

Options for Reporting Large Number of Cases

1. Bulk Upload:

- Log in to SPOT, select “Bulk Upload” and download the School Portal Bulk Upload Template (new version for 22'-23').
- Fill in required fields for all cases.
- Case information provided should include: Name, Date of Birth, Symptom Onset Date (blank if no symptoms), Test Date, Test Type (if known), Residential Zip Code of the Case
- Upload completed spreadsheet via SPOT or send via encrypted email to COVIDOB@acgov.org.

2. Spreadsheet:

- If capacity does not allow for individual or bulk upload reporting, a spreadsheet in any format may be submitted.
- Case information provided should include: Name, Date of Birth, Symptom Onset Date (blank if no symptoms), Test Date, Test Type (if known), Residential Zip Code of the Case
- Send spreadsheet via encrypted email to COVIDOB@acgov.org.
 - If you DO NOT have capacity to send encrypted email, request one from COVIDOB@acgov.org and reply to it with spreadsheet attached, including your name, title, and name of school/district.

Please Note: Cases reported via spreadsheet, other than the Bulk Upload Template, will not have records in CalConnect and therefore will not be accessible by the liaison.