



**New York State Department of Health
Office of Health Emergency Preparedness (OHEP)
and the Commerce Training Institute (CTI)**



**Evacuation of Facilities in Disasters Systems (eFINDS)
Training for Nursing Homes, Adult Care Facilities and Hospitals**

Background:

The New York State eFINDS is a multi-agency patient/resident tracking system that was developed on the NYSDOH Health Commerce System. This system may be used during a large multi-facility evacuation such as Tropical Storm Lee or Hurricane Sandy to track patient/resident movements from origin facilities to destination facilities or other locations as needed. Many healthcare facilities should have already received, or will be receiving over the next few weeks, a scanner for use with the system, wristbands for patients or residents within your facility, and training wristbands that can be used during training. A key component to the success of this system is appropriate training for staff within facilities. To help accomplish this, daily webinar trainings will occur over the next couple of months. It is vital that all facilities ensure an adequate number of staff are trained in the use of this equipment and the eFINDS system should the need arise to use it. NYSDOH staff from the Office of Health Systems Management as well as the Office of Health Emergency Preparedness will be following up with those facilities that may not have yet completed the training to ensure completion.

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 hands on 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.

Target Audience: Nursing Homes, Adult Care Facilities and Hospital eFINDS Data Reporters and Reporting Administrators.

September Training Dates (choose one):

Tues 3-Sep @ 11-12 pm	Thurs 19-Sep @ 10-11 am
Wed 4-Sep @ 3-4 pm	Fri, 20-Sep @ 8:30-9:30 am
Thurs 5-Sep @ 8-9 am	Mon 23-Sep @ 1-2 pm
Fri 6-Sep @ 9-10 am	Tues 24-Sep @ 9-10 am
Mon 9-Sep @ 12-1 pm	Wed 25-Sep @ 12-1 pm
Tues 10-Sep @ 2:30-3:30 pm	Thurs 26-Sep @ 2-3 pm
Wed 11-Sep @ 10-11 am	Fri 27-Sep @ 10-11 am
Thurs 12-Sep @ 1-2 pm	Mon 30-Sep @ 2-3 pm
Fri 13-Sep @ 11-12 pm	Tues 1-Oct @ 8-9 am
Mon 16-Sep @ 4:30-5:30 pm	Wed 2-Oct @ 3-4 pm
Tues 17-Sep @ 1-2 pm	Thurs 3-Oct @ 11-12 am
Wed 18-Sep @ 3-4 pm	Fri 4-Oct @ 9-10 am

Training will be on-going and more sessions will be added for remainder of October.

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.

Link to eFINDS Demo:

<https://apps.health.ny.gov/pub/ctrl/docs/e-finds.html>

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.

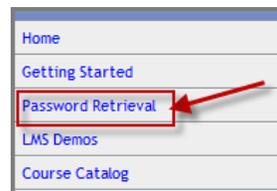
If you do NOT have a LMS UserName or Password, then select *CLICK HERE* to register and complete the registration form:

- **Choose your own** username & password
- Fill in all required fields, denoted with an asterisk (*)
- Please include your **Facility** 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-Adult Care Facility or Other-Hospital** from the agency drop down list
- Click **Submit Your Registration** and proceed to step 3.

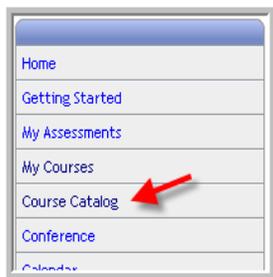


Forgot your password or user name?

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

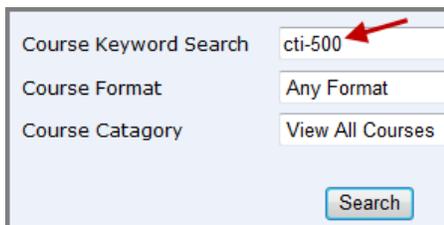


3. Once you have logged in or successfully submitted your registration, you should be brought directly to the **Course Enrollment** page for course **CTI-500 eFINDS**.



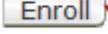
If you need to search for the course, then

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	<u>Start/End Dates</u>
 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**.