



COUNSELING TESTING LINKAGE SYSTEM

PROCESS

Instruction Manual

REVISION HISTORY

Date	Version	Description	Author
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Introduction

The Counseling Testing and Linkage System (CTLS) is a secure web-based application that supports documenting HIV rapid and confirmatory testing by sites across the state. All registered HIV testing sites are required to submit 1628 form data to state for reporting to CDC as part of grant requirement. CTLS allows confirmatory testing and sending the specimen to State Lab or commercial Labs while submitting DH1628 data electronically and download the results of HIV Screening.

Purpose

The purpose of this manual is to provide users instructions on how to order confirmatory HIV tests using CTLS system. The specimens that are identified for confirmatory testing needs to be labeled, add to manifest, and ship to lab.

Enable Confirmatory Testing

Sites that plan to use CTLS for confirmatory testing should reach out to CTLS support team at <u>HIVAppSupport@flhealth.gov</u>, or 850-245-4744 or create a support request from CTLS Portal. The support team will enable the confirmatory testing section for the site, and it will be available at the bottom of the 1628 forms and is required to be completed. The confirmatory testing section becomes mandatory, unless the refused confirmatory checkbox is checked.

Login

- 1. To access the portal, go to the following URL <u>https://ctls.floridahealth.gov/ctlsazure/Home/Index</u> in a browser.
- 2. The system will redirect you to the Microsoft Sign in page.



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- 3. Enter your email address and click the "Next Button".
- 4. The system will redirect to the Password screen.

Sian in

- 5. Enter your password and click on "Sign in" button.
- 6. After successful sign in you will be redirected to the "CTLS System Welcome Page".

CTLS	Welcome to Florida Department of Health Counseling Testing and Linkage System
d. Results	Please use left menu to access the features of the system. If you need assistance, Please reach out to Help Desk at 850-245-4744 or Email at: HIVAppSupport@flhealth.gov
1628	
🖹 1628 Form	
Dashboard	
Q Search Old Records	
😑 Manifest Dashboard	

Complete 1628 Form

1. To start entering a new 1628 form, click on the "1628 Form" menu option.

Florida HEALTH
CTLS
1. Results
1628
🖹 1628 Form
Dashboard
Q Search Old Records
😑 Manifest Dashboard

- 2. All forms that do not have the Refused Confirmatory button checked will be required to complete the Confirmatory Testing section.
 - a. The Refused Confirmatory box must be checked to be exempt from completing that section as shown below:

Ro	ipid Test Details				
	Test Type		Type of Sample Tested		Test Kit Lot Number
	OraQuick	÷	Finger stick \$		2332
	Total Test Processing Time (hh: mm)		Test Result		
	05:54		Non-Reactive ¢		
	Client Given Result				
	Yes ● No Refused Confirmatory Test				

b. If the Refused Confirmatory button is unchecked, then it is mandatory to fill out the Confirmatory Testing Section.

Confirmatory Testing* Refused Confirmatory is unchecked, please complete the confirmatory testing section							
Test Type	Which Lab Would you Like to Send the Specimen to?	Which Lab Would you Like to Send the Specimen to?					
O DBS O BLOOD O ORAL	 Jacksonville Miami Commerical 						
Test Code	LOINC Code	Test Name					
		Clavida Department of Haalth					

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- c. The Test Types available are DBS Dried Blood Spot, Blood and Oral.
- d. User should choose which lab they want the specimen to be sent to.
- e. Test Code, Loinc code and Test Name are auto populated according to with test type the user chooses.

Print Barcode

- 1. Next is the printing and attaching of the barcode with the specimen.
 - A facility will require a barcode printer to participate in the process. Please reach out to CTLS support with questions on type of barcode printer needed if you are planning to purchase new. (<u>https://www.dymo.com/label-makers-printers/labelwriter-label-printers/dymo-labelwriter-550-label-printer/SAP_2112552.html</u>)
 - b. For 1628 forms which require confirmatory testing a Barcode button can be found under the Actions column in the Dashboard as shown below:

CTLS ID	î↓ Scan ID	î↓ Site No	1 Date Created	î↓ Date Modified	1. Entered By	1↓ PreTest Date	1↓ Actions	
J22400000291	J0317299230001	03-17	10/26/2023	10/26/2023	khajai	12/13/2022	🕑 Edit 🕑 View 🛛 💷 BarCode)
J22400000290	1233445454	02-90	10/20/2023	10/25/2023	harshitham	10/20/2023	🕼 Edit 🖉 View 🛛 💷 BarCode	•)
M22000000125	M0317288230002	03-17	10/15/2023	10/26/2023	zabalam	10/14/2023	🗹 Edit 🕑 View 🛛 💷 BarCode)
M22000000124	M0317288230001	03-17	10/15/2023	10/26/2023	zabalam	10/14/2023	Edit View III BarCode)
T23A00009604	T0477283230003	04-77	10/10/2023	10/10/2023	alis	10/9/2023	Edit View	
T23A00009602	Testone10102023	03-17	10/10/2023	10/10/2023	galkwadn	10/10/2023	Edit View	

c. When the Barcode button is selected the user will be redirected to a new page with barcode print options as shown below:

ayCTLSAZURE/CTLSManiTest/CenerateBarcoideFscanids=J0317004240001			÷
	Print	1 shee	t of paper
	Destination	S DWMC LabelWrite	r 551 🔻
	Pages	All	*
J0317004240001	Copies	Ŧ:	
DOB: 12121990 POCR Date Printed: 02012024	Layout	Landscape	•
	More settings		\odot
	Paper size	30252 Address	
	Pages per sheet	1	
	Margins	None	*
	Scale	Custom	*
		85	
	Dptions	Background graph	nics
	Print using system d	alog (Ctrl+Shift+P)	ß
		Print	Cancel

d. Once the barcode is printed, it should be attached to the specimen so that the lab can determine which client it belongs to.

Create Manifest

1. Once the specimen with the attached barcode is ready to send to the lab it is time to create the manifest, by selecting the Manifest Dashboard and then clicking the Create Manifest button as shown below:

Q Search Old Records	Manifest Dashbo	oard				Receive	ed Manifest Cre	ate New Manifest
1628	Show 10 ¢ entr	tries						Search:
 1628 Form Dashboard 	ELO Sent 🛝 M	fanifest ID 斗	Batch Number	Total Samples	11 Facility Name	1 Created By 1	Date Created 1	Actions
	13	3	1161102520231304550026	1	26 Health Inc.	maliki	10/25/2023	🗹 Send Elo 👁 View 🗇 Print
Q Search Old Records	12	2	813100920231140389051	1	Hope and Help Center of Central Florida, Inc.	martinezi	10/9/2023	🖻 Send Elo 👁 View 🖨 Print
😑 Manifest Dashboard	🗸 II		1552100320231744239018	1	Dummy Site	Khajai	10/3/2023	🕑 Resend Elo 👁 View 🖨 Print

a. Then select the Facility, lab, Ship Date and check each Scan Id you want to include in the manifest. Finally select Create and the manifest will be created, and you will be redirected to the Manifest Dashboard.

Shown below is a screenshot with each area that must be completed to create a new manifest:

New Manifest Document		🖺 Create	+ Create & Add New Back
Select Facility:* 26 Health Inc. (10-351) ~			Ship Date* 12/17/2023
Select Lab* Jacksonville ~			
Showing 1 to 10 of 37 entries 2 rows selected			Search:
🖯 Scan ID	11 Client Name	11 Date Created	†1
0503281572		2/15/2021	
0503287279		12/23/2020	

b. The scanids available to select for each manifest depend upon the lab selection. Once those scanids are in a created manifest they will no longer be available for selection in other manifests.

Send Electronic Lab Order

a. On manifest dashboard, the ELO Sent column is unchecked. It means the electronic lab orders were not transferred to Labware. To initiate sending the ELO simply select 'Send ELO' button under Actions column

Manifest Dashboard	Received Manifest Create New Manifest
Show 10 ¢ entries	Search:
ELO Sent 🙏 Manifest ID 👘 Batch Number 👘 Total Samples 🏥 Facility Name	$\uparrow \downarrow \ \ \ \ \ \ \ \ \ \ \ \ \ $
14 1161121720231048516510 2 26 Health Inc.	zabalam 12/17/2023 🗹 Send Bo 👁 View 🖨 Print

c. A 'Confirm Send' window will appear asking that the user confirm that they are sending the samples in the manifest via ELO.



column indicating that electronic lab order was sent to LabWare. User may also resend ELO as shown below.

ELO Sent	Manifest ID	11 Batch Number 1	Total Samples	Facility Name	Created By	Date Created	14 Actions		Preint
~	13	16102520231304550026	ı	20 Health Inc.	παιικι	10/25/2023	Kesend Lio	Co View (C)	
									_
					Flo	orida Dep	artment of	f Health	

Created by

Disease Control Application Management Team

e. If a user would like to review the manifest, select view from manifest dashboard to review the manifest details.

Manifest Details Batch Number: 1181102520231304550028 Total Samples: 1 Created by: maliki Date Created: 10/25/2023 1:04:55 PM Facility Name: 28 Health Inc. Each Number: 1181102500000000000000000000000000000000	lew Bo	+ Create New	🖨 Print	ලි Resend Elo			w Manifest Document
Botch Number: 1181102520231304550026 Total Samples: 1 Created by: maliki Date Created: 10/25/2023 1:04:55 PM Facility Name: 26 Health Inc.							Manifest Details
Scan ID Client Name Date Created		04:55 PM	10/25/2023 1:	Date Created	Created by: maliki	Total Samples: 1	Batch Number: 1161102520231304550026 Facility Name: 26 Health Inc.
Scan ID Client Name Date Created							
050230400				ate Created		Client Name	Scan ID
00/25/2023				0/25/2023			0503218488

Print and Dispatch Manifest

a. Click Print from manifest dashboard and be redirected into the manifest or click View from manifest dashboard and then print to print manifest.

😋 CW6 - Login 🔇 Florida	Manifest Document for 26 Health Inc.	Florida	Print		1 page	» 📔 📕 All Bookmarks
Florida	Manifest Details					Hello, Michael Zabala
HEALTH	Banto Number: Total Bangles: 1 On 110/110252021130650020 Total Bangles: 1 On Facility Name 20 Health Inc.	ated by malki Date Orested: 1025/2023 1.04 EE PM	Destination	Save as PDF		
CTLS	List of Scan IDs					+ Create New Back
i. Results	9512 1948		Pages	All		
SUPPLY KIT			Pages per sheet			
Supply Form						104.00 PM
Dashboard	Facily Admin Signature		Margins	Default	Ť	
Q Search Old Records			Options	Headers and foote	ers	
1628				Background graph	nics	
🖹 1628 Form						
Dashboard						
Q Search Old Records						
🗉 Manifest Dashboard						
🖹 Scan ID Report						
LIII QUK Reports >						
HEPATITIS C				Save	Cancel	

Lab Specimen intake

Lab Front Office or Triage User: (Optional)

- a. Once the Manifest and specimens has been delivered to the lab, the lab staff should login to CTLS and go to manifest screen to review and confirm the delivery.
- b. Once the lab verifies that the number of specimens match the manifest detail, they will then select the received manifest button.

Manifest Das	hboard				Receiv	ved Manifest	Create New Manifest
Show 10 \$	entries						Search:
ELO Sent 斗	Manifest ID	11 Batch Number	🕮 Total Samples 👘 Facility Name		ी। Created By ी	Date Created	11 Actions
~	13	116110252023130455	Received Manifest	×	maliki	10/25/2023	🗹 Resend Elo 👁 View 🗟 Print
	12	813100920231140389	Please scan the manifest barcode		martinezi	10/9/2023	🗹 Send Elo 🐵 View 🖨 Print
~	11	155210032023174423			Khajai	10/3/2023	🖉 Resend Elo 👁 View 🖨 Print
~	8	78309252023160824			stonestreets	9/25/2023	Resend Elo 👁 View 🛱 Print
~	7	1303091520231121229		Close Received	stonestreets	9/15/2023	🗹 Resend Elo 👁 View 🗟 Print

- c. Scan the barcode on the manifest to acknowledge the receipt of the specimens from the site.
- d. Once this step is complete the lab will begin the testing of each specimen to return the results of each sample.

Lab Results in CTLS

When they have completed their testing, the results from labware are transferred to CTLS using Electronic Lab Results process.

- a. CTLS will notify users of the new results which are available to download from CTLS.
- b. The results can be found under the Results page as shown below:

CTLS	Results Dashboard						
d. Results	Result Type		Search Option		Date Range Options		
	All	۰	Date Range	~	Today		۰
SUPPLY KIT	Released Date(Start)		Released Date(End)				
Supply Form	10/27/2023		10/27/2023	•			
Dashboard							
Kits Report Dashboard	Search		Clear Fields			Print Report	

c. Once you are in the Results page you will be able to find the ScanID you want by setting the Result type and Search options, highlighting the checkbox under the select Results column and then clicking the Print Report button.

de Concolor Selected	sults Dashboard				
No Option Selected ~ Learch	ult Type		Search Option		
Search Select All Develoct All Date Range Scan ID First name & Lost name Dike Number Type	1		No Option Selected	~	
Select All Deselect All Date Range East All Date Range East All First name & Lost nome East All East Number East All Type Type					
Boardh Select All Print Report Date Range Scon ID First name & Lost name Site Number Site Number Trype					
Date Range Scon ID First name & Last name Site Number ITypo		Search	Select All	Deselect All	Print Report
Doto Range Scon ID First name & Last name Site Number FType					
Scan ID First name & Last name Site Number FType			Date Range		
First name & Last name Site Number FType			Scan ID		
Gite Number Trype			First name & Last name		
туро			Site Number		
			FType		

Results Dashboard		
Result Type	Search Option	
All	Scan ID 🗸	
Starting Scan ID	Ending Scan ID	
0503281572	0503281572	
Search	Clear Fields	Print Report
Show 10 C entries		Search:
Site Number 11 FType 11 Labware ID 11 Scan ID 11 First No.	ame 11 Last Name 11 Date Received 11 Result Date 11 Date Created 11 Added By	1 Status 1 Select Results
10-351 ELO J21005677 0503281572	2/15/2021 12:00:00 AM 2/16/2021 12:03:21 AM 2/15/2021 12:55:22 PM TUCKERJP	Reviewed
Showing I to I of I entries		Previous 1 Next

d. You will be able to obtain a paper or digital copy of the 1628 form here.

10/10/20, 11:31-AM	CTLS Readedbaheard		Print		1 page
HEALCH	FL Department of Health Bureau of Public Health Laboratories - Jacksonville P.O Box 210 Jacksonville, FL 32231	CONFIDENTIAL	Destination	Save as PDF	¥
			Pages	All	•
			Pages per sheet	1	Ŧ
Somple #: J2005677 Source: Blood		Worker: FCL Local ID: State ID: Date Collected: 2/11/2021	Margins	Default	¥
Additional Infa: Oxidar ID: 0503281572 Oxidar Taxtocola: Proctilionae:		Date Received: 2/15/2021 Date Reported: Onset Date: 2/11/2021 Fosting:	Options	Headers and footers	1
Note: Test Norne	Result	Prognant No		Background graphic	S
Htv 1/2 Antigen/Antibody Combo Immunoessay					
HEV 1/2 Antigen/Antibody Combo Interpretation	Negative				
Note: HV-1 ontigen and HV-1/HV-2 ontibodies were not dete factors, please submit on EDFA plasma specimen,	ected. No loboratory evidence of HIV infection. If lab re	suits are not consistent with clinical manifestations/risk			
	FINAL				
Max (daasaa urin)aga dahiya Bridahaa B. goobhaa ye Maxad Pindaha				Save	Cancel

e. Users will also be able to obtain results from this page as well.

Procouoner: Note:	rasung: Pregnant: No
Test Name	Result
HIV 1/2 Antigen/Antibody Combo Immunoassay	
HIV 1/2 Antigen/Antibody Combo Interpretation	Negative