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

LSDPT PILOT PARTICIPANT GUIDE

May 2024

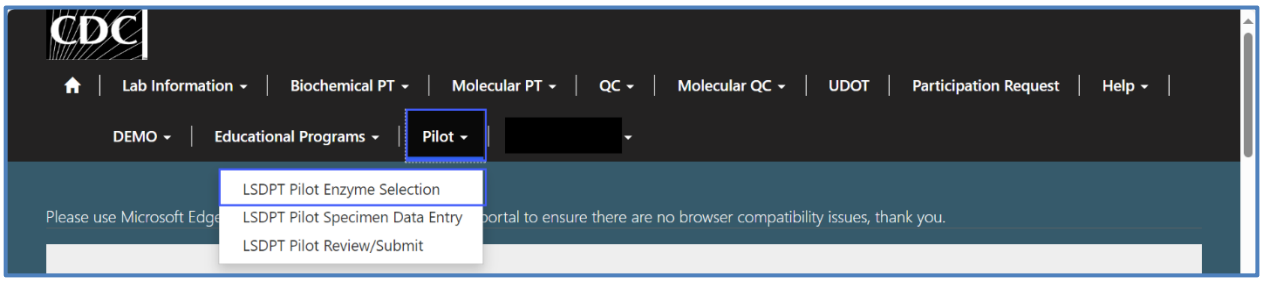
Table of Contents

1. LSDPT Pilot Program Enzyme, Method, and Cutoff Entry Page

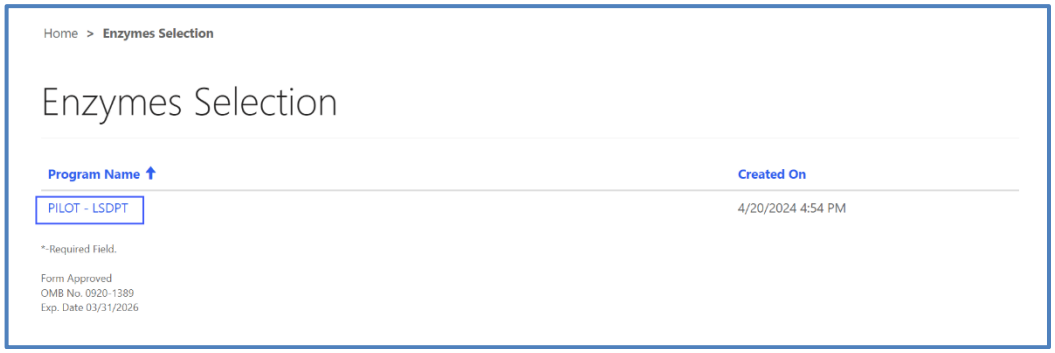
1.1 Navigation

To enter and save LSDPT data, navigate to the LSDPT program entry page. Access the page from the 'LSDPT Pilot Enzyme Selection' option on the Pilot drop-down menu.

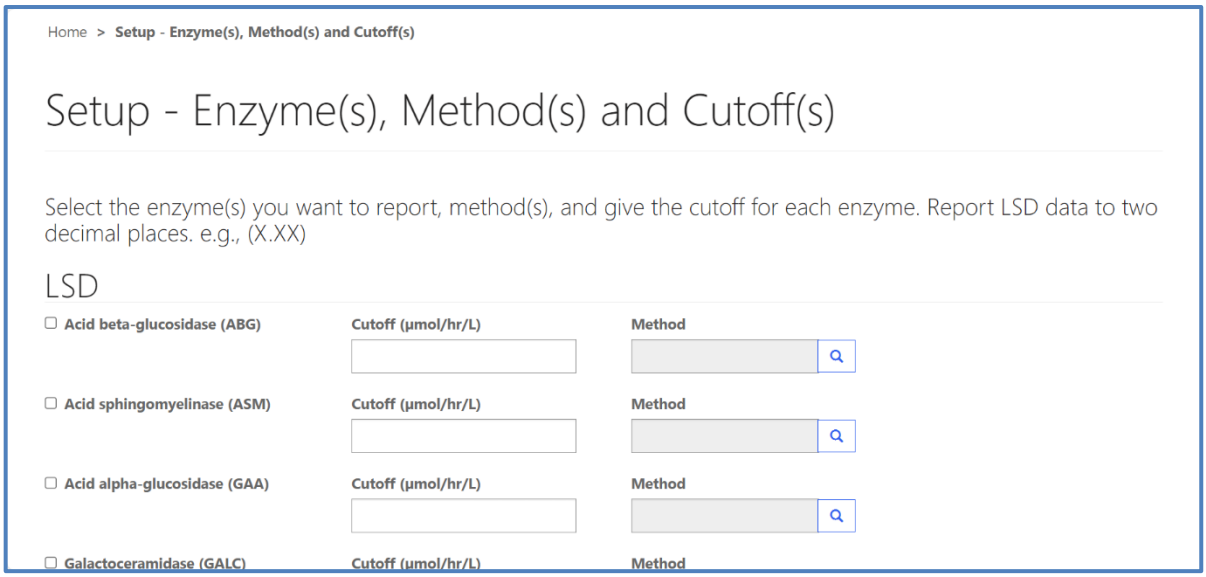
1. Click **'Pilot'** then **'LSDPT Pilot Enzyme Selection'** from the drop-down menu.



2. Select **'PILOT - LSDPT'** to navigate to the entry page.



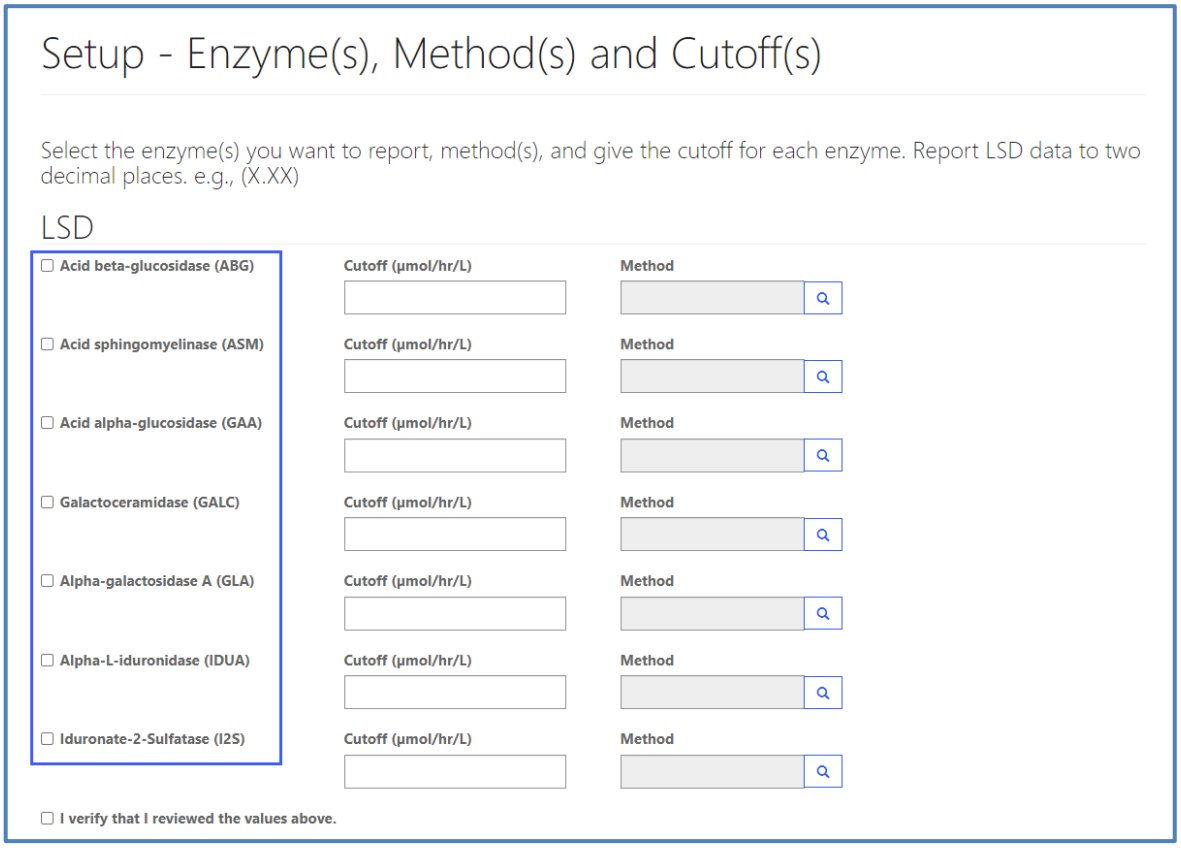
3. User will be directed to the LSDPT Pilot **Enzyme**, **Method,** and **Cutoff** entry page to select **Enzymes** and enter **Method** and **Cutoff** data. Required fields are indicated with an asterisk(*).



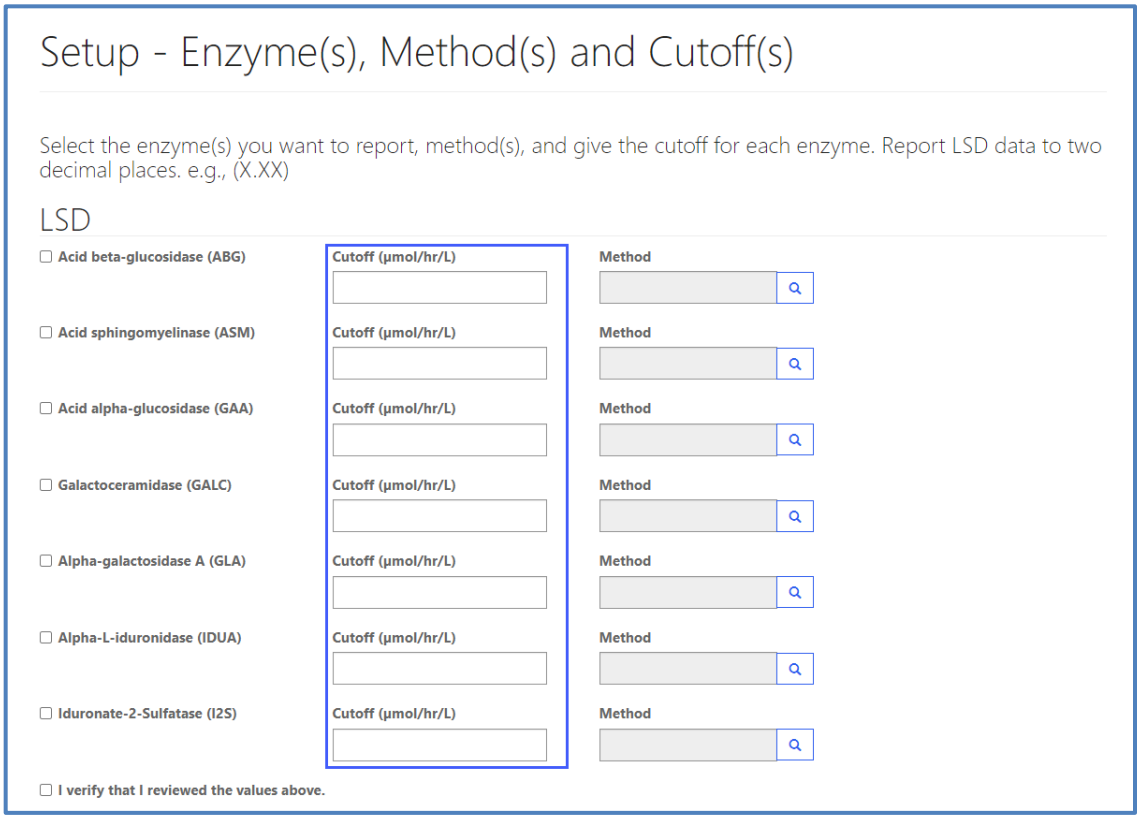
1.2 Entering Enzyme, Method, and Cutoff Information

From the 'Setup – Enzyme(s), Method(s) and Cutoff(s)' page, enter the Enzyme, Method, and Cutoff information. Navigation details can be found in Section 1.1.

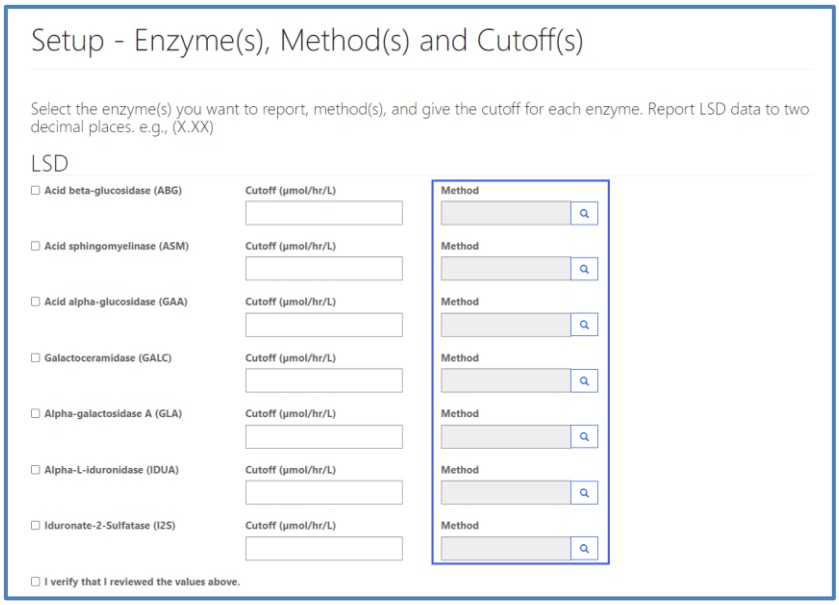
1. For each enzyme a User wants to report, select the checkmark before that enzyme's name.



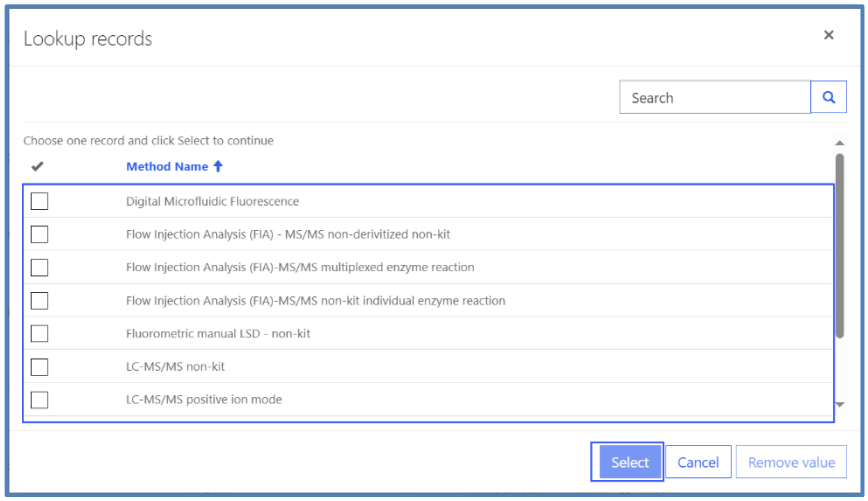
2. For each selected enzyme, enter the cutoff for that enzyme. Values should be entered to two decimal places.



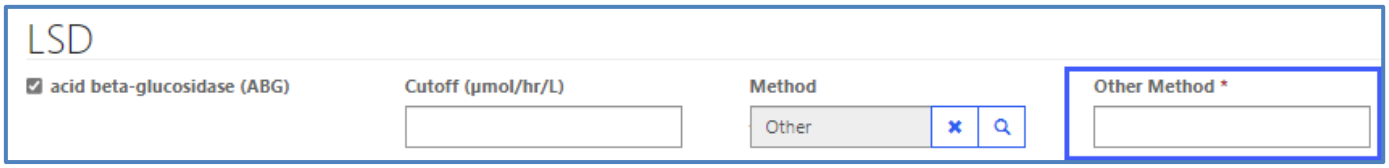
3. For each selected enzyme, select the method used by clicking the magnifying glass icon in the **Method** field to open the method selector.



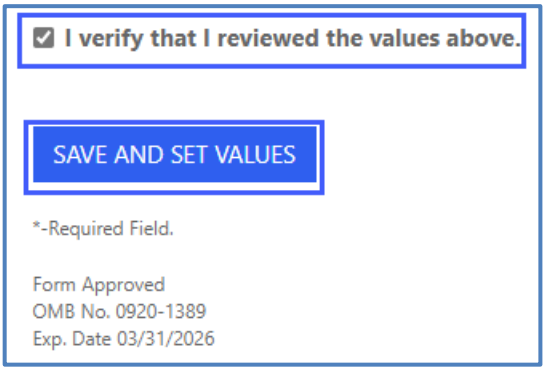
4. With the method selector open, click on a method name to choose a method, then click **Select**.



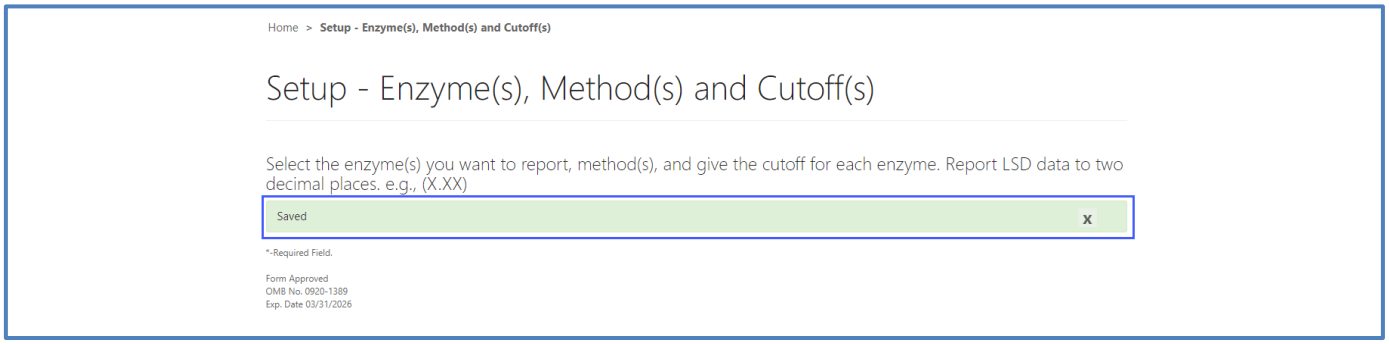
5. For each selected Enzyme, if 'Other' is selected Users are **required** to enter the other method used in the **Other Method** text entry field.



6. When all enzymes to be reported have been selected, and Cutoff and Method have been entered, verify the values are correct and then select the checkbox next to **I verify that I reviewed the values above.** Then click **Save and Set Values.**

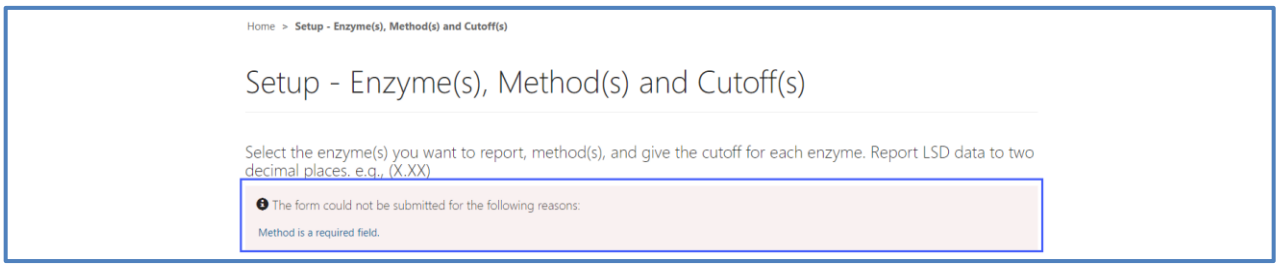


7. After Saving and Setting values, a green message will appear letting the User know that their entries have been **Saved.**



NOTE: The data entry page can be saved and re-saved as many times as needed, but each new save will overwrite the previous save(s). Returning to re-enter enzyme(s), method(s) and cutoff(s) will reset any already entered data.

8. If the User attempts to save the form without entering **all required fields**, they will receive an error message. Complete the missing fields and click **'Save'** again.

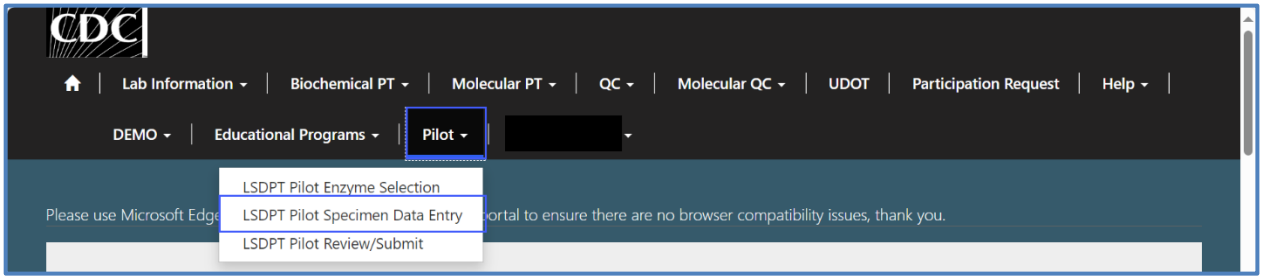


2. LSDPT Pilot Specimen Data Entry Page

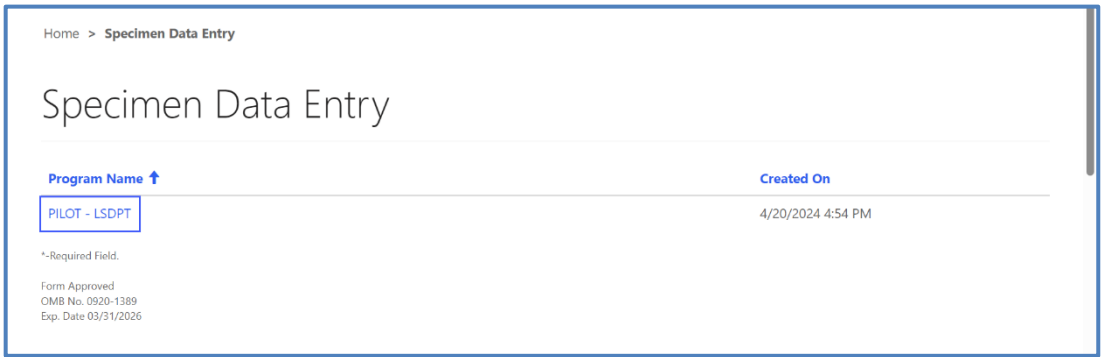
2.1 Navigation

Review and save LSDPT Pilot specimen data after Enzymes, Methods and Cutoffs have been entered and saved (see Section 1). Access the review/save page via the **'LSDPT Pilot Specimen Data Entry'** option on the **Pilot** drop-down menu.

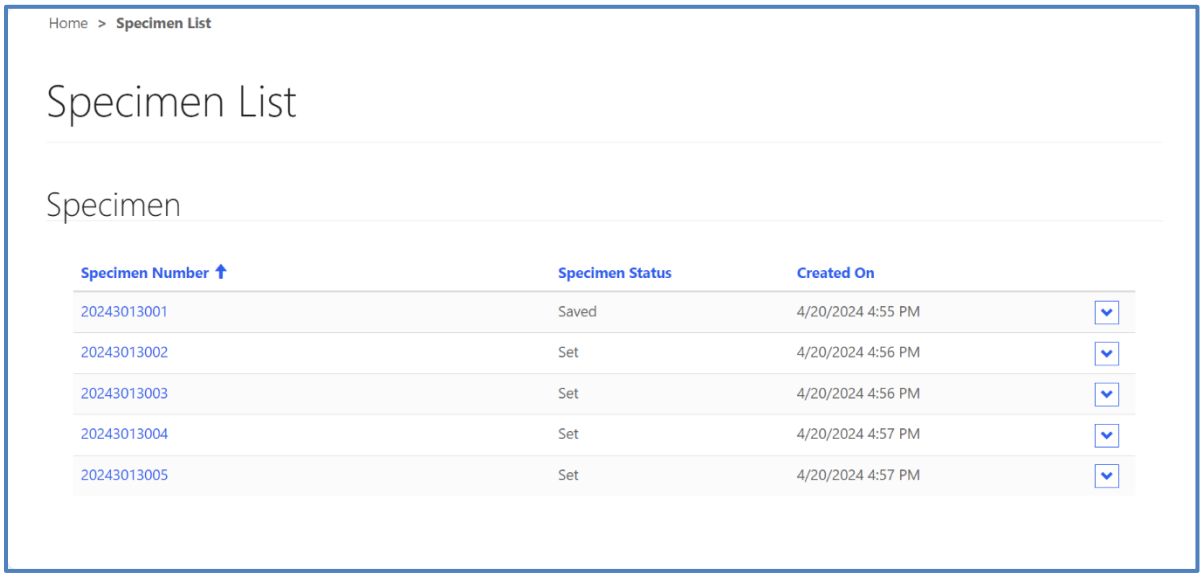
1. Select **'Pilot'** then **'LSDPT Pilot Specimen Data Entry'** from the drop-down menu.



2. The LSDPT Pilot Specimen Data Entry landing page will appear. Select **'PILOT – LSDPT'** to navigate to the data entry page.

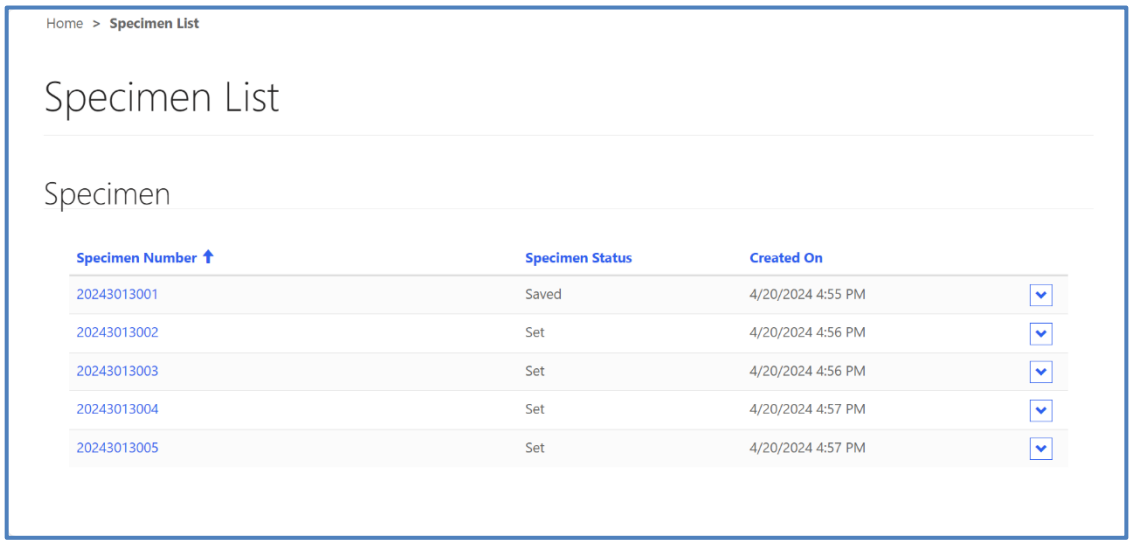


3. User will be directed to the LSDPT Pilot **Specimen List** page to input data.

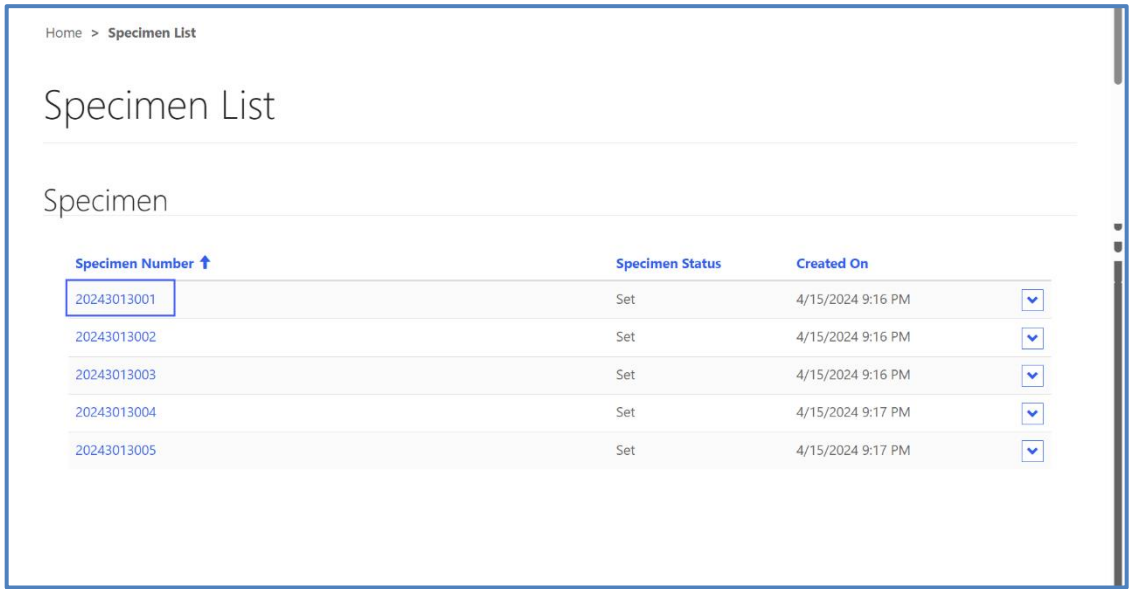


2.2 Data Entry

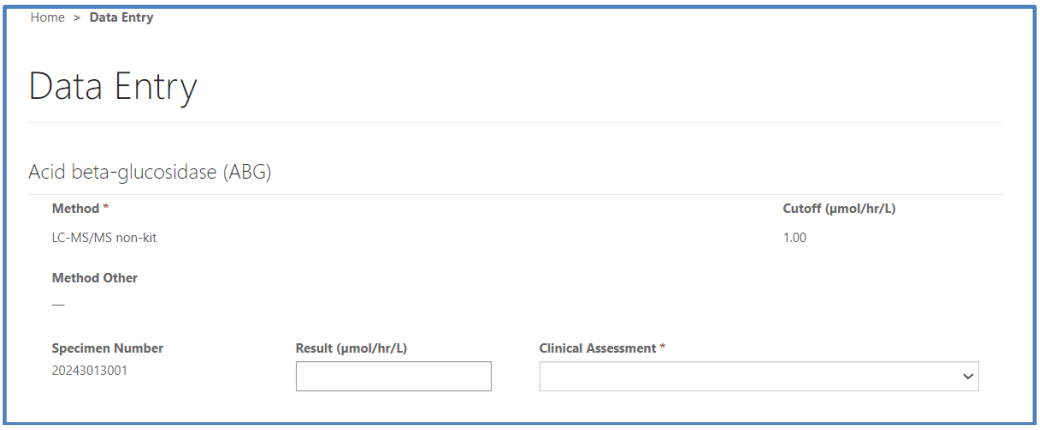
1. From the page titled 'Specimen List' the User can enter LSDPT pilot program results for each specimen. Navigation details can be found in Section 2.1.



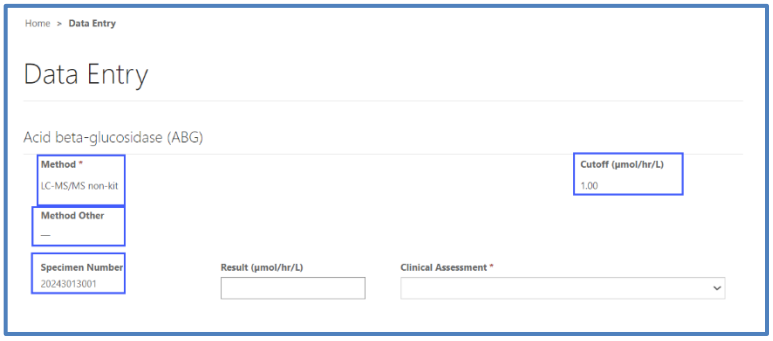
2. Select a specimen from the **Specimen List** to enter data for that specimen.



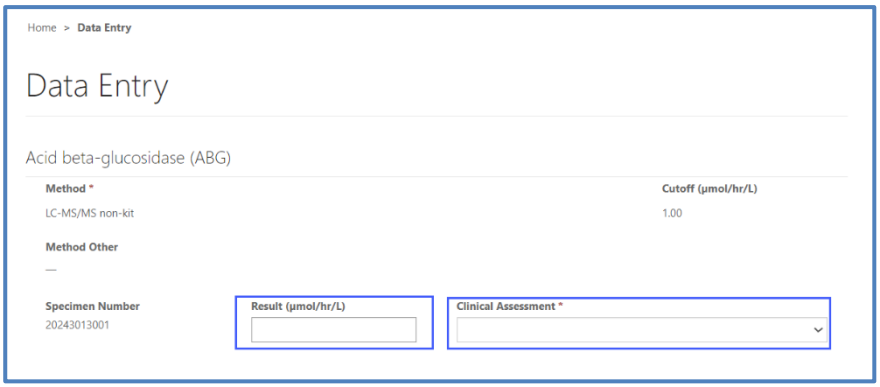
3. A **Data Entry** page will display with all the enzymes selected in the previous form.



4. For each Enzyme, the information previously entered for **Method**, **Cutoff**, and **Method Other** (if provided) will be prefilled, and the selected **Specimen Number** will display.

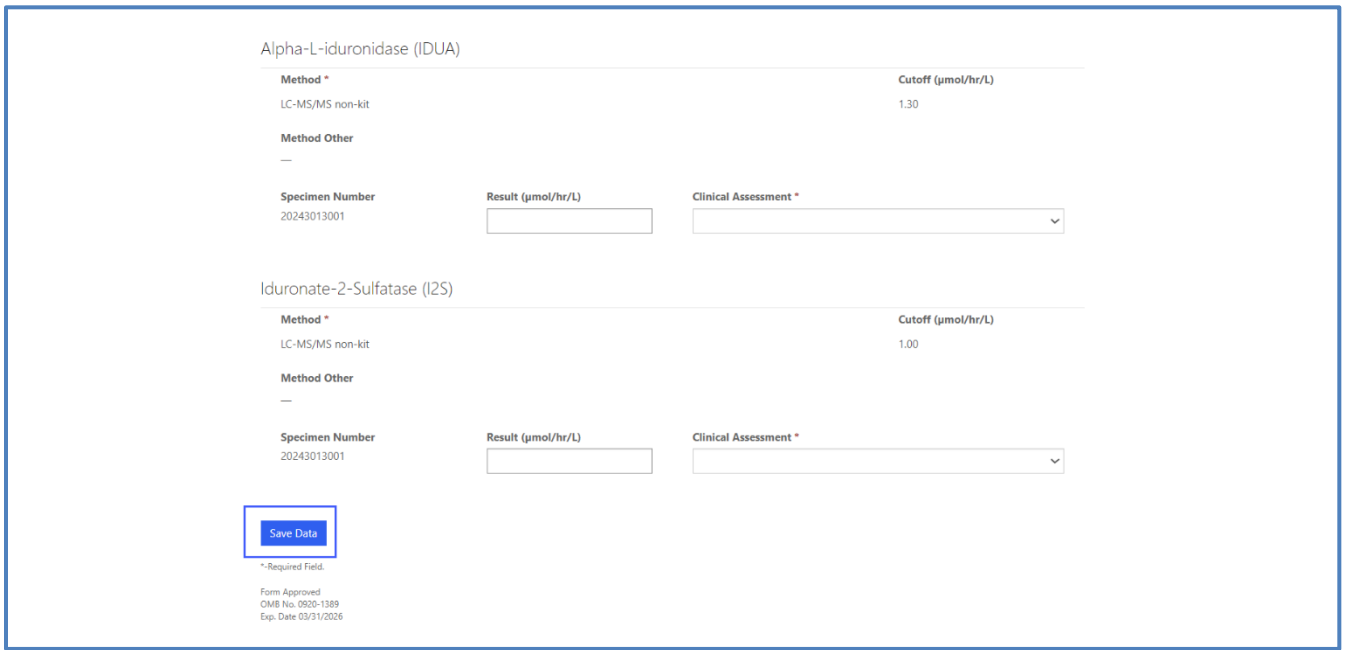


5. For each enzyme, enter the value in the **Result** field, and select an answer from the **Clinical Assessment** dropdown menu.

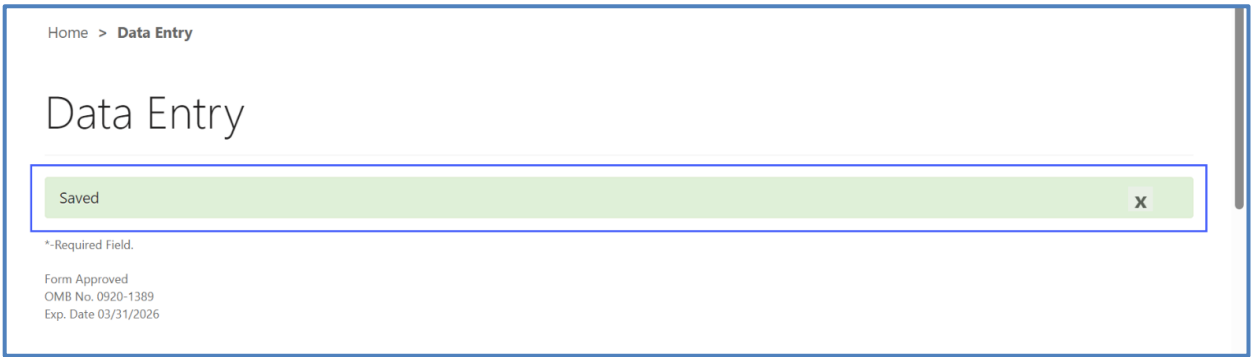


NOTE: The Result data is recorded to 2 decimal places. Values with fewer than 2 decimals may be entered, but ending zeros will be appended to the saved data.

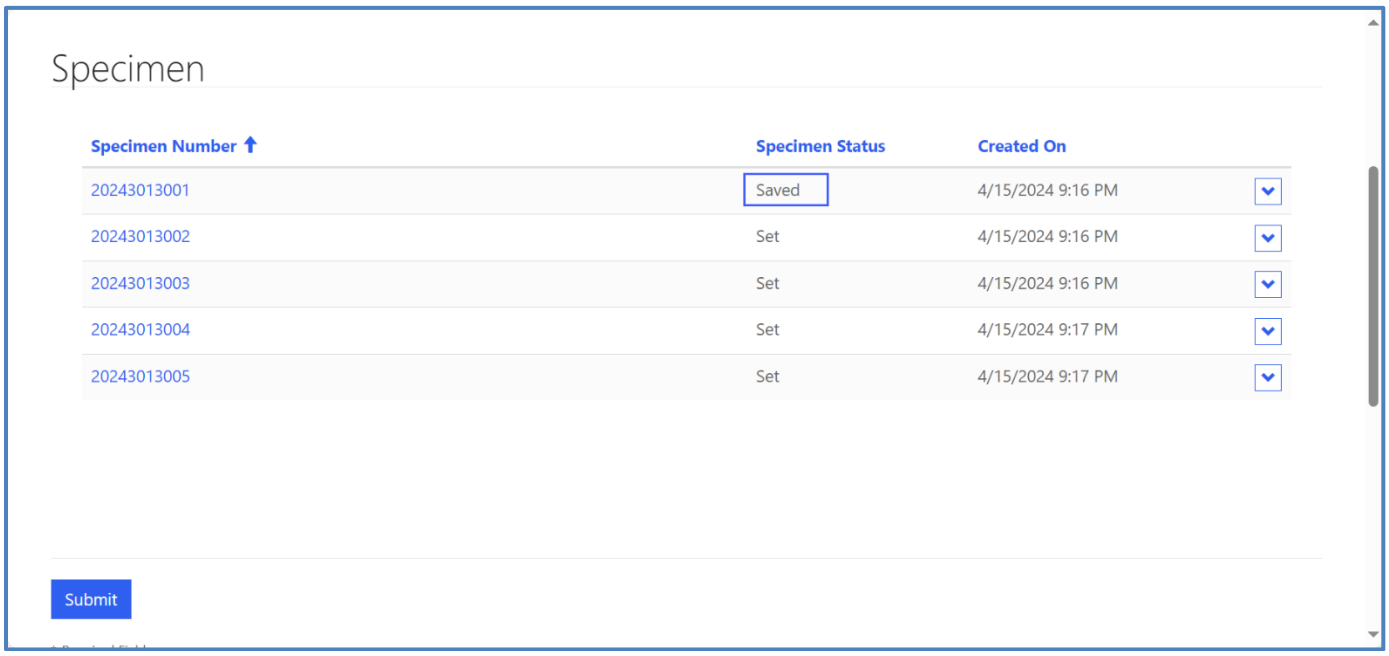
6. When all the information is complete, select **Save Data** at the bottom of the page.



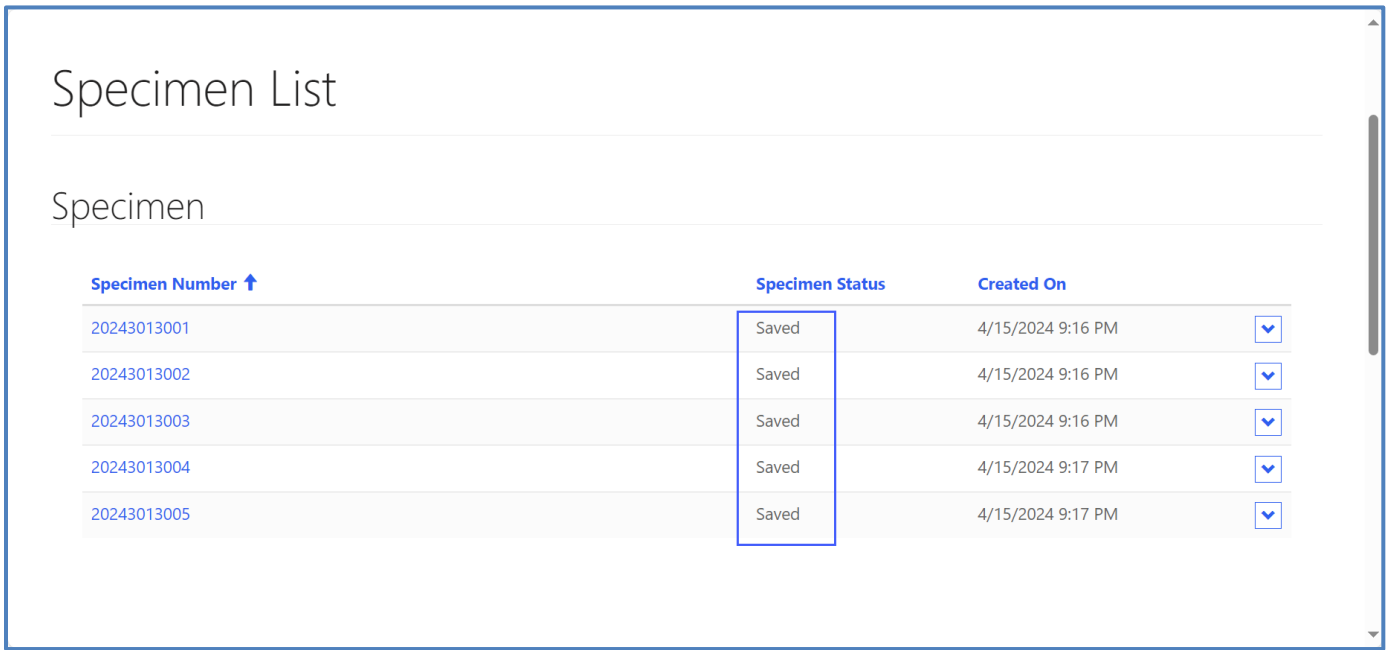
7. When the data has been successfully saved, a **Saved** banner will display.



8. Return to the **Specimen** page. Navigation details can be found in Section 2.1. The specimen for which data has been entered will show as **Saved**.



9. Repeat steps 2-8 until data has been saved for all specimens.

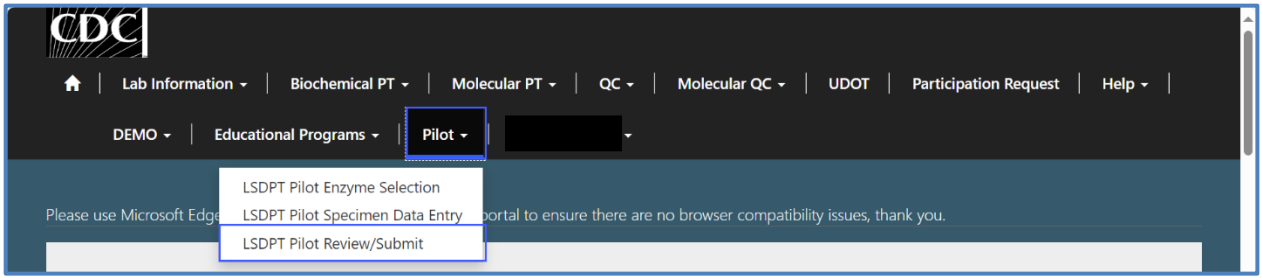


3. LSDPT Pilot Review/Submit Page

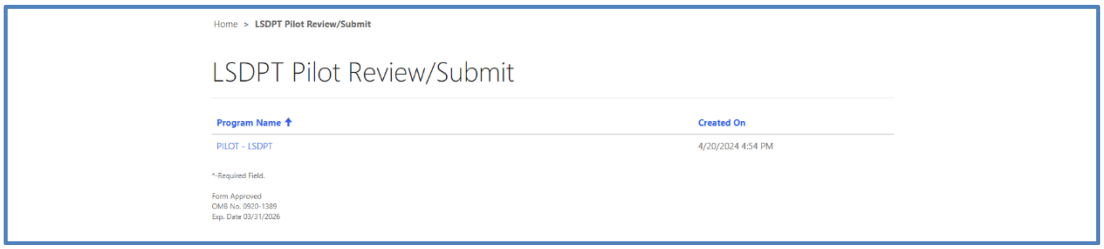
3.1 Navigation

Review and submit LSDPT specimen data after Enzymes, Methods and Cutoffs have been entered and saved (see Section 1) and Specimen data has been entered for each specimen (see Section 2). Access the review/submit page via the **'LSDPT Pilot Review/Submit'** option on the **Pilot** drop-down menu.

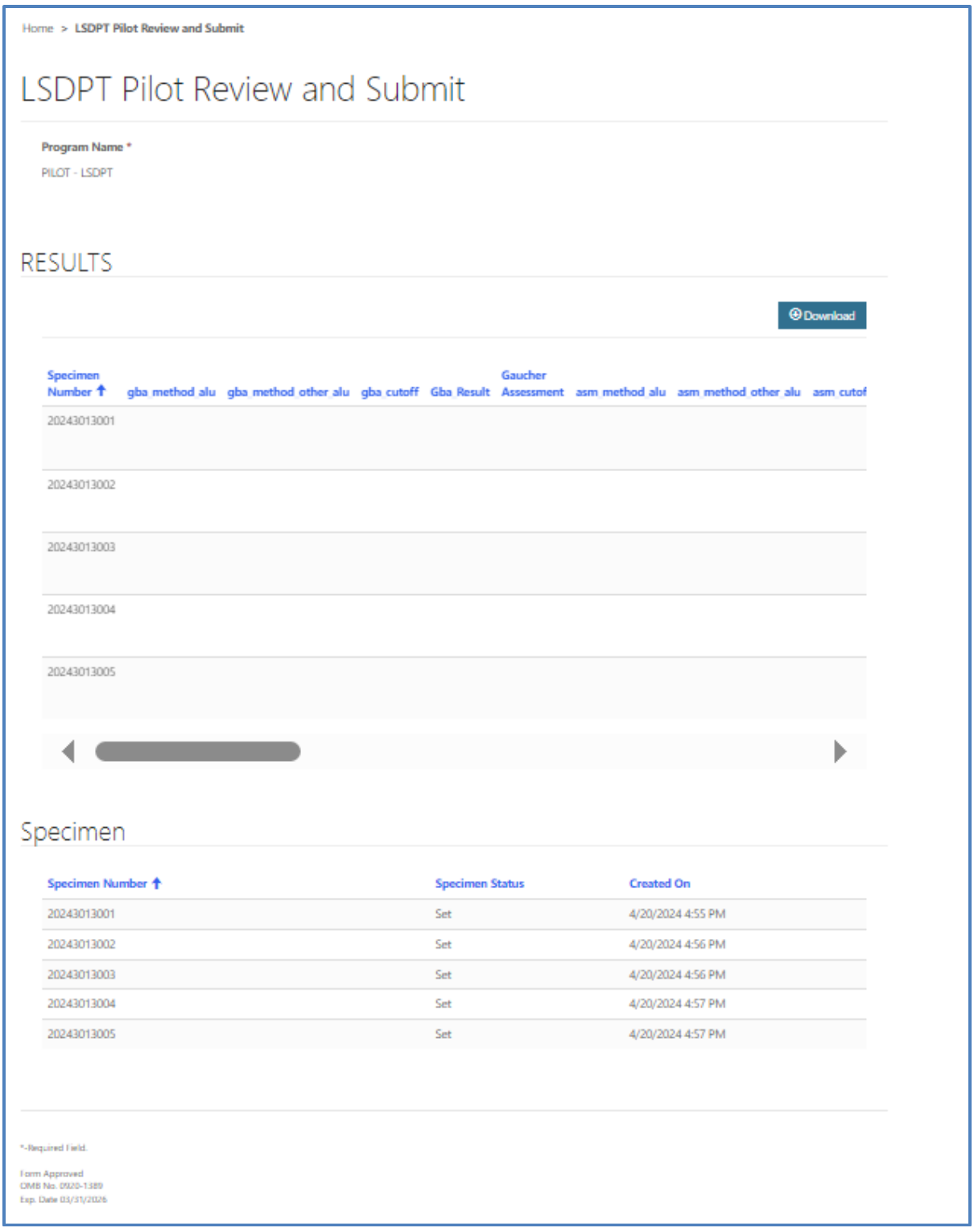
1. Select **'Pilot'** then **'LSDPT Pilot Review/Submit'** from the drop-down menu.



2. The LSDPT Pilot Review/Submit landing page will appear. Select **'PILOT – LSDPT'** to navigate to the Review/Submit page.

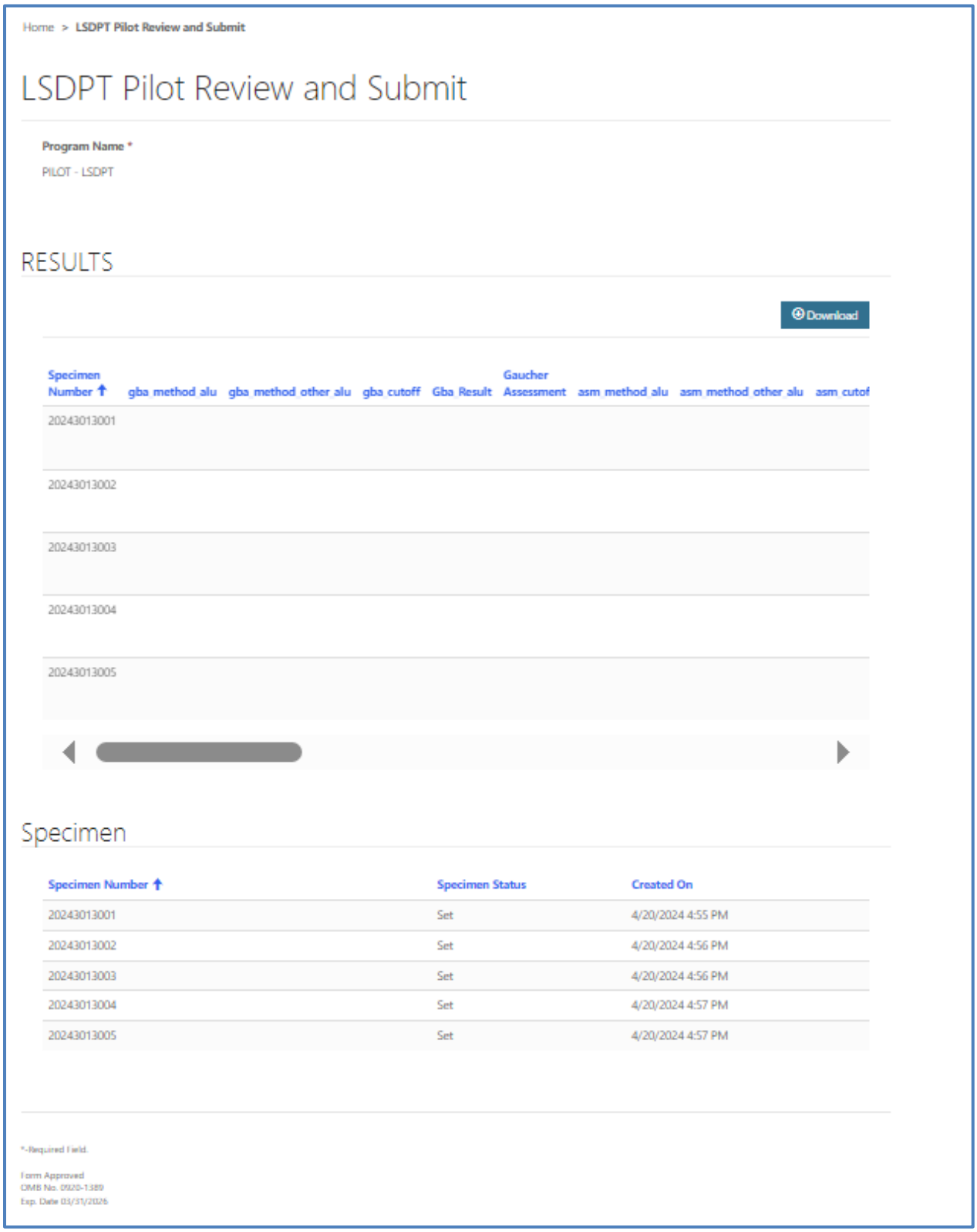


3. User will be directed to the LSDPT Pilot Review/Submit page to review their data and submit it.

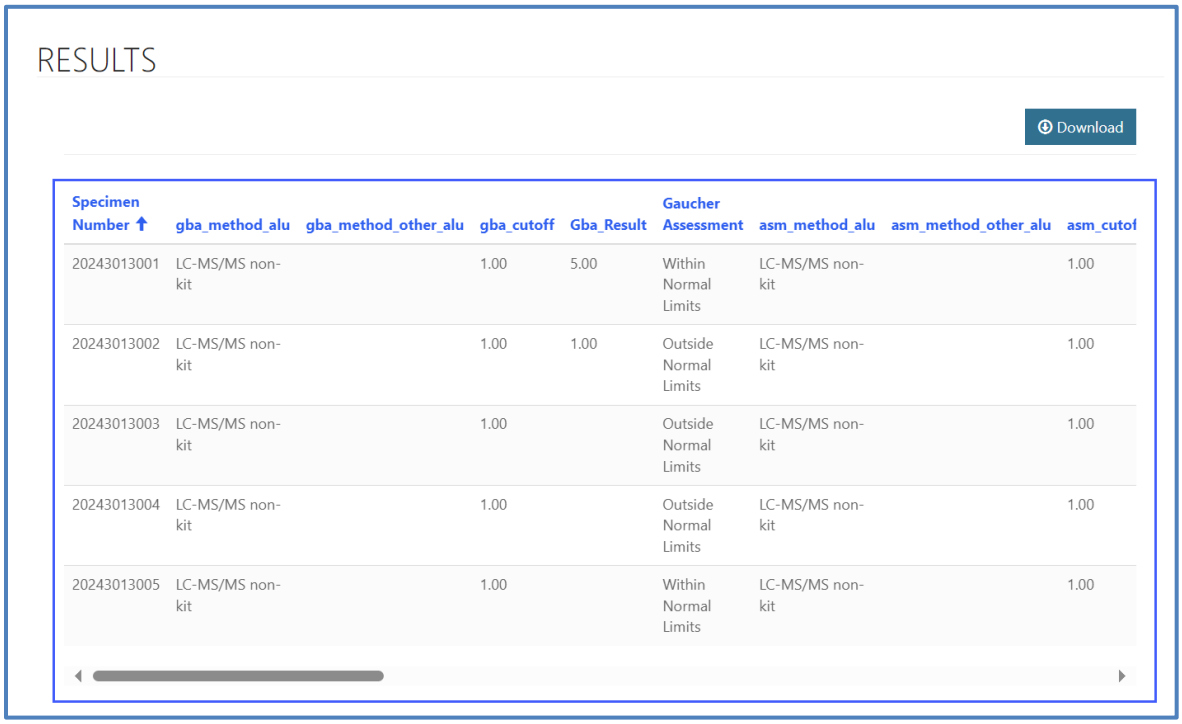


3.2 Review/Submit

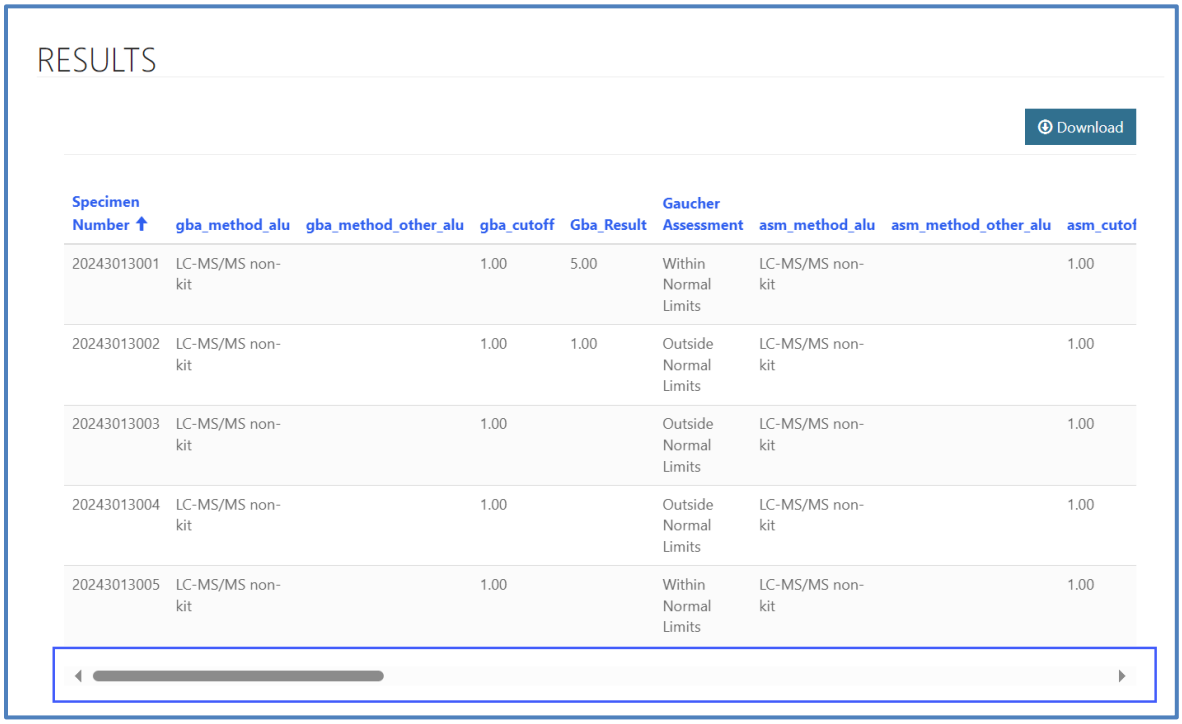
1. From the page titled 'LSDPT Pilot Review/Submit', the User can review their entered LSDPT pilot program results and submit them. Navigation details can be found in Section 3.1.



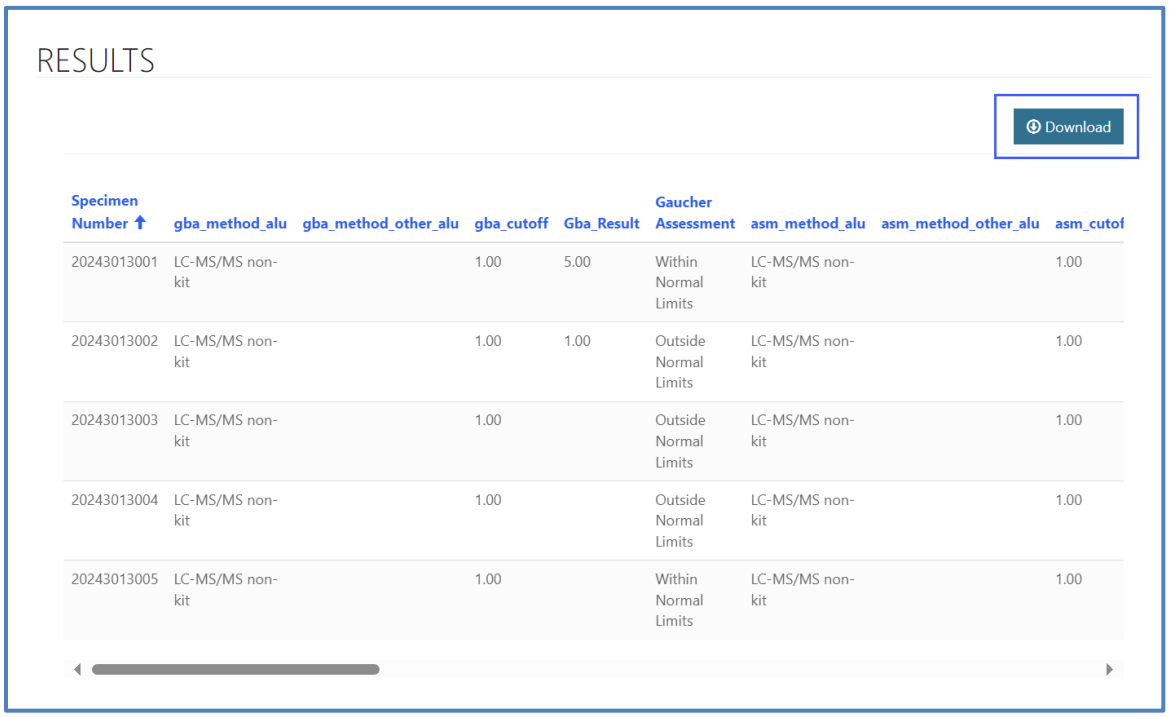
2. The RESULTS Section displays the User-entered data for each specimen.



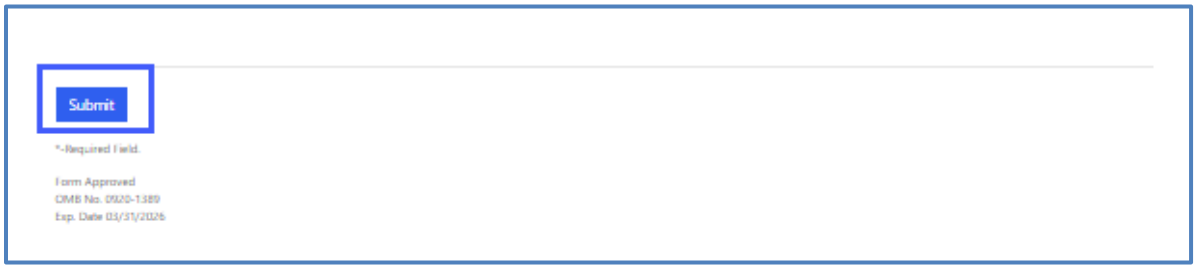
3. Users can utilize the horizontal scroll bar to see all the data for a given specimen.



4. A copy of all entered data can be downloaded by clicking the **Download** button in the upper right corner of the Results Section.



5. When User is satisfied with the entered data, clicking the **Submit** button at the bottom of the page will submit the data for the lab.



6. Data has been successfully submitted when a green **Submission completed successfully** message is displayed.