

QUICK GUIDE: COVID-19 REPORTING FOR ECE[†], K-12, AND IHE[‡]

SITUATION

INSTRUCTIONS

1-2 CHILD/STUDENT/STAFF CASES IN THE SAME SETTING WITHIN 14 DAYS

Maintain a line list of test dates, symptom onset dates, and setting location (class, grade, room # etc.) for each case to monitor threshold for reporting.

REPORTING THRESHOLD MET
3 or more child/student/staff cases occur in the same setting within a 14-day period

LOG IN TO SPOT

REPORT ALL NEW CASES USING SPOT

INDIVIDUAL REPORTING

1. Navigate to spot.cdph.ca.gov and click "Existing User"
2. Enter your assigned username (your email address + .spot) and chosen password

Once threshold has been met:
Continue to report all individual cases associated with outbreak. Can report **in bulk** or **individually**.

1. Select program or school location
2. Select "COVID-19 Case"
3. Input specific setting/campus location such as class, grade, or room number
⚠ IHE[‡]: Please include class day/time
4. Complete all fields marked with a red asterisk (*) to finish reporting case, then click "Save"—**Repeat steps 1-4 for each case being reported**

REVIEWING DATA FOR YOUR LOCATION

1. Select "Export Data"
2. Choose which data you want exported to an excel file by clicking "Export data by..."

BULK REPORTING (10+ CASES)

1. Click "Bulk Upload" from top of the page
2. Download and open the template—**Always download the most current version**
3. On the first tab (titled "Instructions") fill out the name of the program or school
4. On the second tab, titled "Case Data Entry", enter all new cases—for each entry, fill out all fields marked with a red asterisk (*)
5. When done, save file to computer
6. Return to SPOT portal
7. Select location from drop down list
8. Click "Upload File" and select saved file
9. Once file is uploaded, click "Send Update"

SENDING UPDATES ON EXISTING CASE(S)

1. Select "Report Cases and Contacts"
2. Click "SPOT Case #" for case
3. Select "Send Update" and add comments

SENDING GENERAL UPDATE TO LBDHHS

1. Select "View Location and Exposures"
2. Choose location
3. Select "Send Update" and add comments

DON'T HAVE A LOGIN?

Click "New User"

Select LHJ "Long Beach"

Report School Exposure

Complete all fields marked with a red asterisk (*)

Add cases being reported

Click **"Finish"**! You will get 2 emails: a **report confirmation** email and a **portal registration** email.

* Required SPOT field † **ECE:** Early Childhood Education Programs ‡ **IHE:** Institutions of Higher Education

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STILL HAVE QUESTIONS?

Visit longbeach.gov/covid19edu or email covid19edu@longbeach.gov

