



# Universal Care Plan Valida EMIS configuration

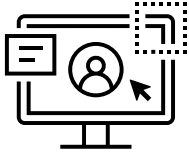
Guide for GP Practice Managers

Update 07/01/2025

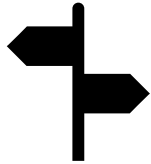
In partnership with OneLondon  
Hosted by NHS South West London ICB



# Background & Context



The Universal Care Plan for London (UCP), uses a piece of software locally to integrate with EMIS or SystemOne – **the Valida client**

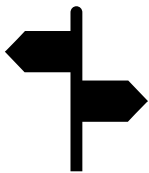


The Valida client supports Smartcard single sign-on, ensures users have a legitimate relationship with the patient (they can see the patient's record in EMIS or SystemOne), and enables bi-directional communication between the UCP and EMIS or SystemOne. This saves duplication of data entry and ensures relevant data added to a UCP outside of the originating organisation is added to patient records in EMIS or SystemOne where appropriate.

This guide describes how to configure the EMIS instance at the practice or provider level so that Valida can access EMIS.

Your IT desktop support team are responsible for installing the software. This should have happened already on all of the machines from which you will be using the UCP. If not, please contact support and quote reference 'Valida UCP xxxxx', replacing 'xxxxx' with the relevant ODS code.

# About this guide



1. This guide is intended only for users who will configure EMIS. Please do not share it with other users – i.e. end users.
2. Please complete all the steps, including the EMIS activation step. Once you have done this, none of the other users in your organisation will have to do anything that is included in this guide (except register their Smartcard).
3. All other users need to follow the “getting started guide” that has three steps:
  1. Starting the Valida Client.
  2. Registering your Smartcard.
  3. Starting to use the UCP

# Before you get started



- 1. The Valida Client must have been installed on each desktop from which the UCP will be accessed in your organisation. It appears as an icon on the desktop:
- 2. You must have received a username and password for the configuration of the EMAS manager. This should have been sent to you by the UCP Team. If you have not received this, you can request it by contacting the UCP
- <https://ucp.onelondon.online/contact/>





# The steps

- As with all products that use the EMIS Partner API, there are three once-only steps.

Step 1 - Create a new user in EMIS

Step 2 - Activate Valida in the EMAS Manager

Step 3 – Create a UCP account through the Valida Client and complete the desktop activation step

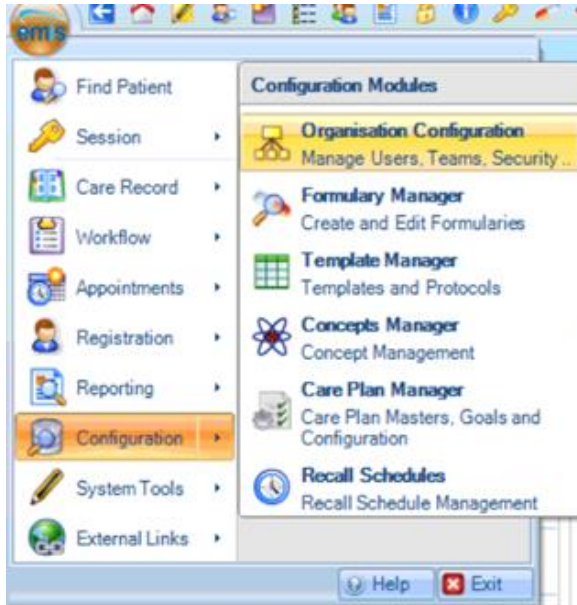


# **Step 1**

## **Create a new user in EMIS**

# Step 1: Create a new user

1. You need to have sufficient privileges in EMIS to be able to add new users.
2. In EMIS, go to the EMIS bubble in the top left-hand corner and select **Configuration | Organisation Configuration**.



**Next:**

3. Select Add | Add New User



# Step 1: Create a new user



4. Enter the user's name as first name 'Better' and last name as 'SCPA'.
5. For the username use SCPAxxxxx. This is SCPA with your ODS code which will have been supplied to you. A password will also have been provided to you but this is to be used later when completing the configuration in EMAS.
6. Please enter a password of your choice. **You will need this password later**

User details

User profile picture

Upload photo

JPG, JPEG or PNG files can be uploaded.  
File size limit is 10 MB.  
Recommended resolution is 150px \* 150px  
[Upload](#) | [Remove](#)

\* Title: Mr

\* First names: Better

\* Last name: SCPA

\* Gender: Male

\* Email address: better.better@nhs.net

Sign in details

\* Username: SCPA

\* Password: \*\*\*\*\*

\* Confirm password: \*\*\*\*\*

User must change password on next sign in.

7. Title and gender can be chosen randomly.
8. Enter your email address.
9. Untick 'User must change password on next sign in'.
10. Click 'Next'.

# Step 1: Create a new user



11. On the next page (shown below), select 'General Medical Practitioner' as Job Category.
12. Select Consultant as 'yes'.

**Role**

\* Job Category: General Medical Practitioner

Appointment Session Holder:  Yes  No

Patient Facing Services Booking: None

Consultant:  Yes  No

\* User Mnemonic: SCPA

\* Authorise Prescriptions: None

Permit Medication Issue Warning Override:  Yes  No

Permit Issuing Drugs with General Alert:  Yes  No

\* Stamp User Choice: Own

\* Formulary: EMIS Standard

Default Location:

**Contractual Information**

\* Relationship: Employed by Practice

\* Contract Start Date: 06-Jun-2022

Contract End Date: dd-MMM-yyyy

**Professional Numbers**

GMC Number: [Redacted]

Doctor Index Number: [Redacted]

GMP PPD Code: [Redacted]

Spurious code: [Redacted]

FP10PCD prescriber code: [Redacted]

13. Enter 'SCPAXxxxx' as supplied to you in User Mnemonic where 'xxxxx' represents the ODS code.
14. Enter 'None' against Authorise Prescriptions.
15. Enter 'Own' against Stamp User Choice.
16. Enter 'Employed by Practice' under Relationship.
17. Enter today's date against the Contract start date.
18. You should not need to add a GMC number.
19. Leave other entries as default.

Click on OK.

You will see a message: "The professional numbers may be invalid". Click "yes" to proceed.



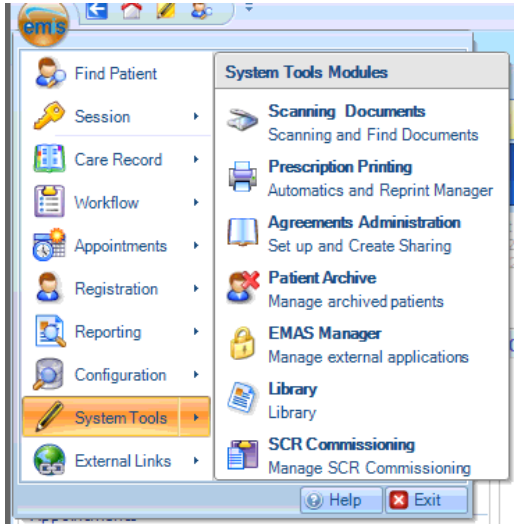
# **Step 2**

## **Activate SCPA in EMAS Manager**

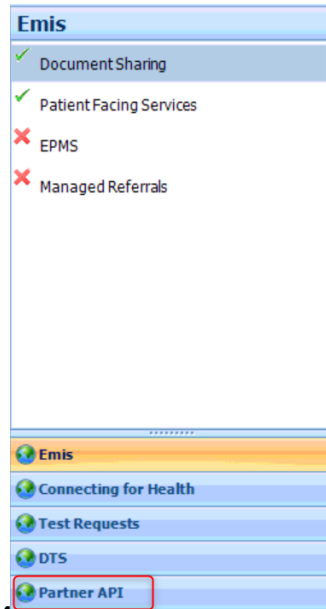
# Step 2: Activate Better SCPA in the EMAS manager



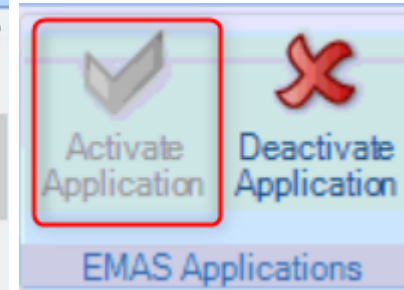
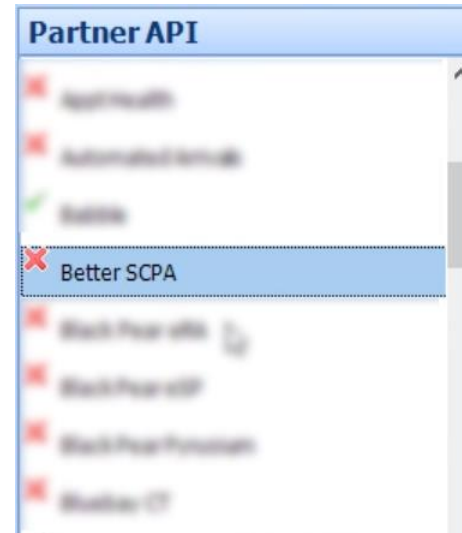
20. Now click on the EMIS bubble and select System Tools | EMAS Manager.



21. Then go to Partner API.



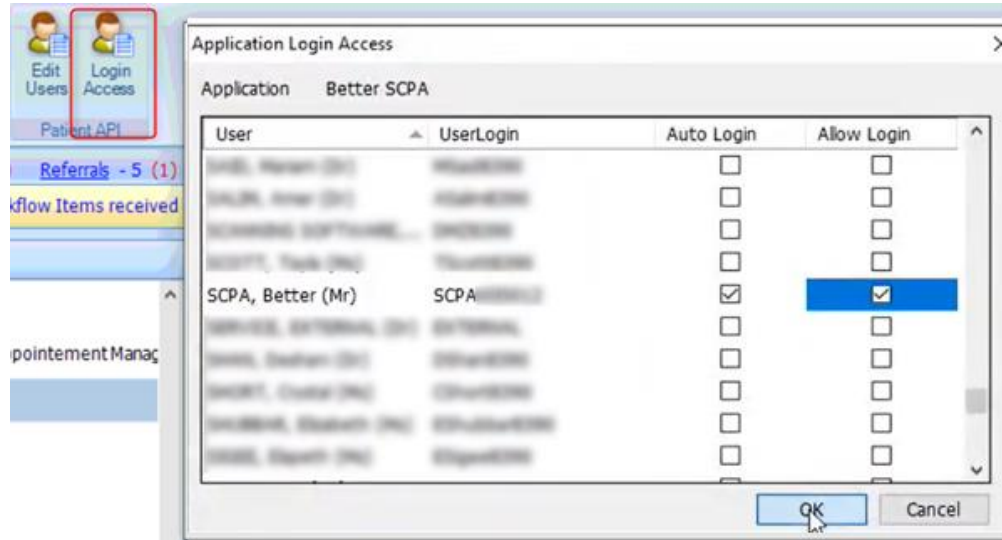
22. From the alphabetical list highlight 'Better SCPA' and click on Activate Application.



## Step 2: Activate Better SCPA in the EMAS manager



23. Click on Login Access from the menu, find the 'SCPAXxxx' user (where 'xxxxx' is your ODS number) in the list (it should be the last on the list or can be sorted alphabetically by last name) and tick Auto Login and Allow Login.

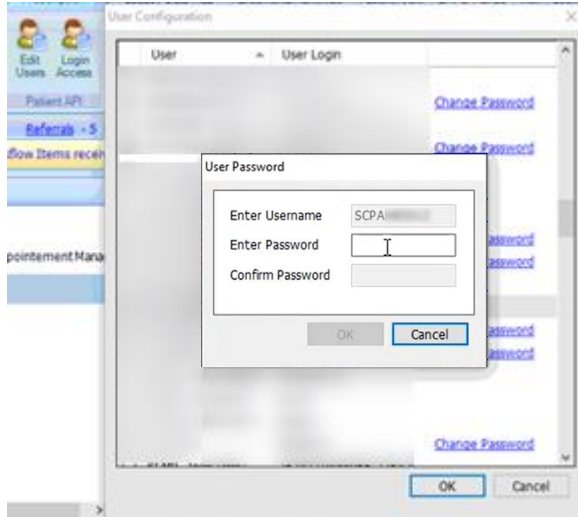


24. Click OK.

## Step 2: Activate Better SCPA in the EMAS manager



25. Now click on **Edit Users** and from the list that can be sorted alphabetically tick the new user.



UCP Valida Support Line: 020 3880 0285

**26. You must now enter the password that you have been sent by UCP team.**

**27.** Click OK.

28. Click OK again.



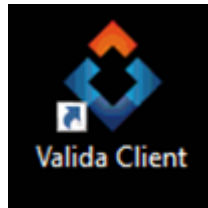
**Step 3**  
**Create Valida user**  
**account and**  
**complete the**  
**desktop activation**  
**step**

# Create account



Make sure your Smartcard is inserted, you have entered your pin and selected the role that you will using when you use the UCP. You can repeat this process if you work in more than one organisation with a role on your Smartcard.

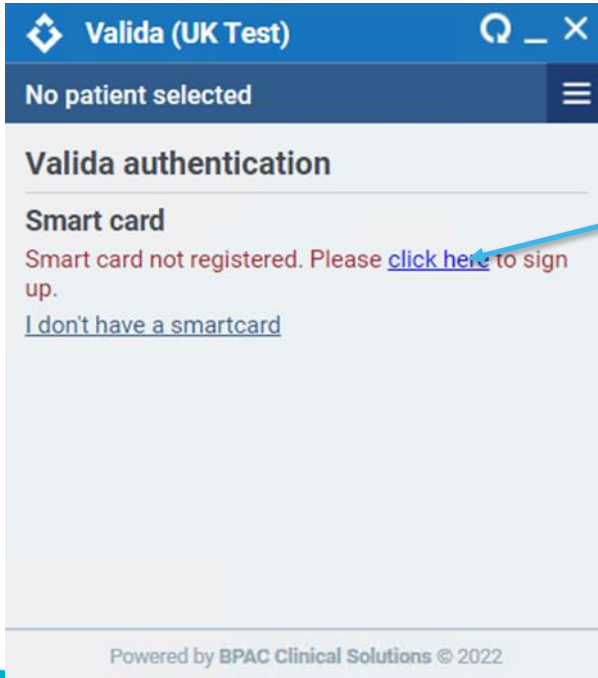
Find the Valida icon on your desktop and double click to get the application to start. After this first time, the Valida client will start when the machine is restarted.



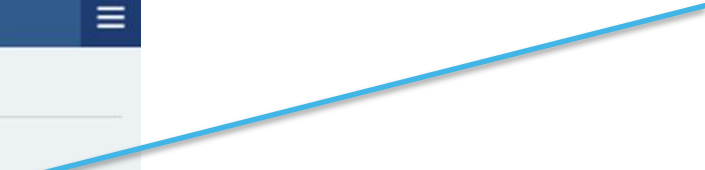
# Create account



The following screen will appear:

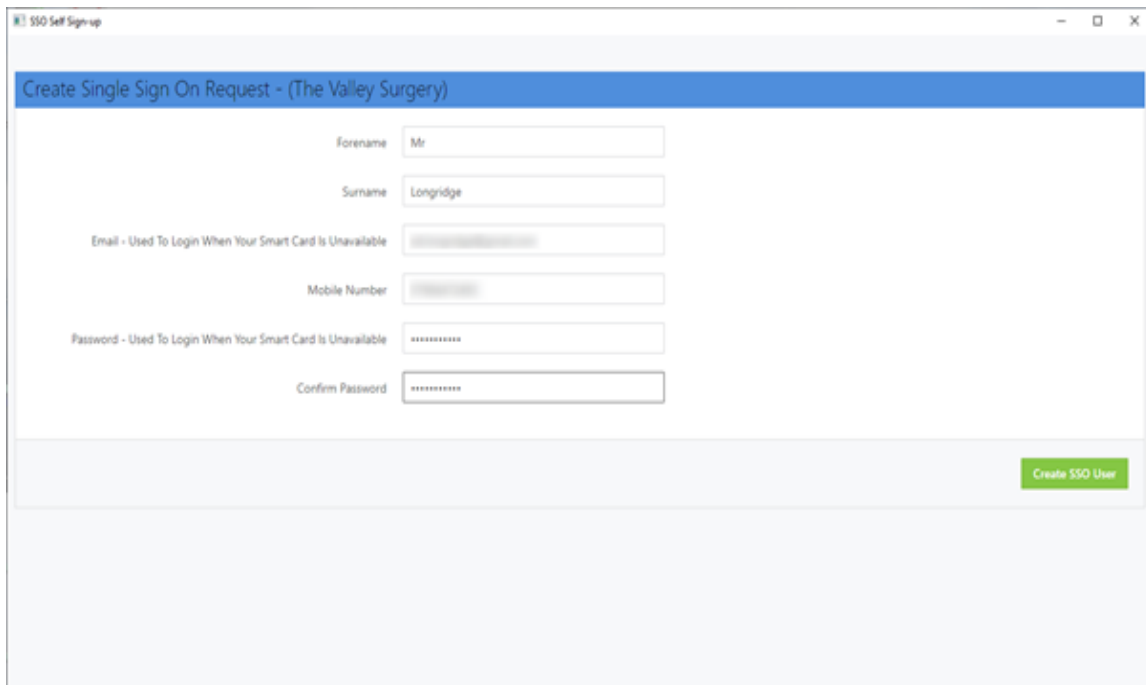


1. Click on the “click here” link



# Create account

The following screen appears:



SSO Self Sign-up

Create Single Sign On Request - (The Valley Surgery)

Forename

Surname

Email - Used To Login When Your Smart Card is Unavailable

Mobile Number

Password - Used To Login When Your Smart Card is Unavailable

Confirm Password

Create SSO User



2. Complete the form and click the create SSO user. **Please use your NHS e-mail address.**
- Notes for information:
    - If you remember your password, you will be able to log into the Valida Client using your e-mail address, password and the ODS code of the practice on the days that you forget your smart card.
    - Please note that the account will relate to the profile that you used when you entered your smart card pin; this is only important if you have more than one profile on your smart card. **Always use the same role**

# Create account

You will see the following success screen:



SSO Self Sign-up

## Create User

### Create Single Sign On Request

Your SSO request has been created and you should receive an email with the next step. This may go to the junk email folder.

**You must click the link on this email to complete the sign-up process.**

You can close now close this page.

# Create account



- An e-mail will be sent from an NHS.NET account to the e-mail address you entered.
  - **Please check your junk-emails.**
  - To finalise your account set-up, you **must** click on the link in the e-mail.
3. Please click on the link and this will open your default browser

Care IS Single Sign-on Enabled Inbox x

 Care IS Notification <care.is@nhs.net>  
to me ▾



You have registered for SSO Self Sign-up using the following information Email: [redacted]  
Name from smartcard: Mr Longridge

To unlock the account and complete the request click the following link:

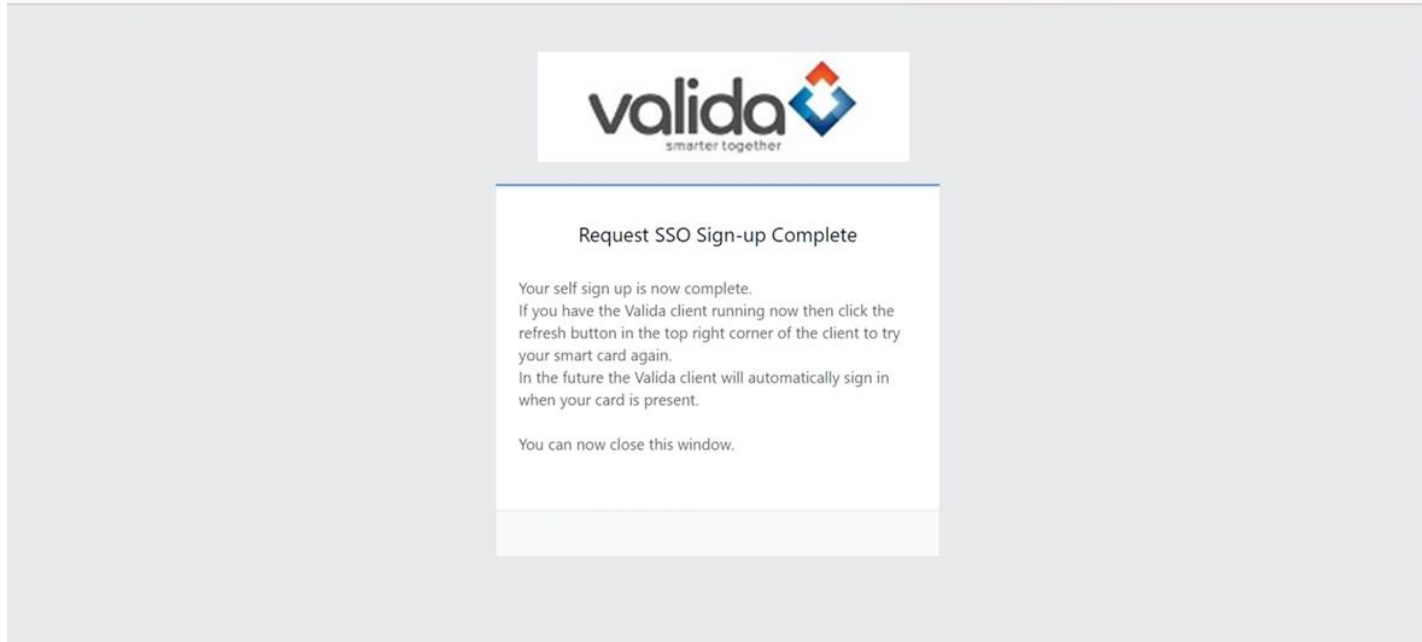
[https://portal.care-is.thirdparty.nhs.uk/security/sso\\_complete.aspx?UserID=2975&hash=8b2e8c955d77f2bb758ce9aa2599b64d9825b2d9&RequestType=USER](https://portal.care-is.thirdparty.nhs.uk/security/sso_complete.aspx?UserID=2975&hash=8b2e8c955d77f2bb758ce9aa2599b64d9825b2d9&RequestType=USER)

If you did not sign up using a smartcard, or don't recognise the request, please contact your local IT helpdesk immediately

# Create account



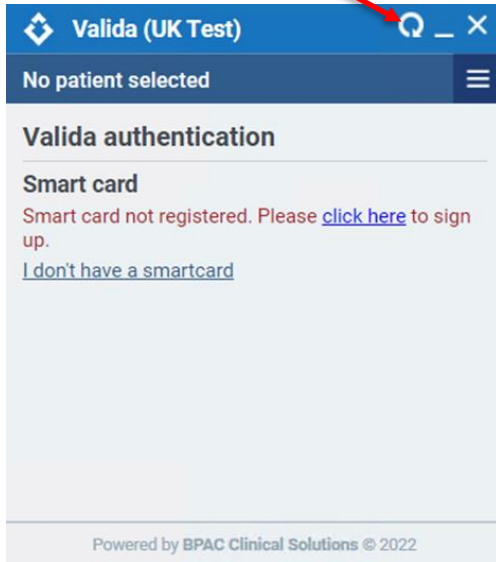
- The following screen will be displayed in your default browser after the link is clicked:



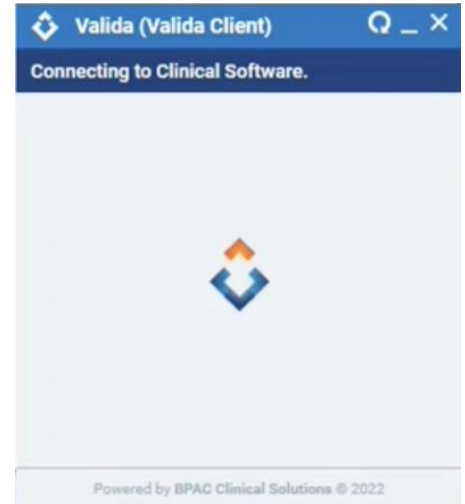
# Create account



4. Click the refresh button in the Valida client, which is shown below:



The Valida Client  
will make a  
connection to EMIS

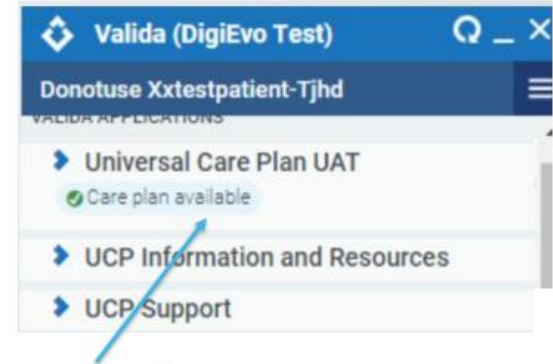


# All done!



- If you do not already have a patient open in EMIS, please open a patient's record.
- The Universal Care Plan tile will display in the Valida Client as shown and can be clicked to launch the Universal Care Plan application

The Valida account activation process is complete.



This test patient has a care plan

# Troubleshooting



If you cannot see the Valida icon on your desktop please contact your local IT helpdesk.

If you will be using laptops that use a VPN connection that is firewalled, IP addresses on the firewall need to have been white-listed. Again, this is an action for your local IT support team. If you find laptops will not work with Valida with a VPN, normally outside your place of work, this step may have been missed. Please contact desktop support.

There is a Valida Troubleshooting Guide available and a support line for user experiencing any issues with the configuration

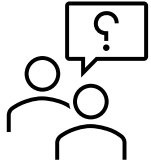
**UCP Valida Support Line: 020 3513 6464**

# Smartcards and accounts: Important Points



- This a once only event for each organisation or role that you have on your smart card. For this step you only need to do this for one of your roles for this organisation and use this role throughout the rest of the process.
- Notes for information:
  - Every time you log into EMIS after this first time, Valida picks up your credentials from your Smartcard for the specific role you select: no username or password required.
  - If you work in more than one practice (different ODS codes) you will have to complete the process once for each practice but can use the same e-mail address for each practice.
  - If you have more than one role in one practice, please select the most appropriate role and make sure that you log in with your Smartcard and select this role whenever you want to access a plan.
  - Not all roles that you might possibly have in your Smartcard have been mapped to roles in the UCP. If the role you have selected is unmapped, you will be able to log-in but the UCP tile will not appear. Please contact the UCP team.
  - Only the first user in an organisation/practice (defined by a CDB) is required to activate the product. All other users, once logged in with their Smartcards, will be connected directly to EMIS.

# Service Support for Implementation



- For any queries or more information about configuring the Valida client or registering your smartcard, please contact the [UCP Support Team](#)
- For more information about the Urgent Care Plan, please visit [ucp.onelondon.online](http://ucp.onelondon.online)