

eFINDS *Evacuation of Facilities In Disaster Systems 3.0*

Getting Started

The **eFINDS Data Reporter** OR **eFINDS Reporting Administrator** roles have access to the application. From the **My Content** on the purple menu bar of the Health Commerce System (HCS), verify that you are in one of the eFINDS roles by clicking on [See what roles I hold](#). Click [Update or verify my contact information](#) to access your business and emergency contact information and update, if necessary. If you are not in an eFINDS role, please contact your facility Coordinator.



Person Statuses

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

eFINDS Actions/Buttons

- Register
- Evacuate
- Cancel Evacuation
- Receive
- Cancel Receive
- Repatriate
- Cancel Repatriate
- Initiate Repatriation
- Cancel Initiate Repatriation
- Will Not Repatriate
- Cancel Will Not Repatriate
- SIP (Shelter in Place)
- Cancel SIP
- Save Edits

Open eFINDS

1. Log on to the HCS (<https://commerce.health.state.ny.us>)
If you cannot remember your user id or password, please call Commerce Accounts Management Unit (CAMU) at 1-866-529-1890
2. Click **e-FINDS** from **My Applications** in left side panel
3. Select  **Evacuate** when facility has a real evacuation OR  **Practice Only** when in training or just practicing
4. Select your facility > Click [Set Location](#)

Always VERIFY your location, if affiliated with more than one →

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

Sending Facility: Register People with Barcode

1. Click **Register People** > **Scan or Type Barcode**
2. Confirm: [Status: Available](#)
3. Enter *First Name, *Last Name, *DOB (mm/dd/yyyy) & Select Gender
4. Select or Verify Evacuation Operation (reason for evacuation)
5. Verify person's current location is correct
6. Select the Intended Destination from dropdown list, i.e. Org. Type & Facility Name
7. Enter Evacuation Group Description; such as bus #, transportation description or facility unit
8. Click the **Register** or **Evacuate**

Required fields are marked with * **Check the Confirm Submission Without Required Fields** box, if necessary then click **Register** or **Evacuate**
9. Confirm message: [Register or Evacuate is completed.](#)

Quick Search

1. Click Quick Search from eFINDS menu bar
2. Enter search criteria in the Quick Search box, e.g., partial first, last name, barcode or contents of Note field
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
7. View record or Add/change the necessary information
8. Click appropriate action button.

Receiving Facility: Receive Person with Barcode

1. Click **Manage People** > **Person Lookup**
2. Scan or Type Barcode > Click [Q Search](#)
3. Change Current Location Org. Type & Current Location (your facility)
4. Click **Receive**
5. Confirm message: [Receive is completed](#) & [Status: Received](#)

Sending Facility: View Status and Location of All People

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

Sending Facility: Registers Person without Scanner

1. Click **Register People > List Available Barcodes**
2. Select facility, if necessary
3. Click **List**
4. Click **Barcode** link
5. Enter *First Name, *Last Name, *DOB (mm/dd/yyyy) & Gender
6. Select or Verify Evacuation Operation (reason for evacuation)
7. Select the Intended Destination from dropdown list if known
8. Click **Register** or **Evacuate** > Confirm **Status:** is correct

Sending Facility: Uploads NYS eFINDS Spreadsheet

1. Click **Register People > File Upload**
2. Select Evacuation Operation
3. Click **Browse**
4. Locate Excel file with saved person information (NYS_eFINDS file name with facility id, date and time) Click **Open** to add file
5. Click **Upload**
6. Verify Info is correct, and edit if necessary
7. Click **Register**
8. Verify message: **Registered # people**

Note: If Excel file has no person info, then the file cannot be uploaded.

Sending Facility: Generates Scannable Log (pdf) OR Uploadable Spreadsheet (excel)

Administrator Role Only

1. Click **Manage Barcodes > Download Barcode Documents**
2. Select Organization Type and Location, if necessary
3. Enter Start & End Barcode Number (optional)
4. Select Scannable Log or Uploadable Spreadsheet
5. Check box to exclude used barcodes or to exclude facility name
6. Click **Download Document**
7. Save Excel spreadsheet without changing the name; Open and print or Save the scannable log as a pdf

Note: PDF files cannot be uploaded, but could be sent with transport or faxed to receiving facility. The Avery Label is for the person's belongings.

Receive Multiple People without Scanner

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

Receiving Facility Initiates Repatriation

1. Click **Manage People > Multi Person Update**
2. Select Operation, receiving location org. type and location
3. Select Action: **Initiate Repatriation** > Click **List**
4. Select people with click OR select all by checking box in column heading
5. Click **Initiate Repatriation of Selected**
6. Verify **Initiate Repatriation completed for # people**

Note: When people arrive back to the Original Location, the facility will follow same steps above, but Action is **Repatriate**.

If people have reached a final destination other than the original location, then the action is **Will Not Repatriate**.



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Sending Facility: Registers Multiple People

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