

Enterprise Privacy Policy Engine (EPPE)



**Contractor DUA Training Slide Deck #11:
CMS Contact (COR) –
Manage Access, Manage Proxy, and Email
Preferences**

Training Topics

Training Topics in this Module

- EPPE Login
- Managing Access
 - Organization Affiliation
 - Adding a Role
 - Removing a Role
 - Proxy Assignment
- Email Preferences
- EPPE Help Information

MANAGE ACCESS-ADDING A NEW ROLE

CMS Contact (COR) – EPPE Login

EPPE Welcome Screen and Menu

The screenshot displays the Enterprise Privacy Policy Engine (EPPE) interface. At the top, a dark blue header bar contains the CMS.gov logo, 'My Enterprise Portal', a 'My Apps' icon, and user controls including 'User NameTwo', 'Help', and 'Log Out'. Below the header, the main content area is titled 'Enterprise Privacy Policy Engine'. On the left, a vertical menu lists various options: 'EPPE Home', 'DUA(s)', 'DUA(s) - Pending Actions', 'Re-Assign Request(s)', 'Pending Change Contact Request(s)', 'Search', 'DUA Search', 'My Access', 'Manage Access', 'My Preference(s)', 'Email Preference', and 'Exit EPPE'. The main content area features a 'Welcome to EPPE' message, a description of the application's purpose, a list of goals (reducing time, transitioning to automated process, and providing a traceable record), and training materials. A red oval highlights the text 'Logged in as: CMS CONTACT (COR)' in the top right corner of the main content area.

CMS.gov | My Enterprise Portal

My Apps

User NameTwo Help Log Out

Enterprise Privacy Policy Engine

EPPE Home

DUA(s)

DUA(s) - Pending Actions

Re-Assign Request(s)

Pending Change Contact Request(s)

Search

DUA Search

My Access

Manage Access

My Preference(s)

Email Preference

Exit EPPE

Welcome to EPPE

EPPE is an application that streamlines the process of requesting data from the Centers for Medicare & Medicaid Services (CMS) via an online Data Use Agreement (DUA).

Goals:

- Reduce the amount of time to process a DUA.
- Transition from a paper-based to an automated process.
- Provide a 100% traceable record of CMS data disclosures.

Training Materials: Visit the EPPE web page on cms.gov to download [Training Slide Decks](#) for the following:

- Contractor Approval Workflow.

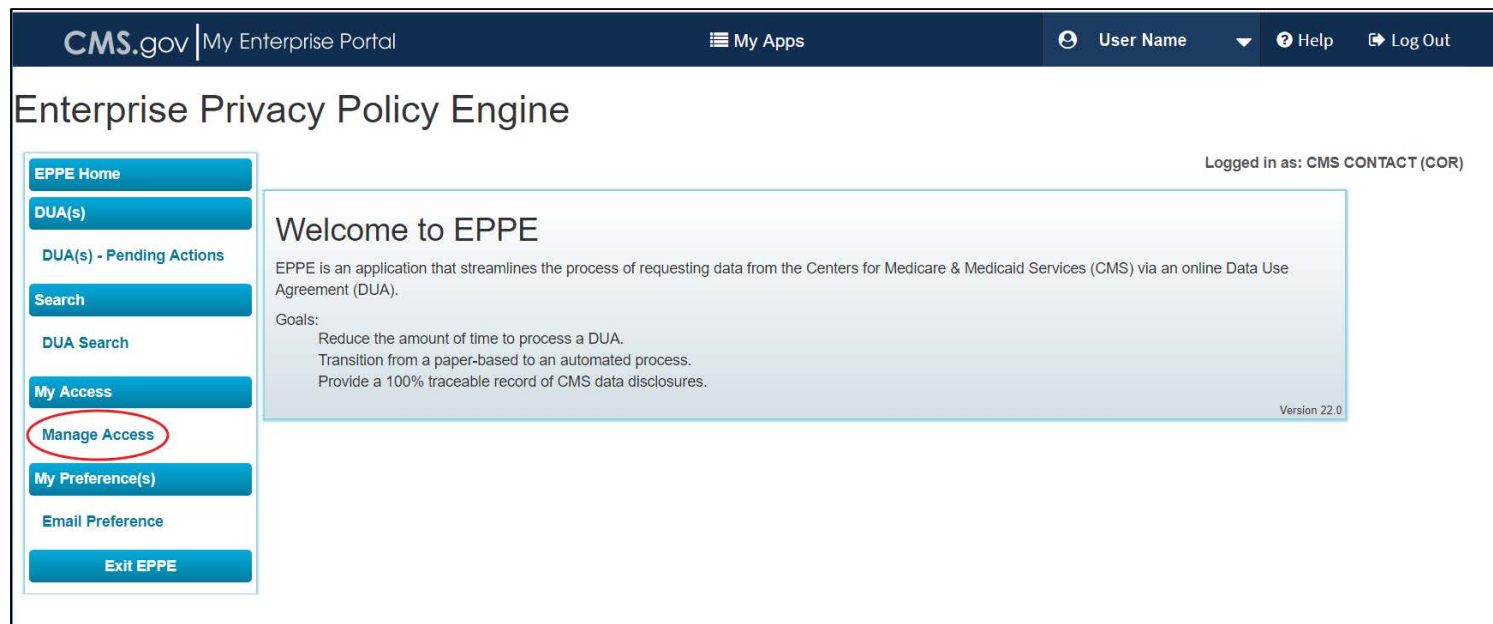
Version 27.0

Logged in as: CMS CONTACT (COR)

The **EPPE Welcome Screen** displays with the **EPPE Menu** for the **CMS Contact (COR)**.

CMS Contact (COR) – Manage Access

EPPE Menu



Select the **Manage Access** option on the **My Access** menu.

CMS Contact (COR) – Manage Access

EPPE Roles Display

MANAGE ACCESS

Please log out and log back in to confirm your request has been processed.

My Roles

Organization Name	Role	Data Dissemination System	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCH DATA ASSISTANCE CENTER (ResDAC)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	EPPE ADMINISTRATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	NON DUA DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CMS CONTACT (COR)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	ADVISORY BOARD COORDINATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CONTRACTOR DUA MANAGEMENT TEAM		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCHER DUA MANAGEMENT TEAM		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	PAYMENT COORDINATOR		Remove
BOSTON UNIVERSITY	DUA REQUESTER		Remove
UNIVERSITY OF MARYLAND	DUA REQUESTER		Remove
GEORGE WASHINGTON UNIVERSITY (GWU)	DUA REQUESTER		Remove

Select an option *

- ☐ Request Additional Role [?](#)
- ☐ Proxy Role [?](#)

Next

1. The **Manage Access** screen displays with the **Organization Names**, **Roles** and **Data Disseminating Systems** to which you have access.
2. Select the radio button associated with **Request Additional Role**.
3. Select the **Next** button.

CMS Contact (COR) – Manage Access

Select Organization

MANAGE ACCESS

Request Additional Role
Required fields are marked with an asterisk ().*

Enter Organization Name * : [Cannot locate the Organization? ?](#)

Role * :

Add

Selected Role Request

	Organization Name	Role	Data Dissemination System	Action
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Quit **Previous** **Submit**

1. The **Manage Access** screen displays to **Request an Additional Role**.
2. Enter the **Organization Name** to which you need access to display a list of organizations matching the search criteria - in this example enter CMS.

CMS Contact (COR) – Manage Access

Select Organization

MANAGE ACCESS

Request Additional Role
Required fields are marked with an asterisk ().*

Enter Organization Name *: [Cannot locate the Organization? ?](#)

Role *:

CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS)
CMS

Add

Selected Role Request

Organization Name	Role	Data Dissemination System	Action
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Quit **Previous** **Submit**

1. The **Organization Name** drop down list displays based on the search criteria.
2. Select the **Organization** from the list.


Note: You must select the organization from the list.

CMS Contact (COR) – Manage Access

Add New Organization

MANAGE ACCESS

Request Additional Role
Required fields are marked with an asterisk (*).

Enter Organization Name *: [Cannot locate the Organization?](#) 

Role *:

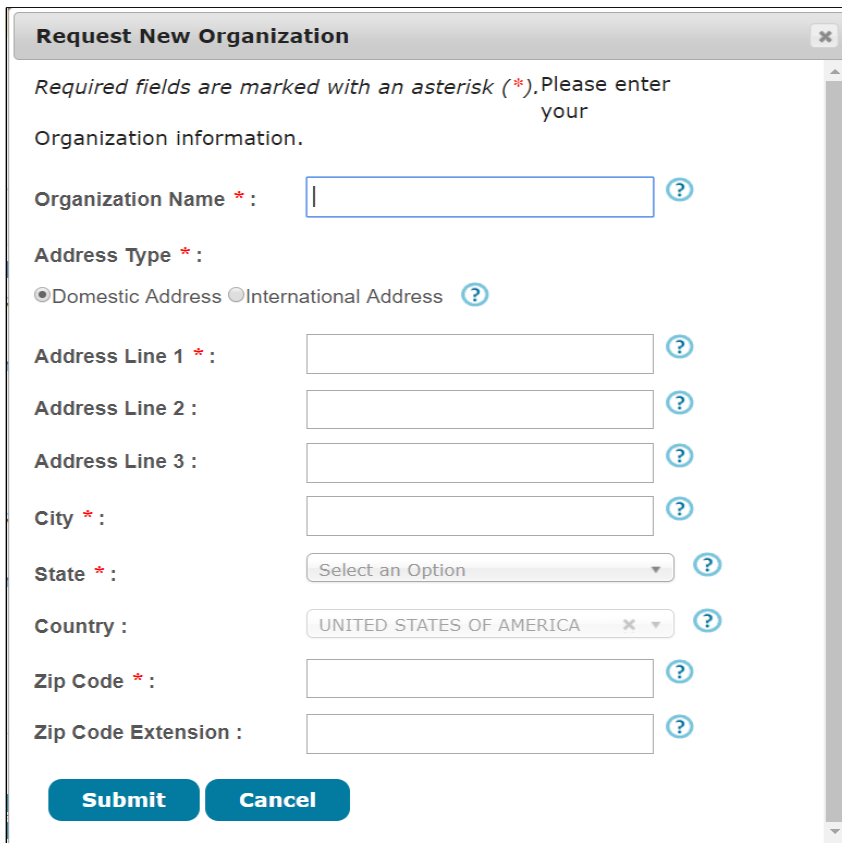
Selected Role Request

Organization Name	Role	Data Dissemination System	Action
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If the organization does not exist in the EPPE System, select the **Cannot locate the Organization?** link.

DUA Requester – Manage Access for New Role

Add New Organization



Request New Organization

Required fields are marked with an asterisk (*). Please enter your

Organization information.

Organization Name * :

Address Type * :

☒ Domestic Address ☐ International Address

Address Line 1 * :

Address Line 2 :

Address Line 3 :

City * :

State * :

Country :

Zip Code * :

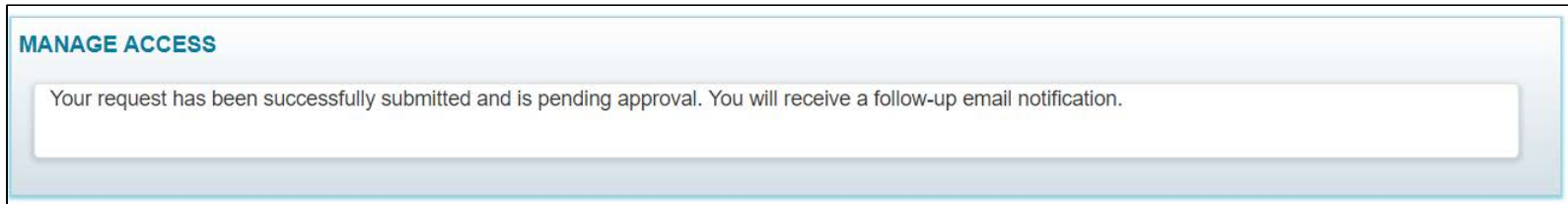
Zip Code Extension :

Submit **Cancel**

1. The **Request New Organization** pop-up displays.
2. Enter the **Organization** information
 - **Organization Name**
 - **Address Type:** Note this defaults to **Domestic Address**. Select **International Address** if applicable. This occurs rarely
 - **Address**
 - **City**
 - **State**
 - **Country** (if not US)
 - **Zip Code**
 - **Zip Code Extension** (optional)
3. Select the **Submit** button.

CMS Contact (COR) – Manage Access

Add New Organization Submission Confirmation



1. The **Confirmation** message displays: ***“Your request has been successfully submitted and is pending approval. You will receive a follow-up email notification.”***
2. A new Organization requires EPPE Administration Approval. Re-Start the Role request with the organization once the organization is approved.

CMS Contact (COR) – Manage Access

Select a Role

MANAGE ACCESS

Request Additional Role
Required fields are marked with an asterisk ().*

Enter Organization Name *: CENTERS FOR MEDICARE AND MEDICAID SERVICES (CM) [Cannot locate the Organization? ?](#)

Role *:
Select an Option
DUA VIEWER
LIMITED DATA SET DUA MANAGEMENT TEAM
NON DUA DATA ENTRY
NON-DUA VIEWER
PAYMENT COORDINATOR
PRIVACY BOARD CHAIR
QE DUA MANAGEMENT TEAM
RESEARCH DATA ASSISTANCE CENTER (ResDAC)
RESEARCHER DUA MANAGEMENT TEAM
SHIPPER

Selected Role Request

Organization	on System	Action
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[Quit](#) [Previous](#) [Submit](#)

1. Place the cursor in the **Role** drop-down selection box to display a list of eligible roles for the organization.
2. Select the **DUA Requester** from the list.

Note: You must select the role from the list.

CMS Contact (COR) – Manage Access

Select a Role

MANAGE ACCESS

Request Additional Role
Required fields are marked with an asterisk ().*

Enter Organization Name *: CENTERS FOR MEDICARE AND MEDICAID SERVICES (CM: [Cannot locate the Organization? ?](#)

Role *: NON-DUA VIEWER ✕ ▼

Add

Selected Role Request

	Organization Name	Role	Data Dissemination System	Action
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Quit **Previous** **Submit**

1. The **Role** displays in the field.
2. Select the **Add** button.

CMS Contact (COR) – Manage Access

Select a Role

MANAGE ACCESS

Request Additional Role

Required fields are marked with an asterisk ().*

Enter Organization Name *: [Cannot locate the Organization? ?](#)

Role *:

Add

Selected Role Request

	Organization Name	Role	Data Dissemination System	Action
1	CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS)	NON-DUA VIEWER		Remove

Quit **Previous** **Submit**

1. The **Organization** and **Role** display in the table below.
2. You can add other role requests to the table.
3. Select the **Remove** link to remove a request from the table if applicable.
4. Select the **Submit** button.

CMS Contact (COR) – Manage Access

Role Request Acknowledgment

MANAGE ACCESS

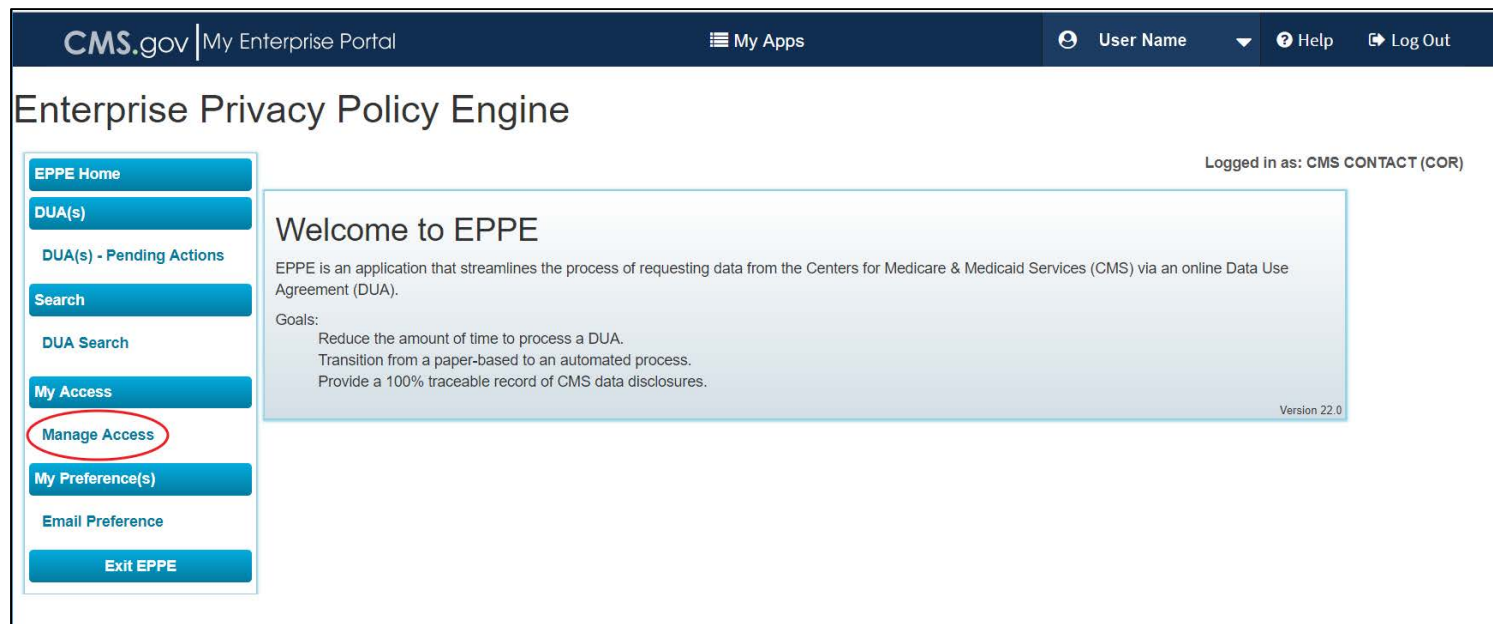
Your request has been successfully submitted and is pending approval. You will receive a follow-up email notification.

1. The **Manage Access** screen displays with the confirmation message.
2. The EPPE Administration Team will review the request and determine if it should be approved.
3. Once a role is approved the user will have to log off and log back on in order to see the new role.

REMOVING A ROLE

CMS Contact (COR) – Manage Access

EPPE Menu



Select the **Manage Access** option on the **My Access** menu.

CMS Contact (COR) – Remove a Role

EPPE Roles Display

MANAGE ACCESS

Please log out and log back in to confirm your request has been processed.

My Roles

Organization Name	Role	Data Dissemination System	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCH DATA ASSISTANCE CENTER (ResDAC)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	EPPE ADMINISTRATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	NON DUA DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CMS CONTACT (COR)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	ADVISORY BOARD COORDINATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CONTRACTOR DUA MANAGEMENT TEAM		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCHER DUA MANAGEMENT TEAM		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	PAYMENT COORDINATOR		Remove
BOSTON UNIVERSITY	DUA REQUESTER		Remove
UNIVERSITY OF MARYLAND	DUA REQUESTER		Remove
GEORGE WASHINGTON UNIVERSITY (GWU)	DUA REQUESTER		Remove

Select an option *

☐ Request Additional Role [?](#)

☐ Proxy Role [?](#)

[Next](#)

1. The **My Roles** table displays with the **Organization Names**, **Roles** and **Data Disseminating Systems** to which you have access.
2. Select the **Remove** link associated with the role you want to remove.

CMS Contact (COR) – Remove a Role

Confirm Deletion of Role

Organization Name	Role	Data Dissemination System	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCH DATA ASSISTANCE CENTER (ResDAC)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	EPPE ADMINISTRATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	NON DUA DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)			Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)			Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)			Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)			Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)			Remove
BOSTON UNIVERSITY			Remove
UNIVERSITY OF MARYLAND	DUA REQUESTER		Remove
GEORGE WASHINGTON UNIVERSITY (GWU)	DUA REQUESTER		Remove

Role Delete Request
Are you sure you want to delete your **RESEARCHER DUA MANAGEMENT TEAM** role with **CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)**?
[No](#) [Yes](#)

Select an option *

☐ Request Additional Role ?

☐ Proxy Role ?

1. The **Role Delete Request** popup displays.
2. Select the **Yes** button.

CMS Contact (COR) – Remove a Role

EPPE Roles Display


MANAGE ACCESS


Please log out and log back in to confirm your request has been processed.

My Roles

Organization Name	Role	Data Dissemination System	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCH DATA ASSISTANCE CENTER (ResDAC)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	EPPE ADMINISTRATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	NON DUA DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CMS CONTACT (COR)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	ADVISORY BOARD COORDINATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CONTRACTOR DUA MANAGEMENT TEAM		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	PAYMENT COORDINATOR		Remove
BOSTON UNIVERSITY	DUA REQUESTER		Remove
UNIVERSITY OF MARYLAND	DUA REQUESTER		Remove
GEORGE WASHINGTON UNIVERSITY (GWU)	DUA REQUESTER		Remove

Select an option *

☐ Request Additional Role 

☐ Proxy Role 

1. The **Manage Access My roles** screen redisplay with message, “Please log out and log back in to confirm your request has been processed.”
2. The deleted role does not display in the list.

Notes:

- You can delete other roles, but you must retain at least one role.

PROXY ASSIGNMENT - CMS CONTACT (COR)

CMS Contact (COR) – Proxy Assignment

EPPE Menu

CMS.gov | My Enterprise Portal

My Apps

User Name

Help

Log Out

Enterprise Privacy Policy Engine

Logged in as: CMS CONTACT (COR)

- EPPE Home
- DUA(s)
- DUA(s) - Pending Actions
- Search
- DUA Search
- My Access
- Manage Access**
- My Preference(s)
- Email Preference
- Exit EPPE

Welcome to EPPE

EPPE is an application that streamlines the process of requesting data from the Centers for Medicare & Medicaid Services (CMS) via an online Data Use Agreement (DUA).

Goals:

- Reduce the amount of time to process a DUA.
- Transition from a paper-based to an automated process.
- Provide a 100% traceable record of CMS data disclosures.

Version 22.0

Select the **Manage Access** option on the **My Access** menu.

CMS Contact (COR) – Proxy Assignment

EPPE Roles Display

MANAGE ACCESS

Please log out and log back in to confirm your request has been processed.

My Roles

Organization Name	Role	Data Dissemination System	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCH DATA ASSISTANCE CENTER (ResDAC)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	EPPE ADMINISTRATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	NON DUA DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CMS CONTACT (COR)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	ADVISORY BOARD COORDINATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CONTRACTOR DUA MANAGEMENT TEAM		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	PAYMENT COORDINATOR		Remove
BOSTON UNIVERSITY	DUA REQUESTER		Remove
UNIVERSITY OF MARYLAND	DUA REQUESTER		Remove
GEORGE WASHINGTON UNIVERSITY (GWU)	DUA REQUESTER		Remove

Select an option *

☐ Request Additional Role [?](#)

☒ Proxy Role [?](#)

[Next](#)

1. The My Roles table displays with the **Organization Names** and **Roles** to which you have access.
2. Select the radio button associated with Proxy role.
3. Select the **Next** button.

CMS Contact (COR) – Proxy Assignment

MANAGE PROXY ROLE SCREEN

MANAGE PROXY ROLE

Required fields are marked with an asterisk (*).

Select Organization* : ?

Select Name* : ?

Start Date* : End Date :

Add

Current Proxy Table *

Current proxy roles

First Name	Last Name	Proxy Start Date	Proxy End Date	Action
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Quit**Previous**

The Manage Proxy Role page is displayed.

CMS Contact (COR) – Proxy Assignment

Manage Proxy Role Screen

MANAGE PROXY ROLE

Required fields are marked with an asterisk ().*

Select Organization* : CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS) ?

Select Name* : Aaron Amanuel ?

Current Proxy Table

Current proxy roles

First Name	Last Name	Proxy Start Date	Proxy End Date	Action
You have no current proxies				

Showing 0 to 0 of 0 entries

Search:

1. Select your organization from the dropdown.
2. Select your COR Proxy's name from the dropdown.

CMS Contact (COR) – Proxy Assignment

MANAGE PROXY ROLE

MANAGE PROXY ROLE

Required fields are marked with an asterisk (*).

Select Organization *: ?

Select Name *: x ?

Start Date *: End Date :

Selected Proxy Request *

Selected Proxy Request

	Proxy Name	Start Date	End date	Action
1	AARON NADEAU	09/24/2018		Remove
2	JENNIFER HARLOW	09/24/2018		Remove

1. Select the start and end date. The end date is optional.
 2. Select the “Add” button.
 3. Select “Submit.”
- Note: You can assign up to two COR proxies.

CMS Contact (COR) – Proxy Assignment

MANAGE PROXY ROLE

Current Proxy Table *

Search:

Current proxy roles

First Name	Last Name	Proxy Start Date	Proxy End Date	Action
AARON	NADEAU	09/24/2018		Edit / Delete
JENNIFER	HARLOW	09/24/2018	09/24/2019	Edit / Delete

Showing 1 to 2 of 2 entries

[Quit](#)[Previous](#)

1. The COR proxies appear in the current proxy table.
2. The start and end dates are displayed.
3. User can edit or delete the COR proxy information.

CMS Contact (COR) – Proxy Assignment

MANAGE PROXY ROLE

Select Organization *: CENTERS FOR MEDICARE and MEDICAID SERVICES (C)

Select Name *: Aaron Amanuel

Start Date *: 09/24/2018

End Date :

Add

Current Proxy Table *

Current proxy roles

First Name	Last Name	Proxy Start Date	Proxy End Date	Action
AARON	NADEAU	09/24/2018		Edit / Delete
JENNIFER	HARLOW	09/24/2018	09/24/2019	Edit / Delete

Showing 1 to 2 of 2 entries

Search:

Edit Proxy

First Name

AARON

Last Name

NADEAU

Start Date End Date

09/24/2018

Cancel Submit

1. If to “Edit” a proxy, a pop-up appears and you can “Edit” the “Start” and “End” date.
2. You can also delete a Proxy which will end their Proxy assignment.
Note: You cannot select a past start date.

CMS Contact (COR) – Proxy Assignment

COR PROXY'S PRIVILEGES

COR PROXY PRIVILEGES

- CMS Contact (COR) can assign up to two proxies.
- The COR proxy can approve, deny and request more information on behalf of the CMS Contact (COR).
- The COR proxy will be able to take action on all the DUAs that the CMS Contact (COR) is assigned to while working as their proxy.
- Once the proxy assignment ends they will no longer have access to the DUAs they have approved denied or requested more information on behalf of the CMS Contact (COR).
- A COR proxy can work as a proxy for multiple CMS Contact (CORs).

EMAIL PREFERENCES

CMS Contact (COR) – Email Preferences

EPPE Menu

The screenshot shows the EPPE (Enterprise Privacy Policy Engine) interface. At the top, there is a navigation bar with the CMS.gov logo, 'My Enterprise Portal', 'My Apps', 'User Name', 'Help', and 'Log Out'. Below the navigation bar, the title 'Enterprise Privacy Policy Engine' is displayed. On the right side, it says 'Logged in as: CMS CONTACT (COR)'. The left sidebar contains a list of menu items: 'EPPE Home', 'DUA(s)', 'DUA(s) - Pending Actions', 'Search', 'DUA Search', 'My Access', 'Manage Access', 'My Preference(s)', 'Email Preference' (which is circled in red), and 'Exit EPPE'. The main content area has a 'Welcome to EPPE' section. Below the welcome message, it states: 'EPPE is an application that streamlines the process of requesting data from the Centers for Medicare & Medicaid Services (CMS) via an online Data Use Agreement (DUA). Goals: Reduce the amount of time to process a DUA. Transition from a paper-based to an automated process. Provide a 100% traceable record of CMS data disclosures.' The version 'Version 22.0' is noted in the bottom right corner of the main content area.

Select the **Email Preference** option on the **My Preference(s)** menu.

CMS Contact (COR) – Email Preferences

Select Email Preference

EMAIL PREFERENCE

Select Email Preference

☐ Disable automated emails from EPPE ?

☒ Enable automated emails from EPPE ?

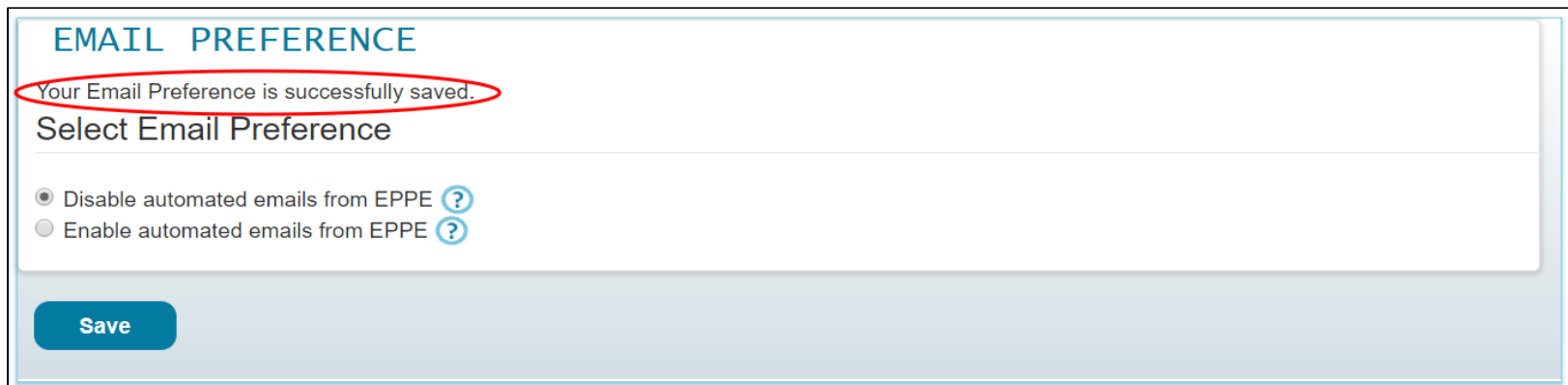
Save

1. The **Email Preference** screen displays.
2. The **Enable Automated Emails from EPPE** radio button is selected by default.
3. Select the **Disable Automated Emails from EPPE** to stop receiving emails.
4. Select the **Save** button.

Note: If you disable email notifications, you will still receive emails notifying you of DUAs requiring certification/approval.

CMS Contact (COR) – Email Preferences

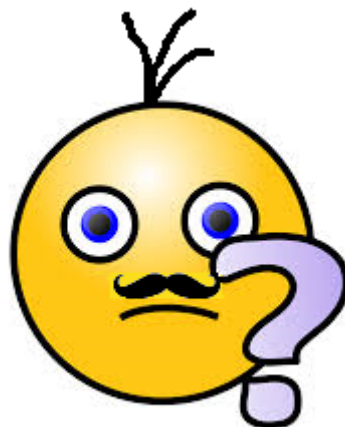
Email Preference Change Acknowledgment



The screenshot shows a web interface titled "EMAIL PREFERENCE". Below the title, a message "Your Email Preference is successfully saved." is displayed and circled in red. Underneath this message is the heading "Select Email Preference". There are two radio button options: "Disable automated emails from EPPE" (which is selected) and "Enable automated emails from EPPE". Each option has a blue question mark icon to its right. At the bottom left of the form is a blue "Save" button.

1. The **Email Preference** Screen displays with the request Confirmation Message, ***“Your Email Preference is successfully saved.”***
2. You can change the selection and select **Save**.

Help Desk



EPPE Help Desk Contact Information

Hours of Operation: Monday – Friday 9:00 AM to 6:00 PM EST

844-EPPE-DUA (844-377-3382)

EPPE@cms.hhs.gov