

School Portal for Outbreak Tracking (SPOT) - User Guide


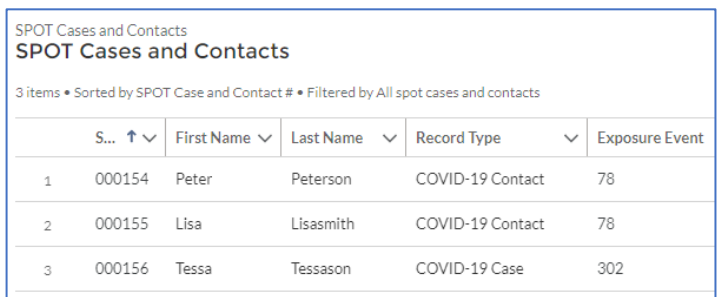
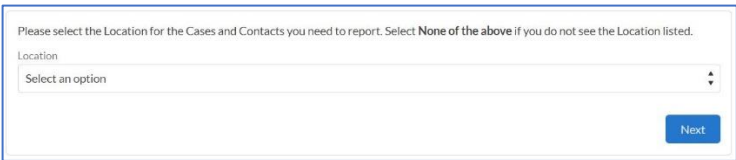
Please contact your local health department with any additional questions.


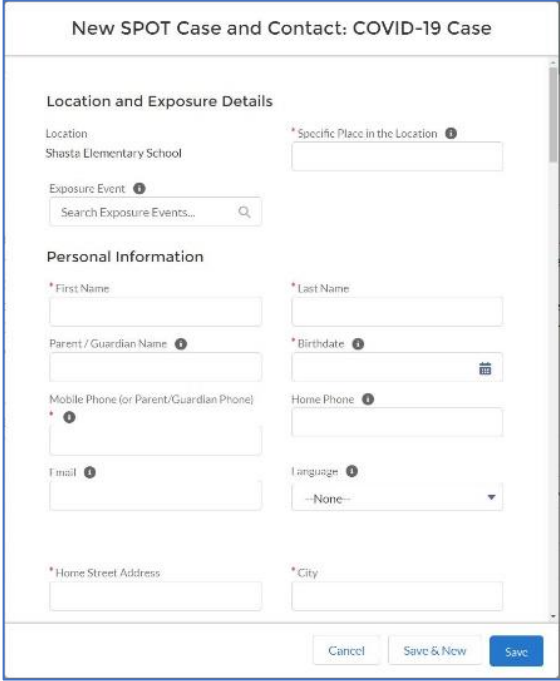
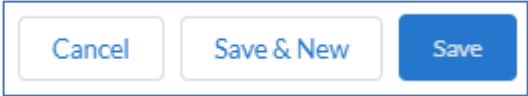
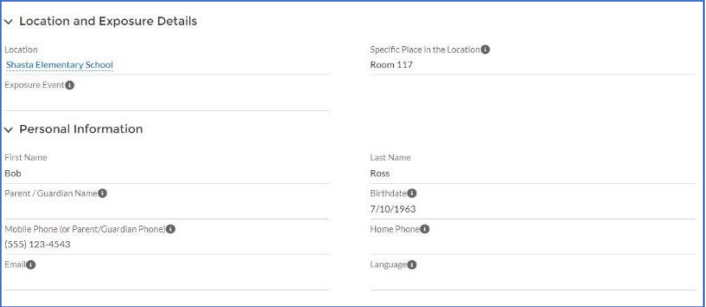
Overview: This Reference Guide explains how to use the School Portal for Outbreak Tracking (SPOT). This guide is organized by the menu options in SPOT:

1. Report Cases and Contacts
2. View Locations and Exposures
3. Export Data
4. Summary Dashboard

Report Cases and Contacts

On this page, you can complete a form with key information about individuals who have tested positive for COVID-19 or were in close-contact to an infected person at your school. Please remember to include teachers, faculty, staff, and others who may have been involved. You can also view all cases and contacts entered in SPOT.

| Step | Action | Screenshot | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|---|---|-----------|------------------|----------------|-----------|-------------|----------------|---|--------|-------|----------|------------------|----|---|--------|------|-----------|------------------|----|---|--------|-------|----------|---------------|-----|
| 1 | Navigate to this section by clicking the Report Cases and Contacts button on the home page or the link at the top of any page. |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>On this page, you will see a list of all information entered in SPOT for Locations you are the Liaison for.</p> <p>Note: Information entered in SPOT will only be available for 180 days after the record was entered. After that time, reach out to your local health department for any related inquiry. If you need a copy, please download the information by following the instructions in the Export Data section of this guide.</p> |  <table border="1" style="margin: 10px auto;"> <caption>SPOT Cases and Contacts</caption> <thead> <tr> <th>S...</th> <th>↑ ↓</th> <th>First Name</th> <th>Last Name</th> <th>Record Type</th> <th>Exposure Event</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>000154</td> <td>Peter</td> <td>Peterson</td> <td>COVID-19 Contact</td> <td>78</td> </tr> <tr> <td>2</td> <td>000155</td> <td>Lisa</td> <td>Lisasmith</td> <td>COVID-19 Contact</td> <td>78</td> </tr> <tr> <td>3</td> <td>000156</td> <td>Tessa</td> <td>Tessason</td> <td>COVID-19 Case</td> <td>302</td> </tr> </tbody> </table> | S... | ↑ ↓ | First Name | Last Name | Record Type | Exposure Event | 1 | 000154 | Peter | Peterson | COVID-19 Contact | 78 | 2 | 000155 | Lisa | Lisasmith | COVID-19 Contact | 78 | 3 | 000156 | Tessa | Tessason | COVID-19 Case | 302 |
| S... | ↑ ↓ | First Name | Last Name | Record Type | Exposure Event | | | | | | | | | | | | | | | | | | | | | |
| 1 | 000154 | Peter | Peterson | COVID-19 Contact | 78 | | | | | | | | | | | | | | | | | | | | | |
| 2 | 000155 | Lisa | Lisasmith | COVID-19 Contact | 78 | | | | | | | | | | | | | | | | | | | | | |
| 3 | 000156 | Tessa | Tessason | COVID-19 Case | 302 | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>To report case or contact information, select the Location from the drop-down and click Next.</p> <p>If you do not see the location listed select "None of the above" from the drop down and click Next. Skip to Step 8.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>4 Select the radio button according to whether the individual is a COVID-19 case (someone who has tested positive for COVID-19), or a COVID-19 contact (someone who has come in close contact with a COVID-19 case).</p> <p>Note that the information collected for Cases and Contacts will be slightly different. Click New.</p> |  |
| <p>5 Enter information about the individual on the form</p> <ul style="list-style-type: none"> ❖ Required fields are marked with a red asterisk. ❖ In the Specific Place in the Location field, enter the specific place that the Case or Contact was located in the location. ❖ If your local health department has asked you to report records to a specific exposure, enter that Exposure Event # here. Click the magnifying glass to open full search results. You cannot enter information for Exposure Events that have been closed by the health dept. or for a location other than the one listed above. |  |
| <p>6 If you have more individuals you would like to enter, click Save & New to open a new form. If you are finished, click Save.</p> |  |
| <p>7 After clicking Save, you will see a summary view of the last form you completed.</p> <p>Click Report Cases and Contacts to return to the list of all information in SPOT.</p> |  |

8 If you did not see the location and selected "None of the above", you will be taken to a form where you can fill out details for the Location and Exposure.

Complete this form with details about the location for which you need to report cases and contacts.

Location of the Exposure
Name and address of the school facility or site where the exposure took place.

* Location Name

* Location Type

* Street

* City

* Zip/Postal Code

State

Exposure Information

* Start Date of Exposure

End Date of Exposure

* Specific Place in the Location

* Number of COVID-19 Positive Cases

Number of Close Contacts

Total Number of People at the Location

9 At the end of the form, you have the option to provide basic information about the positive case(s) (name, contact information, etc.) for this new location. If you do not have this information now, you can submit this form and provide the case and contact information once the local health department has confirmed the Location.

If you are ready to provide the case information, select **Yes** and click **Next**.

If you do not have that information now, select **No** and skip to Step 12.

Please review the information you entered to confirm it is correct and that you are submitting this for County Health Department. You will NOT be able to edit the form after clicking Next.

You have the option to provide basic information about the positive case(s) (name, contact information, etc.) for this new location. If you do not have this information now, you can submit this form and provide the case and contact information once the local health department has confirmed the Location.

* Do you want to provide case(s) information now? A case is anyone who has tested positive for COVID-19.

Yes, I am ready to provide this information

No, I will provide this information later once the Health Department has confirmed the information.

10 Complete the form with information about the case related to the location and exposure from the previous page.

Click **Next**.

- Complete this form with information on the case related to the exposure you entered on the previous page. A case is anyone who has tested positive for COVID-19.
- Do not click the back button in your browser.
- Do not refresh this page.
- Do not exit the flow before reaching the confirmation screen.
- You will have a chance to submit multiple cases, if needed.

* First Name

* Last Name

* Birthdate

Gender

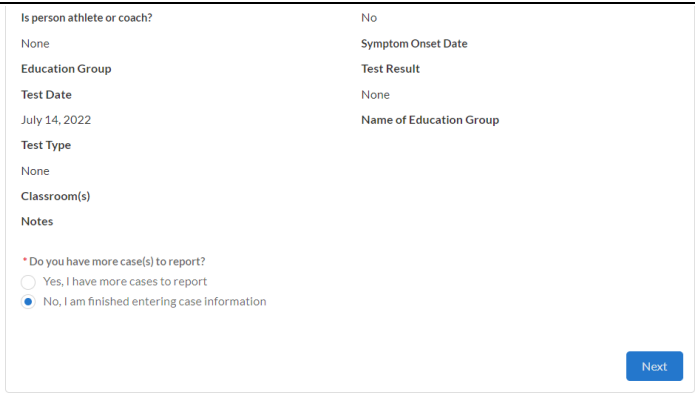
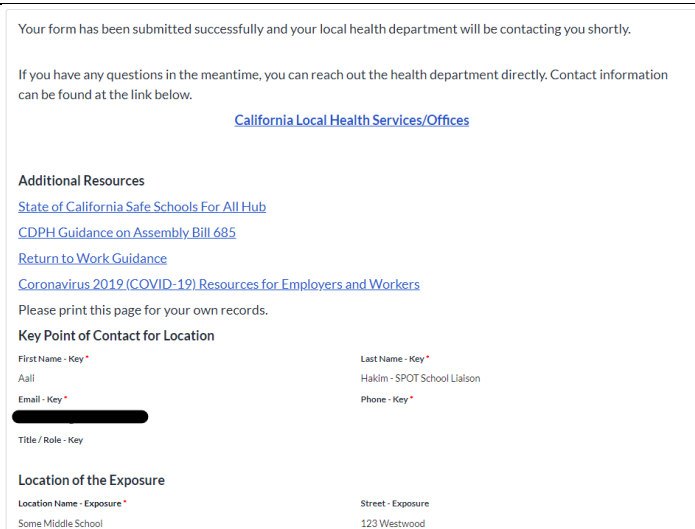
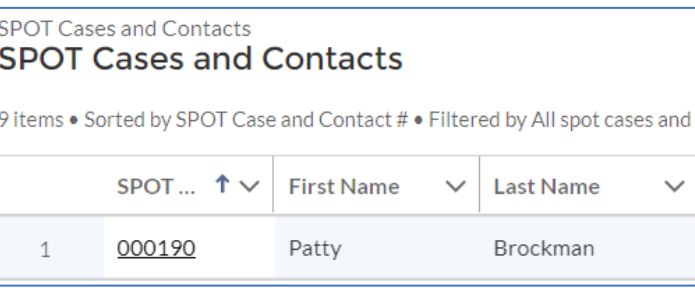
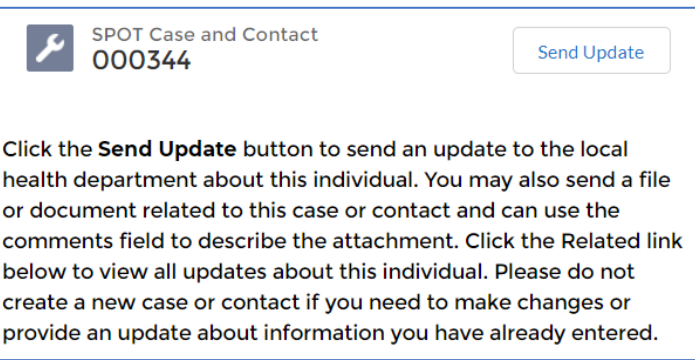
Parent/Guardian Name

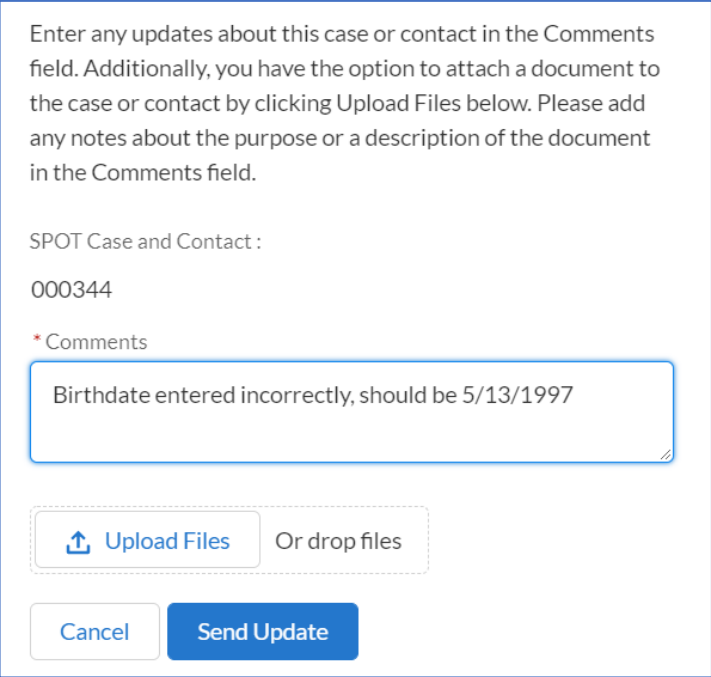
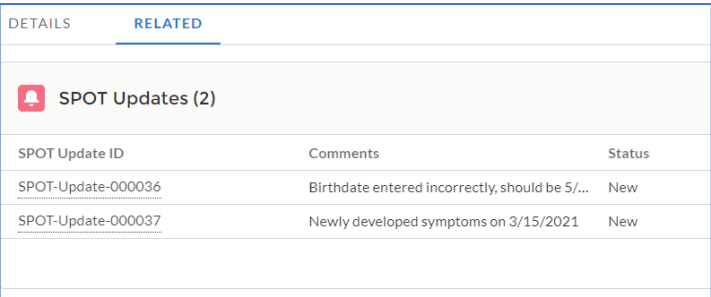
* Mobile Phone (or Parent/Guardian Phone)

Home Phone

Home Street Address

City


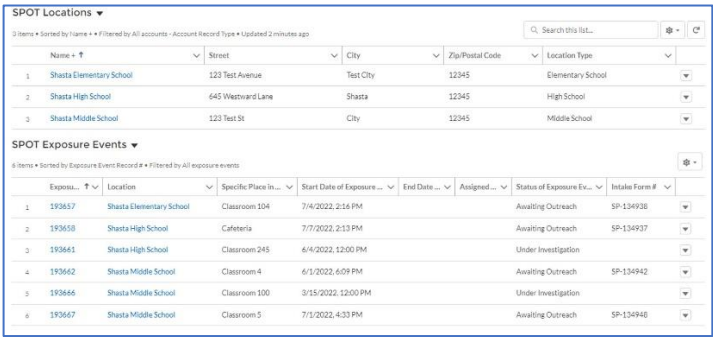
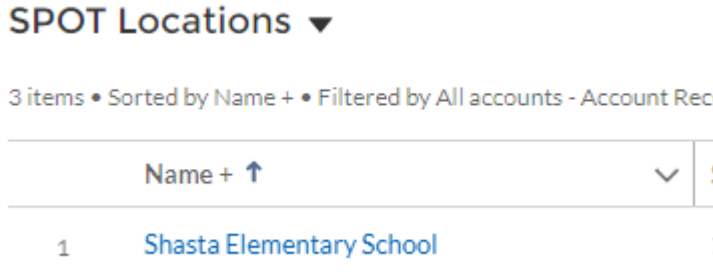
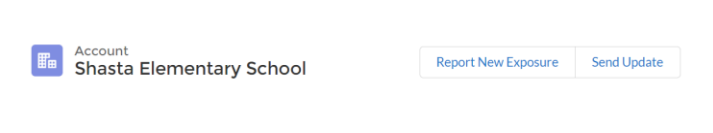
| | |
|--|--|
| <p>11 After clicking Next, you can review the details about the individual.</p> <p>At the end of the form, you can choose whether you have more cases to report.</p> <ul style="list-style-type: none"> • Select Yes to enter details for additional case(s). You will be taken back to Step 8. • Select No if you are finished entering case information. |  |
| <p>12 After finishing the form, you will be able to review the information you entered.</p> <p>Click Finish.</p> |  |
| <p>13 If you need to send an update or correct data for an individual, do not submit a new case or contact entry form. Instead, click the number in the SPOT Case and Contact # column next to the individual's name.</p> |  |
| <p>14 Click the Send Update button.</p> |  |

| <p>15</p> | <p>In the Comments field, enter information about the update.</p> <p>There is the option to attach a document or file related to the case or contact. Click Upload Files and select the file from your computer.</p> <p>Click Send Update. The update will be sent to the local health department.</p> |  <p>Enter any updates about this case or contact in the Comments field. Additionally, you have the option to attach a document to the case or contact by clicking Upload Files below. Please add any notes about the purpose or a description of the document in the Comments field.</p> <p>SPOT Case and Contact : 000344</p> <p>* Comments</p> <p>Birthdate entered incorrectly, should be 5/13/1997</p> <p>Upload Files Or drop files</p> <p>Cancel Send Update</p> | | | | | | | | | |
|------------------------------------|--|--|----------------|----------|--------|------------------------------------|--|-----|------------------------------------|---------------------------------------|-----|
| <p>16</p> | <p>To view all updates for this individual, click the Related link.</p> |  <p>DETAILS RELATED</p> <p>SPOT Updates (2)</p> <table border="1"> <thead> <tr> <th>SPOT Update ID</th> <th>Comments</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>SPOT-Update-000036</td> <td>Birthdate entered incorrectly, should be 5/...</td> <td>New</td> </tr> <tr> <td>SPOT-Update-000037</td> <td>Newly developed symptoms on 3/15/2021</td> <td>New</td> </tr> </tbody> </table> | SPOT Update ID | Comments | Status | SPOT-Update-000036 | Birthdate entered incorrectly, should be 5/... | New | SPOT-Update-000037 | Newly developed symptoms on 3/15/2021 | New |
| SPOT Update ID | Comments | Status | | | | | | | | | |
| SPOT-Update-000036 | Birthdate entered incorrectly, should be 5/... | New | | | | | | | | | |
| SPOT-Update-000037 | Newly developed symptoms on 3/15/2021 | New | | | | | | | | | |

View Locations and Exposures

In this section, you can view all Locations and Exposure Events in your schools. You will see two list views that show the schools you are linked to and any Exposure Events for those Locations.

| Step | Action | Screenshot |
|------|--------|------------|
|------|--------|------------|

| <p>1 Navigate to this section by clicking the View Locations and Exposures button on the home page or the link at the top of any page.</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------------------|---------------------------|-------------------|-----------------|--------------------------|----------------------------|-----------------|-----------|-------|-------------------|----------------------|-------------------|--------|-------|-------------|------------------------|-------------|------|-------|---------------|-------------|----------|----------------------|---------------------------|-------------|-------------|--------------------------|---------------|----------|--------------------------|---------------|-------------------|--|--|-------------------|-----------|----------|--------------------|-----------|-------------------|--|--|-------------------|-----------|----------|--------------------|---------------|--------------------|--|--|---------------------|--|----------|----------------------|-------------|-------------------|--|--|-------------------|-----------|----------|----------------------|---------------|---------------------|--|--|---------------------|--|----------|----------------------|-------------|-------------------|--|--|-------------------|-----------|
| <p>2 On this page, you will see the schools you are linked to. Further down the page, you will see the Exposure Events for those schools.</p> <p>Note: You cannot enter information for Exposure Events that have been closed by the health department. Contact your health department directly if you have additional information to report.</p> |  <p>SPOT Locations</p> <table border="1"> <thead> <tr> <th>Name + ↑</th> <th>Street</th> <th>City</th> <th>Zip/Postal Code</th> <th>Location Type</th> </tr> </thead> <tbody> <tr> <td>1 Shasta Elementary School</td> <td>123 Test Avenue</td> <td>Test City</td> <td>12345</td> <td>Elementary School</td> </tr> <tr> <td>2 Shasta High School</td> <td>645 Westward Lane</td> <td>Shasta</td> <td>12345</td> <td>High School</td> </tr> <tr> <td>3 Shasta Middle School</td> <td>123 Test St</td> <td>City</td> <td>12345</td> <td>Middle School</td> </tr> </tbody> </table> <p>SPOT Exposure Events</p> <table border="1"> <thead> <tr> <th>Exposu... ↑</th> <th>Location</th> <th>Specific Place In...</th> <th>Start Date of Exposure...</th> <th>End Date...</th> <th>Assigned...</th> <th>Status of Exposure Ev...</th> <th>Intake Form #</th> </tr> </thead> <tbody> <tr> <td>1 193857</td> <td>Shasta Elementary School</td> <td>Classroom 104</td> <td>7/4/2022, 2:16 PM</td> <td></td> <td></td> <td>Awaiting Outreach</td> <td>SP-134938</td> </tr> <tr> <td>2 193658</td> <td>Shasta High School</td> <td>Cafeteria</td> <td>7/7/2022, 2:13 PM</td> <td></td> <td></td> <td>Awaiting Outreach</td> <td>SP-134937</td> </tr> <tr> <td>3 193841</td> <td>Shasta High School</td> <td>Classroom 245</td> <td>6/4/2022, 12:00 PM</td> <td></td> <td></td> <td>Under Investigation</td> <td></td> </tr> <tr> <td>4 193642</td> <td>Shasta Middle School</td> <td>Classroom 4</td> <td>6/1/2022, 6:09 PM</td> <td></td> <td></td> <td>Awaiting Outreach</td> <td>SP-134942</td> </tr> <tr> <td>5 193846</td> <td>Shasta Middle School</td> <td>Classroom 100</td> <td>3/15/2022, 12:00 PM</td> <td></td> <td></td> <td>Under Investigation</td> <td></td> </tr> <tr> <td>6 193647</td> <td>Shasta Middle School</td> <td>Classroom 5</td> <td>7/1/2022, 4:33 PM</td> <td></td> <td></td> <td>Awaiting Outreach</td> <td>SP-134940</td> </tr> </tbody> </table> | Name + ↑ | Street | City | Zip/Postal Code | Location Type | 1 Shasta Elementary School | 123 Test Avenue | Test City | 12345 | Elementary School | 2 Shasta High School | 645 Westward Lane | Shasta | 12345 | High School | 3 Shasta Middle School | 123 Test St | City | 12345 | Middle School | Exposu... ↑ | Location | Specific Place In... | Start Date of Exposure... | End Date... | Assigned... | Status of Exposure Ev... | Intake Form # | 1 193857 | Shasta Elementary School | Classroom 104 | 7/4/2022, 2:16 PM | | | Awaiting Outreach | SP-134938 | 2 193658 | Shasta High School | Cafeteria | 7/7/2022, 2:13 PM | | | Awaiting Outreach | SP-134937 | 3 193841 | Shasta High School | Classroom 245 | 6/4/2022, 12:00 PM | | | Under Investigation | | 4 193642 | Shasta Middle School | Classroom 4 | 6/1/2022, 6:09 PM | | | Awaiting Outreach | SP-134942 | 5 193846 | Shasta Middle School | Classroom 100 | 3/15/2022, 12:00 PM | | | Under Investigation | | 6 193647 | Shasta Middle School | Classroom 5 | 7/1/2022, 4:33 PM | | | Awaiting Outreach | SP-134940 |
| Name + ↑ | Street | City | Zip/Postal Code | Location Type | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 Shasta Elementary School | 123 Test Avenue | Test City | 12345 | Elementary School | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Shasta High School | 645 Westward Lane | Shasta | 12345 | High School | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Shasta Middle School | 123 Test St | City | 12345 | Middle School | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposu... ↑ | Location | Specific Place In... | Start Date of Exposure... | End Date... | Assigned... | Status of Exposure Ev... | Intake Form # | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 193857 | Shasta Elementary School | Classroom 104 | 7/4/2022, 2:16 PM | | | Awaiting Outreach | SP-134938 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 193658 | Shasta High School | Cafeteria | 7/7/2022, 2:13 PM | | | Awaiting Outreach | SP-134937 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 193841 | Shasta High School | Classroom 245 | 6/4/2022, 12:00 PM | | | Under Investigation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 193642 | Shasta Middle School | Classroom 4 | 6/1/2022, 6:09 PM | | | Awaiting Outreach | SP-134942 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 193846 | Shasta Middle School | Classroom 100 | 3/15/2022, 12:00 PM | | | Under Investigation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 193647 | Shasta Middle School | Classroom 5 | 7/1/2022, 4:33 PM | | | Awaiting Outreach | SP-134940 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>3 To view more details about a specific Location, click the Location name in the Name+ column.</p> |  <p>SPOT Locations</p> <p>3 items • Sorted by Name + • Filtered by All accounts - Account Rec</p> <p>Name + ↑</p> <p>1 Shasta Elementary School</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>4 To report a new Exposure for that Location, click the Report New Exposure button to the right of the Location name.</p> |  <p>Account Shasta Elementary School</p> <p>Report New Exposure Send Update</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>5 Completing this form will report a new exposure to the health department. Once reviewed, this form may be processed into a new Exposure Event. Please allow for processing time.</p> <p>Complete all the fields you have information for and click Next. Required fields are marked with a red asterisk *. After clicking Next, you can review the data you entered. Click x to exit the form.</p> | <p>Complete this form to report a new exposure for Shasta Elementary School. Once reviewed by the health department, this form may be processed into a new Exposure Event. Please allow for processing time. To report cases and contacts for this location, navigate to the Report Cases and Contacts page.</p> <p>Exposure Information</p> <p>* Start Date of Exposure ⓘ End Date of Exposure ⓘ</p> <p>* Specific Place in the Location ⓘ * Number of COVID-19 Positive Cases ⓘ</p> <p>Number of Close Contacts ⓘ Total Number of People at the Location ⓘ</p> <p>NAICS Code of the Workplace ⓘ Industry of the Workplace ⓘ</p> <p>Reason(s) For Report ⓘ</p> <p> <input type="checkbox"/> Individual Case Report <input type="checkbox"/> Multiple Case Report <input type="checkbox"/> Outbreak <input type="checkbox"/> Requesting Assistance/Call-back <input type="checkbox"/> Other </p> <p>Reason for Report - Specify Other</p> |
| <p>6 If you need to send an update to the Local Health Department about the school, or send a file or document related to the school, click the Send Update button.</p> | <p>Account Shasta Elementary School</p> <p>Report New Exposure Send Update</p> |
| <p>7 In the Comments field, enter information about the update.</p> <p>There is the option to attach a document or file related to the school. Click Upload Files and select the file from your computer.</p> <p>Click Send Update. The update will be sent to the local health department.</p> | <p>Enter any updates about this Location in the Comments field. Additionally, you have the option to attach a document by clicking Upload Files below. Please add any notes about the purpose or a description of the document in the Comments field. Do not include completed bulk upload templates; those must be sent via the Bulk Upload page in SPOT.</p> <p>* Comments</p> <p>This field is required.</p> <p>Upload Files Or drop files</p> <p>Cancel Send Update</p> |

8 When viewing a location, you can click the **Related** link to see Exposure Events for that Location and any updates sent for that Location.

Account Details

DETAILS **RELATED**

Exposure Events (2)

| Exposure Event Record # | Specific Place in the Location | Start Date of Exposure Period | End Date of Exposure Period |
|-------------------------|--------------------------------|-------------------------------|----------------------------------|
| 193657 | Classroom 104 | 7/4/2022, 2:16 PM | <input type="button" value="v"/> |
| 193662 | Classroom 4 | 6/1/2022, 6:09 PM | <input type="button" value="v"/> |

[View All](#)

SPOT Updates (2)

| SPOT Update ID | Status | Comments | Has Attachment |
|------------------------------------|--------|-----------------------------------|--------------------------|
| SPOT-Update-029381 | New | We have closed down classro... | <input type="checkbox"/> |
| SPOT-Update-029410 | New | Attaching Floor plan of the EL... | <input type="checkbox"/> |

[View All](#)

9 To view more details about a specific Exposure Event, click the number in the **Exposure Event Record #** column in the SPOT Exposure Events list.

Exposure Event
COM - Santa Clara High School - Santa Clara - 1/2021 -# 78 [Send Update](#)

Click the **Send Update** button to send an update to the local health department about this exposure. You may also send a file or document related to this exposure and can use the comments field to describe the attachment. Click the Related link below to view all updates about this exposure.

DETAILS **RELATED**

Exposure Event Information

Exposure Event Record #
78

Location
[Santa Clara High School](#)

Location Type
School

Start Date of Exposure Period
1/26/2021, 12:00 PM

Specific Place in the Location
Mr. Allen's Science Classroom #15

Status of Exposure Event
Awaiting Outreach

Other Key Staff or Agencies Notified

School District
Santa Clara

Local Health Jurisdiction
Santa Clara

End Date of Exposure Period
1/27/2021, 12:00 PM

Indoors/Outdoors
Indoors

Potential Number of People Exposed
15

Assigned Outbreak Investigator
TEST SUPERVISOR

10 If you need to send an update to the local health department about the exposure, or send a file or document related to the exposure, click the **Send Update** button.

Exposure Event
SCH - Shasta Elementary School - Test City - 7/2022 -# 193657 [Send Update](#)

11 In the **Comments** field, enter information about the update.

There is the option to attach a document or file related to the exposure. Click Upload Files and select the file from your computer.

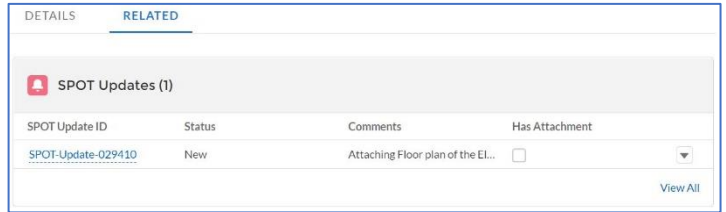
Click **Send Update**. The update will be sent to the local health department.

Enter any updates about this exposure in the Comments field. Additionally, you have the option to attach a document to the exposure by clicking Upload Files below. Please add any notes about the purpose or a description of the document in the Comments field. Do not include completed bulk upload templates; those must be sent via the Bulk Upload page in SPOT.

* Comments

[Upload Files](#) Or drop files

12 To view all updates for this exposure, click the **Related** link.




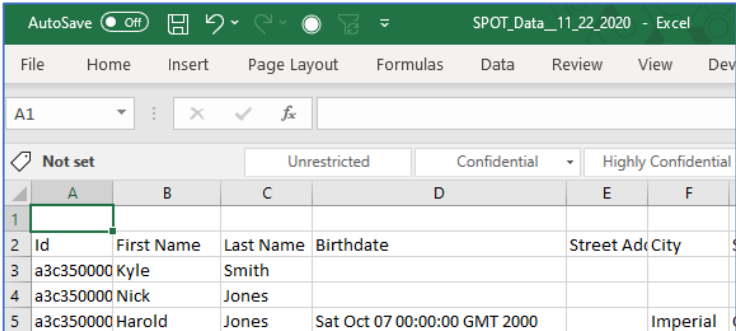
The screenshot shows a web interface with a 'RELATED' tab selected. Below the tab is a section titled 'SPOT Updates (1)' with a red notification icon. Underneath is a table with the following columns: 'SPOT Update ID', 'Status', 'Comments', and 'Has Attachment'. A single row is visible with the following data: 'SPOT-Update-029410', 'New', 'Attaching Floor plan of the EL...', and an unchecked checkbox. A 'View All' link is located at the bottom right of the table area.

| SPOT Update ID | Status | Comments | Has Attachment |
|------------------------------------|--------|-----------------------------------|--------------------------|
| SPOT-Update-029410 | New | Attaching Floor plan of the EL... | <input type="checkbox"/> |

[View All](#)

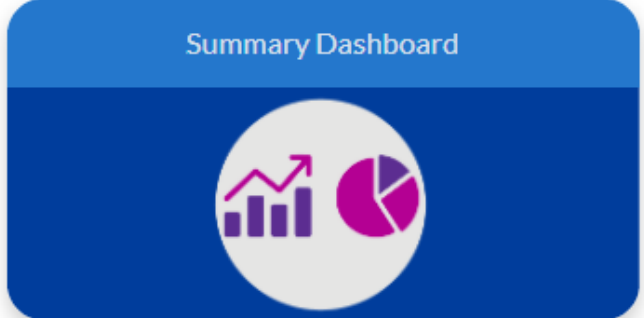
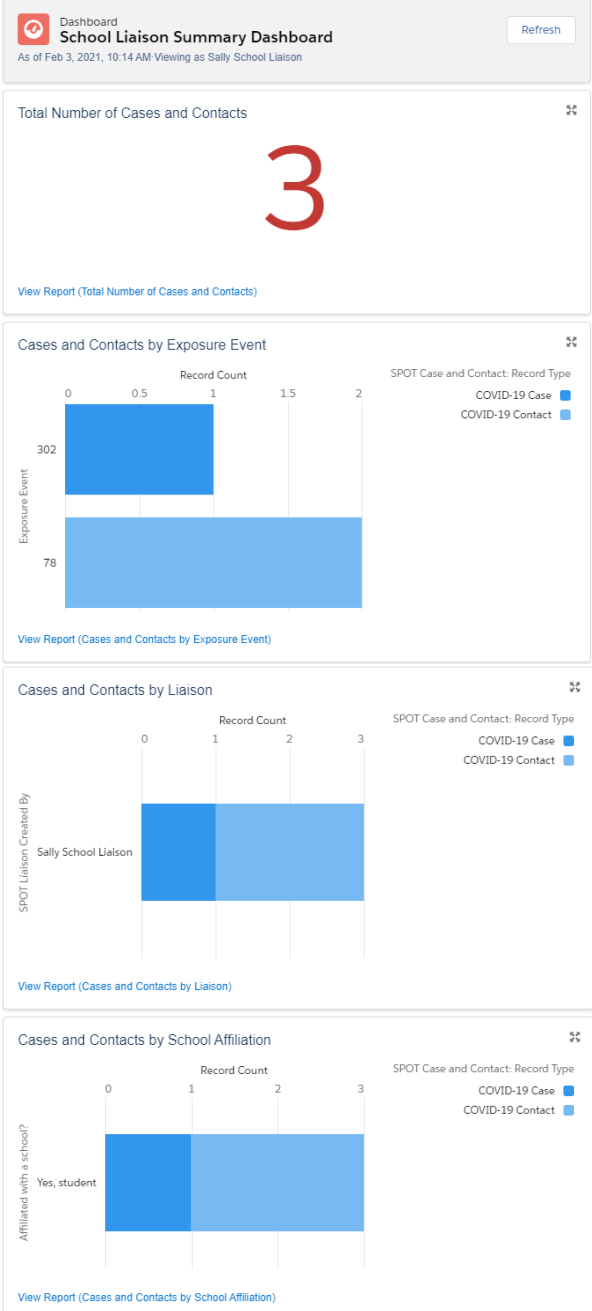
Export Data

In this section, you can download a file containing all information entered in SPOT. Information entered on this site will only be available for 180 days after the record was created. After that time, you will need to reach out to your local health department for any related inquiry.

| Step | Action | Screenshot |
|------|--|--|
| 1 | <p>Navigate to this section by clicking the Export Data button on the home page or the link at the top of any page.</p> |  |
| 2 | <p>You have the option to download data based on location, exposure event, only your data, or all data entered in SPOT for locations you are associated to.</p> <p>The file will download in CSV format.</p> | <p>In this section, you can download an export of data entered in SPOT, in CSV format. You have the option to download data based on location, exposure event, only your data, or all data entered in SPOT for locations you are associated to.</p> <p>Location: <input type="text" value="All"/></p> <p><input type="button" value="Export SPOT Data by Location"/></p> <p>Exposure Event: <input type="text" value="All"/></p> <p><input type="button" value="Export SPOT Data by Exposure Event"/></p> <p>Created By: <input type="text" value="All"/></p> <p><input type="button" value="Export SPOT Data by Liaison"/></p>  |

Summary Dashboard

In this section, you can view summary data about information entered in SPOT for your schools.

| Step | Action | Screenshot | | | | | | | | | | | | | | |
|---------------------------|---|--|----------------|--------------|-----|---|----|---|-------------------------|--------------|----------------------|---|---------------------------|--------------|--------------|---|
| 1 | <p>Navigate to this section by clicking the Summary Dashboard button on the home page or the link at the top of any page.</p> |  | | | | | | | | | | | | | | |
| 2 | <p>You can see dashboards for:</p> <ul style="list-style-type: none"> • Total Number of Cases and Contacts • Cases and Contacts grouped by Exposure Event • Cases and Contacts grouped by the Liaison who entered them • Cases and Contacts grouped by their school affiliation |  <p>Dashboard School Liaison Summary Dashboard As of Feb 3, 2021, 10:14 AM Viewing as Sally School Liaison</p> <p>Refresh</p> <p>Total Number of Cases and Contacts</p> <p>3</p> <p>View Report (Total Number of Cases and Contacts)</p> <p>Cases and Contacts by Exposure Event</p> <p>Record Count</p> <p>SPOT Case and Contact: Record Type</p> <ul style="list-style-type: none"> COVID-19 Case COVID-19 Contact <table border="1"> <thead> <tr> <th>Exposure Event</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>302</td> <td>1</td> </tr> <tr> <td>78</td> <td>2</td> </tr> </tbody> </table> <p>View Report (Cases and Contacts by Exposure Event)</p> <p>Cases and Contacts by Liaison</p> <p>Record Count</p> <p>SPOT Case and Contact: Record Type</p> <ul style="list-style-type: none"> COVID-19 Case COVID-19 Contact <table border="1"> <thead> <tr> <th>SPOT Liaison Created By</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>Sally School Liaison</td> <td>3</td> </tr> </tbody> </table> <p>View Report (Cases and Contacts by Liaison)</p> <p>Cases and Contacts by School Affiliation</p> <p>Record Count</p> <p>SPOT Case and Contact: Record Type</p> <ul style="list-style-type: none"> COVID-19 Case COVID-19 Contact <table border="1"> <thead> <tr> <th>Affiliated with a school?</th> <th>Record Count</th> </tr> </thead> <tbody> <tr> <td>Yes, student</td> <td>3</td> </tr> </tbody> </table> <p>View Report (Cases and Contacts by School Affiliation)</p> | Exposure Event | Record Count | 302 | 1 | 78 | 2 | SPOT Liaison Created By | Record Count | Sally School Liaison | 3 | Affiliated with a school? | Record Count | Yes, student | 3 |
| Exposure Event | Record Count | | | | | | | | | | | | | | | |
| 302 | 1 | | | | | | | | | | | | | | | |
| 78 | 2 | | | | | | | | | | | | | | | |
| SPOT Liaison Created By | Record Count | | | | | | | | | | | | | | | |
| Sally School Liaison | 3 | | | | | | | | | | | | | | | |
| Affiliated with a school? | Record Count | | | | | | | | | | | | | | | |
| Yes, student | 3 | | | | | | | | | | | | | | | |