New York State
eFINDS
Evacuation of Facilities in Disasters System

Finger Lakes Region Training

Technical Questions

- I cannot log into the HCS.
- I cannot find or open eFINDS.
- I do not see my facility listed in eFINDS.
- I want to add/create a new Evacuation Operation.
- I need additional training/demo barcodes.

Contact the Health Commerce System Trainers
Usually available Monday—Friday 8:30 a.m. to 4:30 p.m.
518-473-1809 option 2

hcsoutreach@health.state.ny.us

Mac-Arthur Louis: mxl22@health.state.ny.us

Non-technical Questions

For Non-Technical Issues

examples:

- Implementation Questions
- Regulatory or policy issues/concerns

Contact the
OHSM Liaison to Public Health Emergency Preparedness
Debra L. Sottolano, PhD, MBA
Division of Standards and Surveillance
NYS Department of Health
518-402-1004
dls20@health.state.ny.us

Agenda

Introduction to e-FINDS

What is eFINDS
Accessing eFINDS
The NYSDOH package

Training Exercises

Evacuate a single patient or resident
Register multiple patients or residents through the web page (admins only)
Release a batch of patients or residents from the evac. Facility
Create a fillable spreadsheet (admins only), fill it in and upload
Create a paper log
Receive a single patient or resident
Check in a batch of patients or residents at the receiving facility
SEARCH:
    eFINDS patients by original location
    eFINDS patients at current location
    Identified incoming eFINDS patients
    Patient Location/Quick Search Functions

e-FINDS

e-FINDS Roles

Data Reporter	Reporting Administrator
Register patient/resident	Same as data reporter
Update patient/resident Information	Generate the paper log file
Upload patient/resident file	Generate patient/resident barcodes spreadsheet
	Register multiple patients/residents without pre-printed barcode wristbands via the website

Your HCS Person Record

So what's in the box?

TRAINING EXERCISES

Log into HCS
Open Evacuation of Facilities in Disasters System Demo
Select your current location from drop down list
click SUBMIT

pair up with another facility

**You will be evacuating and receiving
7 patients/residents**

Training Exercise 1

Evacuating Facility - Register Single Patient/Resident

1. Scan a barcode OR click **Register Patient/Resident** > **With Scanner**
   OR type the barcode number into the field
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 **(required field input)**
5. Verify the patient/resident current location is correct.
6. Select the Intended Destination Organization type (HO, NH, ACF)
7. Select the Intended Destination **(this is your partner's organization).**
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.
    REGISTER 2 PATIENTS/RESIDENTS USING THIS PROCESS

At the very minimum, the evacuating facilities will only need to place the barcoded wristbands on their patient/residents and send them to a safe location. The receiving locations can scan wristbands, and update the location information when they arrive.

Training Exercise 2

Evacuating Facility: Register Multiple
e-FINDS Administrator Role Only

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

REGISTER 3 PATIENTS/RESIDENTS USING THIS PROCESS

Training Exercise 3a

Evacuating Facility: Generate a Fillable Spreadsheet for Upload
e-FINDS 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 OR leave it blank for a list of all available barcodes
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 e-FINDS. See upload instructions on next slide.

Training Exercise 3b

Evacuating Facility: Update the Fillable Spreadsheet for Upload

1. Open the spreadsheet from your desktop
2. Enable editing
3. **Register 2 patients by entering data onto spreadsheet.**
4. Click Save

Training Exercise 3c

Evacuating Facility: Upload the Fillable Spreadsheet

1. Select or verify location
2. Click **Register Patient/Resident** from the main menu bar
3. Select Patient/Resident File upload
4. Verify Evacuation Operation and current location
5. Click **Open File** button
6. Locate Excel file with saved patient/resident information (nys_eFINDS file name with facility id, date and time) Note: PDF files cannot be upload
7. Click **Open** to add file
8. Click **Upload** button
9. Verify Patient/Resident Info is updated below
10. Edit information if needed
11. Click **Save All Patients/Residents**

Exercise 4

Evacuating Facility: Updates Multiple Patient/Resident
e-FINDS 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**
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.**
9. Verify Successfully updated {#} Patient/Resident.

UPDATE the 2 PATIENTS/RESIDENTS

Training Exercise 5

Evacuating Facility: Generate a Paper Log PDF

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.

Prepare to Evacuate/Receive

Exchange **7** patients/residents with your partner facility

Training Exercise 6

Receiving Facility: Update Single Patient/Resident

1. Click **Update Patient/Resident > With Scanner**
2. Scan barcode and click Submit, if necessary.
3. Enter or confirm information, including Evacuation Operation and the current patient/resident location.
4. Click Update or Override.
5. Confirm message: Patient/Resident info is updated

RECEIVE/UPDATE 2 PATIENTS/RESIDENTS USING THIS PROCESS

Training Exercise 7

Receiving Facility: Receive a Group of Patients
e-FINDS Administrator Role Only

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.

RECEIVE/CHECK-IN 5 PATIENTS/RESIDENTS USING THIS PROCESS

Training Exercise 8

Update File OR Redirect to Another Facility/Home/Shelter

1. Click **Update Patient/Resident > With Scanner**
2. Scan a barcode and click Submit, if necessary.
3. Change the patient or resident's intended destination.
4. Click **Register, Update, or Override**.
5. Confirm message: Patient/Resident info is updated.

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Training Exercise 9

View All Patients by Original Location

1. Click **Update Patient/Resident > Without Scanner**
2. Verify Correct Location
3. Click **Search barcode by Original Location**

list contains all "ORIGINAL" patients from any evacuation
operation your facility was involved in and their current location

Training Exercise 10

View All Patients at YOUR Location

1. Click **Multi Patient/Resident Updates**
2. Verify Correct Location
3. Select Releasing Patient/Resident from this location
4. Click **Load All Patients/Residents**

Provides a list of all eFINDS registered patients/residents currently within your facility – either registered by your facility for evacuation (not yet received by accepting facility) or accepted into your facility by an evacuating facility

Training Exercise 11

View Incoming Patients

1. Click **Update Patient/Resident > Multi Patient/Resident Update**.
2. Verify your location.
3. Select Checking in Patients/Residents into this location.
4. Click **Load All Patients/Residents**

Do not check-in patients/residents until they actually arrive to your facility!

Training Exercise 12

Quick Search

1. Click **Home** on the e-FINDS 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. If you search by name, 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.**

REVIEW – True or False

If I have technical questions about eFINDS I will contact The Health Commerce System Trainers.
True

eFINDS includes a complete medical history for each person tracked in the system.
False

Extended lead times are required for eFINDS because it significantly increases the amount of time required for an evacuation.
False

I can verify my role assignments and contact information using the HCS My Account features.
True

eFINDS Data Reporter and eFINDS Reporting Administrator are the only two healthcare facility roles that can access eFINDS.
True

REVIEW – True or False

The eFINDS Reporting Administrator can assign others to the eFINDS Data Reporter role.
False

HCS Coordinators have access to eFINDS.
False

Each eFINDS users at my facility will receive a barcode scanner form NYSDOH.
False

The number of wristbands I receive will be equal to the number of beds my facility is licensed to operate.
True

Training wristbands are distinctive in that the word training is printed on the band, and the barcode number ends with the letter 'D'.
True

REVIEW – True or False

An official NYSDOH barcode scanner is required to use eFINDS.
False

Official NYSDOH pre-printed wristbands are required to use eFINDS.
False

The eFINDS Data Reporter can register multiple patient/resident without barcoded wristbands or a barcode sheet.
False

The operation is the official name given to the reason to evacuate.
True

The operation is the minimum amount of data required to register a patient or resident.
True

REVIEW – True or False

Quick Search allows me to find anyone who has been registered into eFINDS.
False

You must manually enter the Intended Destination on line after uploading a fillable spreadsheet.
True

I can change the name of the fillable spreadsheet to meet my needs.
False

Only the eFINDS Reporting Administrator can create the fillable spreadsheet.
True

Any eFINDS user can upload the fillable spreadsheet.
True

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Account Issue
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CONTACT & WEBSITE INFO

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- preparedness and response tools/resources
-eFINDS