

1



**New York State**  
**eFINDS**

Evacuation of Facilities  
in Disasters System

LTC MAP Training/Exercise

- 11/30/21: CNY
- 12/01/21: ST
- 12/02/21: WNY
- 12/03/21: FLR

Presented by:



UNIVERSITY OF  
**ROCHESTER**  
SCHOOL OF  
MEDICINE

Finger Lakes Regional Training Center



NEW YORK  
STATE  
Department  
of Health

---

---

---

---


---

---

---

---

2



**New York State**  
**eFINDS**

Evacuation of Facilities  
in Disasters System


### OBJECTIVES

Understand the purpose of eFINDS

Identify the tools needed to implement eFINDS

Demonstrate the BASIC technical skills needed to evacuate, track & receive residents during a real or practice evacuation

Locate resources for additional eFINDS support



NEW YORK  
STATE  
Department  
of Health

---

---

---

---


---

---

---

---

3



**New York State**  
**eFINDS**

Evacuation of Facilities  
in Disasters System

### AGENDA for VIRTUAL Session

- **Module 1:** eFINDS Introduction
- **Module 2:** eFINDS Demo – Evacuating Facility
- **Module 3:** **BREAK**/Hands-on Exercise (*work independently*)
- **Module 4:** eFINDS Demo – Receiving Facility
- **Module 5:** eFINDS Resources



NEW YORK  
STATE  
Department  
of Health

---

---

---


---

---

---


---

---



4

## Module 1: eFINDS Intro




---

---

---

---

---

---


---

---

5

<p><b>eFINDS is...</b></p> <p><b>A Secure Evacuee Tracking System</b></p> <ul style="list-style-type: none"> <li>• Where did person come from</li> <li>• Where are they now</li> <li>• What is their evacuation status</li> </ul>	<p><b>eFINDS isn't...</b></p> <ul style="list-style-type: none"> <li>• A planning tool for where to send evacuees</li> <li>• A platform for sharing medical information</li> <li>• A way to tracking employees</li> </ul>
---	---

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




---

---

---

---

---

---

---

---

6

### 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.




---

---

---

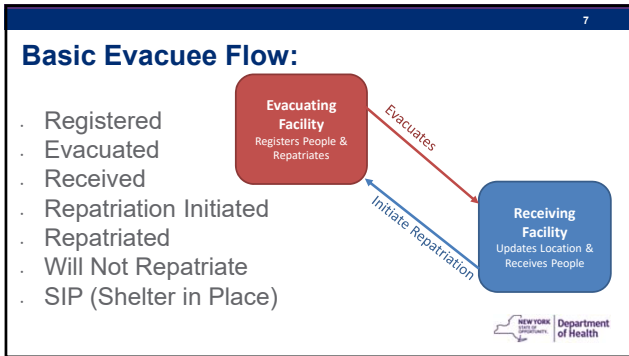
---

---

---

---

---




---

---

---

---

---

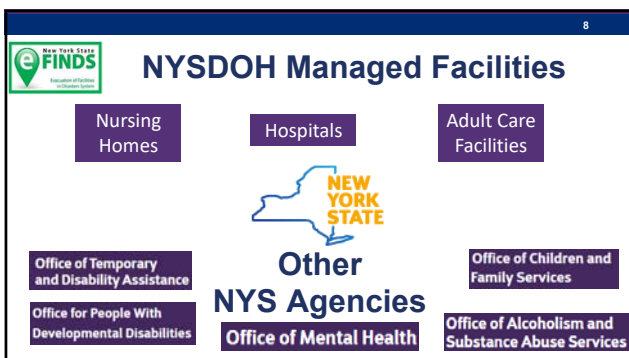
---

---

---

---

---




---

---

---

---

---

---

---

---

---

---

9

### Evacuations Happen!

Name	Status	Type	Score	Location	Start Date	End Date	Agency	Created By	Updated	Expires
2021-03-10 FIRE SAINT JOHN'S SPECIALTY HOSPITAL	Active	Fire		Spillville, NY	03/10/2021		NYSDOH	Mark J. Sullivan (9810)	03/10/2021	03/10/2021
2021-03-10 COLONIAL PARK BURNING	Active	Other		Colonial Park	03/10/2021		NYSDOH	Debra Sullivan (9810)	03/10/2021	03/10/2021
2021-03-21 RESIDENT TRANSFER THE SHORE WILDS	Active	Other		The Shore WILDS	03/21/2021		NYSDOH	Amelia Wilson (9810)	03/21/2021	03/21/2021
2021-03-21 RESIDENT TRANSFER TO THE SHORE WILDS	Active	Other		The Shore WILDS	03/21/2021		NYSDOH	Amelia Wilson (9810)	03/21/2021	03/21/2021
2021-03-21 FACILITY CLOSED AT FACILITY WOODMAN PARK ADULT HOME	Active	Other		Woodman Park ADULT HOME	03/21/2021		NYSDOH	Debra Sullivan (9810)	03/21/2021	03/21/2021
2021-03-21 NEW VILLAGE VIEW REPAIRS	Active	Other		Ulster County	03/21/2021		NYSDOH	Debra Sullivan (9810)	03/21/2021	03/21/2021
2021-03-21 FIRE EVERGREEN COURT ADULT HOME	Active	Fire		Evergreen Court ADULT HOME	03/21/2021		NYSDOH	Debra Sullivan (9810)	03/21/2021	03/21/2021
2021-03-21 RETURN TO CONEILUS HOPKINS	Active	Other		Coneilus Hopkins	03/21/2021		NYSDOH	Tamara A. (9810)	03/21/2021	03/21/2021
2021-03-21 FACILITY CLOSURE NEW MANEY PARK	Active	Facility Closure		New Maney Park	03/21/2021		NYSDOH	Amelia Wilson (9810)	03/21/2021	03/21/2021

---

---

---

---

---

---

---

---

---

---


**NEW YORK STATE eFINDS**  
Department of Health  
Division of Health Planning and Resources

10

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

If all else fails....

- ❖ Grab your supplies and move to a safe location
- ❖ Wristband your evacuees and transport
- ❖ No wristband? Print labels or handwrite barcode number on person's medical record
- ❖ OR Document on barcode log for initial tracking



---

---

---

---

---

---

---

---

**NEW YORK STATE eFINDS**  
Department of Health  
Division of Health Planning and Resources

11

### eFINDS Supplies

Real System Wristband (nursing home)

Scannable (PDF) Barcode Log

Scanners

Barcode

Training/Demo Barcode (hospital)  
HO08700015D



---

---

---

---

---

---

---

---

**NEW YORK STATE eFINDS**  
Department of Health  
Division of Health Planning and Resources

12

### Where is the best place to keep your eFINDS supplies?

**A** 

**B** 

**C** 



---

---

---

---

---

---

---

---

New York State  
**eFINDS**  
Evaluation of Facilities Information System

13

## Access to eFINDS

**1. Verify your business and emergency contact info is**

**2. Confirm you have been assigned the proper eFINDS role**

Evacuate Practice Only

NEW YORK STATE Department of Health

---

---

---

---

---

---

---

---

---

---

New York State  
**eFINDS**  
Evaluation of Facilities Information System

14

## eFINDS Roles for Facilities

eFINDS Reporting Administrator (@admin)	eFINDS Data Reporter (@user)
<p>Same as eFINDS Data Reporter (user) plus:</p> <ul style="list-style-type: none"> <li>Create an operation when evacuation event impacts a single facility (e.g., fire or no heat)</li> <li>Create temporary locations</li> <li>Order eFINDS supplies</li> <li>Register or update info in tracking history</li> <li>Generate Barcode Assignment: Scannable Log (PDF log) or Download or Upload Spreadsheet (Excel)</li> <li>Register people without having barcodes to scan using the Multi-Person Input</li> </ul>	<ul style="list-style-type: none"> <li>Register people with or without scanner</li> <li>Update info in tracking history</li> <li>Upload the eFINDS spreadsheet (Excel) to register evacuees</li> </ul>

NEW YORK STATE Department of Health

---

---

---

---

---

---

---

---

---

---

15

# MODULE 2

## INSTRUCTOR DEMONSTRATION EVACUATING FACILITY

NEW YORK STATE Department of Health

---

---

---

---

---

---

---

---

---


---

16

## INSTRUCTOR DEMO

**Event:** Winter Storm/Blizzard is approaching and it is predicated that 8 feet of heavy/wet snow will fall. St. James Mercy is preparing to evacuate TWO people to Strong Memorial Hospital in anticipation of roof collapse and losing power & heat

1. Log into eFINDS Practice Application
2. Set Location (St. James Mercy)
3. Create an operation
4. Download barcode log and labels
5. Register and Evacuate 2 people to Strong Memorial Hospital
  1. Scan Barcode
  2. List Available Barcode
6. Generate Facility Report




---

---

---

---

---

---

---

---

17

## ★ DEMO 1 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 



For help with eFINDS click the Info Button. 




---

---

---

---

---

---

---

---



18

## ★ DEMO 2 Set Current Location

1. Verify or Select your facility name & @admin in dropdown
2. Click **Set Location**

When Evacuating, verify the following

- YOUR location/PFI# matches  
YOUR barcode/PFI#
- You have reporting admin role (@admin)
- You are utilizing Demo barcodes in the eFINDS DEMO application


---

---

---

---

---

---

---


---

**DEMO 3** 19

**Add Operation**  
eFINDS Administrator Role Only

1. Click **Admin**.
2. Click **Manage Operations**.
3. Review list of Active and Inactive Operations.
4. Select **Begin Date**.
5. Select **Event Type**.
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.

CNY:	2021-11-30 BLIZZARD LTC MAP CNY
ST:	2021-12-01 BLIZZARD LTC MAP ST
WNY:	2021-12-02 BLIZZARD LTC MAP WNY
FLR:	2021-12-03 BLIZZARD LTC MAP FLR




---

---

---

---

---

---

---

---


---

---

optional **DEMO 4** 20

**Generate a Scannable Log (PDF)  
OR Label Document (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.
5. Select a **Barcode Assignment**:
  1. Scannable Log (PDF)
  2. Avery Label Document (PDF)
6. Check Exclude used barcodes from List? box.
7. Click **Download Document**.
8. Print the PDF.




---

---

---

---

---

---

---

---


---

---

**DEMO 5** 21

**Register Person #1  
by Scanning/Typing Barcode**

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 Confirm Current Location is your facility.
6. Select **Intended Destination Org. Type [HO]**.
7. Select **Intended Destination- Strong Memorial Hospital**
8. Click **Register**.
9. Confirm message: **Register is completed**.
10. Scroll down to Tracking History to view current Action and Status of evacuee.




---

---

---

---

---

---


---

---

---


---

**DEMO 6 - NO WRISTBANDS OR LOG?** 22



### Evacuate Person using 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. Click on barcode link to open barcode data fields/profile
7. Enter Evacuee's First Name, Last Name, DOB & Select Gender.
8. Select the Operation
9. Confirm Current Location is your facility.
10. Select **Intended Destination Org. Type [HO]**.
11. Select **Intended Destination- Strong Memorial Hospital**
12. Click **Evacuate**.
13. Confirm message: **Evacuate is completed.**
14. Scroll down to Tracking History to view current Action and Status of **evacuee**.




---

---

---

---

---

---


---

---

---


---

optional **DEMO 7** 23



### View Facility Report EVACUATING FACILITY

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 evacuee(s) are listed, the Intended Destination is Strong Memorial Hospital, and resident #1 is Registered and resident #2 is Evacuated




---

---

---

---

---

---


---

---

---


---

**DEMO 8** 24



### Update Person #1 Record and Evacuate

1. Select **Manage People**.
2. Select **Person Lookup**.
3. Type in barcode number.
4. Click **Search**
5. Enter type of transportation (**BLUE BUS**) in Evacuation Group Description.
6. Add a detail to notes field (**FALL RISK**) and medication field (**ATIVAN 1mg PO - date @ 8am**)
7. Click **Evacuate**.
8. Confirm message: **Evacuate is completed.**
9. Scroll down to Tracking History to see status updated to evacuated




---

---

---

---

---

---

---


---

---

---




**DEMO REVIEW** 25



## View Facility Report EVACUATING FACILITY

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 2 evacuees are listed, the Intended Destination is Strong Memorial Hospital, and both residents are Evacuated




---

---

---

---

---


---

---

---

**MODULE 3**

YOUR TURN!




---

---

---

---

---

---

---

---


**HANDS-ON EXERCISE** 27

**Event:** Winter Storm approaching and it is predicated that 8 feet of snow will fall. YOU are preparing to evacuate a resident to Strong Memorial Hospital in anticipation of losing power/heat

1. **DEMO 1:** Open eFINDS Practice ★
2. **DEMO 2:** Set YOUR Location (Confirm Location PFI matches Barcode PFI) ★
3. **SKIP DEMO 3** (use instructor created operation) Ⓝ
4. **DEMO 4: Optional** – print log or label doc if needed optional
5. **DEMO 5 OR DEMO 6** - register and/or evacuate 1 person using your facility demo/training barcodes ★ **OR** "List Available" option ★
6. **DEMO 7: Optional** – review facility report optional

Instructor created  
OPERATIONS

CNY:	2021-11-30 BLIZZARD LTC MAP CNY
ST:	2021-12-01 BLIZZARD LTC MAP ST
WNY:	2021-12-02 BLIZZARD LTC MAP WNY
FLR:	2021-12-03 BLIZZARD LTC MAP FLR



---

---

---

---

---

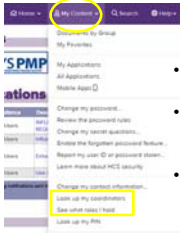
---

---

---


**ACCESS ISSUES** 28

HCS Account Questions should be directed to  
 NYSDOH CAMU Help Desk (App Support)  
 1-866-529-1890



**Have HCS access but not eFINDS application**

- Verify role assignment:  
 My Content > See what roles I hold
- Identify HCS Coordinator to request eFINDS Reporting Admin Role  
 My Content > Look up my coordinators
- Contact CAMU Help Desk (App Support)



---

---

---

---

---


---

---

---

**MODULE 4**

INSTRUCTOR DEMONSTRATION  
 RECEIVING FACILITY



---

---

---

---

---

---


---

---

**INSTRUCTOR DEMO** 30

**Event:** Winter Storm/Blizzard has impacted the region. Multiple facilities have evacuated patients/residents to Strong Memorial Hospital. Strong Memorial Hospital must receive evacuees.

1. Log into eFINDS Practice Application
2. Set Location (Strong Memorial Hospital)
3. Update Location/Receive Evacuees
  1. Scan barcodes (St. James Mercy & Unknown)
  2. Multi Person Update (attendee evacuees)
4. View Facility Report
5. Quick Search
6. Locate People



---

---

---

---

---

---

---

---

**DEMO 9** 31

**Open eFINDS Practice & Set Location**



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**



---

---

---

---

---

---

---


---

---


---

**DEMO 10** 32

**View Facility Report RECEIVING FACILITY**



1. Select **Reports**.
2. Select **Facility Report**.
3. Click I am a received facility.
4. Select your facility type and facility name if necessary.
5. Select your Operation.
6. Click **Generate Report**.
7. Review evacuees INTENDED to be received



---

---

---

---

---

---

---


---

---


---

**DEMO 11** 33

**Receive Evacuees by Scanning or Typing barcode**



1. Scan barcode OR Select **Manage People > Person Lookup**.
2. Verify Current Location and Operation
3. Click **Receive**.
4. Confirm **Receive is Complete**.



---

---

---

---

---

---

---

---


---

---

34

**DEMO 12**

**Receive Evacuee  
Unknown Location/No eFINDS Data**




1. Scan barcode OR Select **Manage People > Person Lookup**.

**NOTE: barcode available but no data has been entered...**

1. Enter Evacuee's First Name, Last Name, DOB & Select Gender.
2. Select the name of the Operation
3. Confirm Current Location is your facility
4. Click **Receive**
5. Confirm message: **Receive is completed.**
6. Scroll down to Tracking History to view current Action and Status of evacuee

**WHERE DID EVACUEE ORIGINATE FROM???**



---

---

---

---

---

---


---

---


35

**DEMO REVIEW**

**View Facility Report**



1. Select **Reports**.
2. Select **Facility Report**.
3. Click **I am a receiving facility**.
4. Select your facility type and facility name if necessary.
5. Select your Operation.
6. Click **Generate Report**.



---

---

---

---

---

---


---

---


36

**DEMO 13**

**Receive Evacuees using  
the Multi Person Update**



1. Select **Manage People**
2. Select **Multi Person Update**
3. Select Operation.
4. Verify Location & Org. Type
5. Select the **Receive Action**
6. Click **List**.
7. Check the All box (top left) OR the box corresponding the evacuee
8. Click **Receive Selected**.
9. Confirm Receive complete for # persons.



---

---

---

---

---


---

---


---

**DEMO 14** 37

**Quick Search Evacuee  
by Name, Transportation, Note Field**



1. Select **Quick Search**.
2. Enter 2+ letters from any entered data field  
ie: name, transportation mode (**Blue Bus**), medication (**Ativan**), notes (**Fall Risk**)
1. Click **Search**
2. Find evacuee in results table.
3. Verify Name, Operation and Status is correct.
4. Click on **barcode** link.
5. Scroll down to view tracking history for this evacuee.




---

---

---

---

---


---

---


---

**DEMO 15** 38

**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.




---

---

---

---

---

---

---

---

**DEMO 16** 39

**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**





---

---

---

---

---

---

---

---


**DEMO 17** 40

**Request "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.



---

---

---

---

---

---

---

---

**NOT DEMOED TODAY** 41

**Other eFINDS Functions**

- Manage Barcodes – Generate Barcodes (demo/practice only)
- Admin – Adding Temporary Locations
- Temporary Locations – evacuating to/receiving from
- Register - Excel File Download/Upload
- Register – Multi Person Input
- Register – Shelter in Place
- Manage People – Multi Person Update - Initiate Repatriation
- Manage People – Multi Person Update – Repatriate
- Manage People – Multi Person Update – Will Not Repatriate
- Manage People – List People
- Admin – Scanner Test
- eFINDS Mobile App



---

---

---

---

---


---

---

---

**MODULE 5**

eFINDS RESOURCES



---

---

---

---

---

---



---

---

**HCS eFINDS Documents/Resources**

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

- 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


---

---

---

---

---

---

---

---

**eFINDS Resources - Application Assistance**

**eFINDS Document Folder**

**Application Assistance**

- Go to the eFINDS document folder Documents + Hospital + Preparation + eFINDS to find
  - Training Schedules
  - Quick Reference Card
  - Recorded Training Session






---

---

---

---




---

---

---

---

**eFINDS Quick Reference Cards**


---

---

---

---

---

---

---

---

