SPOT QUICK GUIDE FOR COMMUNITY SETTINGS*

BULK UPLOAD TEMPLATE: for reporting multiple cases of ACUTE RESPIRATORY ILLNESS[§] (INCLUDING COVID-19)

Reporting threshold is met, or new cases are identified.

See sector-specific thresholds at: ph.lacounty.gov/covidreporting

Navigate to spot.cdph.ca.gov and select **Existing User**

Log on using your **SPOT** account login

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

Select **Bulk Upload** button

Upload completed **Bulk Upload Template** and click "Send Update"

 Confirmation email will be sent.

Scroll down to drop down fields and select response for Location and **Exposure Event**

- Liaisons need to be registered for each individual location they report for.
- o If reporting a new case cluster, select "None" for exposure event.
- o In the "Comments" field, describe the ARI cluster details. (e.g. 8 total cases with cough and fever in a 5th grade class with 29 students and 1 teacher, 4 cases positive for COVID-19, 4 untested.)

Download and complete the appropriate **Bulk Upload Template**

Education



Community Congregate 🛂



*If you don't see the file appear, check your downloads folder after clicking link

- Required fields have a red asterisk.
- For COVID-19 cases, complete both COVID-19 Lab Result Test Date and COVID-19 Lab Result Test Result.
- For ARI cases, leave these fields blank.
- IMPORTANT: Only report **NEW** cases in the bulk upload. Do not use the bulk upload template to update case information.

After submission, a public health investigator may reach out to gather details on the case cluster and create an exposure event.

If cases are later identified, repeat the bulk upload process (only including new cases) and select the correct exposure event to link the new cases.

Or, follow the steps for Adding Cases to Existing Exposure Events.

Questions on reporting and guidance can be directed to the investigator

You are done!

Continue to notify LACDPH of additional cases until the cluster is resolved[‡]

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

§ Acute respiratory illness is defined as new onset of two or more of the following symptoms: fever/chills, cough, sore throat, runny or stuffy nose, difficulty breathing, and/or body aches. It can include COVID-19 cases.

‡ Cluster resolution occurs when no new cases are identified for 7 days.



