

School Portal for Outbreak Tracking (SPOT) - User Guide

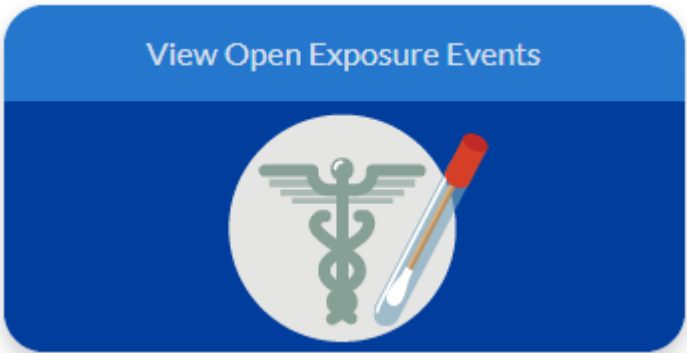
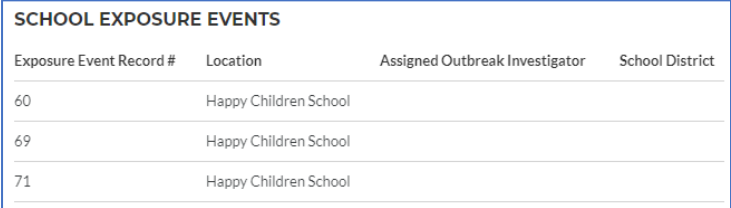
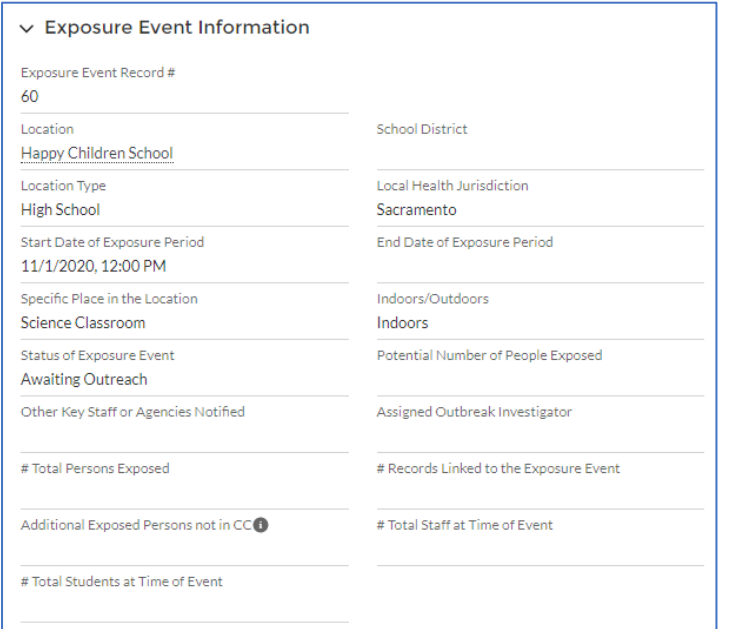
Please contact your local health department with any additional questions.

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. View Open Exposure Events
2. Enter Information for an Existing Exposure

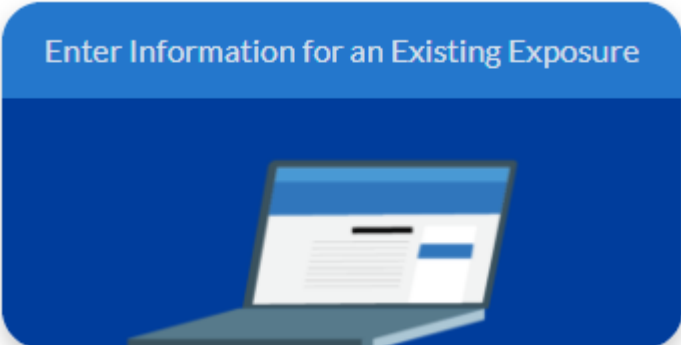
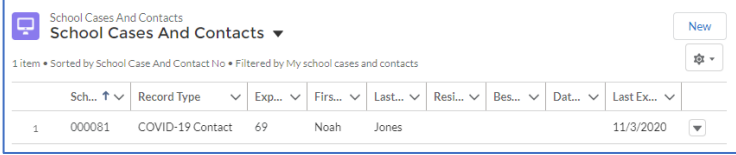
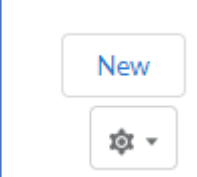
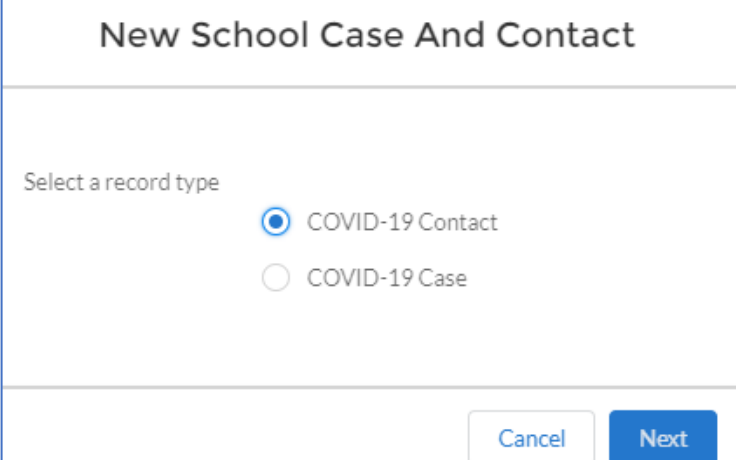
View Open Exposure Events

In this section, you can view all open Exposure Events in your school. You will need to know the Exposure Event Record # in order to enter information in SPOT about individuals who were involved in a COVID-19 exposure at your school.

| Step | Action | Screenshot |
|----------|--|--|
| 1 | <p>Navigate to this section by clicking the View Open Exposure Events button on the home page or the link at the top of any page.</p> |  |
| 2 | <p>On this page, you will see open Exposure Events in your school.</p> |  |
| 3 | <p>To view more details about a specific exposure event, click the number in the Exposure Event Record # column.</p> |  |

Enter Information for an Existing Exposure

In this section, you can complete a form with key information about individuals who were involved in a COVID-19 exposure at your school. You can also view all information you have entered in SPOT.

| Step | Action | Screenshot |
|------|--|--|
| 1 | <p>Navigate to this section by clicking the Enter Information for an Existing Exposure button on the home page or the link at the top of any page.</p> |  |
| 2 | <p>On this page, you will see a list of all information you have entered in SPOT.</p> |  |
| 3 | <p>To enter in new information about an individual involved in an exposure at your school, select the New button on the right-hand side of the page.</p> |  |
| 4 | <p>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 Next.</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 Exposure Event field, enter the Exposure Event Record # provided to you by the local health department, or select it from the menu that opens. | <div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">New School Case And Contact: COVID-19 Contact</p> <hr/> <p>Personal Information</p> <p>* Exposure Event <input type="text" value="60"/></p> <p>* First Name <input type="text"/> * Last Name <input type="text"/></p> <p>Birthdate <input type="text"/> Language <input type="text" value="--None--"/></p> <p>Parent / Guardian Name <input type="text"/> Best Phone Number to Reach <input type="text"/></p> <p>Street Address <input type="text"/> Resident County / LHJ <input type="text" value="--None--"/></p> <p>City <input type="text"/></p> </div> |
| <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> | <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <input type="button" value="Cancel"/> <input type="button" value="Save & New"/> <input type="button" value="Save"/> </div> |
| <p>7 After clicking Save, you will see a summary view of the last form you completed.</p> <p>Click Enter Information for an Existing Exposure to return to the list of all information you have entered in SPOT.</p> | <div style="border: 1px solid #ccc; padding: 10px;"> <p>School Case And Contact Detail</p> <p>▼ Personal Information</p> <p>Exposure Event 69</p> <p>First Name Noah</p> <p>Birthdate</p> <p>Last Name Jones</p> <p>Language</p> </div> |