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

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.

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.”

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

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](mailto:calconnect.helpdesk@cdph.ca.gov) and cc: [LTCFdata@acgov.org](mailto: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](mailto:LTCFoutbreak@acgov.org) for any guidance-related questions.

Contact [LTCFdata@acgov.org](mailto:LTCFdata@acgov.org) for any SPOT-related questions.
LTCF SPOT Reporting User Guide

Are you or your facility new to SPOT?
If so, please submit an intake form so we can register you and/or your facility with SPOT

Need password or username assistance?
Email CalCONNECT.helpdesk@cdph.ca.gov or call (916) 520-1619

How to Report Cases via Bulk Upload

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 LTCFoutbreak@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

   [Image of CASE Data Entry template]

   [DO NOT WRITE IN THESE COLUMNS]
LTCF SPOT Reporting User Guide

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"

SPOT Updates on Previously Reported Cases

1. Log into the SPOT portal
2. Navigate to Report Cases and Contacts
3. Scroll down to SPOT Cases and Contacts
4. Select the record number you would like to update
5. Select "Send Update"
6a. Use the comments section for...
   - Any updates or corrections regarding the record
6b. Select "Send Update"