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**

**ALDPT USER GUIDE**

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1. ALDPT Program Entry Page

1.1 Navigation

To enter and save ALDPT data, navigate to the ALDPT program entry page. Access the page from the ‘ALD Entry’ option on the Biochemical PT drop-down menu.

1. Click ‘Biochemical PT’ then ‘ALD Entry’ from the drop-down menu.

2. Click ‘ALD’ to navigate to the entry page.
3. Enter ALDPT method information and data.
1.2 Analyte Selection

Navigate to the page titled ‘Adrenoleukodystrophy Proficiency Testing Program (ALDPT)’ to enter method information and results.

Choose the analytes you measured for specimen testing using the ‘Analyte Selection’ section.

1. Select the analyte(s) by clicking the box next to C24:0-LPC and/or C26:0-LPC.

2. Once the analyte(s) is selected, the method information section and corresponding reporting section will appear.
1.3 Method Information

Navigate to the page titled ‘Adrenoleukodystrophy Proficiency Testing Program (ALDPT)’ to enter first-tier and second-tier information. Navigation details can be found in section 1.1.

1. You are required to report either a first-tier and/or second-tier method. Indicate which method(s) will be reported by selecting an option from the drop-down field.

2. Once a method option is selected, the corresponding method field(s) will then become required.
3. Click on the magnifying glass to see methods and click ‘Select’.
4. If ‘Other’ is selected, a text box will appear. You are **required** to specify a name and source.
1.4 Results Entry

Navigate to the page titled ‘Adrenoleukodystrophy Proficiency Testing Program (ALDPT)’ to enter ALDPT analyte specimen cutoffs, results, and clinical assessments. Navigation details can be found in section 1.1.

1. Enter a first-tier and/or second-tier cutoff value in the designated text field (optional).

2. Enter a first-tier and/or second-tier result value for each specimen in the designated text field (optional).
3. Choose a clinical assessment for each specimen by clicking the drop-down arrow.

4. If needed, enter optional comments in the comment box.
1.5 Save

1. Save ALDPT 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.

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.
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 ALDPT 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).
1.6 Reset Form

If needed, the ‘Adrenoleukodystrophy Proficiency Testing Program (ALDPT)’ portal page can be reset.

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

2. Confirm the form reset by clicking ‘Proceed’.

3. You will be redirected back to the ALD results entry landing page after the form is reset. Complete the ALDPT program entry as detailed in sections 1.2 – 1.4.
2. ALDPT Review & Submit Page

2.1 Navigation

Review and submit ALDPT specimen data after method information and results have been entered and saved (see section 1). Access the review/submit page via the ‘ALD Review/Submit’ option on the Biochemical PT drop-down menu.

1. Location of the ‘ALD Review/Submit’ page on the main menu tool bar. Select ‘Biochemical PT’ then ‘ALD Review/Submit’ from the drop-down menu.

2. The ALD Review/Submit landing page will appear. Select ‘ALD’ to navigate to the review and submit page.
2.2 Review

1. Navigate to the ‘ALDPT Review/Submit’ page to review ALDPT method information and results in a read-only format.

After you click submit your submission will be locked and cannot be changed. Navigate to the ALD Entry Page to Make Edits
2. If edits are necessary, navigate back to the ALD entry page and make changes as described in section 1 or click the link ‘Navigate to the ALD Entry Page to Make Edits’.

3. After reviewing, submit your results by clicking the ‘Submit’ button. See section 2.3 for additional details.
2.3 Submit

1. Navigate to the ‘ALDPT Review/Submit’ page to submit ALDPT method information and results.

After reviewing the ALDPT 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 ALD Entry Page to Make Edit
3. You will be prompted to confirm that you are ready to submit. Click ‘Ok’ to confirm and submit your ALDPT 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 to the ALD confirmation page after you successfully submit.

5. The ALDPT 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.