SPOT QUICK GUIDE FOR COMMUNITY SETTINGS†
ADD A CASE TO YOUR COVID–19 EXPOSURE EVENT

New Cases identified to add to your existing Exposure Event

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Navigate to **spot.cdph.ca.gov** and click the **Existing User** button

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Log on using your SPOT account login

Note: your login is likely your email address with **.spot** added to the end

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Select **Report Cases and Contacts**
If you have multiple cases to report, consider following instructions for Bulk Upload Reporting

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Select the correct location for the cases being reported, then select **Next**

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Select **COVID-19 Case**, then click **New**

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Input required **COVID-19 Case** fields

Location and Exposure Details
- Exposure Event: If available, select your Exposure Event
- Specific Place in the Location: Identify the place of exposure, such as a specific floor, department, or suite. Please be specific.
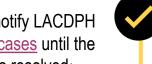
Personal Information
- Complete all required fields indicated

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Select **Save**. If you have additional cases to report, select **Save and New**.

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You are done!

Continue to notify LACDPH of additional cases until the outbreak is resolved‡ ✓

‡ Resolution occurs when no new cases are identified for 7 days

† Including education settings, workplaces, sites serving people experiencing homelessness, and congregate residential settings. Excludes all sites that provide healthcare or assistance with activities of daily living (ie, long term care facilities, skilled nursing facilities, hospitals, etc).

Updated: February 5, 2024