

# Notice About SPOT Portal Changes for Liaisons



A group of system changes will go live in the SPOT Portal on the evening of Wednesday 7/20/22. These SPOT Portal enhancements are designed to help streamline the reporting process, alleviate confusion among users, and allow for more flexibility for both SPOT liaisons and Local Health Department teams.

*If you have questions about how these changes may impact your specific procedures related to COVID-19 exposure, case, or outbreak reporting using SPOT, please reach out to your Local Health Department for clarification.*

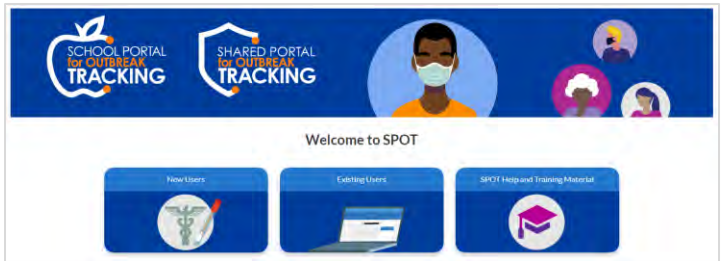
Enhancement/Change	Screenshot in SPOT Portal
--------------------	---------------------------

The SPOT Home page has been updated to ease navigation for SPOT users.

If you have not visited SPOT before, or do not have a SPOT Account, select New Users and follow the instructions on the page.

If your Local Health Department has registered you with a SPOT Account, select Existing Users.

*Reminder: Your SPOT username is your email address with ".spot" at the end. If you are unable to log in to your account, select the "Forgot your password?" link and enter your username.*

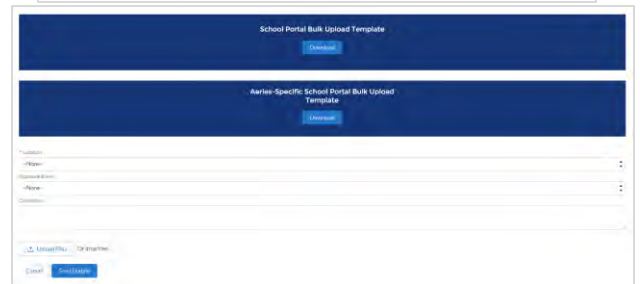


Once logged in, click the Report Cases and Contacts button to enter COVID-19 case and contact details.

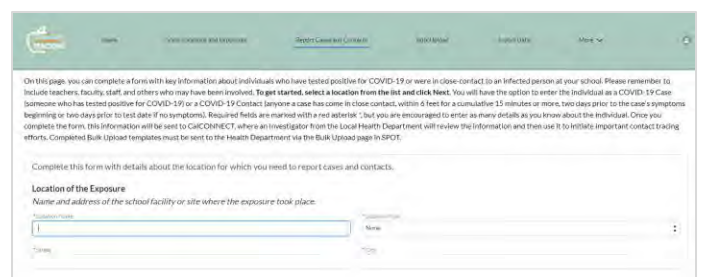
You will be prompted to select the Location the cases/contacts are associated to. If the Location is listed, you can enter cases and contacts for that Location. Note that Exposure Event is now an optional field, *but may still be required based on your Local Health Department's protocols.*



If you do not see the Location listed, select "None of the above" and complete the form with the Location and Exposure details. You will have the option to provide case information with the form.

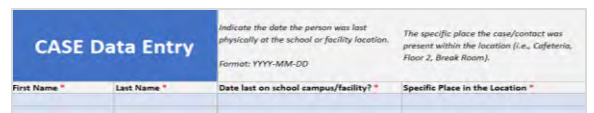


If you need to report a new exposure for a Location, without reporting cases and contacts, click the View Locations and Exposures option at the top of the screen.

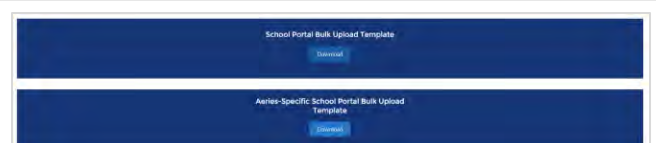


Select the Location from the list, click the Report New Exposure button, and complete the form.

New required field, "Specific Place in the Location" has been added to the SPOT Case/Contact Form and Bulk Upload templates for Liaisons to specify where within the Location the exposure occurred



**New version of the SPOT Bulk Template for Liaisons to use – old versions will no longer work.**



*\*\*Please note that the SPOT training materials and videos hosted in the SPOT Portal are in the process of being updated over the next few weeks. The content found there may not accurately represent everything you see in SPOT for the time being.\*\**