eFINDS *Evacuation of Facilities In Disaster Systems Mobile*

IMPORTANT: Your current version of eFINDS needs to be 3.1 or higher. You may need to visit your device's application store to obtain the latest update.

Access to Mobile

Anyone can install the eFINDS Mobile application, but only an HCS user with an **eFINDS role** can use it.

You can verify your role assignment by logging into the HCS https://commerce.health.state.ny.us > Click **My Content** on the HCS menu bar > Click **See what roles I hold** to verify your User ID is properly linked to an eFINDS role. If you do not see an eFINDS role listed, then please contact your facility's HCS Coordinator > **Click Look up my coordinators**.

Get Started with eFINDS Mobile

1. Tap eFINDS app to start
2. Sign In to HCS; Save Username (optional)
3. Tap either **Evacuate** or **Practice**
4. Select your location
5. Tap **OK**
6. Tap **Set Location**
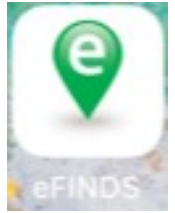7. Type or Scan barcode number to locate barcode record.
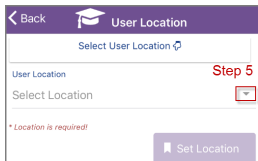
See more instructions and status *definitions on* *next page.*
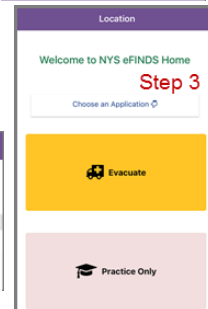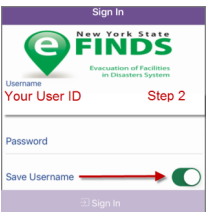
Install eFINDS Mobile on Your Device

1. Tap Google Play Store OR App Store
2. Search for efinds
3. Select eFINDS
4. Tap Install, Download or Get for free app
5. If necessary, enter your Apple ID and password
6. Tap Open.

Set your apps to automatically update or visit the app store to manually update eFINDS Mobile.

My Device Does Not Have A Camera

You DO NOT need a camera to use eFINDS Mobile. If you cannot use your camera for any reason, type the barcode number into eFINDS Mobile and tap **Search** to locate the eFINDS record.

Scanning or Typing in barcode will return the same results. **Note:** Barcodes begin with letters, e.g., HO for hospital.

eFINDS Mobile is a supplement to the Web application, because it does not have all of the features that the Web application has.
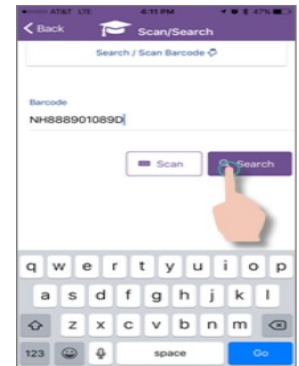
TIPS

To use the scanner: Center the red line over the eFINDS wristband or barcode. Make sure that the entire barcode is within the square.

- Click to brighten area for camera, if barcode is not scanning or room is too dark.

- Try to have a steady hand and flatten wristband/barcode area if possible.

- If wrong status was selected, then action can be canceled.

- eFINDS Mobile is designed to work with a single person at a time, therefore go to Web application on your computer to update multiple evacuees.

- More instructions for Registering, Receiving, Initiating Repatriation, and Repatriating (Repat) can be found on the Web application's eFINDS menu under Mobile Download.

Registering A Person For Evacuation

1. Tap the **eFINDS** mobile icon.
2. Login with your Health Commerce System (HCS) user ID and password.
3. Select **Evacuate** or **Practice Only**.
4. Select Location > tap **OK** and tap **Set Location**.
5. Tap **Scan** and center red line over the eFINDS barcode OR Type barcode number and tap **Search**. If scanning, entire barcode must be in the frame.

5. Verify Status is "barcode is unused and available", tap **Proceed** to begin the registration process.
6. Enter **First Name, Last Name, DOB (mm/dd/yyyy), Gender** and **Operation** (reason for evacuation) At minimum, Operation is only required field.
7. Select **Destination Org. Type** and **Destination**, if known.
8. Tap **Register** or **Evac.**

Registered status cannot be undone, but Evacuated status can be cancelled.

Receiving A Person At Your Facility

1. Tap the **eFINDS** mobile icon.
2. Login with your Health Commerce System (HCS) user ID and password.
3. Select **Evacuate** or **Practice.**
4. Select Location > tap **OK** and tap **Set Location**.
5. Tap **Scan** and center red line over the eFINDS barcode OR Type barcode number and tap **Search**. If scanning, entire barcode must be in the frame.
6. Review Barcode Profile for evacuee and tap **Proceed**.
7. Select your **Location Org. Type** and **Location** Note: This is the evacuees current physical location.
8. Tap **Receive.**
9. Verify Message stating "Receive was successful"

Update the evacuees status based on definitions.

Evacuee Status — Definition

Evacuee Status	Definition
Registered	person to be evacuated is in eFINDS
Evacuated	person has left evacuating facility, and is enroute to intended destination
Received	arrived at intended destination/receiving facility and current location is updated
Repatriation Initiated	receiving facility returns evacuee to their original facility
Repatriated	evacuee arrives back to their original location/evacuated facility
Will Not Repatriate	evacuees will not be returning to their original facility (intended destination is blank)
SIP (Shelter in Place)	If the Chief Elected Official issues a mandatory evacuation order that includes a SIP option, evacuees can only remain in the defined evacuation zone with consent of NYSDOH.