



New York State Department of Health
Office of Health Emergency Preparedness
and the Commerce Training Institute



**NEW Evacuation of Facilities in Disasters Systems (eFINDS)
Training for Nursing Homes**

Background:

The eFINDS application is the Health Commerce System (HCS) platform for sharing of patient/resident location information when facilities need to relocate their patients or residents. The application captures minimal amounts of data, and allows facilities to track the patient/resident movement to other facilities, facility types or temporary shelters. This information is shared in real time by Health Commerce System authorized users statewide, and was designed to document patient/resident location, as well as provide day to day or hourly updates as needed.

eFINDS is a role based application, therefore, the facility's HCS Coordinator will assign the appropriate HCS users to either the eFINDS Data Reporter or eFINDS Administrator role.

Purpose of Training:

This course provides a solid foundation for registering and updating patient/resident location information during an incident or event, such as a storm, flood, non-natural incident or practice exercise/drill.

Course participants will be provided a demonstration of the new eFINDS application including: eFINDS Data Reporter and eFINDS Administrator role permissions; how to register a patient/resident with a scanner and without; use a spreadsheet to register multiple patient/residents; update patient/resident tracking information as an evacuating facility, as well as a receiving facility. The session concludes with hands-on exercises.

Link to eFINDS Overview:

<https://commerce.health.state.ny.us/hcsportal/docs/Source/hpn/media/training/eFINDS.html>

Target Audience: Nursing Home eFINDS Data Reporters and eFINDS Administrators.

Training Dates (choose one):

8-Jul	1-2pm	3-4pm
9-Jul	8:30-9:30am	2-3pm
10-Jul	10-11am	4-5pm
11-Jul	9-10am	1-2pm
12-Jul	11-12pm	1:30-2:30pm
15-Jul	12-1pm	2-3pm
16-Jul	9-10am	3-4pm
17-Jul	11-12pm	1-2pm
18-Jul	8-9am	4-5pm
19-Jul	10-11am	12-1pm
22-Jul	11-12pm	2:30-3:30pm
23-Jul	11-12pm	1-2pm
24-Jul	9-10am	12-1pm
25-Jul	10-11am	3-4pm
26-Jul	10:30-11:30am	2-3pm
29-Jul	10-11am	3-4pm
30-Jul	11-12pm	1-2pm
31-Jul	9-10am	2-3pm
1-Aug	8:30-9:30am	12-1pm
2-Aug	10:30-11:30am	3:30-4:30

How to Register:

To register for the webinar, please click <https://www.nylearnsph.com> and follow attached instructions to enroll in the NYSDOH Learning Management System (LMS). Course number is **CTI-500**.

Questions Regarding LMS:

Direct questions to edlearn@health.state.ny.us.

Questions Regarding Training:

Direct questions to the Commerce Training Institute at hcsoutreach@health.state.ny.us or 518-473-1809.

eFINDS *Evacuation of Facilities In Disaster Systems*

Getting Started

The **eFINDS Data Reporter** and **eFINDS Administrator** role have access to the patient tracking application. From the **My Account** link, on the menu bar (top right) of the Health Commerce System (HCS), click **See what roles I hold** to verify that you are in one of the eFINDS roles. If you are not in an eFINDS role, please contact your facility's HCS Coordinator. Locate your coordinators from **My Account > Look up my coordinators**. Click **Update or verify my contact information** to access and update your business and emergency contact information to receive communications.

Open eFINDS

1. Log on to the HCS (<https://commerce.health.state.ny.us>). If you cannot remember your user id or password, please call Commerce Accounts Management Unit at **1-866-529-1890**.
2. Click **eFINDS** in the **My Applications** panel (left side). If you do not see eFINDS, then you are not in an eFINDS role (see Getting Started).
3. Select your current location from the dropdown list.
4. Click **Submit**, and proceed to one of the following actions.

Always VERIFY your location, if affiliated with more than one!

Evacuating Facility: Registers Multiple Patient/Resident

eFINDS Administrator Role Only

1. Click **Register Patient/Resident > Multi Patient/Resident Input**.
2. Verify Evacuation Operation and Current Location.
3. Select Intended Destination.
4. Enter the number of barcodes to be assigned.
5. Click **Generate Fillable Spreadsheet**.
5. Enter known information, such as first name, last name, date of birth (mm/dd/yyyy), and gender.
6. Click **Save all Patient/Resident**.
7. Verify message: **Successfully saved {correct # being evacuated} Patient/Resident** and click **barcode** to view or update the patient or resident information.

Evacuating Facility: Register Patient/Resident with Scanner

Evacuating facilities may not have time to complete the registration process, so multiple time saving options are available

1. Scan a barcode
OR click **Register Patient/Resident > With Scanner**.
2. Confirm message: **Barcode is located. You can register a new Patient/Resident with it.**
3. **If time allows**, enter first name, last name, date of birth (mm/dd/yyyy), gender, etc.
4. Verify the Evacuation Operation OR select another operation from the list.
5. Verify the patient/resident current location is correct.
6. Select the Intended Destination Organization type, if necessary.
7. Select the Intended Destination.
8. Enter the Bulk Group; such as bus no. or transportation description.
9. Click **Register**. If the required fields are not complete, you will receive an error message. Click **Override** to bypass the error.
10. Confirm message: **Patient/Resident info is updated.**

Evacuating Facility: Updates Multiple Patient/Resident

eFINDS Administrator Role Only

1. Click **Update Patient/Resident > Multi Patient/Resident Update**.
2. Verify your location.
3. Select the Action Type:
Releasing Patient/Resident From this Location, OR Change Operation for Patient/Resident at this Location.
4. Select the Intended Destination.
5. Enter the Bulk Group, for example transport via bus.
6. Click **Load All Patient/Resident**.
7. Select All OR select Update for each patient/resident.
8. Click **Release Selected Patient/Residents OR Change Operation for Selected Patient/Resident**.
9. Verify **Successfully updated {#} Patient/Resident**.

Evacuating Facility: Generates Barcoded PDF Log OR Uploadable Barcode Spreadsheet

eFINDS Administrator Role Only

1. Click **Manage Barcodes > Generate Barcodes Spreadsheet**.
2. Select or verify the current location.
3. Enter Start and End barcode numbers, e.g., 4—13 for ten patient/residents to be relocated.
4. Select the PDF if you want a scannable barcode log OR select EXCEL for the upload patient/resident option.
5. Click **Generate**.
6. Print the PDF OR save the Excel spreadsheet to your computer.

Note: PDF files cannot be uploaded, but could be sent with transport. The Excel file can be updated with patient/resident information and uploaded to eFINDS. See upload instructions below.

Quick Search

1. Click **Home** on the eFINDS menu bar.
2. Scan a barcode, enter a barcode number, OR enter first or last name in Quick Search (located top right).
If necessary click **Quick Search**.
3. Locate the correct patient/resident record.
4. Click the Barcode (Serial ID) link.
5. Verify: **Patient/Resident is found. You can update the information.**
6. View, Add, or change the necessary information.
7. Click **Update Patient/Resident**.

If a person has never been to your facility, you will NOT be able to search for them.

Evacuating Facility: Uploads Multi Patient/Resident File

1. Click **Register Patient/Resident > Patient/Resident Upload File**.
2. Verify the Evacuation Operation and current Location.
3. Click **Browse**.
4. Locate the Excel file with **saved** patient/resident information.
Hint: search for nys_eFINDS file name with facility id, date and time.
5. Click **Open** to add file.
6. Click **Upload**.
7. Verify the patient/resident information is updated, and edit information as needed.
8. Click **Save All Patients/Residents**.

Note: If the Excel file has no patient or resident information, then the file cannot be uploaded.

Receiving Facility: Updates Patient/Resident with Scanner

1. Click **Update Patient/Resident > With Scanner**
2. Scan a barcode and click **Submit**, if necessary.
3. Confirm message: **Barcode is located. You can register new Patient/Resident with it OR Patient/Resident is found. You can update the information.**
4. Enter or confirm information, including Evacuation Operation and the current patient/resident location.
5. Click **Register, Update, or Override**.
6. Confirm message: **Patient/Resident info is updated.**

Receiving Facility: Updates Patient/Resident without Scanner

1. Click **Update Patient/Resident > Multi Patient/Resident Update**.
2. Verify your location.
3. Select **Checking in Patients/Residents into this location**.
4. Verify the patient or resident is correct.
5. Click **Select All OR Update** for each patient or resident being received.
6. Click **Check in Selected Patient/Resident**.
7. Confirm Message: **Successfully updated {correct #} of Patient/Resident.**

Shelter-in-Place (SIP)

If an evacuating facility determines that a patient or resident would be safer if **not** moved to another location, then the patient or resident will shelter in place. If the patient or resident is already registered in eFINDS, then click Shelter-In-Place to change the Intended Destination to the current location.





If you wish to participate in this training, please enroll in the NYSDOH Learning Management System's (LMS) at www.NYlearnsPH.com
CTI-500 eFINDS: Patient/Resident Tracking for Evacuation of Facilities in Disasters Systems

1. **Click** or copy and paste the following link into your internet browser address window:
<https://www.nylearnsph.com/Personal/Catalog/Description.aspx?u=KM6WW0gCRpkBZI%2fQLCYcDkiW2niPppR4vXwMyIfr01h1Df4%2by%2fHs3WVgOHZNxtamxn0YW3FtJFY%3d>
2. **If you already have a LMS UserName and Password**, then login and proceed to step 3.

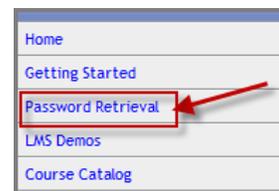
If you do NOT have a LMS UserName or Password, then select *CLICK HERE* to register and complete the registration form:

- **Choose your own** username & password
- Fill in all required fields, denoted with an asterisk (*)
- Please include your **Nursing Home** name in the first line of your work address
- Birth year, while not required, is requested to help identify duplicate records
- Please include your Agency Information. Select either **Other-Skill Nursing Facilities** from the agency drop down list
- Click **Submit Your Registration** and proceed to step 3.

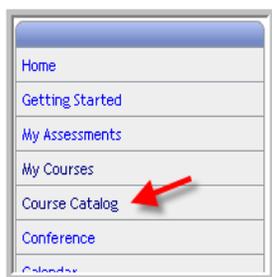


Forgot your password or user name?

Use the "Password Retrieval" function. Select UserName or Password Retrieval, and answer your secret questions.

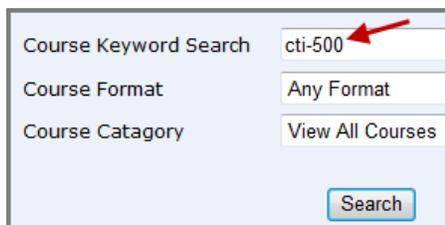


3. Once you have logged in or successfully submitted your registration, you should be brought directly to the **Course Enrollment** page for course **CTI-500 eFINDS**.



If you need to search for the course, then

1. Click **Course Catalog** from left panel menu
2. Enter **CTI-500** in the Course Keyword Search
3. Click **Search**. Note: CTI stands for Commerce Training Institute and the hyphen is necessary in the search
4. Click **Course Name link** to go to **Course Enrollment** page.



Emergency Preparedness					
Course Name	Course #	Formats	Credits	Completion	Hours
e-FINDS	CTI-500	Online with Attendance			1

4. Click **Enroll** button for section you want to attend (you are not able to register for more than one section). Please note there are currently 40 sections which are offered on different dates with different start times. **Please note: dates are in descending order. Click Start/End Dates column heading to sort.**

Enrollment Deadline	Section	Course Format	Start/End Dates
 7/7/2013	July 8, 3-4pm	Online with Attendance	7/8/2013 to 7/8/2013
 7/7/2013	July 8, 1-2pm	Online with Attendance	7/8/2013 to 7/8/2013
 7/7/2013	July 9, 2-3pm	Online with Attendance	7/9/2013 to 7/9/2013
 7/7/2013	July 9, 8:30-9:30am	Online with Attendance	7/9/2013 to 7/9/2013

5. After clicking the **Enroll** button, you will be taken to a page that confirms successful enrollment in the course.

Course Catalog - Registration

[Course Catalog](#) | [Program Catalog](#) | [Advanced Search](#) | [Recommended Courses](#) | [Required Courses](#)

You have successfully registered for CTI-500 e-FINDS. It is now part of your Current Courses in [My Courses](#).

6. You will then receive a confirmation email once you enroll.

Thank you for registering for the following New York State Department of Health Learning Management System (LMS) course:

COURSE NUMBER AND NAME: CTI-500 e-FINDS

7. A few days before the webinar, you will receive a reminder email which will contain login information for webinar, as well as password. Sender will be **NYLearnsPH**. **SAVE THIS EMAIL.**
8. One day prior to your selected enrollment date, you will be emailed training materials.
9. On the day of webinar, simply login the LMS with your Username and Password. From the Home Page, find **My Current Courses** (top right menu), and select the **Launch Course** button for **CTI-500 eFINDS**. Follow instructions for logging into webinar. Password is **welcome2**.