



# SIGN-UP TO USE THE EHNA

## What is the Macmillan eHNA?

The eHNA, or electronic Holistic Needs Assessment, is a service funded by Macmillan that provides a web-based means of providing holistic needs assessments (HNA). It is one of the many tools Macmillan has developed to support the Recovery Package.

The Recovery Package enables people living with cancer to take a more active role in their care by giving them the right information and support at the right time, as well as the tools and confidence to manage their health.

It identifies and addresses their changing needs, whether physical, emotional, practical or financial, at any point from diagnosis onwards. We've made tools and guides to support professionals to deliver this, improving communication between healthcare settings and the community.

Further information about the Recovery Package, and all our supporting tools, can be found [here](#).

## Who can apply to use the eHNA?

Using the eHNA should be a decision made by your trust or organisation to support current service delivery or development. Applications should be led by a lead cancer nurse or a similar senior decision maker. If you only have one team wanting to use the eHNA at the moment, you can still apply to use the system. Once your organisation is signed up, you'll be able to add more teams when you're ready.

The eHNA team will be more than happy to provide advice on any eHNA development work within your trust or organisation.

## How can an organisation sign up to use the eHNA?

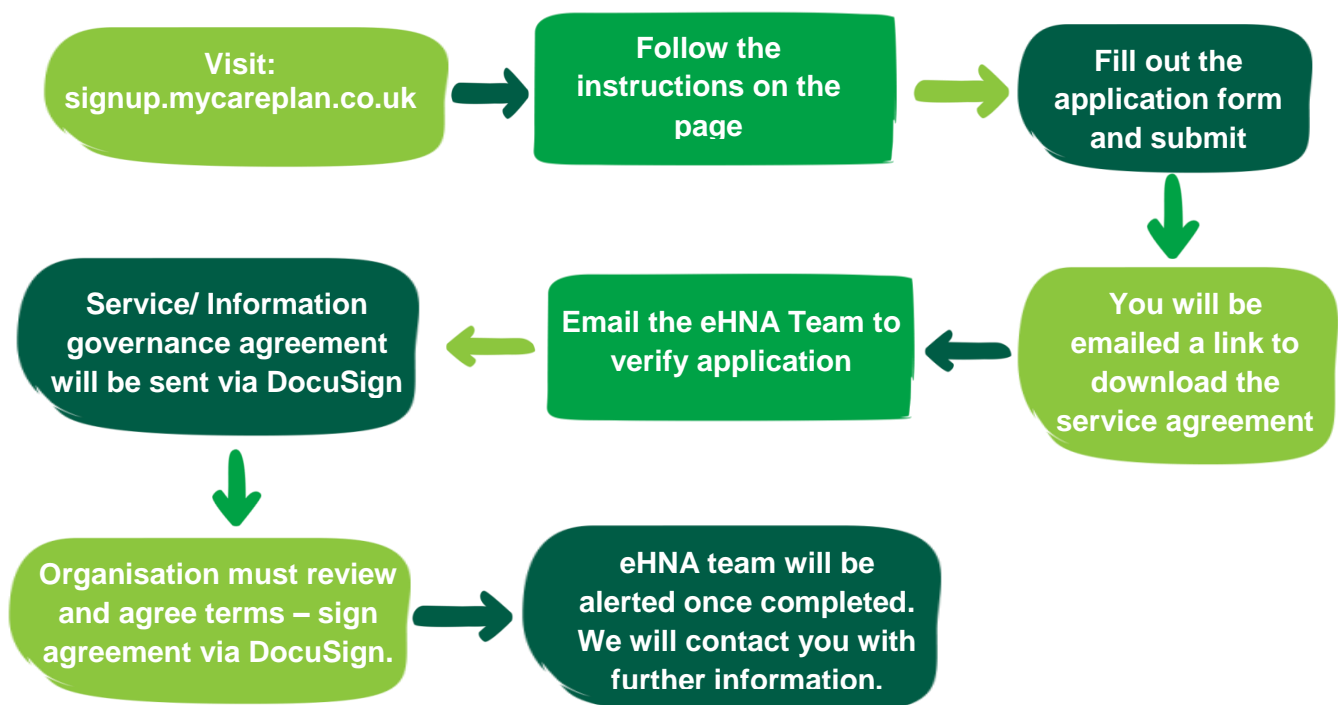
Organisations interested in using eHNA should first contact their local [Macmillan Quality Lead \(QL\) or Partnership Manager \(PM\)](#). The QL or PM will work with the organisation to discuss implementation of eHNA. The organisation will then need to register interest and sign a Macmillan Cancer Service Provider Agreement. This can be obtained through our website <https://signup.mycareplan.co.uk>. An agreement will automatically be produced as part of the registration process, and ready to download immediately. This agreement includes information on data protection and governance and will need to be signed by someone with relevant authority.

## Who do I need to involve?

We recommend that Implantation of the eHNA is achieved through steering or governance group. Key Stakeholders should include:

1. Your organisation's IT lead to ensure you have the right infrastructure to support the use of the tool. You will need to consider Wi-Fi connectivity, equipment and any technology training needs.
2. Your organisation's Information Governance lead to ensure that they are satisfied that the storage and processing of information is in line with your organisation's requirements.
3. A lead contact for the eHNA team. This is usually the person who leads on the application.

## The diagram below shows the process of signing up to use eHNA



## What happens next?

Once the online registration has been completed, a copy of the contract will be sent electronically via DocuSign.

It will need to be signed by your organisation. To ensure you can use the eHNA, you may need to involve several people within your organisation and complete a few processes in order to get the documents signed. Once the contract is signed by all parties, Macmillan will send you information on how to use My Care Plan and the eHNA.

### **How long will the eHNA take to set up?**

Most organisations take between 1 and 3 months to complete the signing of the contract and return this to us. If all the relevant information has been provided and your Macmillan contact supports your application, we should be able to get you set up on the system within a few days of receiving your contract.

### **What training or guidance is available?**

All training and information will be provided when you sign up to use the eHNA. You will receive a series of user guides on the front page of the My Care Plan website to guide you. The eHNA team can also visit your site to provide any training you may need.

### **Will there be cost incurred when signing up to the system?**

It is free to sign up and use the eHNA assessment and My Care Plan website. Macmillan Cancer Support will fund the licensing costs for the trust or organisation to use the tools.

### **Will I need to purchase any equipment?**

The eHNA questionnaire can be accessed on any electronic device with internet access. Individual organisations and teams will need to consider if existing equipment is suitable or if new hardware will need to be purchased. The assessment can also be completed at home on any PC, laptop, tablet or smartphone so if your patients are able to do this themselves, you might not need to have as much equipment.

### **Who can I contact if I have any queries?**

Email: [eHNA@macmillan.org.uk](mailto:eHNA@macmillan.org.uk), Tel: 020 7091 2015 or post to eHNA Project Team, Macmillan Cancer Support, 89 Albert Embankment, London, SE1 7UQ.