

COVID-19 REPORTING: COMMUNITY SETTINGS

Community settings refer to workplaces, sites serving people experiencing homelessness, and congregate residential settings. Excludes all sites that provide healthcare or assistance with activities of daily living (e.g., long term care facilities, skilled nursing facilities, hospitals).

Once the reporting threshold has been met, follow the directions below to use the SPOT Intake Form to report COVID-19 case clusters.

Step	Action	Screenshot
1.	Navigate to spot.cdph.ca.gov	
2.	Click the "New Users" button on the left	
3.	Select "Los Angeles" for Local Health Jurisdiction (LHJ)	
4.	Select appropriate exposure location type:	



<p>5.</p>	<p>Input required Key Point of Contact for Location information:</p> <ul style="list-style-type: none"> First Name Last Name Email Phone Title/Role 	<p>Complete this form to report a workplace, congregate setting, or other location exposure for Alameda County Health Department.</p> <p>Key Point of Contact for Location <i>Once approved by your local health department, this person will be granted access to SPOT to enter information about the exposure on behalf of the organization.</i></p> <p>*First Name - Key <input type="text"/></p> <p>*Last Name - Key <input type="text"/></p> <p>*Email - Key <input type="text"/></p> <p>*Phone - Key <input type="text"/></p> <p>Title / Role - Key <input type="text"/></p>
<p>6.</p>	<p>Input required Location of Exposure fields for the site where exposure occurred:</p> <ul style="list-style-type: none"> Location Name Location Type Street City Zip/Postal Code 	<p>Location of the Exposure <i>Name and address of the school facility or site where the exposure took place.</i></p> <p>*Location Name <input type="text"/></p> <p>*Location Type <input type="text"/></p> <p>*Street <input type="text"/></p> <p>*City <input type="text"/></p> <p>*Zip/Postal Code <input type="text"/></p> <p>State <input type="text" value="CA"/></p>
<p>7.</p>	<p>Input required Exposure Information fields for case(s) being reported:</p> <ul style="list-style-type: none"> Start Date of Exposure Specific Place in Location Number of COVID-19 Positive Cases Do people live at this location? 	<p>Exposure Information</p> <p>*Start Date of Exposure <input type="text"/></p> <p>End Date of Exposure <input type="text"/></p> <p>*Specific Place in the Location <input type="text"/></p> <p>*Number of COVID-19 Positive Cases <input type="text"/></p> <p>Number of Close Contacts <input type="text"/></p> <p>Total Number of People at the Location <input type="text"/></p> <p>*Do people live at this location? <input type="text" value="--Select an Option--"/></p> <p>If yes, what is the resident capacity? <input type="text"/></p>

Shared Portal for Outbreak Tracking

COVID-19 Reporting Toolkit:

Community Settings

8.	<p>In response to “Do you want to provide case information now?” select:</p> <p>“Yes, I am ready to provide this information”</p> <p>If you are not ready to provide case information, select “No,” and proceed to step 11.</p>	<p>Please review the information you entered to confirm it is correct and that you are submitting this for Los Angeles County Health Department. You will NOT be able to edit the form after clicking Next.</p> <p>You have the option to provide basic information about the positive case(s) from the exposure (name, contact information, etc.) along with this Intake Form. If you do not have this information now, you can submit the Intake Form and provide this information once you have received your SPOT credentials.</p> <p>* Do you want to provide case(s) information now? A case is anyone who has tested positive for COVID-19.</p> <p><input checked="" type="radio"/> Yes, I am ready to provide this information</p> <p><input type="radio"/> No, I will provide this information later once the Health Department has confirmed the information.</p> <p>Previous Next</p>
9.	<p>Input required COVID-19 case details for all cases being reported. Required fields are marked by a red asterisk</p>	<p>* First Name <input type="text" value="Alice"/> * Last Name <input type="text" value="Quinn"/></p> <p>* Birthdate <input type="text" value="Nov 4, 1985"/> Language <input type="text" value="None"/></p> <p>* Mobile Phone <input type="text" value="7605555555"/> * Home Street Address <input type="text" value="5273 Somerset Dr"/></p> <p>* City <input type="text" value="Imperial"/> * State <input type="text" value="California"/></p> <p>* Zip <input type="text" value="92551"/> * Occupation/Job Title <input type="text"/></p>
10.	<p>A summary of all information entered will appear after case details have been reported</p>	<p>First Name: John Last Name: Smith</p> <p>Birthdate: March 3, 1990 Language: None</p> <p>Mobile Phone: 9999999999 Home Street Address: 1234 Plymouth Rock</p> <p>City: Imperial State: California</p> <p>Zip: 92251 Occupation/Job Title: Explorer</p> <p>Resident/Staff in Congregate Setting: None Last Date On Site: August 22, 2022</p> <p>Date entity notified of positive test: None Has person received COVID-19 vaccine?: None</p> <p>Work Area/Department (for Staff): None # People in Their Unit/Floor/Area/Dept: None</p> <p>Race: None Ethnicity: None</p> <p>Gender: None Ever Symptomatic?: Yes</p> <p>Symptom Onset Date: August 22, 2022 Test Date: August 22, 2022</p> <p>Test Result: None Test Type: None</p> <p>Notes: Notes</p>

11.	After reviewing the summary for accuracy, scroll to the bottom of the page and click "Finish"	
12.	<p>After submitting you will receive two emails from CA COVID Team:</p> <ol style="list-style-type: none"> 1. An automatic notification email with the message that the SPOT Intake Form was submitted successfully, a copy of information entered, and links to various resources 2. You will receive a second email once the health department successfully processes your SPOT Intake Form; this email contains the location and exposure details and instructions on how to report additional cases linked to this cluster <p><i>SPOT Intake Forms are typically processed within 1 business day</i></p>	 <p>1. Example of Automatic Notification Email</p> <p>The health department has processed the intake form for Central Perk with a start date of 8/8/2022, 3:14PM.</p> <p>To report additional cases identified within the next 14 days, please notate "2nd floor office" in the Specific Place in the Location field. You may also use the Notes field to add any additional notes and/or requests for follow up, if necessary.</p> <p>Thank you,</p> <p>COVID-19 Response Team</p> <p>2. Example of Successful Processing Email</p> <p>How to Report Additional Cases Linked to Cluster</p> <p>To report additional cases linked to this case cluster submit another SPOT Intake Form, inputting the same Specific Place in Location and a message in the Notes section. The processing confirmation from the health department will confirm that the case count for the cluster has been updated. If you haven't yet registered with SPOT, you will receive a registration email. Please make sure to log in with ".spot" at the end of your email address.</p>