# eFINDS Evacuation of Facilities In Disaster Systems

## eFINDS Mobile Update Notices

You will be notified via email when the eFINDS mobile application updates are available. To update to the latest version, **FIRST uninstall** eFINDS, and then download/reinstall the new updated version.
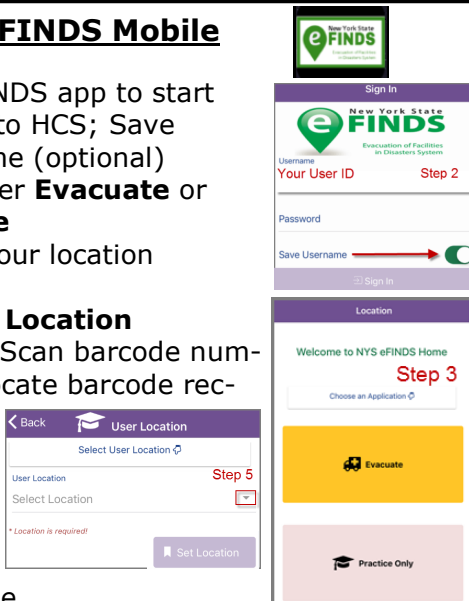
## Access to Mobile

Any **eFINDS role assignment**, including eFINDS Reporting Admin, eFINDS Data Reporter, or eFINDS Reader has permission to install the eFINDS mobile application.

To verify your role assignment, go to the **My Content** link on the menu bar of the Health Commerce System (HCS), > Click See what roles I hold to verify that your user ID is properly linked to an eFINDS role. If you are not in an eFINDS role, please contact your facility's HCS Coordinator > Click Look up my coordinators.

## Use eFINDS Mobile



1. Tap eFINDS app to start
2. Sign In to HCS; Save Username (optional)
3. Tap either **Evacuate** or **Practice**
4. Select your location
5. Tap **OK**
6. Tap **Set Location**
7. Type or Scan barcode number to locate barcode record.

See status definitions and more instructions on next page.
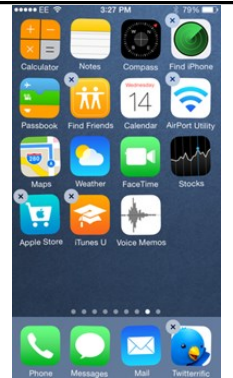
## Remove eFINDS Mobile From Your iOS Device

**Two ways to delete from iOS:**
**1.)** From Main Screen
Tap and hold any app icon until all the icons start wiggling. You'll notice that many, if not most of them, have a little X at the top left corner. (The ones that don't have the X are default apps that are part of iOS; you can't delete those.) Tap the X, then tap Delete in the dialog the displays.

**2.)** From Settings
Tap Settings > General > Usage, then look at the apps that display at the top of the window in the Storage section. Tap on an app's name, then tap Delete App.

## Remove eFINDS Mobile From Your Android Device

**Delete from Android:**
1. From your app drawer, find the app that you want to uninstall
2. Grab it by long pressing on it for 2-seconds.
3. With control of the app, depending on your device, you should see shortcut options in the notification bar.
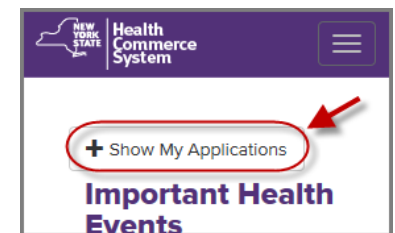
*Some devices, such as HTC phones display "Uninstall" or "App info." but location varies per device. Motorola phones may only display "More Options" and menu to uninstall. Samsung phones running TouchWiz do not have either shortcut. To quickly uninstall, hit Menu>Uninstall while in the app drawer and then select the apps you want to remove.

4. If your phone shows the "Uninstall" option, drop your app there, and then hit "OK" to uninstall.
5. If you only see "App Info" or "More Options," drop your app there.
6. You should then see a box which allows you to uninstall the app.

## Add eFINDS Mobile To Your Device

1. Log on to the HCS (https://commerce.health.state.ny.us) from your mobile device
2. Tap **+Show My Applications** > Tap **e-FINDS**
3. Tap either **Evacuate** or **Practice Only**
4. Select your location **All of the locations you currently have access to will also be available on Mobile**
5. Tap **Submit**
6. Tap **Mobile Download** from the menu bar
7. Select **Android** or **iOS**
8. Confirm **Install**
9. Wait for application to install on mobile device; progress is displayed on the main screen.

## eFINDS 3.0 People Statuses and Definitions

**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

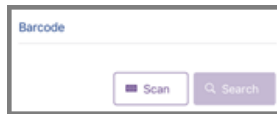**Repatriation Initiated:** receiving facility returns evacuee to their original facility

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

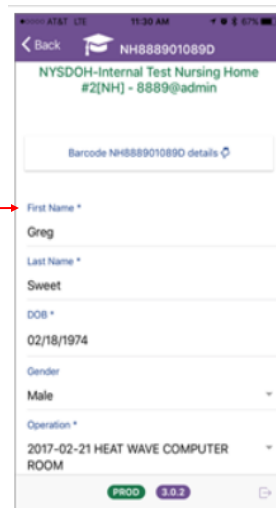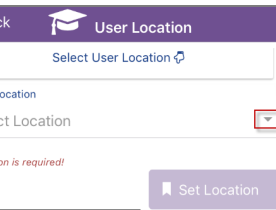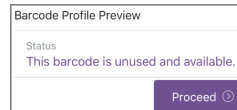**Will Not Repatriate:** evacuees will not be returning to their original facility

**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.

## My Device Does Not Have A Camera

You do not need a camera to use efinds Mobile. If you cannot use your camera for any reason, type the barcode number into eFINDS Mobile and tap **Search** to locate the eFINDS record.

Scanning or Typing in barcode will return the same results. Note: Barcodes begin with letters, e.g., HO for hospital.

## Registering A Person For Evacuation

1. Tap eFINDS mobile icon on your mobile device.
2. Login with your Health Commerce System (HCS) user ID and password.
3. Select Location > tap **OK** and tap **Set Location**.
4. Tap scan and center the red line over the eFINDS wristband or barcode. Make sure entire barcode is in square.
5. Verify Status is "barcode is unused and available", tap **Proceed** to begin the registration process.
6. Enter **First Name, Last Name, DOB (mm/dd/yyyy), Gender** and **Operation** (reason for evacuation) Operation is required.
7. Select Destination Org. Type and Destination, if known.
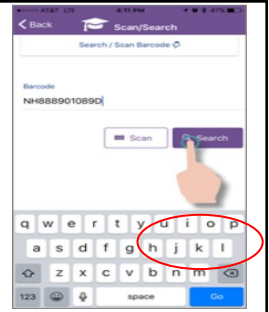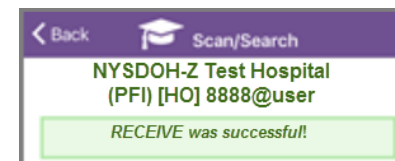8. Tap **Register** or **Evac.**

*Registered status cannot be cancelled, but Evacuated status can.*

## Receiving A Person At Your Facility

1. Open the eFINDS mobile application.
2. Login to HCS with user ID and password.
3. Select Location > tap **OK** and tap **Set Location**.
4. Tap scan and center the red line over the eFINDS wristband or barcode. Make sure entire barcode is in square.
5. Review Barcode Profile for evacuee and tap **Proceed**.
6. Select **Location Org. Type** and **Location** Note: This is the evacuees current physical location.
7. Tap **Receive.**
8. Verify Message stating "Receive was successful"

*Update the evacuees status based on definitions. Save Edits when updating note sections.*