

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

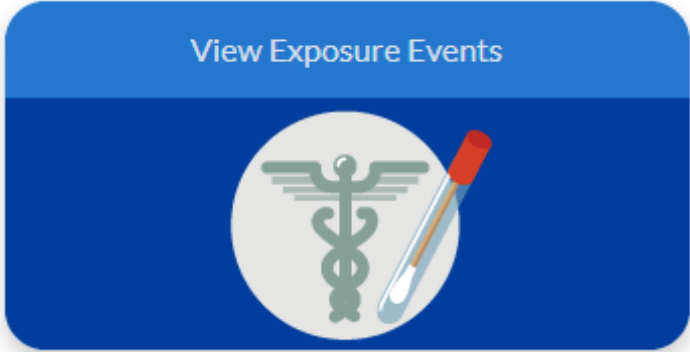
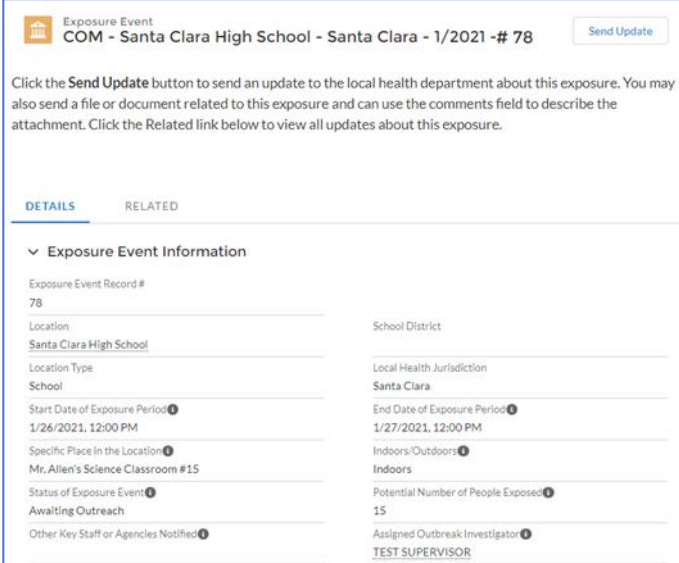
**Please contact your local health department with any additional questions.**

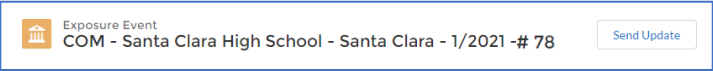
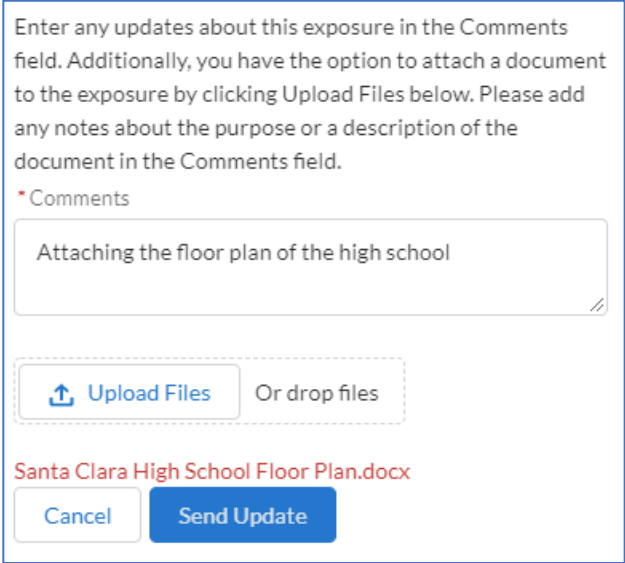
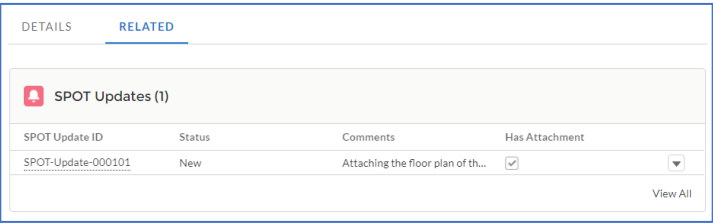
**Overview:** This Reference Guide explains how to use the School Portal for Outbreak Tracking (SPOT). This guide is organized by the menu options in SPOT:

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

### View Exposure Events

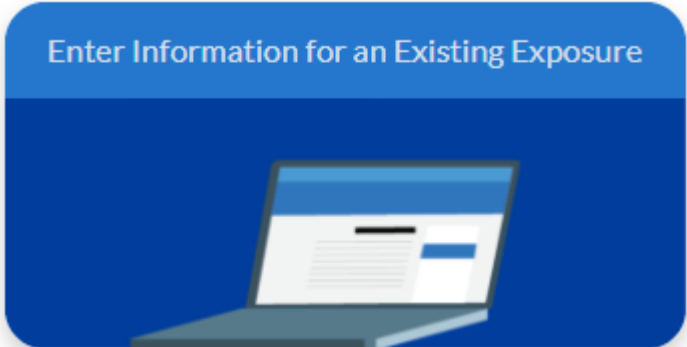
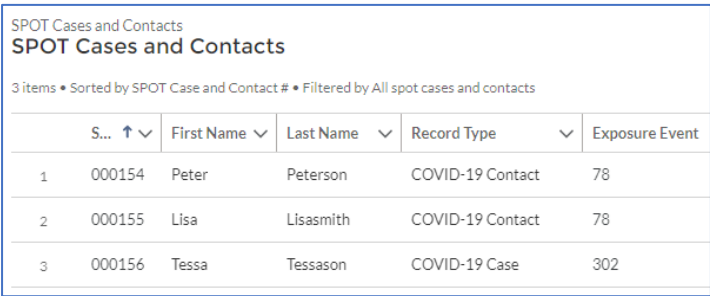
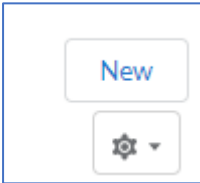
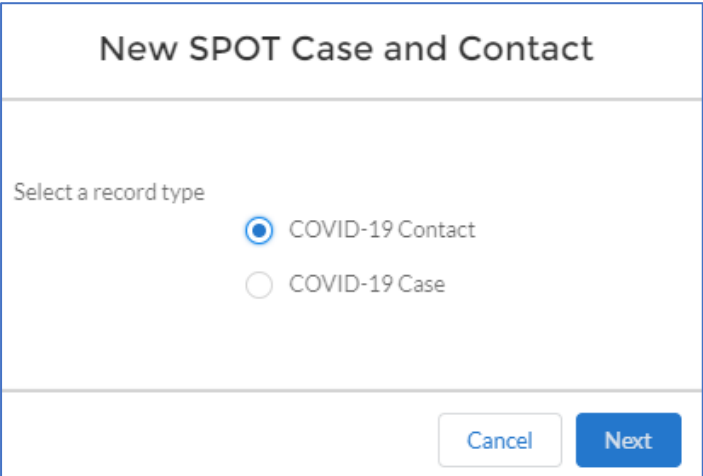
In this section, you can view all Exposure Events in your schools. You will need to know the Exposure Event Record # in order to enter information in SPOT about individuals who were involved in a COVID-19 exposure at one of your schools.

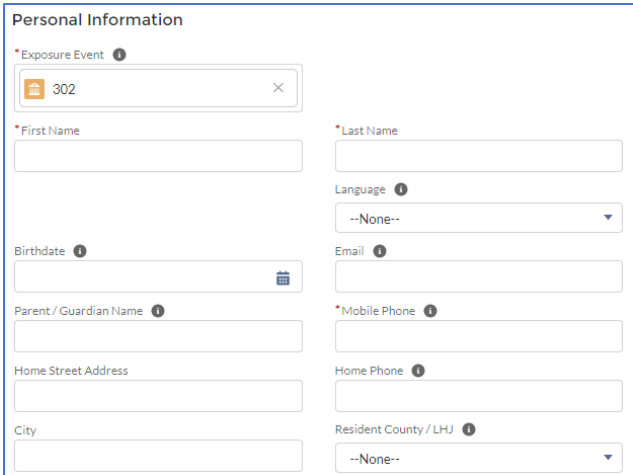
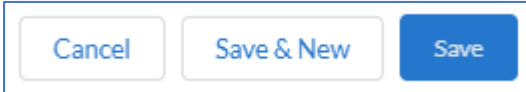
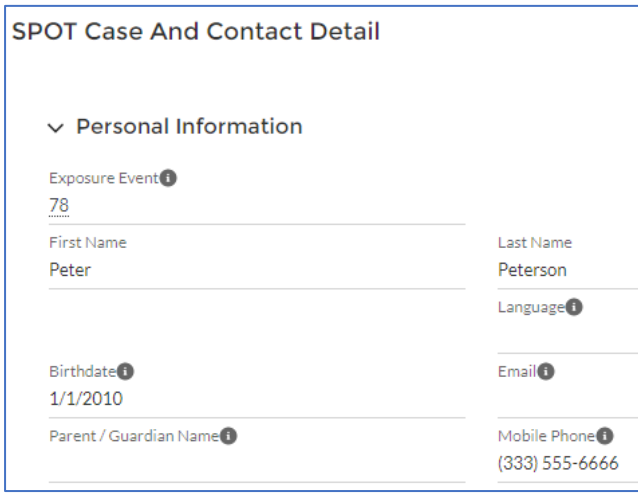
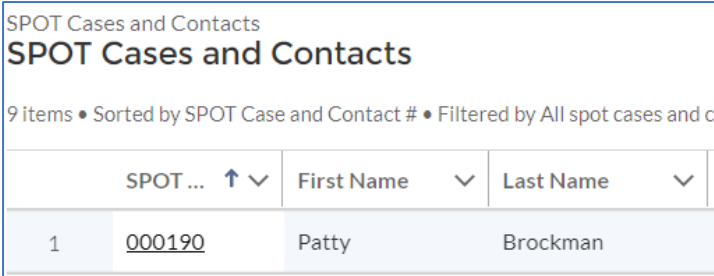
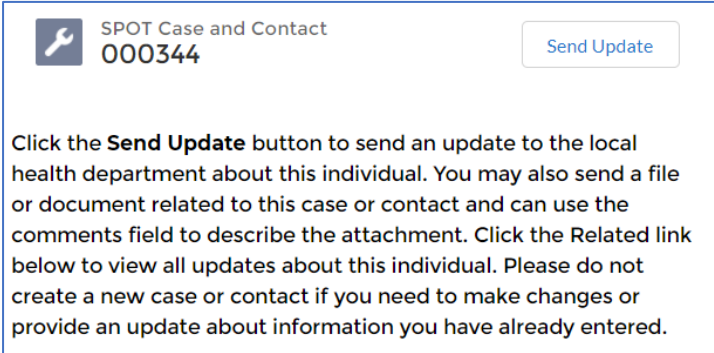
Step	Action	Screenshot
<b>1</b>	Navigate to this section by clicking the <b>View Exposure Events</b> button on the home page or the link at the top of any page.	
<b>2</b>	On this page, you will see Exposure Events in your schools.  Note: You cannot enter information for Exposure Events that have been closed by the health department. Contact your health department directly if you have additional information to report.	
<b>3</b>	To view more details about a specific exposure event, click the number in the Exposure Event Record # column.	

<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 - Santa Clara High School - Santa Clara - 1/2021 -# 78</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 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><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>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"/>
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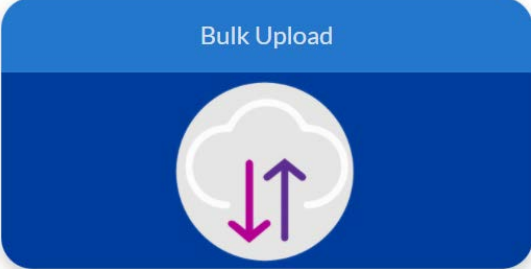
## Enter Information for an Existing Exposure

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.

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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 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. 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">SPOT Cases and Contacts</th> </tr> <tr> <td colspan="6">3 items • Sorted by SPOT Case and Contact # • Filtered by All spot cases and contacts</td> </tr> <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>	SPOT Cases and Contacts						SPOT Cases and Contacts						3 items • Sorted by SPOT Case and Contact # • Filtered by All spot cases and contacts							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><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><b>10</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 case or contact. Click <b>Upload Files</b> 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 :</p> <p>000344</p> <p>* Comments</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">       Birthdate entered incorrectly, should be 5/13/1997     </div> <div style="border: 1px dashed #ccc; padding: 5px; margin-bottom: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Upload Files</span> Or drop files     </div> <div style="display: flex; justify-content: space-between;"> <span style="border: 1px solid #ccc; padding: 5px 15px;">Cancel</span> <span style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 4px;">Send Update</span> </div>									
<p><b>11</b></p>	<p>To view all updates for this individual, click the <b>Related</b> link.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>DETAILS    <u>RELATED</u></p> <hr/> <p><span style="color: red;">🔔</span> SPOT Updates (2)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">SPOT Update ID</th> <th style="text-align: left;">Comments</th> <th style="text-align: left;">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> </div>	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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Notice	Screenshot
<p>The next available tab is for the <b>Bulk Upload</b> function. As of April 2022, San Mateo County is not utilizing this function. Please refrain from downloading and submitting any templates or information through this tab.</p>	

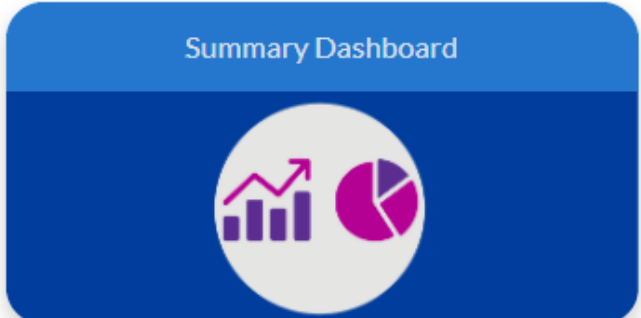
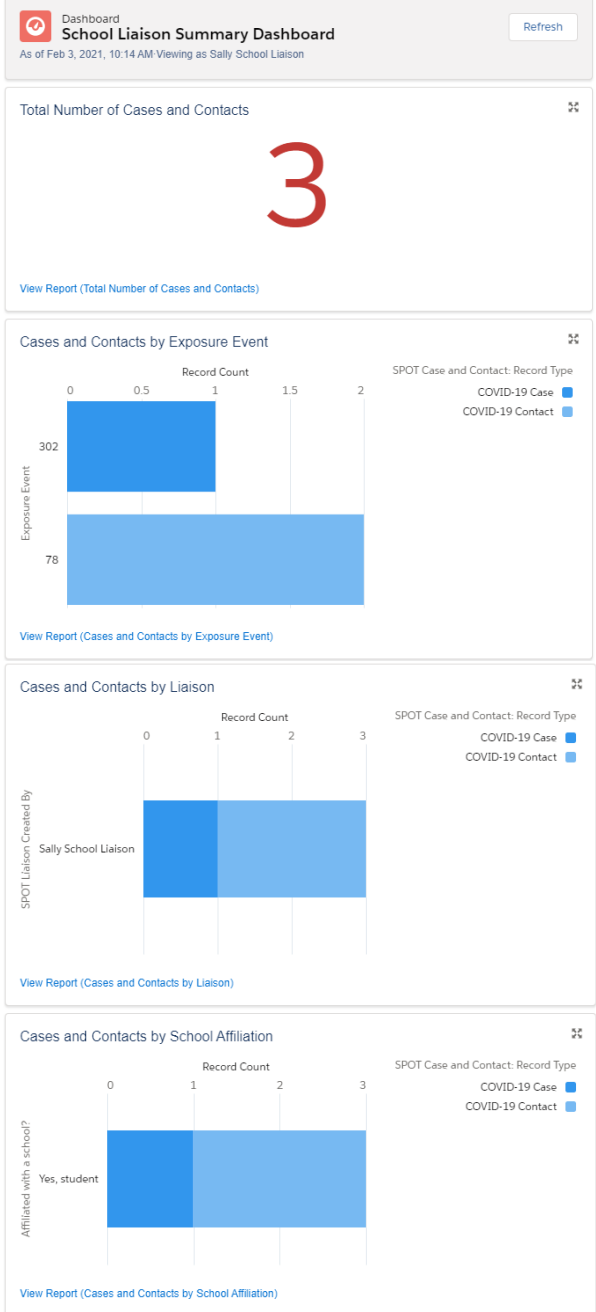
## Export Data

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.

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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 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 <span>SPOT_Data_11_22_2020 - Excel</span></p> <p>File Home Insert Page Layout Formulas Data Review View Dev</p> <p>A1 <input type="text" value=""/></p> <p>Not set Unrestricted Confidential 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
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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> <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><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> <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><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> <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><a href="#">View Report (Cases and Contacts by School Affiliation)</a></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
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