

LTCF Reporting Guide

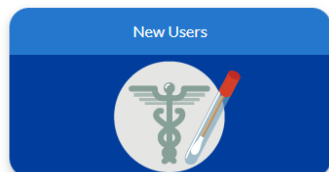
NEW! Before submitting forms, complete the [Exposure Survey](#).

SPOT Intake Form: New Users

For returning users, see page 3.

Please note: Only one SPOT Intake form is needed for each outbreak.

1



2

Select the Local Health Jurisdiction associated with the exposure you need to report:

* Local Health Jurisdiction

Alameda

Next

3

Select "Report a Workplace/Congregate/Other Setting Exposure"

You are able to report school, workplace, congregate setting, and other location related exposures via this portal for Alameda County Health Department. Please choose from the options below.

- ☐ Report a School Exposure
- ☐ Report a Workplace/ Congregate/ Other Setting Exposure

Previous

Next

4

Fill out the "Exposure Information"

4a: "Start Date of Exposure"

- 2 days prior positive result/symptom onset date

4b: "Specific Place in the Location"

- Be as specific as possible with the location.
- You may include unit/floor, room/bed #.

4c: Fill in "Number of Close Contacts"

4d: Fill in "Total Number of People at the Location"

- Including All Staff and Residents

4e: Complete "If yes, what is the resident capacity."

Notes

- more in-depth detail regarding location exposure
- whether you are using contact tracing or facility-wide testing
- the total number of positive residents and staff.

Notes

Fill in all the required fields marked with a red asterisk (*)

Exposure Information

* Start Date of Exposure

i

End Date of Exposure

i

* Specific Place in the Location

i

* Number of COVID-19 Positive

Cases

i

Number of Close Contacts

i

Total Number of People at the

Location

i

* Do people live at this location?

i

If yes, what is the resident capacity?

i

--Select an Option--

5

Select "No, I will provide this information later once the Health Department has confirmed the information".

Cases will be reported via SPOT Bulk Upload as explained on page 5.

* Do you want to provide case(s) information now? A case is anyone who has tested positive for COVID-19.

- ☐ Yes, I am ready to provide this information
- ☐ No, I will provide this information later once the Health Department has confirmed the information.

Previous

Next

6

You will receive the following emails below:

1. Automated email - SPOT Intake Form Received from CA COVID Team
 - a. Check Spam for this email, if not received in email inbox.
2. SPOT Account Registration email
 - a. Check Spam for this email, if not received in email inbox.
 - b. If email is not received, email calconnect.helpdesk@cdph.ca.gov and cc: COVIDOB@acgov.org for a password reset and username (if applicable) request.
3. SPOT Exposure Event Registration
 - a. Email will be received within 24 hours of SPOT intake form submission.
 - b. A copy of the LTCF-SPOT Bulk Upload can be found in this email.

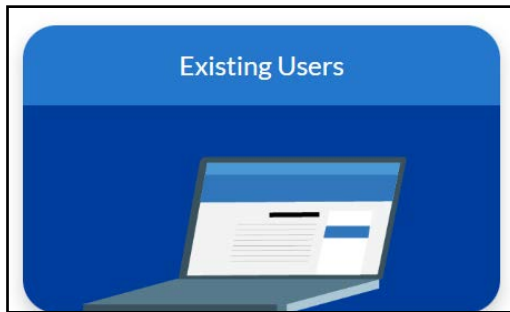
Contact COVIDOB@acgov.org for any guidance or reporting questions.

LTCF Reporting Guide

SPOT Intake Form: **Returning Users**



Please note: Only one SPOT Intake form is needed for each outbreak.

1



2

Login with your credentials



[Forgot your password?](#)

3

View Locations and Exposures

4

Choose the location

SPOT Locations ▼

1 Item • Sorted by Name + • Filtered by All accounts - Account Record Type • Updated a few seconds ago

	Name + ↑	Street	City
1	Kool Kids	911 Main Street	Unicorn City

5

+ Follow

Report New Exposure

Send Update

6

Fill out the exposure information

6a. "Start Date of Exposure"

- 2 days prior positive result/symptom onset date

6b. "Specific Place in the Location"

- Be as specific as possible with the location.
- You may include unit/floor, room/bed #.

6c. Fill in "Number of Close Contacts"

6d. Fill in "Total Number of People at the Location"

- Including All Staff and Residents

6e. Complete "If yes, what is the resident capacity."

Fill in all the required fields marked with a red asterisk ()*

Exposure Information

* Start Date of Exposure ⓘ

End Date of Exposure ⓘ

* Specific Place in the Location ⓘ

* Number of COVID-19 Positive Cases ⓘ

Number of Close Contacts ⓘ

Total Number of People at the Location ⓘ

* Do people live at this location? ⓘ

If yes, what is the resident capacity? ⓘ

LTCF Reporting Guide

SPOT Intake Form: **Returning Users**

7

Select “No, I will provide this information later once the Health Department has confirmed the information”.

***Cases will be reported via SPOT Bulk Upload
as explained on Page 5 below***

* Do you want to provide case(s) information now? A case is anyone who has tested positive for COVID-19.

☐ Yes, I am ready to provide this information

☒ No, I will provide this information later once the Health Department has confirmed the information.

Previous

Next

8

You will receive the following emails below:

1. Automated email - SPOT Intake Form Received from CA COVID Team
 - a. Check Spam for this email, if not received in email inbox.
2. SPOT Exposure Event Registration.
 - a. Email will be received within 24 hours of SPOT intake form submission.
 - b. A copy of the LTCF-SPOT Bulk Upload can be found in this email.

Contact COVIDOB@acgov.org for any guidance or reporting related questions.

LTCF Reporting Guide

Reporting Cases via SPOT Bulk Upload

Submit as many bulk uploads as needed **after** submitting Survey and Intake Form.

1

Locate the Bulk Upload Template specific for ACPHD LTCF Facilities

SPOT Bulk Upload template can be found in any of these methods below:

- SPOT Exposure Event Registration Email after SPOT Intake Form submission
- [ACPHD LTCF COVID-19 Outbreak Reporting Instructions](#)
- Request a copy from COVIDOB@acgov.org

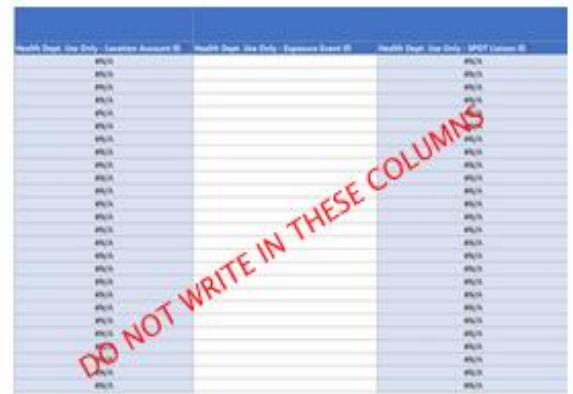
Please do not use the bulk upload templates available in your SPOT account. Only use the customized version of the SPOT Bulk Upload template found in the methods above. Use a blank template when reporting additional cases.

2

Fill out the Required Fields in the "Case Data Entry" Tab

Enter case information for each resident or staff on a row on the "Case Data Entry" Tab.

Complete all the required fields highlighted in blue.
Do not fill in fields that are marked for Public Health
Do not include previously reported cases.



Steps continued on next page.

LTCF Reporting Guide

3

Upload the Completed Bulk Upload into SPOT

- 3a: Log into the SPOT portal
- 3b: Navigate to Bulk Upload
- 3c: Scroll down to fill in the Location and Exposure Event Number
- 3d: Use the comments box as following:
 - Indicate if you need technical assistance with SPOT
 - Indicate anything else relevant to the cases, cluster, or outbreak being reported
- 3e: Upload the Bulk Upload file
- 3f: Click on "Send Update"

The screenshot shows the 'Bulk Upload' form in the SPOT portal. Red boxes and arrows highlight the following elements:

- 3a:** The login fields (Username, Password) and the 'Login' button.
- 3b:** The 'Bulk Upload' button.
- 3c:** The 'Location' dropdown menu.
- 3d:** The 'Exposure Event' dropdown menu.
- 3e:** The 'Upload Files' button.
- 3f:** The 'Send Update' button.

SPOT Updates on Previously Reported Cases

1

Log into the SPOT portal

The screenshot shows the login page with fields for 'Username' and 'Password', a 'Login' button, and a 'Forgot your password?' link.

2

Navigate to Report Cases and Contacts

The screenshot shows a green button labeled 'Report Cases and Contacts'.

3

Scroll down to SPOT Cases and Contacts

The screenshot shows the 'SPOT Cases and Contacts' section with a table of cases. The table has columns for 'SPOT Cas...', 'Fir...', 'Las...', and 'Re...'. The first row shows a case with ID 1313576, name Amber Doe, and record type COVID-19 Case.

4

Select the record number you would like to update

The screenshot shows the 'SPOT Cases and Contacts' table with the first row highlighted. The table has columns for 'SP...', 'Fir...', 'Las...', and 'Record Type'. The first row shows a case with ID 1313576, name Amber Doe, and record type COVID-19 Case.

5

Select "Send Update"

Send Update

6

6a. Use the comments section for...

- Any updates or corrections regarding the record

6b. Select "Send Update"

The screenshot shows the 'Send Update' form for a specific case. It includes a 'Comments' text area, an 'Upload Files' button, and a 'Send Update' button.