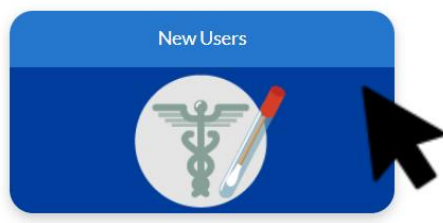
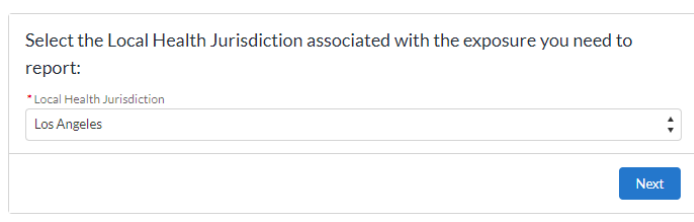
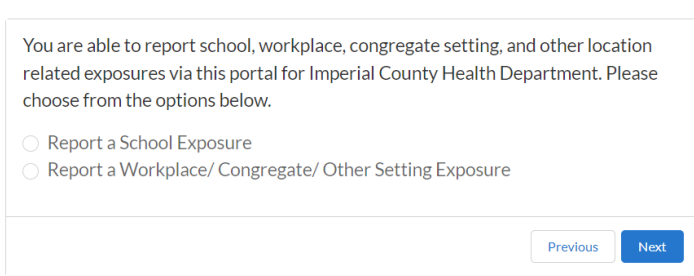



COVID-19 & ARI REPORTING: COMMUNITY SETTINGS

Community settings refer to education settings, community care facilities, correctional/detention facilities and sites serving people experiencing homelessness. Excludes healthcare settings (e.g., hospitals, skilled nursing facilities).

Once the [reporting threshold](#) has been met, follow the directions below to use the SPOT Intake Form to report COVID-19 and ARI 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: <i>All settings other than Education select "Workplace/Congregate/ Other setting Exposure"</i>	

5.	<p>Input required Key Point of Contact for Location information:</p> <ul style="list-style-type: none"> • First Name • Last Name <ul style="list-style-type: none"> • Email • Phone • Title/Role 	<p>Complete this form to report a school exposure for Los Angeles 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" value="Sherlock"/> * Last Name - Key <input type="text" value="Holmes"/></p> <p>* Email - Key <input type="text" value="sholmes@schooldistrict.org"/> * Phone - Key <input type="text" value="8001234567"/></p> <p>Title / Role - Key <input type="text" value="TK-12 Communicable Disease Liaison"/></p>
6.	<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" value="Imaginary Elementary"/> * Location Type <input type="text" value="Elementary School"/></p> <p>* Street <input type="text" value="123 Sunset Boulevard"/> * City <input type="text" value="Beverly Hills"/></p> <p>* Zip/Postal Code <input type="text" value="90210"/> State <input type="text" value="CA"/></p>
7.	<p>Input required Exposure Information fields for ARI cluster:</p> <ul style="list-style-type: none"> • Start Date of Exposure • Specific Place in Location • Number of COVID-19 Positive Cases 	<p>Exposure Information</p> <p>* Start Date of Exposure <input type="text" value="Mar 18, 2024"/> 9:00 AM <input type="text" value=""/> End Date of Exposure <input type="text" value=""/></p> <p>* Specific Place in the Location <input type="text" value="Mrs. Lopez's 3rd Grade Classroom"/> * Number of COVID-19 Positive Cases <input type="text" value="2"/></p>
8.	<p>In the Notes section, indicate the total number of ARI cases. Include any additional helpful details.</p>	<p>Notes <input type="text" value="ARI cluster with 5 total cases. Cases presenting with cough and fever; 2 of 5 tested positive for COVID-19."/></p>

<p>9.</p>	<p>If you have case details for COVID-19 cases in the cluster, select: “Yes, I am ready to provide this information”</p> <p>If you are not ready to provide COVID-19 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 style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p>																								
<p>10.</p>	<p>Input required case details for COVID-19 cases only.</p> <p><u>Do not</u> include details for ARI cases unless they have tested positive for COVID-19.</p>	<p>* First Name <input type="text" value="Riley"/> * Last Name <input type="text" value="Smith"/></p> <p>* Birthdate <input type="text" value="Jan 16, 2015"/> Gender <input type="text" value="Female"/></p> <p>State <input type="text" value="California"/> * Home Zip <input type="text" value="90210"/></p> <p>* Date last on school campus/facility? <input type="text" value="Mar 20, 2024"/> * Student or Staff? <input type="text" value="Yes, student"/></p>																								
<p>11.</p>	<p>A summary of all information entered will appear after case details have been reported.</p>	<table border="0"> <tr> <td>First Name Riley</td> <td>Last Name Smith</td> </tr> <tr> <td>Birthdate January 16, 2015</td> <td>Gender Female</td> </tr> <tr> <td>Race</td> <td>Ethnicity</td> </tr> <tr> <td>Parent/Guardian Name</td> <td>None</td> </tr> <tr> <td>Home Phone</td> <td>Mobile Phone (or Parent/Guardian Phone)</td> </tr> <tr> <td>Home Street Address 9641 Sunset Blvd</td> <td>7605555555</td> </tr> <tr> <td>State California</td> <td>City Beverly Hills</td> </tr> <tr> <td>Date last on school campus March 20, 2024</td> <td>Zip 90210</td> </tr> <tr> <td>Grade 3</td> <td>Student or Staff? Yes, student</td> </tr> <tr> <td>Is person athlete or coach? None</td> <td>Occupation/Job Title (for Staff) Ever Symptomatic? Yes</td> </tr> <tr> <td>Education Group Academic Class</td> <td>Symptom Onset Date March 20, 2024</td> </tr> <tr> <td>Test Date March 20, 2024</td> <td>Test Result Positive</td> </tr> </table>	First Name Riley	Last Name Smith	Birthdate January 16, 2015	Gender Female	Race	Ethnicity	Parent/Guardian Name	None	Home Phone	Mobile Phone (or Parent/Guardian Phone)	Home Street Address 9641 Sunset Blvd	7605555555	State California	City Beverly Hills	Date last on school campus March 20, 2024	Zip 90210	Grade 3	Student or Staff? Yes, student	Is person athlete or coach? None	Occupation/Job Title (for Staff) Ever Symptomatic? Yes	Education Group Academic Class	Symptom Onset Date March 20, 2024	Test Date March 20, 2024	Test Result Positive
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<p>12.</p>	<p>After reviewing the summary for accuracy, scroll to the bottom of the page and click “Finish”</p>	<p style="text-align: center;"> <input type="button" value="Finish"/>  </p>																								

13.

After submitting you will receive two emails from CA COVID Team:

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.

SPOT Intake Forms are typically processed within 1 business day.

1. Example of Automatic Notification Email



2. Example of Successful Processing Email

From: CA COVID Team <calconnect_donotreply@cdph.ca.gov>
Date: March 22, 2024 at 3:13 PM
Subject: Intake Form Processed - EE# created
To: SPOT School Liaison <your-email@gmail.org>

Los Angeles County Department of Public Health has received the exposure notification for Imaginary Elementary School. If case details must be entered, an update is necessary, or you have additional cases to report for Room 14, please do so using the [SPOT Portal](#) utilizing Exposure Event #123456.

For instructions on updating an Exposure Event in SPOT, please reference this [video](#) at minute 3:30.

Thank you,

Community Outbreak Team
Los Angeles County Department of Public Health
Communityoutbreak@ph.lacounty.gov

For instructions on how to report additional cases linked to an existing cluster, see the **SPOT Quick Guide for Adding Cases to Existing Reports:**
http://publichealth.lacounty.gov/acd/ncorona2019/docs/SPOT_quickguide_addingcases.pdf