

School Portal for Outbreak Tracking (SPOT) - User Guide

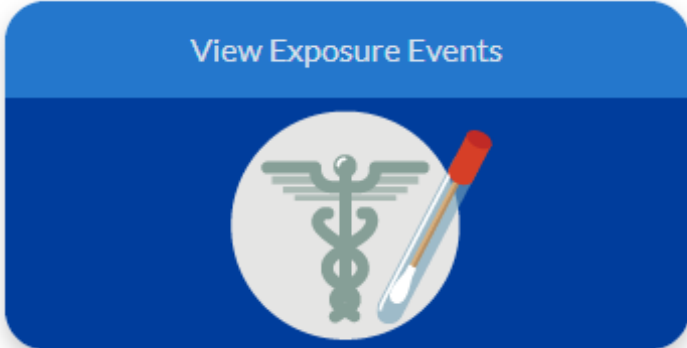
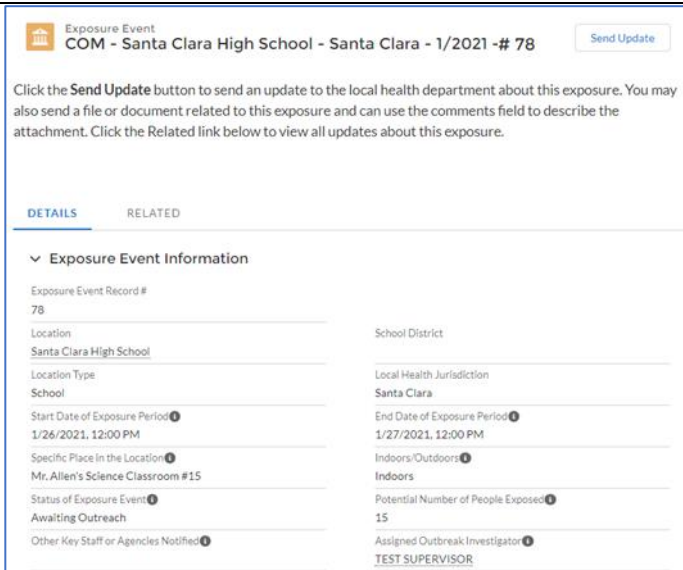
Please contact your local health department with any additional questions.

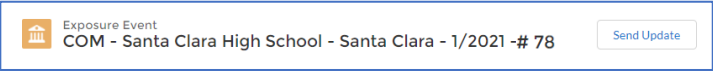
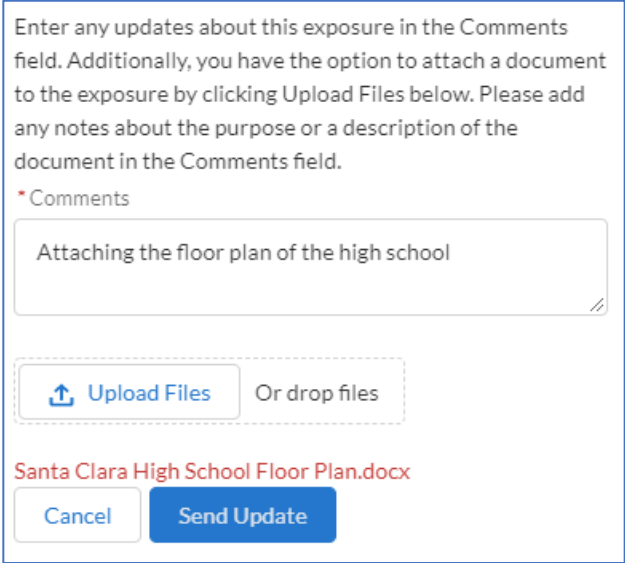
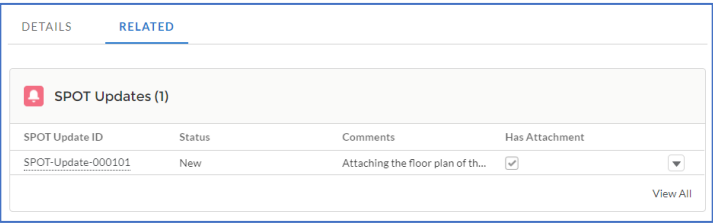
Overview: This Reference Guide explains how to use the School Portal for Outbreak Tracking (SPOT). This guide is organized by the menu options in SPOT:

1. View Exposure Events
2. Enter Information for an Existing Exposure
3. Export Data
4. Summary Dashboard

View Exposure Events

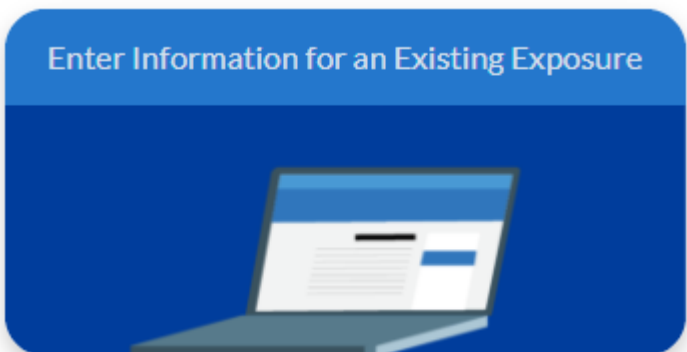
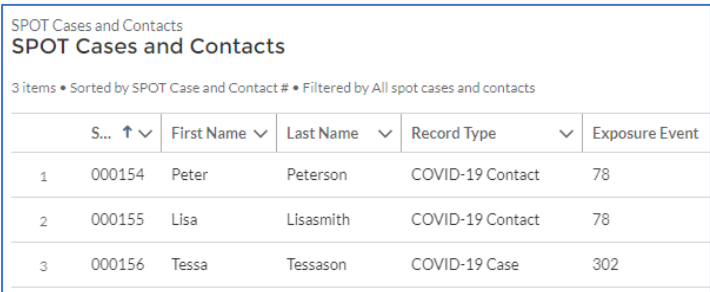
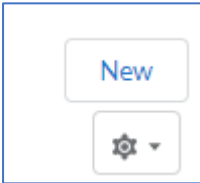
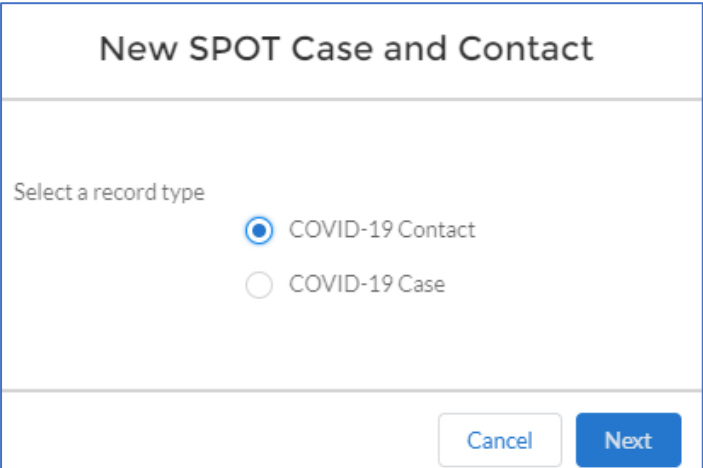
In this section, you can view all Exposure Events in your schools. You will need to know the Exposure Event Record # in order to enter information in SPOT about individuals who were involved in a COVID-19 exposure at one of your schools.

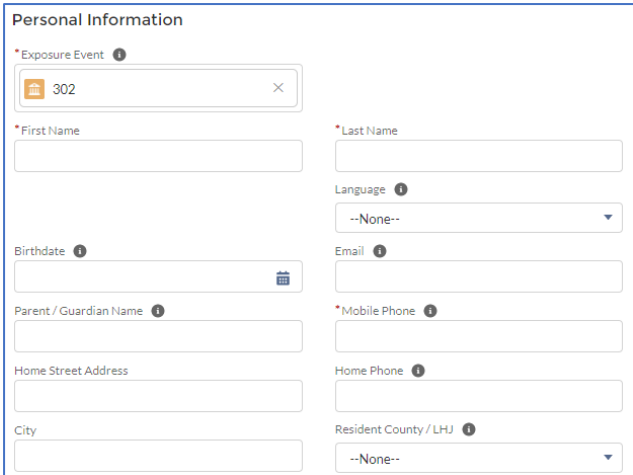
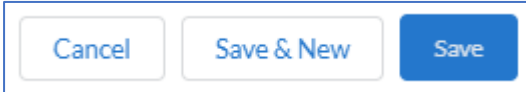

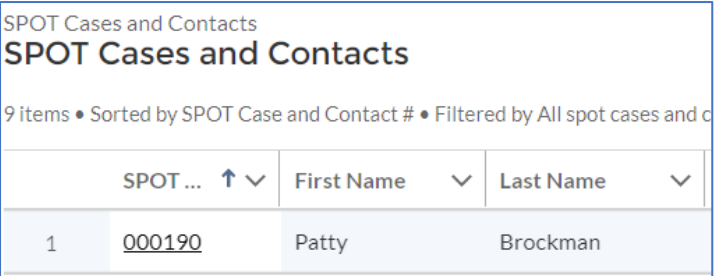
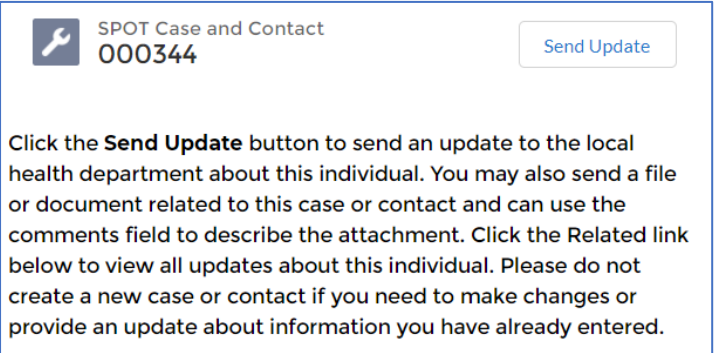
| Step | Action | Screenshot | | | | | | | | | | | | | | | | | | | | |
|-------------------------|---|---|--------------------------|--|--|--|-------------------------|----------|-------------------------------|--------------------------|-----|-------------------------|--------------------|-------------------|-----|---------------------------|---------------------|-------------------|----|-------------------------|---------------------|-------------------|
| 1 | Navigate to this section by clicking the View Exposure Events button on the home page or the link at the top of any page. |  | | | | | | | | | | | | | | | | | | | | |
| 2 | On this page, you will see Exposure Events in your schools. Note: You cannot enter information for Exposure Events that have been closed by the health department. Contact your health department directly if you have additional information to report. |  <table border="1" style="margin: auto;"> <thead> <tr> <th colspan="4">SCHOOL EXPOSURE EVENTS</th> </tr> <tr> <th>Exposure Event Record #</th> <th>Location</th> <th>Start Date of Exposure Period</th> <th>Status of Exposure Event</th> </tr> </thead> <tbody> <tr> <td>302</td> <td>Santa Clara High School</td> <td>2/1/2021, 12:00 PM</td> <td>Awaiting Outreach</td> </tr> <tr> <td>303</td> <td>Santa Clara Middle School</td> <td>1/28/2021, 12:00 PM</td> <td>Awaiting Outreach</td> </tr> <tr> <td>78</td> <td>Santa Clara High School</td> <td>1/26/2021, 12:00 PM</td> <td>Awaiting Outreach</td> </tr> </tbody> </table> | SCHOOL EXPOSURE EVENTS | | | | Exposure Event Record # | Location | Start Date of Exposure Period | Status of Exposure Event | 302 | Santa Clara High School | 2/1/2021, 12:00 PM | Awaiting Outreach | 303 | Santa Clara Middle School | 1/28/2021, 12:00 PM | Awaiting Outreach | 78 | Santa Clara High School | 1/26/2021, 12:00 PM | Awaiting Outreach |
| SCHOOL EXPOSURE EVENTS | | | | | | | | | | | | | | | | | | | | | | |
| Exposure Event Record # | Location | Start Date of Exposure Period | Status of Exposure Event | | | | | | | | | | | | | | | | | | | |
| 302 | Santa Clara High School | 2/1/2021, 12:00 PM | Awaiting Outreach | | | | | | | | | | | | | | | | | | | |
| 303 | Santa Clara Middle School | 1/28/2021, 12:00 PM | Awaiting Outreach | | | | | | | | | | | | | | | | | | | |
| 78 | Santa Clara High School | 1/26/2021, 12:00 PM | Awaiting Outreach | | | | | | | | | | | | | | | | | | | |
| 3 | To view more details about a specific exposure event, click the number in the Exposure Event Record # column. |  | | | | | | | | | | | | | | | | | | | | |

| <p>4</p> | <p>If you need to send an update to the local health department about the exposure, or send a file or document related to the exposure, click the Send Update button.</p> |  <p>Exposure Event COM - Santa Clara High School - Santa Clara - 1/2021 -# 78</p> <p>Send Update</p> | | | | | | | | |
|--------------------|---|--|-------------------------------------|--------|----------|----------------|--------------------|-----|-----------------------------------|-------------------------------------|
| <p>5</p> | <p>In the Comments field, enter information about the update.</p> <p>There is the option to attach a document or file related to the exposure. Click Upload Files and select the file from your computer.</p> <p>Click Send Update. The update will be sent to the local health department.</p> |  <p>Enter any updates about this exposure in the Comments field. Additionally, you have the option to attach a document to the exposure by clicking Upload Files below. Please add any notes about the purpose or a description of the document in the Comments field.</p> <p>* Comments</p> <p>Attaching the floor plan of the high school</p> <p>Upload Files Or drop files</p> <p>Santa Clara High School Floor Plan.docx</p> <p>Cancel Send Update</p> | | | | | | | | |
| <p>6</p> | <p>To view all updates for this exposure, click the Related link.</p> |  <p>DETAILS RELATED</p> <p>SPOT Updates (1)</p> <table border="1"> <thead> <tr> <th>SPOT Update ID</th> <th>Status</th> <th>Comments</th> <th>Has Attachment</th> </tr> </thead> <tbody> <tr> <td>SPOT-Update-000101</td> <td>New</td> <td>Attaching the floor plan of th...</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>View All</p> | SPOT Update ID | Status | Comments | Has Attachment | SPOT-Update-000101 | New | Attaching the floor plan of th... | <input checked="" type="checkbox"/> |
| SPOT Update ID | Status | Comments | Has Attachment | | | | | | | |
| SPOT-Update-000101 | New | Attaching the floor plan of th... | <input checked="" type="checkbox"/> | | | | | | | |

Enter Information for an Existing Exposure

In this section, you can complete a form with key information about individuals who were involved in a COVID-19 exposure at one of your schools. You can also view all information entered in SPOT.

| Step | Action | Screenshot | | | | | | | | | | | | | | | | | | | | | | | | |
|------|---|---|-------------|------------------|----------------|-------------|---------------|----------------|---|--------|-------|----------|------------------|----|---|--------|------|-----------|------------------|----|---|--------|-------|----------|---------------|-----|
| 1 | <p>Navigate to this section by clicking the Enter Information for an Existing Exposure button on the home page or the link at the top of any page.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>On this page, you will see a list of all information entered in SPOT for Locations you the Liaison for.</p> <p>Note: Information entered in SPOT will only be available for 90 days after an Exposure Event is closed. After that time, reach out to your local health department for any related inquiry. If you need a copy, please download the information by following the instructions in the Export Data section of this guide.</p> |  <table border="1"> <thead> <tr> <th></th> <th>S... ↑ ↓</th> <th>First Name ↓</th> <th>Last Name ↓</th> <th>Record Type ↓</th> <th>Exposure Event</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>000154</td> <td>Peter</td> <td>Peterson</td> <td>COVID-19 Contact</td> <td>78</td> </tr> <tr> <td>2</td> <td>000155</td> <td>Lisa</td> <td>Lisasmith</td> <td>COVID-19 Contact</td> <td>78</td> </tr> <tr> <td>3</td> <td>000156</td> <td>Tessa</td> <td>Tessason</td> <td>COVID-19 Case</td> <td>302</td> </tr> </tbody> </table> | | S... ↑ ↓ | First Name ↓ | Last Name ↓ | Record Type ↓ | Exposure Event | 1 | 000154 | Peter | Peterson | COVID-19 Contact | 78 | 2 | 000155 | Lisa | Lisasmith | COVID-19 Contact | 78 | 3 | 000156 | Tessa | Tessason | COVID-19 Case | 302 |
| | S... ↑ ↓ | First Name ↓ | Last Name ↓ | Record Type ↓ | Exposure Event | | | | | | | | | | | | | | | | | | | | | |
| 1 | 000154 | Peter | Peterson | COVID-19 Contact | 78 | | | | | | | | | | | | | | | | | | | | | |
| 2 | 000155 | Lisa | Lisasmith | COVID-19 Contact | 78 | | | | | | | | | | | | | | | | | | | | | |
| 3 | 000156 | Tessa | Tessason | COVID-19 Case | 302 | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>To enter in new information about an individual involved in an exposure at your school, select the New button on the right-hand side of the page.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>Select the radio button according to whether the individual is a COVID-19 case (someone who has tested positive for COVID-19), or a COVID-19 contact (someone who has come in close contact with a COVID-19 case).</p> <p>Note that the information collected for Cases and Contacts will be slightly different. Click Next.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|--|--|
| <p>5 Enter information about the individual on the form</p> <ul style="list-style-type: none"> ❖ Required fields are marked with a red asterisk ❖ In the Exposure Event field, enter the Exposure Event Record # provided to you by the local health department, or select it from the menu that opens. |  |
| <p>6 If you have more individuals you would like to enter, click Save & New to open a new form. If you are finished, click Save.</p> |  |
| <p>7 After clicking Save, you will see a summary view of the last form you completed.</p> <p>Click Enter Information for an Existing Exposure to return to the list of all information you have entered in SPOT.</p> |  |
| <p>8 If you need to send an update or correct data for an individual, do not submit a new case or contact entry form. Instead, click the number in the SPOT Case and Contact # column next to the individual's name.</p> |  |
| <p>9 Click the Send Update button.</p> |  |

10 In the **Comments** field, enter information about the update.

There is the option to attach a document or file related to the case or contact. Click Upload Files and select the file from your computer.

Click **Send Update**. The update will be sent to the local health department.


Enter any updates about this case or contact in the Comments field. Additionally, you have the option to attach a document to the case or contact by clicking Upload Files below. Please add any notes about the purpose or a description of the document in the Comments field.

SPOT Case and Contact :

000344


* Comments

Birthdate entered incorrectly, should be 5/13/1997

 Upload Files Or drop files


Cancel
Send Update

11 To view all updates for this individual, click the **Related** link.

| DETAILS | | RELATED |
|--|--|---------|
|  SPOT Updates (2) | | |
| SPOT Update ID | Comments | Status |
| SPOT-Update-000036 | Birthdate entered incorrectly, should be 5/... | New |
| SPOT-Update-000037 | Newly developed symptoms on 3/15/2021 | New |

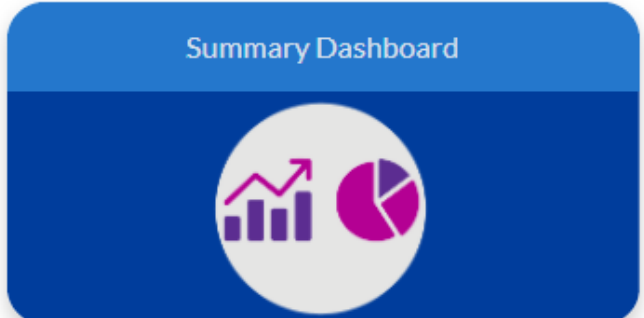
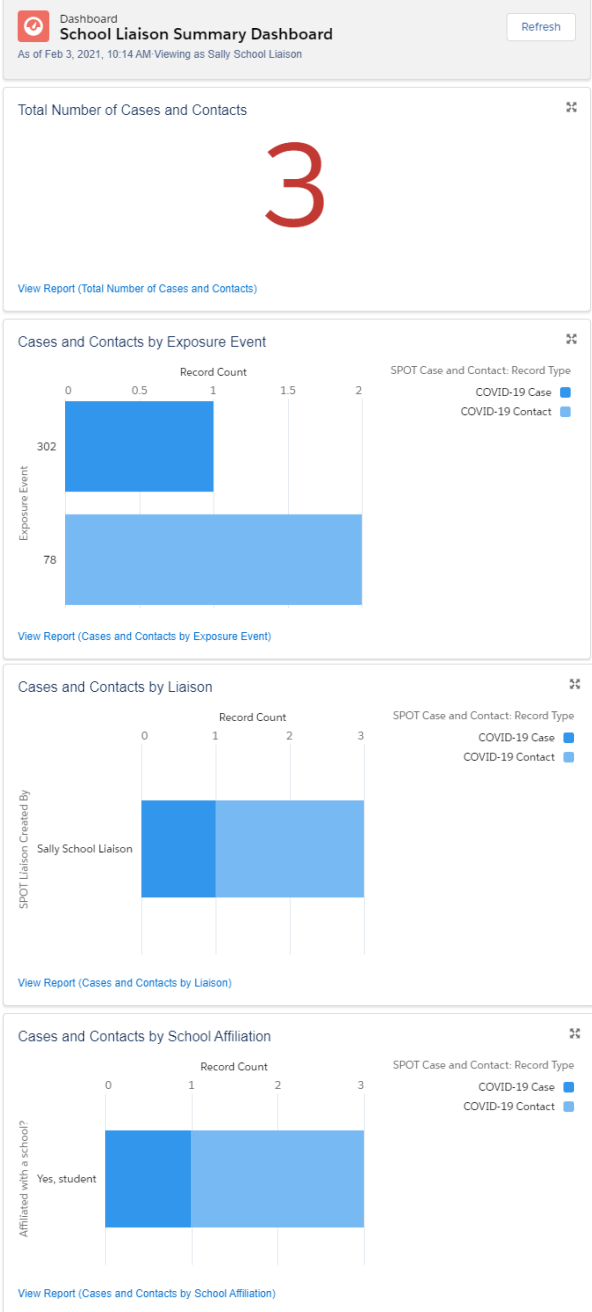
Export Data

In this section, you can download a file containing all information entered in SPOT. Information available on this page only includes data for open Exposure Events and Exposure Events that have closed within the last 90 days. After that time, you will need to reach out to your local health department for any related inquiry.

| Step | Action | Screenshot | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|--|--|-----------|------------------------------|-----------|----------|---|---|---|---|--|--|--|--|--|--|---|----|------------|-----------|-----------|-----------|------|---|-----------|------|-------|--|--|--|---|-----------|------|-------|--|--|--|---|-----------|--------|-------|------------------------------|--|----------|
| 1 | <p>Navigate to this section by clicking the Export Data button on the home page or the link at the top of any page.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>You have the option to download data based on location, exposure event, only your data, or all data entered in SPOT for locations you are associated to.</p> <p>The file will download in CSV format.</p> | <div data-bbox="792 783 1495 1289"> <p>In this section, you can download an export of data entered in SPOT, in CSV format. You have the option to download data based on location, exposure event, only your data, or all data entered in SPOT for locations you are associated to.</p> <p>Location: <input type="text" value="All"/></p> <p><input type="button" value="Export SPOT Data by Location"/></p> <p>Exposure Event: <input type="text" value="All"/></p> <p><input type="button" value="Export SPOT Data by Exposure Event"/></p> <p>Created By: <input type="text" value="All"/></p> <p><input type="button" value="Export SPOT Data by Liaison"/></p> </div> <div data-bbox="776 1331 1511 1663"> <p>AutoSave <input type="checkbox"/> Off SPOT_Data_11_22_2020 - Excel</p> <p>File Home Insert Page Layout Formulas Data Review View Dev</p> <p>A1 <input type="text" value=""/></p> <p><input type="checkbox"/> Not set <input type="text" value="Unrestricted"/> <input type="text" value="Confidential"/> <input type="text" value="Highly Confidential"/></p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Id</td> <td>First Name</td> <td>Last Name</td> <td>Birthdate</td> <td>Street Ad</td> <td>City</td> </tr> <tr> <td>3</td> <td>a3c350000</td> <td>Kyle</td> <td>Smith</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>a3c350000</td> <td>Nick</td> <td>Jones</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>a3c350000</td> <td>Harold</td> <td>Jones</td> <td>Sat Oct 07 00:00:00 GMT 2000</td> <td></td> <td>Imperial</td> </tr> </tbody> </table> </div> | | A | B | C | D | E | F | 1 | | | | | | | 2 | Id | First Name | Last Name | Birthdate | Street Ad | City | 3 | a3c350000 | Kyle | Smith | | | | 4 | a3c350000 | Nick | Jones | | | | 5 | a3c350000 | Harold | Jones | Sat Oct 07 00:00:00 GMT 2000 | | Imperial |
| | A | B | C | D | E | F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Id | First Name | Last Name | Birthdate | Street Ad | City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | a3c350000 | Kyle | Smith | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | a3c350000 | Nick | Jones | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | a3c350000 | Harold | Jones | Sat Oct 07 00:00:00 GMT 2000 | | Imperial | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Summary Dashboard

In this section, you can view summary data about information entered in SPOT for your schools.

| Step | Action | Screenshot | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|---|---|----------------|--------------|-------------|-----|---|---------------|----|---|------------------|-------------------------|--------------|-------------|----------------------|---|---------------|----------------------|---|------------------|---------------------------|--------------|-------------|--------------|---|---------------|--------------|---|------------------|
| 1 | <p>Navigate to this section by clicking the Summary Dashboard button on the home page or the link at the top of any page.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>You can see dashboards for:</p> <ul style="list-style-type: none"> Total Number of Cases and Contacts Cases and Contacts grouped by Exposure Event Cases and Contacts grouped by the Liaison who entered them Cases and Contacts grouped by their school affiliation |  <p>Dashboard: School Liaison Summary Dashboard As of Feb 3, 2021, 10:14 AM Viewing as Sally School Liaison</p> <p>Refresh</p> <p>Total Number of Cases and Contacts</p> <p>3</p> <p>View Report (Total Number of Cases and Contacts)</p> <p>Cases and Contacts by Exposure Event</p> <table border="1"> <thead> <tr> <th>Exposure Event</th> <th>Record Count</th> <th>Record Type</th> </tr> </thead> <tbody> <tr> <td>302</td> <td>1</td> <td>COVID-19 Case</td> </tr> <tr> <td>78</td> <td>1</td> <td>COVID-19 Contact</td> </tr> </tbody> </table> <p>View Report (Cases and Contacts by Exposure Event)</p> <p>Cases and Contacts by Liaison</p> <table border="1"> <thead> <tr> <th>SPOT Liaison Created By</th> <th>Record Count</th> <th>Record Type</th> </tr> </thead> <tbody> <tr> <td>Sally School Liaison</td> <td>1</td> <td>COVID-19 Case</td> </tr> <tr> <td>Sally School Liaison</td> <td>2</td> <td>COVID-19 Contact</td> </tr> </tbody> </table> <p>View Report (Cases and Contacts by Liaison)</p> <p>Cases and Contacts by School Affiliation</p> <table border="1"> <thead> <tr> <th>Affiliated with a school?</th> <th>Record Count</th> <th>Record Type</th> </tr> </thead> <tbody> <tr> <td>Yes, student</td> <td>1</td> <td>COVID-19 Case</td> </tr> <tr> <td>Yes, student</td> <td>2</td> <td>COVID-19 Contact</td> </tr> </tbody> </table> <p>View Report (Cases and Contacts by School Affiliation)</p> | Exposure Event | Record Count | Record Type | 302 | 1 | COVID-19 Case | 78 | 1 | COVID-19 Contact | SPOT Liaison Created By | Record Count | Record Type | Sally School Liaison | 1 | COVID-19 Case | Sally School Liaison | 2 | COVID-19 Contact | Affiliated with a school? | Record Count | Record Type | Yes, student | 1 | COVID-19 Case | Yes, student | 2 | COVID-19 Contact |
| Exposure Event | Record Count | Record Type | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 302 | 1 | COVID-19 Case | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 78 | 1 | COVID-19 Contact | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPOT Liaison Created By | Record Count | Record Type | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sally School Liaison | 1 | COVID-19 Case | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sally School Liaison | 2 | COVID-19 Contact | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Affiliated with a school? | Record Count | Record Type | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes, student | 1 | COVID-19 Case | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes, student | 2 | COVID-19 Contact | | | | | | | | | | | | | | | | | | | | | | | | | | | |