

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**

**EDUCATIONAL  
HEMOGLOBINOPATHY SURVEY  
USER GUIDE**

**September 2023**

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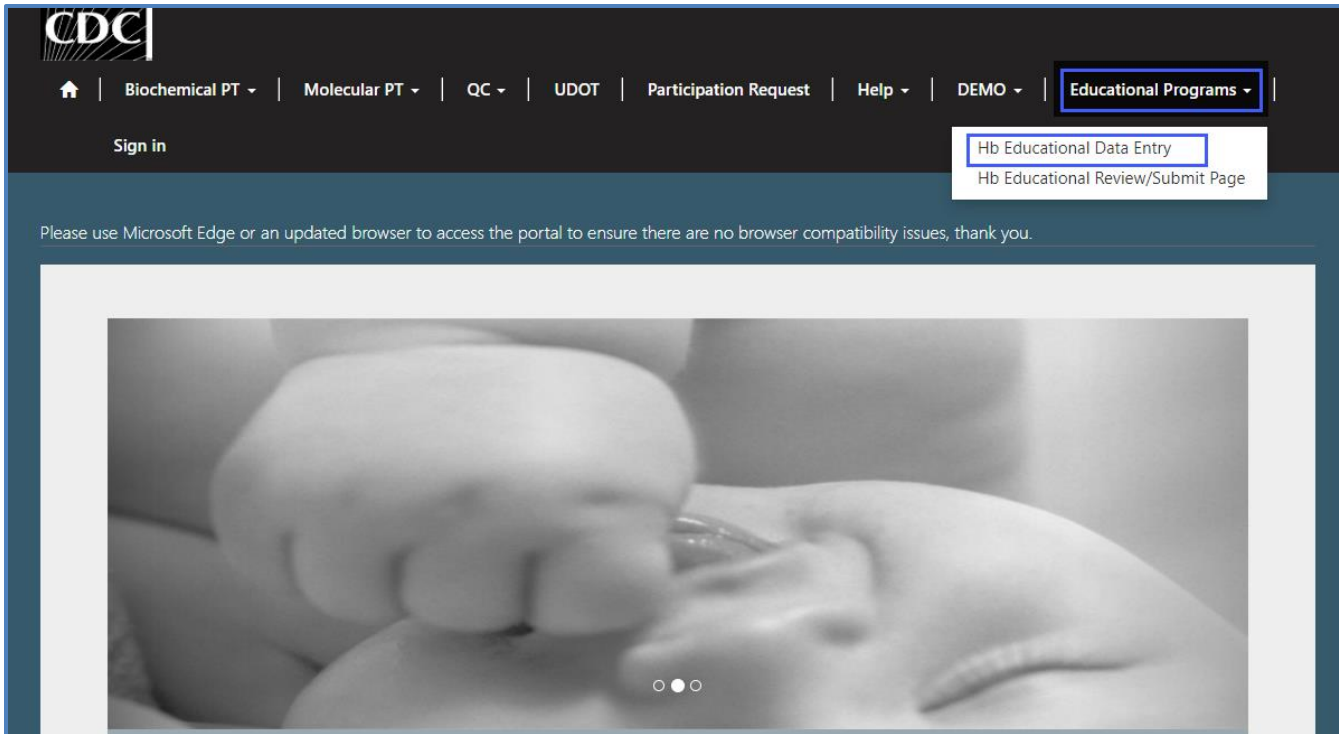
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# 1. Hb Educational Survey Data Entry Page

## 1.1 Navigation

To enter and save Hb data, navigate to the Hb Educational Entry page. Access the page from the 'Hb Educational Entry' option on the Educational Programs drop-down menu.

1. Click on the dropdown by the '**Educational Programs**' tab, then '**Hb Educational Data Entry**' from the drop-down menu.



2. Click 'Hb Ed Survey' to navigate to the data entry page.

The screenshot displays the NSQAP Portal interface. At the top, there is a navigation bar with the CDC logo and several menu items: Home, Lab Information, Biochemical PT, Molecular PT, QC, UDOT, Participation Request, Help, and DEMO. Below this, there are sub-menus for Educational Programs and Hannah Behringer. The main content area shows the breadcrumb 'Home > Educational Hemoglobinopathy Survey' and the title 'Educational Hemoglobinopathy Survey'. A table lists survey entries with columns for 'Name' and 'Created On'. The entry 'Hb Ed Survey' is highlighted with a blue box. Below the table, there is a note: '\*-Required Field.' and form approval information: 'Form Approved OMB No. 0920-1389 Exp. Date 03/31/2026'. At the bottom, there is a section titled 'About NSQAP Self-Service Portal' with a brief description of the program's sponsorship by the CDC and APHL.

Name ↑	Created On
Hb Ed Survey	7/19/2023 3:02 PM

\*-Required Field.

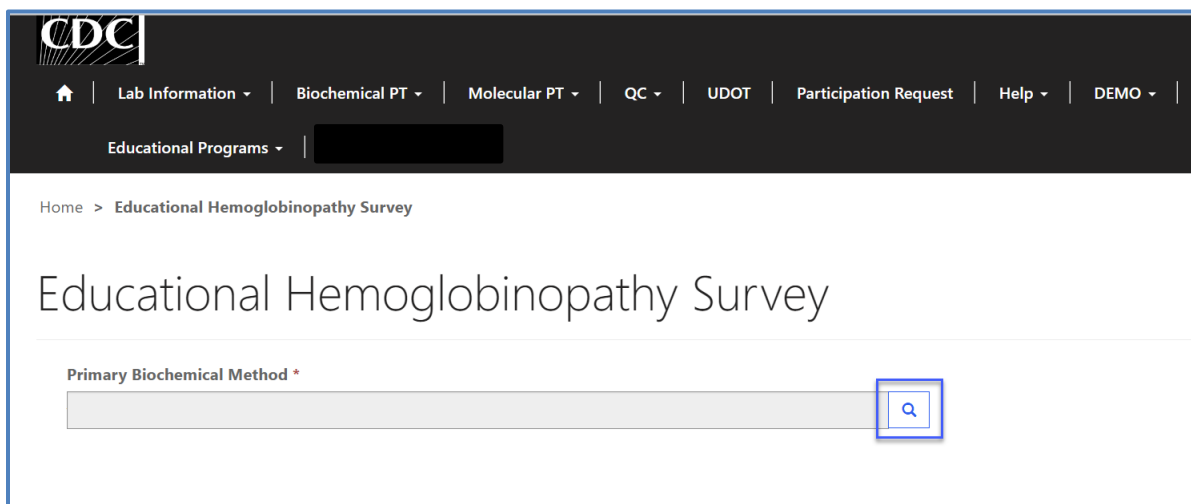
Form Approved  
OMB No. 0920-1389  
Exp. Date 03/31/2026

**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).

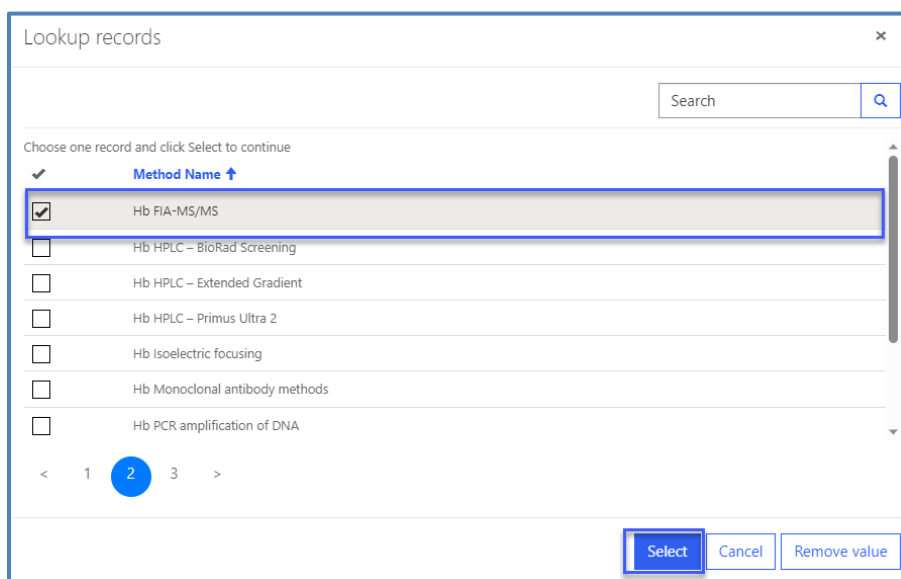
## 1.2 Enter Information

Navigate to the page titled 'Educational Hemoglobinopathy Survey' to view the Hb 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, click the checkbox next to the method of choice and click 'Select'.



The screenshot shows the top navigation bar of the NSQAP Portal with the CDC logo and menu items: Lab Information, Biochemical PT, Molecular PT, QC, UDOT, Participation Request, Help, and DEMO. Below the navigation bar, the breadcrumb trail reads 'Home > Educational Hemoglobinopathy Survey'. The main heading is 'Educational Hemoglobinopathy Survey'. The form contains a field labeled 'Primary Biochemical Method \*' with a search icon (magnifying glass) to its right.



The screenshot shows a 'Lookup records' dialog box with a search bar and a list of methods. The list is as follows:

Method Name
<input checked="" type="checkbox"/> Hb FIA-MS/MS
<input type="checkbox"/> Hb HPLC – BioRad Screening
<input type="checkbox"/> Hb HPLC – Extended Gradient
<input type="checkbox"/> Hb HPLC – Primus Ultra 2
<input type="checkbox"/> Hb Isoelectric focusing
<input type="checkbox"/> Hb Monoclonal antibody methods
<input type="checkbox"/> Hb PCR amplification of DNA

At the bottom of the dialog box, there are three buttons: 'Select', 'Cancel', and 'Remove value'.

- If 'Other' is selected, is selected, a text box will appear. The User will be asked to specify the method.

## Educational Hemoglobinopathy Survey

**Primary Biochemical Method \***

Other
x
Q

**Specify \***

- For each specimen number, add the Presumptive Phenotype and Clinical Assessment. Enter a Secondary Biochemical Method, Other Biochemical Method, Optional Molecular Method, Optional Secondary Molecular Method, Optional Molecular Results: Allele 1, and Optional Molecular Results: Allele 2 for each specimen number if applicable. Comments may be added to each specimen Section as well.

- Note:** Please review the specific data entry instructions for the Educational Hb Program.

### Data Entry Instructions

- For each specimen, report your Biochemical Methods using the drop down menu.
- Reporting of molecular data is optional. If molecular data is reported, use free text to describe the molecular method(s) used including manufacturer and kit name if relevant.
- When reporting biochemical phenotypes, list the hemoglobins in the order of their abundance.
- If two hemoglobin biochemical phenotypic variants are present in equal abundance, list them in order of greater clinical significance.
- Use the letter "V" to represent unidentified hemoglobin biochemical variants.
- Enter the Biochemical Clinical Assessment using the drop down menu.
- Use free text when reporting molecular results. Report identified alleles using Human Genome Variation Society (HGVS) nomenclature.
- We recommend that participants supplement unusual phenotype reports with comments in the Phenotype Comments section.

**Specimen Number**  
2023E019001

<p><b>Secondary Biochemical Method</b></p> <div style="border: 1px solid #ccc; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">Q</div>	<p><b>Other Biochemical Method</b></p> <div style="border: 1px solid #ccc; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">Q</div>
<p><b>Presumptive Phenotype *</b></p> <div style="border: 1px solid #ccc; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">Q</div>	<p><b>Clinical Assessment *</b></p> <div style="border: 1px solid #ccc; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">Q</div>
<p><b>Optional Molecular Method</b></p> <div style="border: 1px solid #ccc; height: 20px;"></div>	<p><b>Optional Secondary Molecular Method</b></p> <div style="border: 1px solid #ccc; height: 20px;"></div>
<p><b>Optional Molecular Results: Allele 1</b></p> <div style="border: 1px solid #ccc; height: 20px;"></div>	<p><b>Optional Molecular Results: Allele 2</b></p> <div style="border: 1px solid #ccc; height: 20px;"></div>
<p><b>Comments</b></p> <div style="border: 1px solid #ccc; height: 20px;"></div>	

- After all data has been entered and checked, click the Save button at the bottom of the form. If the User attempts to save the form without entering **all required fields**, the User will receive an error message. Complete the missing fields and click '**Save**' again.

**Note:** All information and data must be saved at the same time. Data cannot be partially saved.

The screenshot shows a form with two columns. The left column contains:

- Presumptive Phenotype \***: A dropdown menu with 'FAC' selected.
- Optional Molecular Method**: An empty text input field.
- Optional Molecular Results: Allele 1**: An empty text input field.
- Comments**: A large text area for notes.

The right column contains:

- Clinical Assessment \***: A dropdown menu with 'Hemoglobin C Trait' selected.
- Optional Secondary Molecular Method**: An empty text input field.
- Optional Molecular Results: Allele 2**: An empty text input field.

At the bottom left of the form is a blue button labeled 'Save'.

- After the User has successfully saved the data and information, they will be redirected to the review and submit page.

**Note:** At this point the User's data has only been **saved**. The User must navigate to the Review and Submit page to submit the data. See Section 2 for additional details.

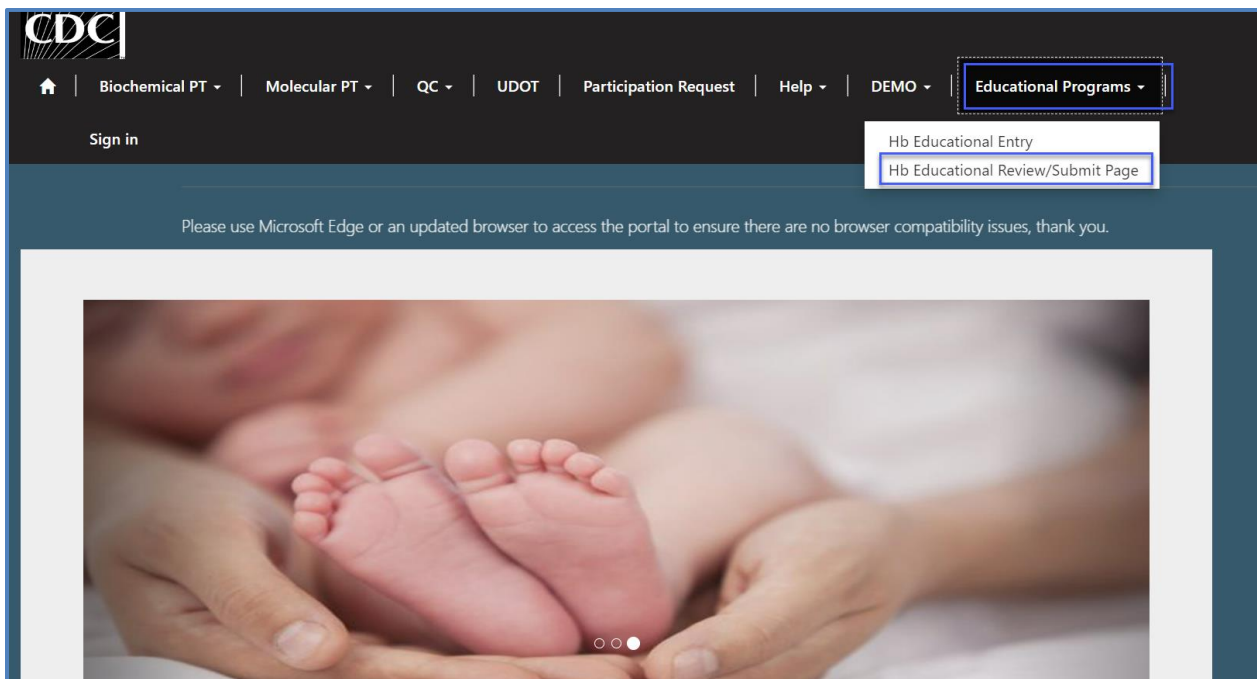
**Note:** This page can be saved and re-saved as many times as needed, but each new save will overwrite the previous save(s).

## 2. Hb Educational Survey Review & Submit Page

### 2.1 Navigation

Review and submit Hb Educational Program specimen data after program information and results have been entered and saved (see Section 1). Access the review/submit page via the **'Hb Educational Review/Submit'** option on the Educational Programs drop-down menu.

1. Location of the **'Hb Educational Review/Submit Page'** on the main menu tool bar. Select **'Educational Programs'** then **'Hb Educational Review/Submit Page'** from the drop-down menu.





- The Hb Educational Review/Submit landing page will appear. Select **'Hb Ed Survey'** to navigate to the review and submit page.

Home > Educational Hemoglobinopathy Survey Review/Submit Page

## Educational Hemoglobinopathy Survey Review/Submit Page

Name ↑	Submitted By	Modified On
Hb Ed Survey	Joanne Mei	8/29/2023 8:14 AM

\*-Required Field.

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## 2.2 Review and Submit

1. Navigate to the '**Hb Ed Data Review/Submit Page**' to review HbPT method information and results in a read-only format.

Home > Hb Ed Data Review/Submit Page

### Hb Ed Data Review/Submit Page

Method Information

**Primary Biochemical Method \***  
Hb Bio-Rad Screening HPLC

**Specify**  
—

---

**Specimen Number**  
2023E019001

<b>Secondary Biochemical Method</b> —	<b>Other Biochemical Method</b> —
<b>Specify</b> —	<b>Specify</b> —

<b>Presumptive Phenotype *</b> FC	<b>Clinical Assessment *</b> Alpha Thalassemia Silent Carrier
--------------------------------------	--

2. If edits are necessary, navigate back to the Hb entry page to make any changes and save. Return to the Review/Submit page to continue.
3. After reviewing and confirming that all information entered is accurate, submit the results by clicking the 'Submit' button.

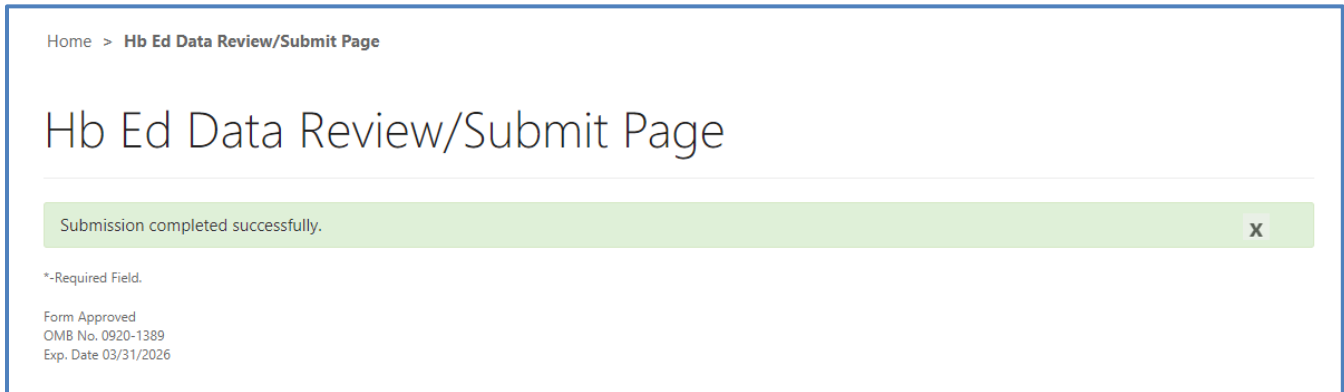
**Submit**

\*-Required Field.

Form Approved  
OMB No. 0920-1389  
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**NOTE:** Users are only allowed to submit their results **ONCE**. Users must review and ensure the entered information and results are accurate **BEFORE** submitting.

4. Users will be re-directed back to the 'Hb Ed Data Review and Submit' Page after they successfully submit.



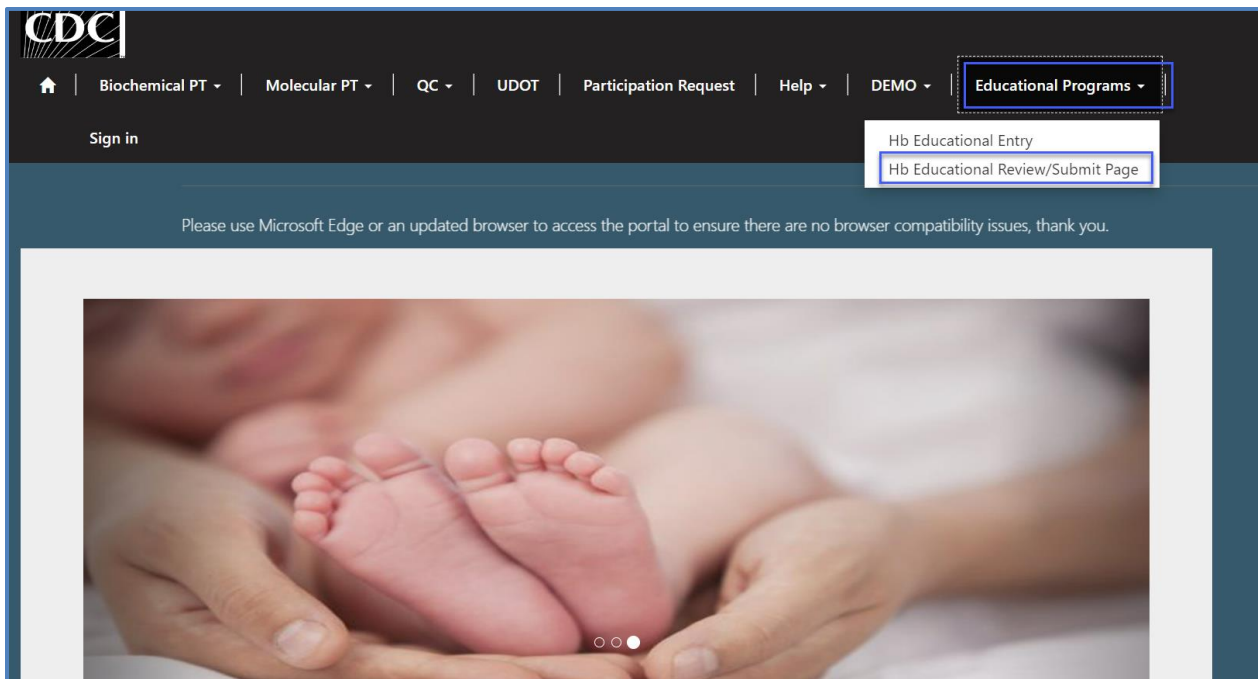
5. The HbPT data entry page cannot be accessed after submission. Users can view their submitted data in a read-only format by accessing the Review and Submit page.

## 2.3 Save Data – PDF Format

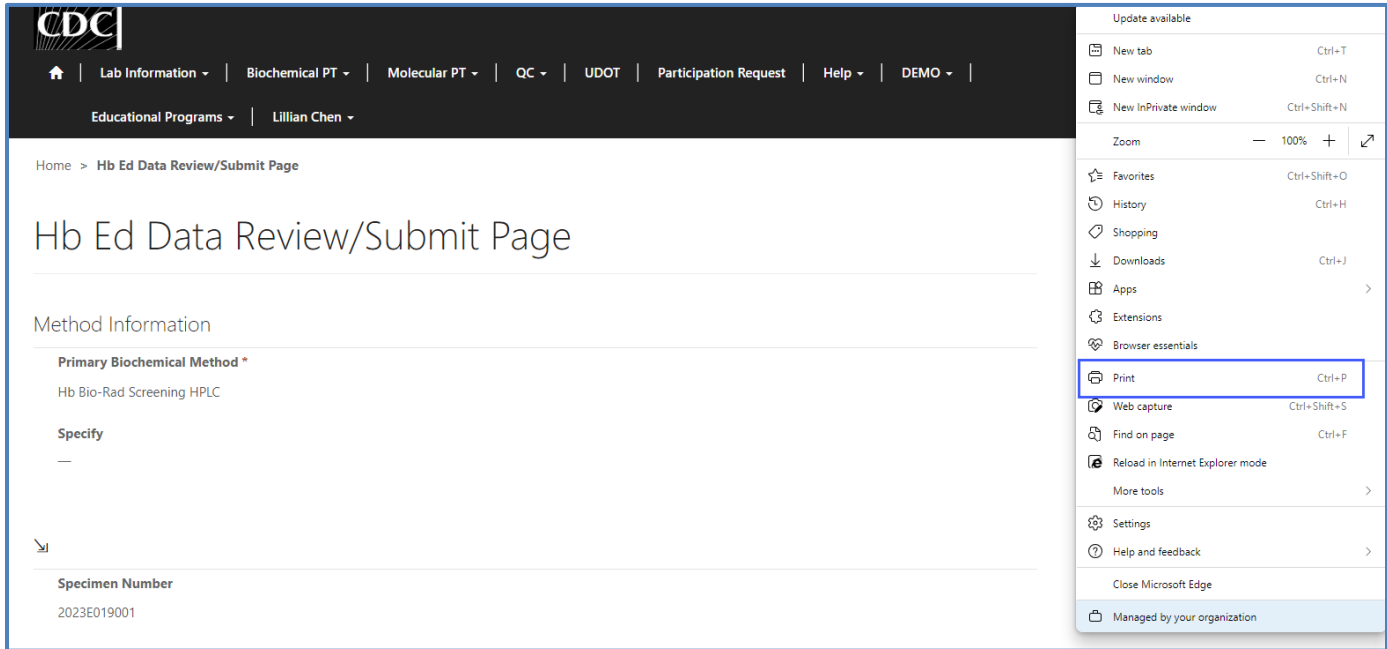
Submitted data can be saved in a PDF format by using the ‘Save a PDF’ function included in the User’s web browser.

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

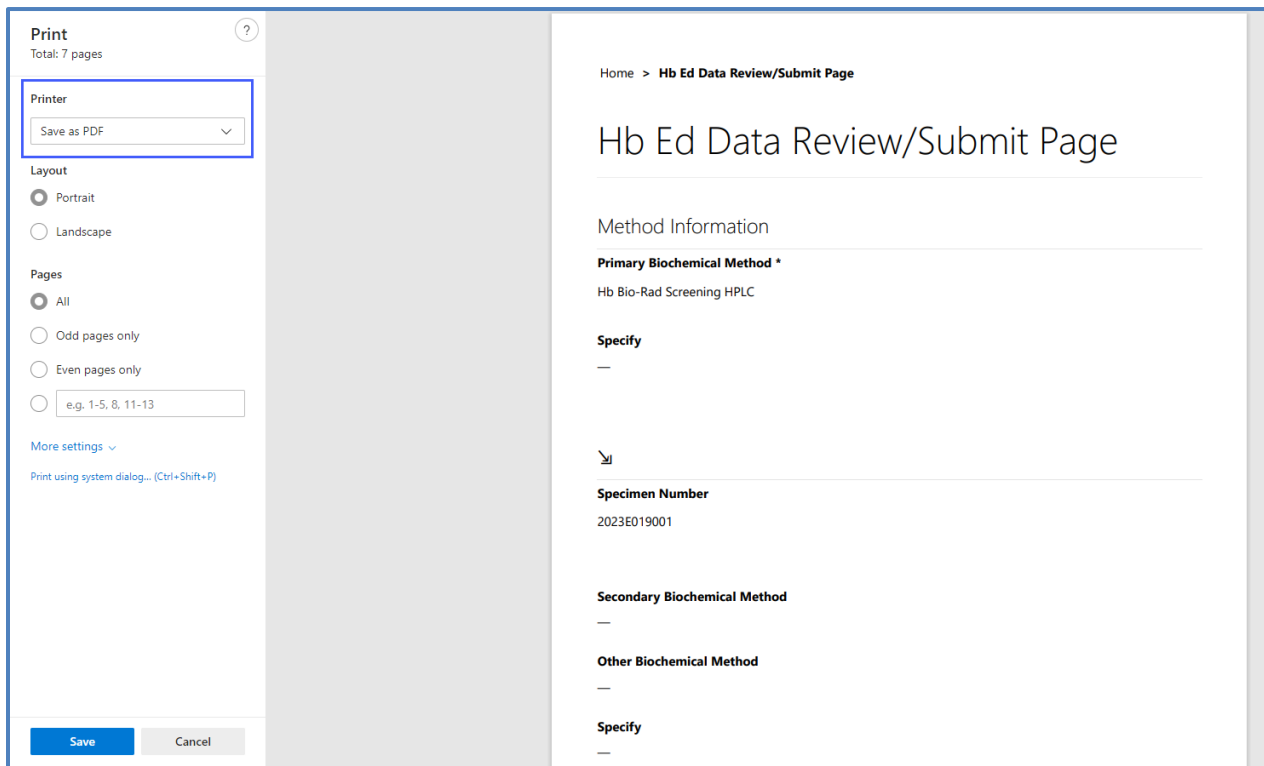
1. Navigate to the Review/Submit Page as described in Section 2.1.



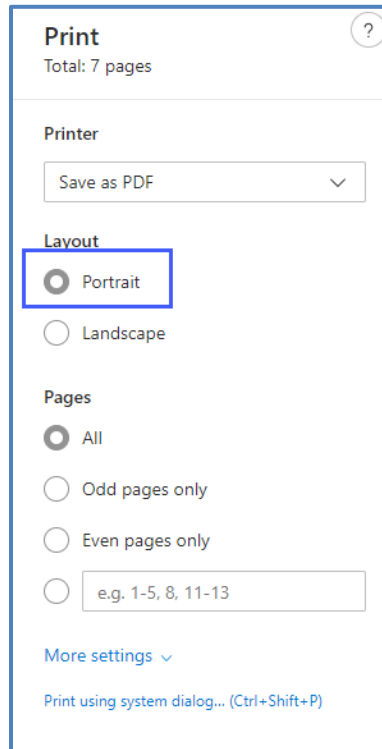
2. Locate the 'Print' function on the web browser.



3. Select 'Save as PDF'.



4. Select **'Portrait'** as the layout choice.

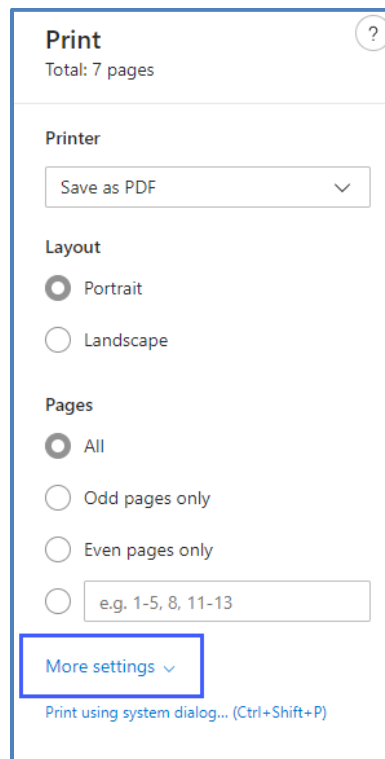


The screenshot shows a 'Print' dialog box with the following elements:

- Print** (title) and **Total: 7 pages** (status).
- Printer** section with a dropdown menu set to **Save as PDF**.
- Layout** section with two radio button options: **Portrait** (selected) and **Landscape**.
- Pages** section with four radio button options: **All** (selected), **Odd pages only**, **Even pages only**, and a text input field containing **e.g. 1-5, 8, 11-13**.
- More settings** with a downward arrow.
- Print using system dialog... (Ctrl+Shift+P)** at the bottom.

A blue rectangular box highlights the **Portrait** radio button in the Layout section.

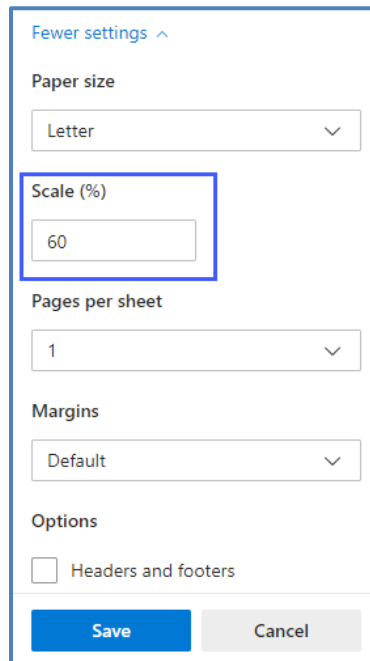
5. Select **'More settings'**.



The screenshot shows the same 'Print' dialog box as above, but with the **More settings** link highlighted by a blue rectangular box.

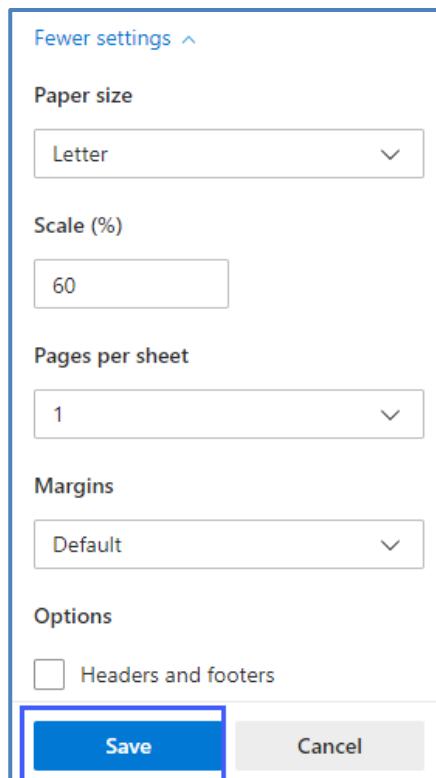
- Print** (title) and **Total: 7 pages** (status).
- Printer** section with a dropdown menu set to **Save as PDF**.
- Layout** section with two radio button options: **Portrait** (selected) and **Landscape**.
- Pages** section with four radio button options: **All** (selected), **Odd pages only**, **Even pages only**, and a text input field containing **e.g. 1-5, 8, 11-13**.
- More settings** with a downward arrow (highlighted).
- Print using system dialog... (Ctrl+Shift+P)** at the bottom.

6. Adjust the scale percentage to 60%.



The screenshot shows a dialog box titled "Fewer settings" with a collapse arrow. It contains several settings: "Paper size" set to "Letter", "Scale (%)" set to "60" (highlighted with a blue box), "Pages per sheet" set to "1", "Margins" set to "Default", and "Options" with "Headers and footer" unchecked. At the bottom are "Save" and "Cancel" buttons.

7. Select 'Save' to save the PDF file to the User's local drive's folder of choice.



The screenshot shows the same "Fewer settings" dialog box as above. In this view, the "Save" button at the bottom left is highlighted with a blue box, indicating the next step in the process.