

Transition from REDCap to SPOT

What is SPOT?

The Shared Portal for Outbreak Tracking (SPOT) supports efforts to safely keep schools open and manage COVID-19 exposures by facilitating collaboration and sharing of information between schools and Los Angeles County Department of Public Health (DPH) through CalCONNECT, California's public health case investigation and contact tracing system. SPOT is an important tool that can assist schools in complying 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 the capacity needed to efficiently manage the high volume of education-related COVID-19 case reports in Los Angeles County. Additionally, the online submission process for COVID-19 school Compliance Officers can be lengthy and may time-out after short periods of non-activity. Through SPOT, case reports can be submitted using a **user-friendly intake form** and/or streamlined Excel line list. Additionally, Compliance Officers will be able to **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 and close contacts 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 is available for reporting now. It can be accessed here: 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 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 (ex. 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?

SPOT liaisons are COVID-19 Compliance Officers who are responsible for reporting school- and ECE-related COVID-19 exposures. Ideally, these individuals have access to schedules, attendance records, cohort/group information and seating charts which may hold information needed to quickly report details for cases and exposures (e.g., location, exposed groups).



What are the SPOT Liaison Expectations?

Report cases via Intake Form **within 1 business day** after learning of the positive status.

The following information is required for cases:

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

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

If you are reporting multiple cases, consider submitting via “Bulk Upload Template” located within the SPOT Portal. This is achieved by completing the same required fields in an Excel sheet template and uploading 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](#) so you can 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 DPH for existing exposure events?

Once you submit the intake form, DPH will create an exposure event and link it to your profile in the SPOT Portal and 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, the COVID-19 Compliance Officer.

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

Contact the SPOT Help Desk for technical assistance with reporting by calling 916-520-1619 or emailing HelpDesk.CA.Connect@accenture.com

Other helpful resources to get started:

- **Watching the following 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 instead, you can do so here:**
[SPOT School Help and Training Material \(ca.gov\)](#)
- Please visit LAC DPH's [TK-12 Schools Toolkit](#) for additional resources.

