Central NY Regional Training Center

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 training which can be found on the LMS by searching course catalog for CTI-502.

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:

Thursday, May 30, 2019 from 9 am to 3 pm
Registration begins at 8:30 am.

Location:
Rome Memorial Hospital
4th Floor IT Training Room
1500 N. James St.
Rome, NY 13440

Registration:
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 NY Regional Training Center

Kelsey Wagner at 315-464-7597
or wagnekel@upstate.edu

Questions Regarding NYSDOH Learning Management System (LMS):
Direct questions to edlearn@health.ny.gov

eFINDS Technical Questions/Issues:
Direct questions to hcsoutreach@health.ny.gov

eFINDS General Questions/Assistance:
Direct questions to efinds@health.ny.gov

1. To enroll in "Evacuation of Facilities in Disasters System TTT BP5" click https://commerce.health.state.ny.us/hpn/ctrldocs/pattrack/training2016.html

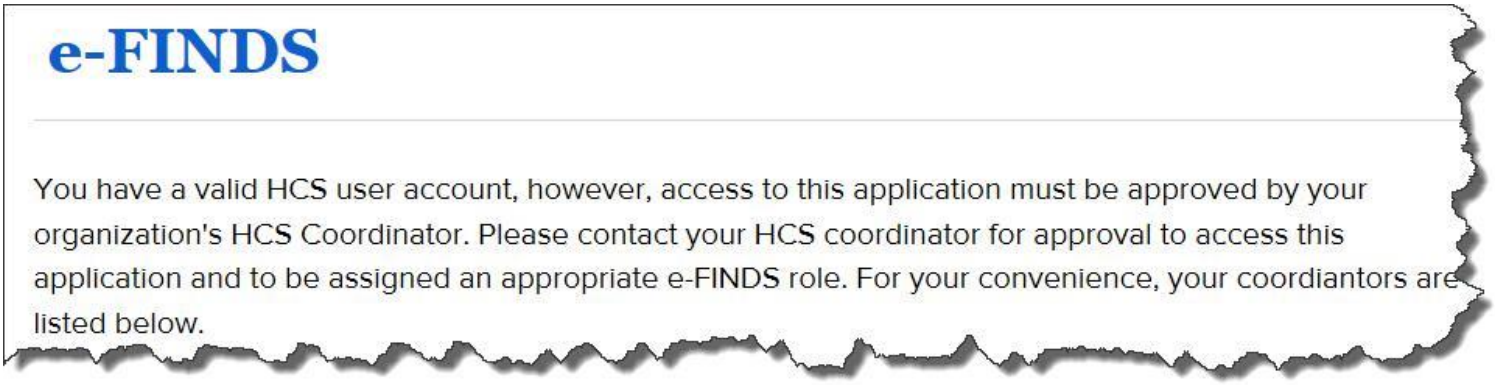
If you have a HCS User Id and Password please enter and then click "Sign In" and proceed to Step 2.

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 resolve your sign in issues then log onto Commerce by clicking on link above.

2. **If you have been assigned an eFINDS role** by your facility's HCS Coordinator you will be able to register for training. Please ensure you have been assigned the eFINDS **Administrator role, not the eFINDS Reporter role**. Click "Register Now" and follow Step 3.

If you are <u>not</u> currently assigned to an eFINDS Administrator role (see screen below) 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 **<u>eFINDS Administrator</u>**. When assignment has occurred you should repeat step 1.



3. Enroll in eFINDS Training in LMS

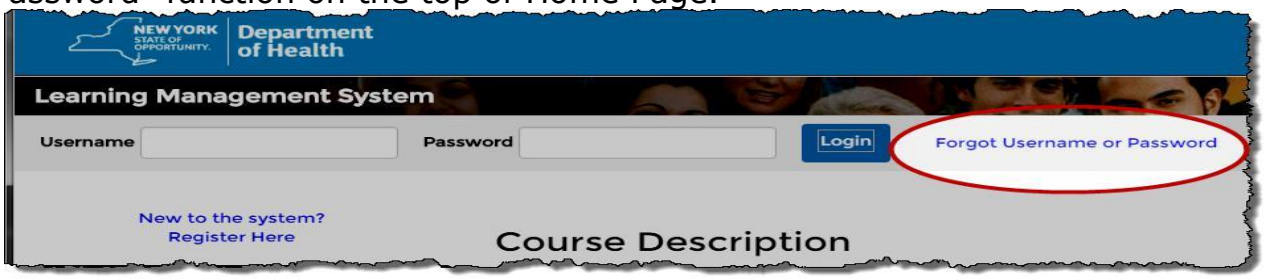
After clicking "Register Now" (Step 2) you will be taken the NYSDOH Learning Management System (LMS) to enroll in eFINDS training. If you have a LMS Username and Password enter that information and click "Login". If you forgot your LMS Username and Password proceed to Step 5. If you are new to the system proceed to Step 6.

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

RTC-eFINDSTTT-2016 Evacuation of Facilities in Disasters System TTT 2016

Enrollment Deadline	Section	Course Format	Start/End Dates	Details	Instructor (s)	Speakers
Enroll Ongoing	August 30, 2016 @ 9:00am - 3:00pm - Strong Memorial Hospital	Face to Face	8/30/2016 to 8/30/2016	Meeting Times Location		
Enroll Ongoing	July 26, 2016 @ 9:00am - 3:00pm - Cortland Regional Medical Center	Face to Face	7/26/2016 to 7/26/2016	Meeting Times Location		
Enroll Ongoing	SAMPLE ONLY	Face to Face	7/1/2016 to 6/30/2017			

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



6. If you are new to the system then click "New to the System" and complete registration form.

- 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"**

7. Once you have created your LMS account click on https://commerce.health.state.ny.us/hpn/ctrldocs/pattrack/training2016.html and follow Step 2.