



Webinar – Extending a DUA

Agenda

- When should the DUA be extended
- How to request a DUA extension
- Where to send the extension request

Privacy

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www.cms.gov/Privacy
Extension & Closure Requests



Step-by-Step Instructions



Requesting to Extend a DUA

Step 1 - any incorrect contact information must be requested and confirmation of the correction received from the DUA team prior to requesting an extension. Refer to the [DUA - Contact Changes](#) page for further details.

Step 2 - the Requester or any Custodian listed on the DUA may request the extension

Step 3 - only send one (1) request for one (1) DUA in each e-mail

Step 4 - create an e-mail:

a) Reply to one of the DUA expiration e-mail notifications that you received and include the full e-mail in the body of your e-mail. Do NOT attach the e-mail. By seeing our e-mail, we can easily verify that none of the contact's e-mail or phone information is blank. This also allows us to quickly see, if applicable, whether or not your CMS contact has approved your request. In our e-mail notifications, the CMS contact is either your CMS sponsored State program representative, Contracting Officer Representative (COR) or Government Task Lead (GTL). If the CMS contact is blank in our e-mail notification, this just means that your DUA does not have a CMS contact.

b) non-Federally funded DUAs send to DataUseAgreement@cms.hhs.gov

c) Federally funded DUAs, must have the approval of the CMS contact mentioned above in step 4a or the your Federal Project Officer (PO), which ever is applicable. When you send your request to your federal contact, **do NOT** cc DataUseAgreement@cms.hhs.gov

Step 5 - e-mail Subject line: **DUA ##### - Extension** (where ##### is the DUA #)

Step 6 - copy/paste the following extension justification statements into the body of your e-mail

1. We are currently still using this data as originally requested for our Project/Study.
2. In accordance with the terms and conditions of the DUA, we understand that the data for this DUA may not be used in any form for any additional work outside the scope of this DUA without the expressed written consent of CMS' DUA Team.
3. All contacts on the DUA are correct and their contact information is accurate.

Step 1 - Verify Contacts



CMS Contact.

CMS Contact Name Cyber Tyger

CMS Contact E-mail CyberTyger@cms.hhs.gov

DUA Requester.

Requester Name John Requester

Requester Phone 410-111-9999

Requester E-mail John.Requester@organization.com

Custodian(s).

Custodian Name SUSAN Custodian

Custodian Phone 410-111-8888

Custodian E-mail Susan.Custodian@organization.org

Step 4 - Create the e-Mail



- a) include our DUA expiration e-mail notification in your request
- b) non-Federally sponsored DUAs send to DataUseAgreement@cms.hhs.gov
- c) Federally sponsored DUAs send to your Federal sponsor, do NOT cc the DataUseAgreement e-mail resource



Step 5 - E-mail Subject line



View A

DUA 13556 - Extension
DUA 14768 - Contact
DUA 17332 - Addendum
DUA 17332 - Extension
DUA 17332 - Federal Contact change
DUA 22319 - Update
DUA 22345 - Extension

View B

DUA [20486] - Extension Request
RE: CMS DUA #21511 Extension
Extension Request-DUA 19133
RE: DUA 20213 Addendum
DUA 20213 Extension
Requesting Extension for DUA 13280
DUA 20375 extension

Step 6 – Justification Statements



Send

From... JohnRequester@organization.com

To... CMS DataUseAgreement

Cc... SusanCustodian@organization.net

Subject: DUA 21156 - Extension

1. We are currently still using this data as originally requested for our Project/Study.
2. In accordance with the terms and conditions of the DUA, we understand that the data for this DUA may not be used in any form for any additional work outside the scope of this DUA without the expressed written consent of CMS' DUA Team.
3. All contacts on the DUA are correct and their contact information is accurate.
4. We request a one (1) year extension for the DUA number listed in the Subject of this e-mail.

-----Original Message-----

From: DataUseAgreement@cms.hhs.gov [mailto:DataUseAgreement@cms.hhs.gov]
Sent: Friday, July 06, 2012 2:32 AM
To: Requester, John (CMS)
Cc: CMS DataUseAgreement; Custodian, Susan (OEM)
Subject: DUA 21156 - 90 Day Expiration Notice

Regarding CMS Data Use Agreement (DUA) 21156.
Study Name CMS AUDITS
Created on 08/05/2009.
Current Expiration Date of 10/01/2012.
Organization Centers for Medicare & Medicaid Services

Year(s)	From-To	Data Descriptions
2000	2009	OASIS



Step 7 – Federal Sponsor

- Federal sponsor only, send the e-mail to DataUseAgreement@cms.hhs.gov, and state “I approve this request”
- CC all the individuals who were on the e-mail that you received with the extension request



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What's New

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