

LTCF SPOT Reporting User Guide

SPOT Intake Form

1

Select "New Users"

2

Select "Alameda" and click "Next"

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

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

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."

Please specify more in-depth detail regarding location exposure in the notes section.

Notes

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”.

5

Please review the information you entered to confirm it is correct and that you are submitting this for Alameda County Health Department. You will NOT be able to edit the form after clicking Next.

You have the option to provide basic information about the positive case(s) from the exposure (name, contact information, etc.) along with this Intake Form. If you do not have this information now, you can submit the Intake Form and provide this information once you have received your SPOT credentials.

* 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.

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

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 **(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: lctcfoutbreak@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

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 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"

The screenshot shows the SPOT Bulk Upload form. At the top left is a login box with fields for Username and Password, and a Login button. To the right is a green 'Bulk Upload' button. Below the login box is a dropdown menu for 'Location' with '--None--' selected. Below that is another dropdown menu for 'Exposure Event' with '--None--' selected. Below the exposure event menu is a large text area for 'Comments'. At the bottom left is an 'Upload Files' button with a file icon. At the bottom right are 'Cancel' and 'Send Update' buttons. Red arrows with numbers 4a through 4f point to these specific elements: 4a points to the login box, 4b to the Bulk Upload button, 4c to the Location dropdown, 4d to the Comments text area, 4e to the Upload Files button, and 4f to the Send Update button.

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

1

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".

The screenshot shows the SPOT Bulk Upload form with pre-filled data. The 'Location' dropdown is set to 'ABC Toys'. The 'Exposure Event' dropdown is set to '--None--'. The 'Comments' text area is empty. At the bottom left is an 'Upload Files' button with a file icon. At the bottom right are 'Cancel' and 'Send Update' buttons.

