SPOT Intake Form

Select “New Users”

Select “Alameda” and click “Next”

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

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

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.”

Please specify more in-depth detail regarding location exposure in the notes section.
Select “No, I will provide this information later once the Health Department has confirmed the information”.

We will provide further directions in an email on completing the SPOT Bulk Upload for documenting case records, as explained in step 6 below.

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: ltcfoutbreak@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 or technical questions.
LTCF SPOT Bulk Upload 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 in SPOT

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 website
   - Request a copy from LTCFoutbreak@acgov.org

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.
How to Send SPOT Updates for Confidential Morbidity Reports (CMR)

SPOT Updates
Only applicable if the case is submitted through SPOT bulk upload and has a CMR.

1. Navigate to Bulk Upload in your SPOT account.
2. Scroll down and fill in the location and exposure event number.
3. Upload the CMR.
   a. Please note only one CMR can be submitted at a time.
4. Click on “Send Update”.

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 comment box as following:
   • Indicate if you need to send a Confidential Morbidity Report (CMR) through SPOT Updates
   • 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"