

# **eFINDS** *Evacuation of Facilities In Disaster Systems 3.0*

## Getting Started

Only the **eFINDS Data Reporter** OR **eFINDS Reporting Administrator** role has access to the eFINDS application.

To verify your role, click **My Content** on the purple menu bar of the Health Commerce System (HCS), then click [See what roles I hold](#). Click [Update or verify my contact information](#) to access your business and emergency contact info and update as needed. If you are not in an eFINDS role, please contact your facility Coordinator.




## Person Statuses

- Registered
- Evacuated
- Received
- Repatriation Initiated
- Repatriated
- Will Not Repatriate
- SIP (Shelter in Place)

## eFINDS Actions/Buttons

- Register
- Evacuate
- Cancel Evacuation
- Receive
- Cancel Receive
- Repatriate
- Cancel Repatriate
- Initiate Repatriation
- Cancel Initiate Repatriation
- Will Not Repatriate
- Cancel Will Not Repatriate
- SIP (Shelter in Place)
- Cancel SIP
- Save Edits

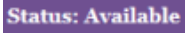

## Open eFINDS

1. Log on to the HCS (<https://commerce.health.state.ny.us>)  
*If you cannot remember your user id or password, please use the [Forgot your password](#) or [User ID](#) features on the sign-in page.*
2. Click **e-FINDS** from **My Applications** in left side panel.
3. Select  **Evacuate** when facility has a real evacuation OR  **Practice Only** when doing a drill or exercise.
4. Select your facility > Click 

**Always VERIFY your location, if affiliated with more than one** →

e-FINDS DEMO [Contact Us](#)  
Your name (user ID) | Primary Organization  
Agency: NYSDOH, OASAS, OPWDD, OCFS, OMH or OTDA  
Your Agency-facility/program name [Abbrev] Facility ID@ role

## Sending Facility: Register People with Barcode

1. Click **Register People** > **Scan or Type Barcode**.
2. Confirm: 
3. Enter \*First Name, \*Last Name, \*DOB (mm/dd/yyyy) & Select Gender.
4. Select or Verify Evacuation Operation (reason for evacuation— Click  to fresh list).
5. Verify person's current location is correct.
6. Select the Intended Destination from dropdown list, i.e. Org. Type & Facility Name.
7. Enter Evacuation Group Description; such as bus #, transportation description or facility unit (optional).
8. Click the **Register** or **Evacuate**  
Required fields are marked with \* **Check the Confirm Submission Without Required Fields** box info is not available, then click **Register** or **Evacuate**.
9. Confirm message: [Register or Evacuate is completed](#).


## Quick Search

1. Click **Quick Search** from eFINDS menu bar.
2. Enter search criteria in the Quick Search box, e.g., partial first, last name, barcode or contents of Note field.
3. Click **Search**
4. Verify: Found # person for the keyword(s): 'search criteria' Please select one to view details.
5. Locate the record to be viewed or updated.
6. Click the [Barcode link](#).
7. View record or Add/change necessary information.
8. Click appropriate action button.


## Receiving Facility: Receive Person with Barcode

1. Click **Manage People** > **Person Lookup**.
2. Scan or Type Barcode > Click 
3. Change Current Location Org. Type & Current Location (your facility).
4. Click **Receive**.
5. Confirm message: [Receive is completed](#) and 

## Sending Facility: View Status and Location of All Evacuees

1. **Select Reports** > **Facility Report** >   
OR Click **Manage People** > **List People**.
2. Select facility, if necessary, and Click **List**.

### **Sending Facility: Registers Person without Scanner**

1. Click **Register People > List Available Barcodes.**
2. Select facility, if necessary.
3. Click **List.**
4. Click **Barcode** link.
5. Enter \*First Name, \*Last Name, \*DOB (mm/dd/yyyy) & Gender.
6. Select or Verify Evacuation Operation (Click  to fresh list, if needed).
7. Select the Intended Destination from dropdown list, if known.
8. Click **Register** or **Evacuate** > Confirm **Status:** is correct.

### **Sending Facility: Generates Scannable Log (pdf) OR Uploadable Spreadsheet (excel)**

#### **eFINDS Reporting Administrator Role Only**

1. Click **Manage Barcodes > Download Barcode Documents.**
2. Select Organization Type and Location, if necessary.
3. Start & End Barcode Number (Enter last 5 digits or leave blank).
4. Select Scannable Log or Uploadable Spreadsheet.
5. Check box to Exclude used barcodes OR to facility name (optional).
6. Click **Download Document.**
7. Open or Save eFINDS document.

**Note:** PDF files cannot be uploaded, but could be sent with transport or faxed to receiving facility.


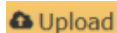
The Avery Label is for the person's belongings.

### **Sending Facility: Registers Multiple People without Scanner**

#### **eFINDS Reporting Administrator Role Only**


1. Click on **Register People > Multi Person Input.**
2. Select Evacuation Operation > Sending Location Org. Type > Location.
3. Enter number of People/Barcodes needed.
4. Click **Generate Fillable Grid.**
5. Enter known information, such as name, DOB and gender.
6. Click **Register.**
7. Verify message: **Registered # people** and note barcode #s assigned.

### **Sending Facility: Uploads eFINDS Spreadsheet**

1. Click **Register People > File Upload.**
2. Select Evacuation Operation (Click  to fresh list, if operation does not appear in dropdown).
3. Click **Browse.**
4. Locate Excel file with saved evacuee information and Click **Open** to add file.
5. Click .
6. Verify evacuee info is correct, and edit as necessary.
7. Click **Register.**
8. Verify message: **Registered # people.**

**Note:** If Excel file has no person info, then the file cannot be uploaded.

### **Receive Multiple People without Scanner**

1. Click **Manage People > Multi Person Update.**
2. Select Operation (Click  to fresh list).
3. Select receiving location Org. type and Location (your facility).
4. Select Action: **Receive** > Click **List.**
5. Select single check boxes OR all by checking box in column heading.
6. Click **Receive Selected** & Verify **Receive completed for # people.**


### **Receiving Facility Initiates Repatriation**

#### ***Evacuees Must Be Received First***

1. Click **Manage People > Multi Person Update**
2. Select Operation, receiving Location Org. type and Location.
3. Select Action: **Initiate Repatriation** > Click **List.**
4. Select single check boxes OR all by checking box in column heading.
5. Click **Initiate Repatriation of Selected.**
6. Verify **Initiate Repatriation completed for # people.**

**Note:** When people arrive back to Original Location, facility will follow same steps above, but Action is **Repatriate.**

If evacuees are not returning to original facility, then their status is **Will Not Repatriate** & Intended Destination is blank.

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