

Enterprise Privacy Policy Engine (EPPE)



**Contractor DUA Training Slide Deck #7:
Requester - Extend and Close a DUA**

Training Topics

Training Topics in this Module

- Basic Information About EPPE
- EPPE Login
- Viewing Expired DUAs
- Extending a DUA
- Closing a DUA
 - Closing Data Files on a DUA
 - Closing a DUA
 - DUA Closed Queue
- EPPE Help Information

BASIC INFORMATION AND LOGGING INTO EPPE

Basic Information about EPPE

Icons Used Throughout the EPPE System



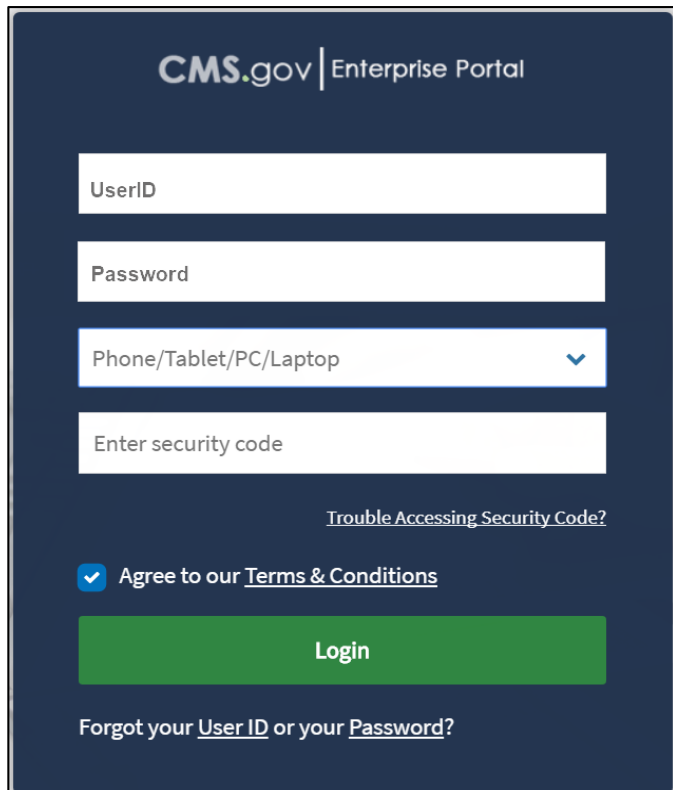
A red asterisks denotes that a field is required to be entered.



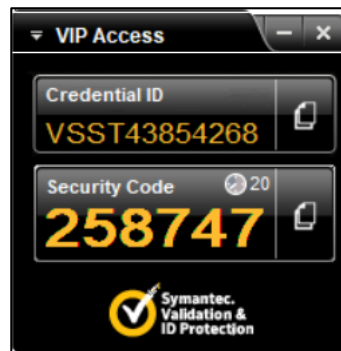
The question mark icon when selected will display field specific help.

EPPE Login

Login to EPPE as a DUA Requester



The screenshot shows the CMS.gov Enterprise Portal login interface. It features a dark blue background with white text. At the top, the CMS.gov logo is followed by 'Enterprise Portal'. Below this are four input fields: 'UserID', 'Password', a dropdown menu for 'Phone/Tablet/PC/Laptop' with a blue arrow, and 'Enter security code'. A link for 'Trouble Accessing Security Code?' is positioned below the security code field. A checkbox labeled 'Agree to our Terms & Conditions' is checked. A large green 'Login' button is at the bottom. At the very bottom, a link reads 'Forgot your User ID or your Password?'.

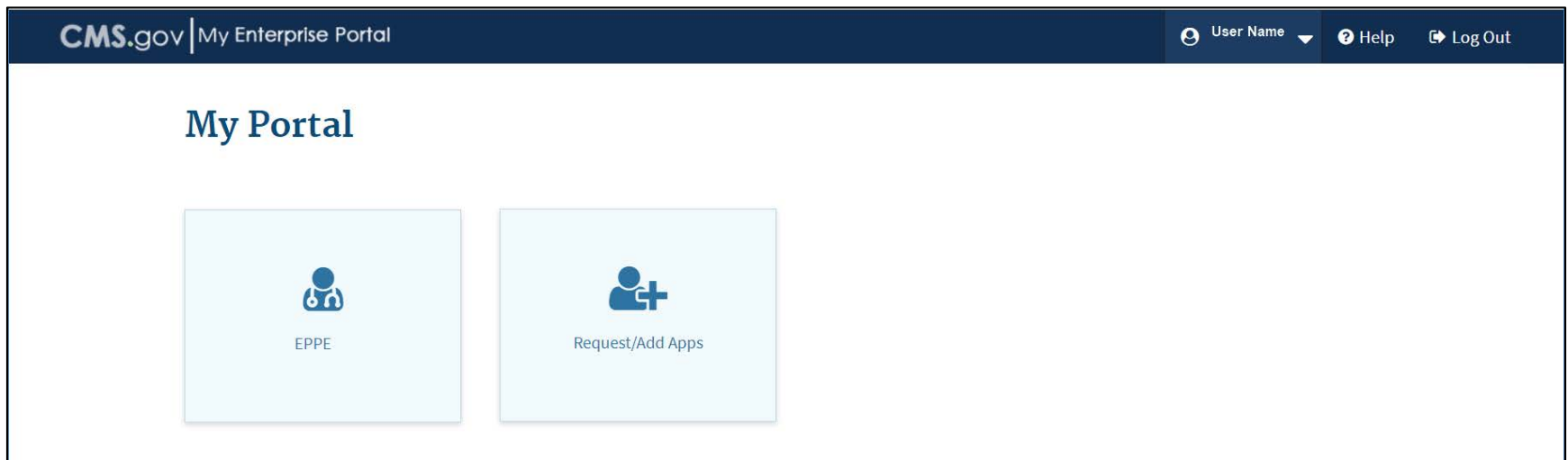


1. Access the **CMS Enterprise Portal** once your **DUA Requester Role** access has been approved.
2. Enter your **User ID**.
3. Enter Your **Password**.
4. Choose the **MFA Device**.
5. Enter the **Security Code** from the **VIP Access Software**.
6. Select the **Agree to our Terms & Conditions** button.
7. Select **Login**.

Note: The **MFA Device** selection field and the **Security Code** field display after entering the **User ID** and **MFA Device** respectively.

DUA Requester – EPPE Login

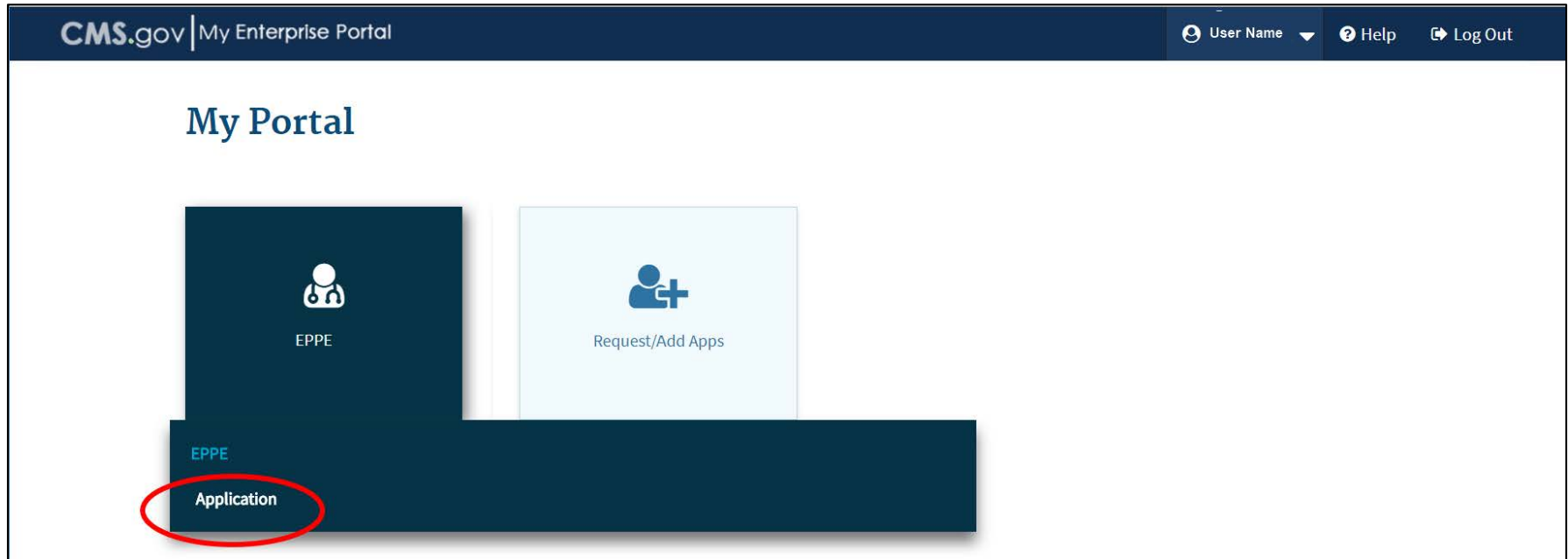
CMS Portal: Access the EPPE Application



1. The **CMS Portal Welcome Screen** displays.
2. Select the **EPPE** tile.

DUA Requester – EPPE Login

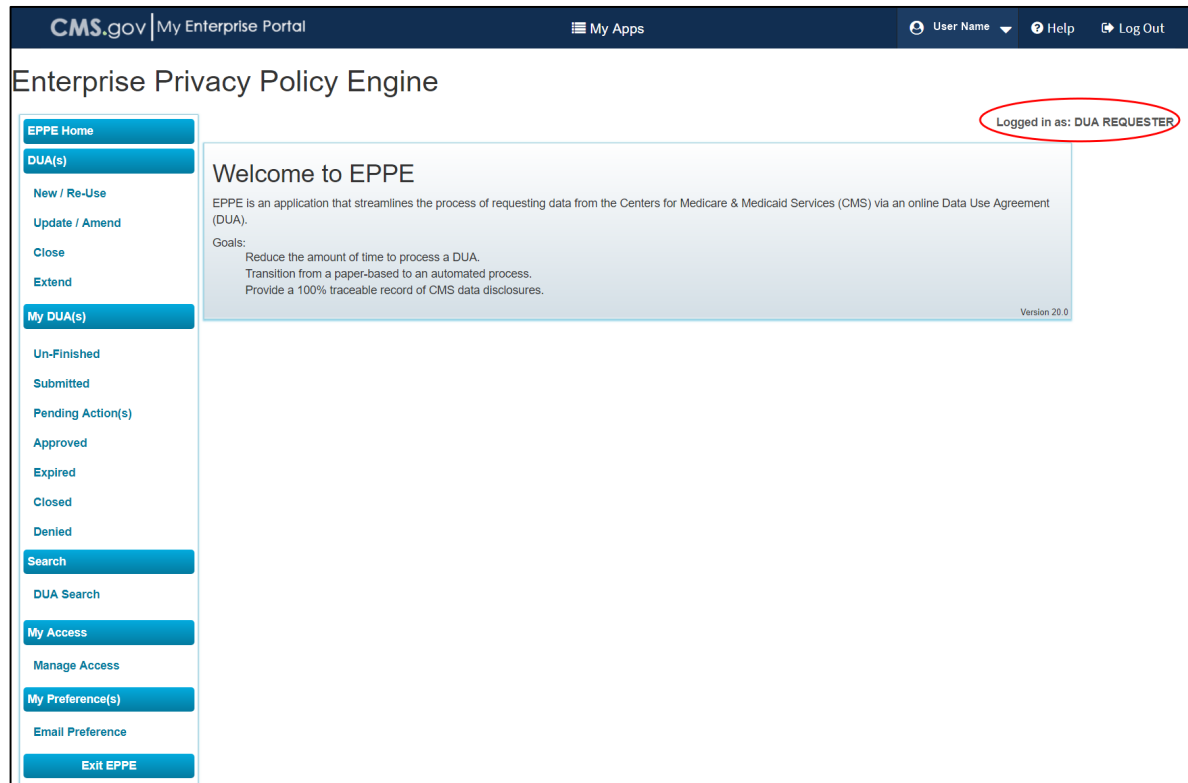
CMS Portal: Access the EPPE Application



Select **Application** to access the **EPPE** system.

DUA Requester – EPPE Login

EPPE Welcome Screen and Menu

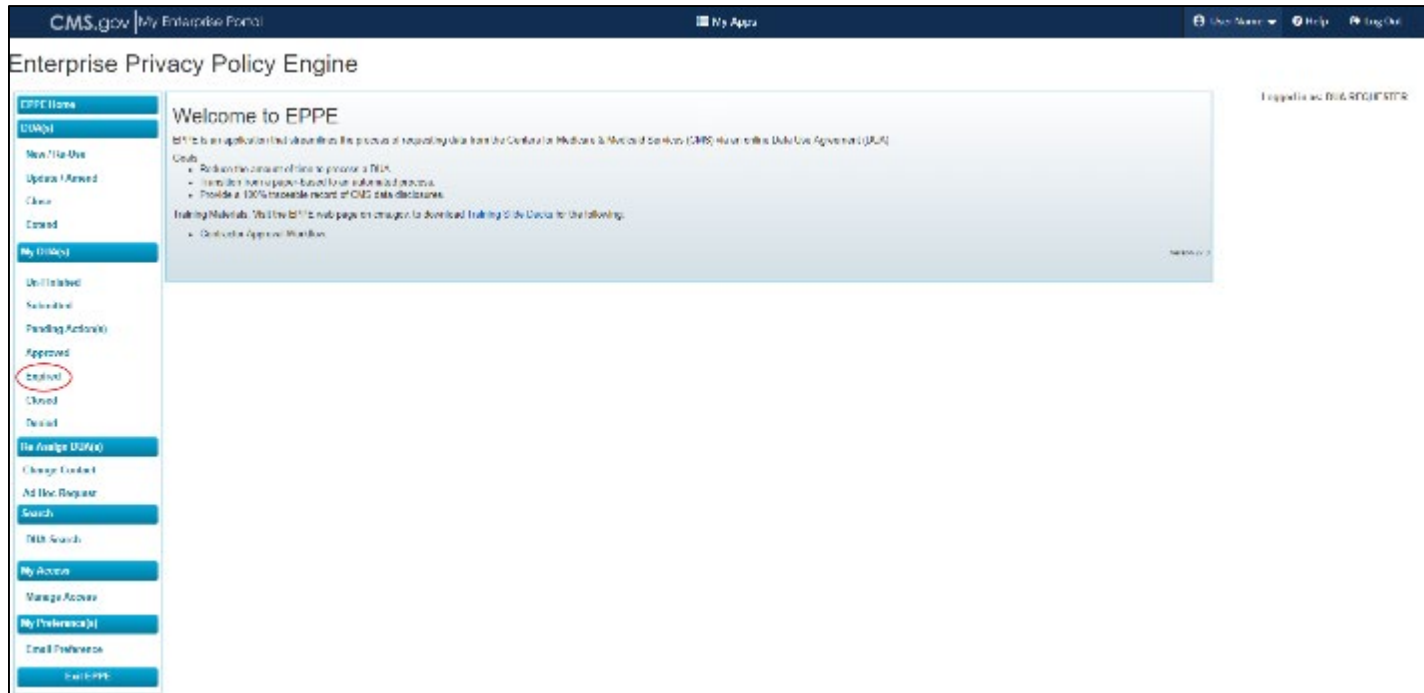


The **EPPE Welcome Screen** displays with the **EPPE Menu** for the **DUA Requester**.

VIEWING EXPIRED DUAs

DUA Requester – Extend a DUA

View Expired DUA Queue



1. The **Expired** DUA Queue contains DUAs that have Expired.
2. Select the **Expired** menu option to search for and view expired DUAs you may need to extend.

DUA Requester – Extend a DUA

View Expired DUA Queue

EXPIRED DUA(S)					
Search:					
DUA Number	Organization	DUA Type	Requester	Request Date	
CONT-2018-54410	SHAW UNIVERSITY	Contractor	Taraji Henson	3-5-2018	View
CONT-2018-54411	NORTH CAROLINA STATE UNIVERSITY	Contractor	Taraji Henson	3-5-2018	View
CONT-2018-54412	SHAW UNIVERSITY	Contractor	Taraji Henson	3-5-2018	View
Showing 1 to 3 of 3 entries					
Previous Next					

1. The list of **Expired** DUAs displays.
2. Specify **Search** criteria or scroll through the list if applicable.
3. Select the **View** link to view the DUA details.

Notes:

- If there are multiple pages of **Expired** DUAs, the **Previous** and **Next** buttons become enabled for scrolling through the listing.
- In this example the Requester is associated with two organizations and their Expired DUAs display.

DUA Requester – Extend a DUA

DUA Displays

MY DUA

REVIEW

DUA Life Cycle

MAIN INFORMATION

DUA Number	CONT.2015.04013
DUA Customer Type	Contractor
DUA Category	42 - CMS PROGRAMS
DUA Status	Expired
Expiration Date	05-05-2016
Requested Date	03-09-2015
Requester	Teng Herson
Requester's Email	tsengpcr@gmail.com
Requester's Phone Number	(900) 555-1212
Last Updated By	
Organization Name	SHAW UNIVERSITY
Project Name	Expired Test

CMS Contact (SOR)

First Name	Teng
Last Name	Herson
Email Address	tsengpcr@gmail.com
Phone Number	(900) 555-1212

Contract Information

Contract Number	CONT1234
Task Order Number	TO-123456
Contract Period - Start Date	03-01-2010
Contract Period - End Date	03-05-2016

CUSTOMER/DESY USERS

Search: []

User Name	VISA User ID	Organization
Teng Herson	1925	SHAW UNIVERSITY

Showing 1 of 1 entries

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year
IS0001 - AN EXTRACT FROM THE ICR TO SUPPORT HOSPITAL VALUE BASED PURCHASING AS REQUIRED BY SECTION 3001 OF THE	2010	2017
IS0005 - ICR - BENEFICIARY DEMOGRAPHICS FILE (ALIGNED BENES)	2010	2017
IS0010 - ICR - BENEFICIARY EMPLOYMENT / ENTITLEMENT DATA (ALIGNED BENES)	2010	2017

Showing 1 to 3 of 3 entries

DOCUMENTS

Document	Uploaded File
1 - SIGNATURE ADDENDUM	Signature_Addendum.docx Download

1. The **Review** screen displays.
2. Select the **green plus sign icon** to view the **DUA Life Cycle**, the **DESY User** details, or the **Data File** details.

Notes:

- The DUA can only be viewed from the **Expired Queue**.
- Select the **Extend** menu option to find the DUA and extend it.

EXTEND A DUA

DUA Requester – Extend a DUA

EPPE Menu

The screenshot displays the CMS.gov My Enterprise Portal interface. The top navigation bar includes the CMS.gov logo, 'My Enterprise Portal', and links for 'My Apps', 'User Name', 'Help', and 'Log Out'. The main heading is 'Enterprise Privacy Policy Engine'. On the left, a sidebar menu lists various options: 'EPPE Home', 'DUA(s)', 'New / Re-Use', 'Update / Amend', 'Close', 'Extend' (highlighted with a red circle), 'My DUA(s)', 'Un-Finished', 'Submitted', 'Pending Action(s)', 'Approved', 'Expired', 'Closed', 'Denied', 'Re-Accept DUA(s)', 'Change Contact', 'Ad Hoc Requester', 'Search', 'DUA Search', 'My Access', 'Manage Access', 'My Preferences(s)', 'Email Preferences', 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 a streamlined process, and providing a 100% trackable record), and a 'Training Materials' section with a link to 'Contractor Approval Workflow'. The top right corner indicates the user is logged in as 'DUA REQUESTER'.

Select the **Extend** option on the DUA(s) menu.

DUA Requester – Extend a DUA

List of DUAs That Can Be Extended

DUA

EXTEND DUA

PLEASE SELECT ONE OF THE DUA TO EXTEND

Search:

DUA Number	Organization	Requester	Request Date	Status	
CONT-2018-54407	SHAW UNIVERSITY	Taraji Henson	3-5-2018	Approved	View
CONT-2018-54408	SHAW UNIVERSITY	Taraji Henson	3-5-2018	Approved	View
CONT-2018-54409	SHAW UNIVERSITY	Taraji Henson	3-5-2018	Approved	View
CONT-2018-54410	SHAW UNIVERSITY	Taraji Henson	3-5-2018	Expired	View
CONT-2018-54411	NORTH CAROLINA STATE UNIVERSITY	Taraji Henson	3-5-2018	Expired	View

Showing 1 to 5 of 6 entries

[Previous](#) [Next](#)

1. The list of DUAs that can be extended displays.
2. Specify **Search** criteria (if applicable).
3. Select the **View** link.

Notes:

- DUAs in the **Extend** Queue can be in **Approved** or **Expired** Status.
- In this example, the Requester is associated with two organizations and their DUAs display in the list.

DUA Requester – Extend a DUA

DUA Displays

MY DUA

[Print DUA](#)

DUA Life Cycle

MAIN INFORMATION

DUA Number: GONT-2019-04410
DUA Customer Type: Contractor
DUA Category: 42 - CMS PROGRAMS
DUA Status: Expired
Expiration Date: 03-05-2019
Request Date: 03-05-2019
Requester: Tareq Hameed
Requester's Email: tareqhameed@gmail.com
Requester's Phone Number: 0800 555-1212
Last Updated By: [blank]
Organization Name: SHAW UNIVERSITY
Project Name: Expired Test

CMS Contact (GRR)

First Name: Tareq
Last Name: Hameed
Email Address: tareqhameed@gmail.com
Phone Number: 0800 555-1212

Contract Information

Contract Number: GONT-1234
Task Order Number: TO-123456
Contract Period - Start Date: 03-05-2019
Contract Period - End Date: 03-05-2019

CUSTOMER/DEBT USERS

Search:

First Name	Last Name	Organization
Tareq Hameed	TH423	SHAW UNIVERSITY

Showing 1 to 1 of 1 entries

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year
ENRPT - AN EXTRACT FROM THE EDI TO SUPPORT HOSPITAL VALUE BASED PURCHASING AS REQUIRED BY SECTION 3081 OF TH	2018	2019
ORRMB - (OB) - BENEFICIARY DEMOGRAPHIC FILE (ALIGNED BENE)	2018	2019
ORRMB - (OB) - BENEFICIARY ENROLLMENT / ENROLLMENT DATA (ALIGNED BENE)	2018	2019

Showing 1 to 3 of 3 entries

DOCUMENTS

Document	Approved Date
1. SIGNATURE ASSEMBLY	Signature: Attachments Download

[Extend](#)

1. The **My DUA** review screen displays.
2. Select the **Print DUA** button to print or save the DUA to PDF.
3. Select the **green plus sign icon** to view the DUA Life Cycle.
4. Select the **Extend** button.

Note: Details about **Printing the DUA** and **Viewing the DUA Life Cycle** will be discussed further on in the presentation.

DUA Requester – Extend a DUA

Changing the Contract Period End Date

EXTEND DUA

DUA Number : CONT-2018-54410

DUA EXTENSION REQUEST

DUA Number : CONT-2018-54410

CONTRACT PERIOD (REQUIRED) ⓘ

Start Date : End Date :

03/01/2016 03/05/2018

Comments :

Calendar:

Mar 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today Done

Previous Next

1. The **DUA Extension Request** screen displays.
2. Enter the **Contract End Date** if there is a new date.
3. Use the **mm/dd/yyyy** format to enter the dates, *or*
4. Use the pop-up calendar. If using the pop-up calendar, select the month, the year, and the day in that order.
5. Enter any applicable **Comments**.
6. Select the **Next** button.

Note: If there is no new **Contract End Date**, continue to extend the **Expiration Date** on the next screen.

DUA Requester – Extend a DUA

Changing the Expiration Date

EXTEND DUA

DUA Number : CONT-2018-54410

DUA EXPIRATION DATE

CURRENT DUA EXPIRATION DATE ?

Date : 03/05/2018

NEW DUA EXPIRATION DATE *

Date :

Mar 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today Done

Previous Next

1. The **DUA Expiration Date** screen displays.
2. Enter the **New DUA Expiration Date**.
3. Use the **mm/dd/yyyy** format to enter the dates, *or*
4. Use the pop-up calendar. If using the pop-up calendar, select the month, the year, and the day in that order.
5. Select the **Next** button.

DUA Requester – Extend a DUA

Accept Terms and Conditions and Submit the DUA

EXTEND DUA

DUA Number: CONT-2018-54410

TERMS & CONDITIONS

This Agreement governs the requesting organization's ("you/your") receipt and use of data from the Centers for Medicare & Medicaid Services ("CMS"), a component of the U.S. Department of Health and Human Services ("HHS"). This Agreement covers the CMS data files you requested and the corresponding purposes for their use, as specified in the Enterprise Privacy Policy Engine ("EPPE") system.

CMS agrees to provide you with the data files specified in the DUA Request, which reside in a CMS Privacy Act: System of Records ("SOR"). In exchange, you agree to: (a) pay any applicable fees; (b) use the data only for purposes that support your study, research, or project, as specified in the DUA Request, which CMS has determined to be valuable in helping CMS monitor, manage, and improve the Medicare and Medicaid programs and/or services provided to beneficiaries; and (c) to ensure the integrity, security, and confidentiality of the data by complying with the terms of this Agreement and any applicable law(s), including the Privacy Act (5 U.S.C. §552a) and Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) 45 C.F.R. Subpart C, Parts 160 and Part 164, Subparts A and E). This Agreement is intended to: (a) secure data that reside in a CMS Privacy Act SOR; (b) ensure the integrity, security, and confidentiality of information maintained by CMS; and (c) permit appropriate disclosure and use of such data as permitted by law.

1. This Agreement addresses the conditions under which CMS will release and you will obtain, use, reuse, and disclose the CMS data files specified in the DUA Request. This Agreement also pertains to and covers any derivative files which contain direct individual identifiers or elements that can be used in concert with other information to identify individuals. For all data released under this Agreement, the legal clauses contained herein supersede any and all agreements between you and CMS, and preempts and overrides any instructions, directions, agreements, or other understandings pertaining to any grant award or prior communication with HHS (or any of its components).

The terms of this Agreement can be changed only by a written modification to this Agreement or through adoption of a new agreement. Any instructions or interpretations issued to you concerning this Agreement or the data specified in the DUA Request are not considered valid unless issued in writing by the appropriate CMS representative associated with the project (e.g. Contracting Officer's Representative/Government Task Leader, Program Office, System Manager, etc.).

2. You agree that CMS retains all ownership rights to the data files specified in the DUA Request, and that you do not obtain any right, title, or interest in any of the data released by CMS.

3. You represent that the data files covered by this Agreement will be used solely for the purposes described in the DUA Request. In releasing the data files, CMS relies upon such representation.

You represent that the facts and statements made in any study, research protocols, or project plans listed in the DUA Request are complete and accurate. You also represent that said study protocols or project plans, which have been approved by CMS or another appropriate entity as CMS may determine, represent the totality of facts for which you will use the released data files.

You agree not to disclose, use, or reuse the data covered by this Agreement, except: (a) as specified in an Attachment added to the DUA Request; (b) as authorized by HHS; or (c) as otherwise permitted by law. You then agree not to sell, rent, lease, loan, or otherwise grant access to the data released by this Agreement, unless you receive express permission from CMS.

You affirm that the requested data is the minimum necessary to achieve the purposes covered by this Agreement. You agree that, within your organization and the organization of your agents, access to the data covered by this Agreement shall be limited to the minimum amount of data and minimum number of individuals necessary to achieve the specified purposes (i.e., individual's access to the data will be on a need-to-know basis).

4. You agree that you may retain the files covered by this Agreement as well as any derivative files—including those that directly identify individuals, or that directly identify bidding firms and/or such firms' proprietary, confidential, or specific bidding information, which in concert with other information can be used to identify individuals—until the End Date specified in the DUA Request. If the purposes covered by this Agreement are completed before the specified End Date, you agree to notify CMS within 30 days of completion of those purposes. Upon such notice or the End Date, whichever occurs sooner, you agree to destroy this data in your possession pursuant to this Agreement and provide notification of its destruction to the HHS EPPE system within 30 days. You agree not to retain the files covered by this Agreement or any parts of the files after the notice of disposition, unless the appropriate CMS representative overseeing the project grants written authorization. You acknowledge that the End Date is not contingent on any action by CMS.

You understand that you, or CMS, may terminate this Agreement at any time, for any reason, upon 30 days written notice. Upon notice of termination, CMS will cease releasing the requested data files to you, and will notify you to destroy any data files in your possession. Sections 2, 3, 4, 6, 7, 8, 9, 11, 12, and 13 shall survive termination of this Agreement.

5. You agree to establish appropriate administrative, technical, and physical safeguards to protect the confidentiality of the data and to prevent: unauthorized use or access to it. The safeguards shall provide a level and scope of security that is not less than the level and scope of security requirements established by the following documents:

Office of Management and Budget (OMB), "OMB Circular No. A-130, Appendix III—Security of Federal Automated Information Resources," available at <https://www.whitehouse.gov/omb/circulars/a130/a130appendix3/>.

National Institute of Standards and Technology (NIST), "Federal Information Processing Standards Publication 200—Minimum Security Requirements for Federal Information and Information Systems," available at <http://csrc.nist.gov/publications/fips/fips200/FIPS-200-final-march.pdf>.

National Institute of Standards and Technology (NIST), "Special Publication 800-53—Security and Privacy Controls for Federal Information Systems and Organizations," available at <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53-v4.pdf>.

CMS Office of Information Services, "Acceptable Risk Safeguards, Appendix B—CMSR Moderate Impact Level Data," available at http://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/InformationSecurity/Downloads/ARS_App_B_CMSR_Moderate.pdf.

You acknowledge that the use of unsecured telecommunications, including the Internet, to transmit individually identifiable, biometric, sensitive, or deducible information derived from the files covered by this Agreement is prohibited. You also agree that the data must not be physically removed, transmitted, or disclosed in any way from or by the site indicated in the DUA Request without written approval from CMS, unless such movement, transmission, or disclosure is required by law.

6. You agree to grant physical and/or electronic access to authorized representatives of CMS and/or HHS Office of the Inspector General ("OIG") for inspection of the site indicated in the DUA Request to confirm compliance with the terms of this Agreement.

7. You agree not to disclose direct findings, listings, or information derived from the files covered by this Agreement with or without identifiers if such findings, listings, or information can be themselves or in combination with other data be used to deduce an individual's identity. Examples of such data elements include, but are not limited to geographic location, age if > 65, sex, diagnosis and procedure, admission/discharge dates, or date of death.
- You agree that any use of CMS data in the creation of any document (e.g. manuscript, table, chart, study report, etc.) concerning the purposes covered by this Agreement—regardless of whether the written product expressly refers to those purposes, CMS, the requested data files, or any data derived from such files—must adhere to CMS' current cell size suppression policy. This policy stipulates that no cell (e.g. admissions, discharges, patients, services, etc.) 10 or less may be displayed; also, no use of percentages or other mathematical formulas may be used if they result in the display of a cell 10 or less. You agree to abide by these rules, and therefore, will not be required to submit any written documents for CMS review. If you are unsure whether you meet the above criteria, you may submit your written products for CMS review. CMS may withhold approval for publication only if it determines that the format in which data are presented may result in identification of individual beneficiaries.
8. You agree that, absent express written authorization from the appropriate CMS representative associated with the project to do so, you shall not attempt to link records included in the files covered by this Agreement to any other individually identifiable source of information. This includes attempts to link the specified data to other CMS data files. CMS approval of study, research, or project protocols covered by this Agreement that include instructions for the linkage of specific files constitutes express authorization from CMS to link files, but only in the manner described in the protocols.
9. You understand and agree that you may not reuse original and/or derivative data files without prior written approval from the appropriate CMS representative associated with the project.
10. You agree that the Attachments uploaded electronically to the DUA Request are incorporated into this Agreement.
11. You agree that, in the event CMS determines or reasonably believes that you have made or may have made an unauthorized use, reuse, or disclosure of the files covered by this Agreement or another written authorization from the appropriate CMS representative associated with the project, then CMS—at its sole discretion—may require you to: (a) promptly investigate and report to CMS any of your determinations regarding all alleged or actual unauthorized use, reuse, or disclosure; (b) promptly resolve any problems identified by the investigation; (c) if requested by CMS, submit a formal response to any allegations of unauthorized use, reuse, or disclosure; (d) if requested by CMS, submit a corrective action plan with steps designed to prevent any future unauthorized uses, reuses, or disclosures; and/or (e) if requested by CMS, return or destroy the data files covered by this Agreement to CMS, as well as any derivative files containing information from the files released under this Agreement. You understand that as a result CMS' determination or reasonable belief that unauthorized uses, reuses, or disclosures have taken place, CMS may determine a period of time during which you are excluded from access to CMS data.
- You agree to report any breach, loss, or unauthorized disclosure of protected health information (PHI) and/or personally identifiable information (PII) from the CMS data files covered by this Agreement to the CMS Action Desk by telephone at (410) 756-2850 or by e-mail notification at cms_service_desk@cms.hhs.gov within 1 hour and to cooperate fully in the federal security incident process. While CMS retains all ownership rights to the data files, as outlined above, you agree to bear the cost and liability for any breaches of PHI and/or PII from the data files while they are entrusted to you. Furthermore, if CMS determines that the risk of harm requires notification of affected individuals persons regarding the security breach and/or other remedies, you agree to carry out these actions without notice to CMS.
12. You acknowledge that criminal penalties under Section 1106(a) of the Social Security Act (42 U.S.C. § 1306(a)), including a fine not exceeding \$10,000 or imprisonment not exceeding 5 years, or both, may apply to disclosures of information that are covered by Section 1106 and that are not authorized by regulation or by Federal law. You further acknowledge that criminal penalties under the Privacy Act (5 U.S.C. § 552a(c)(3)) may apply if it is determined that the Requester, Custodian, or any individual employed or affiliated therewith, knowingly and willfully obtained the files under false pretenses. Any person found to have violated the above cited section of the Privacy Act shall be guilty of a misdemeanor and fined not more than \$5,000. Finally, you acknowledge that criminal penalties may be imposed under 18 U.S.C. § 641 if it is determined that you or any individual employed or affiliated therewith has taken or converted the data files to their own use, or received the data files knowing that the files had been stolen or converted. Under such circumstances, they shall be fined under Title 18 or imprisoned not more than 10 years, or both, but if the value of such property does not exceed the sum of \$1,000, they shall be fined under Title 18 or imprisoned not more than 1 year, or both.
- You acknowledge that in the event of a breach of this Agreement, additional criminal, civil, and/or administrative penalties, assessments, or fines may be determined as applicable by law.
13. By clicking "Agree," you attest that you are authorized to legally bind the requesting organization listed in the DUA Request, and agree to all the terms specified herein. Furthermore, you agree to abide by all provisions set out in this Agreement and acknowledge having received notice of potential criminal, civil, and/or administrative penalties for violation of the terms of this Agreement.

☐ I agree to the terms and conditions above.

Previous

Submit

1. The Terms and Conditions screen displays.
2. Select the I agree to the terms and conditions above checkbox.
3. Use your browser to print the DUA if applicable.
4. Select Submit.

DUA Requester – Extend a DUA

DUA Extension Confirmation

EXTEND DUA **Print DUA**

DUA Number : CONT-2019-04418

DUA REQUEST STATUS

Your DUA Extension request for DUA CONT-2019-04418 has been completed.

DUA Life Cycle

MAIN INFORMATION

DUA Number : CONT-2019-04418
DUA Customer Type : Contractor
DUA Category : IT - ONTARIO GOVERNMENT
DUA Status : Approved
Expiration Date : 06-29-2019
Request Date : 05-29-2019
Requester : Sandy Henson
Requester's Email : shenson@siman.com
Requester's Phone Number : (905) 502-1282
Last Updated By :
Organization Name : SIMAN UNIVERSITY
Project Name : Request Tool
ONS Contact (ONS)
First Name : Sandy
Last Name : Henson
Email Address : shenson@siman.com
Phone Number : (905) 502-1282

Contract Information

Contract Number : CONT-1234
Task Order Number : TO-123456
Contract Period - Start Date : 05-01-2019 Contract Period - End Date : 06-29-2019

CUSTOMER USER

Search:

From Name : SIMAN M Organization : SIMAN UNIVERSITY
Total Records : 1 of 1
Showing 1 to 1 of 1 entries

DATA FILE DESCRIPTIONS

File Description	From Year	To Year
OR031 - AN EXTRACT FROM THE OR TO SUPPORT HOSPITAL VALUE BASED PURCHASING AS REQUIRED BY THE BIDS AND/OR T&E	2019	2019
OR032 - OR - DEMOGRAPHIC DEMOGRAPHIC FILE (ALIGNED DEMO)	2019	2019
OR033 - OR - DEMOGRAPHIC EMPLOYMENT / EMPLOYMENT DATA (ALIGNED DEMO)	2019	2019

Showing 1 to 3 of 3 entries

DOCUMENTS

Document	Uploaded File
1. SIMAN UNIVERSITY	Request_Authorization_Confirmation

1. The DUA Extension **Confirmation Message** displays.
2. The DUA status is **Approved**.
3. Select the **Print DUA** button to print or save the document as PDF.
4. Select the **green plus sign** button to view the DUA Life Cycle.

DUA Requester – DUA Life Cycle

Displaying the DUA Life Cycle

[EXTEND DUA](#) [Print DUA](#)

DUA Number : CONT-2018-54410

DUA REQUEST STATUS
Your DUA Extension request for DUA CONT-2018-54410 has been completed

DUA Life Cycle 

MAIN INFORMATION

DUA Number :	CONT-2018-54410
DUA Customer Type :	Contractor
DUA Category :	42 - CMS PROGRAMS
DUA Status :	Approved
Expiration Date :	06-29-2018
Requested Date :	03-06-2018
Requester :	Taraji Henson
Requester's Email :	fakpicnic@gmail.com
Requester's Phone Number :	(800) 555-1212
Last Updated By :	
Organization Name :	SHAW UNIVERSITY
Project Name :	Expired Test

Select the **Green Plus Sign Icon** to view the **DUA Life Cycle**.

DUA Requester – DUA Life Cycle

Status Progressions and Actions Display

[EXTEND DUA](#) [Print DUA](#)

DUA Number : CONT-2018-54410

DUA REQUEST STATUS
Your DUA Extension request for DUA CONT-2018-54410 has been completed

DUA Life Cycle

DUA Status ^	DUA Action Date	DUA Action ^	Action User ^	Comments ^	Special Instructions ^
Approved	Mar 6, 2018 1:40:13 PM	EXTEND DUA	Taraji Henson	Extending Contract End Date and Expiration Date from 03/05/2018 to 06/26/2018	
Expired	Mar 5, 2018 10:10:00 PM		System		
Approved	Mar 5, 2018 2:27:14 PM	CREATE DUA	Taraji Henson		
Approved by CMS COR-Waiting for Contractor DUA Management Team Certification	Mar 5, 2018 2:25:09 PM	CREATE DUA	Taraji Henson		
Submitted-Waiting for CMS COR Approval	Mar 5, 2018 2:17:50 PM	CREATE DUA	Taraji Henson		

Showing 1 to 5 of 8 entries [Previous](#) [1](#) [2](#) [Next](#)

MAIN INFORMATION

DUA Number :	CONT-2018-54410
DUA Customer Type :	Contractor
DUA Category :	42 - CMS PROGRAMS
DUA Status :	Approved
Expiration Date :	06-26-2018
Requested Date :	03-06-2018
Requester :	Taraji Henson
Requester's Email :	tskipicnic@gmail.com
Requester's Phone Number :	(800) 555-1212
Last Updated By :	
Organization Name :	SHAW UNIVERSITY
Project Name :	Expired Test

1. The **DUA Life Cycle** details display the **Extend DUA** action.
2. The **DUA Status** is **Approved**.
3. Select the **Extend DUA** link to view more details.

DUA Requester – DUA Life Cycle

DUA Extension Details

The screenshot displays the 'DUA Life Cycle' application interface. A 'DUA Update Summary' pop-up window is open, showing a table of updates. The table has columns for 'Change Type', 'Field Name', 'Data Description', 'Old Value', and 'New Value'. Two entries are listed, both showing a change in the 'DUA Expiration Date' from '3/5/2018' to '6/29/2018'. The pop-up window also includes a search bar and pagination controls. The background interface shows a table with columns for 'DUA Status', 'DUA Action', 'DUA Action', 'Action User', 'Comments', and 'Special Instructions'. The 'DUA Status' column is currently selected.

Change Type	Field Name	Data Description	Old Value	New Value
Changed	Contract End Date		3/5/2018	6/29/2018
Changed	DUA Expiration Date		3/5/2018	6/29/2018

Showing 1 to 2 of 2 entries

Previous 1 Next

1. The **DUA Update Summary** pop-up displays to show the details of the DUA extension updates.
2. Select the **X** button to close the window.

DUA Requester – DUA Life Cycle

Status Progressions and Actions Display

[EXTEND DUA](#) [Print DUA](#)

DUA Number : CONT-2018-54410

DUA REQUEST STATUS
Your DUA Extension request for DUA CONT-2018-54410 has been completed

DUA Life Cycle

DUA Status ^	DUA Action Date v	DUA Action v	Action User v	Comments v	Special Instructions v
Approved	Mar 6, 2018 1:40:13 PM	EXTEND DUA	Taraji Henson	Extending Contract End Date and Expiration Date from 03/05/2018 to 06/29/2018	
Expired	Mar 5, 2018 10:10:00 PM		System		
Approved	Mar 5, 2018 2:27:14 PM	CREATE DUA	Taraji Henson		
Approved by CMS COR-Waiting for Contractor DUA Management Team Certification	Mar 5, 2018 2:25:09 PM	CREATE DUA	Taraji Henson		
Submitted-Waiting for CMS COR Approval	Mar 5, 2018 2:17:50 PM	CREATE DUA	Taraji Henson		

Showing 1 to 5 of 6 entries

Previous 1 2 Next

MAIN INFORMATION

DUA Number :
DUA Customer Type :
DUA Category :
DUA Status :
Expiration Date :
Requested Date :
Requester :
Requester's Email :
Requester's Phone Number :
Last Updated By :
Organization Name :
Project Name :

CONT-2018-54410
Contractor
42 - CMS PROGRAMS
Approved
06-29-2018
03-05-2018
Taraji Henson
takepicnic@gmail.com
(800) 555-1212
SHAW UNIVERSITY
Expired Test

1. The **DUA Life Cycle** details redisplay.
2. Select the **Next** button to scroll through the life cycle list if applicable.
3. Select the **Red Negative Sign Icon** to collapse the **DUA Life Cycle** table.

DUA Requester – Print DUA

How to Print the DUA

The screenshot displays a web interface for managing DUA requests. At the top, there are two buttons: 'EXTEND DUA' and 'Print DUA'. Below these, the 'DUA Number : CONT-2018-54410' is displayed. A section titled 'DUA REQUEST STATUS' contains the message: 'Your DUA Extension request for DUA CONT-2018-54410 has been completed'. Below this is a 'DUA Life Cycle' section with a green status icon. The 'MAIN INFORMATION' section contains a table of details for the DUA request.

DUA Number :	CONT-2018-54410
DUA Customer Type :	Contractor
DUA Category :	42 - CMS PROGRAMS
DUA Status :	Approved
Expiration Date :	06-29-2018
Requested Date :	03-06-2018
Requester :	Taraji Henson
Requester's Email :	fakopicnic@gmail.com
Requester's Phone Number :	(800) 555-1212
Last Updated By :	
Organization Name :	SHAW UNIVERSITY
Project Name :	Expired Test

Select the **Print DUA** button at the top of the screen to access printing options.

DUA Requester – Print DUA

DUA in HTML Displays for Printing

DUA: CONT-2018-54410

MAIN INFORMATION

DUA Number: CONT-2018-54410
DUA Custodian Type: Contractor
DUA Category: 42 - CMS PROGRAMS
DUA Status: Approved
Requested Date: 3/6/2018
Expiration Date: 6/29/2018
Requester: Tariji Henson
Requester Organization Name: SHAW UNIVERSITY
Requester Email Address: fikeplene@gmail.com
Requester Phone Number: (800) 555-1212
Project Name: Expired Test
Privacy Act Authorization Code: CONTRACTOR RU
HIPAA Authorization Code: Essential Government Functions

CMS Contact (COR)

Name: Tariji Henson
Email: fikeplene@gmail.com
Phone Number: (800) 555-1212

Contract Information

Contract Number: CONT1234
Task Order Number: TO-123456
Contract Period - Start Date: 3/1/2016
Contract Period - End Date: 6/29/2018

Subcontracting Organization

No subcontracting organization.

DOCUMENTS

1. Signature_Affidavit.docx

DESY USERS

ID	User Name	Organization	Email Address	Phone Number	Address
1	Tariji Henson - TH2	SHAW UNIVERSITY	fikeplene@gmail.com	(800) 555-1212	118 E SOUTH STREET, RALEIGH, North Carolina 27601, USA

DATA FILE DESCRIPTION

ID	Data File Description	From Year	To Year	Quarter(s)	Extraction %	Re-Used From DUA	Access Type	Status	Disposition Reason
1	IRRM11 - AN EXTRACT FROM THE IIR TO SUPPORT HOSPITAL VALUE BASED PURCHASING AS REQUIRED BY SECTION 300 OF DR	2010	2017		100%		BOTH DIRECT ACCESS AND SHIPPING	Open	
2	IRRM10 - IIR - BENEFICIARY ENROLLMENT / ENTITLEMENT DATA (ALIGNED BENEF)	2010	2017		100%		BOTH DIRECT ACCESS AND SHIPPING	Open	
3	IRRM08 - IIR - BENEFICIARY DEMOGRAPHICS FILE (ALIGNED BENEF)	2010	2017		100%		BOTH DIRECT ACCESS AND SHIPPING	Open	

CUSTODIANS

ID	Custodian	Organization	Address	Email Address	Phone Number
1	Tariji Henson	SHAW UNIVERSITY	118 E SOUTH STREET, RALEIGH, North Carolina, 27601, USA	fikeplene@gmail.com	(800) 555-1212 Ext

DUA Life Cycle

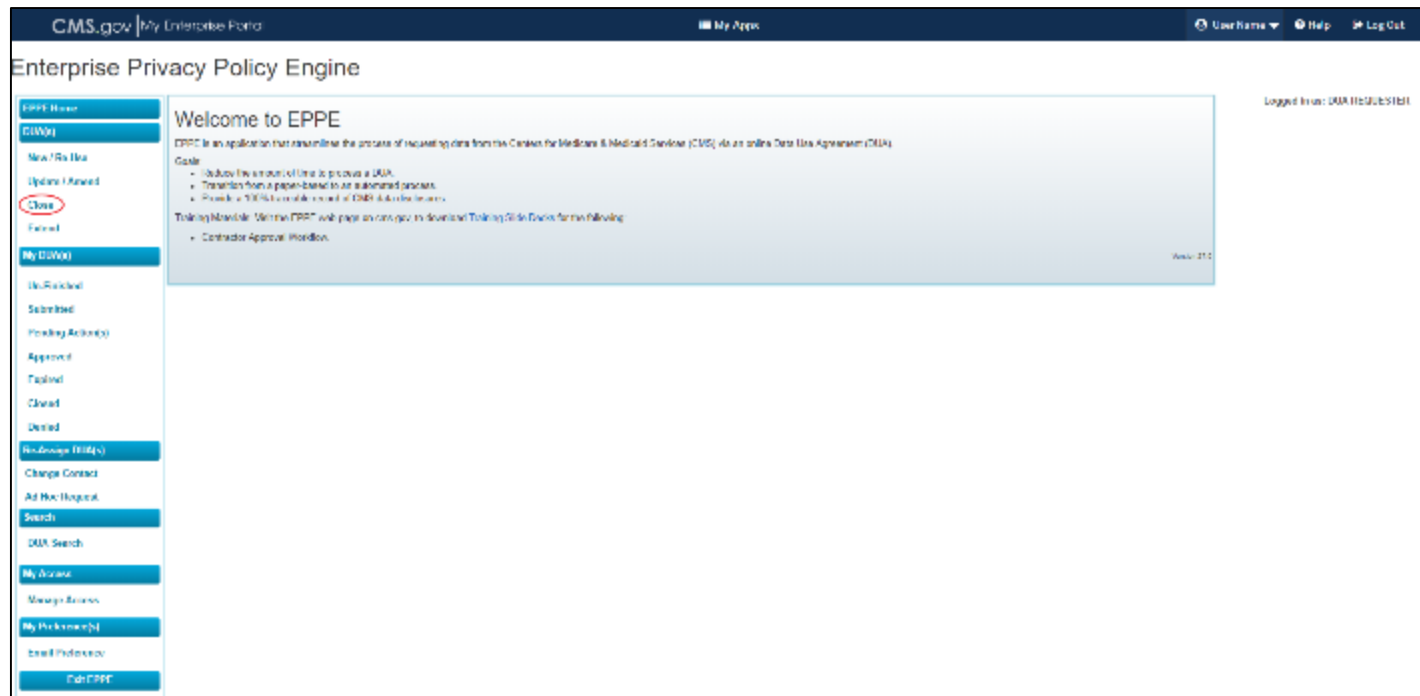
DUA Status	DUA Action Date	DUA Action	Action User	Comments
Approved	Tue Mar 06 13:40:13 EST 2018	EXTEND DUA	Tariji Henson	Extending Contract End Date and Expiration Date from 03/05/2018 to 06/29/2018
Expired	Mon Mar 05 22:30:00 EST 2018		System	
Approved	Mon Mar 05 14:27:14 EST 2018	CREATE DUA	Tariji Henson	
Approved by CMS COR Waiting for Contractor DUA Management Team Certification	Mon Mar 05 14:25:59 EST 2018	CREATE DUA	Tariji Henson	
Submitted Waiting for CMS COR Approval	Mon Mar 05 14:17:50 EST 2018	CREATE DUA	Tariji Henson	
In Progress	Mon Mar 05 14:17:32 EST 2018	CREATE DUA	Tariji Henson	
In Progress	Mon Mar 05 14:13:35 EST 2018	CREATE DUA	Tariji Henson	
In Progress	Mon Mar 05 14:13:31 EST 2018	CREATE DUA	Tariji Henson	
In Progress	Mon Mar 05 14:13:04 EST 2018	CREATE DUA	Tariji Henson	

1. The DUA Displays in HTML format for printing.
2. Sections displayed are:
 - Main Information
 - CMS Contact (COR)
 - Contract Information
 - Subcontracting Organization
 - Documents
 - DESY Users
 - Data File Descriptions
 - Custodians
 - DUA Life Cycle
3. Select the **Print** link to:
 - Print the DUA or
 - Save the DUA in PDF format

CLOSE SELECT DATA FILES ON A DUA

DUA Requester – Close Select Data Files on the DUA

View DUAs for Closing



Select the **Close** option on the DUA(s) menu.

DUA Requester – Close Select Data Files on the DUA

List of DUAs Eligible to Close

DUA

CLOSE DUA

PLEASE SELECT ONE OF THE DUA TO CLOSE

Search:

DUA Number	Organization	Requester	Request Date	Status	
CONT-2018-54412	SHAW UNIVERSITY	Taraji Henson	3-5-2018	Expired	View
CONT-2018-54411	NORTH CAROLINA STATE UNIVERSITY	Taraji Henson	3-5-2018	Expired	View
CONT-2018-54410	SHAW UNIVERSITY	Taraji Henson	3-6-2018	Approved	View
CONT-2018-54409	SHAW UNIVERSITY	Taraji Henson	3-5-2018	Approved	View
CONT-2018-54408	SHAW UNIVERSITY	Taraji Henson	3-5-2018	Approved	View

Showing 1 to 5 of 8 entries

[Previous](#) [Next](#)

1. The list of DUAs that can be closed displays.
2. You can specify **Search** criteria or page through the list using the **Next** button to find the DUA you want to close.
3. Select the **View** link to close files on the DUA.

DUA Requester – Close Select Data Files on the DUA

My DUA Screen Displays for Review

MY DUA

[Print DUA](#)

DUA Life Cycle

MAIN INFORMATION

DUA Number	CONF 2018 04108
DUA Category Type	Contract
DUA Category	12 - DUA PROGRAM
DUA Status	Approved
Expiration Date	04-02-2019
Request Date	05-05-2018
Requester	Thaqi Hussain
Requester's Email	thaqihussain@gmail.com
Requester's Phone Number	(800) 555-1234
Left Contact ID	
Organization Name	GRANDVIEW GROUP
Project Name	Capital Fund
CRM Contact (CRM)	
First Name	Thaqi
Last Name	Hussain
Email Address	thaqihussain@gmail.com
Phone Number	(800) 555-1234
Contract Information	
Contract Number	CONF 0234
Task Order Number	TO 123456
Contract Period - Start Date	05-04-2018
Contract Period - End Date	01-02-2019

CUSTOMER LIST

Item Name	Item ID	Description
Thaqi Hussain	TH01	thaqihussain@gmail.com

Showing 1 of 1 items

DATA FILE DESCRIPTIONS

File Name	File Size	No. Rows
FILE - PART A (R1) - BUDGETARY SYSTEM	2018	2019
FILE - MEDICAL - BUDGETARY SYSTEM	2018	2019
FILE - MEDICAL - DESCRIPTION (R1) - PLAN PHARMACY NETWORK RMT 1 AND 2	2018	2019
FILE - MEDICAL - DESCRIPTION (R1) - PLAN PHARMACY NETWORK RMT 1 AND 2	2018	2019

Showing 1 of 1 items

DOCUMENTS

Document	Signature File
AGENCY FUNDING	Signature - thaqihussain@gmail.com

[Close](#)

1. The **My DUA** review screen displays.
2. The DUA status is **Approved**.
3. Select the **Print DUA** button to print or save the DUA as a PDF if you need a record prior to closing.
4. Select the **green plus sign** icon to view the DUA Life Cycle details. We will review the Life Cycle after closing files.
5. Select the **Close** button.

DUA Requester – Close Select Data Files on the DUA

Close DUA Files

CLOSE DUA

DUA Number : CONT-2018-54408

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year	Status	Action
FISS - PART A FISCAL INTERMEDIARY SYSTEM	2010	2018	OPEN	Edit 
MPCD - MEDICAID PHARMACY CLAIMS DATA	2010	2018	OPEN	Edit 
PHARM - MEDICARE PRESCRIPTION DRUG PLAN PHARMACY NETWORK PART 1 AND 2	2010	2018	OPEN	Edit 
IDRX04 - IDR DAS ETL DEV (NCH, HPMS, DDPS, NPICS, CME, MARX, MBD, PECOS, RAPS, RAS, FISS, VMS, MCS, MEDICAID)	2010	2018	OPEN	Edit 

Showing 1 to 4 of 4 entries [Previous](#) [Next](#)

Comments :

2000 characters remaining (2000 maximum)

[Previous](#) [Next](#)

1. After selecting the **Close** button on the **My DUA** screen, the **Close DUA** Screen displays.
2. The **Status** for all files is **OPEN**.
3. Select the **Edit** link for the file you want to close.

DUA Requester – Close Select Data Files on the DUA

Select the Reason for Closing a File

The screenshot shows a web application titled 'CLOSE DUA' with a 'DUA Number : CONT-2018-54408'. A 'DATA FILE DESCRIPTIONS' table is visible in the background. A modal pop-up titled 'Select Data Disposition Reason' is open, prompting the user to 'Please select one of the Disposition Statements'. It contains four radio button options: 'The file has been destroyed, including copies, derivatives, subsets and manipulated files.', 'The file or copies, derivatives, subsets, and/or manipulated files have been approved by CMS for re-use.', 'I did not receive physical data and only accessed data through CMS systems.', and 'The file was not received for this DUA.'. A 'Submit' button is at the bottom of the pop-up. The background interface includes a sidebar with file types (Data, FISS, MPC, PHA, IDRX, VMS), a 'Show' button, and 'Previous'/'Next' navigation buttons at the bottom right.

1. The **Select Data Disposition Reason** pop-up displays.
2. Select the radio button associated with the reason for closing.
3. Select the **Submit** button.

DUA Requester – Close Select Data Files on the DUA

Confirm Closing the DUA

The screenshot displays the 'CLOSE DUA' web interface. At the top, it shows 'DUA Number : CONT-2018-54408'. Below this is a section titled 'DATA FILE DESCRIPTIONS' with a table of data files. A 'Select Data Disposition Reason' dialog box is open, prompting the user to select a reason from a list of radio buttons. A 'Close DUA Data File' pop-up is also visible, asking for confirmation to proceed with the closure. The background interface includes a 'Submit' button and 'Previous'/'Next' navigation buttons at the bottom right.

CLOSE DUA

DUA Number : CONT-2018-54408

DATA FILE DESCRIPTIONS

Select Data Disposition Reason

Please select one of the Disposition Statements * :

- ☐ The file has been destroyed, including copies, derivatives, subsets and manipulated files.
- ☐ The file or copies, derivatives, subsets, and/or manipulated files have been approved by CMS for re-use.
- ☐ I did not receive ph
- ☒ The file was not rec

Close DUA Data File

⚠ You have requested to close one or more data files on this DUA. Would you like to continue with the closure?

Yes No

Submit

Previous Next

1. The **Close DUA Data File** message pop-up displays.
2. Select the **Yes** button to confirm closing.

DUA Requester – Close Select Data Files on the DUA

Data File Status

CLOSE DUA

DUA Number : CONT-2018-54408

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year	Status	Action
FISS - PART A FISCAL INTERMEDIARY SYSTEM	2010	2018	CLOSE	Edit Apply All
MPCD - MEDICAID PHARMACY CLAIMS DATA	2010	2018	OPEN	Edit
PHARM - MEDICARE PRESCRIPTION DRUG PLAN PHARMACY NETWORK PART 1 AND 2	2010	2018	OPEN	Edit
IDRX04 - IDR DAS ETL DEV (NCH, HPMS, DDPS, NPICS, CME, MARX, MBD, PECOS, RAPS, RAS, FISS, VMS, MCS, MEDICAID)	2010	2018	OPEN	Edit

Showing 1 to 4 of 4 entries

Comments :

2000 characters remaining (2000 maximum)

Previous Next

1. The Data File **Status** is changed to **Close**.
2. Select **Edit** to close other data files if applicable or select the **Apply All** link to close all data files for the same reason.
3. Enter **comments** (optional).
4. Select the **Next** button.

Note: In this example, only one data file will be closed. The option to close one or all data files is available.

DUA Requester – Close All Data Files on the DUA

All Data Files Closed

CLOSE DUA

DUA Number : CONT-2018-54412

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year	Status	Action
ABBBB - ACUMEN BID TO BUCCANEER BID CROSSWALK	2010	2018	CLOSE	Edit Apply All
XWALK - ACUMEN BID TO BENE_ID CROSSWALK FILE	2010	2018	CLOSE	Edit
MAXA - ALPHA-MAX	2010	2018	CLOSE	Edit
MCBSXW - BASEID TO HIG CROSSWALK FROM THE MCBS	2010	2018	CLOSE	Edit

Showing 1 to 4 of 4 entries

Previous Next

Comments :

2000 characters remaining (2000 maximum)

Previous Next

1. The **Status** for all data files is **Close**.
2. Select the **green plus sign icon** to view file details.
3. Select the **Edit** link to change the reason for closing a file.
4. Enter **comments** (optional).
5. Select the **Next** button.

DUA Requester – Close Select Data Files on the DUA

Upload Data Disposition Certification

The screenshot shows a web interface titled 'CLOSE DUA'. Below the title, it displays 'DUA Number : CONT-2018-54408'. The main section is 'DATA DISPOSITION CERTIFICATION'. It contains an 'Add Files :' label with a 'Choose Files' button and the text 'No file chosen'. Below this is an 'Add Description :' label followed by a text input field. To the right of the input field, it says '2000 characters remaining (2000 maximum)'. At the bottom left is an 'Upload' button, and at the bottom right are 'Previous' and 'Next' buttons.

1. The **Data Disposition Certification** screen displays.
2. Select the **Choose Files** button to find supporting documentation on your local computer.
3. Select the **Upload** button.
4. Enter a **description** (optional).
5. Select the **Next** button.

Notes:

- Uploading the **Data Disposition Certification** is only needed when closing the entire DUA (all files).
- Name all files for uploading with descriptive names associated with the file contents.

Accept Terms and Conditions

1. The **Terms and Conditions agreement** screen displays.
2. Select the **I agree to the terms and conditions above** check box.
3. Select the **Submit** button.

DUA Requester – Close Select Data Files on the DUA

Confirmation of File Closing

CLOSE DUA **Print DUA**

DUA REQUEST STATUS
Your request to close DUA 0001-2018-0489 has been completed. However, if a DUA is "open" "open" all data files on the DUA are closed.

DUA Life Cycle

MAIN INFORMATION

DUA Number	0001-2018-0489
DUA Customer Type	Customer
DUA Category	AP - Data Management
DUA Status	Approved
Expiration Date	06/30/2019
Requested Date	09/05/2018
Requester	Long Health
Requester's Email	Sharon.Dobson@lhc.com
Requester's Phone Number	(800) 461-2141
Last Updated On	
Organization Name	LONG UNIVERSITY
Project Name	Project 100

CONTACT INFORMATION

Contact Name	Long
Contact Email	long@long.edu
Contact Phone	(800) 461-2141
Contact Address	
Contact City	
Contact State	
Contact Zip	
Contact Fax	
Contact Email	
Contact Phone	
Contact Address	
Contact City	
Contact State	
Contact Zip	
Contact Fax	

CUSTOMER/USER INFORMATION

User Name	Long Health
User Email	long@long.edu
User Phone	(800) 461-2141
User Address	
User City	
User State	
User Zip	
User Fax	

DATA FILE DESCRIPTIONS

File Name	File Type	File Size	File Status
FILE - PART A FISCAL INTERMEDIARY SYSTEM		2018	CLOSED
FILE - MEDICAL INTERMEDIARY CLAIMS DATA		2018	2018
FILE - MEDICAL INTERMEDIARY CLAIMS DATA		2018	2018
FILE - MEDICAL INTERMEDIARY CLAIMS DATA		2018	2018
FILE - MEDICAL INTERMEDIARY CLAIMS DATA		2018	2018

DOCUMENTS

Document	Uploaded Date
Document 1	09/05/2018

1. The **Close DUA** page displays.
2. The DUA file closing confirmation message displays.
3. Only selected files are **Closed**.
4. The **DUA Status** is still **Approved** (not all files are closed).
5. Select the **Print DUA** button to print or save the document as PDF.
6. Select the **green plus sign** button to view the DUA Life Cycle.

DUA Requester – DUA Life Cycle

Displaying the DUA Life Cycle

[CLOSE DUA](#) [Print DUA](#)

DUA REQUEST STATUS

Your request to close DUA CONT-2018-54408 has been completed; however, the DUA will remain "open" until all data files on the DUA are closed.

DUA Life Cycle 

MAIN INFORMATION

DUA Number :	CONT-2018-54408
DUA Customer Type :	Contractor
DUA Category :	42 - CMS PROGRAMS
DUA Status :	Approved
Expiration Date :	04-02-2018
Requested Date :	03-06-2018
Requester :	Taraji Henson
Requester's Email :	fakpicnic@gmail.com
Requester's Phone Number :	(800) 555-1212
Last Updated By :	
Organization Name :	SHAW UNIVERSITY
Project Name :	Expired Test

Select the **Green Plus Sign Icon** to view the **DUA Life Cycle**.

DUA Requester – DUA Life Cycle

Status Progressions and Actions Display

CLOSE DUA [Print DUA](#)

DUA REQUEST STATUS
Your request to close DUA CONT-2018-54408 has been completed; however, the DUA will remain "open" until all data files on the DUA are closed.

DUA Life Cycle

DUA Status	DUA Action Date	DUA Action	Action User	Comments	Special Instructions
Approved	Mar 6, 2018 3:07:32 PM	DUA CLOSE REQUEST UPDATE	Taraji Henson	Closing FISS Part A file for non-receipt	
Approved	Mar 5, 2018 12:27:21 PM	CREATE DUA	Taraji Henson		
Approved by CMS COR-Waiting for Contractor DUA Management Team Certification	Mar 5, 2018 12:24:20 PM	CREATE DUA	Taraji Henson		
Submitted-Waiting for CMS COR Approval	Mar 5, 2018 11:51:20 AM	CREATE DUA	Taraji Henson		
In Progress	Mar 5, 2018 11:51:01 AM	CREATE DUA	Taraji Henson		

Showing 1 to 5 of 8 entries [Previous](#) [1](#) [2](#) [Next](#)

MAIN INFORMATION

DUA Number :	CONT-2018-54408
DUA Customer Type :	Contractor
DUA Category :	42 - CMS PROGRAMS
DUA Status :	Approved
Expiration Date :	04-02-2018
Requested Date :	03-06-2018
Requester :	Taraji Henson
Requester's Email :	takepicnc@gmail.com
Requester's Phone Number :	(800) 555-1212
Last Updated By :	
Organization Name :	SHAW UNIVERSITY
Project Name :	Expend Test

1. The **DUA Life Cycle** details display.
2. The **DUA Status** is **Approved**.
3. The **DUA Action** is **DUA Close Request Update**.
4. Select the **DUA Close Request** link to view more details.

DUA Requester – DUA Life Cycle

File Closure Details

DUA Life Cycle

DUA Update Summary

Search:

Change Type ^	Field Name ^	Data Description ^	Old Value ^	New Value ^
Added	Data File Disposition Reason	PART A FISCAL INTERMEDIARY SYSTEM		The file was not received for this DUA.
Changed	Data File Status	PART A FISCAL INTERMEDIARY SYSTEM	Open	Closed

Showing 1 to 2 of 2 entries

Previous1Next

1. The **DUA Update Summary** displays to show the details of the file closure updates.
2. Select the **X** button to close the window.

DUA Requester – DUA Life Cycle

Status Progressions and Actions Display

[CLOSE DUA](#) [Print DUA](#)

DUA REQUEST STATUS
Your request to close DUA CONT-2018-54408 has been completed; however, the DUA will remain "open" until all data files on the DUA are closed.

DUA Life Cycle

DUA Status ^	DUA Action Date ^	DUA Action ^	Action User ^	Comments ^	Special Instructions ^
Approved	Mar 6, 2018 3:07:32 PM	DUA CLOSE REQUEST UPDATE	Taraji Henson	Closing FISS Part A file for non-receipt	
Approved	Mar 5, 2018 12:27:21 PM	CREATE DUA	Taraji Henson		
Approved by CMS COR-Waiting for Contractor DUA Management Team Certification	Mar 5, 2018 12:24:20 PM	CREATE DUA	Taraji Henson		
Submitted-Waiting for CMS COR Approval	Mar 5, 2018 11:51:20 AM	CREATE DUA	Taraji Henson		
In Progress	Mar 5, 2018 11:51:01 AM	CREATE DUA	Taraji Henson		

Showing 1 to 5 of 5 entries

Previous 1 2 Next

MAIN INFORMATION

DUA Number : CONT-2018-54408

DUA Customer Type : Contractor

DUA Category : 42 - CMS PROGRAMS

DUA Status : Approved

Expiration Date : 04-02-2018

Requested Date : 03-06-2018

Requester : Taraji Henson

Requester's Email : fakepicnic@gmail.com

Requester's Phone Number : (800) 555-1212

Last Updated By :

Organization Name : SHAW UNIVERSITY

Project Name : Expired Test

1. The **DUA Life Cycle** details re-display.
2. Select the **Next** button to scroll through the life cycle list if applicable.
3. Select the **Red Negative Sign Icon** to collapse the **DUA Life Cycle**.

DUA Requester – Print DUA

How to Print the DUA

The screenshot shows a web interface for managing DUA requests. At the top, there are two buttons: 'CLOSE DUA' and 'Print DUA'. Below these is a 'DUA REQUEST STATUS' section with a message: 'Your request to close DUA CONT-2018-54408 has been completed; however, the DUA will remain "open" until all data files on the DUA are closed.' Below this is a 'DUA Life Cycle' section, which is currently expanded to show 'MAIN INFORMATION'. This section contains a table of details for DUA CONT-2018-54408.

DUA Number :	CONT-2018-54408
DUA Customer Type :	Contractor
DUA Category :	42 - CMS PROGRAMS
DUA Status :	Approved
Expiration Date :	04-02-2018
Requested Date :	03-06-2018
Requester :	Taraji Henson
Requester's Email :	fakepicnic@gmail.com
Requester's Phone Number :	(800) 555-1212
Last Updated By :	
Organization Name :	SHAW UNIVERSITY
Project Name :	Expired Test

Select the **Print DUA** button at the top of the screen to access printing options.

DUA Requester – Print DUA

DUA in HTML Displays for Printing

DUA: CONT-2018-54408

MAIN INFORMATION

DUA Number: CONT-2018-54408
DUA Customer Type: Contractor
DUA Category: 42 - CMS PROGRAMS
DUA Status: Approved
Requested Date: 3/6/2018
Expiration Date: 4/2/2018
Requester: Tariji Henson
Requester Organization Name: SHAW UNIVERSITY
Requester Email Address: tkehene@gmail.com
Requester Phone Number: (800) 555-1212
Project Name: Expired Test
Privacy Act Authorization Code: CONTRACTOR RU
HIPAA Authorization Code: Essential Government Functions

CMS Contact (COR)

Name: Tariji Henson
Email: tkehene@gmail.com
Phone Number: (800) 555-1212

Contract Information

Contract Number: CONT1284
Task Order Number: TO-123456
Contract Period - Start Date: 1/4/2016
Contract Period - End Date: 4/2/2018

Subcontracting Organization

No subcontracting organization.

DOCUMENTS

1. Signature_Address.docx

DESY USERS

ID	User Name	DESY User ID	Organization	Email Address	Phone Number	Address
1	Tariji Henson	TH23	SHAW UNIVERSITY	tkehene@gmail.com	(800) 555-1212	118 E SOUTH STREET, RALEIGH, North Carolina, 27601, USA

DATA FILE DESCRIPTION

ID	Data File Description	From Year	To Year	Quarter(s)	Extraction %	Re-Used From DUA	Access Type	Status	Disposition Reason
1	PBS - PART A PHYSICAL INTERMEDIARY SYSTEM	2010	2018		100%		BOTH DIRECT ACCESS AND SHIPPING	Closed	The file was not received in the DUA.
2	PHARM - MEDICARE PRESCRIPTION DRUG PLAN PHARMACY NETWORK PART 1 AND 2	2010	2018		100%		BOTH DIRECT ACCESS AND SHIPPING	Open	
3	MPCD - MEDICAID PHARMACY CLAIMS DATA	2010	2018		100%		BOTH DIRECT ACCESS AND SHIPPING	Open	
4	IDEXM4 - ITR DAS ETL DEV (NCR, HPSM, DDPS, NPICS, CME, MARK, MID, PECOS, RAPS, RAS, FTS, VMS, MCS, MEDICARD)	2010	2018		100%		BOTH DIRECT ACCESS AND SHIPPING	Open	

CUSTODIANS

ID	Custodian	Organization	Address	Email Address	Phone Number
1	MIMI KIM	SHAW UNIVERSITY	THE INSTITUTE FOR HEALTH, SOCIAL AND COMMUNITY RESOURCES SOUTH WILMINGTON STREET, SUITE 207, RALEIGH, North Carolina, 27601, USA	kim@shu.com	(919) 233-0142 Ext
2	Tariji Henson	SHAW UNIVERSITY	118 E SOUTH STREET, RALEIGH, North Carolina, 27601, USA	tkehene@gmail.com	(800) 555-1212 Ext

DUA Life Cycle

DUA Status	DUA Action Date	DUA Action	Action User	Comments
Approved	Tue Mar 06 15:07:32 EST 2018	DUA CLOSE REQUEST UPDATE	Tariji Henson	Change PBS Part A file for non receipt
Approved	Mon Mar 05 12:27:21 EST 2018	CREATE DUA	Tariji Henson	
Approved by CMS COR-Writing for Contractor DUA Management Team Certification	Mon Mar 05 12:24:29 EST 2018	CREATE DUA	Tariji Henson	
Submitted-Waiting for CMS COR Approval	Mon Mar 05 11:51:20 EST 2018	CREATE DUA	Tariji Henson	
In Progress	Mon Mar 05 11:51:01 EST 2018	CREATE DUA	Tariji Henson	
In Progress	Mon Mar 05 11:48:07 EST 2018	CREATE DUA	Tariji Henson	
In Progress	Mon Mar 05 11:47:41 EST 2018	CREATE DUA	Tariji Henson	
In Progress	Mon Mar 05 11:46:53 EST 2018	CREATE DUA	Tariji Henson	

1. The DUA Displays in HTML format for printing.
2. The file that was closed shows the **Status as Closed** with the **Disposition Reason**.
3. Sections displayed are:
 - Main Information
 - CMS Contact (COR)
 - Contract Information
 - Subcontracting Organization
 - Documents
 - DESY Users
 - Data File Descriptions
 - Custodians
 - DUA Life Cycle
4. Select the **Print** link to:
 - Print the DUA or
 - Save the DUA in PDF format

DUA Requester – Close All Data Files on the DUA

View Data File Details

CLOSE DUA

DUA Number : CONT-2018-54412

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year	Status	Action
ABBBB - ACUMEN BID TO BUCCANEER BID CROSSWALK	2010	2018	CLOSE	Edit Apply All 
XIWALKA - ACUMEN BID TO BENE_ID CROSSWALK FILE	2010	2018	CLOSE	Edit 

Privacy Level : IDENTIFIABLE
From - To Year : Extraction % / Cohort, Quarters, States 2010-2018, 100%, NANA
Access Type : BOTH DIRECT ACCESS AND SHIPPING
Data Disseminator Type : DESY/IDR
Data Disposition Reason : The file has been destroyed, including copies, derivatives, subsets and manipulated files.
Data Dissemination System : DESY/IDR

Shipping Details

ID	Shipping Location	Recipient	Carrier	Carrier Account Number
1	118 E SOUTH STREET, RALEIGH, North Carolina, 27601, USA	Taraji Henson		

Custodian Locations and Custodians

ID	Organization	Custodian Locations	Custodians	Email	Phone
1	SHAW UNIVERSITY	118 E SOUTH STREET, RALEIGH, North Carolina, 27601, USA	1 Taraji Henson	1. fakepicnic@gmail.com	1. (800) 555-1212

MAXA - ALPHA MAX 2010 2018 CLOSE Edit 
MCBSXW - BASED TO HIC CROSSWALK FROM THE MCBS 2010 2018 CLOSE Edit 

Showing 1 to 4 of 4 entries Previous Next

Comments : 2000 characters remaining (2000 maximum)

Previous Next

1. The data file details display if you selected the **green plus sign icon**
 - Privacy Level
 - From/To Year, Extraction%/Cohort, Quarters, States
 - Access Type
 - Data Disseminator Type
 - Data Disposition Reason
 - Data Dissemination System
 - Shipping Details
 - Custodian Information
2. Select the **Red Negative Sign Icon** to collapse the **Data File Details**.

DUA Requester – Close All Data Files on the DUA

Confirmation of Data File Closing

The screenshot displays the 'DUA REQUEST STATUS' page. At the top, there is a 'Print DUA' button. Below it, a message states: 'You request to close DUA CONF2018-004 (2 files being completed)'. The 'DUA Life Cycle' section shows 'MAIN INFORMATION' with fields for DUA Number (CONF2018-004), DUA Category (42 - CDR PROGRAM), and DUA Request Type (CLOSE DUA). The 'DUA Status' is highlighted with a red circle and shows 'CLOSED'. Other fields include Expiration Date (01-01-2018), Requested Date (01-01-2018), Requester (Temp Member), Requester's Email (member00@gmail.com), Requester's Phone Number (0000-000-1112), Last Updated By (SWIRL (ADMINISTRATOR)), Project Name (Expanded Test), and Project Number (0000-000-1112). The 'Contract Information' section shows Contract Number (CONF0004), Task Order Number (T0100000), Contract Period (Start Date: 01-01-2018, End Date: 01-01-2018). The 'DATA DISPOSITION CERTIFICATION' table has columns for S.No, Document, Document Description, and Uploaded File. The 'CUSTOMER/CDSEY USERS' section shows User Name (DUA User), Organization (SWIRL UNIVERSITY), and a green plus sign button. The 'DATA FILE DESCRIPTIONS' table has columns for File Description, From Year, and To Year. The 'DOCUMENTS' section shows a table with Document and Uploaded File columns.

S.No	Document	Document Description	Uploaded File
1	Feedback_of_Registration.docx	Choosing an Area	Download

File Description	From Year	To Year		
ARABIC - ACUMEN BD TO BUGGIER BD CROSSWALK	CLOSED	2018	2018	+
WAPUKA - ACUMEN BD TO BENE - JE CROSSWALK FILE	CLOSED	2018	2018	+
MAMA - ALPHA BAK	CLOSED	2018	2018	+
MOBILW - BASED TO HIC CROSSWALK FROM THE MOB	CLOSED	2018	2018	+

Document	Uploaded File
Registration_Accumulation.docx	Registration_Accumulation.docx Download

1. The **Close DUA** screen displays.
2. The DUA data file closing confirmation message displays.
3. All data files are **Closed**.
4. The **DUA Status** is **Closed**.
5. Select the **Print DUA** button to print or save the document as PDF.
6. Select the **green plus sign** button to view the DUA Life Cycle.

DUA Requester – DUA Life Cycle

Displaying the DUA Life Cycle

[CLOSE DUA](#) [Print DUA](#)

DUA REQUEST STATUS
Your request to close DUA CONT-2018-54412 has been completed

DUA Life Cycle 

MAIN INFORMATION

DUA Number :	CONT-2018-54412
DUA Customer Type :	Contractor
DUA Category :	42 - CMS PROGRAMS
DUA Request Type :	CLOSE DUA
DUA Status :	Closed
Expiration Date :	03-09-2018
Requested Date :	03-07-2018
Requester :	Taraji Henson
Requester's Email :	fakpicnic@gmail.com
Requester's Phone Number :	(800) 555-1212
Last Updated By :	
Organization Name :	SHAW UNIVERSITY
Project Name :	Expired Test

Select the **Green Plus Sign Icon** to view the **DUA Life Cycle**.

DUA Requester – DUA Life Cycle

Status Progressions and Actions Display

[CLOSE DUA](#) [Print DUA](#)

DUA REQUEST STATUS
Your request to close DUA CONT-2018-54412 has been completed

DUA Life Cycle

DUA Status ^	DUA Action Date v	DUA Action ^	Action User ^	Comments ^	Special Instructions ^
Closed	Mar 7, 2018 10:45:39 AM	CLOSE DUA	Taraji Henson		
Approved	Mar 6, 2018 3:58:24 PM	EXTEND DUA	Taraji Henson		
Expired	Mar 5, 2018 10:10:00 PM		System		
Approved	Mar 5, 2018 2:43:13 PM	CREATE DUA	Taraji Henson		
Approved by CMS COR-Waiting for Contractor DUA Management Team Certification	Mar 5, 2018 2:42:26 PM	CREATE DUA	Taraji Henson		

Showing 1 to 5 of 9 entries [Previous](#) [1](#) [2](#) [Next](#)

MAIN INFORMATION

DUA Number : CONT-2018-54412
DUA Customer Type : Contractor
DUA Category : 42 - CMS PROGRAMS
DUA Request Type : CLOSE DUA
DUA Status : Closed
Expiration Date : 03-09-2018
Requested Date : 03-07-2018
Requester : Taraji Henson
Requester's Email : fakepicnic@gmail.com
Requester's Phone Number : (800) 555-1212
Last Updated By :
Organization Name : SHAW UNIVERSITY
Project Name : Expired Test

1. The **DUA Life Cycle** details display.
2. The **DUA Status** is **Closed**.
3. The **DUA Action** is **Close DUA**.
4. Select the **Close DUA** link to view more details.

DUA Requester – DUA Life Cycle

Data File Closure Details

The screenshot shows a web application titled "DUA Life Cycle". At the top, there is a header bar with a search icon. Below the header, there is a table with columns: DUA Status, DUA Action Date, DUA Action, Action User, Comments, and Special Instructions. A modal window titled "DUA Update Summary" is open, displaying a table of updates. The table has columns: Change Type, Field Name, Data Description, Old Value, and New Value. The table contains five rows of data. At the bottom of the modal, there is a "Showing 1 to 5 of 10 entries" message and a pagination control with "Previous", "1", "2", and "Next" buttons. A "Next" button is also visible on the right side of the main application window.

Change Type	Field Name	Data Description	Old Value	New Value
Added	Documents			Certificate_of_Disposition.docx
Added	Data File Disposition Reason	ACUMEN BID TO BUCCANEER BID CROSSWALK		The file has been destroyed, including copies, derivatives, subsets and manipulated files.
Added	Data File Disposition Reason	BASEID TO HIC CROSSWALK FROM THE MCBS		The file has been destroyed, including copies, derivatives, subsets and manipulated files.
Added	Data File Disposition Reason	ALPHA-MAX		The file has been destroyed, including copies, derivatives, subsets and manipulated files.
Added	Data File Disposition Reason	ACUMEN_BID TO BENE_ID CROSSWALK FILE		The file was not received for this DUA.

Showing 1 to 5 of 10 entries

Previous 1 2 Next

1. The **DUA Update Summary** displays to show the details of the file closure updates.
2. Select the **Next** button to scroll to view other screens if applicable.
3. Select the **X** button to close the window.

DUA Requester – DUA Life Cycle

Status Progressions and Actions Display

[CLOSE DUA](#) [Print DUA](#)

DUA REQUEST STATUS
Your request to close DUA CONT-2018-54412 has been completed

DUA Life Cycle

DUA Status	DUA Action Date	DUA Action	Action User	Comments	Special Instructions
Closed	Mar 7, 2018 10:45:39 AM	CLOSE DUA	Taraji Henson		
Approved	Mar 6, 2018 3:56:24 PM	EXTEND DUA	Taraji Henson		
Expired	Mar 5, 2018 10:10:00 PM		System		
Approved	Mar 5, 2018 2:43:13 PM	CREATE DUA	Taraji Henson		
Approved by CMS COR-Waiting for Contractor DUA Management Team Certification	Mar 5, 2018 2:42:25 PM	CREATE DUA	Taraji Henson		

Showing 1 to 5 of 9 entries [Previous](#) [1](#) [2](#) [Next](#)

MAIN INFORMATION

DUA Number	CONT-2018-54412
DUA Customer Type	Contractor
DUA Category	42 - CMS PROGRAMS
DUA Request Type	CLOSE DUA
DUA Status	Closed
Expiration Date	03-09-2018
Requested Date	03-07-2018
Requester	Taraji Henson
Requester's Email	tekapicnic@gmail.com
Requester's Phone Number	(800) 555-1212
Last Updated by	
Organization Name	SHAW UNIVERSITY
Project Name	Expired Test

1. The **DUA Life Cycle** details redisplay.
2. Select the **Next** button to scroll through the life cycle list if applicable.
3. Select the **Red Negative Sign** Icon to collapse the **DUA Life Cycle** table.

DUA Requester – Print DUA

How to Print the DUA

The screenshot shows a web interface for managing DUA requests. At the top, there are two buttons: 'CLOSE DUA' and 'Print DUA'. Below these is a 'DUA REQUEST STATUS' section with a message: 'Your request to close DUA CONT-2018-54412 has been completed'. The main section is titled 'DUA Life Cycle' and contains a 'MAIN INFORMATION' table.

DUA Life Cycle	
MAIN INFORMATION	
DUA Number :	CONT-2018-54412
DUA Customer Type :	Contractor
DUA Category :	42 - CMS PROGRAMS
DUA Request Type :	CLOSE DUA
DUA Status :	Closed
Expiration Date :	03-09-2018
Requested Date :	03-07-2018
Requester :	Taraji Henson
Requester's Email :	fakepicnic@gmail.com
Requester's Phone Number :	(800) 555-1212
Last Updated By :	
Organization Name :	SHAW UNIVERSITY
Project Name :	Expired Test

Select the **Print DUA** button at the top of the screen to access printing options.

DUA Requester – Print DUA

DUA in HTML Displays for Printing

DUA: CONT-2018-54412

MAIN INFORMATION

DUA Number: CONT-2018-54412
DUA Customer Type: Contractor
DUA Category: 42 - C&IS PROGRAMS
DUA Status: Closed
Requested Date: 3/7/2018
Expiration Date: 3/9/2018
Requester: Tariji Henson
Requester Organization Name: SHAW UNIVERSITY
Requester Email Address: thenson@shaw.edu
Requester Phone Number: (800) 555-1212
Project Name: Expired Test
Privacy Act Authorization Code: CONTRACTOR RU
HIPAA Authorization Code: Essential Government Functions

CMS Contact (COR)

Name: Tariji Henson
Email: thenson@shaw.edu
Phone Number: (800) 555-1212

Contract Information

Contract Number: CONT1234
Task Order Number: TO-123456
Contract Period - Start Date: 1/5/2015
Contract Period - End Date: 3/9/2018

Subcontracting Organization

No subcontracting organization.

DOCUMENTS

1. Signature_Affidavit.docx
2. Certificate_of_Disposition.docx

DESY USERS

ID	User Name	EUA User ID	Organization	Email Address	Phone Number	Address
1	Tariji Henson	THC3	SHAW UNIVERSITY	thenson@shaw.edu	(800) 555-1212	118 E SOUTH STREET, RALEIGH, North Carolina, 27601, USA

DATA FILE DESCRIPTION

ID	Data File Description	From Year	To Year	Quarter(s)	Extraction %	Re-Used From DUA	Access Type	Status	Disposition Reason
1	ABHIC - ACUMEN BID TO RECCANER BID CROWSWALK	2010	2018		100%		BOTH DIRECT ACCESS AND SHIPPING	Closed	The file has been destroyed, including copies, derivations, subsets and manipulated files.
2	MECSW - BASED TO LOC CROWSWALK FROM THE MECS	2010	2018		100%		BOTH DIRECT ACCESS AND SHIPPING	Closed	The file has been destroyed, including copies, derivations, subsets and manipulated files.
3	MANA - ALPHA MAN	2010	2018		100%		BOTH DIRECT ACCESS AND SHIPPING	Closed	The file has been destroyed, including copies, derivations, subsets and manipulated files.
4	NYALKA - ACUMEN BID TO BENE_ID CROWSWALK FILE	2010	2018		100%		BOTH DIRECT ACCESS AND SHIPPING	Closed	The file was not received for this DUA.

CUSTODIANS

ID	Custodian	Organization	Address	Email Address	Phone Number
1	Tariji Henson	SHAW UNIVERSITY	118 E SOUTH STREET, RALEIGH, North Carolina, 27601, USA	thenson@shaw.edu	(800) 555-1212 Ext

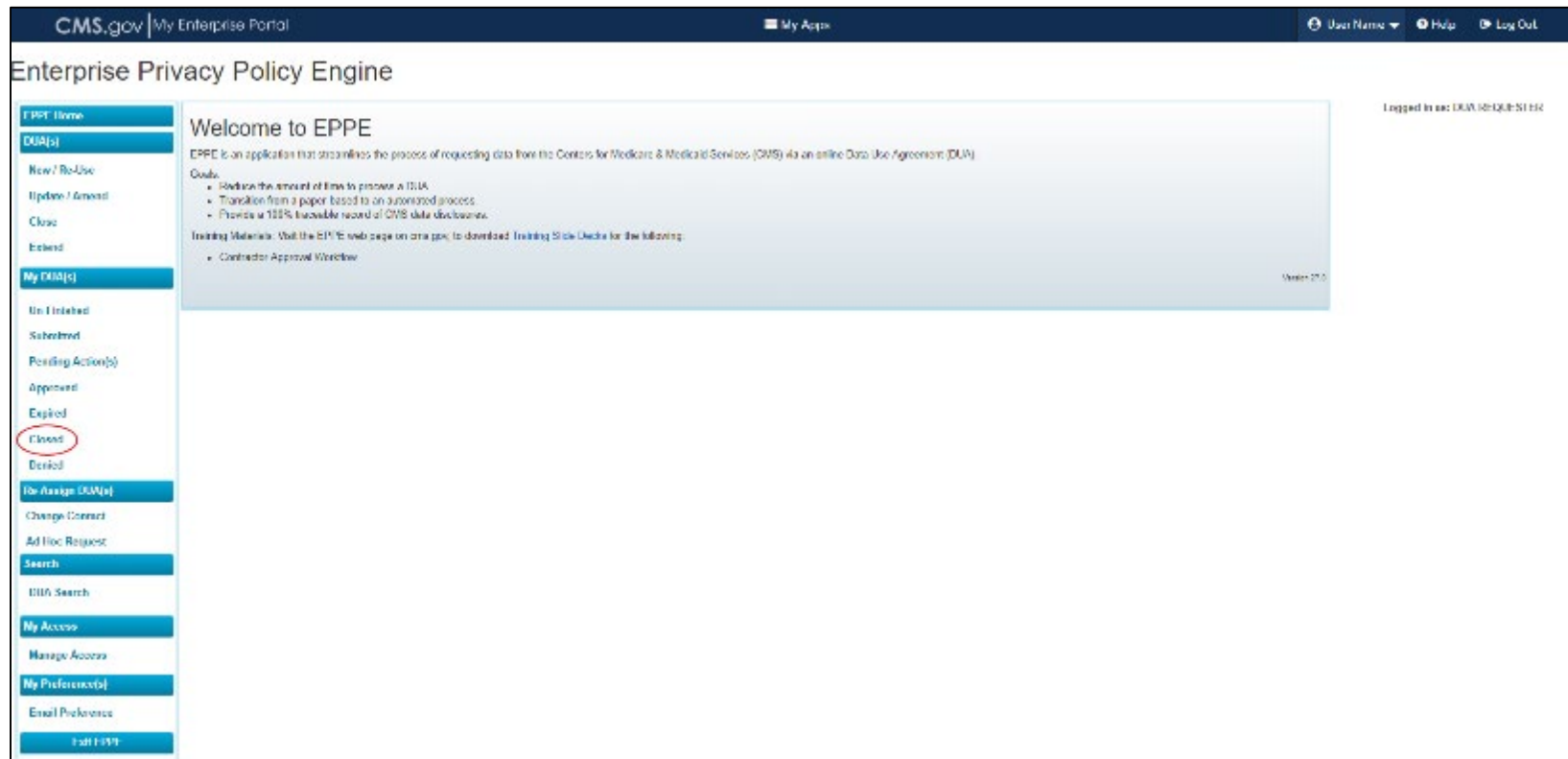
DUA Life Cycle

DUA Status	DUA Action Date	DUA Action	Action User	Comments
Closed	Wed Mar 07 10:45:39 EST 2018	CLOSE DUA	Tariji Henson	
Approved	Tue Mar 06 15:58:24 EST 2018	EXTEND DUA	Tariji Henson	
Expired	Mon Mar 05 22:10:00 EST 2018		System	
Approved	Mon Mar 05 14:41:11 EST 2018	CREATE DUA	Tariji Henson	
Approved by CMS COR-Waiting for Contractor DUA Management Team Confirmation	Mon Mar 05 14:42:25 EST 2018	CREATE DUA	Tariji Henson	
ReSubmitted-Waiting for CMS COR Approval	Mon Mar 05 14:40:01 EST 2018	CREATE DUA	Tariji Henson	
In Progress	Mon Mar 05 14:39:28 EST 2018	CREATE DUA	Tariji Henson	
In Progress	Mon Mar 05 14:38:28 EST 2018	CREATE DUA	Tariji Henson	
In Progress	Mon Mar 05 14:36:33 EST 2018	CREATE DUA	Tariji Henson	
In Progress	Mon Mar 05 14:36:02 EST 2018	CREATE DUA	Tariji Henson	

1. The DUA displays in HTML format for printing.
2. All files have a **Status** of **Closed** and display with the **Disposition Reason**.
3. Sections displayed are:
 - Main Information
 - CMS Contact (COR)
 - Contract Information
 - Subcontracting Organization
 - Documents
 - DESY Users
 - Data File Descriptions
 - Custodians
 - DUA Life Cycle
4. Select the **Print** link to:
 - Print the DUA or
 - Save the DUA in PDF format

DUA Requester – View Closed DUAs

View Closed DUAs



Select the **Closed** option on the **My DUA(s)** menu to view **Closed** DUAs.

DUA Requester – View Closed DUAs

View DUA Closed Queue

CLOSED DUA(S)

Search:

DUA Number	Organization	DUA Type	DUA Action	Requester	Request Date	
CONT-2018-54412	SHAW UNIVERSITY	Contractor	CLOSE DUA	Taraji Henson	3-7-2018	View

Showing 1 to 1 of 1 entries

PreviousNext

1. Search for the closed DUA if not visible on the list.
2. The DUA displays in the **Closed** queue.
3. Select the **View** link to display the DUA.

DUA Requester – View Closed DUAs

DUA Displays

The screenshot displays the 'My DUA' interface. At the top, there is a 'Print DUA' button. Below it, the 'DUA Life Cycle' section is visible, followed by 'MAIN INFORMATION' which includes fields for DUA Number, Customer Type, Category, Request Type, Status, and various dates. The 'Contract Information' section follows, listing contract and task numbers and dates. The 'DATA DISPOSITION CERTIFICATION' section contains a table with columns for S.No, Document, Document Description, and Upstreamed Files. Below this is the 'CUSTODIAN/DSY USERS' section with a search bar and a table of users. The 'DATA FILE DESCRIPTIONS' section features a table with columns for Data File Description, From Year, and To Year. Finally, the 'DOCUMENTS' section at the bottom includes a table with columns for Document and Upstreamed Files.

S.No	Document	Document Description	Upstreamed Files
1	Signature_Attachment.docx	Signature_Attachment.docx	Upstreamed Files

S.No	Document	Document Description	Upstreamed Files
1	Signature_Attachment.docx	Signature_Attachment.docx	Upstreamed Files

Data File Description	From Year	To Year
ANALOG - ACUMEN BD TO BUCGAMER BD CROSSWALK	2010	2019
ANALOG - ACUMEN BD TO BENE_ID CROSSWALK FILE	2010	2019
ANALOG - ALPHABETIC	2010	2019
ANALOG - BASED TO HIC CROSSWALK FROM THE MCB	2010	2019

Document	Upstreamed Files
Signature_Attachment.docx	Signature_Attachment.docx

1. The **My DUA** screen displays.
2. The **DUA Status** is **Closed**.
3. The **Status** of all files is **Closed**.
4. Select the **Print DUA** button to print or save the DUA to PDF.
5. Select the **green plus sign** icon to view the **DUA Life Cycle**.
6. Select the **green plus sign** icon to view the data file details.

EPPE Help Desk Information



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