

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

September 2023

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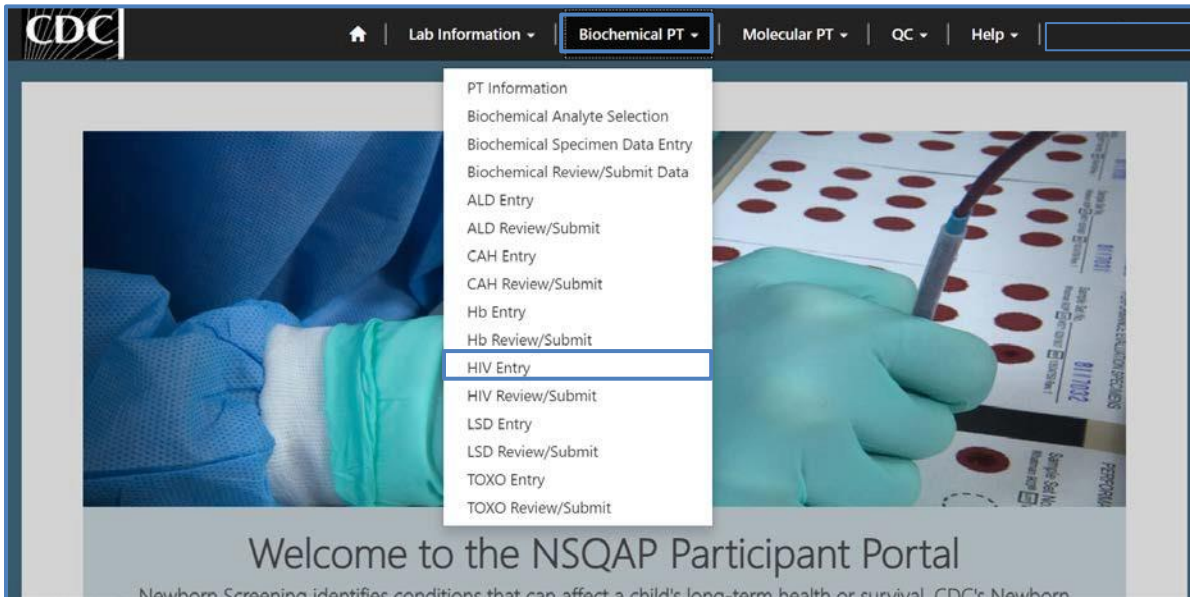
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1. HIVPT Program Entry Page

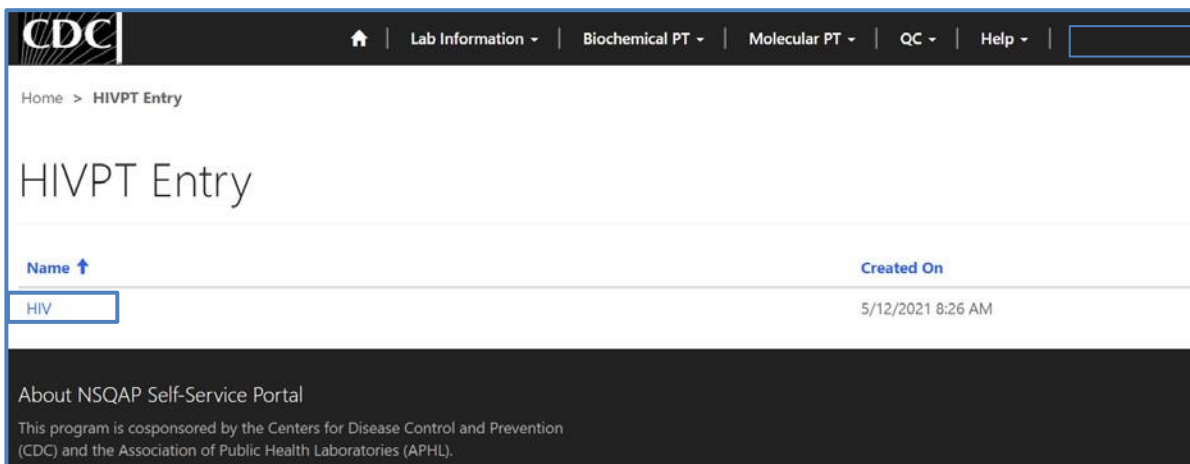
1.1 Navigation

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.

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"/>
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:
 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	gp160	gp160	gp160	gp160
gp120	gp120	gp120	gp120	gp120
p06	p06	p06	p06	p06
p55/51	p55/51	p55/51	p55/51	p55/51
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	<input type="text"/>
20211004002	<input type="text"/>
20211004003	<input type="text"/>
20211004004	<input type="text"/>
20211004005	<input type="text"/>

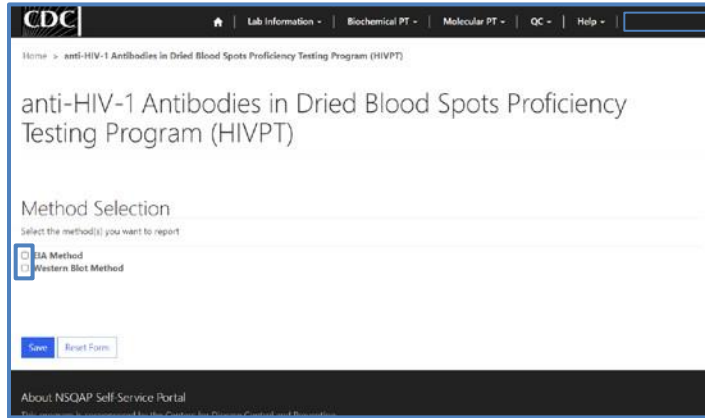
About NSQAP Self-Service Portal
 This program is sponsored by the Centers for Disease Control and Prevention
 ©2021 and the Association of Public Health Laboratories (APHL)

1.2 Method Selection

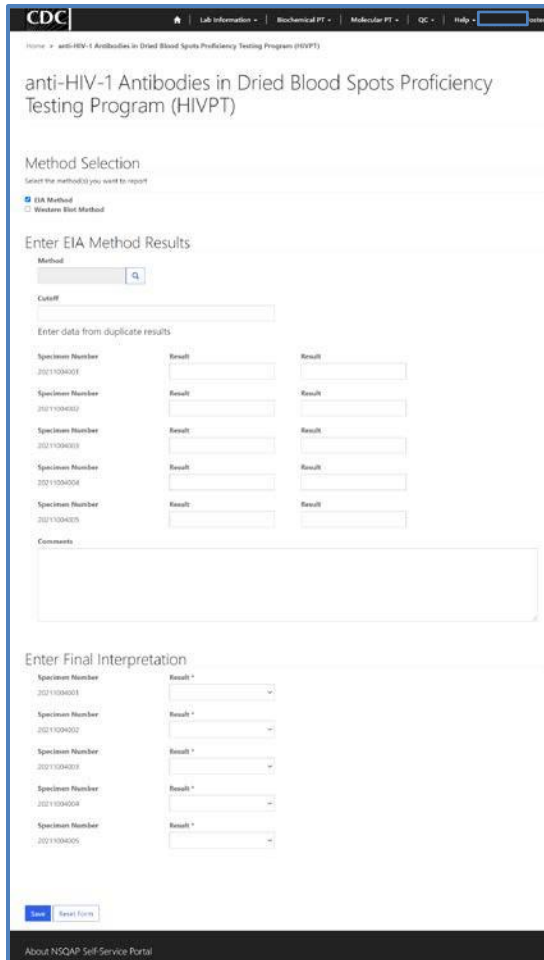
Navigate to the page titled ‘anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)’ to enter program method information and results.

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.



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



1.3 EIA Method Results

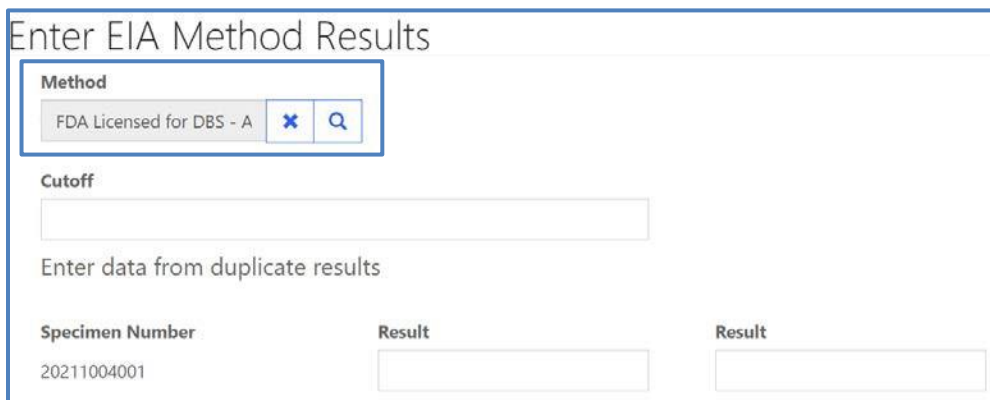
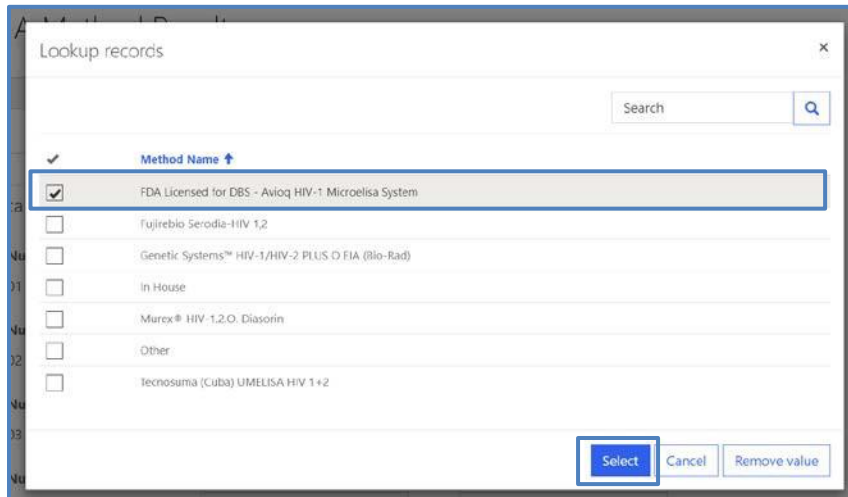
Navigate to the page titled 'anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)' to enter EIA method and specimen results. Navigation details can be found in section 1.1.

The screenshot shows a web form titled "Enter EIA Method Results". At the top, there is a "Method" label followed by a text input field and a magnifying glass icon. Below this is a "Cutoff" label followed by a text input field. A section titled "Enter data from duplicate results" contains a table with three columns: "Specimen Number", "Result", and "Result". The table has five rows, with specimen numbers 20211004001 through 20211004005. Each "Result" column contains an empty text input field. At the bottom of the form is a "Comments" label followed by a large text area.

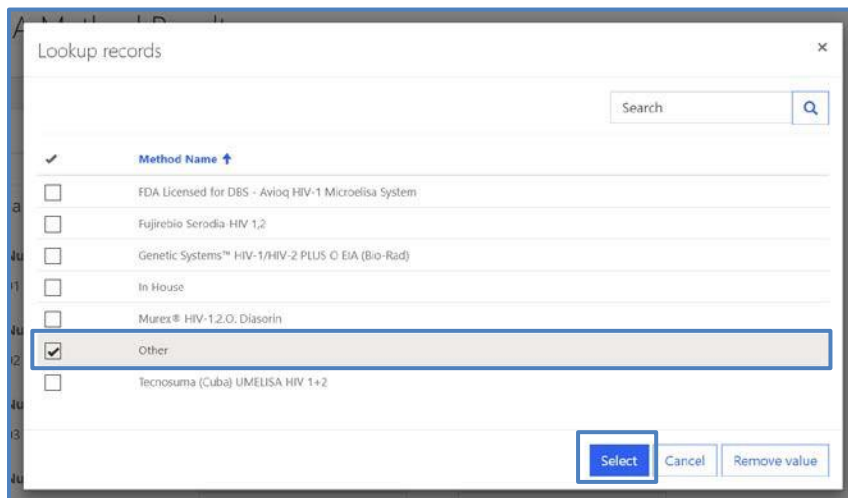
1. Click on the magnifying glass to select an EIA method (optional).

This screenshot is identical to the one above, but with a blue box highlighting the magnifying glass icon in the "Method" input field.

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



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 Other- Specify name and source *

Cutoff

Enter data from duplicate results

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

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

Enter EIA Method Results

Method:

Cutoff

Enter data from duplicate results

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

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 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"/>

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

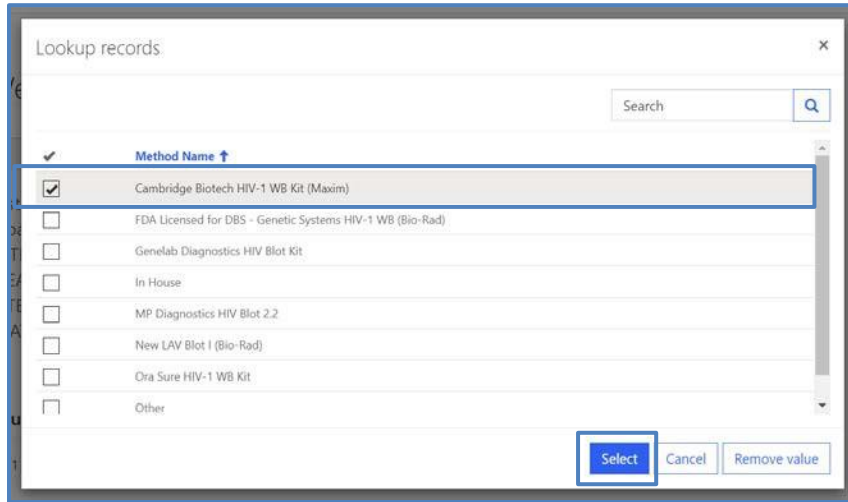
Enter Western Blot Method Results

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

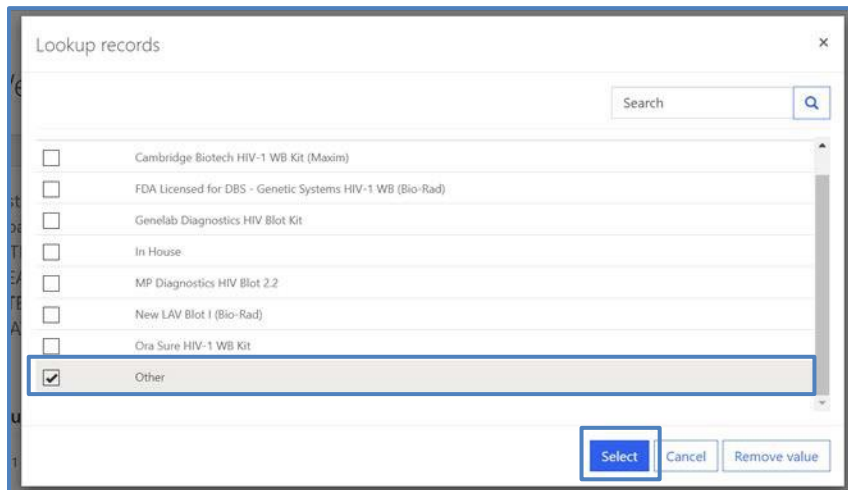
Method

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

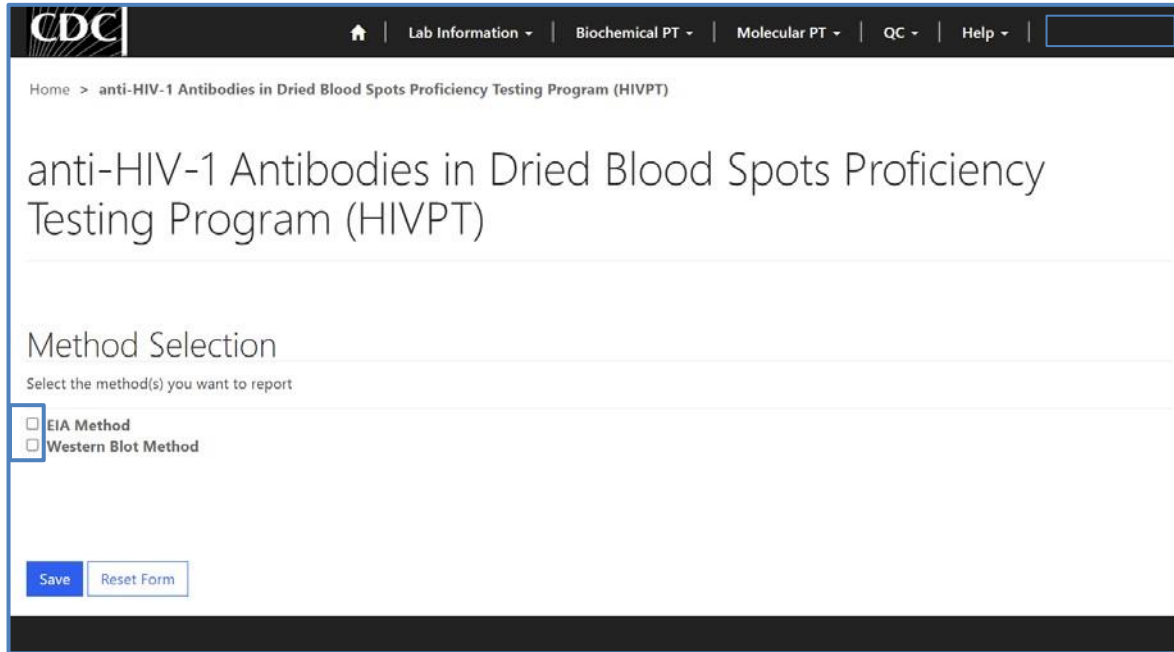
Antigen Results

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

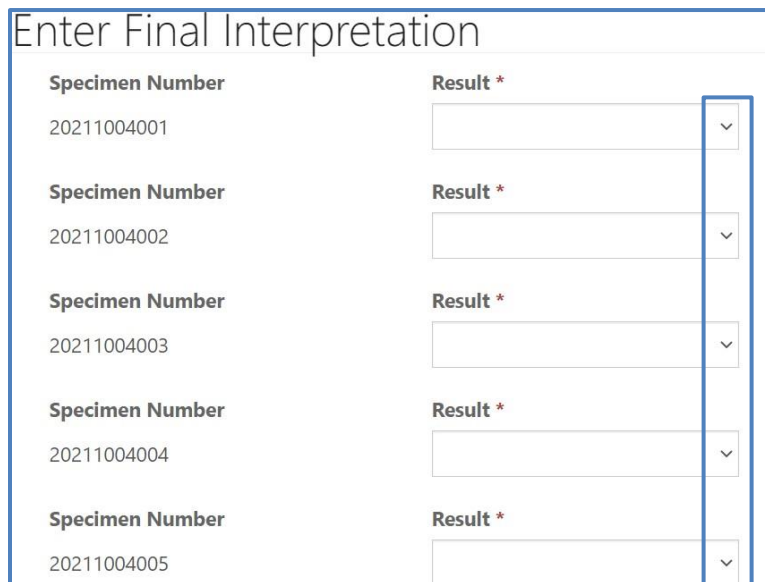
Navigate to the page titled 'anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)' to enter HIVPT final interpretations. Navigation details can be found in section 1.1.

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.



The screenshot shows the 'Method Selection' page in the NSQAP Portal. The page title is 'anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)'. Below the title, there is a section labeled 'Method Selection' with the instruction 'Select the method(s) you want to report'. There are two checkboxes: 'EIA Method' and 'Western Blot Method'. At the bottom of the form, there are two buttons: 'Save' and 'Reset Form'.

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



The screenshot shows the 'Enter Final Interpretation' form. It contains five rows, each with a 'Specimen Number' and a 'Result *' field. The specimen numbers are 20211004001, 20211004002, 20211004003, 20211004004, and 20211004005. Each 'Result *' field has a drop-down arrow on the right side, indicating that a final interpretation must be selected for each specimen.

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.

The screenshot shows a web form titled "Enter Final Interpretation". At the top, there are five dropdown menus, each labeled "p18". Below this, there are five rows of input fields. Each row consists of a "Specimen Number" field (containing values like 20211004001) and a "Result *" dropdown menu. At the bottom left of the form, there is a blue "Save" button and a "Reset Form" button. Below the form, there is a footer section with the text "About NSQAP Self-Service Portal" and "This program is cosponsored by the Centers for Disease Control and Prevention".

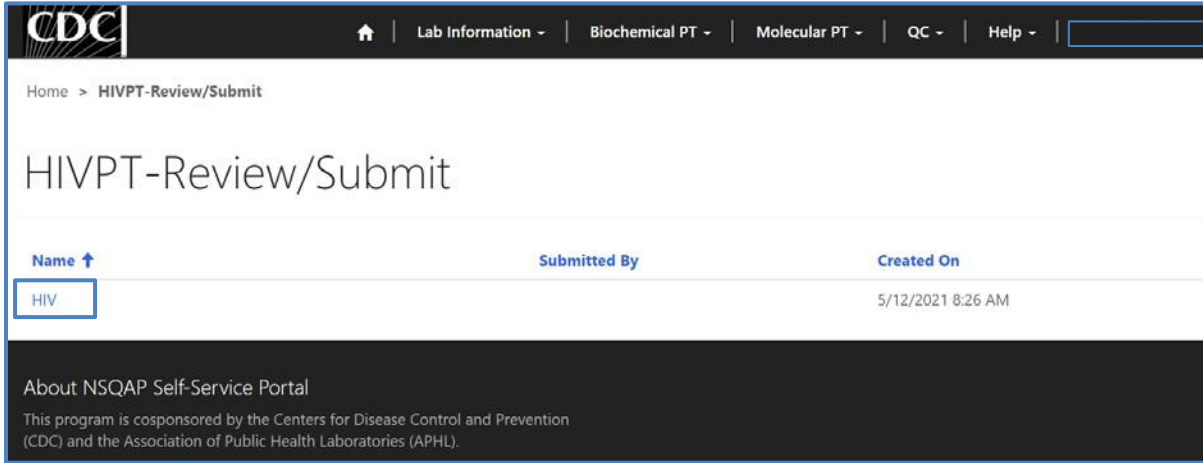
2. If you attempt to save the form without entering **all required fields** you will receive an error message. Complete the missing fields and click 'Save' again.

The screenshot shows the top portion of the HIVPT form. At the top left is the CDC logo. The navigation bar includes "Lab Information", "Biochemical PT", "Molecular PT", "QC", and "Help". The breadcrumb trail reads "Home > anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)". The main heading is "anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)". Below the heading is a red error message box that says: "The form could not be submitted for the following reasons: Result is a required field. Result is a required field." Below the error message is the "Method Selection" section, which asks the user to "Select the method(s) you want to report". There are two checkboxes: "EIA Method" (unchecked) and "Western Blot Method" (checked). Below this is the heading "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).



The screenshot displays the 'HIVPT-Review/Submit' page in the NSQAP Self-Service Portal. The page features a navigation bar with the CDC logo and menu items: Home, Lab Information, Biochemical PT, Molecular PT, QC, and Help. The breadcrumb trail is 'Home > HIVPT-Review/Submit'. The main heading is 'HIVPT-Review/Submit'. Below the heading is a table with the following data:

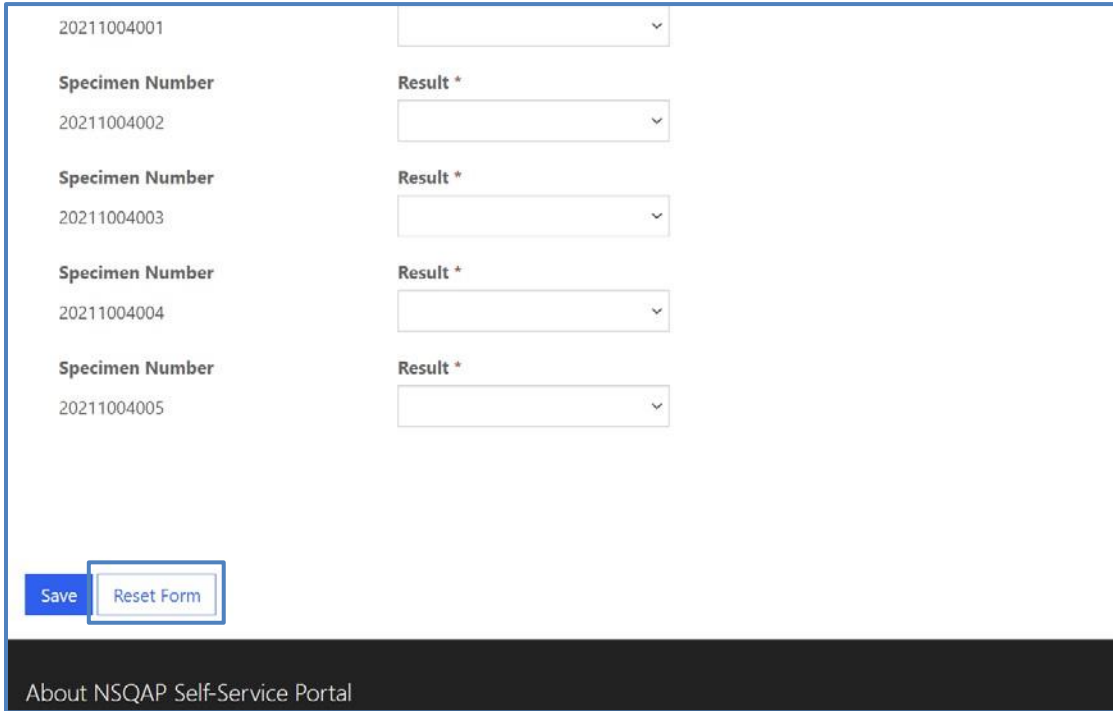
Name ↑	Submitted By	Created On
HIV		5/12/2021 8:26 AM

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).'

1.7 Reset Form

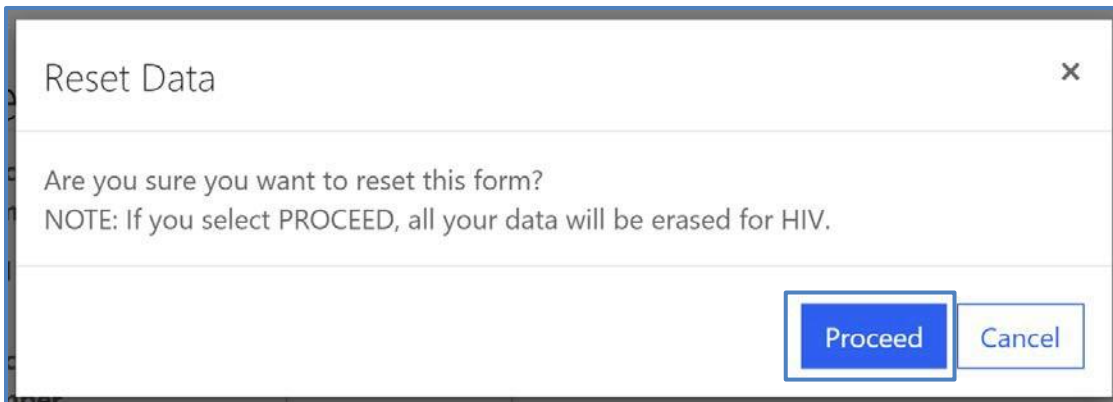
If needed, the 'anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)' portal page can be reset.

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



The screenshot shows a form with five rows of input fields. Each row contains a 'Specimen Number' (e.g., 20211004001) and a 'Result *' dropdown menu. At the bottom left, there are two buttons: 'Save' and 'Reset Form'. The 'Reset Form' button is highlighted with a blue border. Below the form is a dark footer bar with the text 'About NSQAP Self-Service Portal'.

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



The screenshot shows a dialog box titled 'Reset Data' with a close button (X) in the top right corner. The text inside the dialog asks: 'Are you sure you want to reset this form?' and includes a note: 'NOTE: If you select PROCEED, all your data will be erased for HIV.' At the bottom right, there are two buttons: 'Proceed' and 'Cancel'. The 'Proceed' button is highlighted with a blue border.

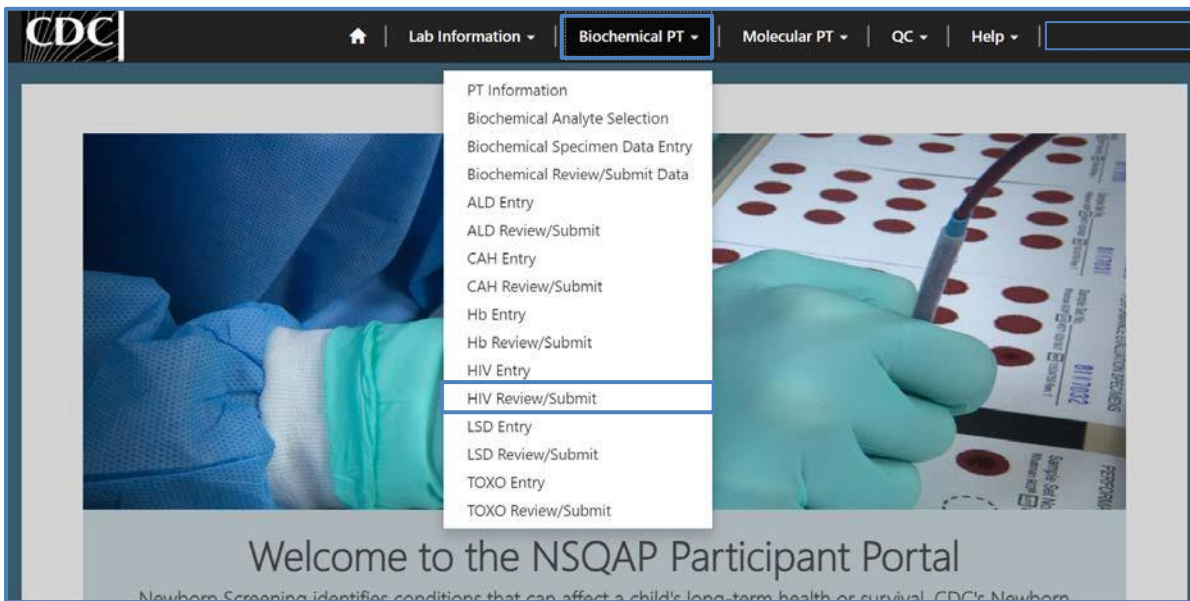
3. You will be redirected back to the HIV results entry landing page after the form is reset. Complete the HIVPT program entry as detailed in sections 1.2 – 1.5.

2. HIVPT Review & Submit Page

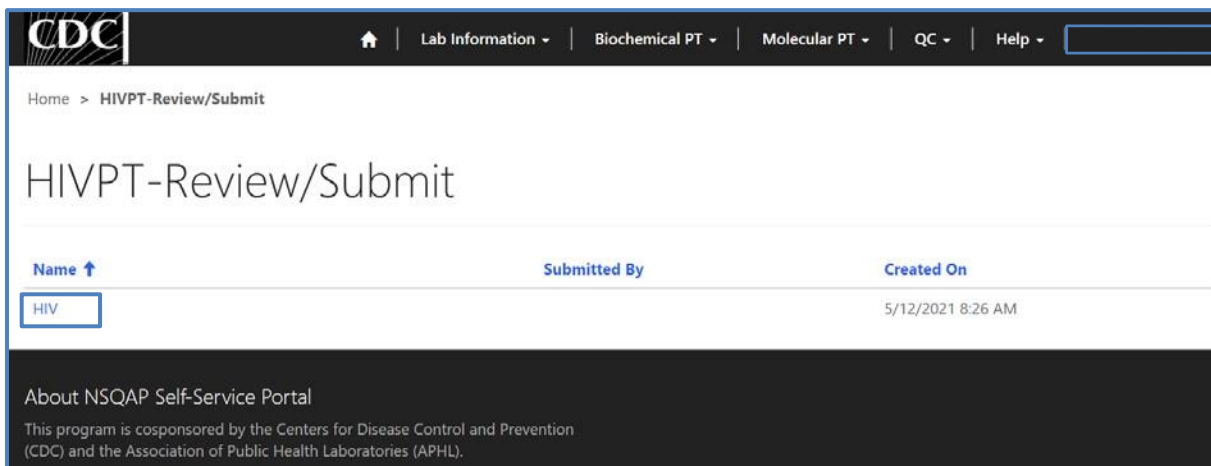
2.1 Navigation

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.



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.

The screenshot displays the 'HIVPT Review/Submit' interface. At the top, there is a navigation bar with the CDC logo and menu items: Lab Information, Biochemical PT, Molecular PT, QC, and Help. The main heading is 'HIVPT Review/Submit'. Below this, the 'Method Selection' section shows 'Recorded method(s)' with radio buttons for 'EIA Method' and 'Western Blot Method'. The 'Enter EIA Method Results' section includes a table for specimen results:

Method	Result	Result
20211004001	---	---
20211004002	---	---
20211004003	---	---
20211004004	---	---
20211004005	---	---

The 'Enter Western Blot Method Results' section includes an 'Antigen Results' table:

20211004001	20211004002	20211004003	20211004004	20211004005
gp160	gp160	gp160	gp160	gp160
gp120	gp120	gp120	gp120	gp120
p46	p46	p46	p46	p46
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

The 'Enter Final Interpretation' section shows a table with specimen numbers and their corresponding results:

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

At the bottom, a note states: 'After you click submit your submission will be locked and cannot be changed. Navigate to the HIV Entry Page to Make Edits.' A 'Submit' button is located at the bottom left, and a footer link 'About NSQAP Self-Service Portal' is at the bottom center.

- 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](#)

About NSQAP Self-Service Portal

- 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](#)

About NSQAP Self-Service Portal

2.3 Submit

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

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: —

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

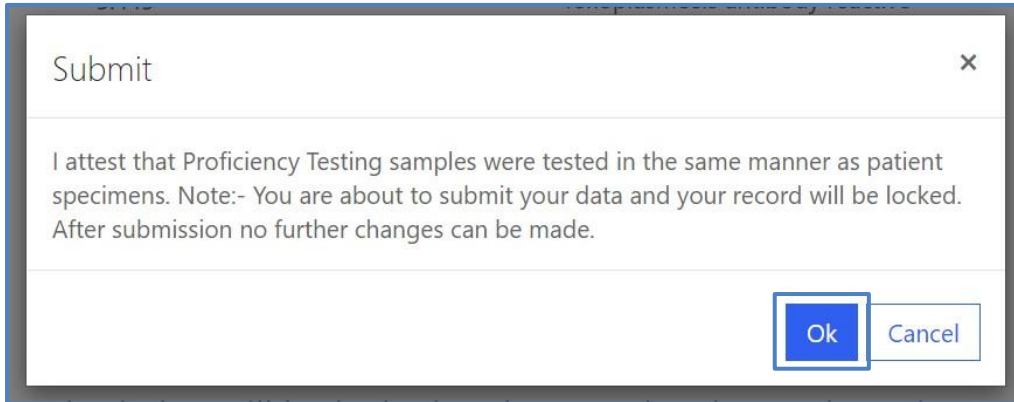
20211004002	Reactive
Specimen Number	Result *
20211004003	Non-Reactive
Specimen Number	Result *
20211004004	Non-Reactive
Specimen Number	Result *
20211004005	Reactive

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

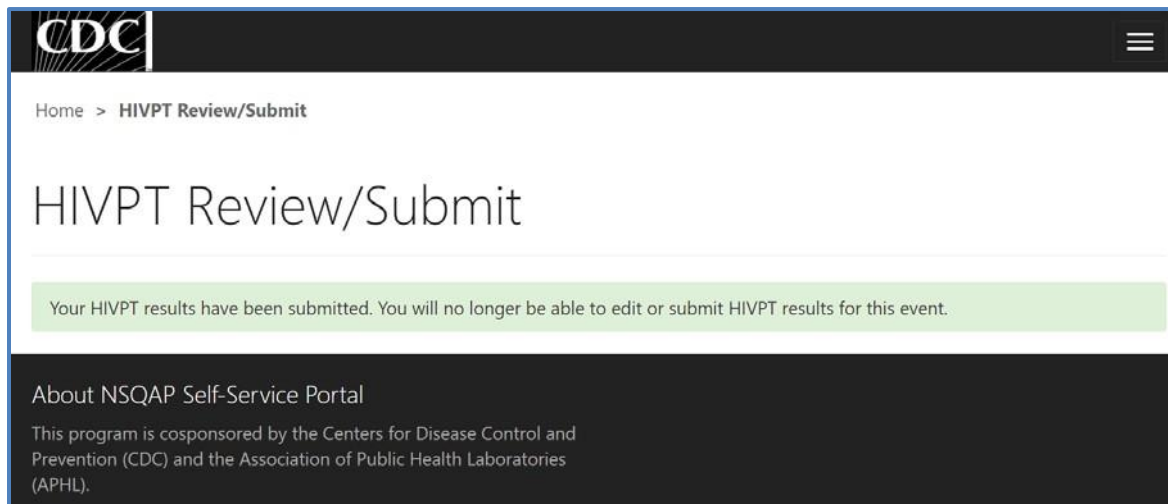
About NSQAP Self-Service Portal

- 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.



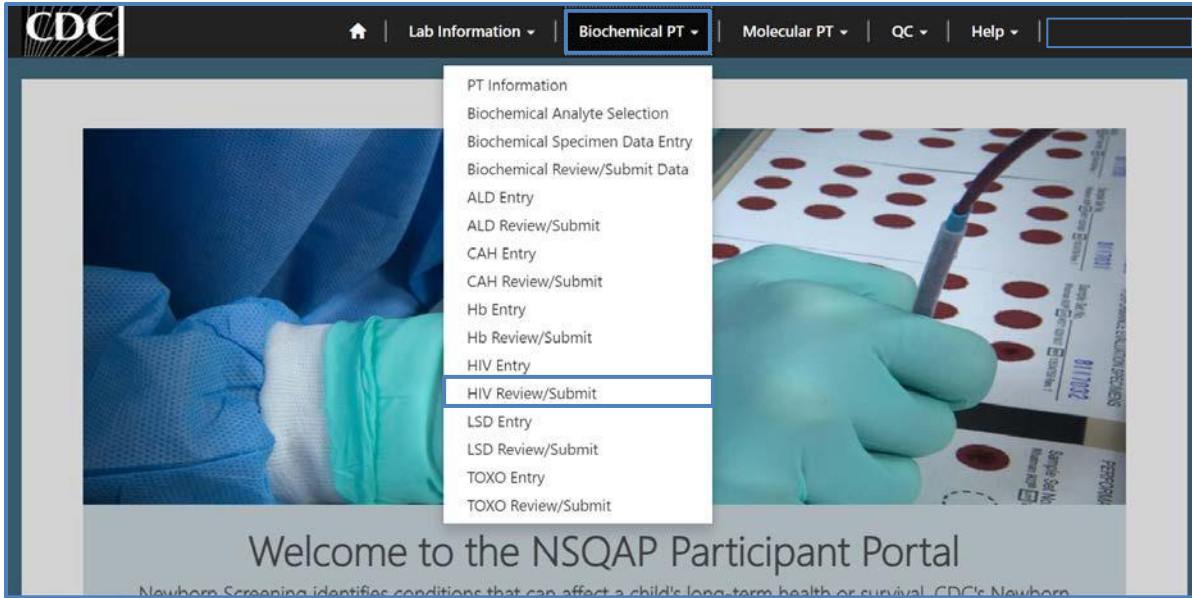
- The HIVPT data entry page cannot be accessed after submission. You can view your submitted data in a read-only format by accessing the review and submit page (see sections 2.1 and 2.2).

2.4 Save Data – Pdf Format

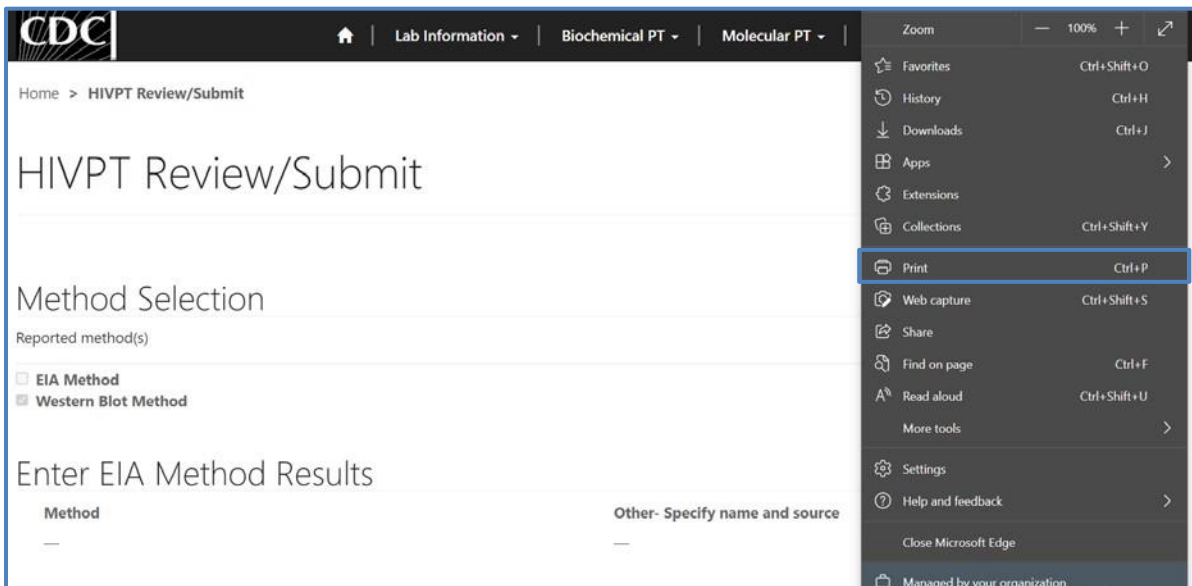
Submitted data can be saved in a pdf format by using the ‘Save a PDF’ function included in your web browser.

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

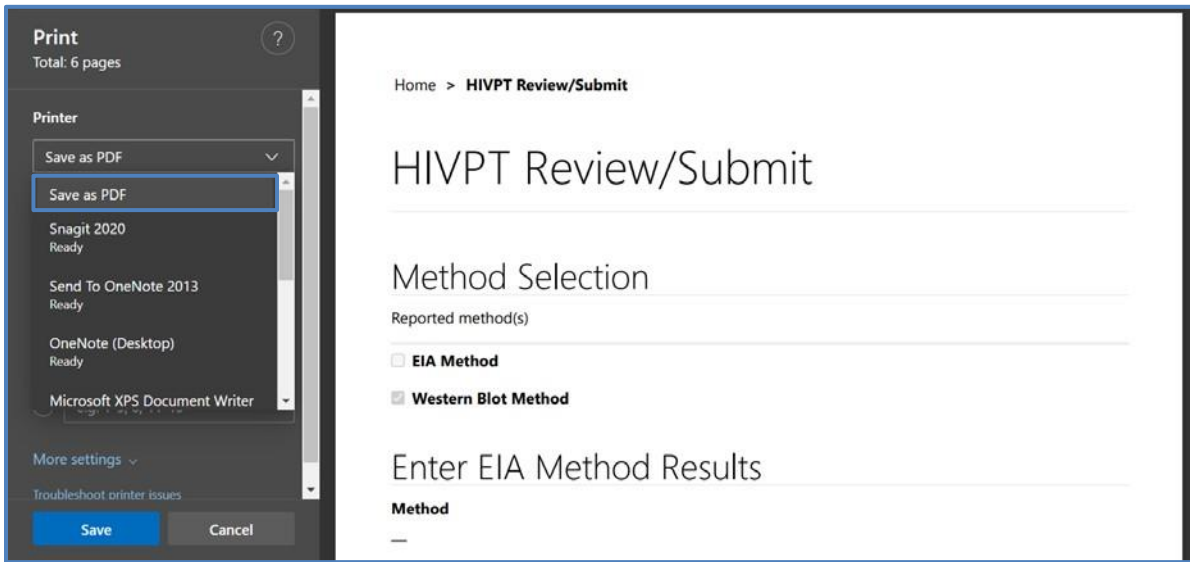
1. Navigate to the review and submit page as described in section 2.1.



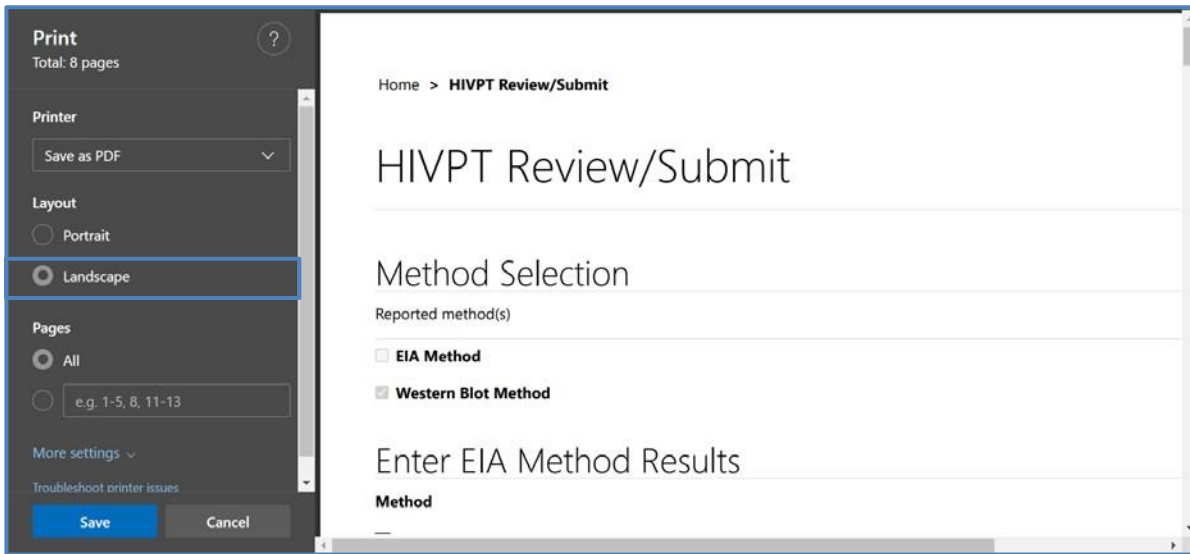
2. Locate the “Print’ function on your web browser.



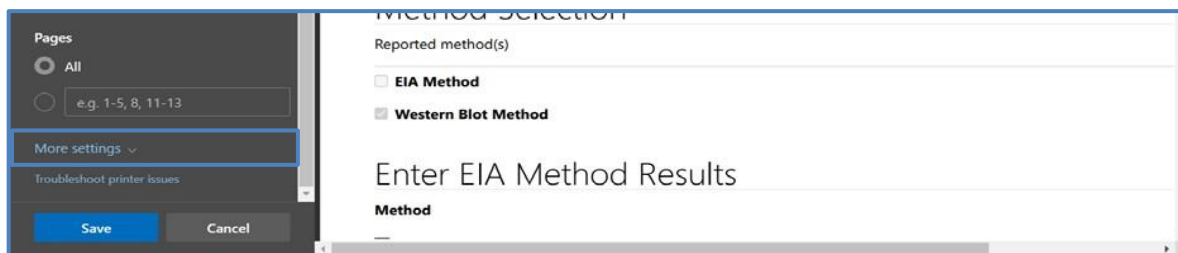
3. Select 'Save as PDF'.



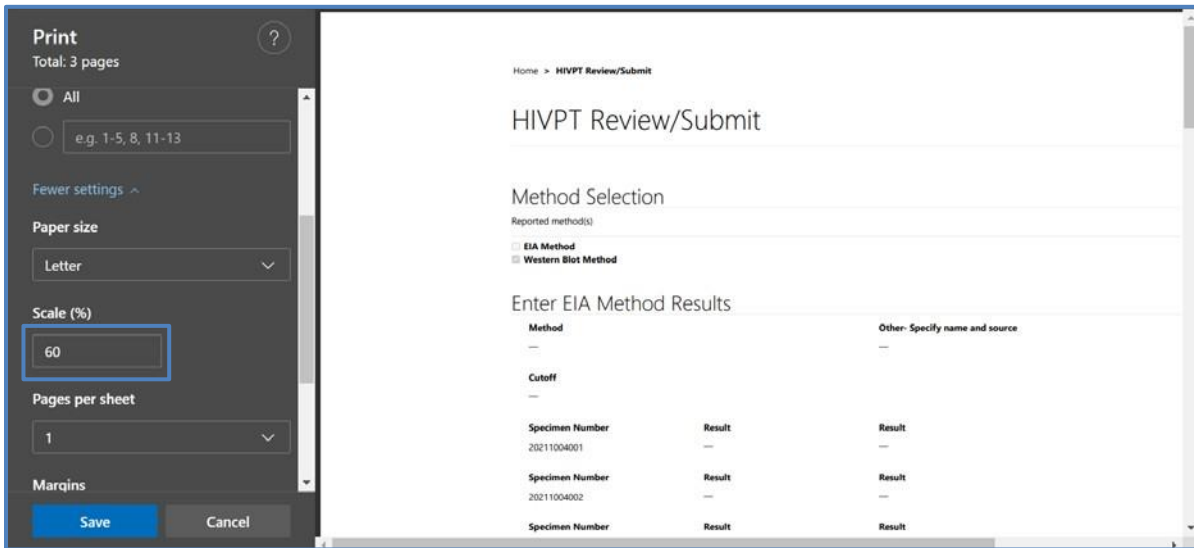
4. Select 'Landscape' as the layout choice.



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.

