

# School Portal for Outbreak Tracking (SPOT) Overview

The goal of the School Portal for Outbreak Tracking (SPOT) is to expand California's contact tracing efforts by facilitating collaboration and sharing of information between schools, workplaces, congregate settings, other entities and local health departments, using CalCONNECT, California's public health contact tracing and data management system.



## 1. COVID-19 Designee navigates to Public Health "Coronavirus and Education" website to fill out the SPOT Intake Form and submit initial exposure information to Public Health.

**Step 1:** After case and contacts have been reported to school, COVID Designee will fill out Intake Form for outbreak.

- To visit the Intake Form, go to: <https://cdph.force.com/SPOT/s/IntakeForm>

**Step 2:** After submitting the SPOT Intake Form, Designee receives confirmation e-mail from the Public Health Department (PHD) with instructions to submit case and contact information in SPOT.

**Step 3:** If Designee has delegated reporting to a School Liaison, Designee must forward the email to Liaison.

**Step 4:** Designee or School Liaison logs in to SPOT and submits case or contact information for everyone involved in the exposure.

- School Liaisons can review the case and contact information they report to PHD and easily make edits or updates to the reported information.

### Step 1:

Designee navigates to Public Health's website to access and complete the SPOT Intake Form.

### Step 2:

Designee receives email from PHD with instructions to submit case and contact information in SPOT.

### Step 3:

If Designee delegates to School Liaison, Designee must forward email received from PHD.

### Step 4:

Designee or School Liaison logs in to SPOT and submits case & contact information for all involved in the outbreak.



## 2. For training on SPOT visit the following:

- Adding cases and contacts to an Exposure Event:
  - **School Liaisons:** [SPOT Demo for School Liaisons - YouTube](#)
  - **Workplace Liaisons:** [SPOT Demo for Workplace Liaisons - YouTube](#)