NEWBORN SCREENING AND MOLECULAR BIOLOGY BRANCH (NSMBB)

NEWBORN SCREENING QUALITY ASSURANCE PROGRAM (NSQAP) PORTAL

CAHPT USER GUIDE

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# Table of Contents

1. CAHPT Program Entry Page
   1.1 Navigation
   1.2 Method Information
   1.3 Results Entry
   1.4 Save
   1.5 Reset Form

2. CAHPT Review & Submit Page
   2.1 Navigation
   2.2 Review
   2.3 Submit
   2.4 Save Data – Pdf Format
1. CAHPT Program Entry Page

1.1 Navigation

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

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

2. Click ‘CAH’ to navigate to the entry page.
3. Enter CAHPT method information and data.
1.2 Method Information

Navigate to the page titled ‘Second-tier Congenital Adrenal Hyperplasia Proficiency Testing Program (CAHPT)’ to view method related instructions and report a clinical ratio cutoff (optional). Navigation details can be found in section 1.1.

Laboratories must use the algorithm \( \frac{17OHP+4AD}{CORT} \) to determine the Clinical Ratio for each specimen. If another ratio or algorithm is used to evaluate specimens, your assessment may not agree with CDC’s expected clinical assessment. Materials also include 11D and 21D, however, these analytes are for information only and cannot be used to evaluate specimens.

1. Review the method information instructions for unit of measure and conversion factor guidance.

2. Enter a LC-MS/MS clinical ratio cutoff value in the designed open text field (optional).
1.3 Results Entry

Navigate to the page titled ‘Second-tier Congenital Adrenal Hyperplasia Proficiency Testing Program (CAHPT)’ to enter CAHPT results, clinical ratios, and clinical assessments. Navigation details can be found in section 1.1.

1. Enter a value for 17OHP, 4AD, CORT, 11D, and/or 21D in the designed open-text fields per specimen (optional).
2. Enter a value for clinical ratio in the designed open-text field per specimen (optional).

3. Choose a clinical assessment for each of the five specimens by clicking the drop-down arrow.

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

1. Save CAHPT 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](image)

   ![Clinical Ratio](image)

   ![Comments](image)

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.

   ![Second-tier Congenital Adrenal Hyperplasia Proficiency Testing Program (CAHPT)](image)
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 CAHPT 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).
1.5 Reset Form

If needed, the ‘Second-tier Congenital Adrenal Hyperplasia Proficiency Testing Program (CAHPT)’ 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 CAH results entry landing page after the form is reset. Complete the CAHPT program entry as detailed in sections 1.2 – 1.4.
2. CAHPT Review & Submit Page

2.1 Navigation

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

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

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

1. Navigate to the ‘CAHPT Review/Submit’ page to review CAHPT method information and results in a read-only format.
2. If edits are necessary, navigate back to the CAH entry page and make changes as described in section 1 or click the link ‘Navigate to the CAH 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 ‘CAHPT Review/Submit’ page to submit CAHPT method information and results.

2. After reviewing the CAHPT 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 CAH Entry Page to Make Edits.
3. You will be prompted to confirm that you are ready to submit. Click ‘Ok’ to confirm and submit your CAHPT 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.

![Submit confirmation dialog box]

4. You will be re-directed back to the CAHPT review and submit landing page after you successfully submit.

![CAHPT-Review/Submit page]

5. The CAHPT 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.