

## School Portal for Outbreak Tracking (SPOT) - User Guide

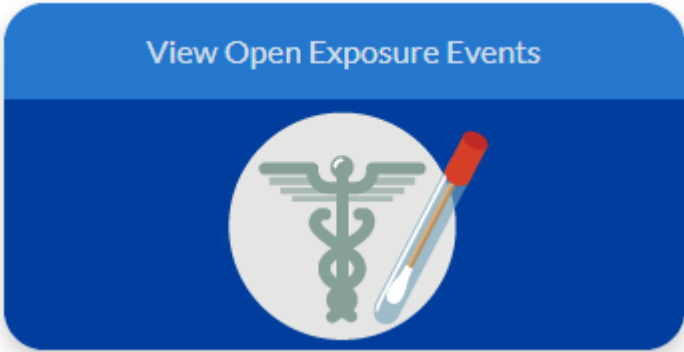
**Please contact your local health department with any additional questions.**

**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 Open Exposure Events
2. Enter Information for an Existing Exposure
3. Export Data
4. Summary Dashboard

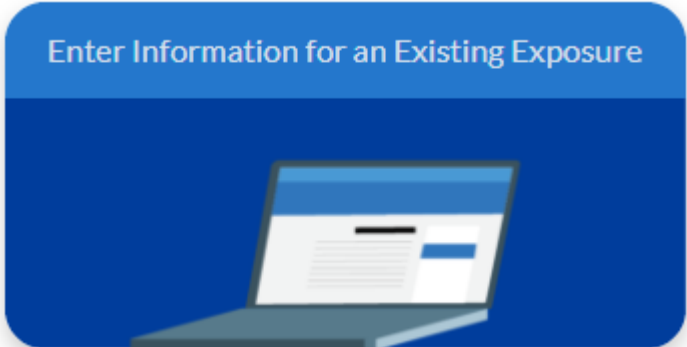
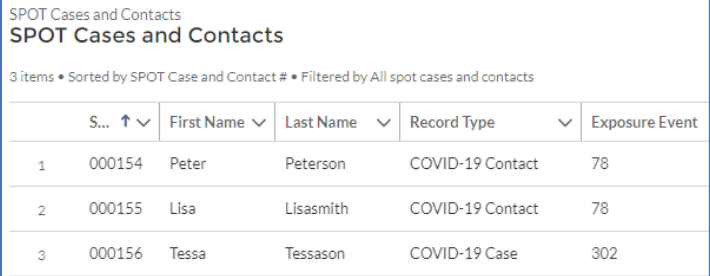
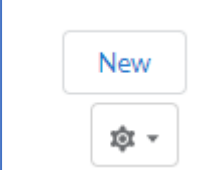
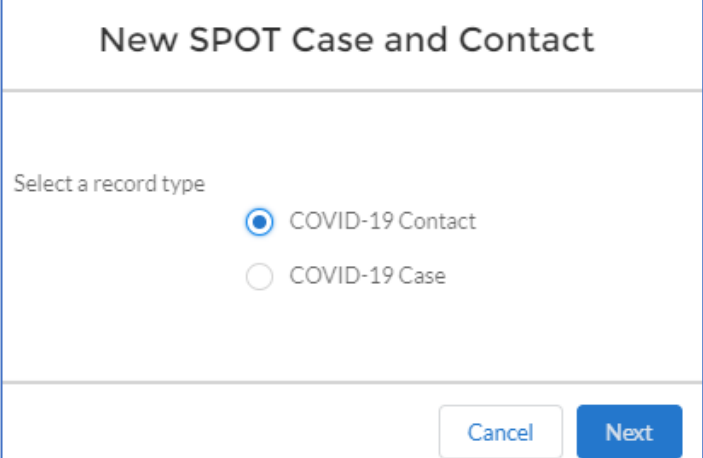
### View Open Exposure Events

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.

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<b>1</b>	Navigate to this section by clicking the <b>View Open Exposure Events</b> button on the home page or the link at the top of any page.																					
<b>2</b>	On this page, you will see open Exposure Events in your schools.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left; background-color: #e6f2ff;">SCHOOL EXPOSURE EVENTS</th> </tr> <tr> <th style="font-size: small;">Exposure Event Record #</th> <th style="font-size: small;">Location</th> <th style="font-size: small;">Specific Place in the Location</th> <th style="font-size: small;">Start Date of Exposure Period</th> </tr> </thead> <tbody> <tr> <td>302</td> <td>Santa Clara High School</td> <td>11th Grade Classroom</td> <td>2/1/2021, 12:00 PM</td> </tr> <tr> <td>303</td> <td>Santa Clara Middle School</td> <td>Soccer Practice</td> <td>1/28/2021, 12:00 PM</td> </tr> <tr> <td>78</td> <td>Santa Clara High School</td> <td>Mr. Allen's Science Classroom #15</td> <td>1/26/2021, 12:00 PM</td> </tr> </tbody> </table>	SCHOOL EXPOSURE EVENTS				Exposure Event Record #	Location	Specific Place in the Location	Start Date of Exposure Period	302	Santa Clara High School	11th Grade Classroom	2/1/2021, 12:00 PM	303	Santa Clara Middle School	Soccer Practice	1/28/2021, 12:00 PM	78	Santa Clara High School	Mr. Allen's Science Classroom #15	1/26/2021, 12:00 PM
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<b>3</b>	To view more details about a specific exposure event, click the number in the Exposure Event Record # column.	<div style="border: 1px solid #4a7ebb; padding: 5px;"> <p><b>∨ Exposure Event Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Exposure Event Record # 78</td> <td style="width: 50%;"></td> </tr> <tr> <td>Location <u>Santa Clara High School</u></td> <td>School District</td> </tr> <tr> <td>Location Type School</td> <td>Local Health Jurisdiction Santa Clara</td> </tr> <tr> <td>Start Date of Exposure Period 1/26/2021, 12:00 PM</td> <td>End Date of Exposure Period 1/27/2021, 12:00 PM</td> </tr> <tr> <td>Specific Place in the Location Mr. Allen's Science Classroom #15</td> <td>Indoors/Outdoors Indoors</td> </tr> <tr> <td>Status of Exposure Event Awaiting Outreach</td> <td>Potential Number of People Exposed 15</td> </tr> <tr> <td>Other Key Staff or Agencies Notified</td> <td>Assigned Outbreak Investigator <u>TEST SUPERVISOR</u></td> </tr> <tr> <td colspan="2">Additional Exposed Persons not in CC <b>1</b></td> </tr> <tr> <td colspan="2"># Total Students at Time of Event</td> </tr> </table> </div>	Exposure Event Record # 78		Location <u>Santa Clara High School</u>	School District	Location Type School	Local Health Jurisdiction Santa Clara	Start Date of Exposure Period 1/26/2021, 12:00 PM	End Date of Exposure Period 1/27/2021, 12:00 PM	Specific Place in the Location Mr. Allen's Science Classroom #15	Indoors/Outdoors Indoors	Status of Exposure Event Awaiting Outreach	Potential Number of People Exposed 15	Other Key Staff or Agencies Notified	Assigned Outbreak Investigator <u>TEST SUPERVISOR</u>	Additional Exposed Persons not in CC <b>1</b>		# Total Students at Time of Event			
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## Enter Information for an Existing Exposure


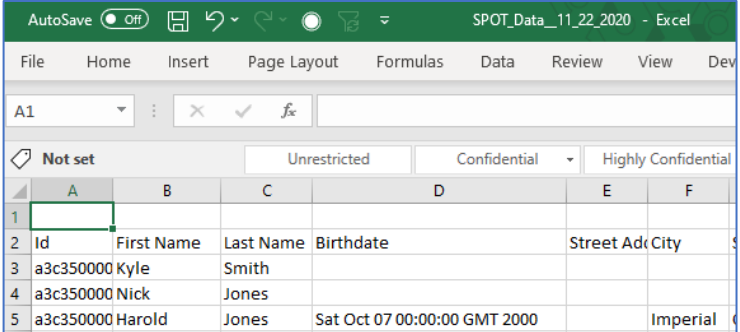
In this section, you can complete a form with key information about individuals who were involved in a COVID-19 exposure at one of your schools. You can also view all information entered in SPOT.

Step	Action	Screenshot																								
1	<p>Navigate to this section by clicking the <b>Enter Information for an Existing Exposure</b> 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>	 <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
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3	<p>To enter in new information about an individual involved in an exposure at your school, select the <b>New</b> 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 <b>Next</b>.</p>																									

<p><b>5</b> Enter information about the individual on the form</p> <ul style="list-style-type: none"> <li>❖ Required fields are marked with a red asterisk</li> <li>❖ 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.</li> </ul> <p style="border: 1px solid red; padding: 2px; display: inline-block;">Please complete the Language field</p>	<div style="border: 1px solid blue; padding: 5px;"> <p><b>Personal Information</b></p> <p>*Exposure Event ⓘ  <input type="text" value="302"/></p> <p>*First Name <input type="text"/></p> <p>*Last Name <input type="text"/></p> <p>Language ⓘ  <input type="text" value="--None--"/></p> <p>Birthdate ⓘ  <input type="text"/></p> <p>Email ⓘ  <input type="text"/></p> <p>Parent / Guardian Name ⓘ  <input type="text"/></p> <p>*Mobile Phone ⓘ  <input type="text"/></p> <p>Home Street Address <input type="text"/></p> <p>Home Phone ⓘ  <input type="text"/></p> <p>City <input type="text"/></p> <p>Resident County / LHJ ⓘ  <input type="text" value="--None--"/></p> </div>
<p><b>6</b> If you have more individuals you would like to enter, click <b>Save &amp; New</b> to open a new form. If you are finished, click <b>Save</b>.</p>	<div style="border: 1px solid blue; padding: 10px; text-align: center;"> <span style="border: 1px solid blue; padding: 5px 15px; margin: 0 10px;">Cancel</span> <span style="border: 1px solid blue; padding: 5px 15px; margin: 0 10px; color: blue;">Save &amp; New</span> <span style="background-color: #0070C0; color: white; padding: 5px 15px; margin: 0 10px;">Save</span> </div>
<p><b>7</b> After clicking Save, you will see a summary view of the last form you completed.</p> <p>Click <b>Enter Information for an Existing Exposure</b> to return to the list of all information you have entered in SPOT.</p>	<div style="border: 1px solid blue; padding: 5px;"> <p><b>SPOT Case And Contact Detail</b></p> <p>▼ <b>Personal Information</b></p> <p>Exposure Event ⓘ  <u>78</u></p> <p>First Name  Peter</p> <p>Birthdate ⓘ  1/1/2010</p> <p>Parent / Guardian Name ⓘ</p> <p>Last Name  Peterson</p> <p>Language ⓘ</p> <p>Email ⓘ</p> <p>Mobile Phone ⓘ  (333) 555-6666</p> </div>

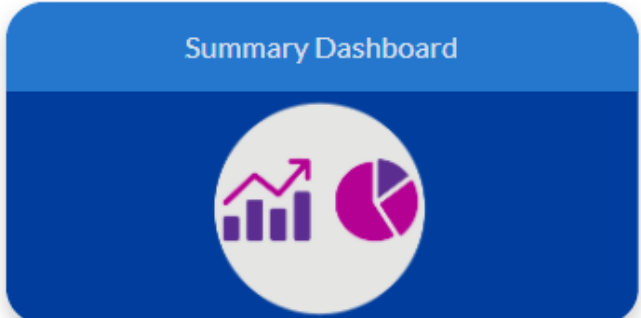
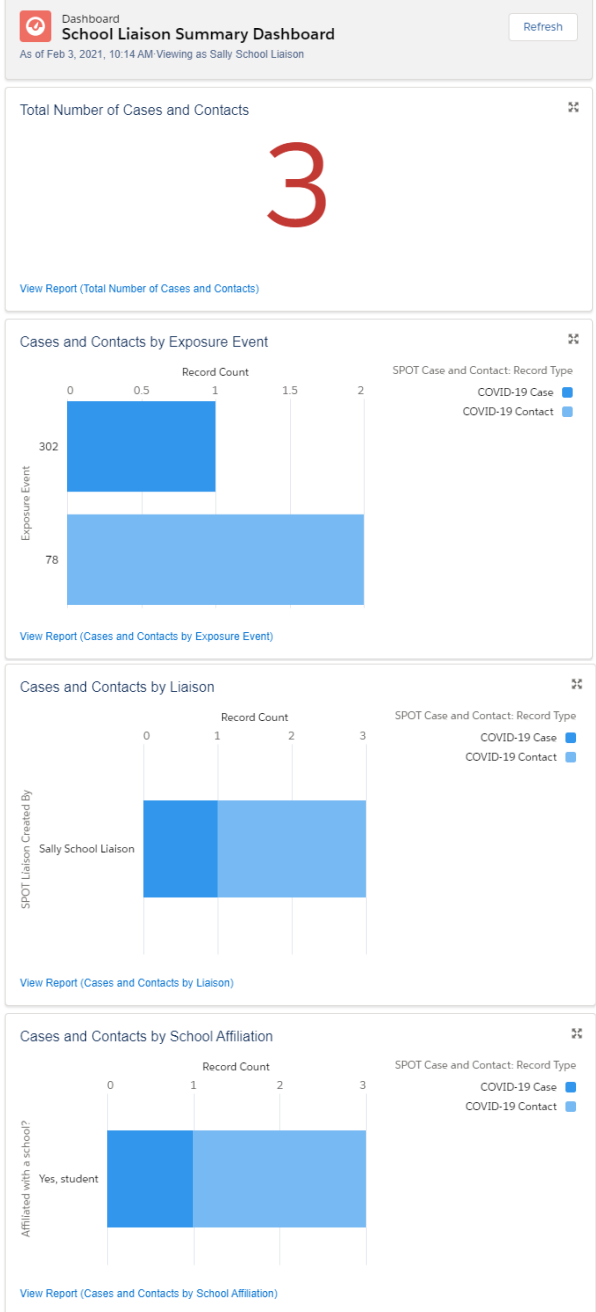
## Export Data

In this section, you can download a file containing all information entered in SPOT.

Step	Action	Screenshot																				
1	Navigate to this section by clicking the <b>Export Data</b> button on the home page or the link at the top of any page.																					
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>	<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>  <table border="1"> <thead> <tr> <th>Id</th> <th>First Name</th> <th>Last Name</th> <th>Birthdate</th> <th>Street Ad City</th> </tr> </thead> <tbody> <tr> <td>a3c350000</td> <td>Kyle</td> <td>Smith</td> <td></td> <td></td> </tr> <tr> <td>a3c350000</td> <td>Nick</td> <td>Jones</td> <td></td> <td></td> </tr> <tr> <td>a3c350000</td> <td>Harold</td> <td>Jones</td> <td>Sat Oct 07 00:00:00 GMT 2000</td> <td>Imperial</td> </tr> </tbody> </table>	Id	First Name	Last Name	Birthdate	Street Ad City	a3c350000	Kyle	Smith			a3c350000	Nick	Jones			a3c350000	Harold	Jones	Sat Oct 07 00:00:00 GMT 2000	Imperial
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## Summary Dashboard

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

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1	<p>Navigate to this section by clicking the <b>Summary Dashboard</b> 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"> <li>Total Number of Cases and Contacts</li> <li>Cases and Contacts grouped by Exposure Event</li> <li>Cases and Contacts grouped by the Liaison who entered them</li> <li>Cases and Contacts grouped by their school affiliation</li> </ul>	 <p><b>Dashboard: School Liaison Summary Dashboard</b> As of Feb 3, 2021, 10:14 AM Viewing as Sally School Liaison</p> <p><a href="#">Refresh</a></p> <p><b>Total Number of Cases and Contacts</b></p> <p>3</p> <p><a href="#">View Report (Total Number of Cases and Contacts)</a></p> <p><b>Cases and Contacts by Exposure Event</b></p> <table border="1"> <thead> <tr> <th>Exposure Event</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>COVID-19 Case</td> <td>302</td> </tr> <tr> <td>COVID-19 Contact</td> <td>78</td> </tr> </tbody> </table> <p><a href="#">View Report (Cases and Contacts by Exposure Event)</a></p> <p><b>Cases and Contacts by Liaison</b></p> <table border="1"> <thead> <tr> <th>SPOT Liaison Created By</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>COVID-19 Case</td> <td>1</td> </tr> <tr> <td>COVID-19 Contact</td> <td>2</td> </tr> </tbody> </table> <p><a href="#">View Report (Cases and Contacts by Liaison)</a></p> <p><b>Cases and Contacts by School Affiliation</b></p> <table border="1"> <thead> <tr> <th>Affiliated with a school?</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>COVID-19 Case</td> <td>1</td> </tr> <tr> <td>COVID-19 Contact</td> <td>2</td> </tr> </tbody> </table> <p><a href="#">View Report (Cases and Contacts by School Affiliation)</a></p>	Exposure Event	Record Count	COVID-19 Case	302	COVID-19 Contact	78	SPOT Liaison Created By	Record Count	COVID-19 Case	1	COVID-19 Contact	2	Affiliated with a school?	Record Count	COVID-19 Case	1	COVID-19 Contact	2
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