CTLS

COUNSELING TESTING LINKAGE SYSTEM

CONFIRMATORY TEST ORDERING PROCESS

Instruction Manual

REVISION HISTORY

Date	Version	Description	Author
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Contents

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.
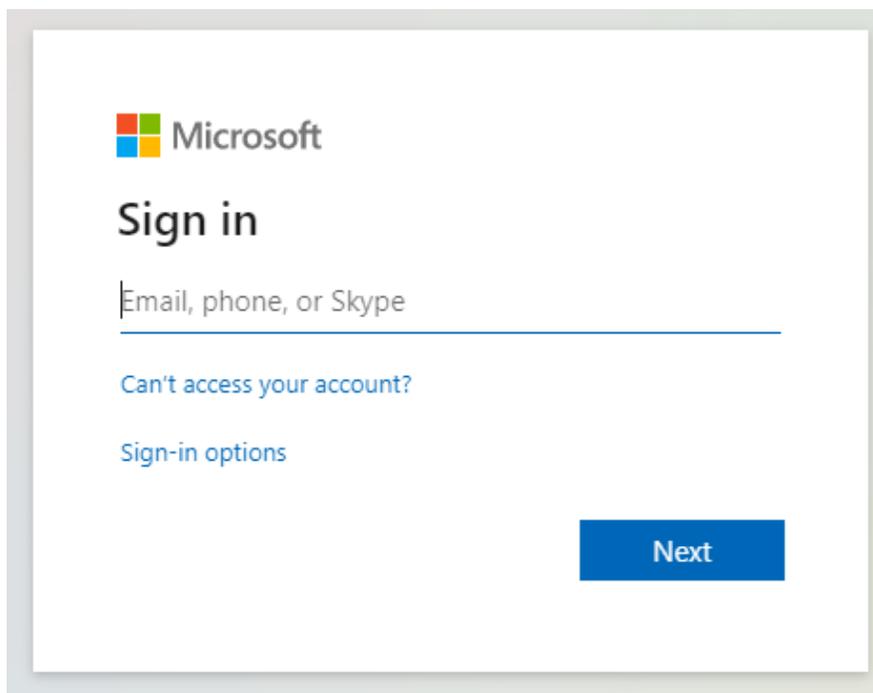
3. Enter your email address and click the "Next Button".
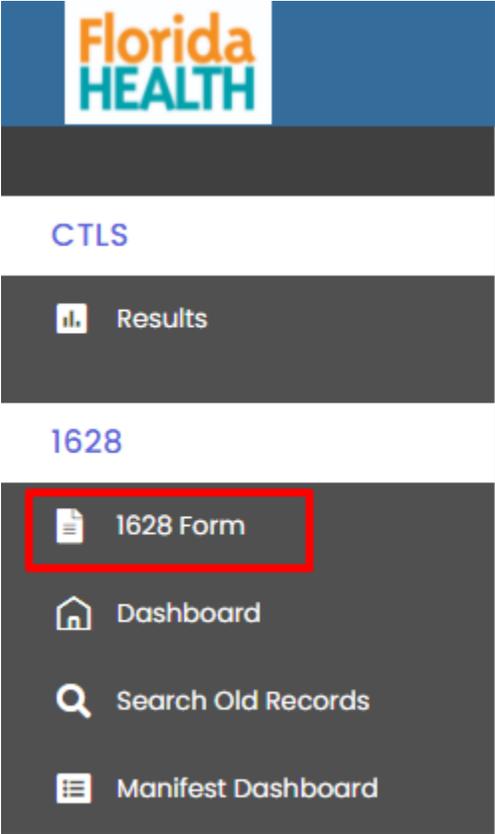4. The system will redirect to the Password screen.
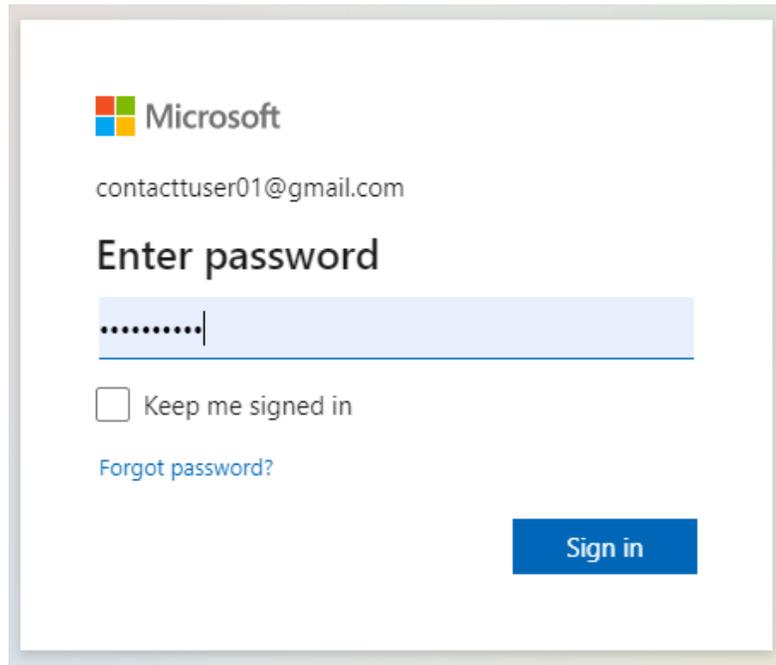
5. Enter your password and click on "Sign in" button.
6. After successful sign in you will be redirected to the "CTLS System Welcome Page".
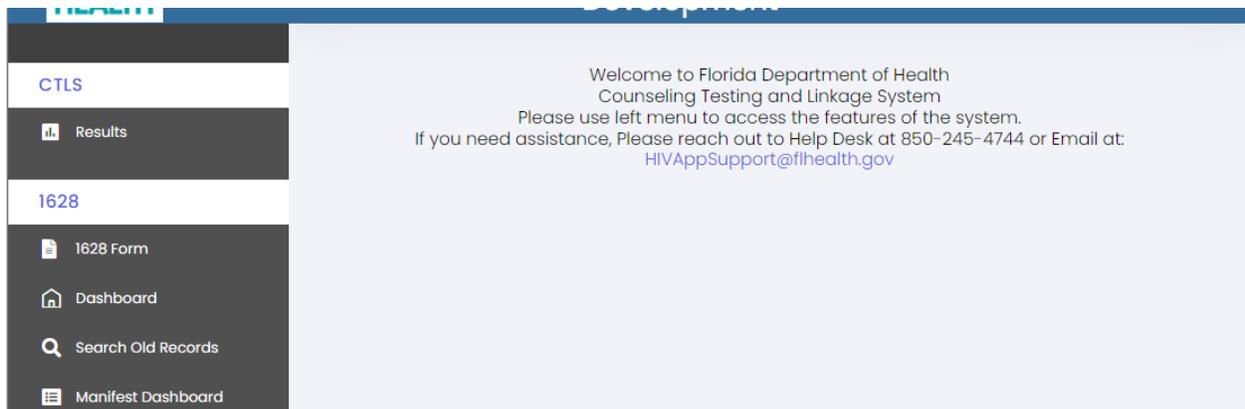
Complete 1628 Form

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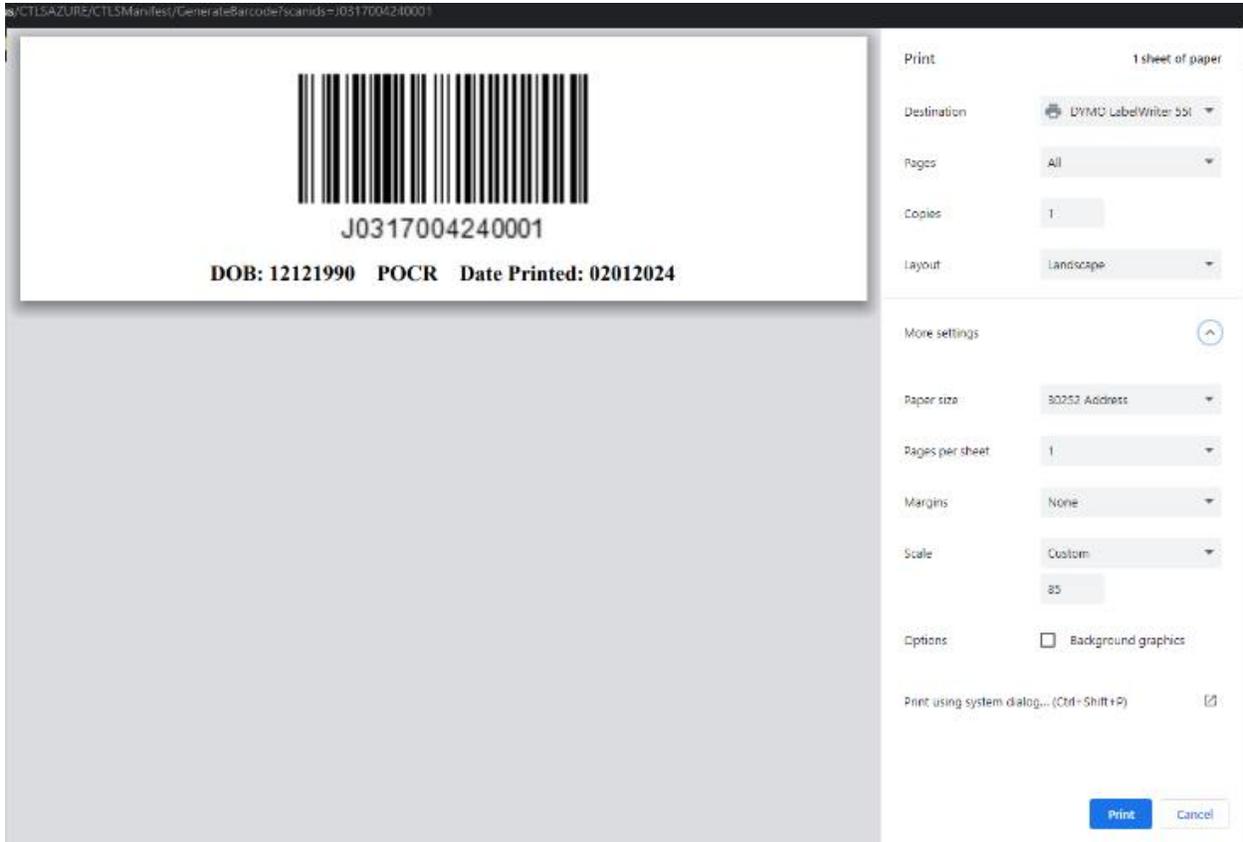
d. Once the barcode is printed, it should be attached to the specimen so that the lab can determine which client it belongs to.

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:
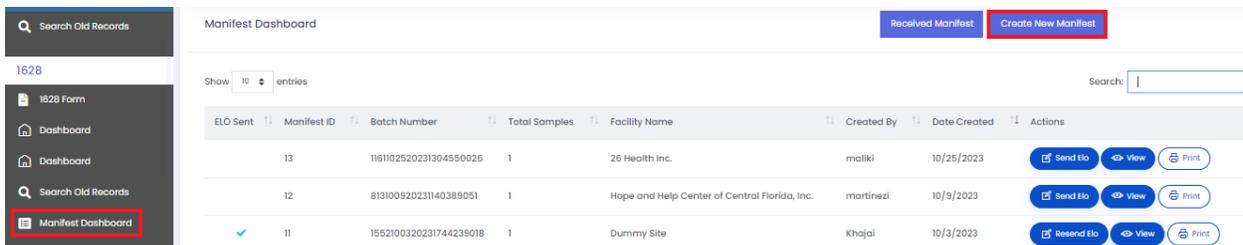
a. Then select the Facility, lab, Ship Date and check each Scan Id you want to include in the manifest. Finally select Create and the manifest will be created, and you will be redirected to the Manifest Dashboard.
Shown below is a screenshot with each area that must be completed to create a new manifest:

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

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

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

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.

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.
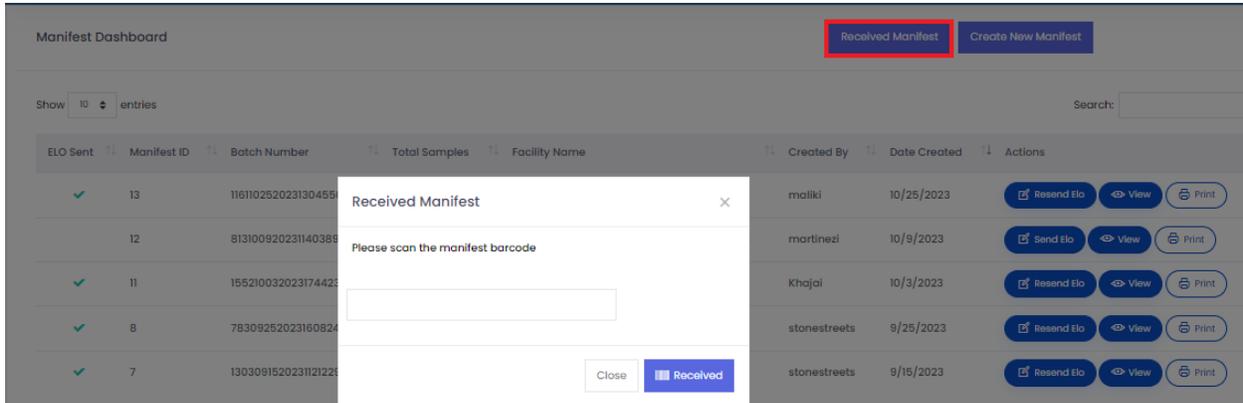
c. Scan the barcode on the manifest to acknowledge the receipt of the specimens from the site.

d. Once this step is complete the lab will begin the testing of each specimen to return the results of each sample.
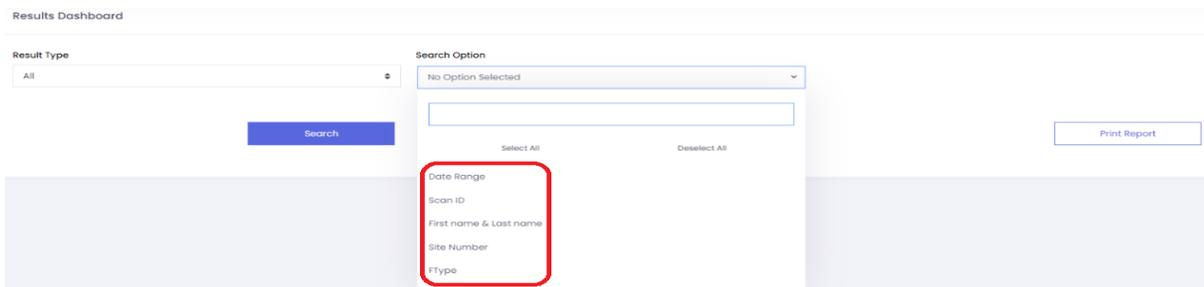
Lab Results in CTLS

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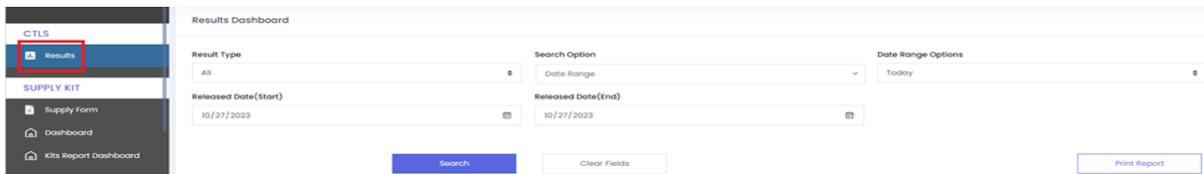
c. Once you are in the Results page you will be able to find the ScanID you want by setting the Result type and Search options, highlighting the checkbox under the select Results column and then clicking the Print Report button.

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

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