



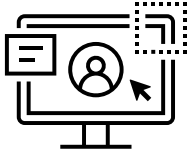
Universal Care Plan Valida User Guide: EMIS

Guide for Clinical and Clerical Users

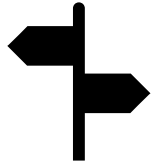
In partnership with OneLondon
Hosted by NHS South West London CCG



Background & Context



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



The Valida client supports smart card single sign-on, ensures users have a legitimate relationship with the patient (they can see the patient's record in EMIS or SystmOne), and enables bi-directional communication between the UCP and EMIS or SystmOne.

This saves duplication of data entry and ensures relevant data added to a UCP outside of the originating organisation is added to patient records where appropriate.

Create account



This is a once only event for each organisation that you have on your smart card. If you have more than one role in the same organisation (defined by an ODS code) then please select the most appropriate role for care planning and always select this role when you log into EMIS or SystemOne.

Every time you log into EMIS or SystemOne after this first time, Valida picks up your credentials from your smart card 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.

Getting started

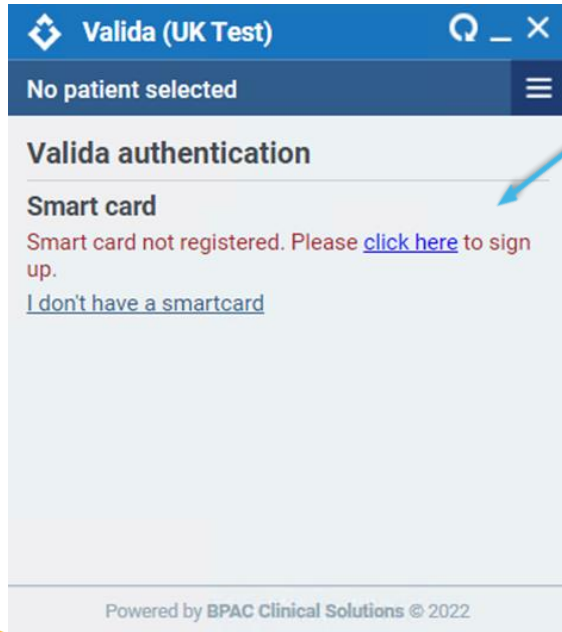


Find the Valida icon on your desktop and double click to get the application to start. After this first time, the Valida client will start whenever the machine is restarted.



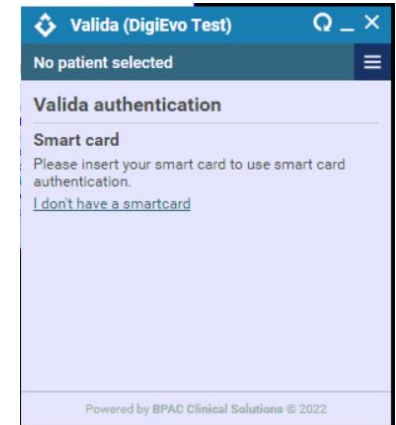
Create account

Insert your Smart card and enter your pin and select the best role.
The following screen will appear:



Click on the “click here” link

If you don't have or have forgotten your smart card, click on the “I don't have a smart card link”. You will need a username and password which you can get from the UCP support desk



Create account

The following screen appears:

A screenshot of a web browser window titled "SSO Self Sign-up". The main heading of the page is "Create Single Sign On Request - (The Valley Surgery)". The form contains the following fields:


- Forename: Mr
- Surname: Longridge
- Email - Used To Login When Your Smart Card Is Unavailable: [Redacted]
- Mobile Number: [Redacted]
- Password - Used To Login When Your Smart Card Is Unavailable: [Redacted]
- Confirm Password: [Redacted]

A green button labeled "Create SSO User" is located at the bottom right of the form.

- Complete the form and click the 'Create SSO User' button.
- **Please make sure that you enter your e-mail address correctly; failure to do so will mean the process cannot be completed.**

Create account



 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 e-mail address to the e-mail address you entered.
- Please check your junk-emails.
- To finalise your account set-up, you need to click on the link in the e-mail.
- Please click on the link and

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:

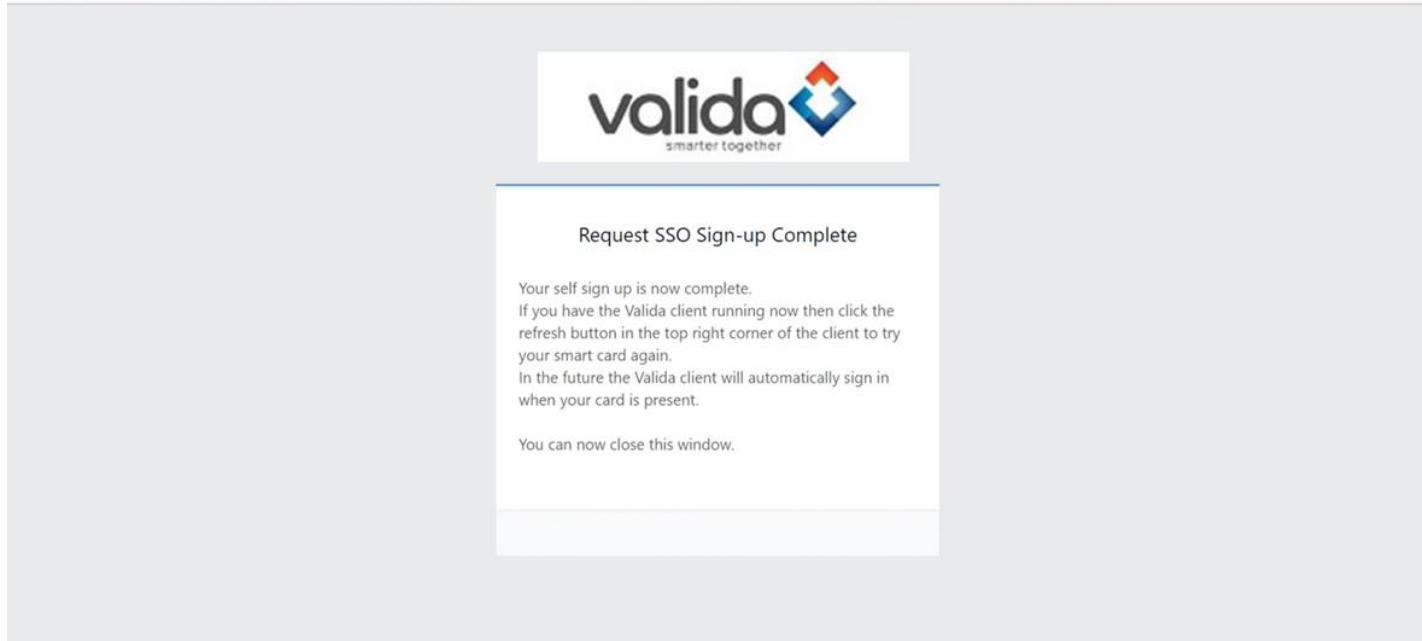
https://portal.care-is.thirdparty.nhs.uk/security/sso_complete.aspx?UserID=2975&hash=8b2e8c955d77f2bb758ce9aa2599b64d9825b2d9&RequestType=USER

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

Create account



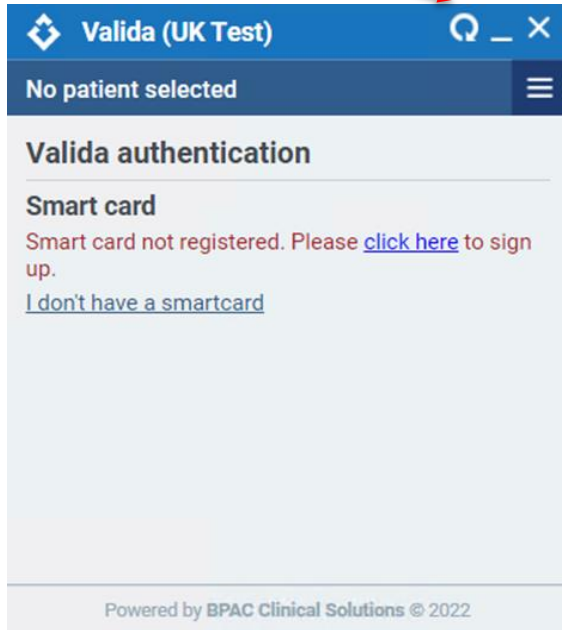
- The following screen will be displayed in your default browser after the link is clicked; please read the simple instructions:



Create account



- Select the refresh button in the Valida client as shown below:



- The Valida Client will log in and the application(s) available to you will appear as tiles.

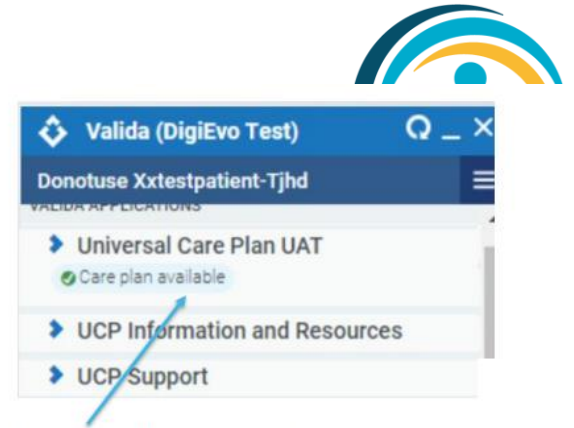
Getting access to a plan

Valida is now ready. You can now access the care plan.

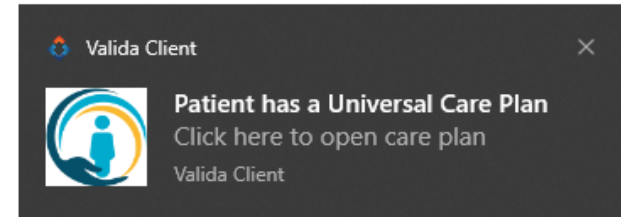
- Load a patient in your record system.
- After a few seconds, the patient's name will appear in the header of the Valida client.

You will see the following

1. The patient's name in the Valida Client; click on the tile to open the plan.
2. A "Toast" notification will appear to alert you the patient has a plan; clicking on the notification will also open the plan.



This test patient has a care plan

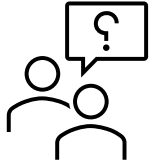


All done!

The Valida account activation process is complete.



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 Universal Care Plan, please visit ucp.onelondon.online