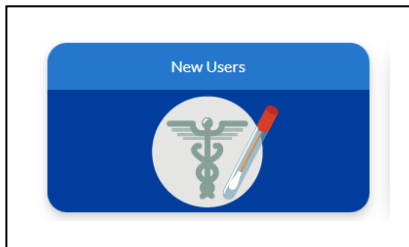


LTCF SPOT Reporting User Guide

SPOT Intake Form

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

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

Notes

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--

4a

4b

4c

4d

4e



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 3 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

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 (**for first time SPOT users only**)
 - 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: LTCFdata@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 LTCFoutbreak@acgov.org for any guidance-related questions.

Contact LTCFdata@acgov.org for any SPOT-related questions.



LTCF SPOT Bulk Upload User Guide

3

Upload the Completed Bulk Upload into SPOT

- 4a: Log into the SPOT portal
- 4b: Navigate to Bulk Upload
- 4c: Scroll down to fill in the Location and Exposure Event Number
- 4d: 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
- 4e: Upload the Bulk Upload file
- 4f: Click on "Send Update"

The screenshot shows the SPOT Bulk Upload interface. At the top left is a login box for the 'SHARED PORTAL FOR OUTBREAK TRACKING' with fields for 'Username' and 'Password', and a 'Login' button. To the right is a green 'Bulk Upload' button. Below these are three dropdown menus: 'Location' (set to '--None--'), 'Exposure Event' (set to '--None--'), and 'Comments' (empty). At the bottom are an 'Upload Files' button, a 'Cancel' button, and a 'Send Update' button. Red arrows with labels 4a through 4f point to each of these elements.

