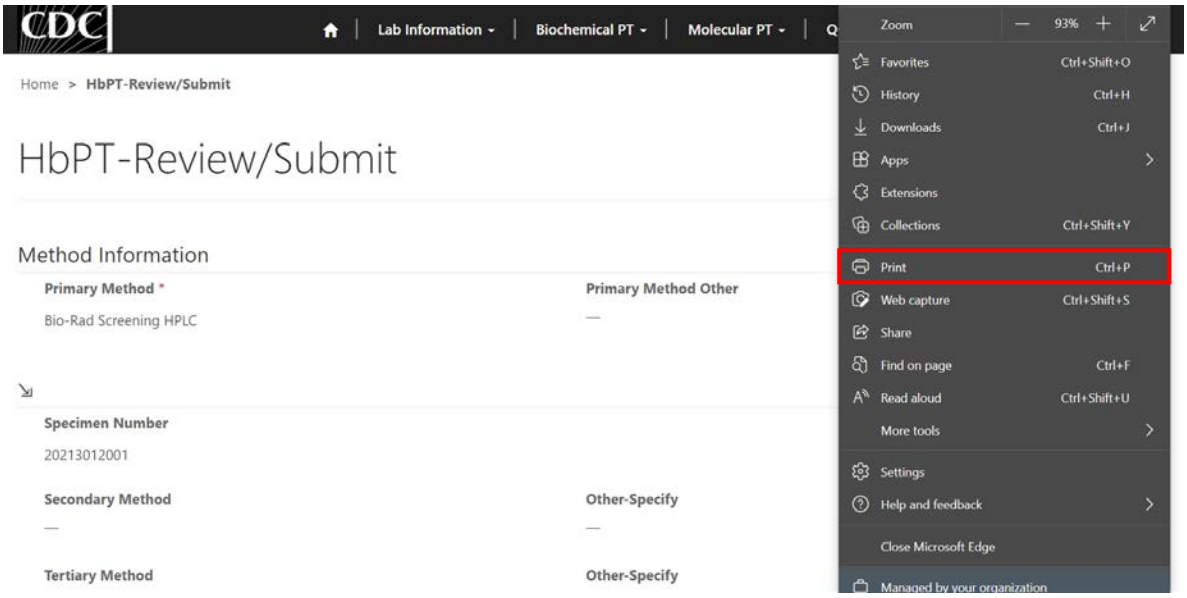
Submitted data can be saved in a pdf format by using the 'Save a PDF' function included in your web browser.

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

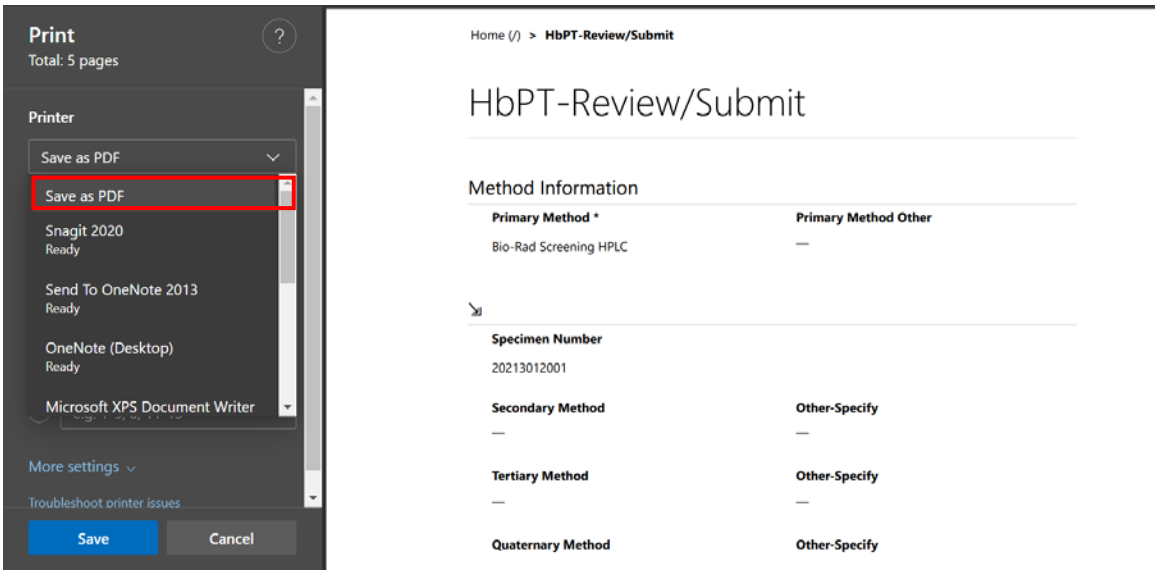
1. Navigate to the review and submit page as described in section 2.1.



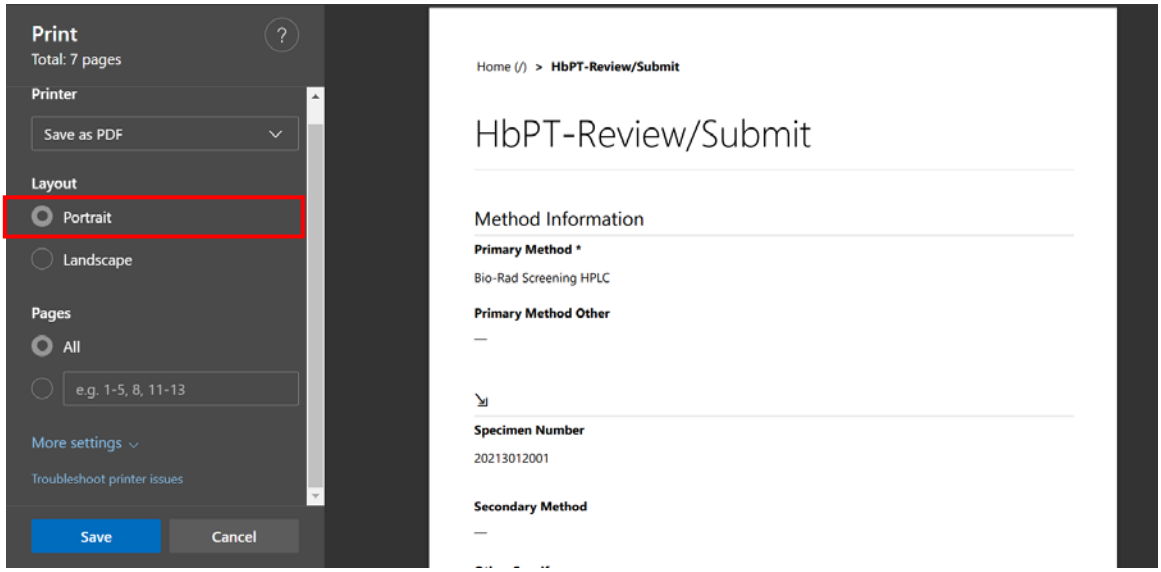
2. Locate the "Print' function on your web browser.



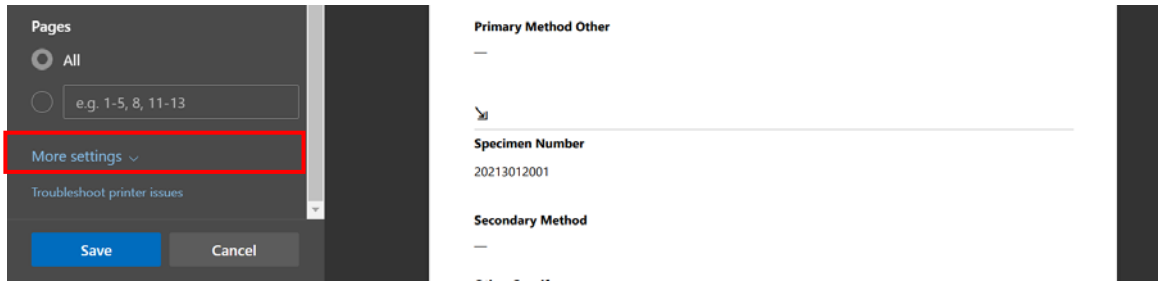
3. Select ‘Save as PDF’.



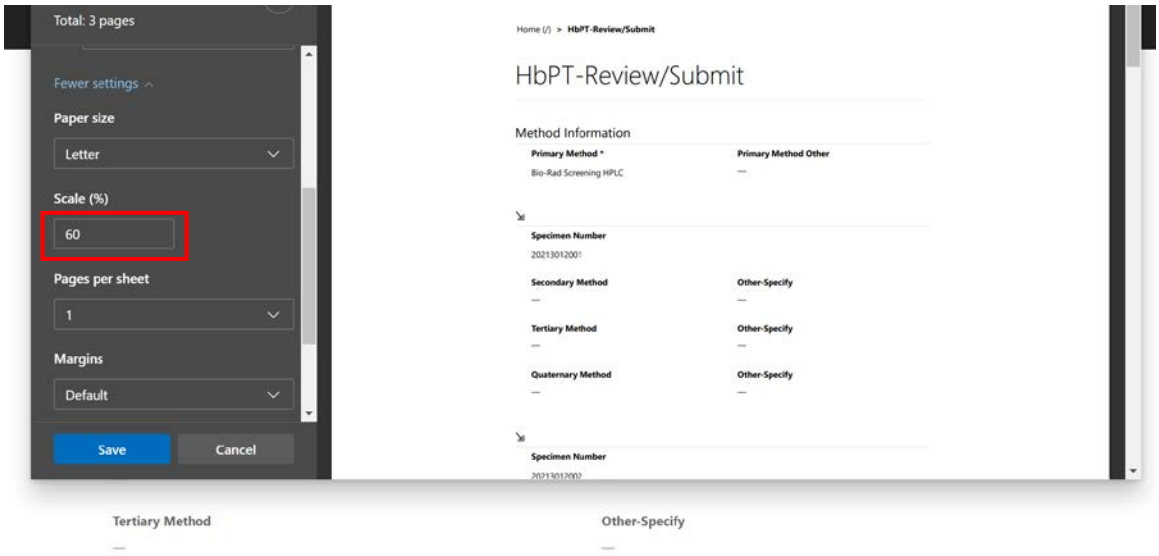
4. Select ‘Portrait’ as the layout choice.



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.