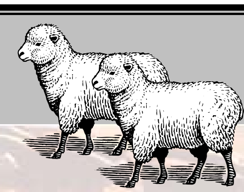
Veterinary Services Laboratory Submissions (VSLS) Module for

Regulatory Scrapie Slaughter Surveillance (RSSS)



Entering Laboratory Test Results using VSLS Web Forms

General Information / Tips

- **VSLS URL** http://cowebapps.aphis.usda.gov/vslabsub
- **VS IT Help Desk Phone #** 1-877-944-8457
- **Assumptions** You have a login & password to the VSLS Module. You also know how to use a web browser program.
- **Required fields** On each VSLS web form, you must enter information in each data field marked with a red label and asterisk (*). Example: **Referral #***
- **Pop-up Blockers** Before logging into the VSLS Module, turn off/ disable your web browser's pop-up blocker feature.

These buttons **Home | Blank Worksheet | Help | Logout** appear in the top-right corner of each VSLS web form.

- **Home** takes you to the Welcome/Home Screen.
- **Blank Worksheet** displays a list of paper forms that you can view and print out.
- **Help** provides links to relevant user documents and supporting information.
- **Logout** exits you completely out of the VSLS Module.

Click, to use a data field's List of Values. Click, to use a pop-up calendar.

Click, to see help information about a specific data field/block on a VSLS form.

Welcome Screen

User Info

Sue Johnston

- Change Password

Action Items

- Create Lab Submission
- Review Lab Submissions
- Enter Lab Results
- Generate Reports

After logging into the VSLS Module, you first see the Welcome Screen. On it is a Navigation Box (see left). Your login profile determines which **Action Items** you will see in this box and be able to use.

Change Password – Use to change your login password for the VSLS Module.

Create Lab Submission – Use to start a new Lab Submission Record for your Scrapie RSSS specimens. ***

Review Lab Submissions – Use to do any of the tasks below:

- Open an incomplete Lab Submission Record in order to edit, finish, and electronically transmit it. ***
- View a Lab Submission Record that has already been electronically transmitted to a testing laboratory. ***
- View a Lab Submission Record that contains Scrapie RSSS test results that were reported by a testing laboratory. ***

Enter Lab Results – Used by a testing laboratory to enter RSSS test results into a Lab Submission Record. (The procedures for this Action Item appear in this Job Aid.)

Generate Reports – Use to generate, view, save, and print Scrapie RSSS reports. ***

(*** Procedures for these Action Items are documented in a separate job aid, ***Regulatory Scrapie Slaughter Surveillance (RSSS) - Creating Lab Submission Records***.)

Action Item: Enter Lab Results

1 Under **Action Items**, click the **Enter Lab Results** option. A Lab Submission Search-Enter Lab Results Form appears. You use this form to find the Lab Submission Record that you want to enter test results into.

2 In this form's **Search Criteria Block**, enter as many search values as possible, according to the following guidelines:

- **Program** – Select the **Scrapie Eradication Program** option.
- **Collection Type** – Select **Regulatory Scrapie Slaughter Surv.**
- **Referral #** – Uniquely identifies a Lab Submission Record.
  Format: **SSAAAMMDDYYYY** (where **SS**=a State's two-letter postal abbreviation, **AAA**=two or three initials of the submitter's name, and **MMDDYYYY**=the date on which the physical animal specimens were collected).
  Example: **COMTM07082007** (for "Colorado, MTM, July 8, 2007")
  Note: If a submitter created more than one Lab Submission Record on the same day, he/she may have added a unique, one letter-suffix to the end of each record's **Referral #.**
  Examples: **COMTM07082007A**, **COMTM007082007B**
- **Star #** – **S**pecimen **T**racking **A**nd **R**eporting Number, which uniquely identifies a Lab Submission Record that was successfully transmitted to a testing laboratory.
  Format: **EECnnnnn** (where **EE**=the testing laboratory's code, **C**=the RSSS disease surveillance program, and **nnnnn**=a system-generated sequential number).
- **Container ID** – A unique value that identifies the container or jar in which the specimen(s) were packed. This value is usually the barcode number printed on the sticker that is affixed to the container.
- **Submission Status** – Status of the Lab Submission Record that you want to open and view/edit:

Submitted to Lab	A Lab Submission Record with this status has been completed and electronically submitted to its assigned laboratory. The physical specimens reported on this Lab Submission Record have also been shipped to the same laboratory.
Results Approved	A Lab Submission Record with this status has been completed and electronically submitted to its assigned laboratory. In turn, the laboratory has finished testing the physical specimens and has added the test results data to this Lab Submission Record.

Enter Lab Results (more)

- **Collection Date Between** – Starting and ending dates during which the collection event was performed. Enter , using any method below:
  - ~ Click on the pop-up calendar ( ) icon.
  - ~ Type "T" for today's date, "T-4" for 4 days before today, "T+2" for 2 days after today, etc.
  - ~ Manually enter each date in this format: mm/dd/yyyy
- **Collection State** – State where the collection event was performed.
- **Collected By (Last, First)** – Last and first names of the person who created the Lab Submission Record.
- **Collection Site Name** – Name of the premises/business where the collection event was performed.

3 Use one of these commands:

Search Click, to run the search using the values you just entered. Now go directly to Step 4 below.

Reset Search Criteria Click, to empty the data fields in this block. Any default values will still be displayed. You can now enter new values into the blank data fields.

Cancel Click, to cancel this search request. Any data already entered will not be saved. You return to the Welcome Screen.

4 A **Search Results Block** appears, listing all of the records that matched your search values. You can reorganize this list in several ways:

- If the list is longer than one screen, use **View Next** and **View Previous** to move up and down the list.
- To change the sorting direction of the list, click once on any underlined column header (Referral #, # Animals Sampled, Collection Date, Collection State, Submission Status, or Date Submitted). A clickable arrow appears next to it.
  - Records in the list are currently sorted in ascending order (lower to higher).
  - Records in the list are currently sorted in descending order (higher to lower).

Enter Lab Results (more)

5 When you find the Lab Submission Record you want:

a. Click its radio button.

b. Click on Enter Lab Results .

6 A Lab Test Results Form appears. It contains the following blocks:

Submission Information	Auto-filled with data from the Lab Submission Record you retrieved earlier in Step 5 above.
Lab Information	Auto-filled with data from the Lab Submission Record you retrieved earlier in Step 5 above.
Specimen List	Displays the specimen record(s) that were reported in the Lab Submission Record you just retrieved.
Referred Specimen List	Appears only if a Lab Submission Record was originally saved with one or more of its specimens being referred to a second laboratory. To view/hide the contents of this block, click on the right arrow ( ) and down arrow ( ).

The Lab Test Results Form itself will be in one of two modes:

Data-entry mode	The **Lab Information** and **Specimen List Blocks** contain blank or configurable data fields that you can edit. To make any changes, additions, deletions, or referrals, go directly to Step 7 below.
View-only mode	None of the data fields are blank or configurable. To make any changes, additions, deletions, or referrals, re-open this form in data-entry mode by doing the following steps: i. Click on Edit Lab Results . ii. A pop-up message warns you that this command locks the Lab Submission Record while you are editing it. You are reminded to unlock the record after you finish editing it so that other people can access it. Click on OK to close the message. iii. The Lab Test Results Form re-opens in data-entry mode. iv. Go directly to Step 7 below.

7 With the Lab Test Results Form in data-entry mode, you can now do any of the following tasks in it:

Task 7-1: Enter Test Records for One or More Specimens
Task 7-2: Add More Test Records for an Individual Specimen
Task 7-3: Delete Unwanted Test Records for an Individual Specimen
Task 7-4: Reset the **Specimen List Block**
Task 7-5: Refer Specimens to Another Laboratory for Confirmation Testing

Task 7-1: Enter Test Records for One or More Specimens

a. In the **Lab Information Block**, edit the following data field as needed:

- **Date Specimens Received** – Date on which your laboratory received the physical specimens reported in this Lab Submission Record.

b. In the **Specimen List Block**, edit these data fields as needed:

- **Specimen Type to View** – (Appears only if the Lab Submission Record contains multiple specimens of different types) – Default=**View All**. Change this default value to see only those records in the list that match a specific **Specimen Type**.
- **Copy test results from the first specimen to the other specimens?** – Check this box if the **Test Type**, **Test Result**, and **Date Tested** values are the same for every specimen displayed in this block.
- – Click in this box to check or uncheck all specimens in this block at the same time. Any commands you then use will apply to these checked specimens.
- **Sample ID** – Number assigned by the field personnel to uniquely identify an individual animal from whom specimens were collected. Multiple jars can have the same Sample IDs, if the specimens in those jars were all taken from the same animal. (*Note*: This field cannot be edited.)
- **Container ID** – A unique value that identifies the container or jar in which the specimen(s) were packed. This value is usually the barcode number printed on the sticker that is attached to the container. (*Note*: This data field cannot be edited.)

Enter Lab Results (more)

- **Specimen Type** – The type of specimen from the sampled animal that was tested by your laboratory.
- **Test Type** – Select the **IHC** option or leave blank.
- **Test Result** – Result of the test that was performed on the specimen. (If **Test Type**=blank, select either **Not Tested** or **No Sample Rcvd**.)
- **Date Tested** – Date on which the specimen was tested. (If **Test Type**=blank, do not enter a date into this data field.)
- **Test Status** – Default=**Pending**. (After a test result has been entered and saved for a specimen, this value automatically changes to **Completed**.)

c. Use one of these commands:

Add Tests to Specimens See *Task 7- 2* below for details.

Refer Specimens See *Task 7-5* below for details.

Clear Fields See *Task 7-4* below for details.

Save Lab Results Click, to save any changes you just made. You remain on this form.

Save and Mark Lab Results Complete Click, after you have made all of your changes to this Lab Submission Record AND have assigned each specimen either a test result or a **Not Tested** designation. This command saves your changes, unlocks the form (if necessary), and electronically notifies any designated personnel.

<< Previous Screen Click, to return to the previous screen/form.

Task 7-2: Add More Test Records for an Individual Specimen

a. Check the box in the first (leftmost) column next to the specimen you want to add more tests to.

b. Click on Add Tests to Specimens .

c. In the pop-up message, enter the number of additional tests for the checked specimen. Click on Add Tests .

d. You return to the Lab Test Results Form. The row containing the checked specimen will now display any additional tests you requested.

e. Fill out the newly-added test results data fields, when ready to do so.

Task 7-3: Delete Unwanted Test Records for an Individual Specimen

To delete an unwanted test record, click on its trash can icon ( ) within the **Test Type** column. A pop-up message appears. Click on OK .

Task 7-4: Reset the **Specimen List Block**

To empty the **Test Type**, **Test Result**, and **Date Tested** data fields in this block, click on Clear Fields . You can now enter new data into these fields.

Task 7-5: Refer Specimens to Another Laboratory for Confirmation Testing

a. Save the data you have entered so far on the Lab Test Results Form by clicking on Save Lab Results . The **Test Status** for any specimens that now have their test result data will change from **Pending** to **Complete**.

b. Check the box in the first (leftmost) column next to each specimen you want to refer.

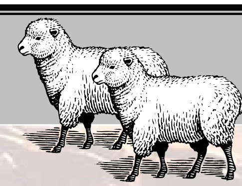
c. Click on Refer Specimens .

d. A Test Referral Information Form appears. In its **Lab Information Block** are these two data fields:

- **Submitting Laboratory** – Auto-filled with the laboratory that performed the initial tests on the specimens.
- **Refer to Laboratory** – Laboratory that will receive the referred specimen(s) in order to do additional testing. Select a lab.

e. Click on Select Lab .

f. Verify that the information in the **Lab Information Block** is correct. (If you need to change the **Refer to Laboratory** value, click on Change Refer to Lab . The **Refer Specimens Block** appears by itself again to let you select a new laboratory.)



Enter Lab Results (more)

g. The Test Referral Information Form expands to display a **Referral Information Block**. Verify that that the specimens to be referred are highlighted in green in the *Original Specimens Submitted* table (shown below).

Original Specimens Submitted to Colorado St Univ Vet Diag Lab		
☐ **	Container ID	Specimen Type
☐	32722222555	Lymph Node
☑	32722222556	Left half of brain
☑	423456333333	Lymph Node
☑	423456333334	Lymph Node

** Click to check/uncheck all specimens in the list

These same specimens will also appear in the *Specimens to Refer* table (see below).

Specimens to Refer to National Vet Services Lab		
Container ID	Specimen Type	Referred Date
32722222556	Left half of brain	01/29/2007
423456333333	Lymph Node	01/29/2007
423456333334	Lymph Node	

h. To add or delete specimens from both tables, **check or uncheck their boxes in the *Original Specimens Submitted* table only**. These changes then appear automatically in the *Specimens to Refer* table.

i. Complete the following data fields:

- **Referral Date** – Default=today's date. Change, if needed.
- **Referral Reason** – Reason for sending the referred specimens to another laboratory:

Test Confirmation	If a specimen's test results were inconclusive or positive, you must refer the specimen to NVSL for confirmation testing.
Over Capacity	If the *Submitting* laboratory cannot accept any more work due to its heavy workload, refer the specimen to: • another National Animal Health Laboratory Network (NAHLN) laboratory…this is the preferred option. • NVSL….only if absolutely necessary.
Redirected	If the *Submitting* laboratory cannot test a specimen for reasons other than overcapacity, refer the specimen to: • another NAHLN laboratory…this is the preferred option. • NVSL….only if absolutely necessary.

- **Remarks** – Additional information that could be useful to the laboratory receiving the referred specimens.

j. When finished, use one of these commands:

[Refer Specimens] (Appears only if you are creating referred specimen records for the first time) – Click, to save your new referred specimen records which have not yet been transmitted to a testing laboratory. Continue with Step 7k below.

[Save Referral Changes] (Appears only if you are editing referred specimen records that were already transmitted to a testing laboratory) – Click, to save the referred specimen records you just edited. Continue with Step 7k below.

[Delete This Referral] (Appears only if you have already created one or more referred specimen records) – Click, to delete the displayed lab referral record. A pop-up message asks you to confirm this deletion command. You then return to the Test Referral Information Form.

[<< Previous Screen] Click, to return to the previous screen/form.

Enter Lab Results (more)

k. On the Lab Test Results Form, make any final necessary edits to these blocks:

- **Lab Information Block** – (Refer back to ***Task 7-1, Step a*** for help.)
- **Specimen List Block** – (Refer back to ***Tasks 7-1*** *through* ***7-4***.)
- **Referred Specimen List Block** -- Expand this block by clicking on the right arrow ([>]). Click on either [Edit Referred Specimens] or [Delete Lab Referral]. (See ***Task 7-5*** for details.)

8 Finish the Lab Submission Record using one of these commands:

[Save Lab Results] Click, to save any changes you just made. You remain on the Lab Test Results Form.

[Save and Mark Lab Results Complete] Click, after you have made all of your changes to this Lab Submission Record AND have assigned each specimen either a test result or a **Not Tested** designation. This command saves your changes, unlocks the form (if necessary), and electronically notifies any designated personnel.

[<< Previous Screen] Click, to return to the previous screen/form.