



CTLS

COUNSELING TESTING LINKAGE SYSTEM

CONFIRMATORY TEST ORDERING 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

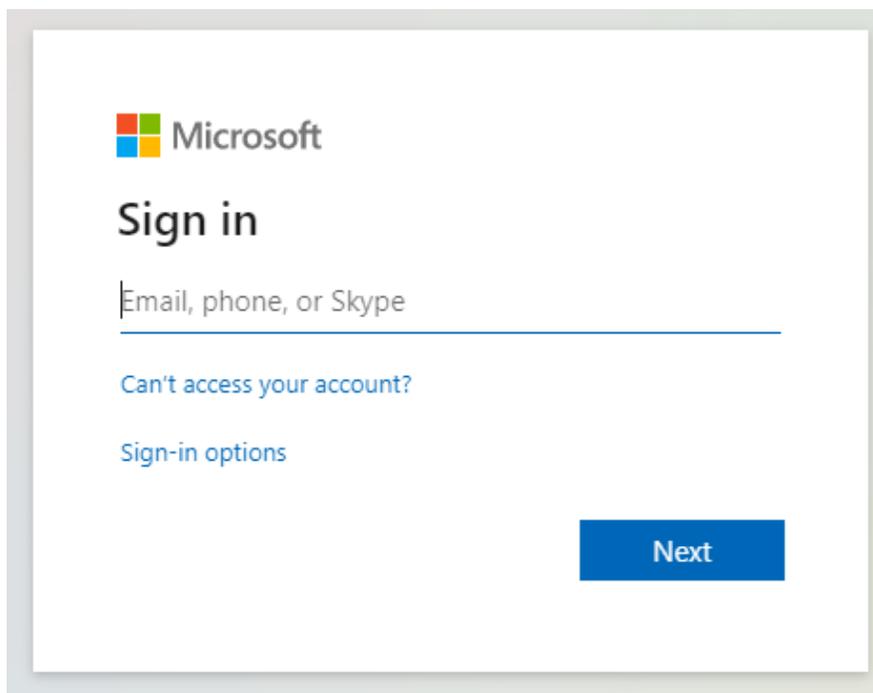
The purpose of this manual is to provide users instructions on how to order confirmatory HIV tests using CTLS system. The specimens that are identified for confirmatory testing needs to be labeled, add to manifest, and ship to lab.

Enable Confirmatory Testing

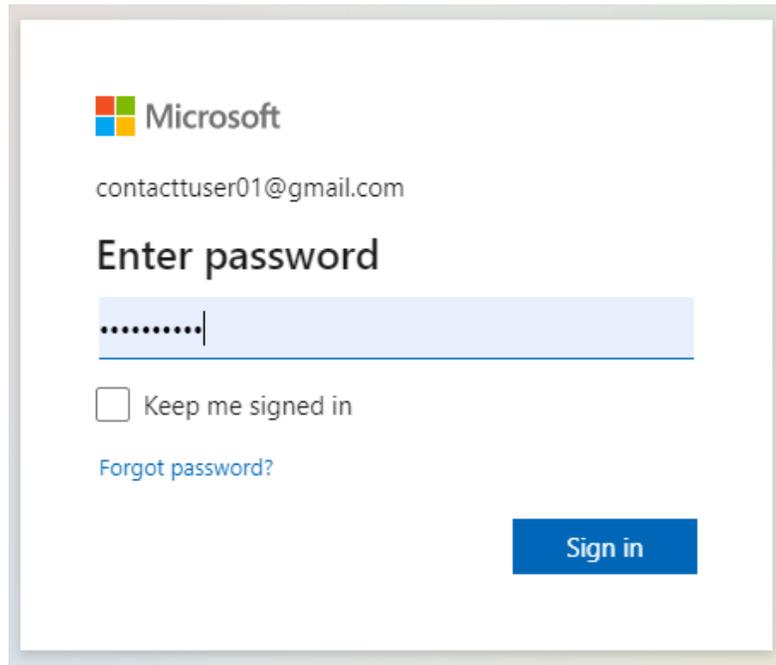
Sites that plan to use CTLS for confirmatory testing should reach out to CTLS support team at HIVAppSupport@flhealth.gov, or 850-245-4744 or create a support request from CTLS Portal. The support team will enable the confirmatory testing section for the site, and it will be available at the bottom of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

Login

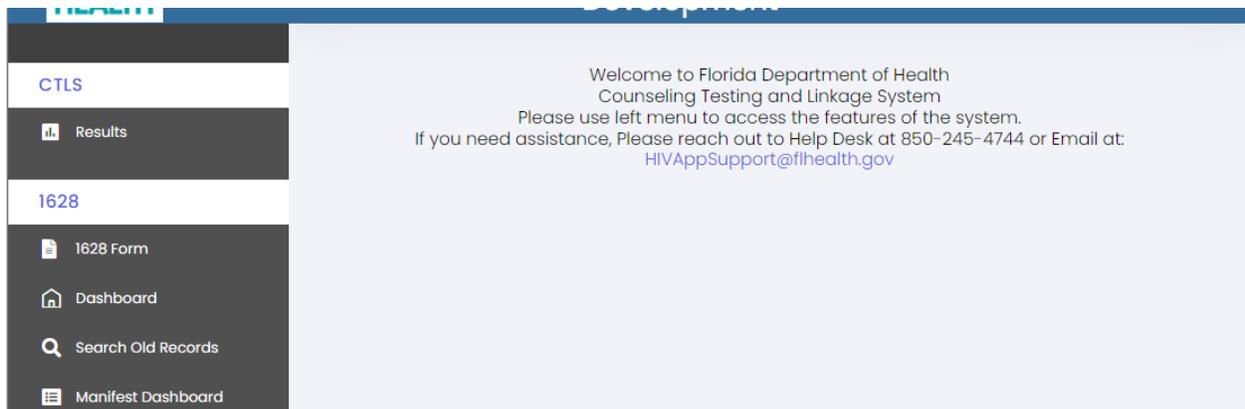
1. To access the portal, go to the following URL - <https://ctls.floridahealth.gov/ctlsazure/Home/Index> in a browser.
2. The system will redirect you to the Microsoft Sign in page.



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

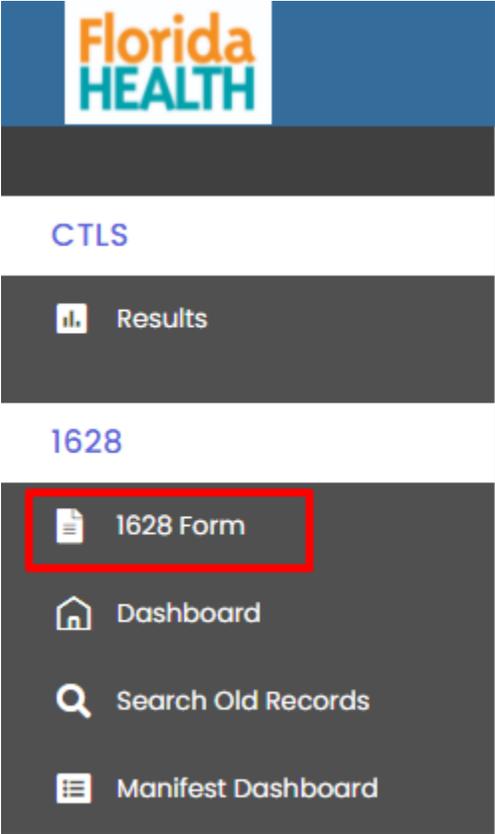


5. Enter your password and click on “Sign in” button.
6. After successful sign in you will be redirected to the “CTLS System Welcome Page”.



Complete 1628 Form

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



- 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:

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

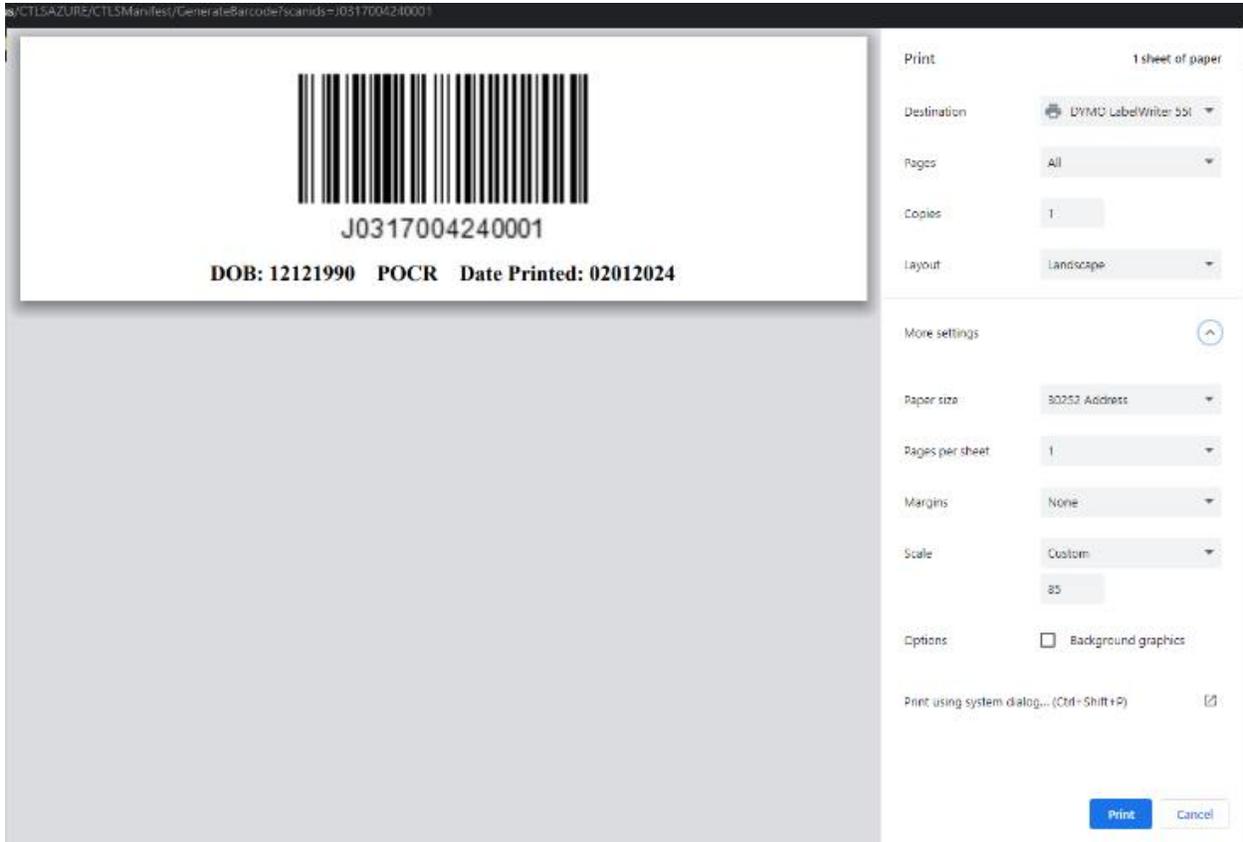
- c. The Test Types available are DBS – Dried Blood Spot, Blood and Oral.
- d. User should choose which lab they want the specimen to be sent to.
- e. Test Code, Loinc code and Test Name are auto populated according to with test type the user chooses.

Print Barcode

1. Next is the printing and attaching of the barcode with the specimen.
 - a. 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. (https://www.dymo.com/label-makers-printers/labelwriter-label-printers/dymo-labelwriter-550-label-printer/SAP_2112552.html)
 - 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	Scan ID	Site No	Date Created	Date Modified	Entered By	PreTest Date	Actions
J22400000291	J0317299230001	03-17	10/26/2023	10/26/2023	khajal	12/13/2022	  
J22400000290	I233445454	02-90	10/20/2023	10/25/2023	harshitham	10/20/2023	  
M22000000125	M0317288230002	03-17	10/15/2023	10/26/2023	zabalam	10/14/2023	  
M22000000124	M0317288230001	03-17	10/15/2023	10/26/2023	zabalam	10/14/2023	  
T23A00009604	T0477283230003	04-77	10/10/2023	10/10/2023	alis	10/9/2023	 
T23A00009602	Testone10102023	03-17	10/10/2023	10/10/2023	galkwadn	10/10/2023	 

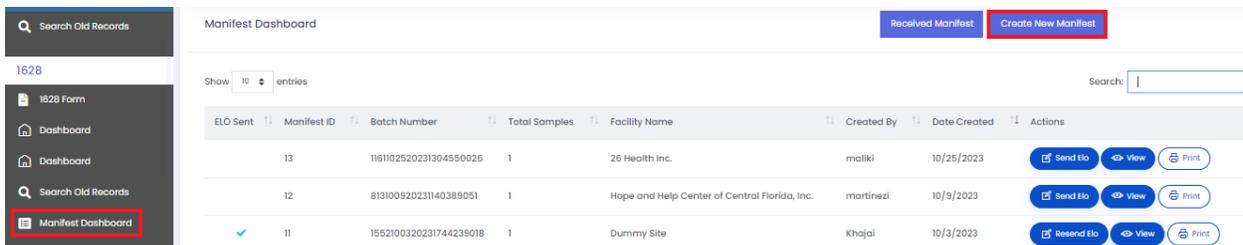
- c. When the Barcode button is selected the user will be redirected to a new page with barcode print options as shown below:



- 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:



- 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)

Select Lab*
Jacksonville

Showing 1 to 10 of 37 entries 2 rows selected

Ship Date*
12/17/2023

Search:

Scan ID	Client Name	Date Created
<input checked="" type="checkbox"/> 0503281572	[REDACTED]	2/15/2021
<input checked="" type="checkbox"/> 0503287279	[REDACTED]	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	Created By	Date Created	Actions
<input type="checkbox"/>	14	1161121720231048516510	2	26 Health Inc.	zabalam	12/17/2023	<input checked="" type="button" value="Send ELO"/> <input type="button" value="View"/> <input type="button" value="Print"/>

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

Confirm Send X

Would you like to confirm that you are sending the sample(s) in this Manifest via ELO?

- d. User is redirected back to the Dashboard where a green check is now present under the 'ELO Sent' column indicating that electronic lab order was sent to LabWare. User may also resend ELO as shown below.

ELO Sent	Manifest ID	Batch Number	Total Samples	Facility Name	Created By	Date Created	Actions
<input checked="" type="checkbox"/>	13	1161102520231304550026	1	26 Health Inc.	maliki	10/25/2023	<input checked="" type="button" value="Resend ELO"/> <input type="button" value="View"/> <input type="button" value="Print"/>

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

View Manifest Document

Resend Elo Print Create New Back

Manifest Details

Batch Number: 1181102520231304550026	Total Samples: 1	Created by: maliki	Date Created: 10/25/2023 1:04:55 PM
Facility Name: 28 Health Inc.			

Scan ID	Client Name	Date Created
0503218488	[REDACTED]	10/25/2023

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

Florida HEALTH

CTLS

Results

SUPPLY KIT

Supply Form

Dashboard

Search Old Records

1628

1628 Form

Dashboard

Search Old Records

Manifest Dashboard

Scan ID Report

QLK Reports

HEPATITIS C

Dashboard

Manifest Document for 28 Health Inc.

Manifest Details

Batch Number: 1181102520231304550026 Total Samples: 1 Created by: maliki Date Created: 10/25/2023 1:04:55 PM Facility Name: 28 Health Inc.

List of Scan IDs

Print 1 page

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

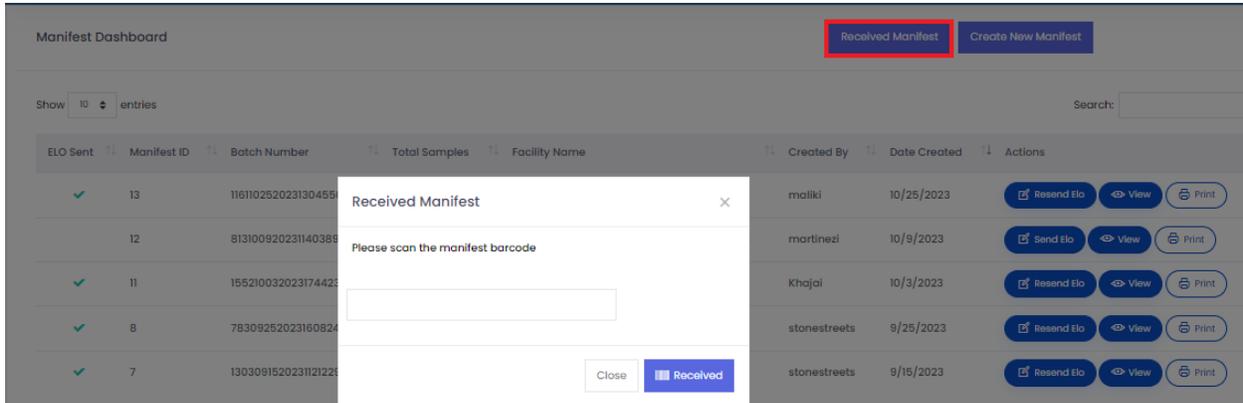
Options Headers and footers Background graphics

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.

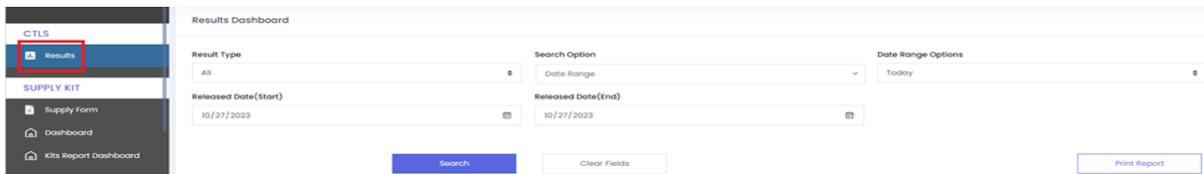


- c. Scan the barcode on the manifest to acknowledge the receipt of the specimens from the site.
- d. Once this step is complete the lab will begin the testing of each specimen to return the results of each sample.

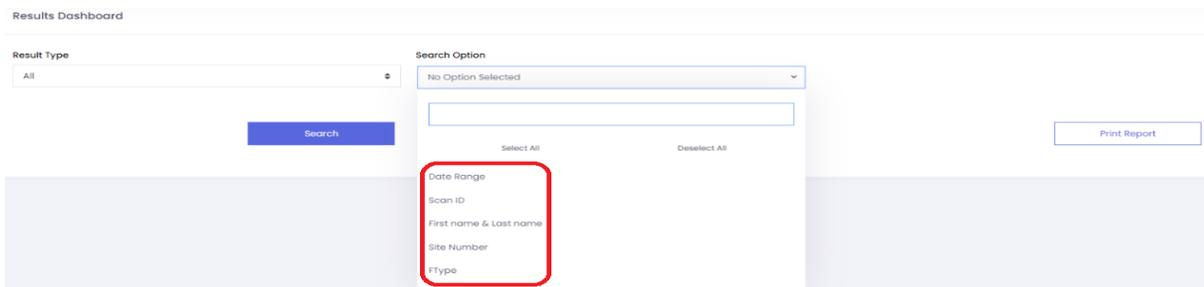
Lab Results in CTLS

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:



- 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.



Results Dashboard

Result Type: All | Search Option: Scan ID

Starting Scan ID: 0503281572 | Ending Scan ID: 0503281572

Search | Clear Fields | **Print Report**

Show: 10 entries | Search:

Site Number	FType	Labware ID	Scan ID	First Name	Last Name	Date Received	Result Date	Date Created	Added By	Status	Select Results
10-351	ELO	J21005677	0503281572			2/15/2021 12:00:00 AM	2/16/2021 11:03:21 AM	2/15/2021 1:55:22 PM	TUCKER,JP	Reviewed	Print

Showing 1 to 1 of 1 entries | Previous | **1** | Next

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

Print | 1 page

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options: Headers and footers | Background graphics

Save | Cancel

FL Department of Health
Bureau of Public Health
Laboratories - Jacksonville
P.O. Box 210
Jacksonville, FL 32231

CONFIDENTIAL

Sample #: J21005677
Source: Blood
Additional Info:
Order #: 0503281572
Order Testcode:
Practitioner:
Note:
Test Name: HIV 1/2 Antigen/Antibody Combo Immunoassay
Result: Negative

Microbial FCL
Lab ID:
State ID:
Order Collected: 2/15/2021
Date Received: 2/16/2021
Date Reported:
Order Date: 2/15/2021
Testing:
Pregnant No:

Note:
HIV-1 antigen and HIV-1/2 antibodies were not detected. No laboratory evidence of HIV infection. If lab results are not consistent with clinical manifestations/risk factors, please submit an HIV-1 plasma specimen.

FINAL

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

Practitioner: _____ | Testing: _____

Note: _____ | Pregnant: No

Test Name: HIV 1/2 Antigen/Antibody Combo Immunoassay

HIV 1/2 Antigen/Antibody Combo Interpretation

Result

Negative