

INSTRUCTIONS FOR THE USE OF THE NSQAP DRIED BLOOD SPOT (DBS) QC DATA ENTRY FORM

Updated 6/2/2016

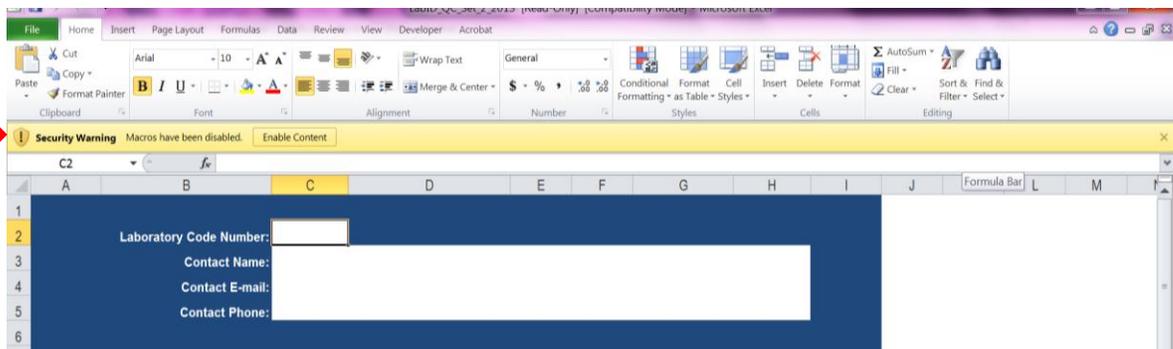
NSQAP has combined the PDF and EXCEL DBS QC Data Entry Forms into one user friendly data entry form. The new form looks like the old pdf format but is a macro-enabled Excel file.

IMPORTANT

****The Excel file is read-only, therefore YOU MUST DOWNLOAD AND SAVE THE EXCEL FORM WITH A FILE NAME THAT INCLUDES YOUR LABORATORY CODE NUMBER. See the instructions below.**

How to download the QC Data Report Form (Excel version) from the NSQAP website: (http://www.cdc.gov/labstandards/nsgap_resources.html)

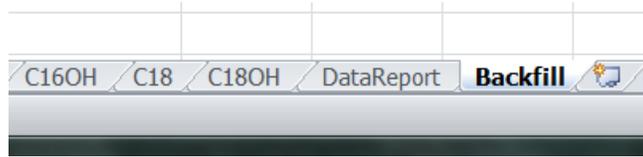
1. Click the “QC Data Report Form (Excel version).” Note: the “File Download” dialogue box will appear.
2. Click “Save” . The “Save As” dialogue box will open.
3. Name the file with your Laboratory Code Number (Example: 301 QC Set X YYYY.xls)



IMPORTANT

4. There is a yellow security warning at the top of the excel spreadsheet indicating “Macros have been disabled.” You must click  so that the form and macros will run correctly.
5. Enter your Laboratory Code Number, Contact Name, Contact E-mail, and Contact Phone on the Main Page tab.
6. Enter data for each enrolled analyte by either of two methods:
 - **Manual data entry**
This method requires you to manually enter, save and validate data under each respective analyte tab to generate a data report file. (See detailed instructions below)
 - **Importing data from a pre-formatted Excel file.**

This method allows you to copy and paste data into the “Backfill” tab which backfills the form. The data must be copied from a spreadsheet which is formatted with the same column formatting as the NSQAP database. (See detailed instructions below)



A. Manual Data Entry Method

- 1) Click the **yellow** highlighted analytes on the Main Page tab to open the respective data entry tabs.
- 2) Click on the Kit/Method field to open the **Kit/Method Selection box. SELECT YOUR METHOD FROM THE DROP DOWN LIST. DO NOT TYPE ANYTHING ELSE IN THIS FIELD.**
- 3) Testing of QC materials must be completed on five different days to capture run variability. The days need not be consecutive.
- 4) Enter two values per QC Lot level per run, result 1 and result 2.
- 5) Click “Save Data” when entering partial data. This will save data until full data entry for the analyte is complete.
- 6) Enter at least nine values per QC Lot level. This must be done in order for the form to validate.
- 7) When all the data is entered for a particular analyte, click “Validate Form” to assure all the criteria for acceptable data have been met.
 - If the criteria have not been met, the “Validation Errors Found” dialog box will appear which lists the specific errors to be corrected in order for form validation to proceed and the form will display “Validation Failed” in the lower left corner. Go back into the analyte data form to fix the errors and try to validate again.
 - If the criteria have been met, the validation notification in the lower left corner will display “Validated.”
 - To enter data for another analyte, return to the Main page and repeat steps 1-7 or click on the < or > arrows at the lower right of the form to move to the next tab.

Important note: Some participants have experienced problems validating the form. If you are unable to validate the form, please enter the results as indicated and FILE>SAVE to your

computer. When the form is ready for submission, send it to nsqapdmt@cdc.gov and we will process the results.

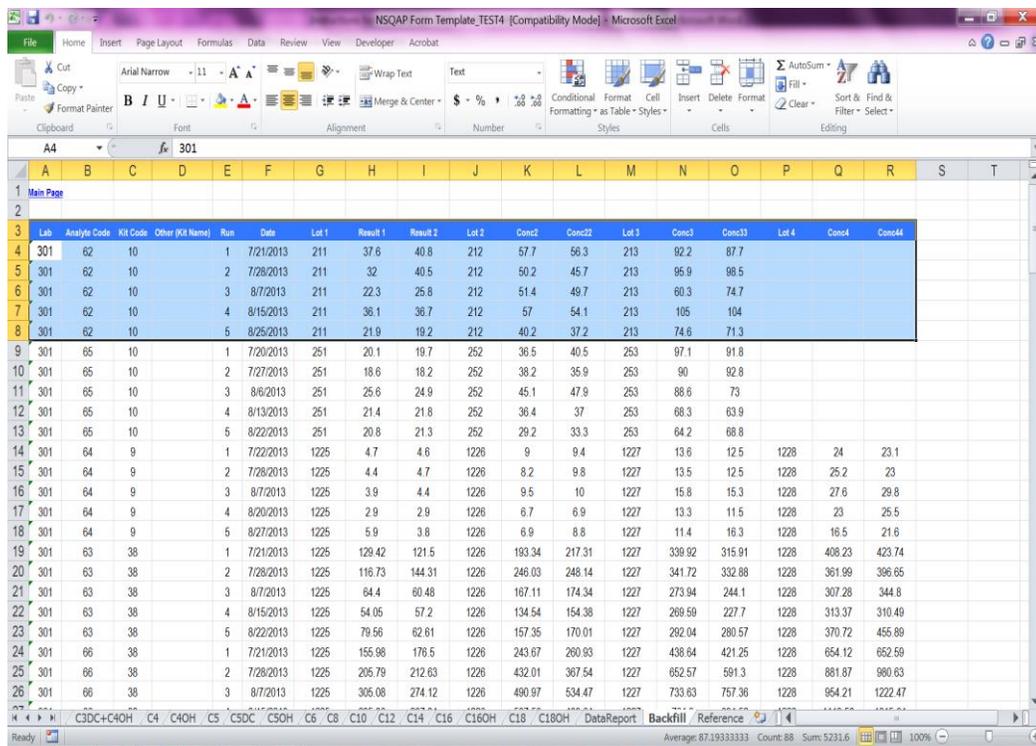
- 8) When you have entered and validated all of your data for the analytes of interest, return to the Main Page tab. Click “Generate Data Report” to generate a spreadsheet under the Data Report tab that contains all of the entered data. The information in this document may be printed or cut/pasted into any Excel spreadsheet.
- 9) Go to “File/Save”  or “File/Save As”  to make sure the final QC Data Form is saved to your desired location.

B. Import Data Method

For those laboratories who wish to copy data from an Excel spreadsheet to paste their QC data into our form: Make sure that your data matches the column headers that we require for quick import of your data (See “Backfill” tab).

Click on the Reference Tab to find the Analyte code and Method code numbers to use in the backfill form.

If you need help with formatting, please contact Irene Williams at iwilliams1@cdc.gov



Lab	Analyte Code	Kit Code	Other (Kit Name)	Run	Date	Lot 1	Result 1	Result 2	Lot 2	Conc2	Conc22	Lot 3	Conc3	Conc33	Lot 4	Conc4	Conc44
301	62	10		1	7/21/2013	211	37.6	40.8	212	57.7	56.3	213	92.2	87.7			
5	301	62	10	2	7/28/2013	211	32	40.5	212	50.2	45.7	213	95.9	98.5			
6	301	62	10	3	8/7/2013	211	22.3	25.8	212	51.4	49.7	213	60.3	74.7			
7	301	62	10	4	8/15/2013	211	36.1	36.7	212	57	54.1	213	105	104			
8	301	62	10	5	8/25/2013	211	21.9	19.2	212	40.2	37.2	213	74.6	71.3			
9	301	65	10	1	7/20/2013	251	20.1	19.7	252	36.5	40.5	253	97.1	91.8			
10	301	65	10	2	7/27/2013	251	18.6	18.2	252	38.2	35.9	253	90	92.8			
11	301	65	10	3	8/6/2013	251	25.6	24.9	252	45.1	47.9	253	88.6	73			
12	301	65	10	4	8/13/2013	251	21.4	21.8	252	38.4	37	253	88.3	63.9			
13	301	65	10	5	8/22/2013	251	20.8	21.3	252	29.2	33.3	253	64.2	68.8			
14	301	64	9	1	7/22/2013	1225	4.7	4.6	1226	9	9.4	1227	13.6	12.5	1228	24	23.1
15	301	64	9	2	7/28/2013	1225	4.4	4.7	1226	8.2	9.8	1227	13.5	12.5	1228	25.2	23
16	301	64	9	3	8/7/2013	1225	3.9	4.4	1226	9.5	10	1227	15.8	15.3	1228	27.6	29.8
17	301	64	9	4	8/20/2013	1225	2.9	2.9	1226	6.7	6.9	1227	13.3	11.5	1228	23	25.5
18	301	64	9	5	8/27/2013	1225	5.9	3.8	1226	6.9	8.8	1227	11.4	16.3	1228	16.5	21.6
19	301	63	38	1	7/21/2013	1225	129.42	121.5	1226	193.34	217.31	1227	339.92	315.91	1228	408.23	423.74
20	301	63	38	2	7/28/2013	1225	116.73	144.31	1226	246.03	248.14	1227	341.72	332.88	1228	361.99	396.65
21	301	63	38	3	8/7/2013	1225	64.4	60.48	1226	167.11	174.34	1227	273.94	244.1	1228	307.28	344.8
22	301	63	38	4	8/15/2013	1225	54.05	57.2	1226	134.54	154.38	1227	289.59	227.7	1228	313.37	310.49
23	301	63	38	5	8/22/2013	1225	79.56	62.61	1226	157.35	170.01	1227	292.04	280.57	1228	370.72	455.89
24	301	66	38	1	7/21/2013	1225	155.98	176.5	1226	243.67	260.93	1227	438.64	421.25	1228	654.12	652.59
25	301	66	38	2	7/28/2013	1225	205.79	212.63	1226	432.01	367.54	1227	652.57	591.3	1228	881.87	980.63
26	301	66	38	3	8/7/2013	1225	305.08	274.12	1226	490.97	534.47	1227	733.63	757.36	1228	954.21	1222.47

- 1) Copy and paste your data into the Excel spreadsheet under the “Backfill” tab.

- 2) Return to the “Main Page” tab and click on the “Backfill Import” button to load your data into the respective forms. *Please note that data which is incorrect on the Backfill tab will be ignored.*
- 3) Click the **yellow** highlighted analytes on the Main Page to open the respective data entry tabs.
- 4) If the Kit/Method field is not populated, click on the field to open the Kit/Method Selection box. **SELECT YOUR METHOD FROM THE DROP DOWN LIST. DO NOT TYPE ANYTHING ELSE IN THIS FIELD.**
- 5) Testing of QC materials must be completed on five different days to capture run variability. The days need not be consecutive.
- 6) Confirm there are two values per QC Lot levels per run.
- 7) Confirm there are at least nine values per QC Lot level.
- 8) Click “Save Data”
- 9) Click “Validate Form” to assure all the criteria for acceptable data have been met.
 - If the criteria have not been met, the “Validation Errors Found” dialog box will appear which lists the specific errors to be corrected in order for form validation to proceed and the form will display “Validation Failed” in the lower left corner. Go back into the analyte data form to fix the errors and try to validate again.
 - If the criteria have been met, the validation notification in the lower left corner will display “Validated.”
 - To enter data for another analyte, return to the Main page and repeat steps 3-9 or click on the < or > arrows at the lower right of the form to move to the next tab.
- 10) When you have entered and validated all of your data for the analytes of interest, return to the Main Page tab. Click “Generate Data Report” to generate a spreadsheet under the Data Report tab that contains all of the entered data. The information in this document may be printed or cut/pasted into any Excel spreadsheet.
- 11) Go to “File/Save”  or “File/Save As”  to make sure the final QC Data Form is saved to your desired location.

How to email your completed Excel Workbook

Please attach your saved workbook file to an e-mail message and send to the NSQAP Data Management Team at: NSQAPDMT@cdc.gov

Submit your results on or before April 1 (Set 1) and November 1 (Set 2) of each year.

Troubleshooting FAQ's regarding the NSQAP DBS QC Data Report Form

I opened the Excel file from the website but the form will not allow me to enter data or tab, why is this occurring?

You did not download the Excel file to your PC. Please save the file as described in Steps 1-3 of the first page of this document.

How to edit/update data on the form?

Select the analyte you wish to edit. Make the appropriate changes and click "Save Data" and "Validate Form" again. If data is ready for submission, click "Generate Data Report" to generate a spreadsheet under the Data Report tab that contains all of the entered data.

How do I know the data is saved?

Pressing the "Save Data" button on any of the analyte tabs saves the entire workbook, including any changes made to any of the forms up to that point. You may also use Excel's save function from the file menu to accomplish this task. It is recommended that you save your work to minimize the chance for data loss.

I would like to print the individual analytes data. How can I retrieve my data?

Under the Main Page tab, select one of the **yellow** highlighted analytes. You may also access the analyte data under the respective analyte tab. *Printing in landscape allows for all columns to be printed on one page.*

How do I print out the entire data set?

Under the Data Report tab, all entered analyte data is viewable and available for printing as an Excel spreadsheet.

I have followed the instructions, however I am having difficulty validating the form. What do I do now?

Some participants have experienced problems validating the form. If you are unable to validate the form, please enter the results as indicated and FILE>SAVE to your computer. When the form is ready for submission, send it to nsqapdmt@cdc.gov and we will process the results.