

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**

HIVPT USER GUIDE

July 2026

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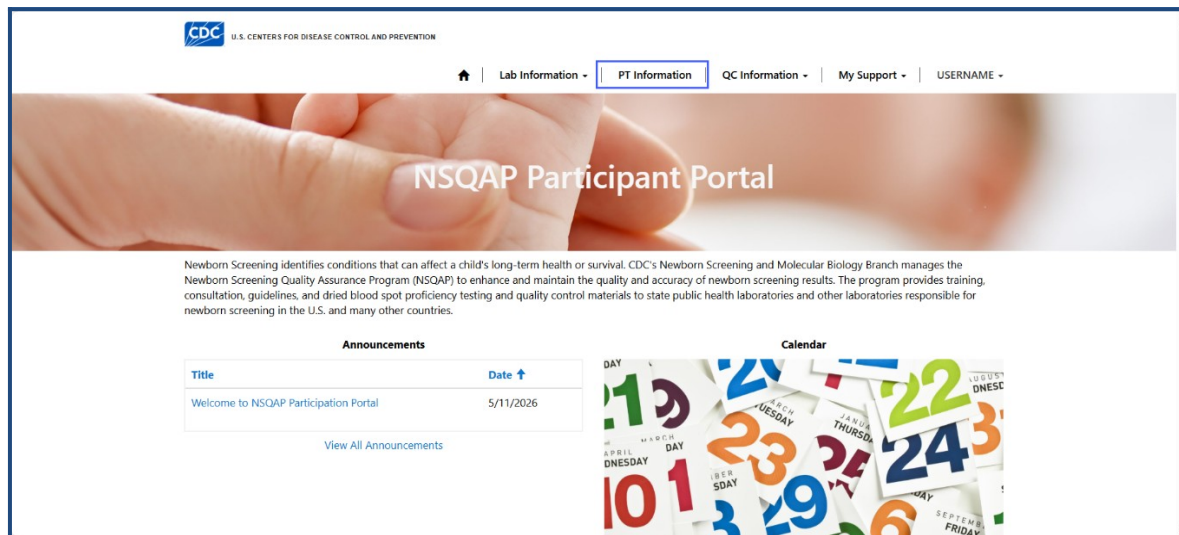
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1. HIVPT Program Entry Page

1.1 Navigation

To enter and save HIVPT data, navigate to the HIVPT program entry page. Access the page from the 'HIV Entry' option on the Disease Specific PT landing page.

1. Click **'PT Information'** from the upper toolbar.



2. Click **'Disease Specific PT'** from the PT Information page.



3. Click **'HIV'** to navigate to the entry page.

ALD ENTRY		ALD REVIEW/SUBMIT		
Name ↑	Saved By	Name ↑	Submitted By	isSubmitted
ALD		ALD		Yes
CAH ENTRY		CAH REVIEW/SUBMIT		
Name ↑	Saved By	Name ↑	Submitted By	isSubmitted
CAH		CAH		
HB ENTRY		HB REVIEW/SUBMIT		
Name ↑	Saved By	Name ↑	Submitted By	isSubmitted
Hb		Hb		
HIV Entry		HIV REVIEW/SUBMIT		
Name ↑	Saved by	Name ↑	Submitted By	isSubmitted
HIV		HIV		No
TOXO Entry		TOXO REVIEW/SUBMIT		
Name ↑	Saved By	Name ↑	Submitted By	isSubmitted
TOXO		TOXO		No

4. Enter HIVPT method information and data.

anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)

Method Selection
Select the method(s) you want to report

☒ EIA Method
☒ Western Blot Method

Enter EIA Method Results

Method

Cutoff

Enter data from duplicate results

Specimen Number 20211004001	Result 	Result
Specimen Number 20211004002	Result 	Result
Specimen Number 20211004003	Result 	Result
Specimen Number 20211004004	Result 	Result
Specimen Number 20211004005	Result 	Result

Comments

Enter Western Blot Method Results

Method

Enter western blot results as follows: (Interpret as you would a patient result according to your method)
P = POSITIVE
WP = WEAK POSITIVE
I = INDETERMINATE
N = NEGATIVE

Antigen Results

20211004001	20211004002	20211004003	20211004004	20211004005
gp160 	gp160 	gp160 	gp160 	gp160
gp120 	gp120 	gp120 	gp120 	gp120
p06 	p06 	p06 	p06 	p06
p55/51 	p55/51 	p55/51 	p55/51 	p55/51
gp41 	gp41 	gp41 	gp41 	gp41
p40 	p40 	p40 	p40 	p40
p31 	p31 	p31 	p31 	p31
p24 	p24 	p24 	p24 	p24
p18 	p18 	p18 	p18 	p18

Enter Final Interpretation

Specimen Number 20211004001	Result *
Specimen Number 20211004002	Result *
Specimen Number 20211004003	Result *
Specimen Number 20211004004	Result *
Specimen Number 20211004005	Result *

1.2 Method Selection

Navigate to the page titled 'anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)' to enter program method information and results.

Choose the methods you used for testing specimens using the 'Method Selection' section.

1. Select the method(s) by clicking the box next to EIA Method and/or Western Blot Method.

The screenshot shows the 'anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)' page. Under the 'Method Selection' heading, there is a prompt 'Select the method(s) you want to report'. Below this, there are two checkboxes: 'EIA Method' (which is checked) and 'Western Blot Method' (which is unchecked). At the bottom of the section are 'Save' and 'Reset Form' buttons.

2. Once the method(s) is selected, the corresponding results and final interpretation sections will appear.

This screenshot shows the 'Enter EIA Method Results' and 'Enter Final Interpretation' sections. The 'Enter EIA Method Results' section includes a 'Method' dropdown menu, a 'Cutoff' input field, and a table for entering data from duplicate results. The table has columns for 'Specimen Number', 'Result', and 'Result'. Below the table is a 'Comments' text area. The 'Enter Final Interpretation' section has a similar table with columns for 'Specimen Number' and 'Result *'. At the bottom are 'Save' and 'Reset Form' buttons.

Specimen Number	Result	Result
20211034001		
Specimen Number	Result	Result
20211034002		
Specimen Number	Result	Result
20211034003		
Specimen Number	Result	Result
20211034004		
Specimen Number	Result	Result
20211034005		

Specimen Number	Result *
20211034001	
Specimen Number	Result *
20211034002	
Specimen Number	Result *
20211034003	
Specimen Number	Result *
20211034004	
Specimen Number	Result *
20211034005	

1.3 EIA Method Results

Navigate to the page titled 'anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)' to enter EIA method and specimen results. Navigation details can be found in section 1.1.

Enter EIA Method Results

Method

Cutoff

Enter data from duplicate results

Specimen Number	Result	Result
20211004001		
Specimen Number	Result	Result
20211004002		
Specimen Number	Result	Result
20211004003		
Specimen Number	Result	Result
20211004004		
Specimen Number	Result	Result
20211004005		

Comments

1. Click on the magnifying glass to select an EIA method (optional).

Enter EIA Method Results

Method

Cutoff

Enter data from duplicate results

Specimen Number	Result	Result
20211004001		

- Choose a method from the method list then click 'Select'.

Lookup records

Search

Method Name ↑

- ☒ FDA Licensed for DBS - Avioq HIV-1 Microelisa System
- ☐ Fujirebio Serodia-HIV 1,2
- ☐ Genetic Systems™ HIV-1/HIV-2 PLUS O EIA (Bio-Rad)
- ☐ In House
- ☐ Murex® HIV-1,2,O. Diasorin
- ☐ Other
- ☐ Tecnosama (Cuba) UMELISA HIV 1+2

Select Cancel Remove value

Enter EIA Method Results

Method

FDA Licensed for DBS - A

Cutoff

Enter data from duplicate results

Specimen Number

20211004001

Result

Result

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

Lookup records

Search

Method Name ↑

- ☐ FDA Licensed for DBS - Avioq HIV-1 Microelisa System
- ☐ Fujirebio Serodia-HIV 1,2
- ☐ Genetic Systems™ HIV-1/HIV-2 PLUS O EIA (Bio-Rad)
- ☐ In House
- ☐ Murex® HIV-1,2,O. Diasorin
- ☒ Other
- ☐ Tecnosama (Cuba) UMELISA HIV 1+2

Select Cancel Remove value

Enter EIA Method Results

Method

Other

✕

🔍

Other- Specify name and source *

Cutoff

Enter data from duplicate results

Specimen Number

Result

Result

20211004001

4. Enter a cutoff value in the designated text field (optional).

Enter EIA Method Results

Method

🔍

Cutoff

Enter data from duplicate results

Specimen Number

Result

Result

20211004001

5. Enter data from duplicate results for each of the five specimens in the designated text field (optional).

Cutoff

Enter data from duplicate results

Specimen Number

Result

Result

20211004001

Specimen Number

Result

Result

20211004002

Specimen Number

Result

Result

20211004003

Specimen Number

Result

Result

20211004004

Specimen Number

Result

Result

20211004005

1.4 Western Blot Method Results

Navigate to the page titled 'anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)' to enter HIVPT method and antigen results. Navigation details can be found in section 1.1.

Enter Western Blot Method Results

Method

Enter western blot results as follows: (Interpret as you would a patient result according to your method)

P = POSITIVE
WP = WEAK POSITIVE
I = INDETERMINATE
N = NEGATIVE

Antigen Results

20211004001	20211004002	20211004003	20211004004	20211004005
gp160 	gp160 	gp160 	gp160 	gp160
gp120 	gp120 	gp120 	gp120 	gp120
p66 	p66 	p66 	p66 	p66
p55/51 	p55/51 	p55/51 	p55/51 	p55/51
gp41 	gp41 	gp41 	gp41 	gp41
p40 	p40 	p40 	p40 	p40
p31 	p31 	p31 	p31 	p31
p24 	p24 	p24 	p24 	p24
p18 	p18 	p18 	p18 	p18

1. Click on the magnifying glass to select a western blot method (optional).

Enter Western Blot Method Results

Method

Enter western blot results as follows: (Interpret as you would a patient result according to your method)

P = POSITIVE
WP = WEAK POSITIVE
I = INDETERMINATE
N = NEGATIVE

2. Choose a method from the method list then click 'Select'.

Lookup records

Search

Method Name ↑

☒	Cambridge Biotech HIV-1 WB Kit (Maxim)
☐	FDA Licensed for DBS - Genetic Systems HIV-1 WB (Bio-Rad)
☐	Genelab Diagnostics HIV Blot Kit
☐	In House
☐	MP Diagnostics HIV Blot 2.2
☐	New LAV Blot I (Bio-Rad)
☐	Ora Sure HIV-1 WB Kit
☐	Other

Select Cancel Remove value

Enter Western Blot Method Results

Method

Cambridge Biotech HIV-1



Enter western blot results as follows: (Interpret as you would a patient result according to your method)

P = POSITIVE

WP = WEAK POSITIVE

I = INDETERMINATE

N = NEGATIVE

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

Lookup records

Search

☐	Cambridge Biotech HIV-1 WB Kit (Maxim)
☐	FDA Licensed for DBS - Genetic Systems HIV-1 WB (Bio-Rad)
☐	Genelab Diagnostics HIV Blot Kit
☐	In House
☐	MP Diagnostics HIV Blot 2.2
☐	New LAV Blot I (Bio-Rad)
☐	Ora Sure HIV-1 WB Kit
☒	Other

Select Cancel Remove value

Enter Western Blot Method Results

Method

Other



Other- Specify name and source *

Enter western blot results as follows: (Interpret as you would a patient result according to your method)

P = POSITIVE

WP = WEAK POSITIVE

I = INDETERMINATE

N = NEGATIVE

4. Choose a result for each antigen and specimen by clicking the drop-down arrow (optional).

Enter western blot results as follows: (Interpret as you would a patient result according to your method)

P = POSITIVE

WP = WEAK POSITIVE

I = INDETERMINATE

N = NEGATIVE

Antigen Results

20211004001

gp160



gp120



p66



p55/51



gp41



p40



p31



p24



p18



20211004002

gp160



gp120



p66



p55/51



gp41



p40



p31



p24



p18



20211004003

gp160



gp120



p66



p55/51



gp41



p40



p31



p24



p18



20211004004

gp160



gp120



p66



p55/51



gp41



p40



p31



p24



p18



20211004005

gp160



gp120



p66



p55/51



gp41



p40



p31



p24



p18



1.5 Final Interpretation

Navigate to the page titled 'anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)' to enter HIVPT final interpretations. Navigation details can be found in section 1.1.

1. Access the HIVPT final interpretation section by selecting one or both methods in the method selection section. Details can be found in section 1.2.

Home > anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)

anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)

Method Selection

Select the method(s) you want to report

☐ EIA Method
☐ Western Blot Method

2. Choose a final interpretation for each of the five specimens by clicking the drop-down arrow.

Enter Final Interpretation

Specimen Number	Result *
20211004001	
20211004002	
20211004003	
20211004004	
20211004005	

1.6 Save

1. Save HIVPT 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.

The screenshot shows a web form titled "Enter Final Interpretation". At the top, there are five dropdown menus, each labeled "p18". Below these, there are five rows of input fields. Each row has a "Specimen Number" field (containing values like 20211004001) and a "Result *" field (a dropdown menu). At the bottom left of the form, there are two buttons: "Save" (highlighted with a red box) and "Reset Form".

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.

The screenshot shows the same HIVPT form, but with an error message displayed in a red box. The message reads: "The form could not be submitted for the following reasons: Result is a required field. Result is a required field." Below the error message, the "Method Selection" section is visible, showing two radio buttons: "EIA Method" (unchecked) and "Western Blot Method" (checked). The "Enter Western Blot Method Results" section is partially visible at the bottom.

- 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 HIVPT review and submit page to submit your data. See section 2 for additional details.

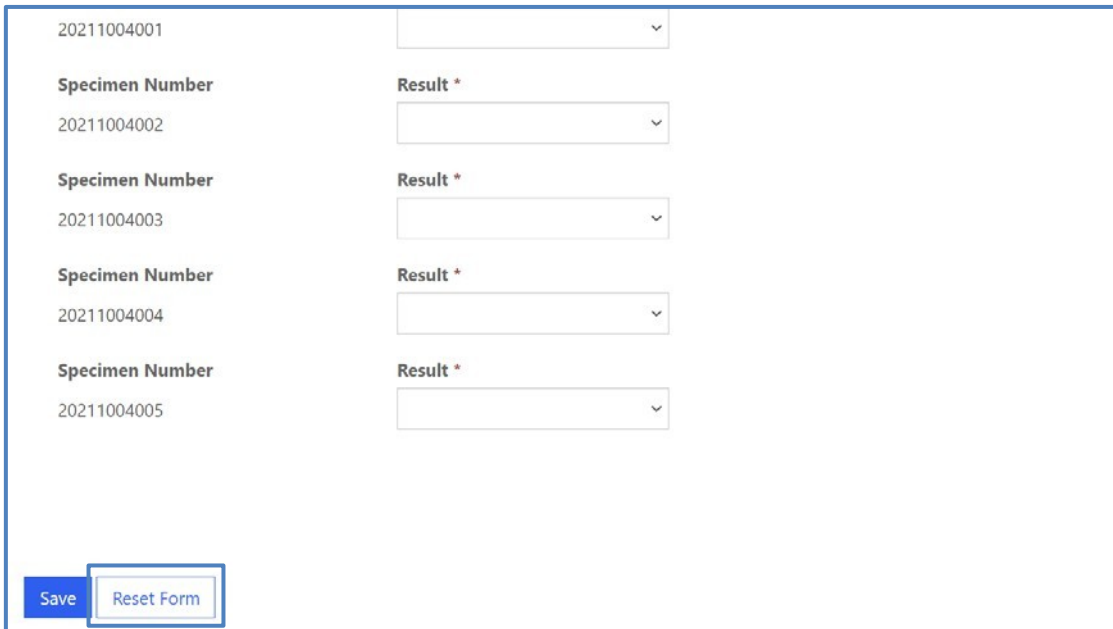
NOTE: This page can be saved and re-saved as many times as needed, but each new save will overwrite the previous save(s).

Home > HIVPT-Review/Submit		
HIVPT-Review/Submit		
Name ↑	Submitted By	Created On
HIV		5/12/2021 8:26 AM

1.7 Reset Form

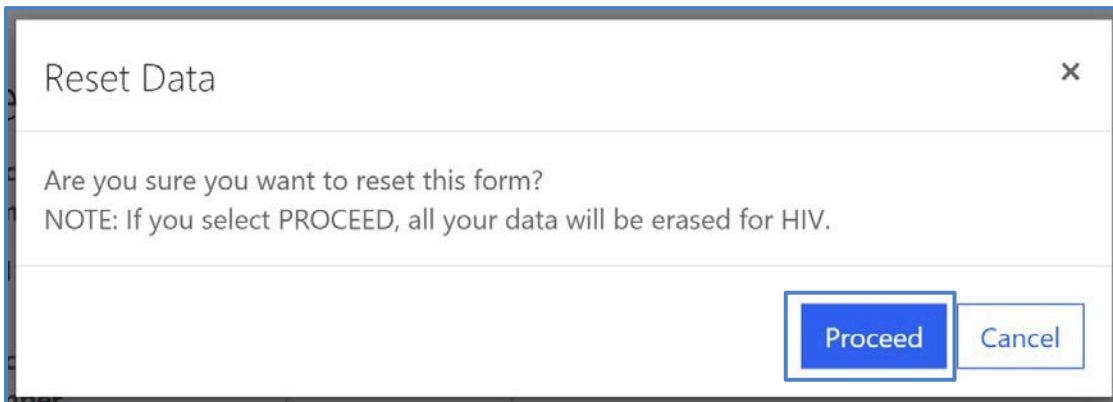
If needed, the 'anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)' portal page can be reset.

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



The screenshot shows a form with five rows of input fields. Each row contains a 'Specimen Number' field with a value (20211004001, 20211004002, 20211004003, 20211004004, 20211004005) and a 'Result *' dropdown menu. At the bottom left, there are two buttons: 'Save' and 'Reset Form'. The 'Reset Form' button is highlighted with a red rectangle.

2. Confirm the form reset by clicking 'Proceed'.



The screenshot shows a modal dialog box titled 'Reset Data' with a close button (X) in the top right corner. The text inside the dialog asks: 'Are you sure you want to reset this form?' and includes a note: 'NOTE: If you select PROCEED, all your data will be erased for HIV.' At the bottom right, there are two buttons: 'Proceed' and 'Cancel'. The 'Proceed' button is highlighted with a red rectangle.

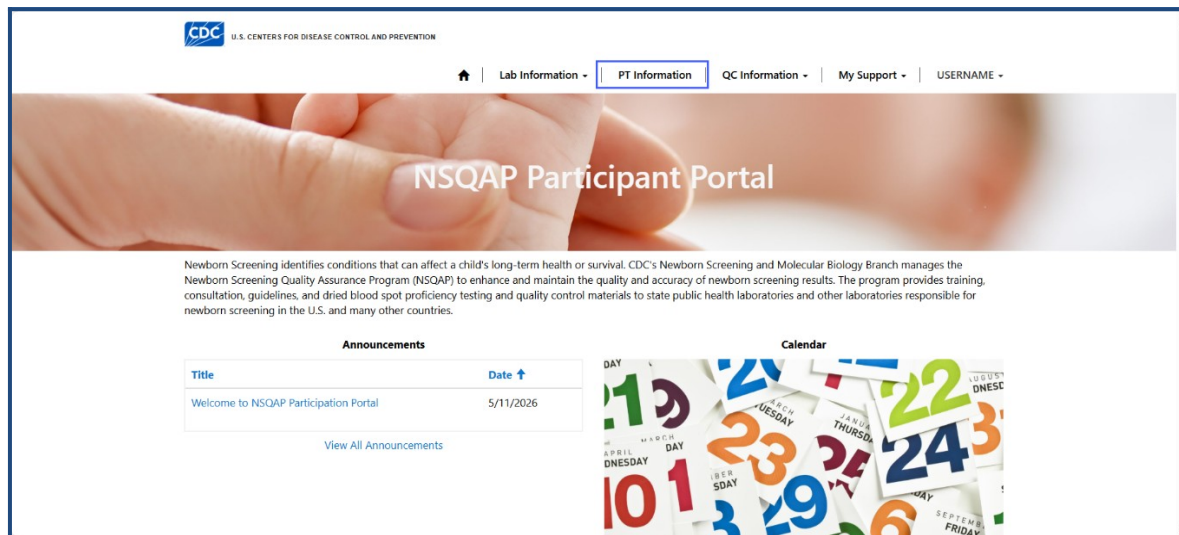
3. You will be redirected back to the HIV results entry landing page after the form is reset. Complete the HIVPT program entry as detailed in sections 1.2 – 1.5.

2. HIVPT Review & Submit Page

2.1 Navigation

Review and submit HIVPT specimen data after method information and results have been entered and saved (see section 1). Navigate to the HIVPT program Review and Submit page.

1. Click 'PT Information' from the upper toolbar.



2. Click 'Disease Specific PT' from the PT Information page.



3. Click 'HIV' to navigate to the review and submit page.

ALD ENTRY		ALD REVIEW/SUBMIT		
Name ↑	Saved By	Name ↑	Submitted By	isSubmitted
ALD		ALD		Yes

CAH ENTRY		CAH REVIEW/SUBMIT		
Name ↑	Saved By	Name ↑	Submitted By	isSubmitted
CAH		CAH		

HB ENTRY		HB REVIEW/SUBMIT		
Name ↑	Saved By	Name ↑	Submitted By	isSubmitted
Hb		Hb		

HIV Entry		HIV REVIEW/SUBMIT		
Name ↑	Saved by	Name ↑	Submitted By	isSubmitted
HIV		HIV		No

TOXO Entry		TOXO REVIEW/SUBMIT		
Name ↑	Saved By	Name ↑	Submitted By	isSubmitted
TOXO		TOXO		No

2.2 Review

1. Navigate to the 'HIVPT Review/Submit' page to review HIVPT method information, results, and final interpretations in a read-only format.

Home > HIVPT Review/Submit

HIVPT Review/Submit

Method Selection

Reported method(s)

☐ EIA Method

☒ Western Blot Method

Enter EIA Method Results

Method:

Other: Specify name and source:

Cutoff:

Specimen Number	Result	Result
20211004001		
20211004002		
20211004003		
20211004004		
20211004005		

Comments:

Enter Western Blot Method Results

Method:

Other: Specify name and source:

Antigen Results

20211004001	20211004002	20211004003	20211004004	20211004005
gp160	gp160	gp160	gp160	gp160
gp120	gp120	gp120	gp120	gp120
p66	p66	p66	p66	p66
p55/p1	p55/p1	p55/p1	p55/p1	p55/p1
gp41	gp41	gp41	gp41	gp41
p40	p40	p40	p40	p40
p31	p31	p31	p31	p31
p24	p24	p24	p24	p24
p18	p18	p18	p18	p18

Enter Final Interpretation

Specimen Number	Result *
20211004001	Indeterminate
20211004002	Reactive
20211004003	Non-Reactive
20211004004	Non-Reactive
20211004005	Reactive

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

- If edits are necessary, navigate back to the HIV entry page and make changes as described in section 1 or click the link '**Navigate to the HIV Entry Page to Make Edits**'.

20211004002	Reactive
Specimen Number	Result *
20211004003	Non-Reactive
Specimen Number	Result *
20211004004	Non-Reactive
Specimen Number	Result *
20211004005	Reactive

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

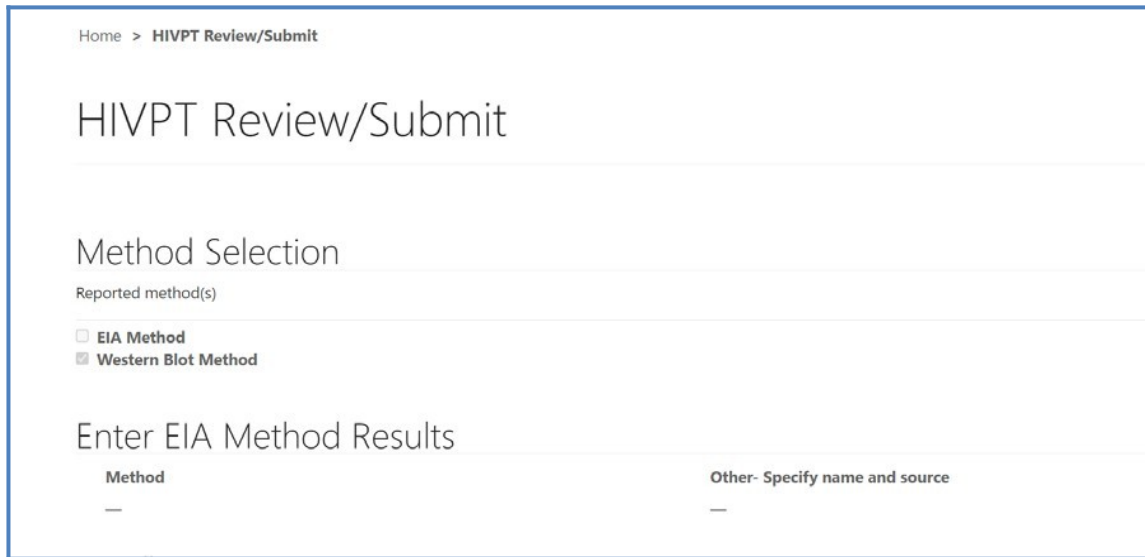
- After reviewing, submit your results by clicking the 'Submit' button. See section 2.3 for additional details.

20211004002	Reactive
Specimen Number	Result *
20211004003	Non-Reactive
Specimen Number	Result *
20211004004	Non-Reactive
Specimen Number	Result *
20211004005	Reactive

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

2.3 Submit

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



Home > HIVPT Review/Submit

HIVPT Review/Submit

Method Selection

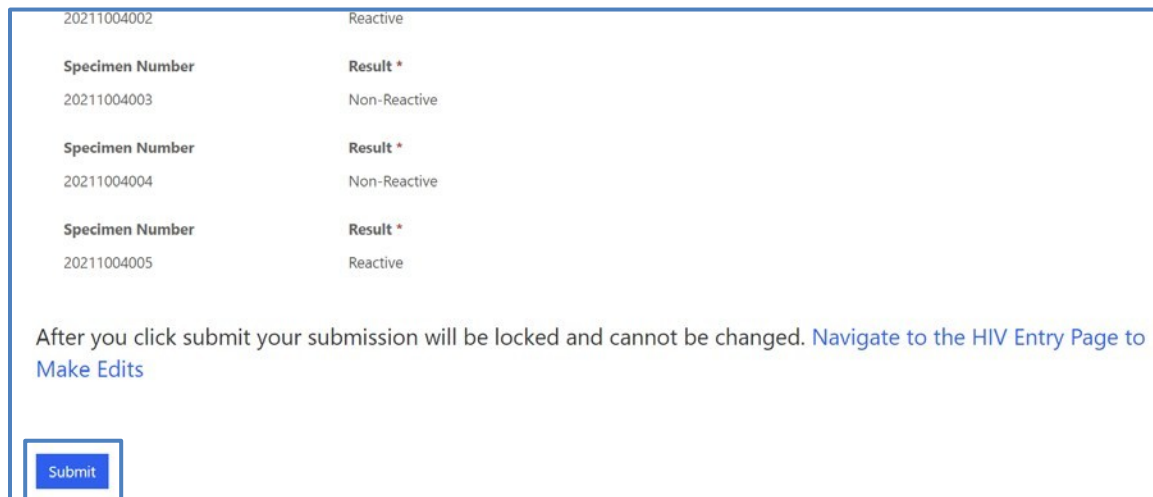
Reported method(s)

☐ EIA Method
☒ Western Blot Method

Enter EIA Method Results

Method Other- Specify name and source

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



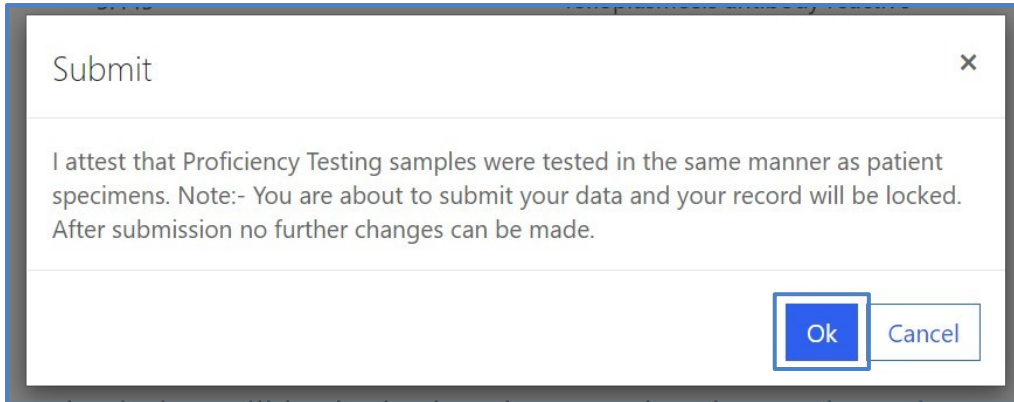
20211004002	Reactive
Specimen Number	Result *
20211004003	Non-Reactive
Specimen Number	Result *
20211004004	Non-Reactive
Specimen Number	Result *
20211004005	Reactive

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

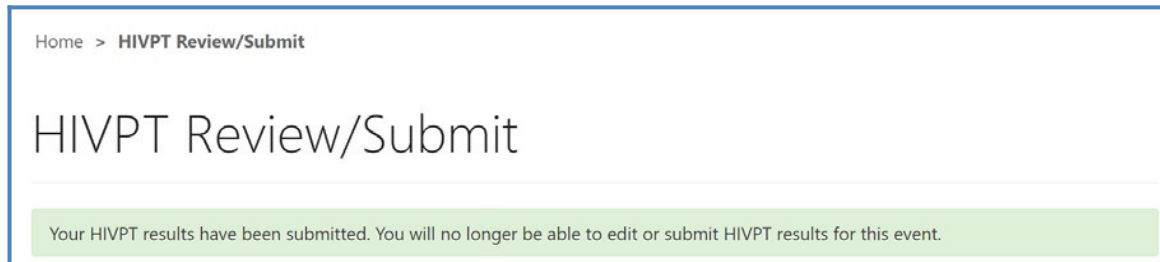
Submit

3. You will be prompted to confirm that you are ready to submit. Click '**Ok**' to confirm and submit your HIVPT 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 HIV confirmation page after you successfully submit.



5. The HIVPT 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.

ALD ENTRY		ALD REVIEW/SUBMIT		
Name ↑	Saved By	Name ↑	Submitted By	isSubmitted
ALD		ALD		Yes

CAH ENTRY		CAH REVIEW/SUBMIT		
Name ↑	Saved By	Name ↑	Submitted By	isSubmitted
CAH		CAH		

HB ENTRY		HB REVIEW/SUBMIT		
Name ↑	Saved By	Name ↑	Submitted By	isSubmitted
Hb		Hb		

HIV Entry		HIV REVIEW/SUBMIT		
Name ↑	Saved by	Name ↑	Submitted By	isSubmitted
HIV		HIV		No

TOXO Entry		TOXO REVIEW/SUBMIT		
Name ↑	Saved By	Name ↑	Submitted By	isSubmitted
TOXO		TOXO		No

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

Home > HIVPT Review/Submit

HIVPT Review/Submit

Method Selection

Reported method(s)

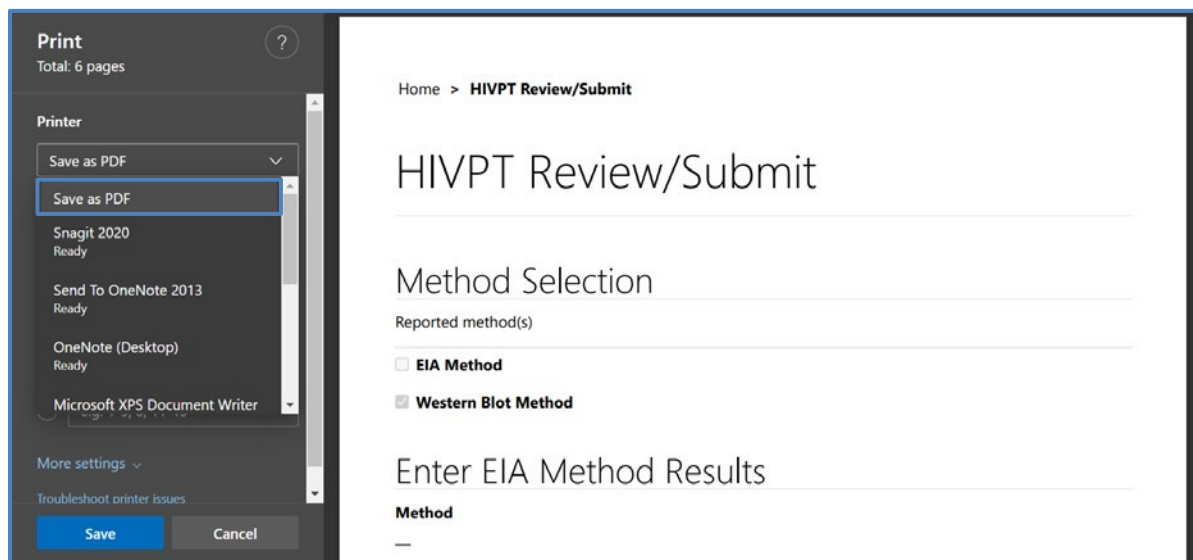
☐ EIA Method
☒ Western Blot Method

Enter EIA Method Results

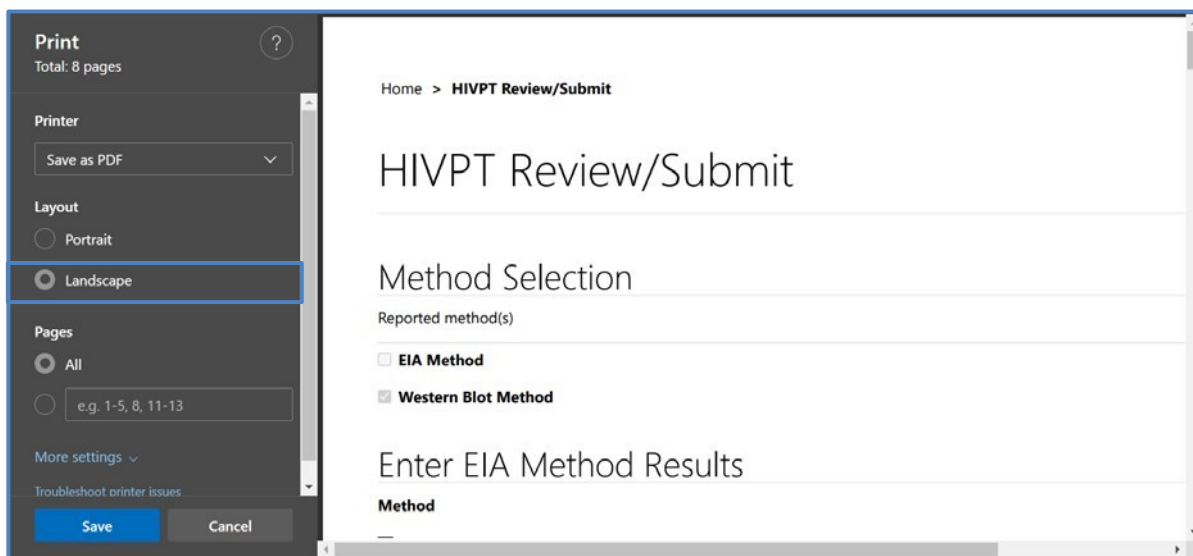
Method: _____ Other- Specify name and source: _____

Browser menu: History (Ctrl+H), Downloads (Ctrl+J), Apps, Extensions, Collections (Ctrl+Shift+Y), **Print (Ctrl+P)**, Web capture (Ctrl+Shift+S), Share, Find on page (Ctrl+F), Read aloud (Ctrl+Shift+U), More tools, Settings, Help and feedback, Close Microsoft Edge, Managed by your organization.

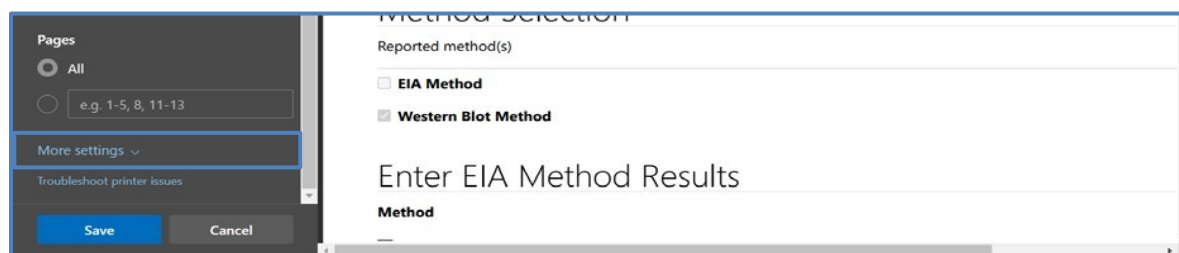
3. Select 'Save as PDF'.



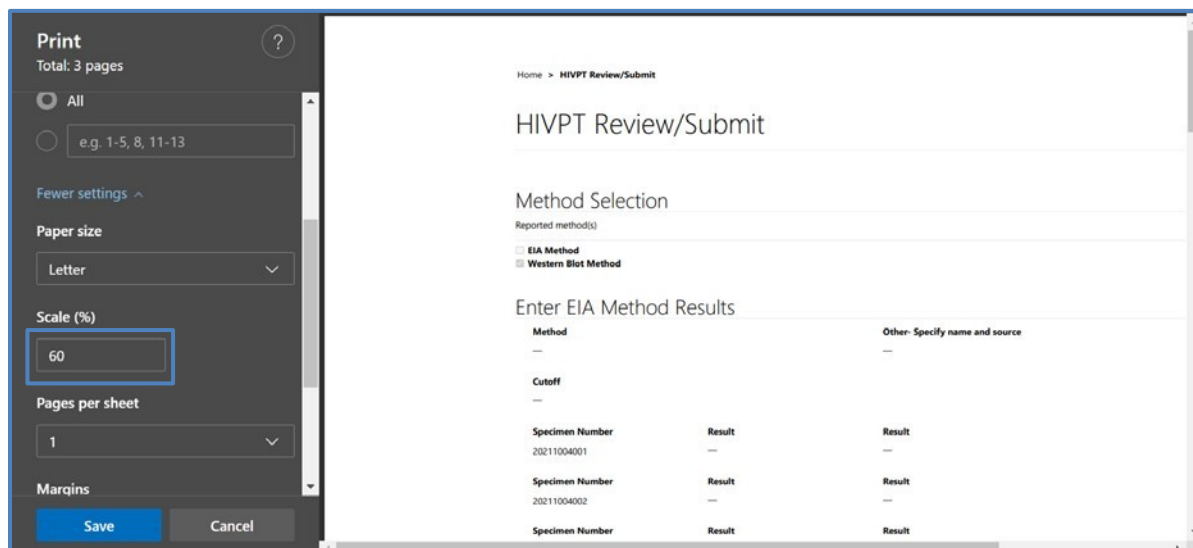
4. Select 'Landscape' as the layout choice.



5. Select 'More Settings'.



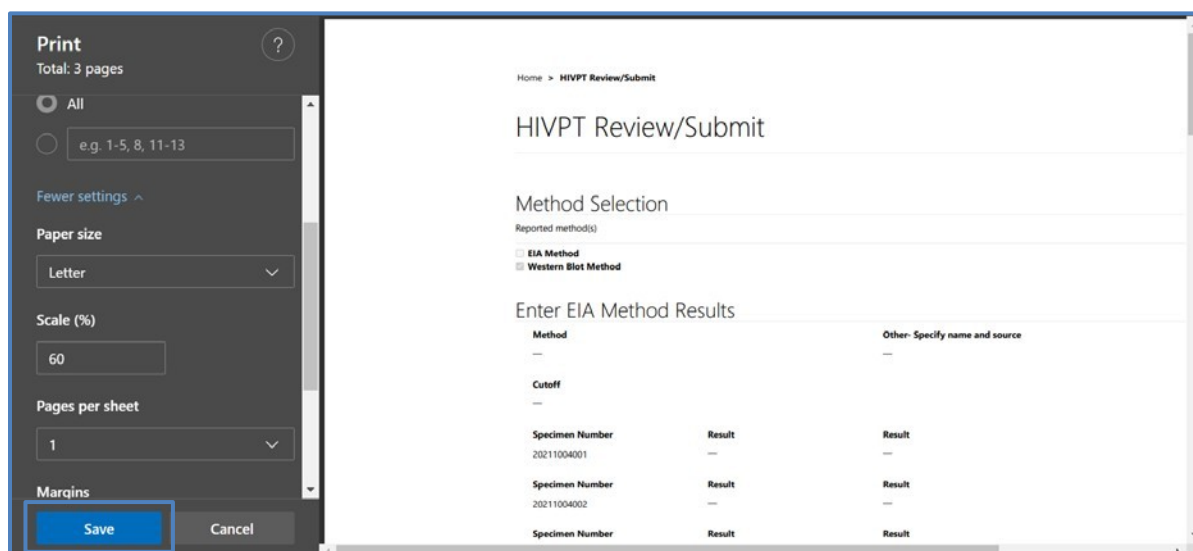
6. Adjust the scale percentage to 60%.



The screenshot shows the 'HIVPT Review/Submit' form. On the left, a 'Print' sidebar is open, displaying settings for a 3-page document. The 'Scale (%)' field is highlighted with a blue box and contains the value '60'. The main form area shows the 'Method Selection' section with 'Western Blot Method' selected, and the 'Enter EIA Method Results' section with a table for specimen results.

Specimen Number	Result	Result
20211004001	---	---
20211004002	---	---
Specimen Number	Result	Result

7. Select 'Save' to save the pdf file to your local drive's folder of choice.



This screenshot is identical to the previous one, but the 'Save' button in the 'Print' sidebar is highlighted with a blue box, indicating the next step in the process.