

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

September 2023

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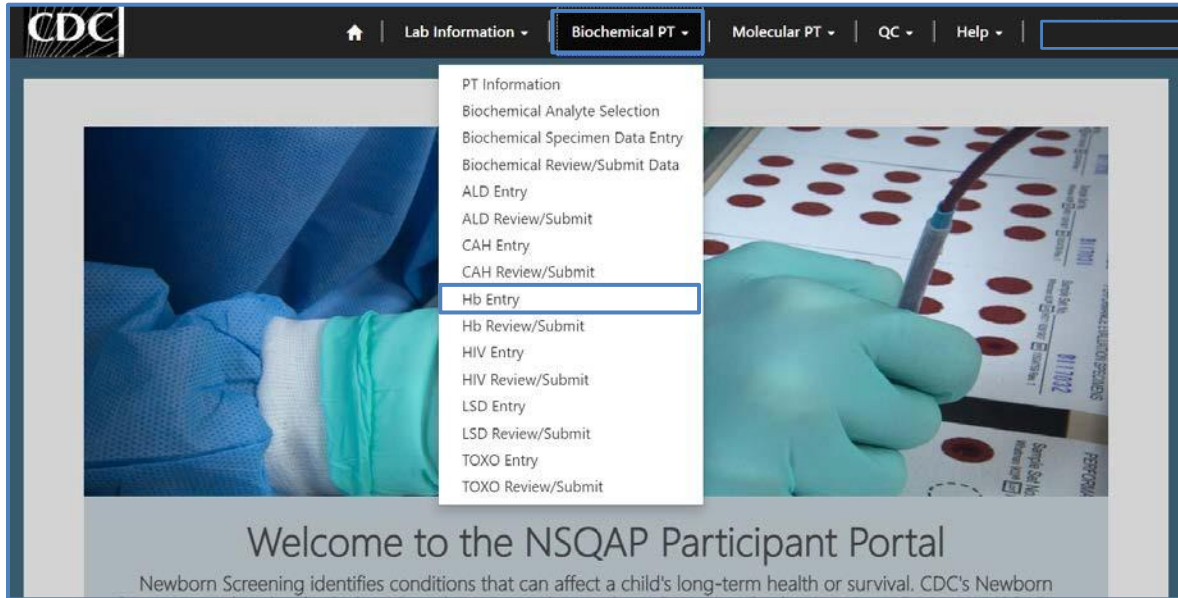
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1. HbPT Program Entry Page

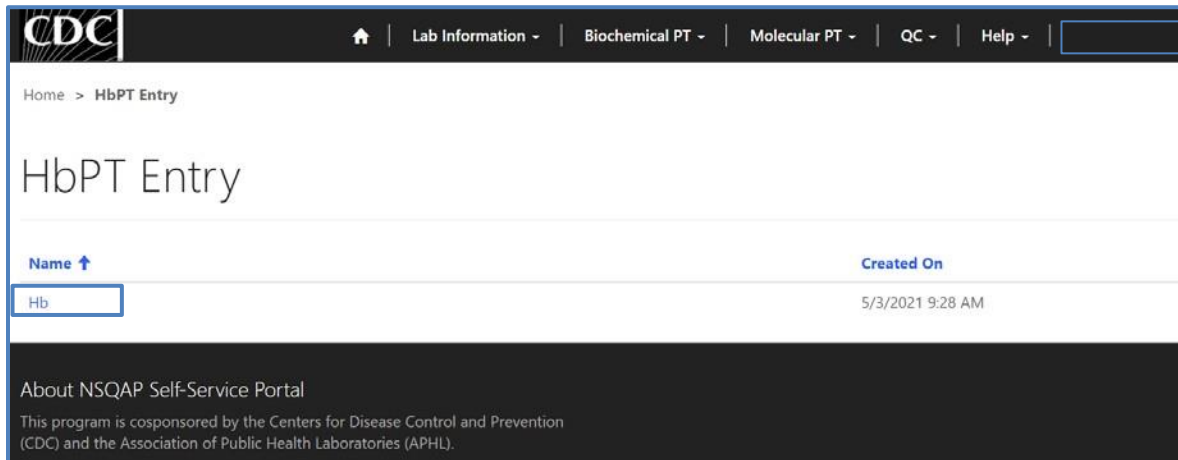
1.1 Navigation

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.

The screenshot displays the CDC NSQAP Portal interface for the Sickle Cell and Other Hemoglobinopathies Proficiency Testing Program (HbPT). The page is titled "Sickle Cell and Other Hemoglobinopathies Proficiency Testing Program (HbPT)" and includes a navigation menu with options like "Lab Information", "Biochemical PT", "Molecular PT", "QC", and "Help".

Method Information

Primary Method *

Specimen Number: 20213012001

Secondary Method

Tertiary Method

Quaternary Method

Specimen Number: 20213012002

Secondary Method

Tertiary Method

Quaternary Method

Specimen Number: 20213012003

Secondary Method

Tertiary Method

Quaternary Method

Specimen Number: 20213012004

Secondary Method

Tertiary Method

Quaternary Method

Specimen Number: 20213012005

Secondary Method

Tertiary Method

Quaternary Method

Data Entry Instructions

1. Select the phenotype (i.e. FS, FAS, FSC, etc.) for each specimen based on your laboratory's testing algorithm.
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.

Data Entry

Specimen Number: 20213012001

Presumptive Phenotype *

Clinical Assessment *

Specimen Number: 20213012002

Presumptive Phenotype *

Clinical Assessment *

Specimen Number: 20213012003

Presumptive Phenotype *

Clinical Assessment *

Specimen Number: 20213012004

Presumptive Phenotype *

Clinical Assessment *

Specimen Number: 20213012005

Presumptive Phenotype *

Clinical Assessment *

Comments

Save

About NSQAP Self-Service Portal
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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'.

The screenshot shows the 'Method Information' section of the HbPT portal. It features a 'Primary Method' dropdown menu with a magnifying glass icon. Below it are two rows of input fields for 'Specimen Number' and corresponding 'Secondary', 'Tertiary', and 'Quaternary Method' dropdowns, each with a magnifying glass icon. The specimen numbers shown are 20213012001 and 20213012002.

The screenshot shows a 'Lookup records' dialog box. It has a search bar at the top. Below the search bar is a list of methods with checkboxes:

- Bio-Rad Screening HPLC
- Electrophoresis - Cellulose Acetate
- Electrophoresis - Citrate Agar
- Extended Gradient HPLC
- FIA-MS/MS
- Isoelectric focusing
- Monoclonal antibody methods
- Other

 At the bottom of the dialog are three buttons: 'Select', 'Cancel', and 'Remove value'. The 'Select' button is highlighted with a blue border.

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

Home > Sickle Cell and Other Hemoglobinopathies Proficiency Testing Program (HbPT)

Sickle Cell and Other Hemoglobinopathies Proficiency Testing Program (HbPT)

Method Information

Primary Method *
Other

Primary Method Other *

Lookup records

Search

- Electrophoresis - Citrate Agar
- Extended Gradient HPLC
- FIA-MS/MS
- Isoelectric focusing
- Monoclonal antibody methods
- Other
- PCR amplification of DNA
- Primus Ultra 2 HPLC

Select Cancel Remove value

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

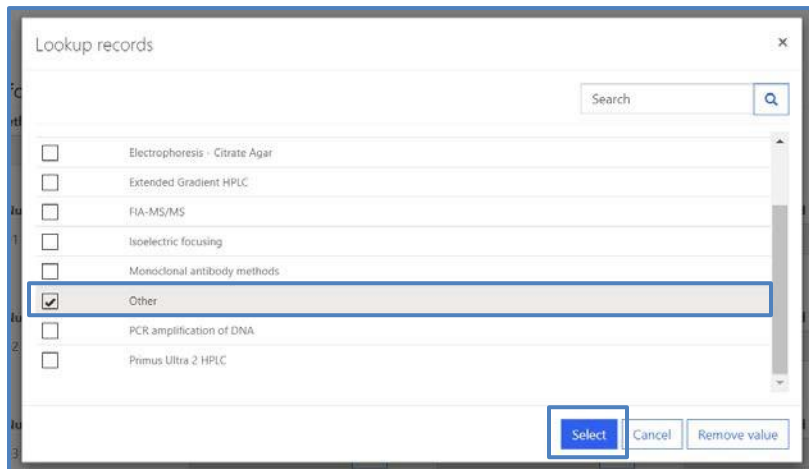
Method Information

Primary Method *
Other

Primary Method Other *

Specimen Number	Secondary Method	Tertiary Method	Quaternary Method
20213012001			
20213012002			
20213012003			
20213012004			
20213012005			

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



Specimen Number 20213012001	Secondary Method Other [X] [Q] Other-Specify * <input type="text"/>	Tertiary Method Other [X] [Q] Other-Specify * <input type="text"/>	Quaternary Method Other [X] [Q] Other-Specify * <input type="text"/>
Specimen Number 20213012002	Secondary Method <input type="text"/> [Q]	Tertiary Method <input type="text"/> [Q]	Quaternary Method <input type="text"/> [Q]
Specimen Number 20213012003	Secondary Method <input type="text"/> [Q]	Tertiary Method <input type="text"/> [Q]	Quaternary Method <input type="text"/> [Q]
Specimen Number 20213012004	Secondary Method <input type="text"/> [Q]	Tertiary Method <input type="text"/> [Q]	Quaternary Method <input type="text"/> [Q]
Specimen Number 20213012005	Secondary Method <input type="text"/> [Q]	Tertiary Method <input type="text"/> [Q]	Quaternary Method <input type="text"/> [Q]

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.

Data Entry Instructions

1. Select the phenotype (i.e. FS, FAS, FSC, etc.) for each specimen based on your laboratory's testing algorithm.
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.

Data Entry

Specimen Number 20213012001	Presumptive Phenotype * <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	Clinical Assessment * <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
Specimen Number 20213012002	Presumptive Phenotype * <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	Clinical Assessment * <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
Specimen Number 20213012003	Presumptive Phenotype * <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	Clinical Assessment * <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
Specimen Number 20213012004	Presumptive Phenotype * <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	Clinical Assessment * <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
Specimen Number 20213012005	Presumptive Phenotype * <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	Clinical Assessment * <input style="width: 90%; border: 1px solid #ccc;" type="text"/>

Comments

1. Review the HbPT specific data entry instructions.

Data Entry Instructions

1. Select the phenotype (i.e. FS, FAS, FSC, etc.) for each specimen based on your laboratory's testing algorithm.
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.

Data Entry

Specimen Number 20213012001	Presumptive Phenotype * <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	Clinical Assessment * <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
---------------------------------------	--	--

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

Data Entry

Specimen Number 20213012001	Presumptive Phenotype * <input type="text"/>	Clinical Assessment * <input type="text"/>
Specimen Number 20213012002	Presumptive Phenotype * <input type="text"/>	Clinical Assessment * <input type="text"/>
Specimen Number 20213012003	Presumptive Phenotype * <input type="text"/>	Clinical Assessment * <input type="text"/>
Specimen Number 20213012004	Presumptive Phenotype * <input type="text"/>	Clinical Assessment * <input type="text"/>
Specimen Number 20213012005	Presumptive Phenotype * <input type="text"/>	Clinical Assessment * <input type="text"/>

- 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.

Data Entry

Specimen Number 20213012001	Presumptive Phenotype * FAC <input type="text"/>	Clinical Assessment * <input type="text"/>
Specimen Number 20213012002	Presumptive Phenotype * FA <input type="text"/>	Clinical Assessment * <input type="text"/>

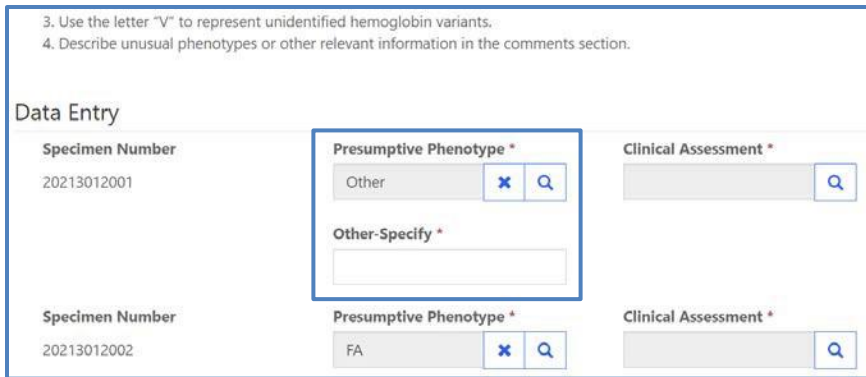
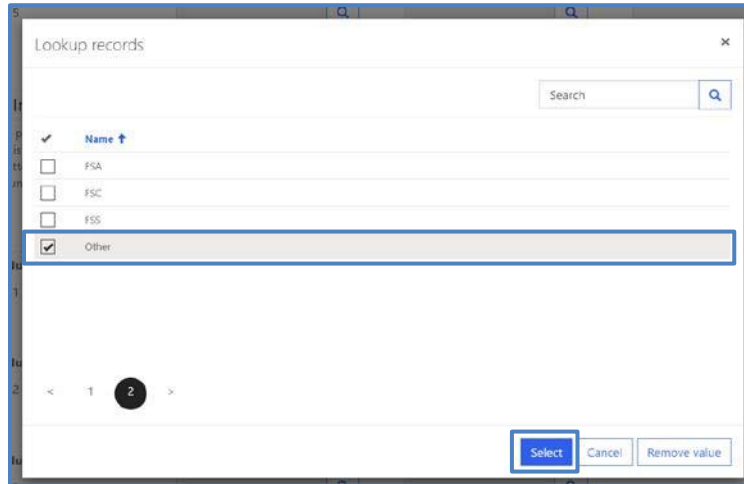
Lookup records

Search

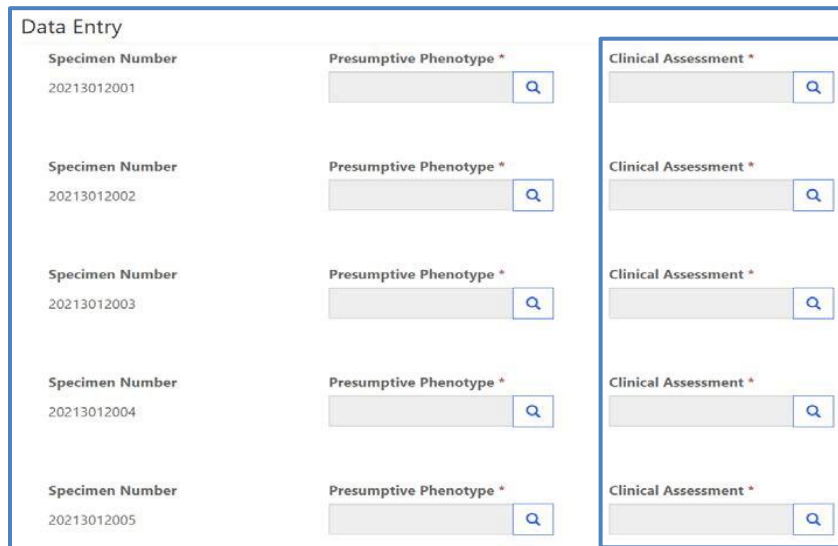
<input checked="" type="checkbox"/>	Name ↑
<input type="checkbox"/>	F
<input type="checkbox"/>	FA
<input type="checkbox"/>	FA + Bar's
<input checked="" type="checkbox"/>	FAC
<input type="checkbox"/>	FAS
<input type="checkbox"/>	FAY
<input type="checkbox"/>	FC
<input type="checkbox"/>	FGA

< 1 2 >

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



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

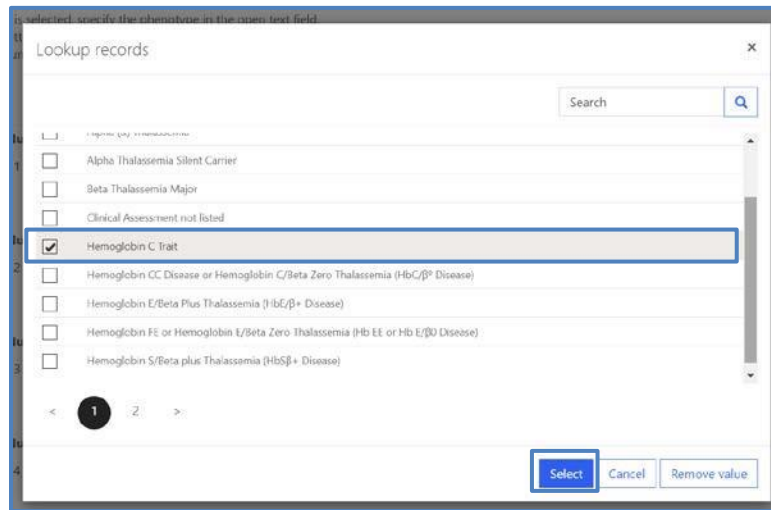


6. Choose a clinical assessment from the search box then click 'Select'.

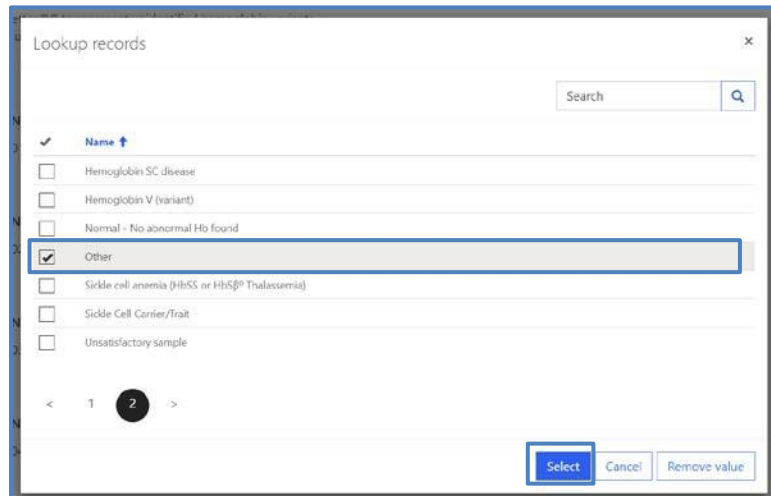
3. Use the letter "V" to represent unidentified hemoglobin variants.
4. Describe unusual phenotypes or other relevant information in the comments section.

Data Entry

Specimen Number 20213012001	Presumptive Phenotype * FAC	Clinical Assessment * Hemoglobin C Trait
Specimen Number 20213012002	Presumptive Phenotype * FA	Clinical Assessment * Normal - No abno



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.

Data Entry

Specimen Number 20213012001	Presumptive Phenotype * FAC	Clinical Assessment * Other
Specimen Number 20213012002	Presumptive Phenotype * FA	Clinical Assessment * Normal - No abno

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

Specimen Number 20213012004	Presumptive Phenotype * FSA	Clinical Assessment * Hemoglobin S/Bet
Specimen Number 20213012005	Presumptive Phenotype * FAC	Clinical Assessment * Hemoglobin C Trail

Comments

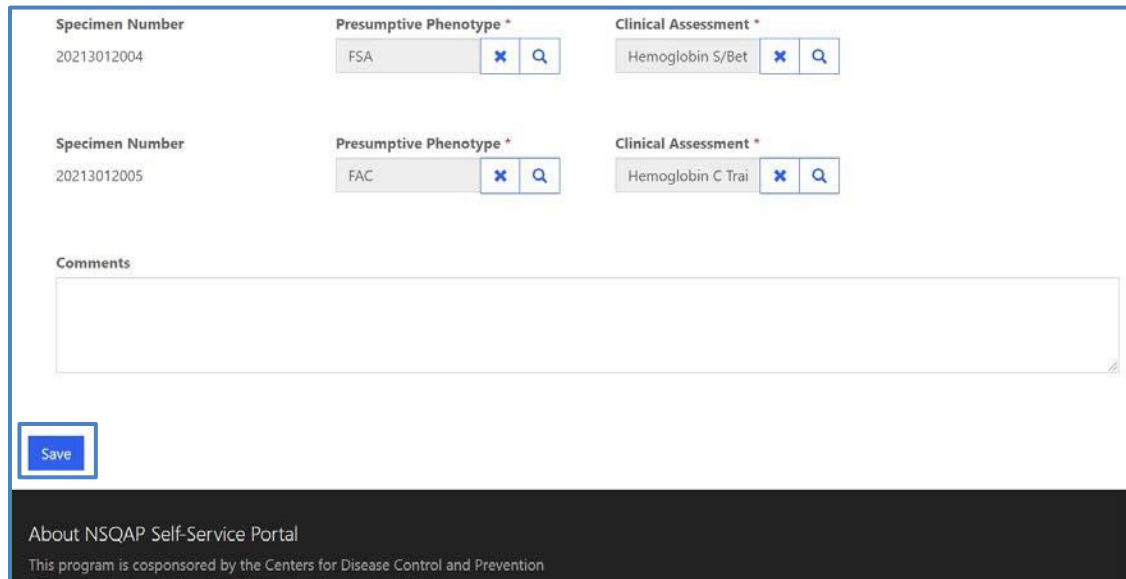
[Save](#)

About NSQAP Self-Service Portal

1.4 Save

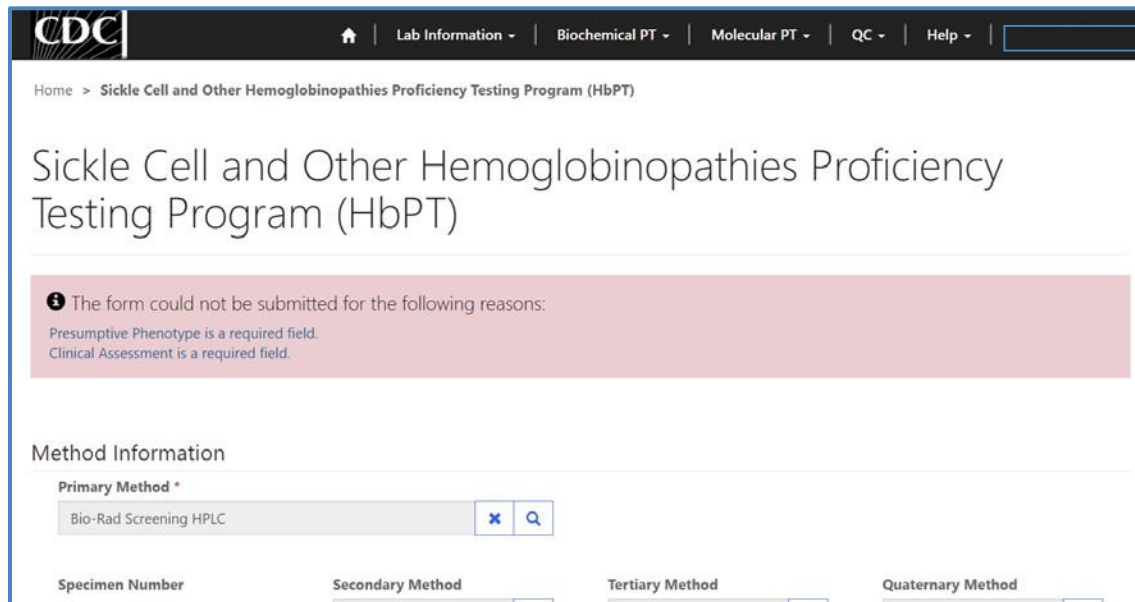
1. Save HbPT specimen results by clicking the **'Save'** button located at the bottom of the page.

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



The screenshot shows a web form for entering HbPT specimen results. It contains two rows of data entry fields. The first row is for specimen number 20213012004, with a presumptive phenotype of FSA and a clinical assessment of Hemoglobin S/Bet. The second row is for specimen number 20213012005, with a presumptive phenotype of FAC and a clinical assessment of Hemoglobin C Trait. Below these fields is a large text area for comments. At the bottom left of the form is a blue 'Save' button. At the bottom of the page, there is a footer with the text 'About NSQAP Self-Service Portal' and '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.

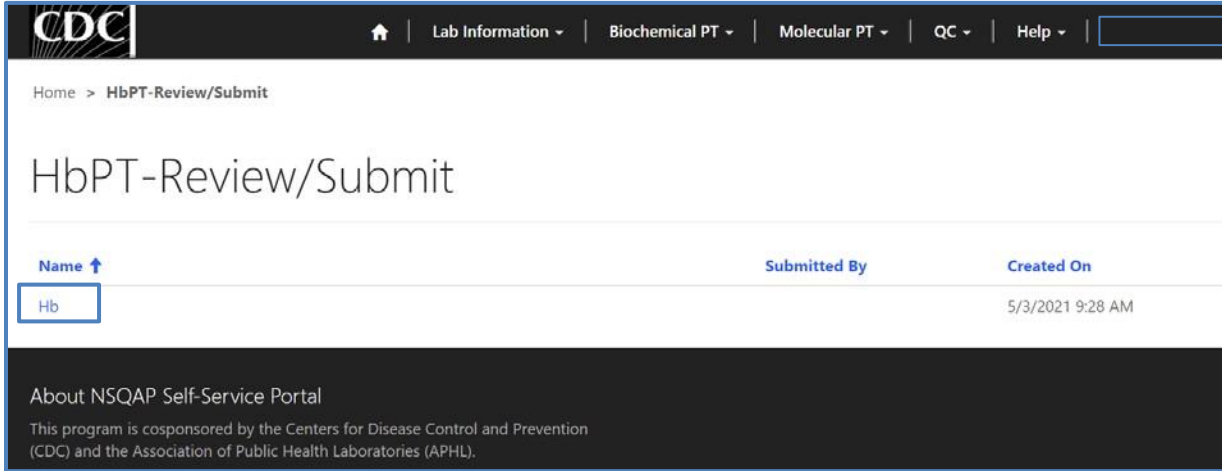


The screenshot shows the HbPT form with an error message. The error message is displayed in a red box and reads: 'The form could not be submitted for the following reasons: Presumptive Phenotype is a required field. Clinical Assessment is a required field.' Below the error message, the 'Method Information' section is visible, showing a dropdown menu for 'Primary Method' with 'Bio-Rad Screening HPLC' selected. Below this, there are fields for 'Specimen Number', 'Secondary Method', 'Tertiary Method', and 'Quaternary Method'. The top of the page shows the CDC logo and navigation links for 'Lab Information', 'Biochemical PT', 'Molecular PT', 'QC', and 'Help'.

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).

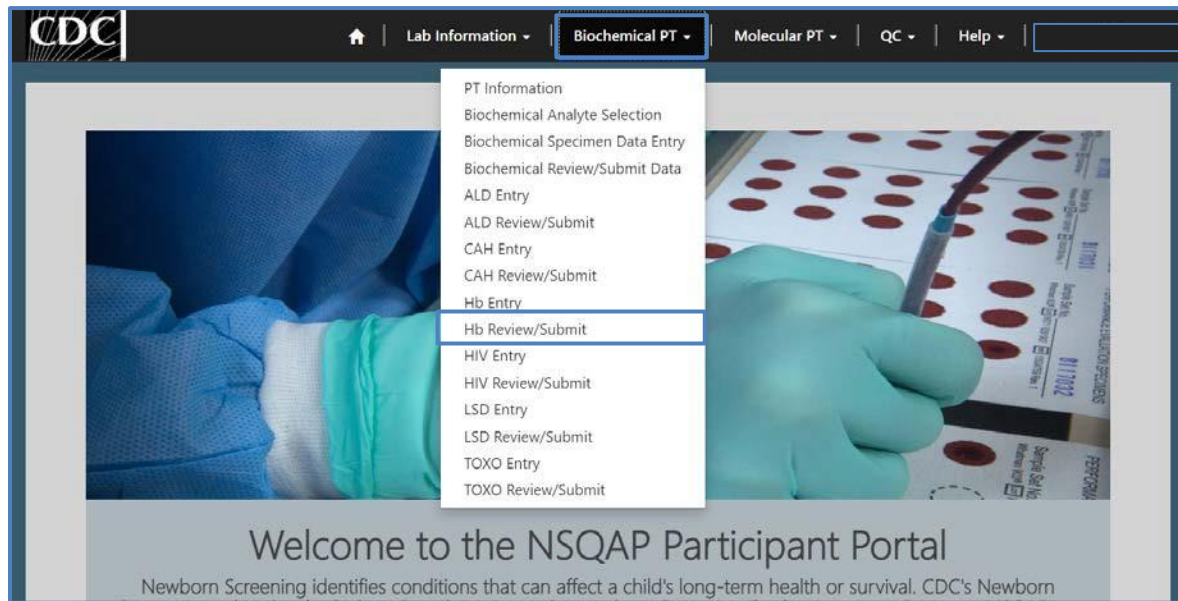


2. HbPT Review & Submit Page

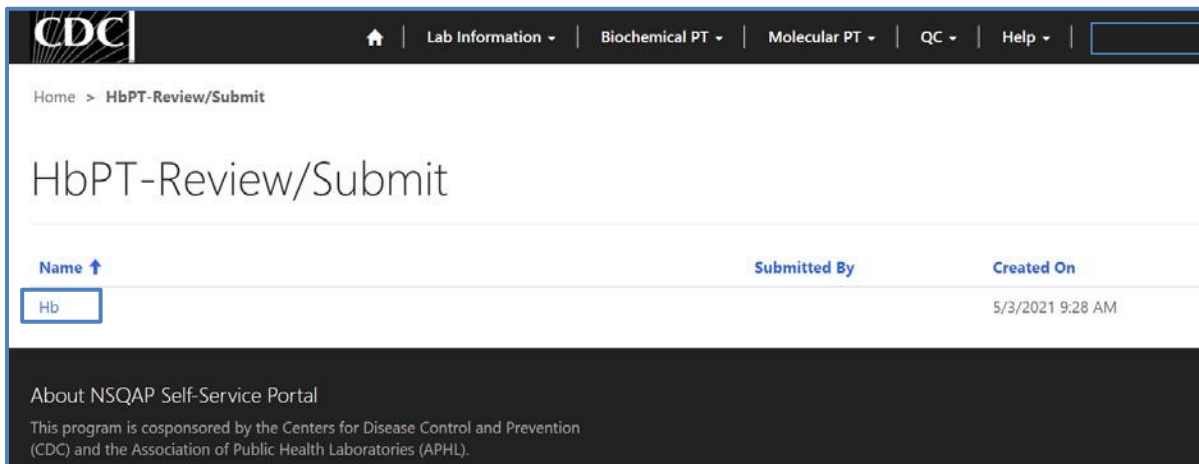
2.1 Navigation

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.

The screenshot displays the 'HbPT-Review/Submit' page on the CDC portal. The page is divided into two main sections: 'Method Information' and 'Data Entry'.

Method Information: This section contains five expandable cards, each representing a specimen. Each card includes a 'Specimen Number' and four method categories: 'Primary Method', 'Secondary Method', 'Tertiary Method', and 'Quaternary Method'. For each category, there is a dropdown menu with 'Other Specify' as an option.

Data Entry: This section contains five rows of data for the same specimens. Each row includes a 'Specimen Number', a 'Presumptive Phenotype' dropdown (with options like FAC, FA, FSA, FIA), and a 'Clinical Assessment' dropdown (with options like Hemoglobin C Trait, Sickle cell anemia (HbS) or HbQP (Dehydrated), Hemoglobin S-beta Thalassemia (HbS + Disease), and Hemoglobin C Trait).

At the bottom of the page, there is a 'Submit' button and a note: 'After you click submit your submission will be locked and cannot be changed. Navigate to the HbPT Entry Page to Make Edit.'

- 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’**.

Specimen Number	Presumptive Phenotype	Clinical Assessment
20213012005	FAC	Hemoglobin C Trait
	Other-Specify —	Other-Specify —
Comments —		

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

About NSQAP Self-Service Portal

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

Specimen Number	Presumptive Phenotype *	Clinical Assessment *
20213012005	FAC	Hemoglobin C Trait
	Other-Specify —	Other-Specify —
Comments —		

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

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

2.3 Submit

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

Home > HbPT-Review/Submit

HbPT-Review/Submit

Method Information

Primary Method *	Primary Method Other
Bio-Rad Screening HPLC	—

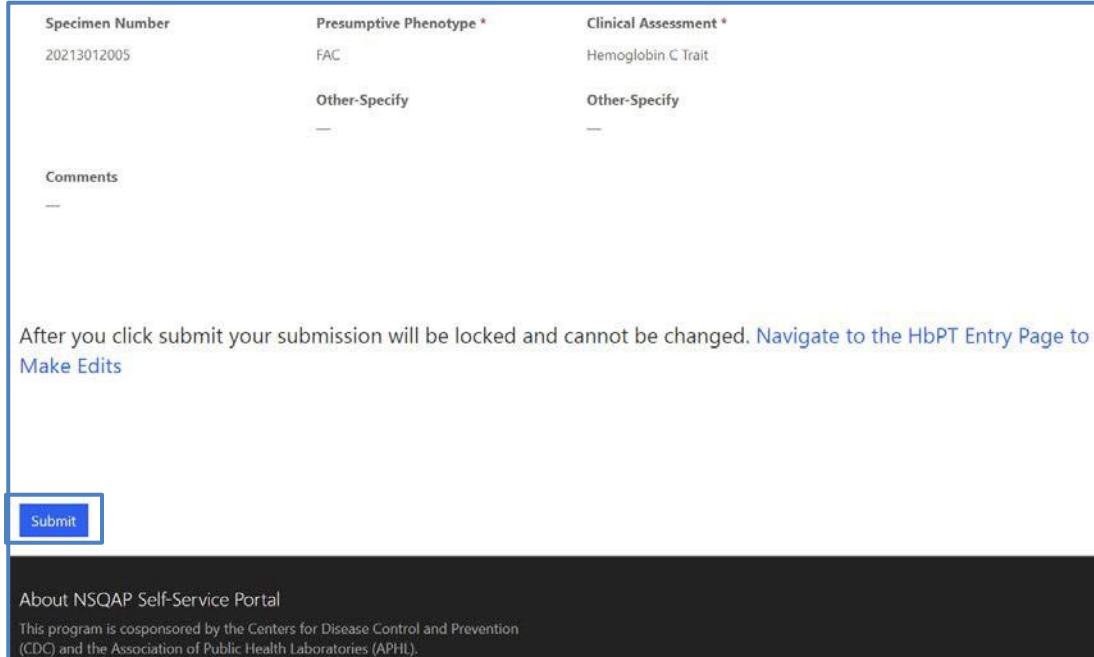
Specimen Number

20213012001

Secondary Method	Other-Specify
—	—

Tertiary Method	Other-Specify
—	—

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



Specimen Number	Presumptive Phenotype *	Clinical Assessment *
20213012005	FAC	Hemoglobin C Trait
	Other-Specify	Other-Specify
	—	—

Comments

—

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

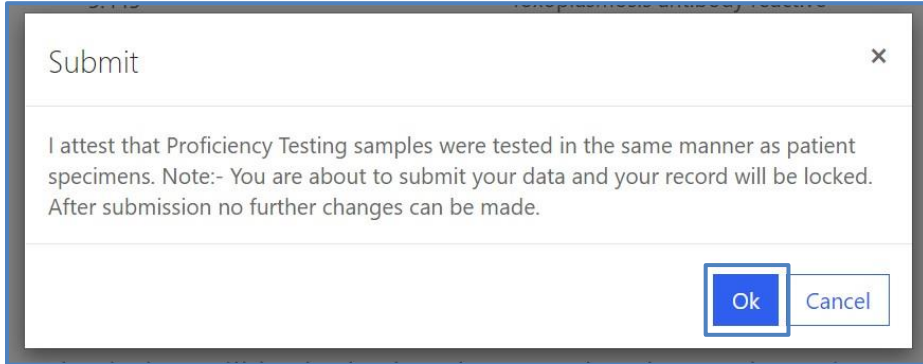
Submit

About NSQAP Self-Service Portal

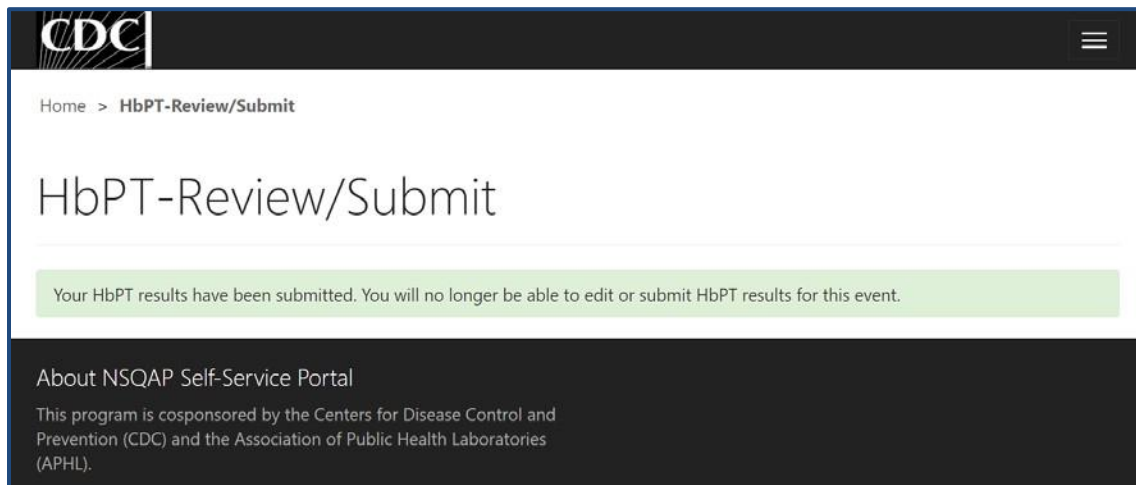
This program is cosponsored by the Centers for Disease Control and Prevention (CDC) and the Association of Public Health Laboratories (APHL).

- 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.



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



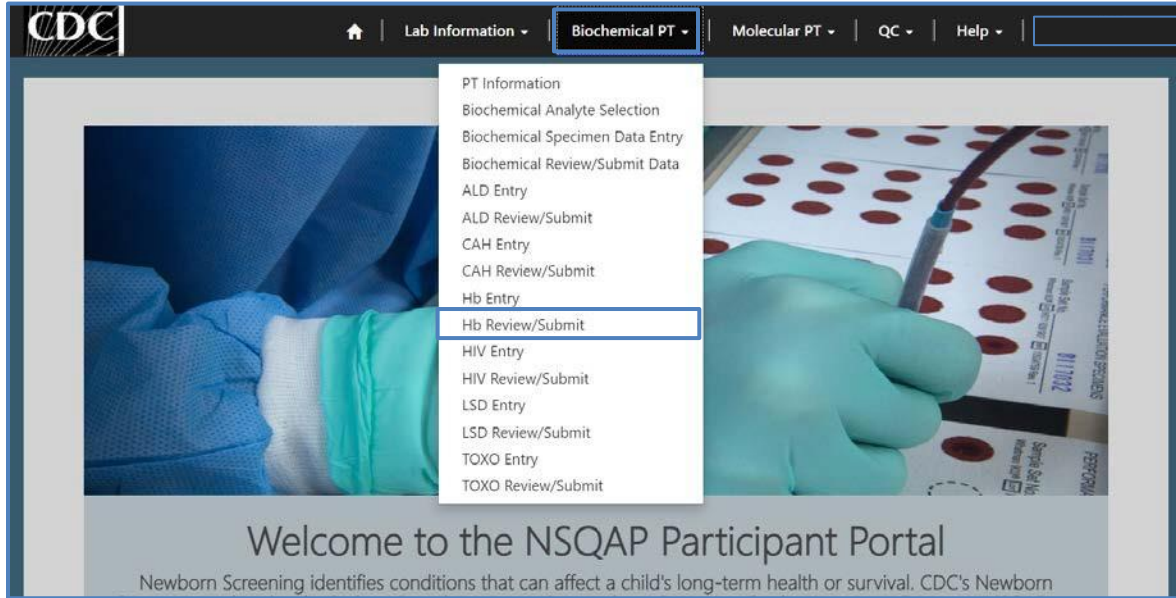
- The HbPT data entry page cannot be accessed after submission. You can view your submitted data in a read-only format by accessing the review and submit page (see sections 2.1 and 2.2).

2.4 Save Data – Pdf Format

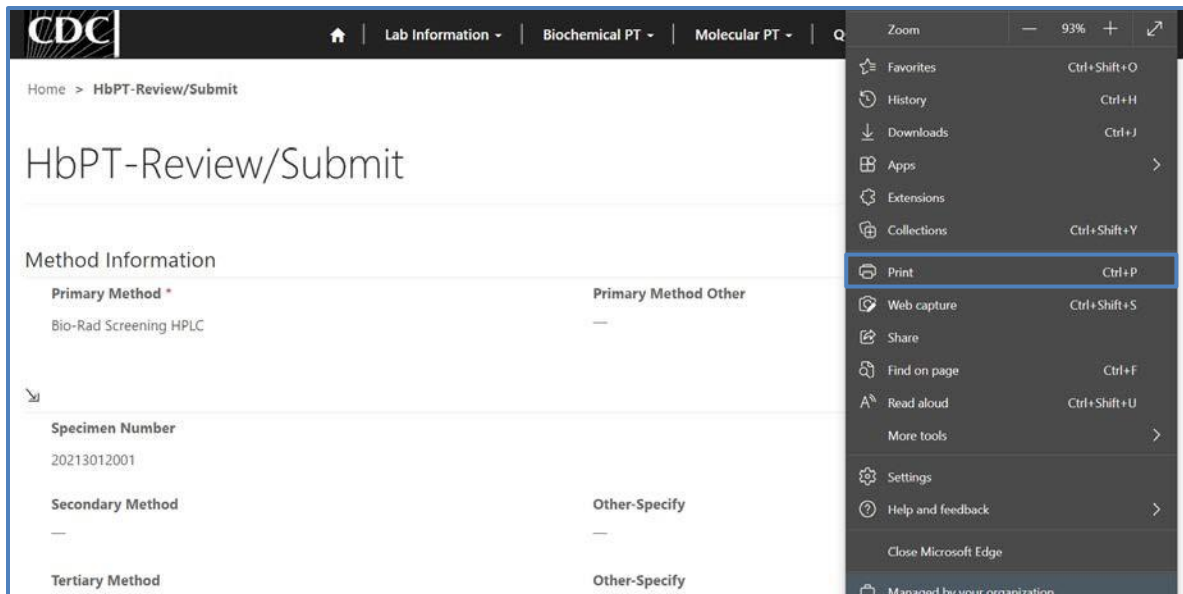
Submitted data can be saved in a pdf format by using the ‘Save a PDF’ function included in your web browser.

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

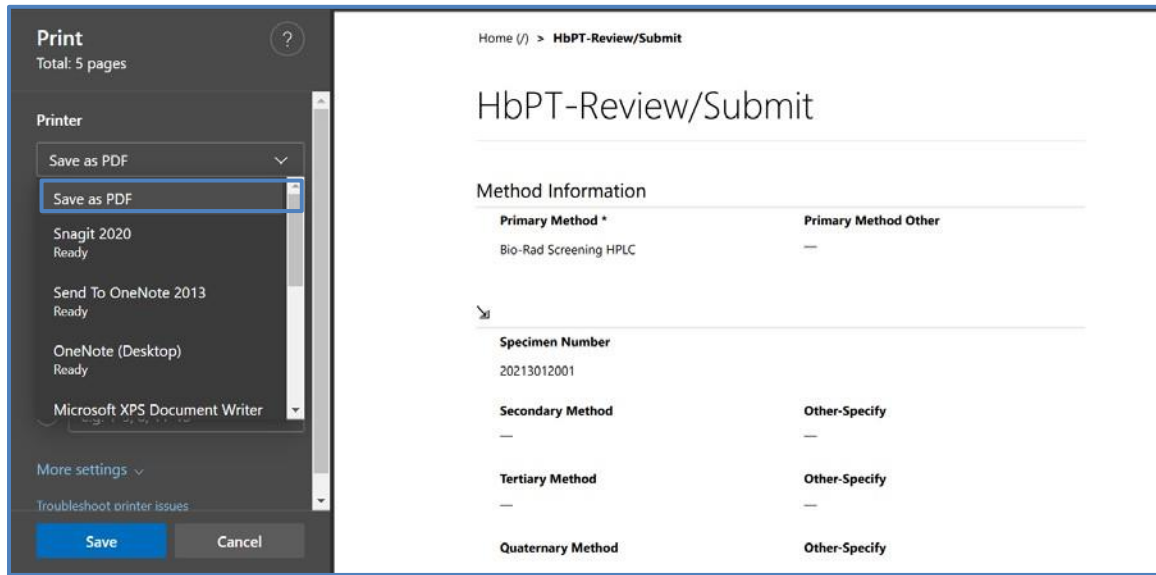
1. Navigate to the review and submit page as described in section 2.1.



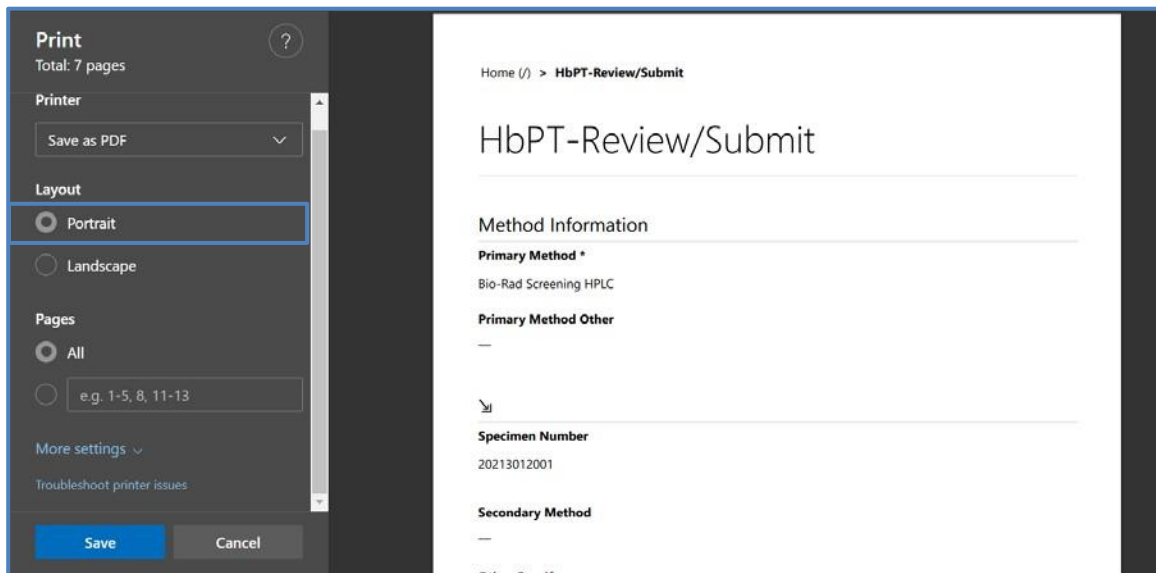
2. Locate the ‘Print’ function on your web browser.



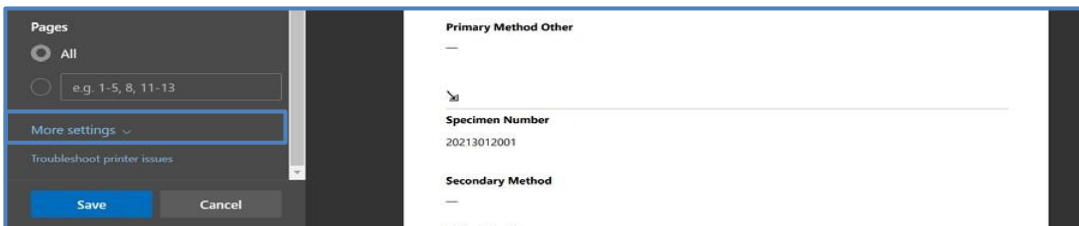
3. Select 'Save as PDF'.



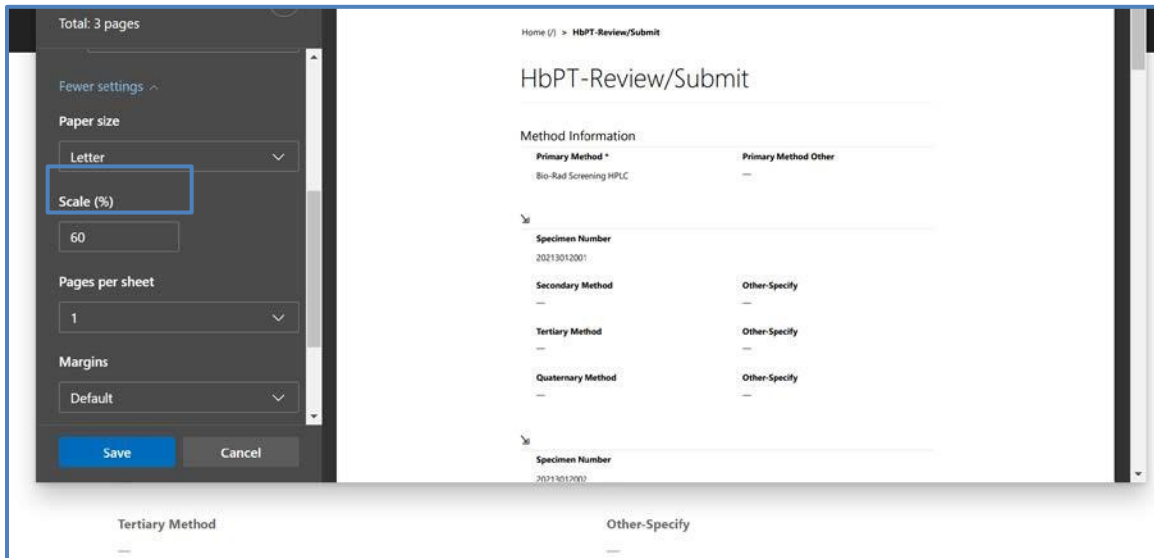
4. Select 'Portrait' as the layout choice.



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.

