

## Facility eFINDS Planning Considerations Checklist:

The following checklist can be used to guide discussion and planning of an eFINDS process with Facility Administrators and subsequently organization discussion of the Facility's eFINDS process with Trainees.

### **Ensure that you cover all relevant issues in your eFINDS implementation strategy:**

1. Does the facility have persons identified who know the location of the eFINDS wristbands and scanners;
  - a. if the supplies are in a locked space, do these people have the key?
  - b. Are these supplies checked on a regular basis (i.e. quarterly, annually, etc.)
  - c. Are there persons available 24/7 to manage these functions
  - d. Given your facility layout and number/location of stations at which you register your patients/residents, do you need additional scanners?
  - e. Do you have mobile devices that can be utilized as additional scanners?
2. Do you have cohorts of staff who are trained in the use of eFINDS and your facility's evacuation plan, including backup, to cover all your shifts?
  - a. Do you have evacuation coordinator(s) identified for all shifts who will oversee eFINDS implementation?
  - b. Have they attended the appropriate training?
  - c. Does your facility have a staff member who has attended the 2015 eFINDS Train-the-Trainer rollout?
3. Do these staff have NYSDOH Health Commerce System (HCS) accounts and have they been assigned to the appropriate eFINDS role in the Communications Directory?
  - a. Is 24/7 contact information (including after-hours contacts) for all of your eFINDS staffing cohort up to date on the HCS?
4. At what locations within the facility will you record the eFINDS data?

- a. Will patients/residents report to a specific location to be barcoded?
  - b. Will staff go to each patient/resident's room?
  - c. If you are a nursing home or adult care facility, will you barcode residents during mealtime when residents are gathered in one location?
  - d. If a hospital, will you assign specific barcodes to each Department to handle their patient registering and barcoding separately?
  - e. Will you record patient name and barcode assignment on the paper barcode log?
  - f. Do you need to scan the patient/resident's records at more than one checkpoint as they leave the facility to ensure that no one has wandered in the movement?
  - g. Have you printed a number of copies of the log to send to receiving facility with resident cohorts?
  - h. Have you defined processes for different types of evacuation scenarios, with/without power; emergency/planned evacuation; night/day; damage and blockage in the facility's physical space
  - i. Have you developed plans for exercising/drilling these processes with all relevant staff on all shifts?
5. Are you going to enter any key medical information into the notes fields in eFINDS?
  6. Are you going to record your Medical Record # in eFINDS?
  7. Are you going to scan your facility wristband into the notes field to capture your facility's barcode ID# in the eFINDS application?
  8. Will you record the patient/residents barcode number on their personal and medical records that are sent with them to the receiving location? Will you write the barcode number on stickers and affix to personal belongings, Medical Equipment and go kits for your patients/residents?
  9. Have you participated in any evacuation related planning efforts or exercises with your local health department and/or local office of emergency management?