

Enterprise Privacy Policy Engine (EPPE)



Contractor DUA Training Slide Deck #8: Requester – Manage Access

Training Topics

Training Topics in this Module

- Basic Information About EPPE
- EPPE Login
- Managing Access
 - Organization Affiliation
 - Proxy Assignment
- Email Preferences
- EPPE Help Information

BASIC INFORMATION AND LOGGING INTO EPPE

Basic Information about EPPE

Icons Used Throughout the EPPE System



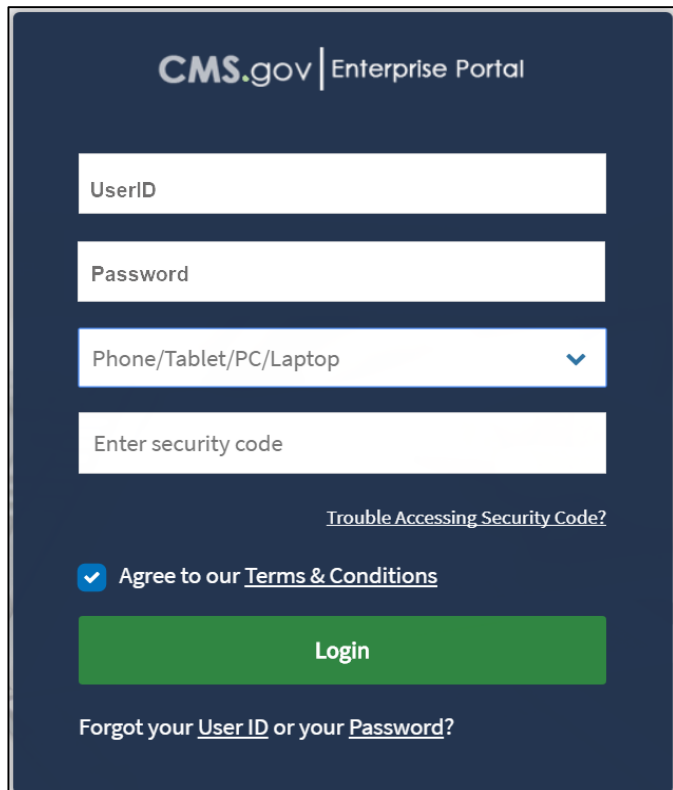
A red asterisks denotes that a field is required to be entered.



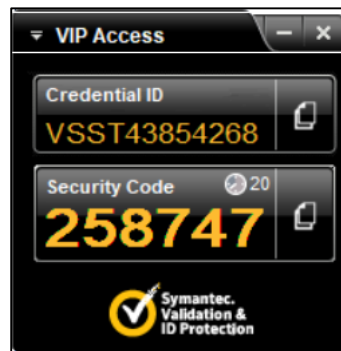
The question mark icon when selected will display field specific help.

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 downward 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 centered below the checkbox. At the bottom, a link reads 'Forgot your User ID or your Password?'.

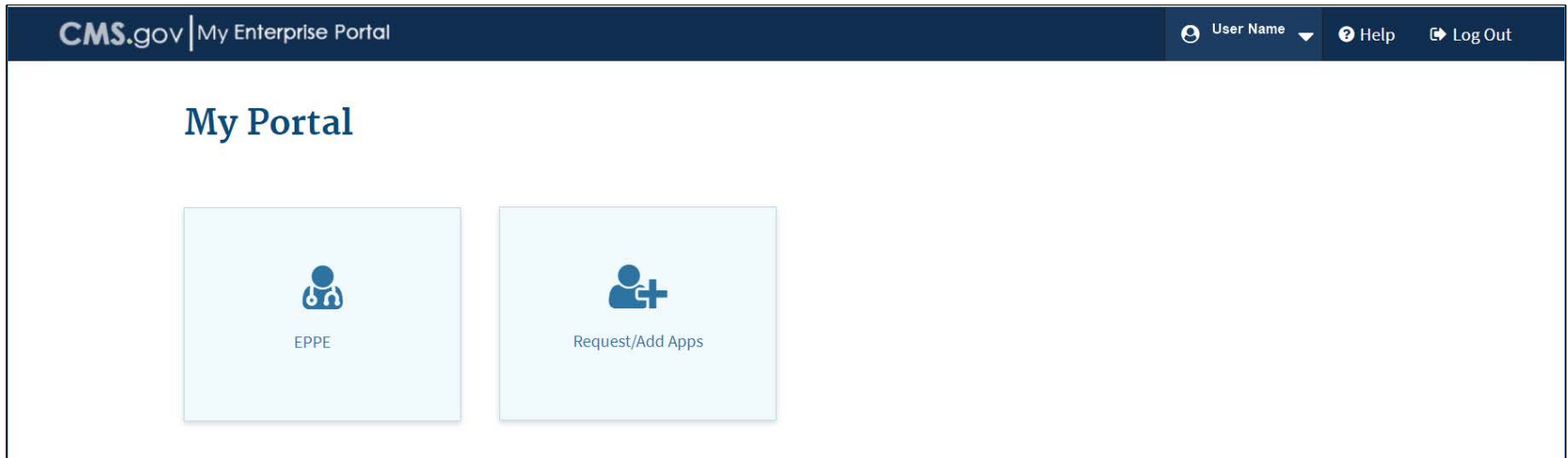


1. Once your **DUA Requester Role** access has been approved, access the **CMS Enterprise Portal**.
2. Enter your **User ID**.
3. Enter Your **Password**.
4. Choose the **MFA Device**.
5. Enter the **Security Code** from the **VIP Access Software**.
6. Select the **Agree to our Terms & Conditions** button.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

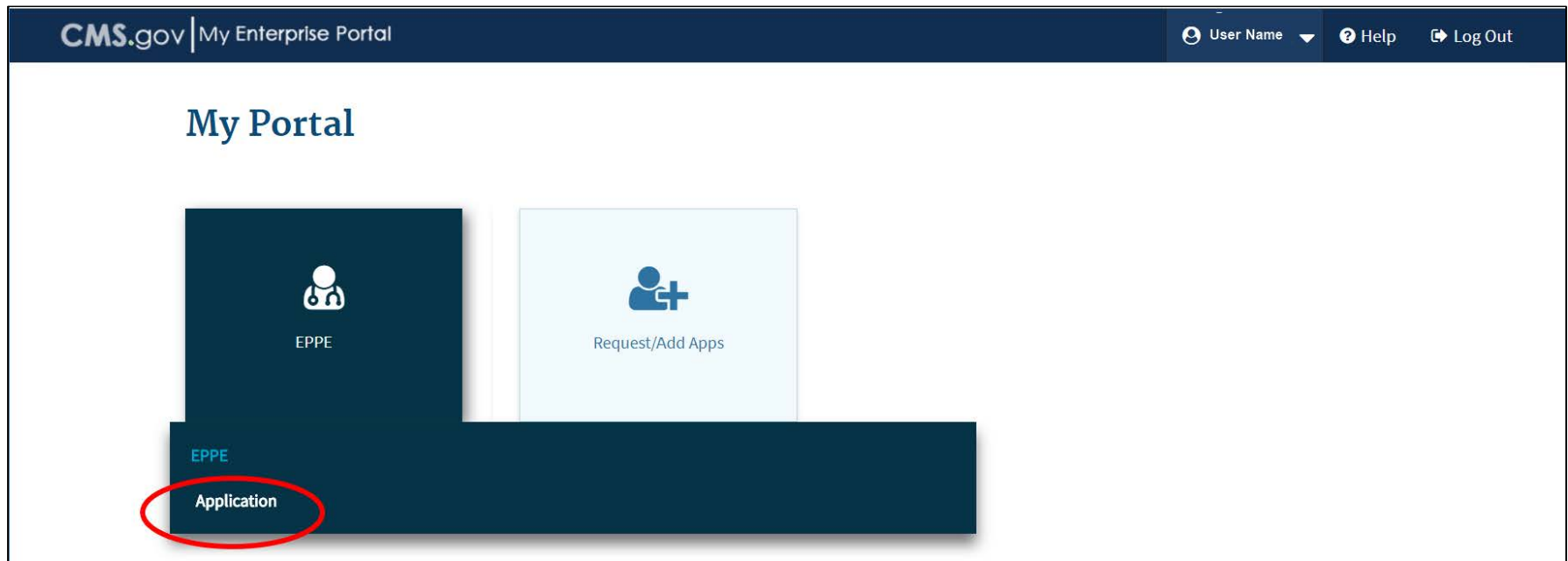
CMS Portal: Access the EPPE Application



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

DUA Requester – EPPE Login

CMS Portal: Access the EPPE Application

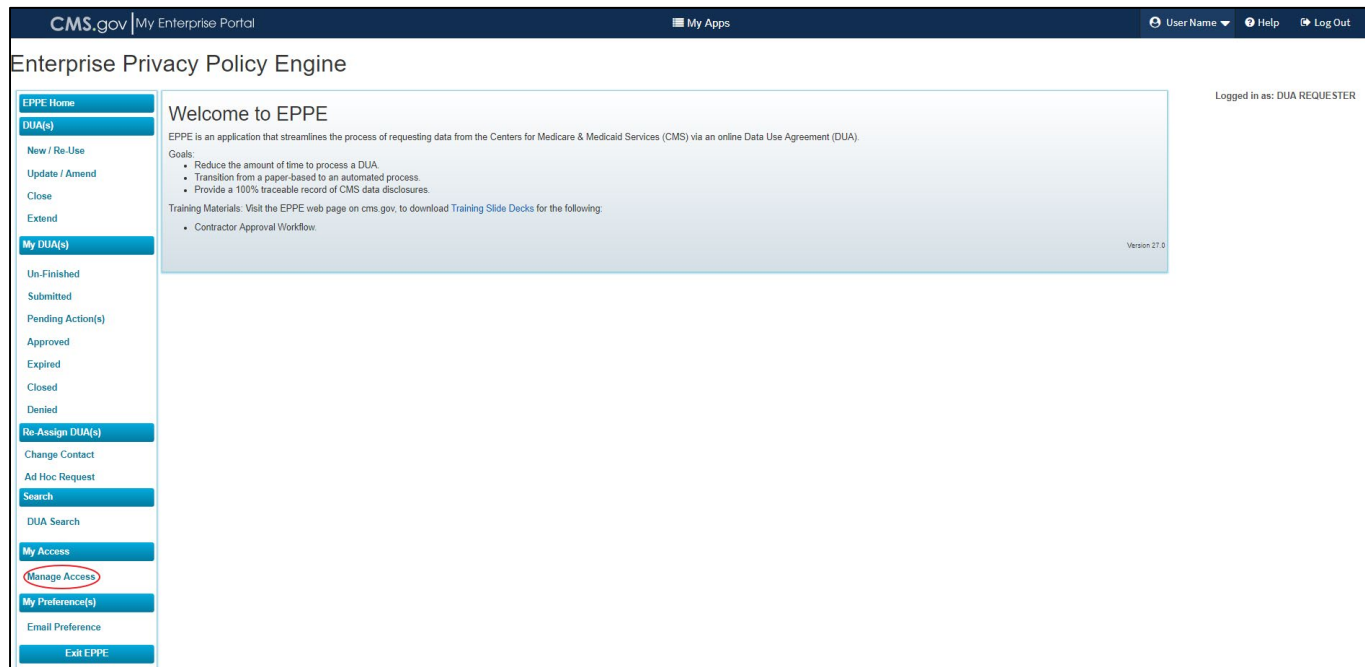


Select **Application** to access the **EPPE** system.

MANAGE ACCESS

DUA Requester – Manage Access

EPPE Menu



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

DUA Requester – Manage Access

EPPE Roles Display

MANAGE ACCESS

My Roles

Organization Name	Role	Data Dissemination System	Remove
Video Training Company 1	DUA REQUESTER		Remove

Select an option *

☐ Request Additional Role ?

☐ Proxy Role ?

[Next](#)

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

Note: **Data Dissemination System** applies only to the **Extractor** and **Shipper** roles which are internal to CMS.

DUA Requester – Manage Access for New Role

Select 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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1. The **Request Additional Role** screen displays.
2. Enter the **Organization Name** to display a list of organizations matching the search criteria.

DUA Requester – Manage Access for New Role

Add New 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

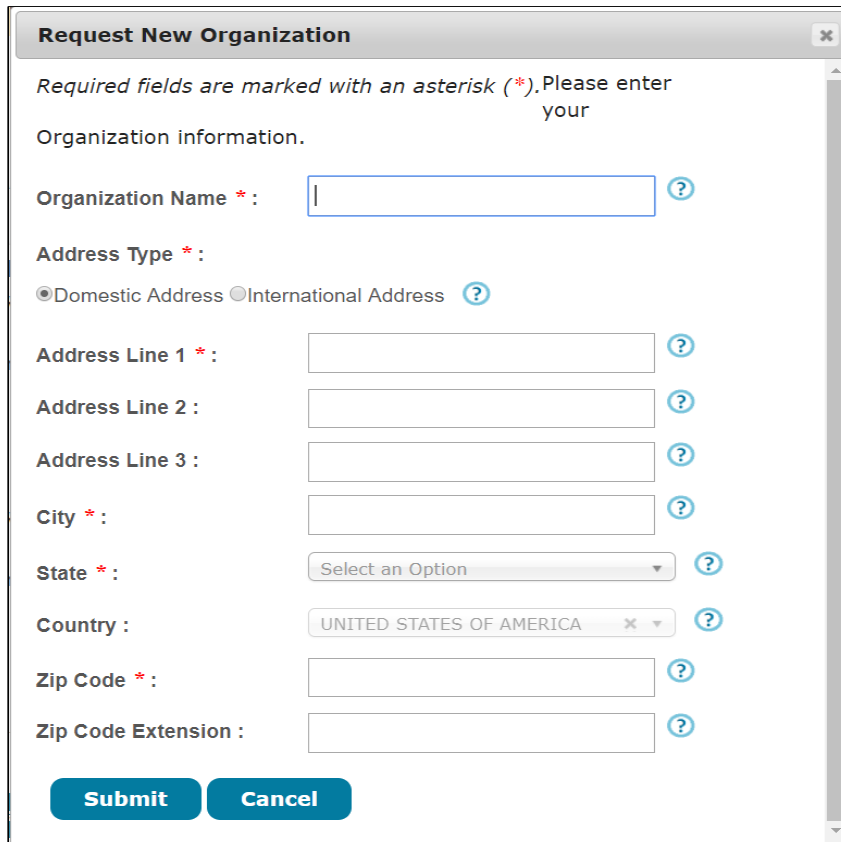
Previous

Submit

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 * :

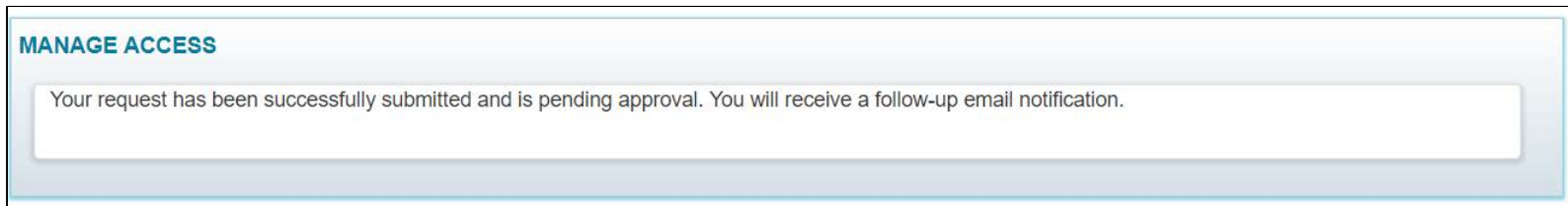
Zip Code Extension :

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.
 - **Address**
 - **City**
 - **State**
 - **Country** (if not US)
 - **Zip Code**
 - **Zip Code Extension** (optional)
3. Select the **Submit** button.

DUA Requester – Manage Access for New Role

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.

DUA Requester – Manage Access for New Role

Select Organization

MANAGE ACCESS

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

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

Role *:

BEAUFORT-JASPER-HAMPTON COMPREHENSIVE HEALTH SERVICES, INC. (BJHCHS)

HAMPTON FAMILY PRACTICE

NORTHAMPTON COUNTY

HAMPTON ROADS GOOD HELP ACO, LLC

HAMPTON UNIVERSITY

HAMPTON REGIONAL MEDICAL CENTER

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.

DUA Requester – Manage Access for New Role

Select a Role

MANAGE ACCESS

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

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

Role *:

Select an Option

DUA REQUESTER

DUA VIEWER

Selected Role Request

Organization Name	Role	Data Dissemination 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.

DUA Requester – Manage Access for New Role

Select a Role

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
-------------------	------	---------------------------	--------

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

DUA Requester – Manage Access for New Role

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	HAMPTON UNIVERSITY	DUA REQUESTER		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.

DUA Requester – Manage Access for New Role

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.

REMOVING A ROLE

DUA Requester – Remove a Role

EPPE Menu

CMS.gov | My Enterprise Portal

My Apps

User Name Help Log Out

Enterprise Privacy Policy Engine

Logged in as: DUA REQUESTER

EPPE Home

DUA(s)

- New / Re-Use
- Update / Amend
- Close
- Extend

My DUA(s)

- Un-Finished
- Submitted
- Pending Action(s)
- Approved
- Expired
- Closed
- Denied

Re-Assign DUA(s)

- Change Contact
- Ad Hoc Request

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

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

DUA Requester – 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
FLORIDA A&M UNIVERSITY	DUA REQUESTER		Remove
NORTH CAROLINA STATE UNIVERSITY	DUA VIEWER		Remove
HOWARD UNIVERSITY	DUA REQUESTER		Remove
Tallgen	DUA VIEWER		Remove
FLORIDA STATE UNIVERSITY	DUA REQUESTER		Remove

Select an option *

☐ Request Additional Role ?

☐ Proxy Role ?

Next

1. The Roles and Organization Names to which you have access are displayed.
2. Select the **Remove** link **associated** with the role you want to remove.

DUA Requester – Remove a Role

Confirm Deletion of Role

The screenshot displays the 'MANAGE ACCESS' interface. A 'Role Delete Request' popup is centered, asking for confirmation to delete a 'DATA ENTRY' role associated with 'CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)'. The 'Yes' button is highlighted with a red circle. In the background, a table lists roles with 'Remove' buttons. Below the table, there are radio buttons for 'Request Additional Role' and 'Proxy Role', and a 'Next' button at the bottom right.

Organization	Role	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	DATA ENTRY	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)		Remove

Select an option *

☐ Request Additional Role ?

☐ Proxy Role ?

Next

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

DUA Requester – 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
FLORIDA A&M UNIVERSITY	DUA REQUESTER		Remove
NORTH CAROLINA STATE UNIVERSITY	DUA VIEWER		Remove
HOWARD UNIVERSITY	DUA REQUESTER		Remove
FLORIDA STATE UNIVERSITY	DUA REQUESTER		Remove

Select an option *

☐ Request Additional Role [?](#)

☐ Proxy Role [?](#)

[Next](#)

1. The **Manage Access My roles** screen redisplay with a 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.
- To obtain a previously deleted role again, you must submit the role request and it must be approved by the EPPE Administrator.

PROXY ASSIGNMENT

DUA Requester – Manage Access

EPPE Menu

The screenshot displays the EPPE (Enterprise Privacy Policy Engine) interface within the CMS.gov My Enterprise Portal. The top navigation bar includes the CMS.gov logo, 'My Apps', and user options like 'User Name', 'Help', and 'Log Out'. The main header reads 'Enterprise Privacy Policy Engine'. On the right, it indicates the user is 'Logged in as: DUA REQUESTER'.

The left sidebar menu is organized into several sections:

- EPPE Home**
- DUA(s)**
 - New / Re-Use
 - Update / Amend
 - Close
 - Extend
- My DUA(s)**
 - Un-Finished
 - Submitted
 - Pending Action(s)
 - Approved
 - Expired
 - Closed
 - Denied
- Re-Assign DUA(s)**
 - Change Contact
 - Ad Hoc Request
- Search**
 - DUA Search
- My Access**
 - Manage Access** (highlighted with a red circle)
- My Preference(s)**
 - Email Preference
- Exit EPPE**

The main content area features a 'Welcome to EPPE' message, stating that EPPE streamlines the process of requesting data from the Centers for Medicare & Medicaid Services (CMS) via an online Data Use Agreement (DUA). It lists the following 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

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

DUA Requester – Manage Access

EPPE Roles Display

MANAGE ACCESS

My Roles

Organization Name	Role	Data Dissemination System	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CMS CONTACT (COR)		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)	PAYMENT COORDINATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCHER DUA MANAGEMENT TEAM		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CONTRACTOR DUA MANAGEMENT TEAM		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCH DATA ASSISTANCE CENTER (ResDAC)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	NON-DUA VIEWER		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	EPPE ADMINISTRATOR		Remove
UNIVERSITY OF CHICAGO	DUA VIEWER		Remove
JOHNS HOPKINS UNIVERSITY (JHU)	DUA REQUESTER		Remove

Select an option *

☐ Request Additional Role [?](#)

☒ Proxy Role [?](#)

[Next](#)

1. The Roles and Organization Names to which you have access are displayed.
2. Select the Proxy Role radio button.
3. Select the **Next** button.

DUA Requester – Proxy Assignment

MANAGE PROXY ROLE

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**

Manage Proxy page is displayed for user to populate.

DUA Requester – Proxy Assignment

MANAGE PROXY ROLE

MANAGE PROXY ROLE

Required fields are marked with an asterisk ().*

Select Organization *: ?

Select Name *: ?

Start Date *: End Date :

Selected Proxy Request *

Selected Proxy Request

	Proxy Name	Start Date	End date	Action
1	REQ UserThree	09/24/2018		Remove
2	REQ UserFour	09/24/2018		Remove

1. Requester selects organization.
2. Select Proxy's name.
3. Select start and end date. The end date is an optional field.
4. Select "Add" and "Submit."

DUA Requester – Proxy Assignment

MANAGE PROXY ROLE

Current Proxy Table *

Search:

Current proxy roles

First Name	Last Name	Proxy Start Date	Proxy End Date	Action
REQ	UserThree	09/24/2018		Edit / Delete
REQ	UserFour	09/24/2018	09/24/2019	Edit / Delete

Showing 1 to 2 of 2 entries

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

1. Once the Proxy Role requests have been submitted they will appear in a “Current Proxy Table.”
2. The Requester can “Quit” and will be returned to the EPPE homepage.

DUA Requester – Proxy Assignment

PROXY ROLE

PROXY PRIVILEGES

- A requester can assign up to two proxies to work on their behalf at a given timeframe.
- The requester proxy can create, update/amend, close and extend a DUA on behalf of a requester.
- The requester proxy will be able to take action on all DUAs of a requester while working as their proxy.
- Once the requester proxy assignment ends they will no longer have access to the DUAs they created, updated/amended, closed or extended on behalf of a requester.
- A requester proxy can work as a proxy for multiple requesters.

EMAIL PREFERENCES

DUA Requester – Manage Email Preferences

EPPE Menu

The screenshot shows the EPPE (Enterprise Privacy Policy Engine) interface. The top navigation bar includes 'CMS.gov | My Enterprise Portal', 'My Apps', 'User Name', 'Help', and 'Log Out'. The main header is 'Enterprise Privacy Policy Engine'. The sidebar on the left contains the following menu items: 'EPPE Home', 'DUA(s)', 'New / Re-Use', 'Update / Amend', 'Close', 'Extend', 'My DUA(s)', 'Un-Finished', 'Submitted', 'Pending Action(s)', 'Approved', 'Expired', 'Closed', 'Denied', 'Re-Assign DUA(s)', 'Change Contact', 'Ad Hoc Request', 'Search', 'DUA Search', 'My Access', 'Manage Access', 'My Preference(s)', 'Email Preference' (circled in red), and 'Exit EPPE'. The main content area displays a 'Welcome to EPPE' message, stating that 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). It lists goals: 'Reduce the amount of time to process a DUA', 'Transition from a paper-based to an automated process', and 'Provide a 100% traceable record of CMS data disclosures'. It also mentions training materials available for download. The version number 'Version 27.0' is displayed in the bottom right corner of the main content area. The user is logged in as 'DUA REQUESTER'.

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

DUA Requester – Manage Email Preferences

Select Email Preference



EMAIL PREFERENCE

Select Email Preference

☐ Disable automated emails from EPPE ?

☒ Enable automated emails from EPPE ?

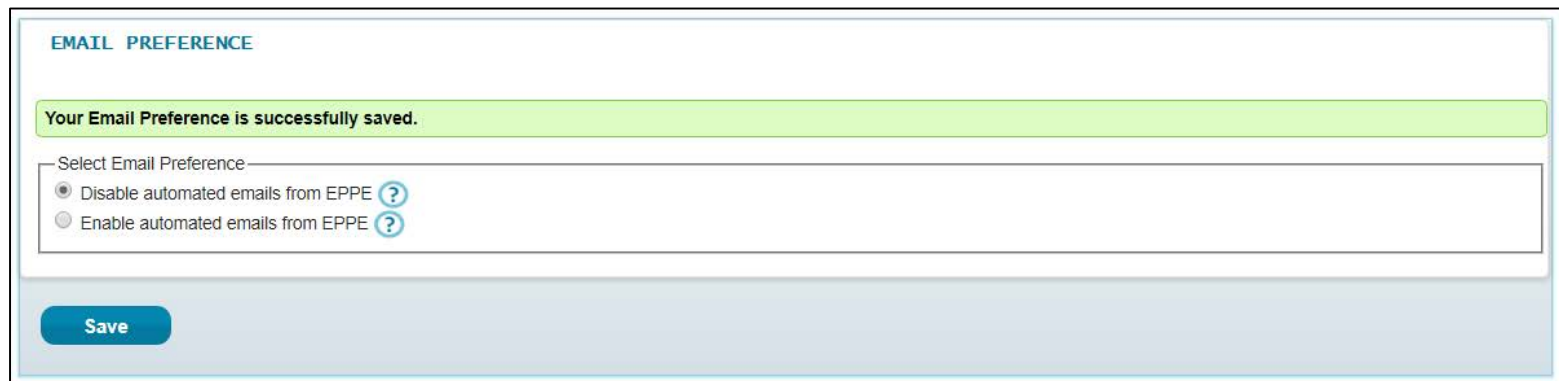
Save

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 expiring DUAs and DUAs that have closure actions [file(s) closed on a DUA or the DUA is closed].

DUA Requester – Manage Preferences

Email Preference Change Acknowledgment



The screenshot shows a web interface titled "EMAIL PREFERENCE". Below the title is a green banner with the text "Your Email Preference is successfully saved." Below this is a section labeled "Select Email Preference:" containing two radio button options: "Disable automated emails from EPPE" (which is selected) and "Enable automated emails from EPPE". Each option has a 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