

## Shared Portal for Outbreak Tracking (SPOT) – User Guide

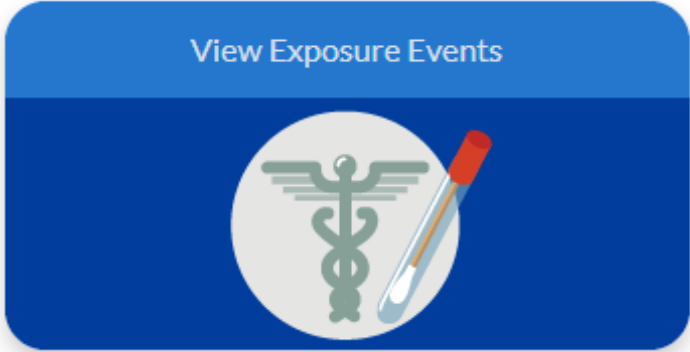
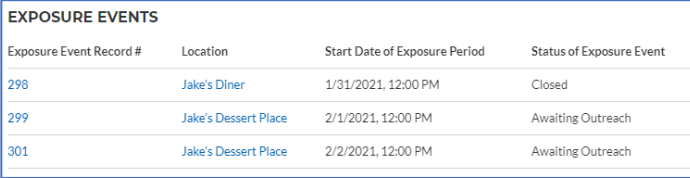
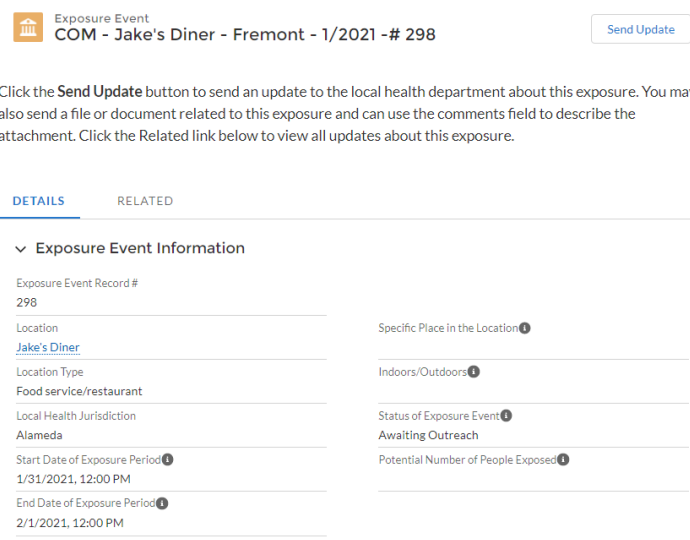
**Please contact your local health department with any additional questions.**


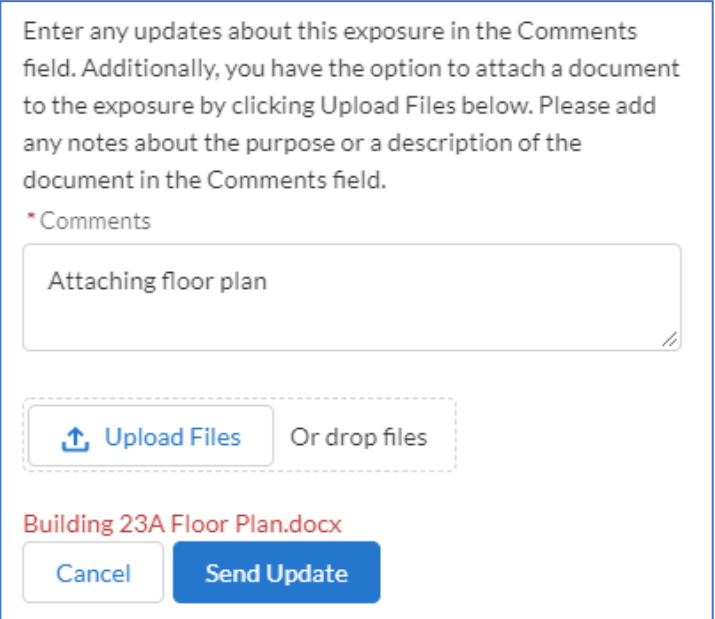
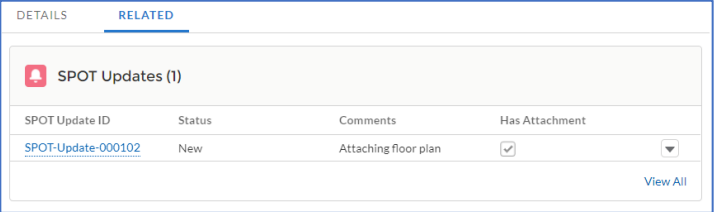
**Overview:** This Reference Guide explains how to use the Shared Portal for Outbreak Tracking (SPOT). This guide is organized by the menu options in SPOT:

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

### View Exposure Events

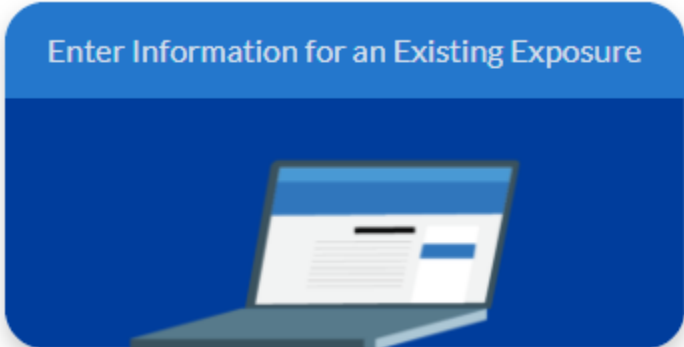
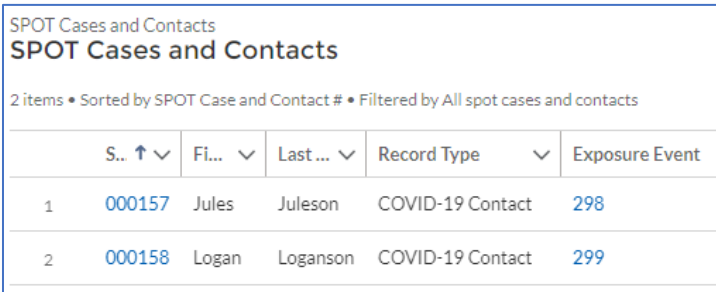
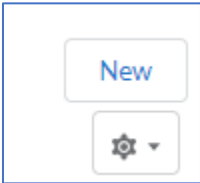
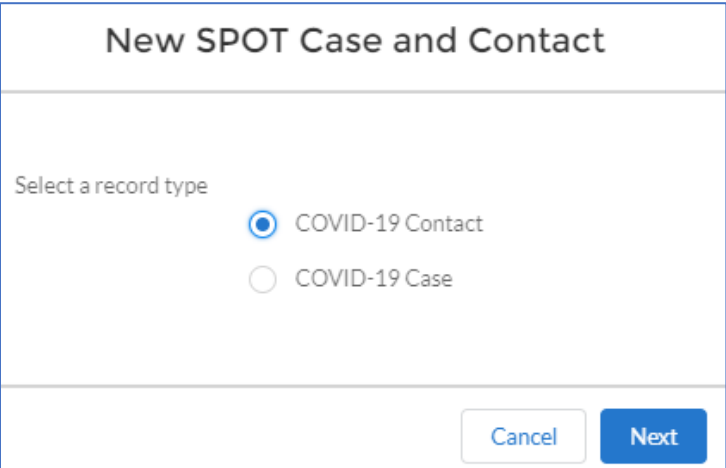
In this section, you can view all Exposure Events in your workplaces. You will need to know the Exposure Event Record # in order to enter information in SPOT about individuals who were involved in a COVID-19 exposure at one of your workplaces.

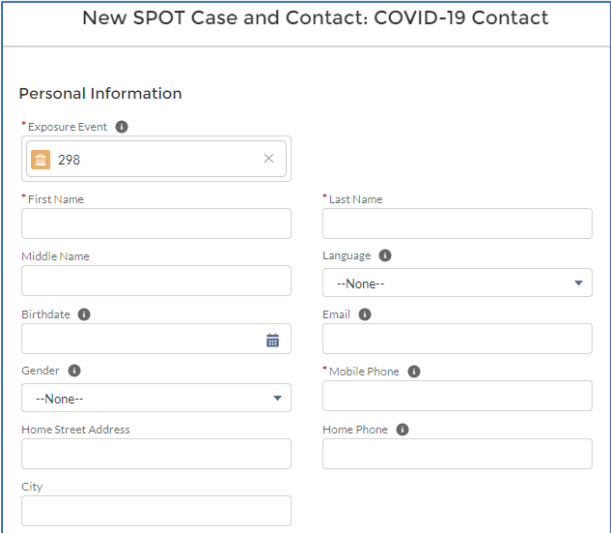
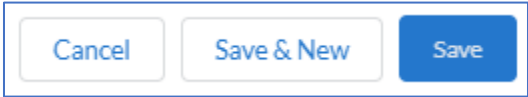
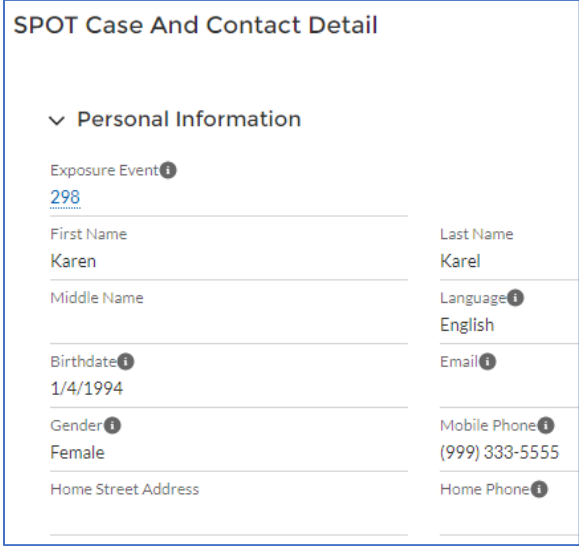
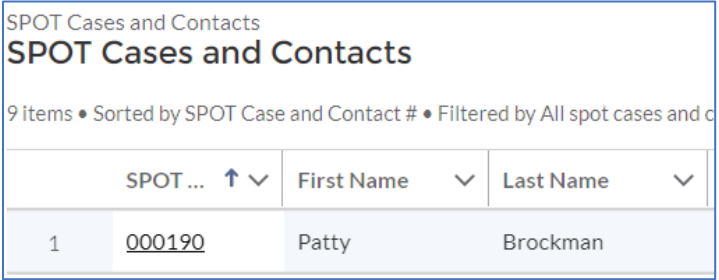
Step	Action	Screenshot																	
<b>1</b>	<p>Navigate to this section by clicking the <b>View Exposure Events</b> button on the home page or the link at the top of any page.</p>																		
<b>2</b>	<p>On this page, you will see Exposure Events in your workplaces.</p> <p>Note: You cannot 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.</p>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="font-size: small;">EXPOSURE EVENTS</th> </tr> <tr> <th style="font-size: x-small;">Exposure Event Record #</th> <th style="font-size: x-small;">Location</th> <th style="font-size: x-small;">Start Date of Exposure Period</th> <th style="font-size: x-small;">Status of Exposure Event</th> </tr> </thead> <tbody> <tr> <td style="font-size: x-small;">298</td> <td style="font-size: x-small;">Jake's Diner</td> <td style="font-size: x-small;">1/31/2021, 12:00 PM</td> <td style="font-size: x-small;">Closed</td> </tr> <tr> <td style="font-size: x-small;">299</td> <td style="font-size: x-small;">Jake's Dessert Place</td> <td style="font-size: x-small;">2/1/2021, 12:00 PM</td> <td style="font-size: x-small;">Awaiting Outreach</td> </tr> <tr> <td style="font-size: x-small;">301</td> <td style="font-size: x-small;">Jake's Dessert Place</td> <td style="font-size: x-small;">2/2/2021, 12:00 PM</td> <td style="font-size: x-small;">Awaiting Outreach</td> </tr> </tbody> </table>	EXPOSURE EVENTS	Exposure Event Record #	Location	Start Date of Exposure Period	Status of Exposure Event	298	Jake's Diner	1/31/2021, 12:00 PM	Closed	299	Jake's Dessert Place	2/1/2021, 12:00 PM	Awaiting Outreach	301	Jake's Dessert Place	2/2/2021, 12:00 PM	Awaiting Outreach
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<b>3</b>	<p>To view more details about a specific Exposure Event, click the number in the Exposure Event Record # column.</p>																		

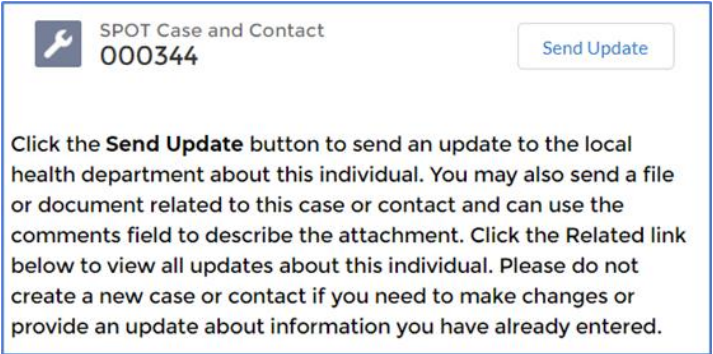
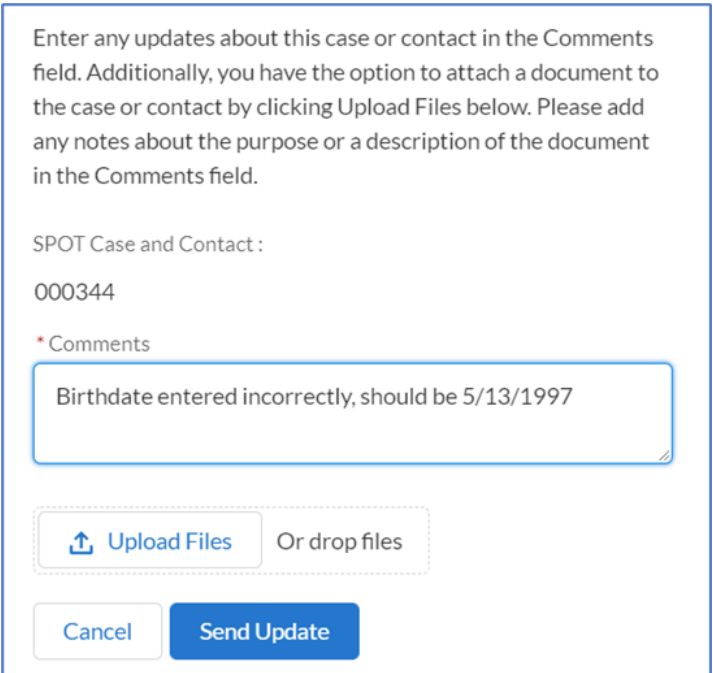

<p><b>4</b></p>	<p>If you need to send an update to the local health department about the exposure, or send a file or document related to the exposure, click the <b>Send Update</b> button.</p>	 <p>Exposure Event COM - Jake's Diner - Fremont - 1/2021 - # 298</p> <p>Send Update</p>								
<p><b>5</b></p>	<p>In the <b>Comments</b> 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 <b>Send Update</b>. 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 floor plan</p> <p>Upload Files Or drop files</p> <p>Building 23A Floor Plan.docx</p> <p>Cancel Send Update</p>								
<p><b>6</b></p>	<p>To view all updates for this exposure, click the <b>Related</b> 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><a href="#">SPOT-Update-000102</a></td> <td>New</td> <td>Attaching floor plan</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>View All</p>	SPOT Update ID	Status	Comments	Has Attachment	<a href="#">SPOT-Update-000102</a>	New	Attaching floor plan	<input checked="" type="checkbox"/>
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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 workplaces. You can also view all information entered in SPOT.


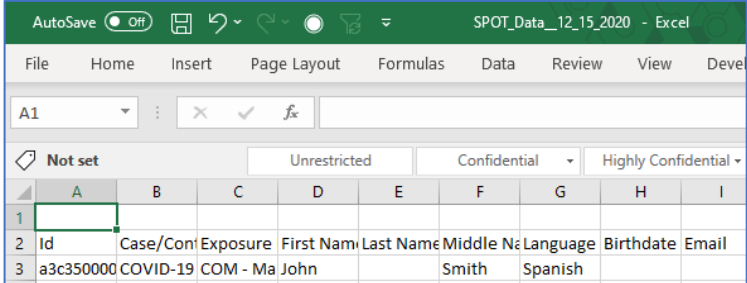
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1	<p>Navigate to this section by clicking the <b>Enter Information for an Existing Exposure</b> button on the home page or the link at the top of any page.</p>																															
2	<p>On this page, you will see a list of all information entered in SPOT for Locations you are the Liaison for.</p> <p><b>Note:</b> 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 <b>Export Data</b> section of this guide.</p>	 <table border="1"> <thead> <tr> <th colspan="6">SPOT Cases and Contacts</th> </tr> <tr> <th colspan="6">2 items • Sorted by SPOT Case and Contact # • Filtered by All spot cases and contacts</th> </tr> <tr> <th></th> <th>S.. ↑ ↓</th> <th>Fi... ↓</th> <th>Last... ↓</th> <th>Record Type ↓</th> <th>Exposure Event</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>000157</td> <td>Jules</td> <td>Juleson</td> <td>COVID-19 Contact</td> <td>298</td> </tr> <tr> <td>2</td> <td>000158</td> <td>Logan</td> <td>Loganson</td> <td>COVID-19 Contact</td> <td>299</td> </tr> </tbody> </table>	SPOT Cases and Contacts						2 items • Sorted by SPOT Case and Contact # • Filtered by All spot cases and contacts							S.. ↑ ↓	Fi... ↓	Last... ↓	Record Type ↓	Exposure Event	1	000157	Jules	Juleson	COVID-19 Contact	298	2	000158	Logan	Loganson	COVID-19 Contact	299
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3	<p>To enter in new information about an individual involved in an exposure at your workplace, 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><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>	
<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>	
<p><b>8</b> 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 <b>SPOT Case and Contact #</b> column next to the individual's name.</p>	

<p><b>9</b> Click the <b>Send Update</b> button.</p>	 <p>SPOT Case and Contact 000344</p> <p>Send Update</p> <p>Click the <b>Send Update</b> button to send an update to the local health department about this individual. You may also send a file or document related to this case or contact and can use the comments field to describe the attachment. Click the Related link below to view all updates about this individual. Please do not create a new case or contact if you need to make changes or provide an update about information you have already entered.</p>									
<p><b>10</b> In the <b>Comments</b> field, enter information about the update.</p> <p>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.</p> <p>Click <b>Send Update</b>. The update will be sent to the local health department.</p>	 <p>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.</p> <p>SPOT Case and Contact : 000344</p> <p>* Comments</p> <p>Birthdate entered incorrectly, should be 5/13/1997</p> <p>Upload Files Or drop files</p> <p>Cancel Send Update</p>									
<p><b>11</b> To view all updates for this individual, click the <b>Related</b> link.</p>	 <p>DETAILS RELATED</p> <p>SPOT Updates (2)</p> <table border="1"> <thead> <tr> <th>SPOT Update ID</th> <th>Comments</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">SPOT-Update-000036</a></td> <td>Birthdate entered incorrectly, should be 5/...</td> <td>New</td> </tr> <tr> <td><a href="#">SPOT-Update-000037</a></td> <td>Newly developed symptoms on 3/15/2021</td> <td>New</td> </tr> </tbody> </table>	SPOT Update ID	Comments	Status	<a href="#">SPOT-Update-000036</a>	Birthdate entered incorrectly, should be 5/...	New	<a href="#">SPOT-Update-000037</a>	Newly developed symptoms on 3/15/2021	New
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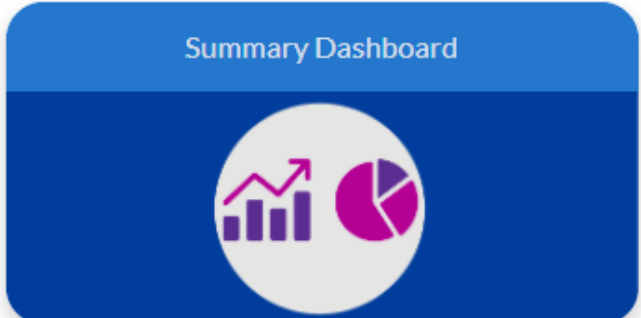
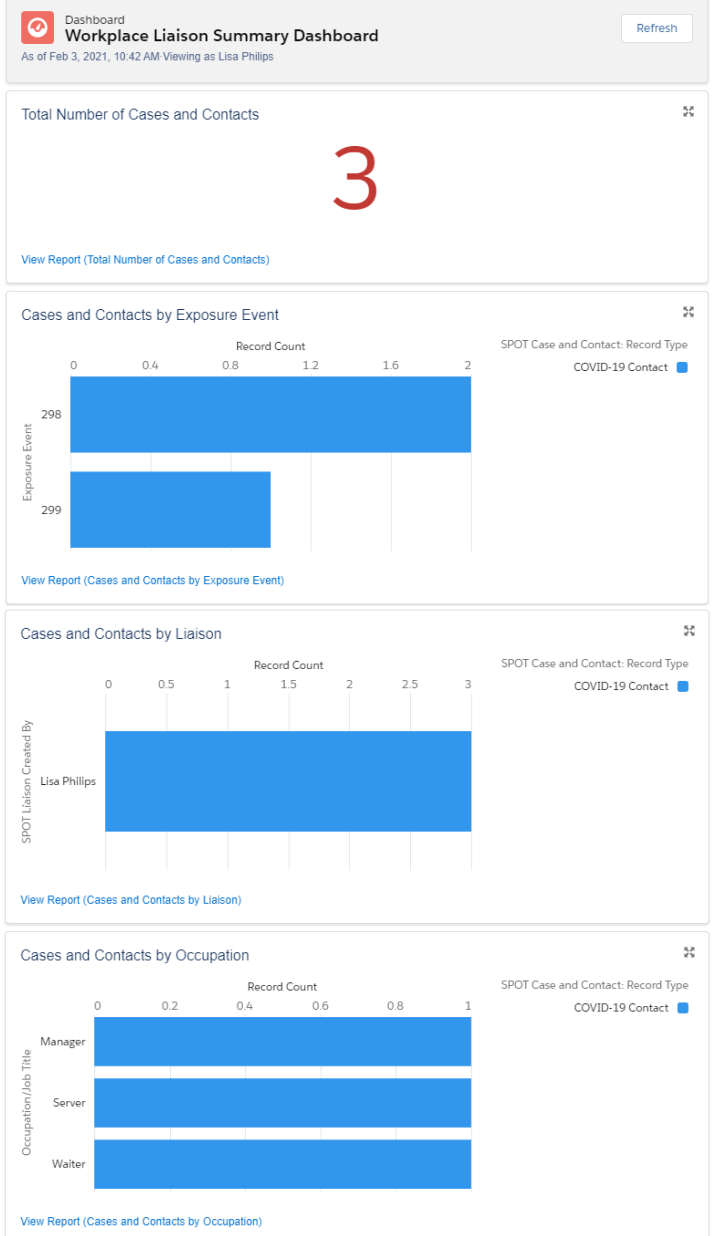
## Export Data

In this section, you can download a file containing 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 <b>Export Data</b> 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 1490 1289" style="border: 1px solid #ccc; padding: 5px;"> <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="769 1297 1511 1577">  <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> <th>G</th> <th>H</th> <th>I</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Id</td> <td>Case/Con</td> <td>Exposure</td> <td>First Name</td> <td>Last Name</td> <td>Middle Name</td> <td>Language</td> <td>Birthdate</td> <td>Email</td> </tr> <tr> <td>3</td> <td>a3c350000</td> <td>COVID-19</td> <td>COM - Ma</td> <td>John</td> <td>Smith</td> <td></td> <td>Spanish</td> <td></td> <td></td> </tr> </tbody> </table> </div>		A	B	C	D	E	F	G	H	I	1										2	Id	Case/Con	Exposure	First Name	Last Name	Middle Name	Language	Birthdate	Email	3	a3c350000	COVID-19	COM - Ma	John	Smith		Spanish		
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## Summary Dashboard

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

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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 occupation</li> </ul>	 <p><b>Dashboard</b>  <b>Workplace Liaison Summary Dashboard</b>      As of Feb 3, 2021, 10:42 AM: Viewing as Lisa Phillips <span>Refresh</span></p> <p>Total Number of Cases and Contacts <span>✖</span></p> <p><b>3</b></p> <p><a href="#">View Report (Total Number of Cases and Contacts)</a></p> <p>Cases and Contacts by Exposure Event <span>✖</span></p> <p>Record Count <span>SPOT Case and Contact: Record Type</span>      COVID-19 Contact <span>■</span></p> <table border="1"> <thead> <tr> <th>Exposure Event</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>298</td> <td>2</td> </tr> <tr> <td>299</td> <td>1</td> </tr> </tbody> </table> <p><a href="#">View Report (Cases and Contacts by Exposure Event)</a></p> <p>Cases and Contacts by Liaison <span>✖</span></p> <p>Record Count <span>SPOT Case and Contact: Record Type</span>      COVID-19 Contact <span>■</span></p> <table border="1"> <thead> <tr> <th>SPOT Liaison Created By</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>Lisa Phillips</td> <td>3</td> </tr> </tbody> </table> <p><a href="#">View Report (Cases and Contacts by Liaison)</a></p> <p>Cases and Contacts by Occupation <span>✖</span></p> <p>Record Count <span>SPOT Case and Contact: Record Type</span>      COVID-19 Contact <span>■</span></p> <table border="1"> <thead> <tr> <th>Occupation/Job Title</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>Manager</td> <td>1</td> </tr> <tr> <td>Server</td> <td>1</td> </tr> <tr> <td>Waiter</td> <td>1</td> </tr> </tbody> </table> <p><a href="#">View Report (Cases and Contacts by Occupation)</a></p>	Exposure Event	Record Count	298	2	299	1	SPOT Liaison Created By	Record Count	Lisa Phillips	3	Occupation/Job Title	Record Count	Manager	1	Server	1	Waiter	1
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