

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**

**June 2021**

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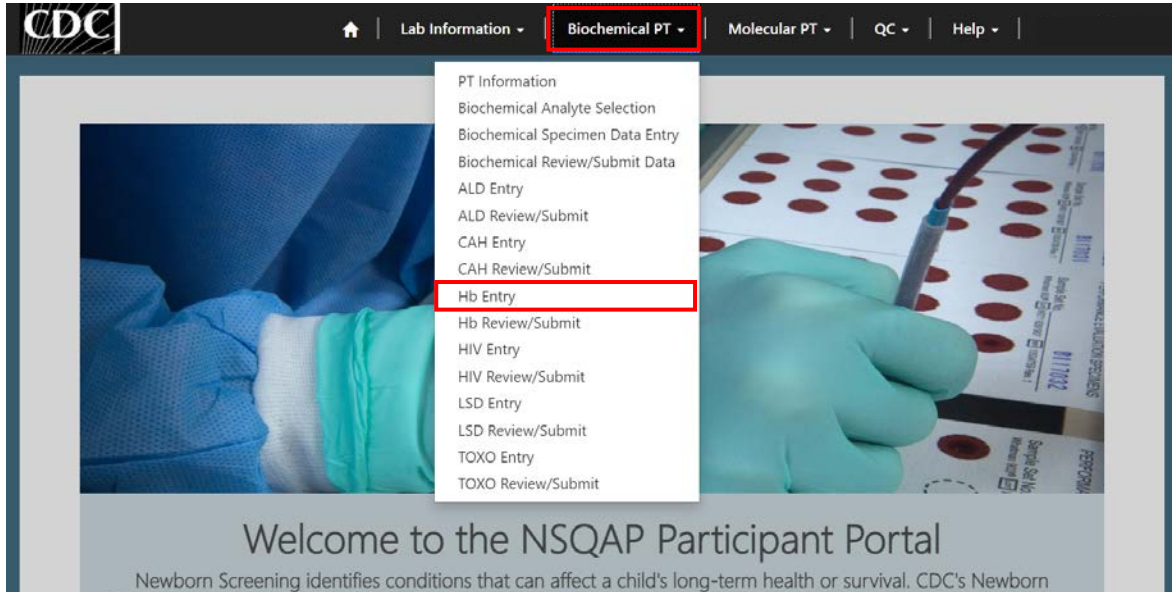
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# 1. HbPT Program Entry Page

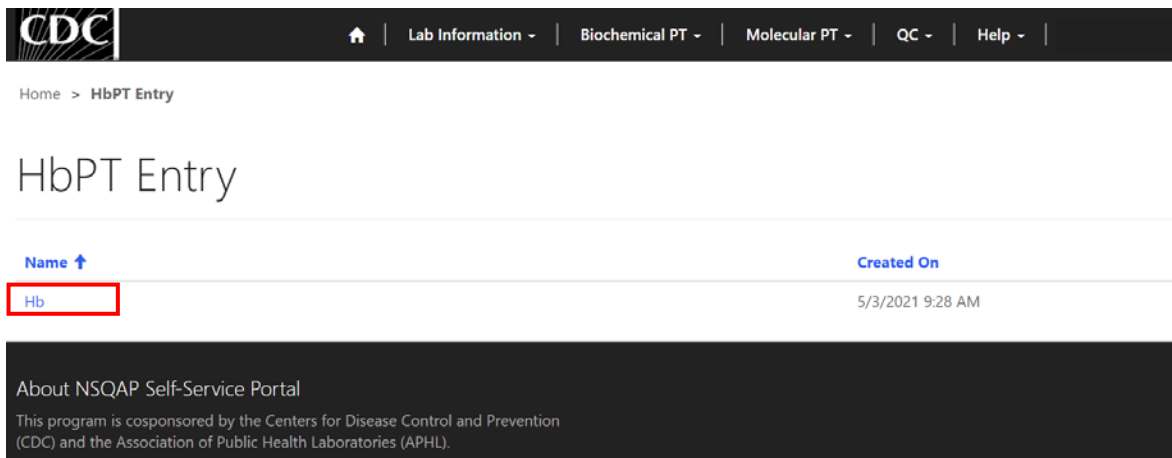
## 1.1 Navigation

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.

Home | Lab Information - | Biochemical PT - | Molecular PT - | QC - | Help -

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

## Sickle Cell and Other Hemoglobinopathies Proficiency Testing Program (HbPT)

---

### Method Information

<b>Primary Method *</b>			
<input style="width: 100%;" type="text"/>			
<b>Specimen Number</b>	<b>Secondary Method</b>	<b>Tertiary Method</b>	<b>Quaternary Method</b>
20213012001	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Specimen Number</b>	<b>Secondary Method</b>	<b>Tertiary Method</b>	<b>Quaternary Method</b>
20213012002	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Specimen Number</b>	<b>Secondary Method</b>	<b>Tertiary Method</b>	<b>Quaternary Method</b>
20213012003	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Specimen Number</b>	<b>Secondary Method</b>	<b>Tertiary Method</b>	<b>Quaternary Method</b>
20213012004	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Specimen Number</b>	<b>Secondary Method</b>	<b>Tertiary Method</b>	<b>Quaternary Method</b>
20213012005	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

---

### 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

<b>Specimen Number</b>	<b>Presumptive Phenotype *</b>	<b>Clinical Assessment *</b>
20213012001	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Specimen Number</b>	<b>Presumptive Phenotype *</b>	<b>Clinical Assessment *</b>
20213012002	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Specimen Number</b>	<b>Presumptive Phenotype *</b>	<b>Clinical Assessment *</b>
20213012003	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Specimen Number</b>	<b>Presumptive Phenotype *</b>	<b>Clinical Assessment *</b>
20213012004	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Specimen Number</b>	<b>Presumptive Phenotype *</b>	<b>Clinical Assessment *</b>
20213012005	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

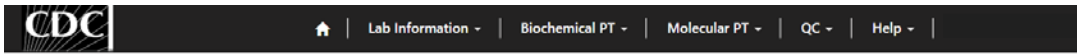
**Comments**

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'.



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

### Sickle Cell and Other Hemoglobinopathies Proficiency Testing Program (HbPT)

#### Method Information

**Primary Method \***

20213012001

**Secondary Method**

**Tertiary Method**

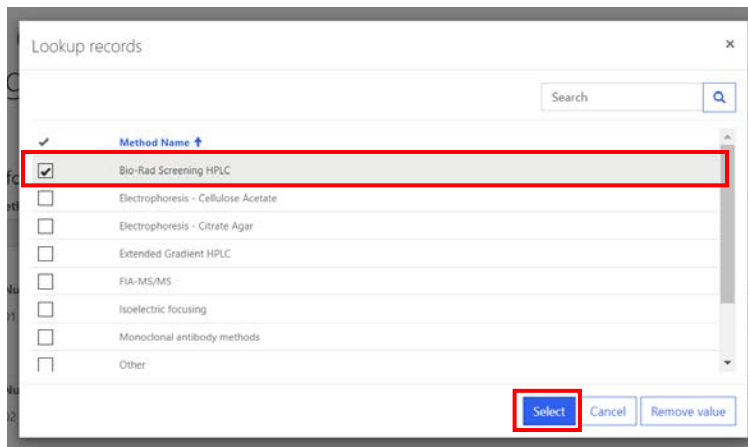
**Quaternary Method**

20213012002

**Secondary Method**

**Tertiary Method**

**Quaternary Method**



#### Method Information

**Primary Method \***

Bio-Rad Screening HPLC

**Specimen Number**

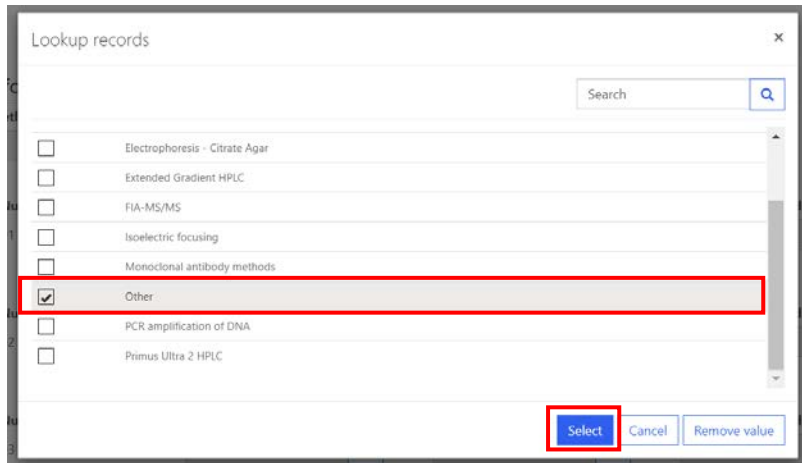
20213012001

**Secondary Method**

**Tertiary Method**

**Quaternary Method**

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 [x] [q]

Primary Method Other \*  
[ ]

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

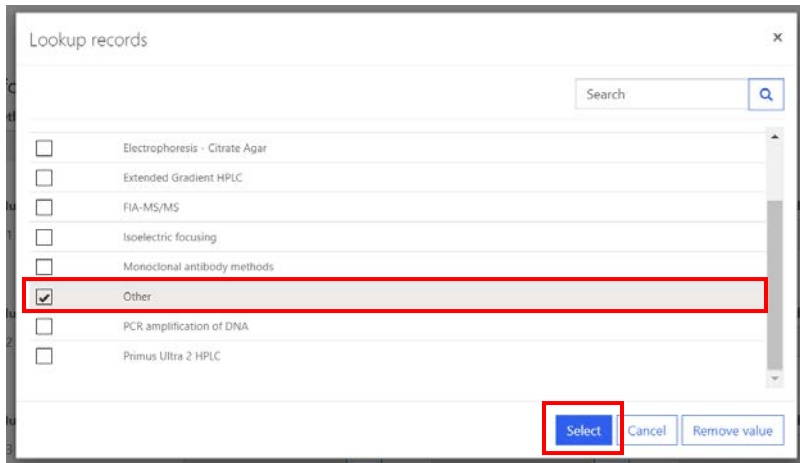
### Method Information

Primary Method \*  
Other [x] [q]

Primary Method Other \*  
[ ]

Specimen Number	Secondary Method	Tertiary Method	Quaternary Method
20213012001	[ ] [q]	[ ] [q]	[ ] [q]
20213012002	[ ] [q]	[ ] [q]	[ ] [q]
20213012003	[ ] [q]	[ ] [q]	[ ] [q]
20213012004	[ ] [q]	[ ] [q]	[ ] [q]
20213012005	[ ] [q]	[ ] [q]	[ ] [q]

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



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

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

<b>Specimen Number</b> 20213012001	<b>Presumptive Phenotype *</b> <input type="text"/>	<b>Clinical Assessment *</b> <input 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'.

Lookup records

Search

<input checked="" type="checkbox"/>	Name ↑
<input type="checkbox"/>	F
<input type="checkbox"/>	FA
<input type="checkbox"/>	FA + Early
<input checked="" type="checkbox"/>	FAC
<input type="checkbox"/>	FAS
<input type="checkbox"/>	FAV
<input type="checkbox"/>	FC
<input type="checkbox"/>	FCA

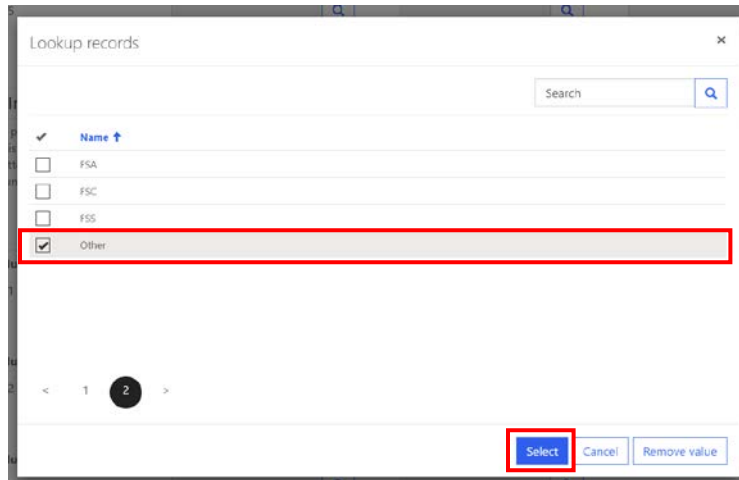
< 1 2 >

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

Data Entry

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

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



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

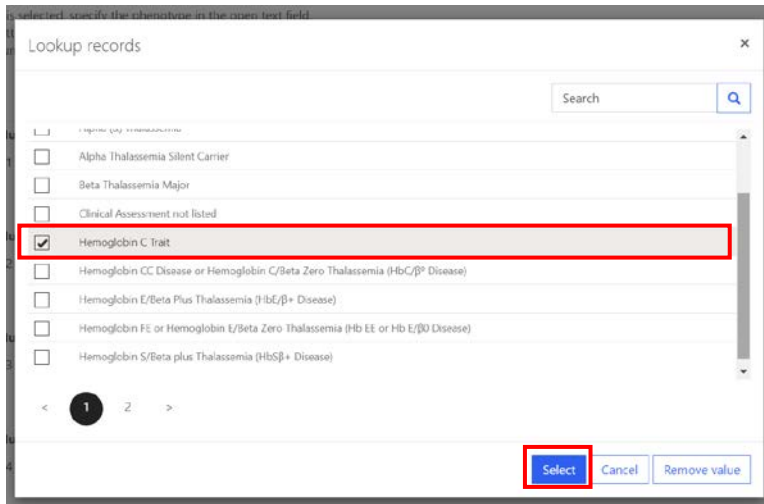
Data Entry

<p><b>Specimen Number</b> 20213012001</p>	<p><b>Presumptive Phenotype *</b> Other <span style="float: right;">✕ 🔍</span></p> <p><b>Other-Specify *</b> <input type="text"/></p>	<p><b>Clinical Assessment *</b> <input type="text"/> <span style="float: right;">🔍</span></p>
<p><b>Specimen Number</b> 20213012002</p>	<p><b>Presumptive Phenotype *</b> FA <span style="float: right;">✕ 🔍</span></p>	<p><b>Clinical Assessment *</b> <input type="text"/> <span style="float: right;">🔍</span></p>

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

Data Entry		
Specimen Number	Presumptive Phenotype *	Clinical Assessment *
20213012001	<input type="text"/> <span style="float: right;">🔍</span>	<input type="text"/> <span style="float: right;">🔍</span>
20213012002	<input type="text"/> <span style="float: right;">🔍</span>	<input type="text"/> <span style="float: right;">🔍</span>
20213012003	<input type="text"/> <span style="float: right;">🔍</span>	<input type="text"/> <span style="float: right;">🔍</span>
20213012004	<input type="text"/> <span style="float: right;">🔍</span>	<input type="text"/> <span style="float: right;">🔍</span>
20213012005	<input type="text"/> <span style="float: right;">🔍</span>	<input type="text"/> <span style="float: right;">🔍</span>

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

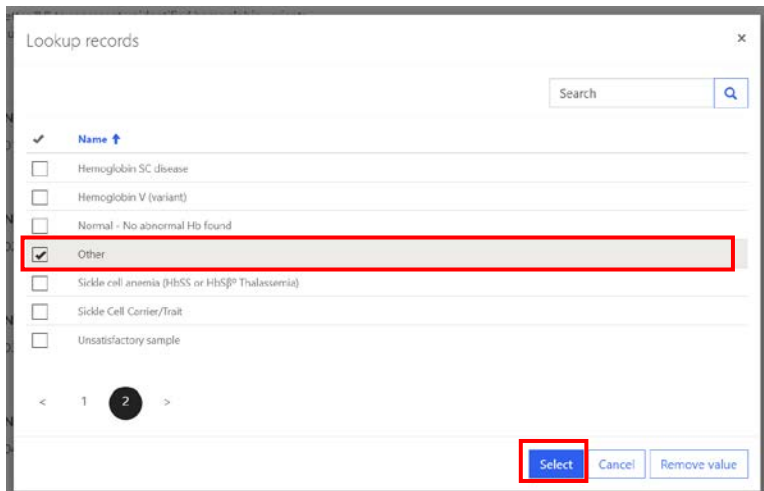


- 3. Use the letter "V" to represent unidentified hemoglobin variants.
- 4. Describe unusual phenotypes or other relevant information in the comments section.

Data Entry

<p><b>Specimen Number</b> 20213012001</p>	<p><b>Presumptive Phenotype *</b> FAC [X] [Q]</p>	<p><b>Clinical Assessment *</b> Hemoglobin C Trait [X] [Q]</p>
<p><b>Specimen Number</b> 20213012002</p>	<p><b>Presumptive Phenotype *</b> FA [X] [Q]</p>	<p><b>Clinical Assessment *</b> Normal - No abno [X] [Q]</p>

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

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

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

<b>Specimen Number</b> 20213012004	<b>Presumptive Phenotype *</b> FSA	<b>Clinical Assessment *</b> Hemoglobin S/Bet
<b>Specimen Number</b> 20213012005	<b>Presumptive Phenotype *</b> FAC	<b>Clinical Assessment *</b> Hemoglobin C Trai

**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.

Specimen Number 20213012004	Presumptive Phenotype * FSA <input type="text"/> <input type="button" value="x"/> <input type="button" value="Q"/>	Clinical Assessment * Hemoglobin S/Bet <input type="text"/> <input type="button" value="x"/> <input type="button" value="Q"/>
Specimen Number 20213012005	Presumptive Phenotype * FAC <input type="text"/> <input type="button" value="x"/> <input type="button" value="Q"/>	Clinical Assessment * Hemoglobin C Trai <input type="text"/> <input type="button" value="x"/> <input type="button" value="Q"/>

Comments

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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.

 [Home](#) | [Lab Information](#) | [Biochemical PT](#) | [Molecular PT](#) | [QC](#) | [Help](#)

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

### Sickle Cell and Other Hemoglobinopathies Proficiency Testing Program (HbPT)

**i** The form could not be submitted for the following reasons:  
 Presumptive Phenotype is a required field.  
 Clinical Assessment is a required field.

Method Information

Primary Method \*  
Bio-Rad Screening HPLC

Specimen Number      Secondary Method      Tertiary Method      Quaternary Method

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).

Home > HbPT-Review/Submit

## HbPT-Review/Submit

Name ↑	Submitted By	Created On
Hb		5/3/2021 9:28 AM

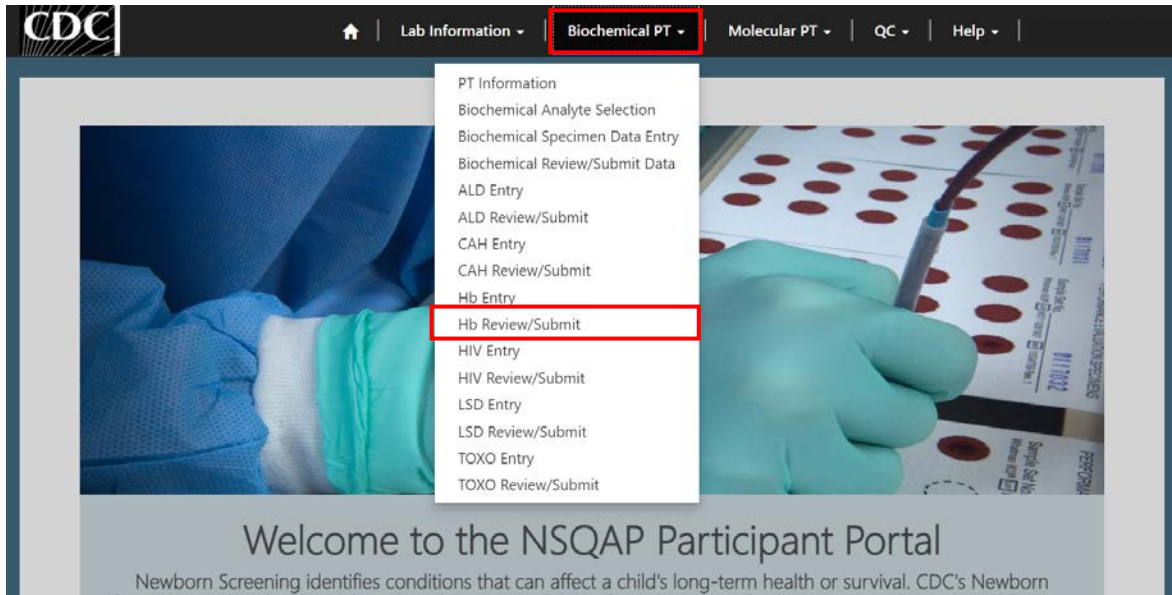
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## 2. HbPT Review & Submit Page

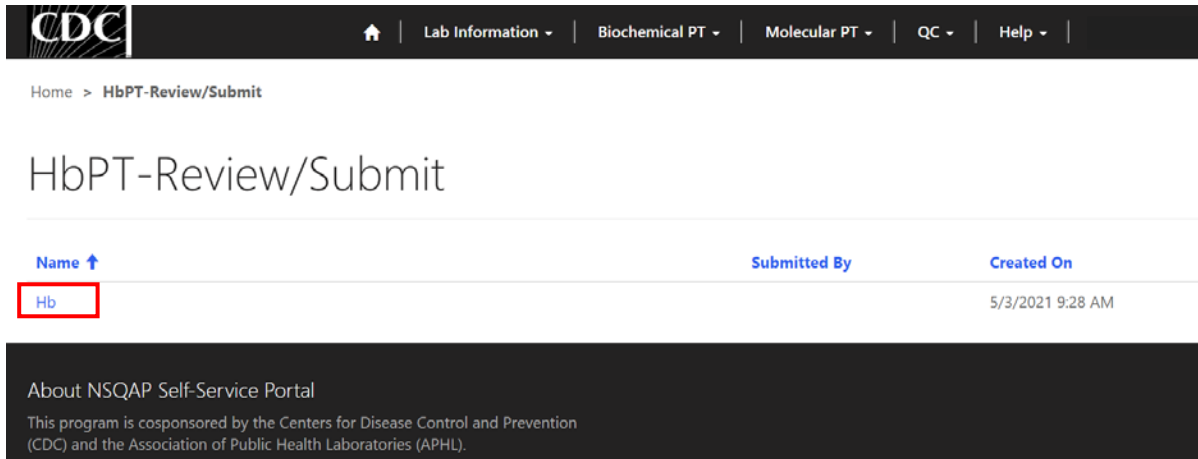
### 2.1 Navigation

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 NSQAP Portal. The page is organized into several sections:

- Method Information:** This section contains a table with two columns: 'Primary Method' and 'Other Specify'. The primary method is listed as 'EIA-Rad Screening (HFE)'. Below this, there are four rows for 'Specimen Number' (2001070201, 2001070202, 2001070203, 2001070204) with corresponding 'Secondary Method', 'Tertiary Method', and 'Quaternary Method' fields, each accompanied by an 'Other Specify' dropdown.
- Data Entry:** This section contains a table with three columns: 'Specimen Number', 'Presumptive Phenotype', and 'Clinical Assessment'. The data is as follows:
 

Specimen Number	Presumptive Phenotype	Clinical Assessment
2001070201	FAC	Hemoglobin C trait
2001070202	FA	Normal - No abnormal Hb found
2001070203	F55	Unkle cell anemia (H55 or H52) Thalassemia
2001070204	F1A	Hemoglobin S beta Thalassemia (H1A) Disease
2001070205	FAC	Hemoglobin C trait
- Comments:** A text area for entering comments.
- Submit:** A blue button to submit the data.

At the bottom of the page, there is 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](#)

[Submit](#)

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](#)

[Submit](#)

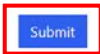
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## 2.3 Submit

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

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

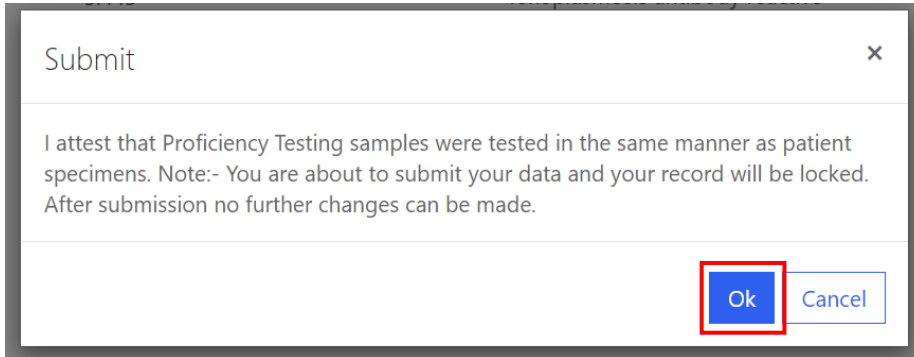
After you click submit your submission will be locked and cannot be changed. [Navigate to the HbPT Entry Page to Make Edits](#)



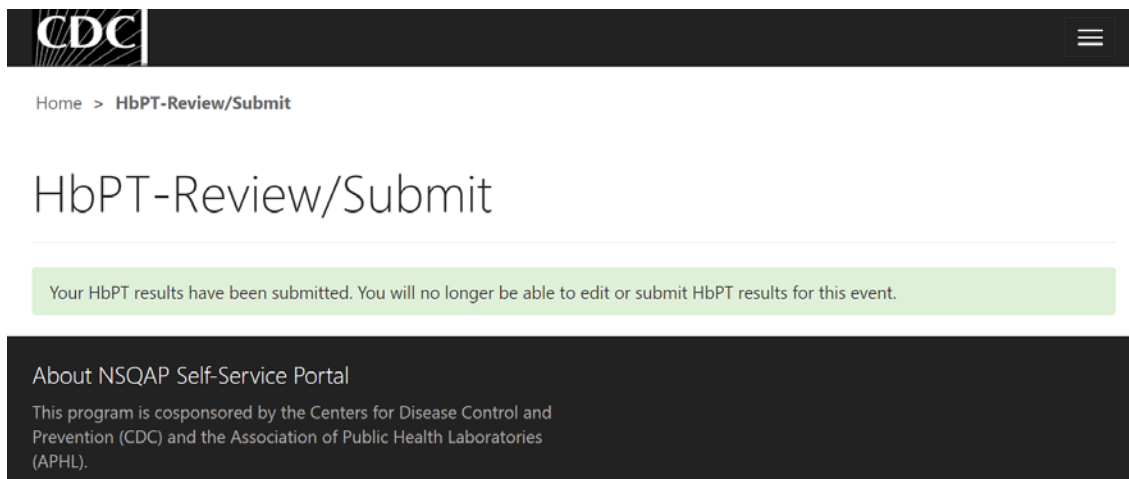
About NSQAP Self-Service Portal  
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3. You will be prompted to confirm that you are ready to submit. Click **'Ok'** to confirm and submit your HbPT results.

**NOTE:** You are only allowed to submit your results **ONCE**. You must review and ensure your entered information and results are accurate **BEFORE** submitting.



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



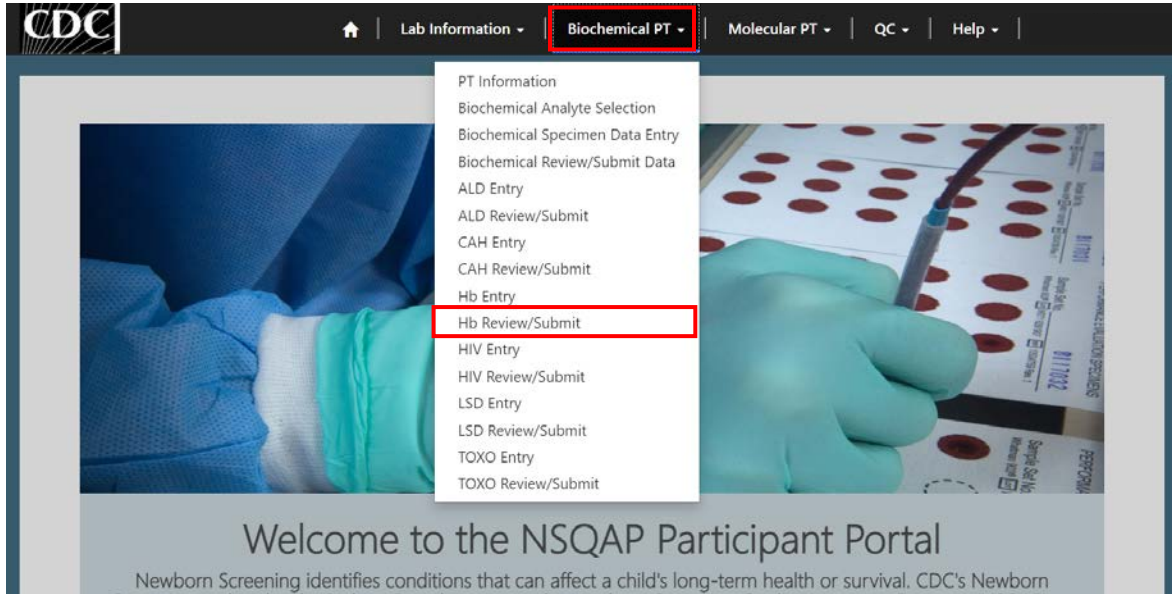
5. The HbPT data entry page cannot be accessed after submission. You can view your submitted data in a read-only format by accessing the review and submit page (see sections 2.1 and 2.2).

## 2.4 Save Data – Pdf Format

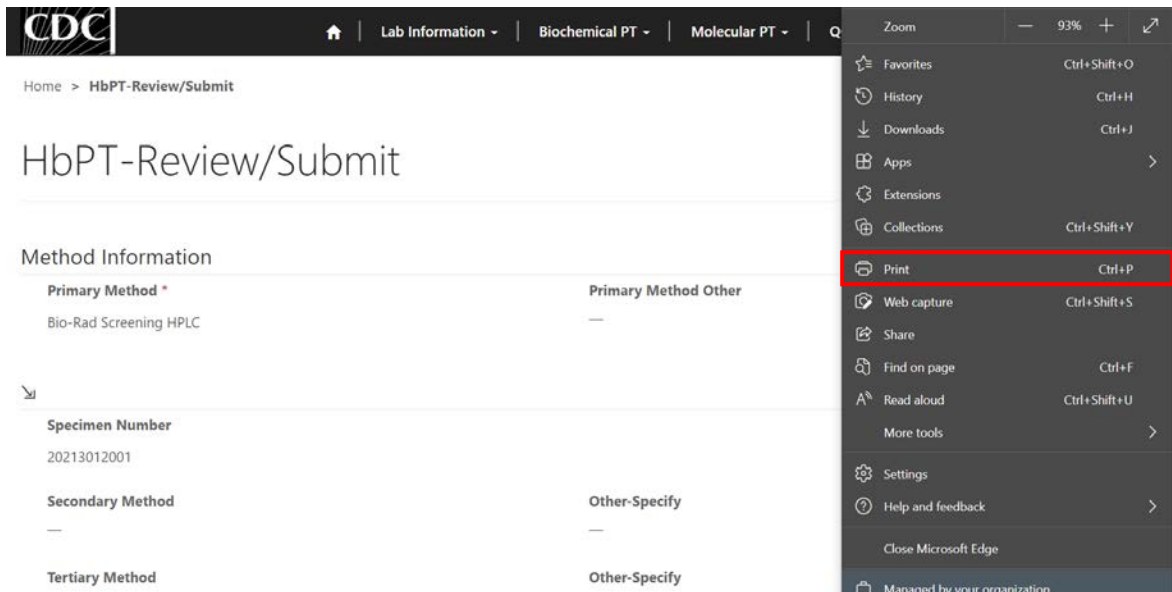
Submitted data can be saved in a pdf format by using the ‘Save a PDF’ function included in your web browser.

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

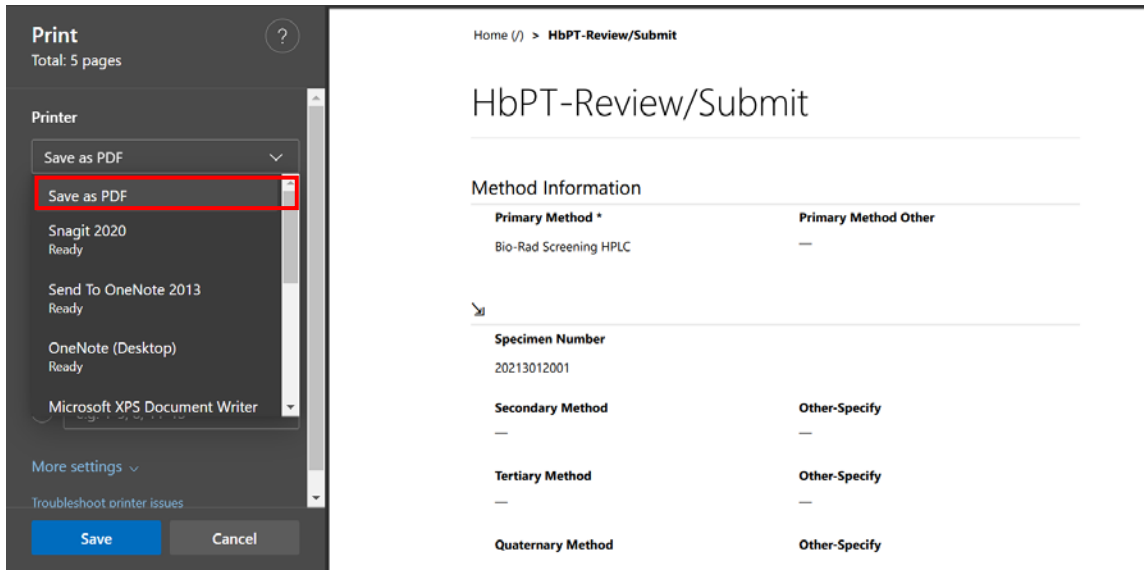
1. Navigate to the review and submit page as described in section 2.1.



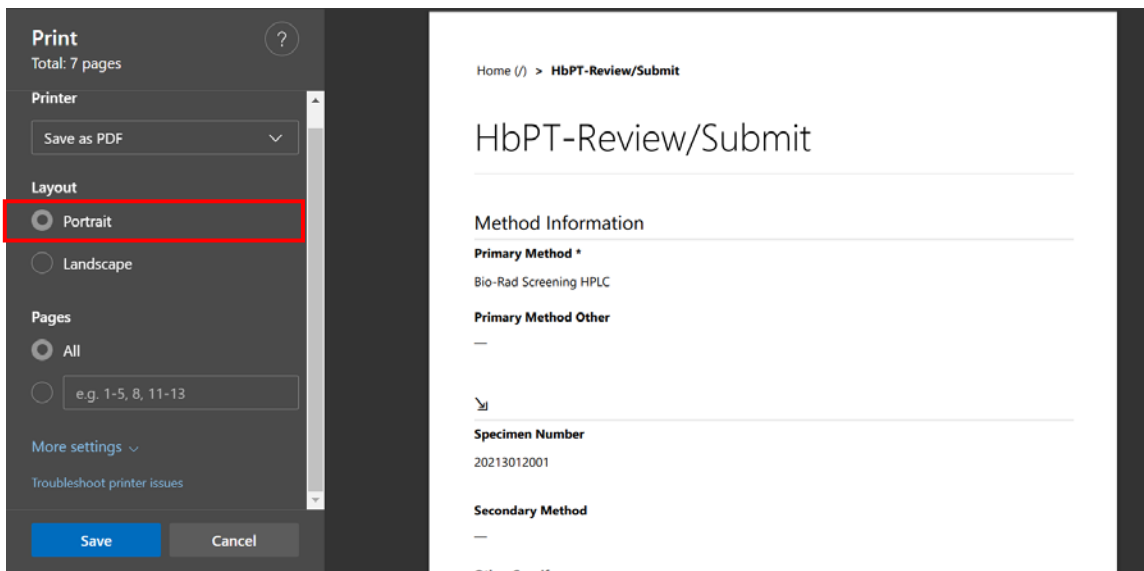
2. Locate the “Print’ function on your web browser.



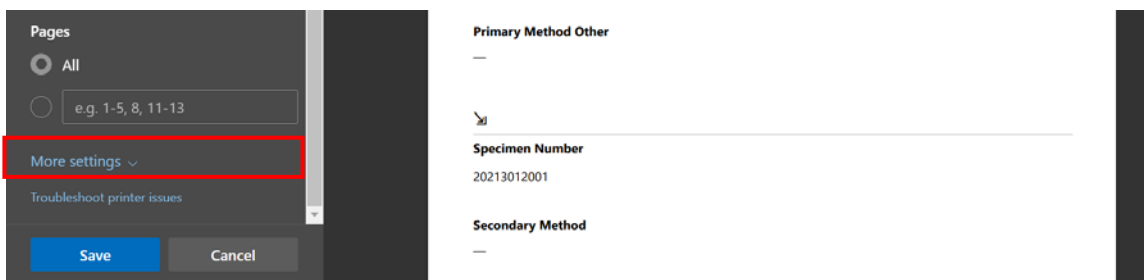
3. Select 'Save as PDF'.



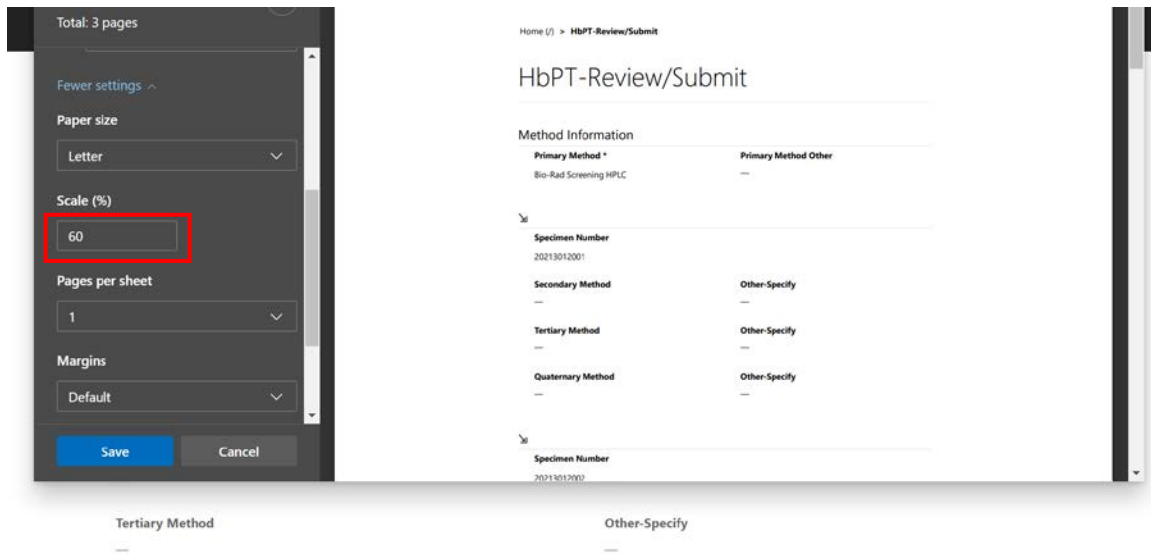
4. Select 'Portrait' as the layout choice.



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.

