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### Technical Questions

- I cannot log into the HCS.
- I cannot find or open eFINDS.
- I do not see my facility listed in eFINDS.

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](mailto:hcsoutreach@health.state.ny.us)

Mac-Arthur Louis: [mxl22@health.state.ny.us](mailto:mxl22@health.state.ny.us)

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### Non-emergency eFINDS Requests

- training
- additional barcodes for training
- exercise support
- additional barcode creation for exercise
- operation creation for training/exercises
- non-training wristbands (if change in certified bed count)

send an e-mail to [efinds@health.state.ny.us](mailto:efinds@health.state.ny.us) and copy the appropriate NYSDOH RO Representative

Refer to [NYSDOH Non-Emergency eFINDS Request Process](#) for further details/instructions

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## 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

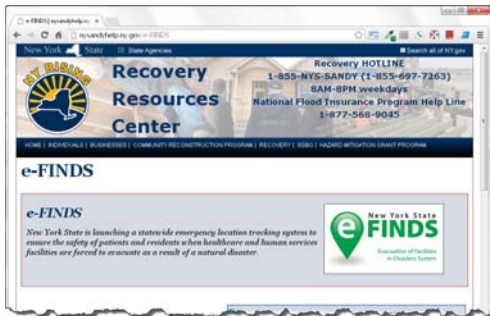
What is eFINDS  
Accessing eFINDS  
The NYSDOH package

### 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

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### Your HCS Person Record

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### So what's in the box?

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## 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  
2 patients/residents**

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### 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.

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### 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**

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### 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.

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### 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

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### 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**

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## 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

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## 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.

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## Prepare to Evacuate/Receive



Exchange 7 patients/residents with your partner facility

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## 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

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## 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

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## 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

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## 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

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## 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!

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## 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.**

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## REVIEW – True or False



- If I have technical questions about eFINDS I will contact The Health Commerce System Trainers.
- eFINDS includes a complete medical history for each person tracked in the system.
- Extended lead times are required for eFINDS because it significantly increases the amount of time required for an evacuation.
- I can verify my role assignments and contact information using the HCS My Account features.
- eFINDS Data Reporter and eFINDS Reporting Administrator are the only two healthcare facility roles that can access eFINDS.

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## REVIEW – True or False



- The eFINDS Reporting Administrator can assign others to the eFINDS Data Reporter role.
- HCS Coordinators have access to eFINDS.
- Each eFINDS users at my facility will receive a barcode scanner form NYSDOH.
- The number of wristbands I receive will be equal to the number of beds my facility is licensed to operate.
- Training wristbands are distinctive in that the word training is printed on the band, and the barcode number ends with the letter 'D'.

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## REVIEW – True or False



- An official NYSDOH barcode scanner is required to use eFINDS.
- Official NYSDOH pre-printed wristbands are required to use eFINDS.
- The eFINDS Data Reporter can register multiple patient/resident without barcoded wristbands or a barcode sheet.
- The operation is the official name given to the reason to evacuate.
- The operation is the minimum amount of data required to register a patient or resident.

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## REVIEW – True or False



- Quick Search allows me to find anyone who has been registered into eFINDS.
- You must manually enter the Intended Destination on line after uploading a fillable spreadsheet.
- I can change the name of the fillable spreadsheet to meet my needs.
- Only the eFINDS Reporting Administrator can create the fillable spreadsheet.
- Any eFINDS user can upload the fillable spreadsheet.

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Commerce Trainers

518-473-1809

[hcsoutreach@health.state.ny.us](mailto:hcsoutreach@health.state.ny.us)

Account Issue

CAMU 1-866-529-1890




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CONTACT & WEBSITE INFO



FLRTC  
Anne D'Angelo  
585-758-7640

[anne\\_dangelo@urmc.rochester.edu](mailto:anne_dangelo@urmc.rochester.edu)

[wrhepc.urmc.edu](http://wrhepc.urmc.edu)

- [preparedness and response tools/resources](#)  
- [eFINDS](#)

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