

## ESR Smartcard Enablement - Supplementary information regarding URP lockdown and Smartcard deployment to Self Service/NLMS users

### Summary

The move to NHS Care Records Service (CRS) Smartcard access for users of the Electronic Staff Record (ESR) is being undertaken in support of a policy decision to enhance the authentication of ESR users to the same standards deployed by NHS Connecting for Health (CFH) for access to patient records. At the end of October 2009, all NHS organisations in England were using Smartcards to access ESR.

This document provides supplementary information regarding the removal of username and password access from ESR URPs (a process known as URP lockdown) and the deployment of smartcards to Self Service/NLMS users.

### Timeframes for URP Lockdown

The timeframes for the lockdown of URPs are:

- ESR users with access to core URPs identified in **column A, B, C** (refer to table 1 for further details) were required to be Smartcard enabled by the end of **May 2010**;
- ESR users with access to the URPs identified in **column D** (refer to table 1) are required to be Smartcard enabled by the end of **March 2011**;
- The Smartcard enablement of ESR users with access only to the **e-learning User** URP (refer to **column E** in table 1) is **optional**.

Organisations that have not yet provided authorisation to lockdown the core URPs identified in columns **A, B and C** are required to do so as soon as possible. The NHS Data Team will continue to contact each organisation that has not yet provided authorisation. Queries regarding the URP lockdown process should be directed to [esr.smartcard@nhs.net](mailto:esr.smartcard@nhs.net).

**Organisations will be unable to activate the forthcoming interface between ESR and NHS CRS until the URPs in columns A, B and C have been locked down.**

Further details regarding the Smartcard enablement of ESR users with access only to Employee Self Service or NLMS URPs (columns D and E) are provided in the following section.

## Deployment of Smartcards to Self Service/NLMS users

The following provides further details regarding the lockdown of the self service/NLMS URPs identified in **column D**:

- Smartcards should preferably be issued to users requiring access to the Employee Self Service or NLMS URPs (column D) alongside, or prior to, the deployment of the Employee Self Service and NLMS functionality. It is recognised however that this approach may have a detrimental impact on future Employee Self Service and NLMS implementations;
- The NHS Data Team will work closely with organisations to agree completion dates for the deployment of Smartcards to users with access to the URPs described in column D. Username and password access to these URPs will be removed on the agreed completion date.
- The final date for the removal of username and password access to these URPs (column D) is the end of March 2011.

## Actions Required

- The NHS Data Team will monitor the number of users with access to the URPs in column D and contact each organisation accordingly to agree completion dates for the deployment of Smartcards.
- When organisations are contacted by the NHS Data Team they are required to provide timeframes for the deployment of Smartcards in order for a completion date to be agreed with the Central Team. The standard CFH metric that will be used when agreeing completion dates is approximately 50 Smartcards actioned per RA agent per week. Username and password access to the URPs described in column D will be removed on the agreed completion date. **The final date for the removal of username and password access to these URPs (column D) is the end of March 2011.** This date is in line with the Central Team support provided for Self Service implementations.
- The availability of UUID load dates (if required) will be discussed and agreed based on the information that is received through this process.
- Queries regarding the URP lockdown process should be directed to [esr.smartcard@nhs.net](mailto:esr.smartcard@nhs.net)

The following provides further details regarding the lockdown of the e-learning User URP (**column E**):

- Following a review of the data that is accessible via the e-learning user URP there is no longer a requirement for organisations to Smartcard enable ESR users with access only to this URP. The removal of this requirement will facilitate the full implementation of NLM across NHS Organisations (please refer to ESR User Notice UN1176 available via kbase for further details - <http://www.esrsolution.co.uk/kbase/>).
- Organisations that wish to Smartcard enable users with access only to the e-learning User URP will continue to be supported by the NHS Data team in the form of UUID data loads until the end of December 2010 (subject to availability).
- If a data load is required, this should be requested via [esr.smartcard@nhs.net](mailto:esr.smartcard@nhs.net).
- There are currently no plans to remove username and password access from the e-learning User URP unless this is specifically requested by an organisation.

Table 1 – Summary of ESR URPs in relation to Smartcard Access: **Core URPs – required to be Smartcard enabled for the ESR/CRS interface** **Non-core URPs - not required for interface activation**

A	B	C	D	E
Core URPs – required to be Smartcard enabled prior to ESR/CRS interface activation			Non-core URPs - not required for interface activation	Optional Non-core URP – not required for interface activation
Authorisation to lockdown URPs was required by 31/10/09.	Authorisation to Lockdown URPs was required by 30/11/09.	URPs must be Smartcard enabled prior to the ESR/CRS Interface activation. Authorisation to lockdown URPs was required by 31/05/10.	URPs that are not required for interface activation but need to be completed as soon as possible. The final date for the removal of username and password access to these URPs is the end of March 2011.	URPs that are optional for Smartcard enablement and not required for interface activation.
xxx HR Administration	xxx Absence Administration	XXX Administrator Self Service (Payroll Approvals Required)	xxx Employee Self Service	xxx e-learning user
xxx HR Administration (With RA)	xxx Absence Data Entry	XXX Administrator Self Service (Payroll Approvals Not Required)	xxx Learning User	
xxx HR Data Entry	xxx Bank Administration	XXX Manager Self Service (Payroll Approvals Required)	xxx Learning Administration	
xxx HR Data Entry (With RA)	xxx Career Management	XXX Manager Self Service (Payroll Approvals Not Required)		
xxx Local Workstructures Administration	xxx Disco Ad Hoc	XXX Supervisor Self Service		
xxx Payroll Administration	xxx Element Entry- All Elements			
xxx Payroll Data Entry	xxx Element Entry- Expenses			
xxx Payroll Super Administration	xxx Element Entry- Timesheets			
xxx RA Workbench	xxx Employee Relations Administration			
	xxx Finance Reporting			
	xxx Finance Reporting and Hub Mapping			
	xxx HR Management			
	xxx Inter Authority Transfer Approval			
	xxx Inter Authority Transfer Initiation			
	xxx Local HRMS Systems Administration			

A	B	C	D	E
<b>Core URPs – required to be Smartcard enabled prior to ESR/CRS interface activation</b>			<b>Non-core URPs - not required for interface activation</b>	<b>Optional Non-core URP – not required for interface activation</b>
Authorisation to lockdown URPs was required by 31/10/09.	Authorisation to Lockdown URPs was required by 30/11/09.	URPs must be Smartcard enabled prior to the ESR/CRS Interface activation. Authorisation to lockdown URPs was required by 31/05/10.	URPs that are not required for interface activation but need to be completed as soon as possible. The final date for the removal of username and password access to these URPs is the end of March 2011.	URPs that are optional for Smartcard enablement and not required for interface activation.
	xxx Local HRMS Systems and User Administration			
	xxx Local HRMS User Administration			
	xxx Local Reports			
	xxx Occupational Health Administrator			
	xxx Payroll Audit			
	xxx Pensions Administration			
	xxx Recruitment & Applicant Enrolment Administration			
	xxx Recruitment & Applicant Enrolment Data Entry			
	xxx Recruitment Data Entry			
	xxx Vehicle Administration			
	xxx Vehicle Administration & Expenses			
	xxx Vehicle Administration & Payroll Data Entry			

Please note: URP list is correct as at 6 October 2009