



**New York State Department of Health  
Office of Health Emergency Preparedness  
and the Commerce Training Institute**



**Evacuation of Facilities in Disasters Systems (eFINDS)  
Nursing Homes, Adult Care Facilities, Hospitals and  
Local County Health Departments**

**Background:**

The eFINDS application is the Health Commerce System (HCS) <https://commerce.health.state.ny.us> platform for sharing of evacuee location information when facilities need to relocate their people. The application captures minimal amounts of data, and allows facilities to track the evacuee movement to other facilities, facility types or temporary shelters. This information is shared in real time by Health Commerce System authorized users statewide, and was designed to document the location, as well as provide day to day or hourly updates as needed.

eFINDS is a role based application, therefore, the HCS Coordinator will need to assign the appropriate HCS users to the eFINDS Reader (for LHDs & NYSDOH ROs), or the facility eFINDS Data Reporter or eFINDS Reporting Administrator role.

**Purpose of Training:**

This course is an instructor led webinar demonstration. At the end of the training session, the participant will be able to:

- List the new statuses in eFINDS 3.0 and the corresponding actions and buttons used to update the status.
- Determine which report to select to review certain data about an operation, a facility or person, and which reports can be exported.

As an Evacuating/Sending facility

- Determine best method to register people and update their statuses to Evacuated, SIP or Repatriated.

As a Receiving Facility

- Determine the best method to receive people from an evacuating facility, and update their status to Received, Repatriated Initiated or Will Not Repatriate.

The session concludes with hands-on exercises.

**Target Audience:**

- Facility eFINDS Data Reporter and/or eFINDS Reporting Administrator; and
- County Health Department & Regional Office eFINDS Readers.

**July - December 2019**

**Training Dates (choose one):**

Thurs	July 18	3:00 – 4:00 pm
Wed	Aug 21	10:00 – 11:00 am
Fri	Sept 27	11:00 - 12:00 pm
Tues	Oct 22	1:00 - 2:00 pm
Fri	Nov 22	10:00 – 11:00 am
Wed	Dec 18	2:00 – 3:00 pm

**Note: Training will be on going**

**How to Register:**

To register for the webinar, please click <https://www.nylearnsph.com> and follow attached instructions to enroll in the NYSDOH Learning Management System (LMS). Course number is **CTI-502**.

**Questions Regarding LMS:**

Direct questions to [edlearn@health.state.ny.us](mailto:edlearn@health.state.ny.us).

**Questions Regarding Training:**

Direct questions to the Commerce Training Institute at [hcsoutreach@health.state.ny.us](mailto:hcsoutreach@health.state.ny.us).

**ATTN Hospital Attendees:** This training does not meet the deliverable requirement. We encourage you to contact their facility trainer to obtain eFINDS facility-based training.

**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](http://www.NYlearnsPH.com)

## CTI-502: eFINDS version 3.0

1. **Click** or copy and paste the following link into your internet browser address window:

<https://www.nylearnsph.com/Personal/Catalog/Description.aspx?u=kM6WW0gCRpkRI8GC1kYuhBkYzhJhrIA58KM1SLdrA5Xc%2btIFMQ%2bRLmly5nX9jk2u CZ4bMmvv%2bes%3d>

2. **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 click Register Here** create an account by and completing a registration form:



- **Choose your own** username & password
- Fill in all required fields, denoted with an asterisk (\*)
- **Please include your facility's 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.

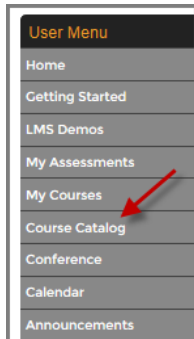
### Forgot your password or user name?

Use the "**Password Retrieval**" function.

Select Username or Password Retrieval, and answer your secret questions.

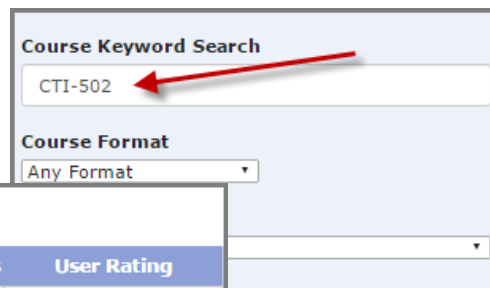


3. Once you have logged in or successfully submitted your registration, you should be brought directly to the **Course Enrollment** page for course **CTI-502 eFINDS version 3.0**.



If you need to search for the course, then

1. Click **Course Catalog** from left panel menu
2. Enter **CTI-502** in the Course Keyword Search
3. Click **Search**. Note: CTI stands for Commerce Training Institute and the hyphen is necessary in the search
4. Click **Course Name link** to go to **Course Enrollment** page.



Emergency Preparedness				
Course Name	Course #	Formats	Completion Hours	User Rating
eFINDS version 3.0	CTI-502	Online	1	Based on 8 rating(s). Ease-of-Use: ★★★★★ Quality of Information: ★★★★★ Overall Satisfaction: ★★★★★

4. Click **Enroll** button for section you want to attend (you are not able to register for more than one section). Please note there are currently 40 sections which are offered on different dates with different start times. **Please note: dates are in descending order. Click Start/End Dates column heading to sort.**

CTI-502 eFINDS version 3.0						
Enrollment Deadline	Section	Course Format	Start/End Dates	Details	Instructor(s)	Speakers
<b>Enroll</b> 3/19/2017	March 21, 2017, 1-2 pm	Online	3/21/2017 to 3/21/2017		Valerie A Shuba	
<b>Enroll</b> 2/20/2017	Feb 22, 2017, 10-11 am	Online	2/22/2017 to 2/22/2017		Valerie A Shuba	
<b>Enroll</b> 1/24/2017	Jan 26, 2017, 2-3 pm	Online	1/26/2017 to 1/26/2017		Valerie A Shuba	

5. 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 CTI-502 eFINDS v3. It is now part of your Current Courses in [My Courses](#).

6. You will then receive a confirmation email once you enroll.

Thank you for registering for the following New York State Department of Health Learning Management System (LMS) course:

COURSE NUMBER AND NAME: CTI-502 eFINDS v3

7. A few days before the webinar, you will receive a reminder email which will contain login information for webinar, as well as password. Sender will be **NYLearnsPH**. **SAVE THIS EMAIL.**
8. **One day prior** to your selected enrollment date, you will receive an email with an attachment from the CTI Trainer. The participant guide (attachment) includes instruction on how to join the session, and who to contact if you need additional assistance. **Please print your participant guide and have it available for the training.**

**On the day of webinar**, simply login the LMS with your Username and Password. From the Home Page, find **My Current Courses** (top right menu), and select the **Launch Course** button for **CTI-502 eFINDS version 3.0**. Follow instructions on the screen.