

eFINDS *Evacuation of Facilities In Disaster Systems*


Getting Started

Only the Health Commerce System (HCS) user with **eFINDS Data Reporter** OR **eFINDS Reporting Administrator** role can access eFINDS.

To verify your role, click **My Content** on the purple menu bar of the HCS, then click [See what roles I hold](#). Click [Update or verify my contact information](#) to access your business and emergency contact info and update as needed. If you are not in an eFINDS role, please contact your facility Coordinator.

Evacuating (E) or Receiving (R) Facility	Barcode Status	Definition	See Instruction Number
	Available	Barcode is not assigned to an evacuee yet	
E	Registered	Person to be evacuated is in eFINDS	1
E	Evacuated	Person left evacuating facility, and is enroute to intended destination/receiving facility	2
R	Received	Arrived at destination/receiving facility and current location is up to date	3
R	Repatriation Initiated	Receiving facility prepares to return evacuee to their original facility	4
E	Repatriated	Evacuees arrive back to their original location/evacuated facility	5
R	Will Not Repatriate	Evacuees will not be returning to their original facility	6
E	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.	


Register

1. Click **Register People > Scan or Type Barcode**.
2. Confirm: **Status: Available**
3. Enter *First Name, *Last Name and *DOB (mm/dd/yyyy).
4. Select Evacuation Operation (reason for evacuation—Click  to refresh list).
5. Verify person's current location is correct.
6. Select Intended Destination Org. Type & then Facility Name.
7. Click the **Register**.
8. Confirm message: **Register is completed**.

NOTE: Required fields are marked with *

Check the **Confirm Submission Without Required Fields** box, if info is not available, then click **Register**.

Evacuate

1. **VERIFY your location** 
2. Click **Manage People > Scan or Type Barcode**.
3. Verify correct evacuee.
4. Select Intended Destination Org. Type & Facility if needed.
5. Click **Evacuate**.
6. Confirm message: **Register or Evacuate is completed**.

TIP: Scan a barcode when in eFINDS application to initiate a new record or open an existing evacuee record. You do not need to select a menu item first.

Evacuate button can be selected if registration was not complete.

e-FINDS DEMO [Contact Us](#)
Your name (user ID) | Primary Organization
Agency: NYSDOH, OASAS, OPWDD, OCFS, OMH or OTDA
Your Agency-facility/program name [Abbrev] Facility ID@ role

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Receive

1. **VERIFY your location**
2. Click **Manage People > Scan or Type Barcode.**
3. Verify correct evacuee.
4. Select Current Location.
5. Click **Receive.**
6. Confirm message: [Receive is completed.](#)
7. Scan next barcode and repeat steps 3-6.

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Initiate Repatriation

1. **VERIFY your location**
2. Click **Manage People > Scan or Type Barcode.**
3. Verify correct evacuee.
4. Select Intended Destination Org. Type & Facility.
5. Click **Initiate Repatriation.**
6. Confirm message: [Initiate Repatriation is completed.](#)
7. Scan next barcode and repeat steps 3-6.

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Repatriate

1. **VERIFY your location**
2. Click **Manage People > Scan or Type Barcode.**
3. Verify correct evacuee.
4. Select Current Location.
5. Click **Repatriate.**
6. Confirm message: [Repatriation is completed.](#)
7. Scan next barcode and repeat steps 3-6.

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Will Not Repatriate

1. **VERIFY your location.**
 2. Click **Manage People > Scan or Type Barcode.**
 3. Verify correct evacuee & evacuee was received.
 4. Select "Select One" for Intended Destination Org. Type.
 5. Click **Will Not Repatriate.**
 6. Confirm message: [Will not Repatriate is completed.](#)
- NOTE:** If evacuee expired, then check the Deceased box below Gender and enter date of death. If evacuee was discharged, then add note of discharge date.

Quick Search


Use Quick Search to search for evacuee by name, partial name, barcode number or contents of the Note field.

1. Click **Quick Search** from eFINDS menu bar.
2. Enter search criterion.
3. Click **Search.**
4. Locate the record to be viewed or updated.
5. Click the [Barcode link](#).
6. View record or Add/change necessary information.
7. Click appropriate action button.

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Update Multiple Evacuees

1. Click **Manage People > Multi Person Update.**
2. Select Operation—refresh list by clicking .
3. Select Org. type and Location, i.e., your facility or TMP location.
4. Select **Action** needed to update status.
5. Click **List.**
6. Select single check boxes OR all by checking box in column heading.
7. Click **Action** & Verify [Action completed for # people.](#)

Note: Statuses of all evacuees must be the same, and you cannot Initiate Repatriation unless all evacuees are received.