

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**

**DISORDER SPECIFIC PT DROP-
OFF PARTICIPANT GUIDE**

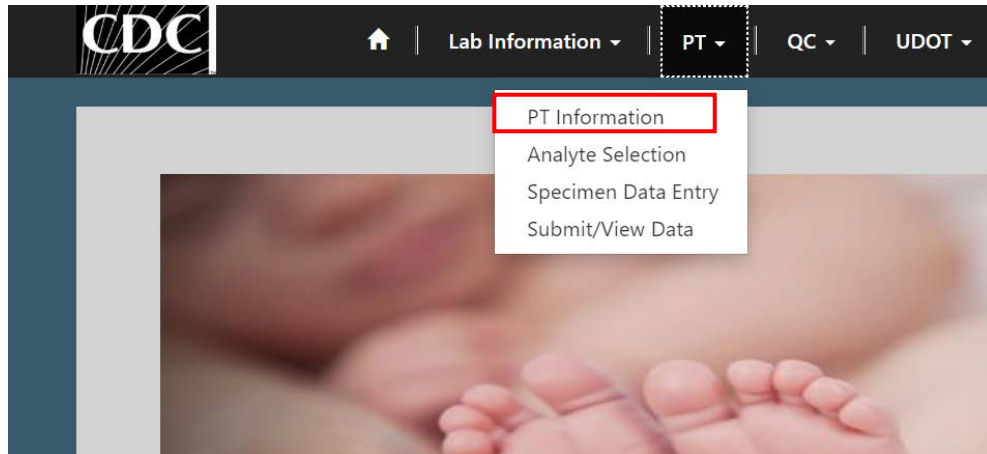
September 2020

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1. Program File Drop-Off

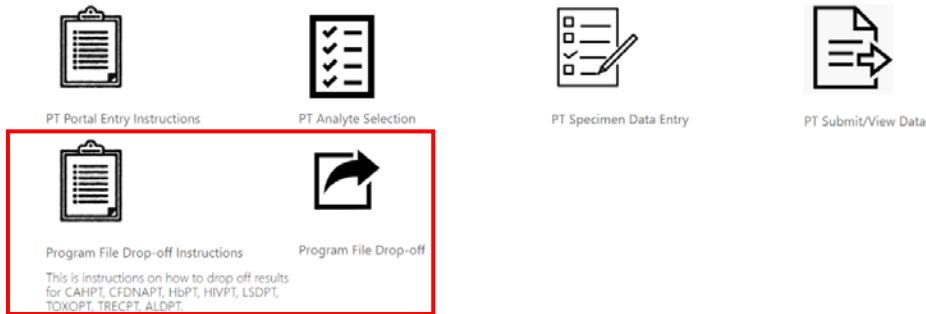
1. Laboratories participating in the following programs will need to utilize the program file drop-off page to upload data report forms: CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.
2. Navigate to the program file drop-off area by selecting the **'PT'** button at the top of the page on the toolbar then **'PT Information'**.



3. Select the **'Program File Drop-off Instructions'** icon for upload instructions and/or select **'Program File Drop-off'** icon to upload data entry forms.

Proficiency Testing

Download the PT Portal Entry Instructions for how to enter and submit your PT results. Use the Program File Drop-off for the following PT Programs: CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.






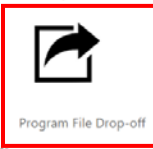


1.1 Download the Data Report Form

1. Data report forms for the following programs can be downloaded from the NSQAP Portal: CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.
2. Select the **'Program File Drop-off'** on the PT Information page.

Proficiency Testing

Download the PT Portal Entry Instructions for how to enter and submit your PT results. Use the Program File Drop-off for the following PT Programs: CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.

 PT Portal Entry Instructions	 PT Analyte Selection	 PT Specimen Data Entry	 PT Submit/View Data
 Program File Drop-off Instructions <small>This is instructions on how to drop off results for CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.</small>	 Program File Drop-off		

3. Select **'Click here to download PT template'**.

Home > Program File Drop-off

Program File Drop-off

Note: Select the link below to access file upload folder for: CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT [\(Click here to download PT template\)](#)

Folder ↑	Created On
PT Drop Box - LAB-9000	9/1/2020 1:21 PM

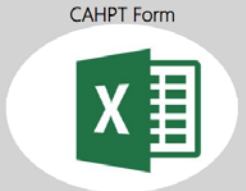
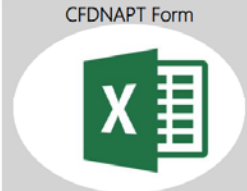
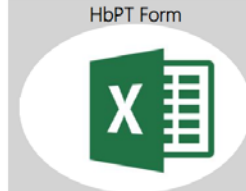
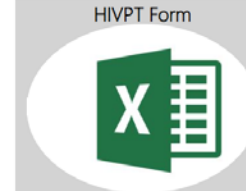

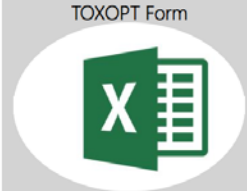
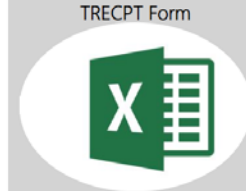

About NSQAP Self-Service Portal
This program is cosponsored by the Centers for Disease Control and Prevention (CDC) and the Association of Public Health Laboratories (APHL).

- Click on the Microsoft Excel icon to download data report forms. Click below the Excel icon to assess PT program assay instructions.

Home > PT Templates

PT Templates

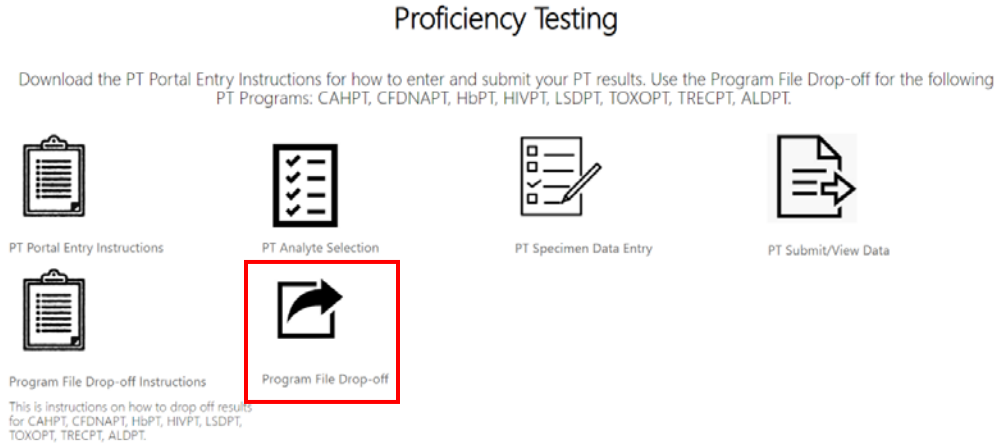
Click the "excel icon" to download the program report form and click below the icon for assay instructions.

CAHPT Form  Click here for CAHPT Assay Instructions.	CFDNAPT Form  Click here for CFDNAPT Assay Instructions.	HbPT Form  Click here for HbPT Assay Instructions.	HIVPT Form  Click here for HIVPT Assay Instructions.
LSDPT Form  Click here for LSDPT Assay Instructions.	TOXOPT Form  Click here for TOXOPT Assay Instructions.	TRECPT Form  Click here for TRECPT Assay Instructions.	ALDPT Form  Click here for ALDPT Assay Instructions.

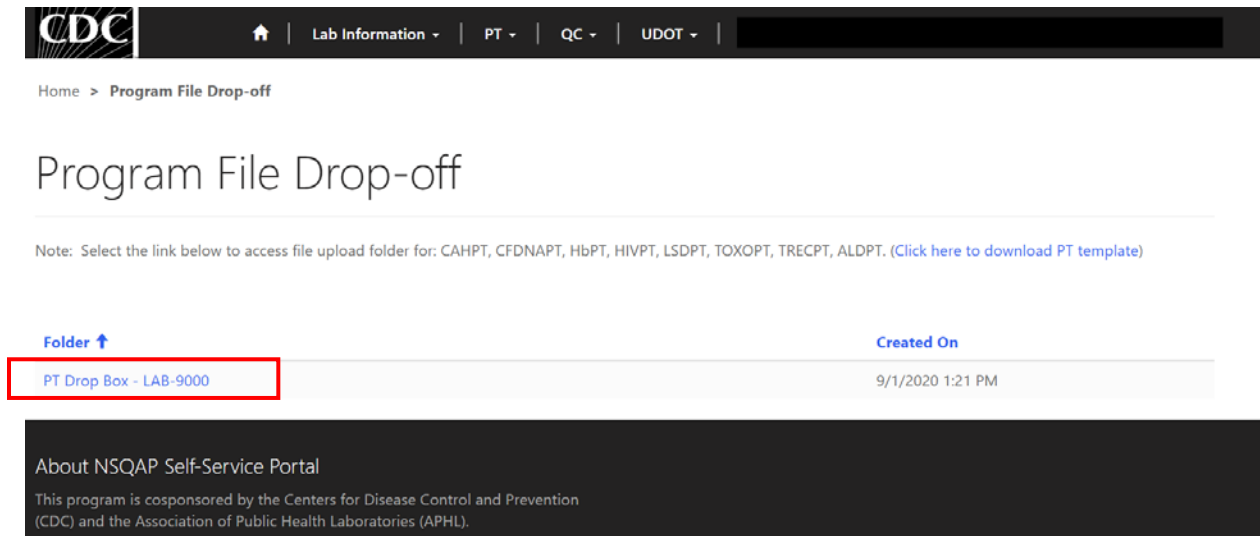
- Complete the Data Report Form templates according to the data report form instructions.

1.2 Upload the PT Program Data Report Form

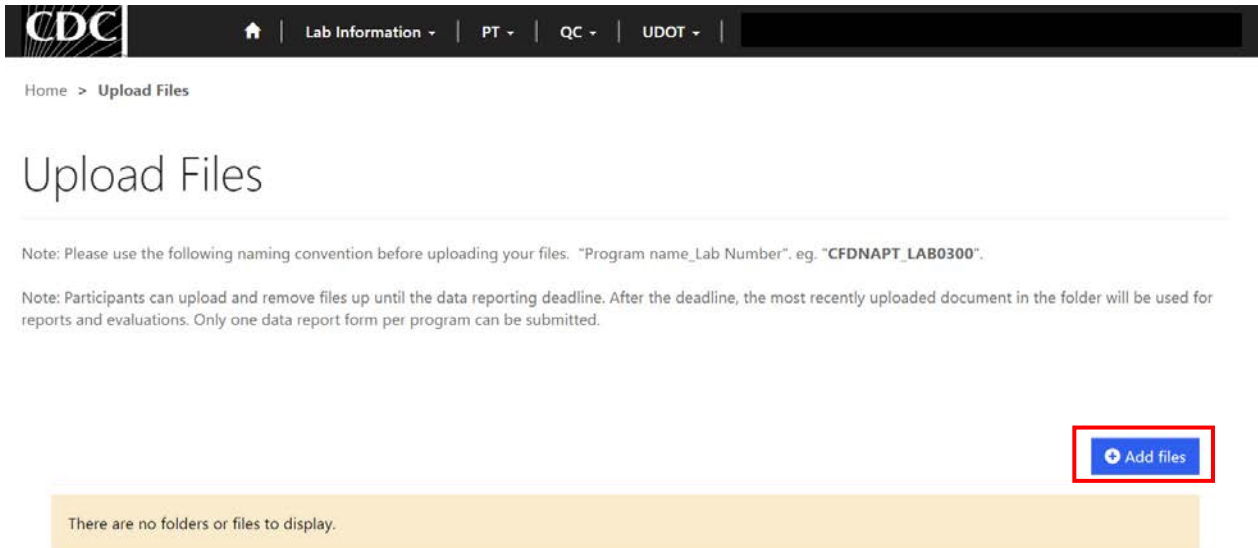
1. Data report forms for the following programs should be uploaded to the PT Drop Box: CAHPT, CFDNAPT, HbPT, HIVPT, LSDPT, TOXOPT, TRECPT, ALDPT.
2. Select the **'Program File Drop-off'** on the PT Information page.



3. Select **'PT Drop Box'** to access your lab's upload folder.



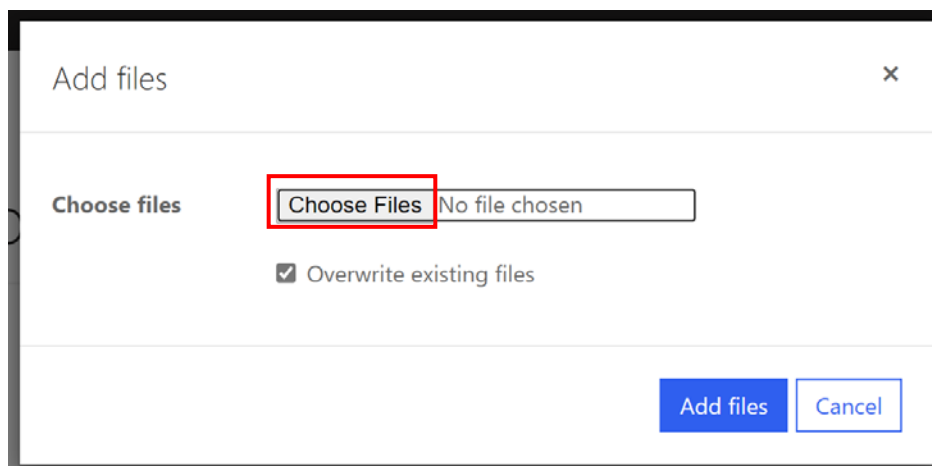
4. Upload files to your lab's folder by clicking '+Add files'.



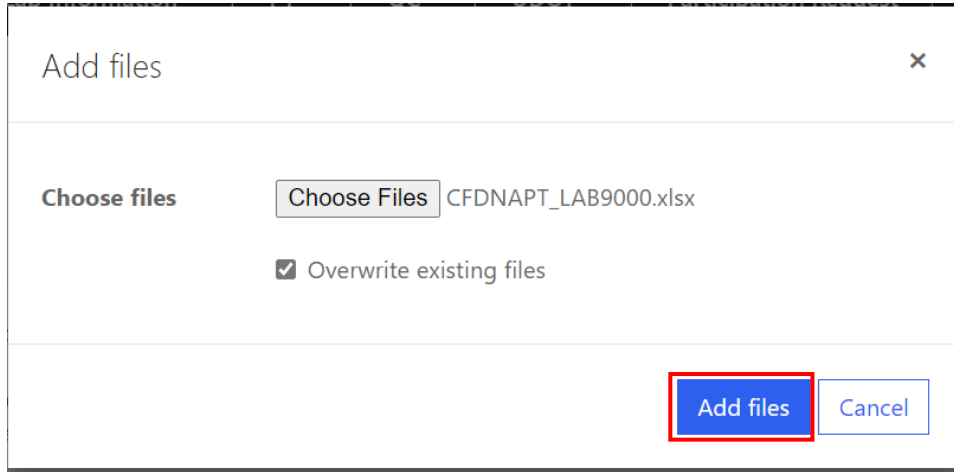
Note: You are required to use the following naming convention before uploading your files. "Program Name_Lab Number". eg. "CFDNAPT_LAB0300"

Note: You can upload and remove files up until the data reporting deadline. After the deadline, the most recently uploaded document in the folder will be used for reports and evaluations. Only one data report form per program can be submitted.

5. A small separate window 'Add Files' will appear. Select 'Choose Files' to locate and attach your file.



6. Select **'Add Files'** to upload your file.



7. The file will appear in your folder once successfully uploaded.

Home > Upload Files

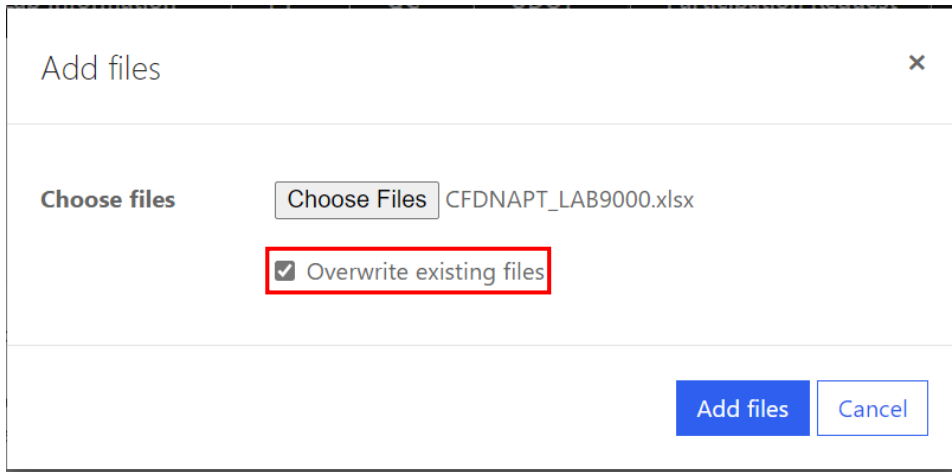
Upload Files

Note: Please use the following naming convention before uploading your files. "Program name_Lab Number". eg. "CFDNAPT_LAB0300".

Note: Participants can upload and remove files up until the data reporting deadline. After the deadline, the most recently uploaded document in the folder will be used for reports and evaluations. Only one data report form per program can be submitted.



- To replace an existing file with the same name, repeat steps 4-6 ensuring that **'overwrite existing files'** is checked.



- The previous file of the same name will be replaced with the new file.

Home > Upload Files

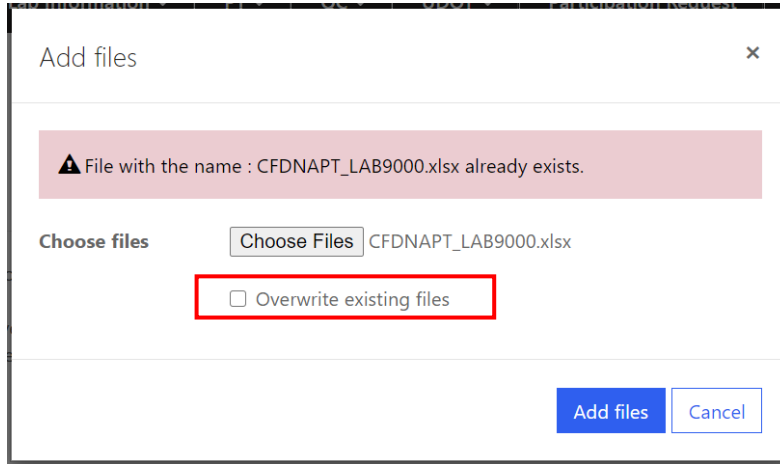
Upload Files

Note: Please use the following naming convention before uploading your files. "Program name_Lab Number". eg. "CFDNAPT_LAB0300".

Note: Participants can upload and remove files up until the data reporting deadline. After the deadline, the most recently uploaded document in the folder will be used for reports and evaluations. Only one data report form per program can be submitted.



10. If the new file has the same name as an existing file and 'overwrite existing files' is not checked, an error message will appear.

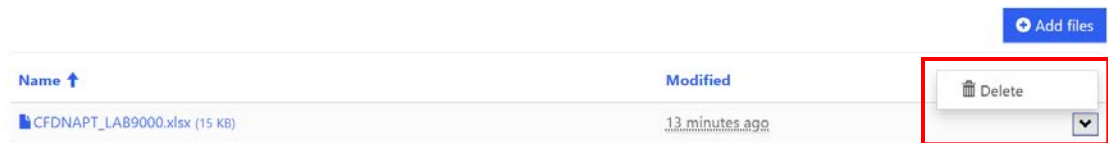


11. Select overwrite existing files or manually delete the existing file to upload the file. Ensure that all uploaded files are compliant with the required naming convention. See step 4 above.
12. To manually delete files, select the down arrow next to the file and click delete.

Upload Files

Note: Please use the following naming convention before uploading your files. "Program name_Lab Number", eg. "CFDNAPT_LAB0300".

Note: Participants can upload and remove files up until the data reporting deadline. After the deadline, the most recently uploaded document in the folder will be used for reports and evaluations. Only one data report form per program can be submitted.






13. Follow steps 3 – 7 to upload other PT program files if necessary.

Upload Files

Note: Please use the following naming convention before uploading your files. "Program name_Lab Number", eg. "CFDNAPT_LAB0300".

Note: Participants can upload and remove files up until the data reporting deadline. After the deadline, the most recently uploaded document in the folder will be used for reports and evaluations. Only one data report form per program can be submitted.

[Add files](#)

Name	Modified ↑	
 CFDNAPT_LAB9000.xlsx (15 KB)	18 minutes ago	▼
 TOXOPT_LAB9000.xlsx (15 KB)	about a minute ago	▼
 ALDPT_LAB9000.xlsx (15 KB)	about a minute ago	▼