UNIVERSITY OF ROCHESTER FINGER LAKES REGIONAL TRAINING CENTER (FLRTC)

NEW YORK STATE DEPARTMENT OF HEALTH

Evacuation of Facilities in Disasters Systems (eFINDS) Training

Background:

The eFINDS application is the Health Commerce System (HCS) platform for sharing of patient/resident location information when facilities need to relocate their patients or residents. The application captures minimal amounts of data and allows facilities to track the patient/resident movement to other facilities, facility types or temporary shelters.

Purpose of Training:

This course provides hands on training for registering and updating patient/resident location information during an incident or event, such as a storm, flood, non-natural incident or practice exercise/drill.

Prerequisites:

Prior to attending this training participants must meet the following pre-requisites:

- Review **FLRTC Training Requirements**

- A current and active Health Commerce System (HCS) account. If you have a HCS account it must be active (you have accessed Commerce within the past six months).

- Assigned an eFINDS role in the Communications Directory as an **eFINDS Reporting Administrator** by your HPN Coordinator.

- Completion of the CTI-500 eFINDS webinar or pre-recorded session and possess a working knowledge of eFINDS. If you have not yet attended the CTI-500 eFINDS webinar training please do so at your earliest convenience. You may register for the course at http://www.nylearnsph.com and search course catalogue for CTI-500. To view the pre-recorded session follow the link: **CTI-500 Recorded course instructions** (NOTE: must have HCS account & assigned an eFINDS role to access recording)
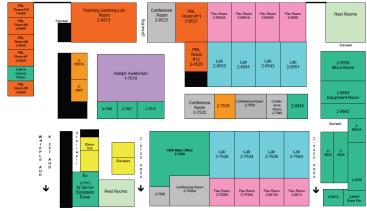
Target Audience:

- Staff who would be responsible for tracking patients or residents during an evacuation and repatriation.

Training Dates (select one):
- **June 09, 2015 @ 9:30am -12pm**
- **June 15, 2015 @ 9:30am -12pm**
- **June 15, 2015 @ 1:00pm - 3:30pm**

Training Location:

Strong Memorial Hospital - OER/CEL Department Teaching Learning Lab Room (2-8513)
601 Elmwood Avenue, Rochester, NY 14642
Non-SMH employees should park in Ramp Garage (keep ticket in car - parking pass/validation sticker will be provided at class) Directions From Main Lobby: Take YELLOW elevator to 2nd Floor. Turn left then first right. Room is at end of hall. See Map

Second Floor Layout of the OER Department

How to Register:
To register for training please click **https://www.nylearnsph.com** and follow attached instructions to enroll in **FLRTC-eFINDS- 01.**

Questions Regarding Training:
Direct questions to:
Anne M. D'Angelo or Eileen Spezio
Finger Lakes Regional Training Center
Phone: (585) 758-7640
anne_dangelo@urmc.rochester.edu
eileen_spezio@urmc.rochester.edu
wrhepc.urmc.edu - **eFINDS resource materials**

Questions Regarding LMS:
Direct questions to edlearn@health.state.ny.us.

If you wish to participate in this training and receive credit, please enroll in the
NYSDOH Learning Management System's (LMS) at www.NYlearnsPH.com

FLRTC-eFINDS-01: Evacuation of Facilities in Disasters Systems

1. **If you already have a LMS UserName** and **Password**, then login and proceed to step 3.

If you do NOT have a LMS UserName or Password, then select *CLICK HERE*
to register and complete the registration form:

- **Choose your own** username & password
- Fill in all required fields, denoted with an asterisk (*****)
- **Please include Hospital or Nursing Home name in the first line of your work address**
- Birth year, while not required, is requested to help identify duplicate records
- Click **Submit Your Registration** and proceed to step 3.

  Forgot your password or user name?
  Use the "**Password Retrieval**" function.
  Select UserName or Password Retrieval,
  and answer your secret questions.

2. Once you have logged in or successfully submitted your registration, you should be brought directly to the **Course Enrollment** page for course **FLRTC-eFINDS-01**.

   If you need to search for the course,   then
   1. Click **Course Catalog** from left panel menu
   2. Enter **FLRTC-eFINDS-01** in the Course Keyword Search
   3. Click **Search**

4. Click **Course Name** to go to Course Enrollment page.

Course Name	Course #	Formats	Completion Hours	User Rating
Evacuation of Facilities in Disasters Systems	FLRTC-eFINDS-01	Face to Face	2	No one has rated this course.

3. **Click Enroll button for section** you want to attend (you are <u>not</u> able to register for more than one section).

FLRTC-eFINDS-01 Evacuation of Facilities in Disasters Systems

Enrollment Deadline	Section	Course Format	Start/End Dates	Meeting Times	Location	Instructor (s)	Speaker (s)
Enroll 6/16/2015	June 15 @ 9:30am-12:00pm at Strong Memorial Hospital	Face to Face	6/15/2015 to 6/15/2015	Meeting Times	Location		
Enroll 6/16/2015	June 15 @ 1:00pm - 3:30pm at Strong Memorial Hospital	Face to Face	6/15/2015 to 6/15/2015	Meeting Times	Location		
Enroll 6/10/2015	June 9 @ 9:30am-12:00pm at Strong Memorial Hospital	Face to Face	6/9/2015 to 6/9/2015	Meeting Times	Location		

4. **After clicking** the **Enroll** button, you will be taken to a page that confirms successful enrollment in the course.

Course Catalog - Registration

Course Catalog | Program Catalog | Advanced Search | Recommended Courses | Required Courses

You have successfully registered for FLRTC-eFINDS-01 Evacuation of Facilities in Disasters Systems . It is now part of your Current Courses in My Courses.

5. **You will then receive a confirmation email** once you enroll.

6. A **few days before the training you will receive a reminder email**. If you do not receive email then you have either entered an incorrect email in the system or your server has sent email to SPAM.