

## Shared Portal for Outbreak Tracking (SPOT) – User Guide


**Please contact your local health department with any additional questions.**

**Overview:** This Reference Guide explains how to use the Shared Portal for Outbreak Tracking (SPOT). This guide is organized by the menu options in SPOT:

1. View Open Exposure Events
2. Enter Information for an Existing Exposure
3. Export Data
4. Summary Dashboard

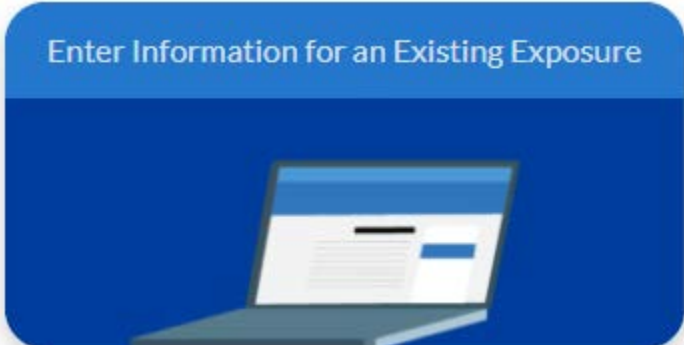
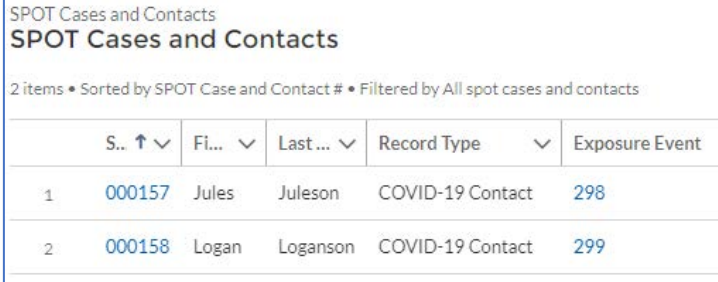
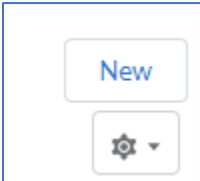
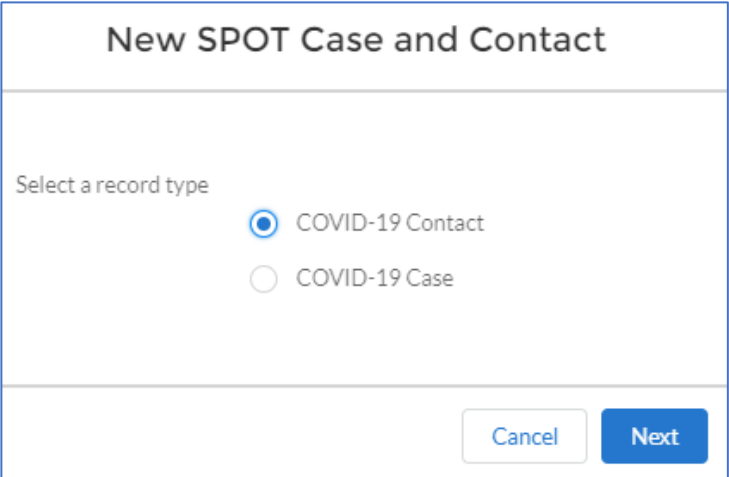
### View Open Exposure Events

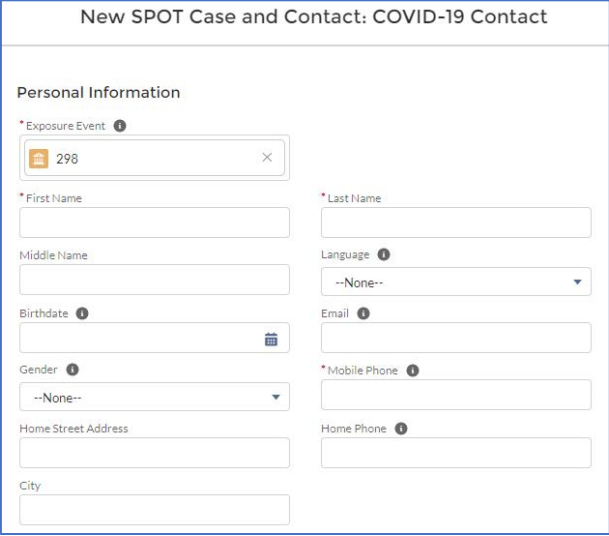
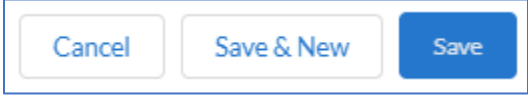
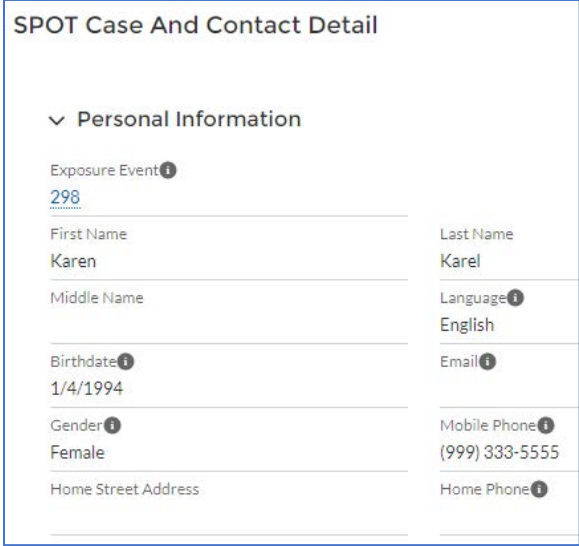
In this section, you can view all open Exposure Events in your workplaces. You will need to know the Exposure Event Record # in order to enter information in SPOT about individuals who were involved in a COVID-19 exposure at one of your workplaces.

Step	Action	Screenshot																				
<b>1</b>	Navigate to this section by clicking the <b>View Open Exposure Events</b> button on the home page or the link at the top of any page.																					
<b>2</b>	On this page, you will see open Exposure Events in your workplaces.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left; background-color: #e6f2ff;">EXPOSURE EVENTS</th> </tr> <tr> <th style="font-size: small;">Exposure Event Record #</th> <th style="font-size: small;">Location</th> <th style="font-size: small;">Specific Place in the Location</th> <th style="font-size: small;">Start Date of Exposure Period</th> </tr> </thead> <tbody> <tr> <td>298</td> <td>Jake's Diner</td> <td></td> <td>1/31/2021, 12:00 PM</td> </tr> <tr> <td>299</td> <td>Jake's Dessert Place</td> <td></td> <td>2/1/2021, 12:00 PM</td> </tr> <tr> <td>301</td> <td>Jake's Dessert Place</td> <td>Loading zone</td> <td>2/2/2021, 12:00 PM</td> </tr> </tbody> </table>	EXPOSURE EVENTS				Exposure Event Record #	Location	Specific Place in the Location	Start Date of Exposure Period	298	Jake's Diner		1/31/2021, 12:00 PM	299	Jake's Dessert Place		2/1/2021, 12:00 PM	301	Jake's Dessert Place	Loading zone	2/2/2021, 12:00 PM
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<b>3</b>	To view more details about a specific Exposure Event, click the number in the Exposure Event Record # column.	<div style="border: 1px solid #0056b3; padding: 5px;"> <p>▼ Exposure Event Information</p> <p>Exposure Event Record # 298</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid #ccc;">Location <a href="#">Jake's Diner</a></td> <td style="width: 50%; border-bottom: 1px solid #ccc;">Specific Place in the Location</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Location Type Food service/restaurant</td> <td style="border-bottom: 1px solid #ccc;">Indoors/Outdoors</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Local Health Jurisdiction Alameda</td> <td style="border-bottom: 1px solid #ccc;">Status of Exposure Event Awaiting Outreach</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Start Date of Exposure Period 1/31/2021, 12:00 PM</td> <td style="border-bottom: 1px solid #ccc;">Potential Number of People Exposed</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">End Date of Exposure Period 2/1/2021, 12:00 PM</td> <td></td> </tr> </table> </div>	Location <a href="#">Jake's Diner</a>	Specific Place in the Location	Location Type Food service/restaurant	Indoors/Outdoors	Local Health Jurisdiction Alameda	Status of Exposure Event Awaiting Outreach	Start Date of Exposure Period 1/31/2021, 12:00 PM	Potential Number of People Exposed	End Date of Exposure Period 2/1/2021, 12:00 PM											
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## Enter Information for an Existing Exposure


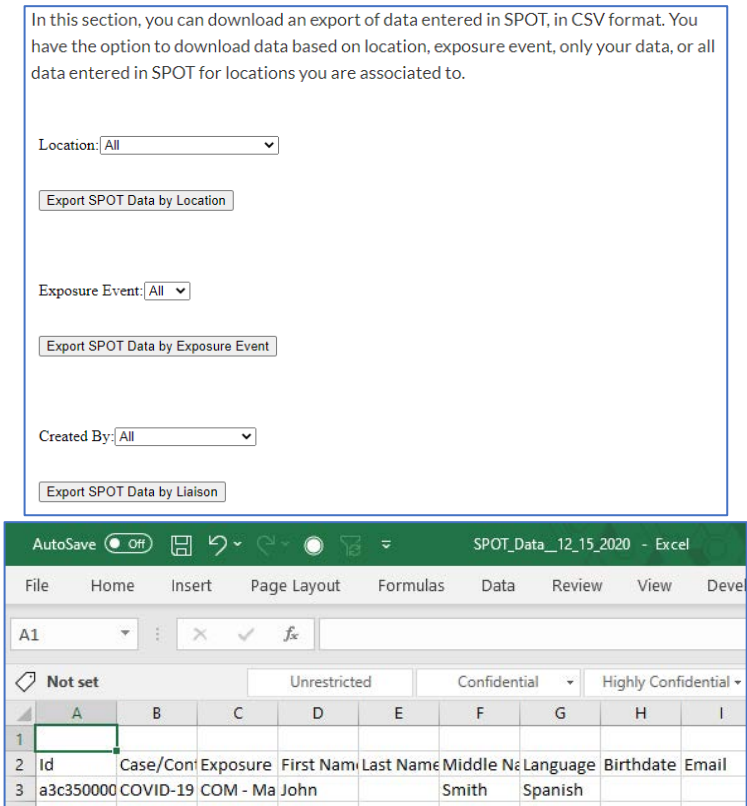
In this section, you can complete a form with key information about individuals who were involved in a COVID-19 exposure at one of your workplaces. You can also view all information entered in SPOT.

Step	Action	Screenshot																		
1	<p>Navigate to this section by clicking the <b>Enter Information for an Existing Exposure</b> button on the home page or the link at the top of any page.</p>																			
2	<p>On this page, you will see a list of all information entered in SPOT for Locations you are the Liaison for.</p>	 <table border="1"> <thead> <tr> <th></th> <th>S.. ↑</th> <th>Fi...</th> <th>Last ...</th> <th>Record Type</th> <th>Exposure Event</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>000157</td> <td>Jules</td> <td>Juleson</td> <td>COVID-19 Contact</td> <td>298</td> </tr> <tr> <td>2</td> <td>000158</td> <td>Logan</td> <td>Loganson</td> <td>COVID-19 Contact</td> <td>299</td> </tr> </tbody> </table>		S.. ↑	Fi...	Last ...	Record Type	Exposure Event	1	000157	Jules	Juleson	COVID-19 Contact	298	2	000158	Logan	Loganson	COVID-19 Contact	299
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3	<p>To enter in new information about an individual involved in an exposure at your workplace, select the <b>New</b> button on the right-hand side of the page.</p>																			
4	<p>Select the radio button according to whether the individual is a COVID-19 case (someone who has tested positive for COVID-19), or a COVID-19 contact (someone who has come in close contact with a COVID-19 case).</p> <p>Note that the information collected for Cases and Contacts will be slightly different. Click <b>Next</b>.</p>																			

<p><b>5</b> Enter information about the individual on the form</p> <ul style="list-style-type: none"> <li>❖ Required fields are marked with a red asterisk</li> <li>❖ In the Exposure Event field, enter the Exposure Event Record # provided to you by the local health department, or select it from the menu that opens.</li> </ul>	
<p><b>6</b> If you have more individuals you would like to enter, click <b>Save &amp; New</b> to open a new form. If you are finished, click <b>Save</b>.</p>	
<p><b>7</b> After clicking Save, you will see a summary view of the last form you completed.</p> <p>Click <b>Enter Information for an Existing Exposure</b> to return to the list of all information you have entered in SPOT.</p>	

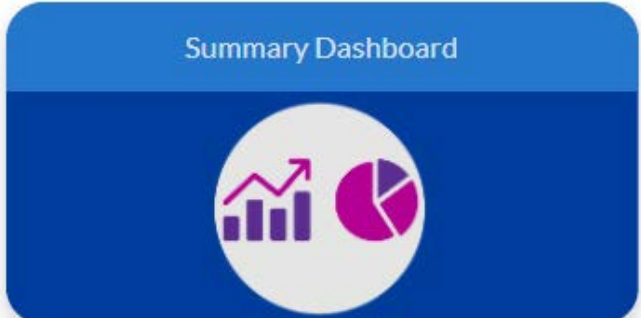

## Export Data

In this section, you can download a file containing all information entered in SPOT.

Step	Action	Screenshot
1	<p>Navigate to this section by clicking the <b>Export Data</b> button on the home page or the link at the top of any page.</p>	
2	<p>You have the option to download data based on location, exposure event, only your data, or all data entered in SPOT for locations you are associated to.</p> <p>The file will download in CSV format.</p>	<p>In this section, you can download an export of data entered in SPOT, in CSV format. You have the option to download data based on location, exposure event, only your data, or all data entered in SPOT for locations you are associated to.</p> <p>Location: <input type="text" value="All"/></p> <p><input type="button" value="Export SPOT Data by Location"/></p> <p>Exposure Event: <input type="text" value="All"/></p> <p><input type="button" value="Export SPOT Data by Exposure Event"/></p> <p>Created By: <input type="text" value="All"/></p> <p><input type="button" value="Export SPOT Data by Liaison"/></p> 

## Summary Dashboard

In this section, you can view summary data about information entered in SPOT for your workplaces.

Step	Action	Screenshot																		
1	<p>Navigate to this section by clicking the <b>Summary Dashboard</b> button on the home page or the link at the top of any page.</p>																			
2	<p>You can see dashboards for:</p> <ul style="list-style-type: none"> <li>Total Number of Cases and Contacts</li> <li>Cases and Contacts grouped by Exposure Event</li> <li>Cases and Contacts grouped by the Liaison who entered them</li> <li>Cases and Contacts grouped by their occupation</li> </ul>	 <p><b>Workplace Liaison Summary Dashboard</b> As of Feb 3, 2021, 10:42 AM: Viewing as Lisa Phillips</p> <p>Total Number of Cases and Contacts: <b>3</b></p> <p>Cases and Contacts by Exposure Event</p> <table border="1"> <thead> <tr> <th>Exposure Event</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>298</td> <td>2</td> </tr> <tr> <td>299</td> <td>1</td> </tr> </tbody> </table> <p>Cases and Contacts by Liaison</p> <table border="1"> <thead> <tr> <th>SPOT Liaison Created By</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>Lisa Phillips</td> <td>3</td> </tr> </tbody> </table> <p>Cases and Contacts by Occupation</p> <table border="1"> <thead> <tr> <th>Occupation/Job Title</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>Manager</td> <td>1</td> </tr> <tr> <td>Server</td> <td>1</td> </tr> <tr> <td>Waiter</td> <td>1</td> </tr> </tbody> </table>	Exposure Event	Record Count	298	2	299	1	SPOT Liaison Created By	Record Count	Lisa Phillips	3	Occupation/Job Title	Record Count	Manager	1	Server	1	Waiter	1
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