

COVID-19 Transition from REDCap to SPOT

What is SPOT?

SPOT is the Shared Portal for Outbreak Tracking (SPOT). The Los Angeles County Department of Public Health (DPH) is using it to support efforts to safely keep Early Care and Education (ECE) facilities open and manage COVID-19 exposures. SPOT helps us to collaborate and share information from ECEs and Public Health using CalCONNECT, California's public health case investigation and contact tracing system. SPOT is a tool that can help ECEs to comply with state and local COVID-19 reporting, isolation, and quarantine requirements.

Why transition out of REDCap and into SPOT for reporting?

REDCap does not have enough capacity to efficiently manage the high volume of education-related COVID-19 case reports in Los Angeles County. In addition, it sometimes times-out when COVID-19 ECE Compliance Officers submit reports. SPOT is more efficient because case reports can be submitted with a **user-friendly intake form** and/or streamlined Excel line list. Also, Compliance Officers can **export** information they've submitted and view basic **dashboards** for their existing exposure events.

What is the SPOT Intake Form?

The SPOT Intake Form is used by School and ECE Liaisons to report case and exposure details about a NEW exposure* at their location (see 'what is an exposure event' below). The information is sent to CalCONNECT, for the Local Health Department's Education Exposure Management Team to receive and review the information submitted.

What is an Exposure Event?

An Exposure Event is a report of case(s) and close contact(s) present in the same setting at the same time period while case(s) were infectious.

How do I access the SPOT Intake Form?

The Intake form will be available for reporting on April 28th.

On or after that date, you can access the form at: https://spot.cdph.ca.gov/s/?language=en_US

Select "Submit a SPOT Intake Form", then select your Local Health Jurisdiction (Los Angeles County) to begin. You (COVID 19 Compliance Officer/SPOT Liaison) are the primary contact, the school is the location, the exposure date is last date the case was on campus and the specific location should include details about the place/setting where the exposure took place (e.g., grade/classroom number/teacher's name, office, gym, cafeteria). You then have the option to add the case(s) associated with the exposure event. The initial Intake form typically takes 10 minutes to complete.

Who is the ideal SPOT Liaison?

The ideal SPOT liaison is the COVID-19 Compliance Officer responsible for reporting school- and ECE-related COVID-19 exposures. Ideally, they should have access to schedules, attendance records, and cohort/group information so that they can quickly report details about cases and exposures (e.g., location, exposed groups).

What is a SPOT Liaison expected to do?

The SPOT liaison must report cases via the Intake Form **within 1 business day** after learning of the positive status.

The following details are required about the case:

- Name
- Date of Birth
- Phone Number
- Home Zip Code
- Test Date
- Symptom Onset Date (if symptomatic)
- Last date of exposure (last day on campus/site)

Do I have to manually enter all of this information when reporting multiple cases?

If you are reporting multiple cases, consider using the “Bulk Upload Template” located within the SPOT Portal. You complete the same fields that are required for the intake form in an Excel sheet template and upload it electronically. A video demonstrating how to complete a SPOT Bulk Upload is available [here](#).

Can I track my submissions as a SPOT Liaison?

Yes, after your first intake form has been submitted, you will be granted access to your own SPOT profile. This will allow you to track your submissions, add cases (and contacts, if known) to your Exposure Events, and view basic dashboards.

If the SPOT Intake Form is where I report NEW exposures, where do I input additional cases or send updates to the DPH for existing exposure events?

The SPOT Intake Form is where you report NEW exposures, but once you submit the intake form, DPH will create an exposure event and link it to your profile in the SPOT Portal. You will receive an email with specific details about the exposure event. You'll then be able to log into the SPOT portal and enter the additional cases and/or updates.

Who will have access to the Exposure Events?

DPH personnel supporting Exposure Management efforts, additional liaisons assigned to your locations, and YOU!

If I have a problem, how do I get help?

The SPOT Help Desk can provide technical assistance with reporting. Call 916-520-1619 or email HelpDesk.CA.Connect@accenture.com

What other resources are available?

- **This 9-minute video will get you off to a great start:**
[SPOT Demo for School Liaisons - YouTube](#)
- **If you prefer to read the SPOT resources, you can do so here:**
[SPOT School Help and Training Material \(ca.gov\)](#)
- Visit LAC DPH's [Early Care and Education COVID-19 Toolkit](#) for additional resources