

**Evacuation of Facilities in Disasters Systems (eFINDS) – Facility Trainers**  
**eFINDS Train the Trainer**  
**BP1x HPP Deliverable #6**

**Background:**

eFINDS is a tracking system/application on the Health Commerce System (HCS) that should be used by a healthcare facility in the event of an emergent, urgent or planned evacuation. The application captures minimal amounts of data and allows facilities to track the patient/resident movement to other facilities, facility types or temporary shelters.

Hospitals that need to build capacity or need to replace an eFINDS facility-based trainer who can no longer fulfill this responsibility should send a staff person to this training.

**Purpose of Training:**

It is critical that all facilities ensure an adequate number of staff trained in the use of the eFINDS system and equipment. Therefore, the goal of this training is to develop a cadre of eFINDS facility based trainers who can conduct eFINDS Facility Based Training.

**Target Audience:**

Staff person(s) who will be responsible for conducting eFINDS Facility-Based Training in their facility.

**Prerequisites:**

Completion of the [CTI-502 eFINDS webinar course](#) (found on LMS) or have viewed the recording of the course and/or possess a working knowledge of eFINDS. [CTI-502 Recorded Session](#) is also available.

**Required Equipment/Supplies:**

NYSDOH issued eFINDS Scanner  
9 unused eFINDS training/demo barcodes per workstation  
Laptop if training is **NOT** in computer lab  
[eFINDS Quick Reference Card](#)

**eFINDS Resource Materials:**

<https://commerce.health.state.ny.us>  
(Documents > Hospital > Preparedness > E-FINDS)

**Training Date:**

• **April 24, 2019**

9:00am – 1:00pm  
St. Lawrence County Human  
Services Building  
Computer Lab 1, 80 State  
Highway 310, Canton, NY  
13617

**Registration:**

To enroll in Evacuation of Facilities in Disasters System (eFINDS) TtT BP1x click [https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html) (instructions on Page 2).

To ensure that each participant has an active HCS account and has been assigned the role of eFINDS Reporting Administrator prior to registering for training a new registration process has been established. This process may take time so you should start the process at least a month in advance of training by following instructions below.

**Direct Questions Regarding Training To:**

Central New York Regional Training Center  
Kelsey Wagner  
[Wagnekel@upstate.edu](mailto:Wagnekel@upstate.edu)  
315-464-7597

**Questions Regarding NYSDOH Learning Management System (LMS):**

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

**eFINDS Technical Questions/Issues:**

Direct questions to [hcsoutreach@health.ny.gov](mailto:hcsoutreach@health.ny.gov)

**eFINDS General Questions/Assistance:**

Direct questions to [efinds@health.ny.gov](mailto:efinds@health.ny.gov)

1. To enroll in **Evacuation of Facilities in Disasters System (eFINDS) TtT BP1x** click [https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html)

If you have an active HCS User Id and Password please enter and then click “Sign In” and proceed to Step 2.

If you do not have a HCS User ID and Password, you should contact your HPN Coordinator. If your User ID and Password have expired, then you should contact Commerce Accounts Management Unit (CAMU) at 866-529-1890.

Once you have an account, sign in to HCS by clicking on link in Step 1.

The image shows a screenshot of the HCS Login page. At the top, there is a purple header with the text "HCS Login". Below the header, there are two input fields: "User ID" and "Password". Red arrows point to these fields. Below the input fields, there is a warning message: "The sharing of user accounts is strictly forbidden. Repeat offenses may result in the permanent removal of your account." Below the warning message, there is a "Sign In" button. Red arrows point to the "Sign In" button. Below the "Sign In" button, there are two links: "Forgot your password?" and "Forgot your user ID?". Red arrows point to these links. Below the links, there is a section for signing up for an account, with two options: "Lic. Med. Prof." and "All Others". Red arrows point to these options.

2. Once you log into HCS successfully you should click the eFINDS 2017 Train the Trainer icon under Important Health Events.

## Important Health Events



3. If you have been assigned an **eFINDS Administrator role** by your facility's HCS Coordinator, you will be able to register for training. Click "Register Now" and follow Step 4.

If you are **not** currently assigned to an **eFINDS Administrator role** you will not be able to register for the training. You should contact your facility's HPN Coordinator and request that you be assigned to the role of **eFINDS Administrator**. Once assigned as an Administrator, you should repeat Step 1.

## e-FINDS

You have a valid HCS user account, however, access to this application must be approved by your organization's HCS Coordinator. Please contact your HCS coordinator for approval to access this application and to be assigned an appropriate e-FINDS role. For your convenience, your coordinators are listed below.

### 4. Enroll in eFINDS Training in LMS

After clicking "Register Now" (Step 3) you will be taken the NYSDOH Learning Management System (LMS) to enroll in eFINDS training. If you have a LMS Username and Password enter that information and click "Login". If you forgot your LMS Username and Password proceed to Step 6. If you are new to the system proceed to Step 7.

NEW YORK STATE OF OPPORTUNITY | Department of Health

Learning Management System

Username  Password  Login [Forgot Username or Password](#)

5. Click "Enroll" for the training date and location you want to attend.

6. If you forgot your Username and Password use the "Forgot Username or Password" function on the top of Home Page.

NEW YORK STATE OF OPPORTUNITY | Department of Health

Learning Management System

Username  Password  Login [Forgot Username or Password](#)

[New to the system? Register Here](#)

Course Description

7. If you are new to the system then click “New to the System” and complete registration form.



NEW YORK  
STATE  
Department  
of Health

Learning Management System

Username  Password  [Login](#) [Forgot Username or Password](#)

[New to the system?  
Register Here](#)

Course Description

- Choose **your own** username and password
- Fill in all required fields, denoted with an asterisk (\*)
- Please include your **organization's name** in the first line of your work address
- Birth year, while not required, is requested to help identify duplicate records
- Please include your Agency Information
- Click “**Submit Your Registration**”

8. Once you have created your LMS account, return to Step 1.