

Evacuation of Facilities in Disasters Systems – Train the Trainer
HPP Deliverable #8
RTC-eFINDS-TTT

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 #9)

Prerequisites:

Prior to attending this training participants must meet the following pre-requisites:

- A current and active Health Commerce System (HCS) account. If you have a Health Commerce Account, it must be active (you have accessed Commerce within the past six months).
- Assigned an eFINDS role in the Communications Directory as an **eFINDS Reporting Administrator** by your HPN Coordinator.
- 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](#)
- Copy of the training slides (emailed to registrants 1 week prior to session)

FLRTC Training Dates:

- **December 01, 2015 @ 9:00am – 3:00pm**
Strong Memorial Hospital CEL Computer Lab
Rochester, NY
- **December 08, 2015 @ 9:00am – 3:00pm**
Corning Hospital Computer Lab
Corning, NY
- **December 15, 2015 @ 9:00am – 3:00pm**
DeGraff Hospital Computer Lab
North Tonawanda, NY
- **January 05, 2016 @ 9:00am – 3:00pm**
Olean General Hospital Computer Lab
Olean, NY
- **January 11, 2016 @ 9:00am – 3:00 pm**
Newark-Wayne Community Hospital Computer Rm
Newark, NY
- **January 19, 2016 @ 9:00am – 3:00pm**
Cortland Regional Medical Center Conference Room A
Cortland, NY

Registration:

Please click <https://www.nylearnsph.com>
Search Course Catalog for **RTC-eFINDS-TTT** to register for training.

Questions Regarding NYSDOH Learning Management System (LMS):

Direct questions to edlearn@health.ny.gov

eFINDS Technical Questions/Issues:

Direct questions to hcsoutreach@health.ny.gov

eFINDS General Questions/Assistance:

Direct questions to efinds@health.ny.gov

Questions Regarding Training:

Direct to appropriate RTC:

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

eFINDS Resource Materials:

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

