

## Evacuation of Facilities in Disasters Systems – Facility Trainers

### RTC-eFINDS-TTT BP5

### HPP Deliverable #6

#### Background:

eFINDS is a tracking system/application on the Health Commerce System (HCS) that should be used by a healthcare facility in the event of an emergent, urgent or planned evacuation. The application captures minimal amounts of data and allows facilities to track the patient/resident movement to other facilities, facility types or temporary shelters.

#### Purpose of Training:

It is critical that all facilities ensure an adequate number of staff trained in the use of the eFINDS system and equipment. The goal of this training is to develop a cadre of eFINDS trainers from each healthcare facility. Facility Trainers should conduct at least one live facility based training during BP4 in order to ensure a 24/7/365 eFINDS capability commensurate with facility size (HPP Deliverable #9).

#### Target Audience:

Staff person(s) who will be responsible for conducting eFINDS Facility-Based Training (HPP Deliverable #6)

#### Prerequisites:

Completion of the CTI-500 eFINDS webinar course (found on LMS) or have viewed the recording of the course and/or possess a working knowledge of eFINDS.

#### Required Equipment/Supplies:

- NYSDOH issued eFINDS Scanner
- 9 unused eFINDS training/demo barcodes per workstation
- Laptop if training is NOT in computer lab
- [eFINDS Quick Reference Card](#)

#### eFINDS Resource Materials:

- <https://commerce.health.state.ny.us>  
(Documents > Hospital > Preparedness > E-FINDS)
- [wrhepc.urmc.edu](http://wrhepc.urmc.edu) - eFINDS

#### Training Dates:

- **March 28, 2017 @ 9:00am – 3:00pm**  
 Corning Hospital  
 1 Guthrie Drive  
 Corning, NY 14830  
 Computer Room

#### Registration:

To ensure that each participant has an active HCS account and has been assigned the role of eFINDS Reporting Administrator prior to registering for training a new registration process has been established. This process may take time so you should start the process at least a month in advance of training by following instructions below.

#### Questions Regarding Training

Direct questions to appropriate RTC:

- AMC Regional Training Center – Chris Smith  
 Phone: (518) 262-1070  
[SmithC12@mail.amc.edu](mailto:SmithC12@mail.amc.edu)
- FL Regional Training Center – Anne D'Angelo  
 Phone: (585) 758-7640  
[anne\\_dangelo@urmc.rochester.edu](mailto:anne_dangelo@urmc.rochester.edu)
- MARO Regional Training Center – Connie Kraft  
 Phone: (631) 444-9074  
[Connie.Cincotta-Kraft@stonybrookmedicine.edu](mailto:Connie.Cincotta-Kraft@stonybrookmedicine.edu)

#### Questions Regarding NYSDOH Learning Management System (LMS)

Direct questions to [edlearn@health.ny.gov](mailto:edlearn@health.ny.gov)

#### eFINDS Technical Questions/Issues:

Direct questions to [hcsoutreach@health.ny.gov](mailto:hcsoutreach@health.ny.gov)

#### eFINDS General Questions/Assistance:

Direct questions to [efinds@health.ny.gov](mailto:efinds@health.ny.gov)

1. To enroll in "Evacuation of Facilities in Disasters System TTT BP5" click <https://commerce.health.state.ny.us/hpn/ctrldocs/pattrack/training2016.html>

If you have a HCS User Id and Password please enter and then click "Sign In" and proceed to Step 2.

If you do not have a HCS User ID and Password you should contact your HPN Coordinator. If your User ID and Password have expired then you should contact Commerce Accounts Management Unit (CAMU) at 866 529-1890.

Once you resolve your sign in issues then log onto Commerce by clicking on link above.

The screenshot shows the 'HCS Login' page. It has a purple header with the text 'HCS Login'. Below the header, there are two input fields: 'User ID' and 'Password'. Red arrows point to these fields. Below the fields is a warning message: 'The sharing of user accounts is strictly forbidden. Repeat offenses may result in the permanent removal of your account.' Below the warning is a 'Sign In' button, with a red arrow pointing to it. At the bottom, there are two links: 'Forgot your password?' and 'Forgot your user ID?', both with red arrows pointing to them. Below these links is a section titled 'Or sign up for an account:' with two options: 'Lic. Med. Prof.' and 'All Others', both with red arrows pointing to them.

2. If you have been assigned an eFINDS role by your facility's HCS Coordinator you will be able to register for training. Please ensure you have been assigned the eFINDS Administrator role, not the eFINDS Reporter role. Click "Register Now" and follow Step 3.

The screenshot shows a web browser window with the address bar displaying 'https://devcommerce.health.state.ny.us/hpn/ctrldocs/pattrack/training2016.html'. The page has a purple header with the text '2016 eFINDS Train the Trainer'. Below the header, there is a green box with the text '2016 eFINDS Train the Trainer' and a paragraph of text: 'The link below will provide access to the BP5 eFINDS Train the Trainer (TTT) registration. Note that the link will redirect you to the Department of Health's Learning Management System (LMS). If you are new to the system you will need to establish a username and password before you are able to register for the eFINDS TTT.' Below the text is a 'Register Now' button, with a red arrow pointing to it.

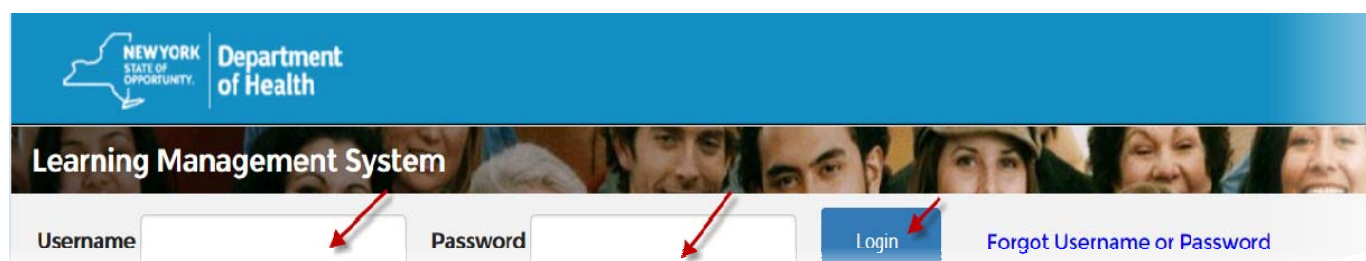
If you are **not** currently assigned to an **eFINDS Administrator** role (see screen below) you will not be able to register for the training. You should contact your facility's HPN Coordinator and request that you be assigned to the role of **eFINDS Administrator**. When assignment has occurred you should repeat step 1.

## e-FINDS

You have a valid HCS user account, however, access to this application must be approved by your organization's HCS Coordinator. Please contact your HCS coordinator for approval to access this application and to be assigned an appropriate e-FINDS role. For your convenience, your coordinators are listed below.

### 3. Enroll in eFINDS Training in LMS

After clicking "Register Now" (Step 2) you will be taken the NYSDOH Learning Management System (LMS) to enroll in eFINDS training. If you have a LMS Username and Password enter that information and click "Login". If you forgot your LMS Username and Password proceed to Step 5. If you are new to the system proceed to Step 6.

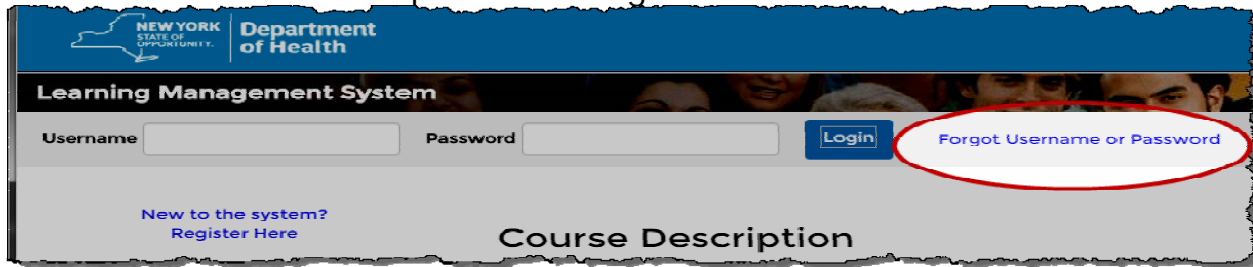


### 4. Click "Enroll" for the training date and location you want to attend.

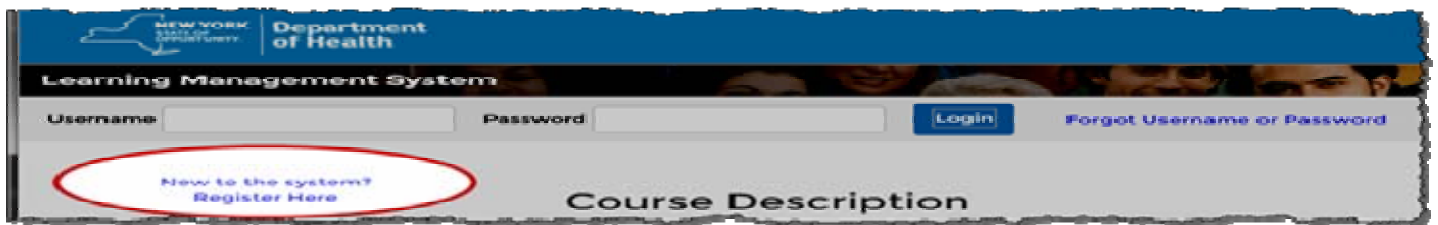
#### RTC-eFINDSTTT-2016 Evacuation of Facilities in Disasters System TTT 2016

Enrollment Deadline	Section	Course Format	Start/End Dates	Details	Instructor (s)	Speakers
<b>Enroll</b> Ongoing	August 30, 2016 @ 9:00am - 3:00pm - Strong Memorial Hospital	Face to Face	8/30/2016 to 8/30/2016	<a href="#">Meeting Times</a> <a href="#">Location</a>		
<b>Enroll</b> Ongoing	July 26, 2016 @ 9:00am - 3:00pm - Cortland Regional Medical Center	Face to Face	7/26/2016 to 7/26/2016	<a href="#">Meeting Times</a> <a href="#">Location</a>		
<b>Enroll</b> Ongoing	SAMPLE ONLY	Face to Face	7/1/2016 to 6/30/2017			

5. If you forgot your Username and Password use the "Forgot Username or Password" function on the top of Home Page.



6. If you are new to the system then click "New to the System" and complete registration form.



- Choose **your own** username and password
- Fill in all required fields, denoted with an asterisk (\*)
- Please include your **organization's 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
- Click "**Submit Your Registration**"

7. Once you have created your LMS account click on <https://commerce.health.state.ny.us/hpn/ctrldocs/pattrack/training2016.html> and follow Step 2.