New York State

eFINDS

Evacuation of Facilities
in Disasters System
Train the Trainer

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New York State
eFINDS
Evacuation of Facilities
in Disasters System

Module 1:

eFINDS Intro

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OBJECTIVES

Proficiency in the eFINDS application.

Your advanced eFINDS skills will help you to train other facility staff, and allow you to support your colleagues during a real or practice evacuation- whatever your professional background is, or role in a response.

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AGENDA

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- **Evacuations Happen** – Start thinking about if your facility needed to evacuate
- **Module 1:** Practical Exercise *(group exercise)*
- **Module 2:** Hands-on Exercises *(work independently)*
- **Module 3:** Teach Back *(TtT ONLY)*

Ground Rules

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- Please turn off email, phones, instant messaging tools and clear other distractions away from your training area
- Participate and prepare to be called on by name
- Raise your hand, if you have a question or comment
- If you need to leave the training for a short time, please let the Master Trainer know, as they will review with you what you missed at the close of the session.

Evacuations Happen!

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Review of
CTI-502

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What eFINDS is?

Secure Evacuee Tracking System

– Where did person come from

– Where are they now

– What is their evacuation status

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What eFINDS is NOT?

- Planning tool for where to send your evacuees.
- Platform for sharing medical information.
- Tracking employees.

*Facilities still need to communicate with
each other during an event!*

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eFINDS for Other NYS Agencies

Office of Alcoholism and Substance Abuse Services

Office of Children and Family Services

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Office of Temporary and Disability Assistance

Office for People With Developmental Disabilities

Office of Mental Health

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eFINDS Supplies

Adhesive-style wristbands

Clip-style wristbands

Scannable (PDF) Barcode Log

Scanners: white for use at facilities where more stringent disinfectants are used

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Don't get hung up by the *electronic* process!!

If all else fails….

- ❖ Just wristband your evacuees and get them out the door…
- ❖ Hand write first name and the barcode number on a sticker and apply to person's medical record

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Need "Real" eFINDS Supplies

Only users assigned to the **eFINDS Reporting Administrator** role can order supplies from within the eFINDS application.

1. Open **eFINDS**
2. Click **Evacuate**
3. Select your facility (if necessary)
4. Click **Supply Requests** from main menu
5. Choose **Create a New Supply Request**
6. Fill in the form and click **Submit New Supply Request**.

You will receive email notifications regarding the status of your request.

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Where is the best place to keep your eFINDS supplies?

A

B

C

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Access to eFINDS

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eFINDS Roles for Facilities

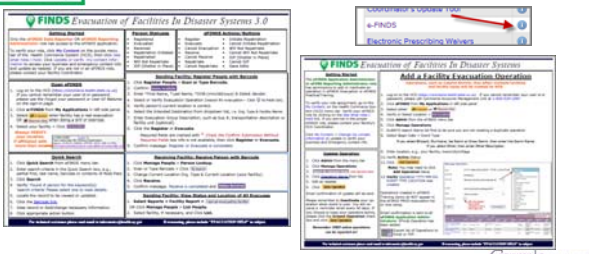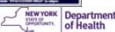| eFINDS Reporting Administrator (@admin)	eFINDS Data Reporter (@user)
Same as eFINDS Data Reporter (user) plus: • Create an operation when evacuation event impacts a single facility (e.g., fire or no heat) • Create temporary locations • Order eFINDS supplies • Register or update info in tracking history • Generate Barcode Assignment: Scannable Log (PDF log) or Download or Upload Spreadsheet (Excel) • Register people without having barcodes to scan using the Multi-Person Input	• Register people with or without scanner • Update info in tracking history • Upload the eFINDS spreadsheet (Excel) to register evacuees

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eFINDS Quick Reference Cards

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eFINDS Evacuee Statuses:

Registered: person to be evacuated is in eFINDS

Evacuated: person has left evacuating facility, and is enroute to intended destination

Received: arrived at intended destination/receiving facility and current location is updated

Repatriation Initiated: receiving facility returns evacuee to their original facility

Repatriated: evacuees arrive back to their original location/evacuated facility

Will Not Repatriate: evacuees will not be returning to their original facility

SIP (Shelter in Place): If the Chief Elected Official issues a mandatory evacuation order that includes a SIP option, evacuees can only remain in the defined evacuation zone with consent of NYSDOH.

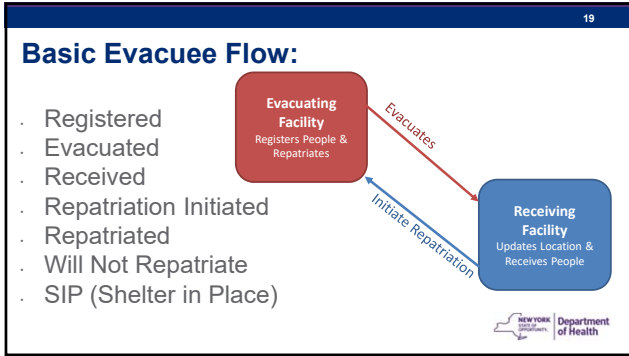NEW YORK STATE OF OPPORTUNITY. | Department of Health

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Basic Evacuee Flow:

- Registered
- Evacuated
- Received
- Repatriation Initiated
- Repatriated
- Will Not Repatriate
- SIP (Shelter in Place)

Evacuating Facility
Registers People & Repatriates

Evacuates

Initiate Repatriation

Receiving Facility
Updates Location & Receives People

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Module 2:

Facilitated Hands-On Exercises

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HCS Basics

- Log into your Health Commerce System account
  https://commerce.health.state.ny.us/

- Verify eFINDS is in your My Applications List

- Go to eFINDS Info/Help > click eFINDS

HCS Account Questions can be answered later by calling 866-529-1890.
Ask for App Support if needed

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HCS Basics

- Is your Business and Emergency Contact Info correct?
  - Click **My Content** > **Change my contact information…**

- What roles do you hold?
  - Click **My Content** > **See what roles I hold**

- Who is your Coordinator?
  - Click **My Content** > **Look up my coordinators**

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Open eFINDS Practice

1. Sign In to Health Commerce System (HCS)
   https://commerce.health.state.ny.us.
2. Click eFINDS from My Applications List.
3. Click 🖝 Practice Only .
4. Verify or Select your facility name.
5. Click Set Location

For help with eFINDS click the Info Button. eFINDS ➜ ⓘ

Open eFINDS

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Your eFINDS Location

Upon opening eFINDS, you need to tell the system where you are.

This is the facility you can evacuate from, or receive evacuees at ➜

e-FINDS DEMO   Comment
Your name (HCS User ID) | *Your Org Type*
Agency:*Your Primary Org*
Org Type (pfi) -Facility Name [Type] - pfi @ permission level example:
Nursing Home (pfi)-Internal Test Nursing Home #3[NH] - 8887@user

Set Location

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Evacuee Names

You will be working independently through 39 Training Scenarios.

It is crucial that you stay with the group! If you get lost, please let the instructor know immediately.

- During the Hands-On portion of this training you will be evacuating a total of seven (7) people.
- Write down seven fictitious names on scrap paper or your Scannable Log.
- Keep in mind that one evacuee will expire after being evacuated.
- Go to BehindTheName.com/random for help coming up with names.

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SCENARIO 1

Download and Print the Barcode Assignment: Scannable Log (PDF)

- Having one or more copies of the Scannable PDF log will be extremely helpful if there is no power or an internet outage.
- Keep copies with your eFINDS Supplies.
- If an urgent evacuation is needed, there may be no time for electronic registration of people, you can document the barcode/wristband that an evacuee received on this Log.

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Generate a Scannable Log (PDF)

eFINDS Administrator Role Only

1. Click **Manage Barcodes.**
2. Select **Download Barcode Documents.**
3. Verify your current location.
4. Leave Start Number and End Number blank OR Enter barcode numbers, e.g., 7 and 13 for seven barcodes for your seven evacuees.
5. Select the **Barcode Assignment: Scannable Log (PDF)** option.
6. Check Exclude used barcodes from List? box.
7. Click ⬇ Download Document.
8. Print the PDF.

Scenario 1

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SCENARIO 2

Need more training barcodes?
Generate more:

- If you need supplies for a real evacuation, then you can request them.

- If you need more training barcodes, then you can provision yourself more at anytime.

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eFINDS

Generate More Training Barcodes

eFINDS Administrator Role Only

1. Are you seeing this? **THIS SITE IS FOR DEMO AND TRAINING PURPOSES ONLY**
   - If yes, then you are in Practice Only.
   - If no, then return to Practice.
2. Click **Manage Barcodes.**
3. Select **Generate Barcodes.**
4. Verify your facility type and facility name.
5. View # of existing barcodes you have for this location.
6. Enter quantity needed.
7. Click **Generate Barcodes.**
8. Return to **Scenario 1** if necessary.

Scenario 2

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eFINDS

SCENARIO 3

Add an Operation (reason for evacuation)

- Your facility has a power outage, and there is not enough generator fuel to support the residents for more than two days.

- A full facility evacuation is warranted.

- This event only affected your facility.

- An evacuation operation needs to be added.

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Add Operation

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1. Click **Admin.**
2. Click **Manage Operations.**
3. Review list of Active and Inactive Operations.
4. Select **Begin Date**.
5. Select **Event Type**.
   - If you select Blizzard, Hurricane, Ice Storm or Snow Storm, then enter the Storm Name.
   - If you select Other, then enter Other Description.
5. Enter location, e.g., your **facility name**, town/city/village
6. Verify **Active** Status
7. Click   Add Operation   **Note:** You may need to click Add Operation twice
8. **Verify** Operation YYYY-MM-DD EVENT TYPE LOCATION was created in table below.

NOTE: Email confirmation is sent to all **NYSDOH eFINDS Application Administrators**: "eFINDS Operation has been added".

Scenario 3

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SCENARIO 4

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in Disasters System

Add a Temporary Location [TMP]

- Due to the Power Outage (operation created in scenario 1), you will be sending some evacuees to the High School across the street until another facility can accept them.

- Add a unique Temporary Location [TMP] to send evacuees to.

Note: You do NOT need to create a Temporary Location for any New York State hospital, adult care facility or nursing home.

NYS Hospitals [HO], Adult Care Facilities [AC] or Nursing Homes [NH] are available in eFINDS when you select the Intended Destination Org. Type and then Intended Destination facility name next.

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Add Temporary Location

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1. Click **Admin > Manage Locations**
2. Enter Location Name (e.g. Public School# 304), Description (e.g. HS), town or city (e.g. Albany)
   Note: this will display in Operation drop down list when registering a person
3. Enter Description, Address, City, State, Zip, Phone and County
4. Click   Add Location
5. Verify your temporary training location has been saved.

Please Note: New TMP location names must be unique
Check list of existing TMP locations first

Scenario 4

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Scenario 5

Register Evacuee #1 with Scanner

- Your facility is preparing to evacuate.

- Wristbands have been placed on the evacuee's wrists.

- You will scan one wristband and register evacuee #1 without an intended destination.

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Register Evacuee #1 by Scanning Barcode Do Not Add Intended Destination

1. Click **Register People.**
2. Select **Scan or Type Barcode**.
3. Scan barcode.
4. Enter Evacuee's First Name, Last Name, DOB & Select Gender.
5. Select the name of the Operation you added in scenario 3. (reason for evacuation—Click ↻ to fresh list).
6. Confirm Current Location is your facility.
7. Click **Register.**
8. Confirm message: Register is completed.
9. Scroll down to Tracking History to view the blank Intended Destination field, current Action and Status of evacuee #1.

Scenario 5

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Scenario 6

Register Evacuee #2 without Scanner

- Register the second evacuee by typing in the barcode from the wristband.

- Skip over the Date of Birth field.

- Enter Intended Destination Org. Type [TMP] and Intended Destination as the unique temporary location you just added.

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Register Evacuee #2 by Typing in Barcode, Skipping DOB, and Selecting Intended Destination

1. Click **Register People.**
2. Select **Scan or Type Barcode**.
3. Type in barcode.
4. Enter Evacuee's First Name, Last Name & Select Gender. **Skip DOB**.
5. Verify correct Operation is selected.
6. Select **Intended Destination Org. Type** [TMP].
7. Select **Intended Destination**-the TMP Location you created in scenario 4.
8. Click **Register.**
9. View Error Message: DOB is Required.
10. Check Confirm Submission Without Required Fields box.
11. Click **Register** again.
12. Confirm message: Register is completed.
13. Scroll down to Tracking History to view the blank DOB field, Intended Destination, current Action and Status of evacuee #2.

Scenario 6

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Scenario 7

Shelter In Place (for full facility evacuations only)

- It has been determined that one of the evacuees was wrist-banded, but is medically fragile and cannot be moved.
- Scan or type in barcode for Evacuee #3.
- The Intended Destination Org. Type and Intended Destination must equal the facility on the wristband/barcode.
- Update status to SIP.

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Register Evacuee #3 to Shelter In Place (SIP)

1. Scan or type in barcode.
2. Enter Evacuee's First Name, Last Name, DOB & Select Gender.
3. Verify Operation is still correct.
4. Select your facility type in Intended Destination Org. Type.
5. Select your facility name for Intended Destination.
6. Click **SIP.**
7. Confirm message: SIP is completed.
8. Scroll down to Tracking History to view the Intended Destination is the same as the Current Location; Action and Status is SIP.

Scenario 7

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Scenario 8

Select [TMP] Destination and evacuate Evacuee #1:

- The first evacuee was registered without an intended destination.

- Transportation will be taking evacuees to the TMP location.

- Include the transportation method in the Evacuation Group field.

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Evacuate Person #1 by Selecting Intended Destination and Entering Evacuation Group.

1. Scan or type in barcode.
2. Select Intended Destination Org. Type [TMP].
3. Select TMP Location for Intended Destination.
4. Enter type of transportation in Evacuation Group Description.
5. Click **Evacuate.**
6. Confirm message: Evacuate is completed.
7. Scroll down to Tracking History to view the Intended Destination is the TMP location you created; Action and Status is Evacuated.

Scenario 8

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Scenario 9

Enter DOB AND Medication for Evacuee #2:

- The second evacuee was registered without DOB.

- Transportation will be taking this evacuee to the TMP location.

- Update DOB, include the transportation method in the Evacuation Group

- Add a medication to the Medical Info or Notes Field

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Evacuate Person #2 by Typing in Barcode, Entering DOB and Evacuation Group.

1. Select **Manage People**.
2. Select **Person Lookup.**
3. Type in barcode number.
4. Click **Search**.
5. Enter DOB.
6. Enter type of transportation in Evacuation Group Description.
7. Add a medication to the medical info or notes field
8. Click **Evacuate.**
9. Confirm message: Evacuate is completed.
10. Scroll down to Tracking History to view DOB field has been updated; Action and Status is Evacuated.

Scenario 9

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Scenario 10

Cancel Shelter In Place (SIP)

- Evacuee # 3's condition has stabilized, therefore you can cancel their SIP status.

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Cancel Shelter In Place (SIP)

1. Scan barcode.
2. Click **Cancel SIP.**
3. Confirm message: Cancel SIP is completed.
4. Scroll down to Tracking History to view the Intended Destination is now blank and the Status is Registered.

If you check the **Show Detailed History** box, you will see all of the actions and prior status.

☑ Show Detailed History ❓

Action	Status	More Info
Cancel SIP	Registered	⊙

Scenario 10

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Scenario 11

Evacuee #3 is being sent to the TMP Location

- Former SIP Evacuee's Intended Destination needs to be updated to the TMP location like the other two evacuees.

- Status also need to be changed to Evacuated.
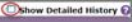
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Update Destination for Evacuee #3 and change Status to Evacuated.

1. Select TMP for Intended Destination Org. Type.
2. Select the TMP Location for Intended Destination.
3. Enter Evacuation Group Description.
4. Click **Evacuate.**
5. Confirm message: Evacuate is completed.
6. Scroll down to Tracking History to view the Intended Destination is now TMP Location and Status is Evacuated.

Uncheck the **Show Detailed History** box

Show Detailed History		
Action	Status	More Info
Evacuate	Evacuated	⊙
Register	Registered	⊙

Scenario 11

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Scenario 12

View Facility Report

- Three evacuees should be listed.

- Each should have an Intended Destination of the Temporary Location and a status of Evacuated.

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View Facility Report

1. Select **Reports**.
2. Select **Facility Report**.
3. Click I am an evacuating facility.
4. Select your facility type and facility name if necessary.
5. Select your Operation.
6. Click **Generate Report.**
7. Confirm your three evacuees are listed, the Intended Destination is your TMP Location, and status for all three is Evacuated.

Scenario 12

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Lunch Break
45 minutes

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Scenario 13

Receive Evacuees

You were transported to TMP Location with the three evacuees:

- Scan or type in barcode number for Evacuee #1.

- Change Current Location Org. Type [TMP] and Current Location to the TMP Location you created.

- Repeat for other two evacuees.

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**Receive Evacuees to TMP Location
by Scanning or Typing barcode**

1. Scan barcode OR Select **Manage People > Person Lookup**.
2. Change Current Location Org. Type to [TMP] Temporary.
3. Select the TMP location you created from the dropdown list.
4. Click **Receive.**
5. Confirm Receive is Complete.
6. Repeat Steps 1 – 5 for other two evacuees.

Scenario 13

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Scenario 14

View Facility Report

• Current location for the three evacuees should be TMP Location and their status is received.

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View Facility Report

1. Select **Reports**.
2. Select **Facility Report**.
3. Click I am an evacuating facility.
4. Select your facility type and facility name if necessary.
5. Select your Operation.
6. Click **Generate Report.**
7. Confirm your three evacuees are listed, the Current Location is your TMP Location, and status for all three is Received.

If any evacuee's current location is NOT your TMP Location or status is not Received, you will need to return to scenario 13 and make edits.

Scenario 14

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Scenario 15

Initiate Repatriation

Power has been restored and transportation is ready to take the three evacuees back to your facility.

- Use Multi Person Update to Initiate Repatriation for the three evacuees.

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Initiate Repatriation using the Multi Person Update

1. Select **Manage People.**
2. Select **Multi Person Update**.
3. Select Operation.
4. Change Location Org. Type to [TMP] Temporary.
5. Select your TMP Location from the dropdown list**.**
6. Select the **Initiate Repatriation** Action.
7. Click **List**.
8. Check the All box (top left) OR the box corresponding the evacuee #1 – 3.
9. Click **Initiate Repatriation of Selected**.
10. Confirm Initiate Repatriation complete for 3 persons.

Scenario 15

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Scenario 16

View Facility Report

- Status of three evacuees should be Repatriation Initiated and Intended Destination as your facility.

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View Facility Report

1. Select **Reports**.
2. Select **Facility Report**.
3. Click I am an evacuating facility.
4. Select your facility type and facility name if necessary.
5. Select your Operation.
6. Click **Generate Report.**
7. Confirm your three evacuees are listed, the Intended Destination is your facility, and status for all three is Repatriation Initiated.

Scenario 16

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Scenario 17

Repatriate – Event is over

Receiving evacuees back to where they originated from is Repatriation

- Use Multi Person Update to change status to Repatriated for the three evacuees.

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Repatriate Evacuees using the Multi Person Update

1. Select **Manage People.**
2. Select **Multi Person Update**.
3. Select Operation.
4. Verify or Select your facility's Org. Type.
5. Verify or Select your facility.
6. Select the **Repatriation** Action.
7. Click **List**.
8. Check the All box (top left) OR the box corresponding the evacuee #1 – 3.
9. Click **Repatriate Selected**.
10. Confirm Repatriate complete for 3 persons.

Scenario 17

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Scenario 18

View Facility Report

- Event is over, so three evacuees should have your facility listed as current location and status of Repatriated.

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View Facility Report

1. Select **Reports**.
2. Select **Facility Report**.
3. Click I am an evacuating facility.
4. Select your facility type and facility name if necessary.
5. Select your Operation.
6. Click **Generate Report.**
7. Confirm your three evacuees are listed, the Current Location is your facility, and status for all three is Repatriated.

Scenario 18

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Break
15 minutes

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Scenario 19

List Available Barcodes

- Let's check to see what barcodes are still available

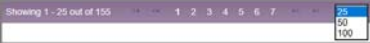NEW YORK STATE OF OPPORTUNITY. | Department of Health

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List Available Barcodes

1. Select **Register People**.
2. Select **List Available Barcodes**.
3. Verify your Location Org. Type and Original Location.
4. Click **List**.
5. View message at top, "There are ## unused barcodes for the location.
6. Scroll down through list and if needed change number of records to display on page:

Showing 1 - 25 out of 155   1 2 3 4 5 6 7   25 / 50 / 100

Note: If you click on the barcode link, you can register an evacuee.

Scenario 19

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Scenario 20

Multi Person Input

- You will use the same Operation and TMP Location

- Another evacuation is warranted.

- This time you cannot locate the wristbands, but you need to evacuate two people.

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Use Multi Person Input to Register Two More Evacuees

1. Select **Register People**.
2. Select **Multi Person Input**.
3. Select your Operation (the one you added).
4. Select your facility type and facility name if necessary.
5. Enter two (2) in the Number of People field.
6. Click **Generate Fillable Grid.**
7. Enter First Name, Last Name, DOB and Gender for two more evacuees (# 4 and 5).
8. Click **Register**.
9. Confirm Registered 2 people.

Scenario 19

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Scenario 21

Multi Person Update

- When you used the **Multi Person Input** to Register two evacuees, the system provided you with available barcode numbers, but does not ask where you are sending the evacuees.

- Update the Intended Destination Org. Type [TMP] and Intended Destination for the two new evacuees.

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Update Intended Destination to the TMP Location and Evacuate Using Multi Person Update

1. Select **Manage People > Multi Person Update**.
2. Select your Operation (the one you added).
3. Select your facility type and facility name if necessary.
4. Select the **Evacuate** Action.
5. Select [TMP] Temporary Intended Destination Org. Type.
6. Select your TMP Location for Intended Destination.
7. Click **List**.
8. Select Only Evacuee # 4 and 5. Their status is Registered.
9. Click **Evacuate Selected**.
10. Confirm Evacuate complete for 2 people.

Scenario 21

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Scenario 21

Evacuees arrive at the TMP Location

Use the Multi Person Update to change status to Received

- You are at the TMP location with the two new evacuees.
- Update their Current Location Org. Type [TMP], Current Location and change to the status to Received.

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Receive Two Evacuees at the TMP Location Using Multi Person Update

1. Select **Manage People > Multi Person Update**.
2. Select your Operation (the one you added).
3. Select [TMP] Temporary Intended Destination Org. Type.
4. Select your TMP Location for Intended Destination.
5. Select the **Receive** Action.
6. Click **List**.
7. Select the two evacuees you just evacuated.
8. Click **Receive Selected**.
9. Confirm Receive completed for 2 people.

Scenario 21

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Scenario 22

View Facility Report

- Current location for the two new evacuees should be the TMP Location and their status is Received.

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View Facility Report

1. Select **Reports**.
2. Select **Facility Report**.
3. Click I am an evacuating facility.
4. Select your facility type and facility name if necessary.
5. Select your Operation.
6. Click **Generate Report.**
7. Confirm your two newest evacuees are listed, the Current Location is your TMP Location, and status for all three is Received.

You should also see your first three evacuees with a status of Repatriated.

Scenario 22

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Scenario 22

Excel File Upload is another method of registering evacuees.

Generate and Download the eFINDS Uploadable Spreadsheet to the Desktop.

• You need to register two more evacuees using the File Upload Method.

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Generate a Barcode Assignment: Uploadable Spreadsheet (Excel)

1. Select **Manage Barcodes**
2. Select **Download Barcode Documents.**
3. Skip Start Number and End Number – You want all available, but will only use two.
4. Select Barcode Assignment: Uploadable Spreadsheet.
5. Click **Download Document**.
6. Click **Open** NYS_eFINDS …TRAINING.xls from commerce.health.state.ny.us?
7. **Enable Editing** if necessary.

By not entering the start and end number in step 3, you will get a spreadsheet with all available barcodes.

Scenario 23

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eFINDS
New York State

Scenario 23

Now that you have an Excel File with all of the available barcodes, input two more evacuees.

The only info you can provide on the spreadsheet is name, DOB and gender.

No other info can be uploaded.

Input info for two more evacuees and save the file to the Desktop.

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eFINDS
New York State

**Enter Info for Two Evacuees
on the Uploadable Spreadsheet**

1. Enter First Name, Last Name, DOB and Gender for two evacuees (#7 & 8).
2. Save the file to your desktop.
3. Close Excel file.

Use a file name that will be easy to identify on the desktop.
The default file name is NYS_eFINDS_...TRAINING.

Scenario 24

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eFINDS
New York State

Scenario 24

Register Evacuees using the File Upload

Upload the file you just saved to your Desktop to register the two evacuees.

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Upload eFINDS Spreadsheet to Register Evacuee # 6 and 7

1. Select **Register People > File Upload**.
2. Select **Operation**.
3. Click **Browse…**
4. Open Desktop and click on eFINDS Spreadsheet you just saved.
5. Click **Open**.
6. Click **Upload.**
7. See message: **Please review uploaded information for 2 people.**
8. Make edits if needed on the screen.
9. Click **Register**.
10. Confirm **Registered 2 people.**

Scenario 25

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Scenario 25

Multi Person Update

- When you used the **File Upload** to Register two more evacuees, the system did not ask where you are sending these evacuees.

- Update the Intended Destination Org. Type [TMP] and Intended Destination for the two evacuees on the eFINDS Spreadsheet.

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Update Intended Destination to the TMP Location and Evacuate Using Multi Person Update

1. Select **Manage People > Multi Person Update**.
2. Select your Operation (the one you added).
3. Select your facility type and facility name if necessary.
4. Select the **Evacuate** Action.
5. Select [TMP] Temporary Intended Destination Org. Type.
6. Select your TMP Location for Intended Destination.
7. Click **List**.
8. Select <u>Only</u> Evacuee # 6 and 7. Their status is Registered.
9. Click **Evacuate Selected**.
10. Confirm Evacuate complete for 2 people.

Scenario 26

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Scenario 26

View Facility Report

- See the statuses for all seven (7) evacuees, because they were all under the same Operation.

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View Facility Report

1. Select **Reports**.
2. Select **Facility Report**.
3. Click I am an evacuating facility.
4. Select your facility type and facility name if necessary.
5. Select your Operation.
6. Click **Generate Report.**
7. Confirm your two newest evacuees are listed, the Current Location is your TMP Location, and status for all three is Received.

You should also see all seven evacuees. Confirm the status of evacuee # 4-7 is Evacuated.

Scenario 27

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Scenario 27

Quick Search Name

- Use Quick Search to find one of your eight evacuees (pick one).

- Enter first name only.

- View results.

- Click on barcode link to view Tracking History.

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Quick Search Evacuee by Name

1. Select **Quick Search**.
2. Select **Enter the first name** of one of your evacuees.
3. Find evacuee in results table.
4. Verify Name, Operation and Status is correct.
5. Click on barcode link.
6. Scroll down to view tracking history for this evacuee.

Scenario 28

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Scenario 28

Quick Search Barcode

- Use Quick Search to find one of your eight evacuees (pick one).

- Enter the evacuees barcode number.

- View results.

- Click on barcode link to view Tracking History.

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Quick Search Evacuee by Barcode

1. Select **Quick Search**.
2. Select **Scan or Type the barcode** of one of your evacuees.
3. Find evacuee in results table.
4. Verify Name, Operation and Status is correct.
5. Click on barcode link.
6. Scroll down to view tracking history for this evacuee.

Scenario 29

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Scenario 30

Update Notes Field for Evacuee

- For the barcode you just searched, click on the barcode link to open evacuee record.

- Enter a medicine or medical condition about this evacuee.

- Save edits without changing the status.

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Update Medical Info or Notes Field

1. Select **Quick Search**.
2. Select **Scan or Type the barcode** of one of your evacuees.
3. Find evacuee in results table.
4. Verify Last Name, Operation and Status is correct.
5. Click on barcode link.
6. Scroll down to Medical Info or Note field.
7. Enter medical details about this evacuee.
8. Click **Save Edits.**
9. Confirm **Edit is complete**.

Scenario 30

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Scenario 29

- Use Quick Search to find one of your evacuees

- Enter transportation mode used in evacuees 1-3 OR medication listed for evacuee 2.

- View results.

- Click on barcode link to view Tracking History.

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 Quick Search Medical Info or Note Field

1. Select **Quick Search**.
2. Select **text** you just entered for one of your evacuees in the Medical Info or Note field.
3. Find evacuee in results table.
4. Verify Name, Operation and Status is correct.
5. Click on barcode link.
6. Scroll down to view tracking history for this evacuee.

Scenario 31

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 Scenario 30

4 Evacuees arrive at the TMP Location

Use the Multi Person Update to change status to Received

- You are at the TMP location with the last four evacuees.
- Update their Current Location Org. Type [TMP], Current Location and change to the status to Received.

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 Receive FOUR Evacuees at the TMP Location Using Multi Person Update

1. Select **Manage People > Multi Person Update**.
2. Select your Operation (the one you added).
3. Select **[TMP]** Temporary Intended Destination Org. Type.
4. Select your TMP Location for Intended Destination.
5. Select the **Receive** Action.
6. Click **List**.
7. Select the 4 people (#4-7) you just evacuated.
8. Click **Receive Selected**.
9. Confirm Receive completed for 4 people.

Scenario 21

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Scenario 31

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Evacuate to Another Location

One of the evacuees that you just Received will not be staying at the TMP Location:

- Open a record for one of the evacuees (#6) you just Received.

- Update their Intended Destination Org. Type and Intended Destination to the **Instructor's Location** and change their status to Evacuated.

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Evacuate to Another Location

1. Use Quick Search to find evacuee just received at TMP Location – search by name or barcode.
2. Find evacuee in results table.
3. Verify Name, Operation and Current [TMP] Location is correct.
4. Click on barcode link.
5. Change Intended Destination Org. Type to [HO] Hospital.
6. Change Intended Destination to Instructor's facility.
7. Click **Evacuate**.

Scenario 33

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Scenario 32

Mark Evacuee as Deceased

Another evacuee that you just Received at the TMP Location has Expired:

- Open a record for another evacuee (#7) you just Received.

- Check the Decease box.

- Enter expiration date and time in the notes field.

- Save Edits.

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Mark Evacuee as Deceased

1. Use Quick Search to find other evacuee just received at TMP Location – search by name or barcode.
2. Find evacuee in results table.
3. Verify Name, Operation and Current [TMP] Location is correct.
4. Click on barcode link.
5. Check **Deceased** box.
6. Enter "Expired on <today's date>.
7. Click **Save Edits**.
8. Confirm Edit is complete.

Stay on this evacuee's record for next scenario.

Scenario 34

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Scenario 33

Will Not Repatriate Status

Deceased person will not be returning to your facility. When an evacuee expires, is discharge or will not be leaving the current location, then their status is Will Not Repatriate.

- Open the record for the deceased person.
- Remove the Intended Destination Org. Type by clicking Select One.
- Update status to Will Not Repatriate.

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Update Status of Deceased Person to Will Not Repatriate

1. If you stayed on this evacuee's record, you will have two statuses: Evacuate and Cancel Receive.
2. Verify Name, Operation and Current [TMP] Location is correct.
3. Change Intended Destination Org. Type to "Select One."
4. Click **Will Not Repatriate**.
5. Confirm Will not Repatriate is completed.

Scenario 35

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Scenario 34

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View Facility Report

- Evacuees statues should be
  3 Repatriated (Evacuee 1-3)
  2 Received (Evacuee 4-5)
  1 Evacuated (Evacuee 6)
  1 Will Not Repatriate/Dead (Evacuee 7)

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View Facility Report

1. Select **Reports**.
2. Select **Facility Report**.
3. Click I am an evacuating facility.
4. Select your facility type and facility name if necessary.
5. Select your Operation.
6. Click **Generate Report.**
7. Confirm your two newest evacuees are listed and one has true in the Reported Deceases column.

You should also see all seven evacuees. Confirm the statuses of evacuee # 6 and 7 are Evacuated and Will Not Repatriate.

Scenario 36

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Scenario 35

Locate People

1. Click **Locate People** from eFINDS menu bar
2. Enter your Location Org. Type and your Location
3. Select your Operation
4. Click **Search**
5. View search results, including current location, intended location and status.

You should also see all seven evacuees. Confirm the statuses of evacuee # 6 and 7 are Evacuated and Will Not Repatriate.

Scenario 36

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New York State
e FINDS
Evacuation of Facilities
in Disasters System

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Scenario 36

Inactivate Operation

- Event is over.
- Remove Operation for the Dropdown list.

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e FINDS
Evacuation of Facilities
in Disasters System

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Inactive Operation

1. Select **Admin > Manage Operations.**
2. Locate and Select Operation you added for this training.
   Use the Search by Operation Name or "power outage" if necessary or
   check Exclude Inactive Operations.

   ☐ **Exclude Inactive Operations**
   Search By Operation Name: power

3. Click on <u>Name</u> link.
4. Change Status to **Inactive.**
5. Click **Save Operation.**

Scenario 37

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e FINDS
Evacuation of Facilities
in Disasters System

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Scenario 37

Inactivate TMP Location

- Event is over.
- Remove TMP Location for the Dropdown list.

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Inactive TMP Location

1. Select **Admin > Manage Location.**
2. Locate and Select TMP Location you added for this training.
   Check Exclude Inactive Operations.

☐ **Exclude Inactive Operations**

3. Click on <u>Name</u> link.
4. Change Status to **Inactive.**
5. Click **Save Location.**

Scenario 38

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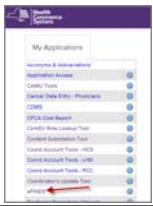
Scenario 38
Quick Review of
REAL eFINDS Application

1. Sign In to Health Commerce System (HCS)
   https://commerce.health.state.ny.us.
2. Click eFINDS from My Applications List.
3. Click 🚐 Evacuate
4. Verify or Select your facility name.
5. Click Set Location

Register People ▾   Manage People ▾   Locate People   Manage Barcodes ▾   Admin ▾   Reports ▾   Mobile Download ▾   Supply Requests   Quick Search ▾   Help

---

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Scenario 39

Install eFINDS Mobile

• Go to Google Play Store

   or App Store and install mobile application.

*eFINDS Mobile is a supplement to the Web
application, because it does not have all of the
features that the Web application has.*

Scenario 39

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eFINDS

Break
15 minutes

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eFINDS

HCS RESOURCES

Support Documents on HCS
https://commerce.health.state.ny.us

eFINDS → ⓘ

• **Application Updates/Release Notes**
• **eFINDS Quick Reference Cards**
• **Recorded CTI-502 – Refresher of instructor-led webinar**
• **CTI-502 course participant guide**
• **Scanner specs**
• **Train the Trainer Folder**
• **Current CTI-502 training schedule**

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eFINDS

NYSDOH RESOURCES

TECHNICAL

Example Issues:
• I cannot find or open eFINDS.
• I do not see my facility listed in eFINDS.

Valerie Shuba
Shared Solutions – Informatics
518-486-1029
valerie.shuba@health.ny.gov

Gregory Sweet
Shared Solutions – Informatics
Gregory.sweet@health.ny.gov

• I cannot log into the HCS

Use Forgot your User ID? Or Forgot your password?
features on the Sign In page or call CAMU help desk:
1-866-529-1890

PROGRAMMATIC

Example Issues:
• Implementation Questions
• Regulatory or policy issues/concerns

Debra Sottolano
Office of Primary Care & Health Systems Management,
518-485-9914
debra.sottolano@health.ny.gov

Shannon Ethier
Office of Health Emergency Preparedness
518-474-2893
Shannon.ethier@health.ny.gov

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RTC RESOURCES

eFINDS

WRHEPC.URMC.EDU
preparedness and response tools/resources
eFINDS

Finger Lakes Regional Training Center
Anne D'Angelo
Phone: (585) 758-7640
anne_dangelo@urmc.rochester.edu

UNIVERSITY of ROCHESTER MEDICAL CENTER

CNY Regional Training Center
Kelsey Wagner
Phone: (315)464-7597 Ext: 4-7597
WagneKel@upstate.edu

UPSTATE

CDR Regional Training Center
Jenette White
Phone: (518) 262-1070
whitej4@amc.edu

Albany Medical Center

MARO Regional Training Center
Connie Kraft
Phone: (631) 444-9074
Connie.Cincotta-Kraft@stonybrookmedicine.edu

Stony Brook Medicine

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Slide 113

New York State eFINDS
Evacuation of Facilities in Disasters System

Teach Back

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Slide 114

New York State eFINDS
Evacuation of Facilities in Disasters System

TB1: Create Operation

e-FINDS Administrator Role Only

1. Click **Admin** from the menu bar
2. Click **Manage Operations**
3. **ALWAYS search Name list first to be sure you are not creating a duplicate operation**
4. Select Begin Date – TODAY'S DATE
5. Select Event Type: OTHER then enter TEACHBACK in description
6. Enter location
5. Verify **Active** Status
6. Click **Add Operation**

Note: You may need to click Add Operation twice

8. **Verify Operation YYYY-MM-DD EVENT TYPE LOCATION was created.**

NOTE: Email confirmation is sent to all **NYSDOH eFINDS**
Application Administrators: "eFINDS Operation has been added".

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TB2: Receive Person with Barcode

Receiving Facility

1. Click **Manage People > Person Lookup**
2. Scan or Type Barcode > C 🔍 Search
3. Change Current Location Org Type & Current Location (your facility)
4. Click Receive.
4. Confirm message: **Receive is comple** Status: Received

RECEIVE/UPDATE 1 PATIENT/RESIDENT USING THIS PROCESS

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TB3a: Register Person with Barcode Using Mobile Device

1. Tap eFINDS mobile icon
2. Login with your HCS User ID and password
3. Select **Practice Only**
4. Select Location > tap **OK** and tap **Set Location**
5. Tap **Scan** and center red line over the eFINDS barcode
6. Verify Status is "barcode is unused and available" tap **Proceed** to begin the registration process
7. Enter: **First Name, Last Name, DOB (mm/dd/yyyy), Gender and Operation**
8. Select the Intended Destination Organization type (HO, NH, ACF)

9. Select the Intended Destination (TB3b):_____
10. Tap **Evac**
11. Confirm message: Evacuation is completed

Register 1 patient/resident using this process – leave barcode/wristband at workstation

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TB3b: Receive Person with Barcode using Mobile Device

Receiving Facility

1. Tap eFINDS mobile icon
2. Login with your HCS User ID and password
3. Select **Practice Only**
4. Select Location > tap **OK** and tap **Set Location**
5. Tap **Scan** and center red line over the eFINDS barcode
6. Review Barcode Profile for evacuee and tap **Proceed**
7. Select your **Location Org Type and Location**
   Note: this is the evacuees current physical location
8. Tap **Receive**
9. Verify Message stating **Receive was successful**

RECEIVE/UPDATE 1 PATIENT/RESIDENT USING THIS PROCESS

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TB4a1: Register Multiple People

Sending Facility: Registers Multiple People
e-FINDS Administrator Role Only

1. Click on **Register People > Multi Person Input**
2. Select Evacuation Operation > Sending Location Org. Type > Location
3. Enter number of People/Barcodes needed
4. Click **Generate Fillable Grid**
5. Enter known information, such as name, DOB and gender
6. Click **Register**
7. Verify message: Registered # people and note barcode #s assigned
8. Note barcode # assigned to person.

Register 2 patients/residents using this process

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TB4a2: Evacuate Multiple People
(from same facility as TB4a1)

Sending Facility:
e-FINDS Administrator Role Only

1. Click on Manage People > **Multi Person Update**
2. Select Evacuation Operation
3. Verify Organization Type and Location, if necessary
4. Select Action: **Evacuate** > Click **List**
5. Select People (from TB3a1) going to same Intended Destination
6. Select the Intended Destination Organization type (HO, NH, ACF).
7. Select the Intended Destination
   (TB3b):_____
8. Confirm message: Evacuate completed for # people

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TB4b: Receive Multiple People

Receiving Facility

1. Click **Manage People** > **Multi Person Update**
2. Select Operation, Current location org. type (TMP Location) and location
3. Select Action **Receive**
4. Click **List**
5. Select people with check/click OR select all by checking box in column heading
6. Click **Receive Selected**
7. Verify Receive completed for # people.

RECEIVE 2 PEOPLE USING THIS PROCESS

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New York State eFINDS

TB5a1: Generate/Populate/Save/Upload Fillable Spreadsheet

Sending Facility
e-FINDS Administrator Role Only

Step 1: Generate/Populate/Save
1. Click **Manage Barcodes > Download Barcode Documents**
2. Enter Start & End Barcode Number (optional)
3. Select Barcode Assignment: Uploadable Spreadsheet (excel)
4. Click **Download Document**
5. Click Save and Open NYS_eFINDS_<facility ID Date Time>_Training
6. Populate First Name, Last Name, DOB and Gender
7. Save file
8. Print file (optional, but recommended).

Step 2: Upload
1. Click **Register People > File Upload**
2. Select **Operation**
3. Click recycle icon, if operation does not display
4. Locate Excel file with saved person information (NYS_eFINDS file name with facility id, date and time or other file name)
5. Click **Open** to add file
6. Click **Upload**
7. Verify Info is correct, and edit if necessary
8. Click **Register**
9. Verify message: Registered # people

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New York State eFINDS

TB5a1: Generate/Populate/Save/Upload Fillable Spreadsheet

Sending Facility
e-FINDS Administrator Role Only

Step 1: Generate/Populate/Save
1. Click **Manage Barcodes > Download Barcode Documents**
2. Enter Start & End Barcode Number (optional)
3. Select Barcode Assignment: Uploadable Spreadsheet (excel)
4. Click **Download Document**
5. Click Save and Open NYS_eFINDS_<facility ID Date Time>_Training
6. Populate First Name, Last Name, DOB and Gender
7. Save file
8. Print file (optional, but recommended).

Step 2: Upload
1. Click **Register People > File Upload**
2. Select **Operation**
3. Click recycle icon, if operation does not display
4. Locate Excel file with saved person information (NYS_eFINDS file name with facility id, date and time or other file name)
5. Click **Open** to add file
6. Click **Upload**
7. Verify Info is correct, and edit if necessary
8. Click **Register**
9. Verify message: Registered # people

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New York State eFINDS

TB5a2: Evacuate Multiple People
(from same facility as TB5a1)

Sending Facility:
e-FINDS Administrator Role Only

1. Click on Manage People > **Multi Person Update**
2. Select Evacuation Operation
3. Verify Organization Type and Location, if necessary
4. Select Action: **Evacuate** > Click **List**
5. Select People (from TB5a1) going to same Intended Destination
6. Select the Intended Destination Organization type (HO, NH, ACF).
7. Select the Intended Destination (TB5b):_____
8. Confirm message: **Evacuate completed for # people**

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TB5b: Receive Multiple People

Receiving Facility

1. Click **Manage People** > **Multi Person Update**
2. Select Operation, Current location org. type (TMP Location) and location
3. Select Action **Receive**
4. Click **List**
5. Select people with check/click OR select all by checking box in column heading
6. Click **Receive Selected**
7. Verify **Receive completed for # people**.

RECEIVE 2 PEOPLE USING THIS PROCESS

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TB6a: Register Person
without Barcode
Sending Facility: Registers Person without Scanner

1. click **Register People** > **List Available Barcodes**
2. Verify Org Type/Facility Name
3. Click **List**
4. Click **Barcode** Link
5. Enter known person information (name, DOB, gender)
6. Select or Verify Evacuation Operation **(reason for evacuation)**
7. Select the Intended Destination Organization type (HO, NH, ACF)
8. Select the Intended Destination
(TB6b):_____
9. Click **Register** or **Evacuate** > Confirm   is correct.

Register 1 patient/resident using this process

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TB6b: Locate Person and Receive

Receiving Facility

1. Click **Locate People** from eFINDS menu bar
2. Enter the Intended Destination Org. Type
3. Select Operation
4. Click **Search**
5. View search results, including current location, intended location and status.
6. Click on appropriate barcode
7. Change Current Location Org Type & Current Location (your facility)
8. Click **Receive**
9. Confirm message: **Receive is completed**

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T7:View Status and Location of All People

1. Click **Manage People > List People**
2. Select facility, if necessary
3. Click **List**

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TB8: Generate a Scannable Log (pdf)

e-FINDS Administrator Role Only

1. Click **Manage Barcodes > Download Barcode Document**
2. Verify your Org Type and Location
3. Enter Start and End barcode numbers (Optional)
4. Select Scannable Log
5. Check box to exclude used barcodes or to exclude facility name
5. Click **Download Document**
6. Open and print or Save the scannable log as a PDF

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TB9: Quick Search

1. Click **Quick Search** from eFINDS menu bar
2. Enter search criteria in the Quick Search box
3. Click **Search**
4. Verify: Found # person for the keyword(s): 'search criteria' Please select one to view details
5. Locate the record to be viewed or updated
6. Click the Barcode link (optional)
7. View record or Add/change the necessary information
8. Click appropriate action button

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TB10: Create Temporary Location

e-FINDS Administrator Role Only

1. Click **Admin > Manage Locations**
2. Enter Location Name (e.g. Public School# 304), Description (e.g. HS), town or city (e.g. Albany)
   Note: this will display in Operation drop down list when registering a person
3. Enter Description, Address, City, State, Zip, Phone and County
4. Click   Add Location
5. Verify your temporary training location has been saved.

Please Note: New TMP location names must be unique
Check list of existing TMP locations first

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QUESTIONS

TEACH BACK
FEEDBACK
EXPECTATIONS
NEXT STEPS
EVALUATION
CERTIFICATE

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