Enterprise Privacy Policy Engine (EPPE)

Contractor Approval Workflow: COR DUA Actions

Training Topics

Training Topics in this Module

- EPPE COR DUA Actions
  - Approve a DUA
  - Deny a DUA
  - Request More Information on a DUA

CMS Contact (COR) – Pending Actions

EPPE Menu

Select the **DUA(s) – Pending Actions** option on the DUA(s) menu to display a list of Submitted DUAs for **COR** Review.

CMS Contact (COR) – View DUA Data File Details

Displaying the DUA Data File Details

Select the **Green Plus Sign Icon** to view the **Data File Details**.

CMS Contact (COR) – View DUA Data File Details

Displaying the DUA Data File Details

1. The **Data file details** for the selected file display.

2. Review the following:
   - **Extraction Details**
   - **Shipping Details**
   - **Custodian Details**

3. Select the **Red Negative Sign** Icon to collapse the **Data file details**.

4. Select **Green Plus Sign** Icon associated with another data file to view its details.

CMS Contact (COR) – View Document Attachments

Displaying the DUA Supporting Documentation

Select the **Download** link to view the **Document Attachment(s)**.

REVIEW AND APPROVE THE DUA

CMS Contact (COR) – Pending Actions

EPPE Menu

Select the **DUA(s) – Pending Actions** option on the DUA(s) menu to display a list of Submitted DUAs for **COR** Review.

CMS Contact (COR) – Pending Actions

Search for DUA Pending an Action

DUA

DUA AWAITING MY ACTION

Search: [_____]

DUA Number	Organization	DUA Action	Requester	Request Date	Status	
CONT-2018-54135	HOWARD UNIVERSITY	CREATE DUA	Clare Huxtable	4-13-2018	Submitted-Waiting for CMS COR Approval	View
CONT-2018-54137	FLORIDA A&M UNIVERSITY	CREATE DUA	Kerry Washington-Two	4-13-2018	Submitted-Waiting for CMS COR Approval	View
CONT-2018-54139	SHAW UNIVERSITY	CREATE DUA	Dorothy Vaughn	4-13-2018	Submitted-Waiting for CMS COR Approval	View

Showing 1 to 3 of 3 entries   Previous Next

1. The list of DUAs **Pending an Action** displays.

2. Specify **Search** criteria.

3. Select the **View** link to review and take action.

Note: If there are multiple pages of DUAs **Pending Action**, use the **Previous** and **Next** buttons for scrolling through the listing.

DUA Review for Approval

1. The **DUA Review** screen displays.

2. Determine a DUA can be approved by review of the data files and the documents uploaded to the DUA.

3. Enter Comments (optional).

4. Select the **Approve** button.

Notes:
- All comments can be viewed in the **DUA Life Cycle**.

CMS Contact (COR) – Approve the DUA

Approval Acknowledgement

1. The **Acknowledgement Statement** message pop-up displays.
2. Select the **I agree** button.
3. Select the **Submit** button.

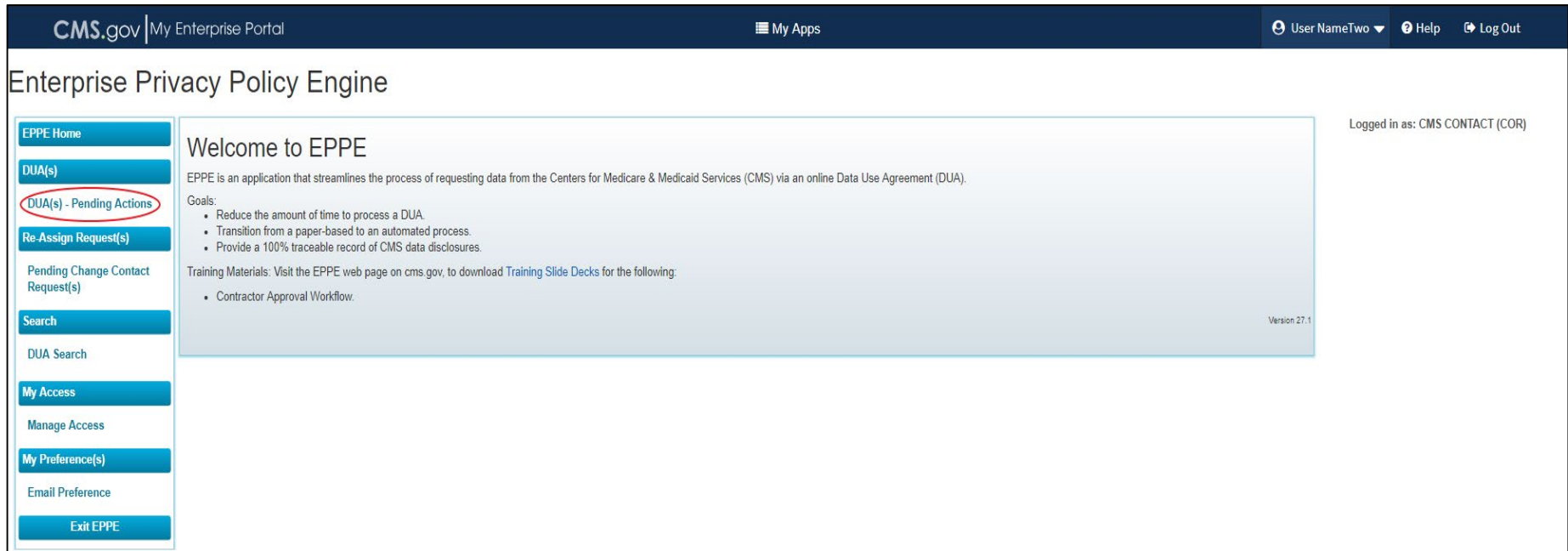# CMS Contact (COR) – Approve the DUA

Approval Acknowledgement

1. The **Pending Actions Queue** re-displays.
2. A message displays: "***<DUA Number> has been approved. You may continue to review other requests as desired.***"
3. The DUA no longer displays in the **Pending Actions Queue**.

REVIEW AND DENY THE DUA

CMS Contact (COR) – Pending Actions

EPPE Menu

Select the **DUA(s) – Pending Actions** option on the DUA(s) menu to display a list of Submitted DUAs for **COR** Review.

CMS Contact (COR) – Pending Actions

Search for DUA Pending an Action

1. The list of DUAs **Pending an Action** displays.
2. Specify **Search** criteria (optional).
3. Select the **View** link to review and take action.

Note: If there are multiple pages of DUAs **Pending Action**, use the **Previous** and **Next** buttons for scrolling through the listing.

CMS Contact (COR) – Pending Actions
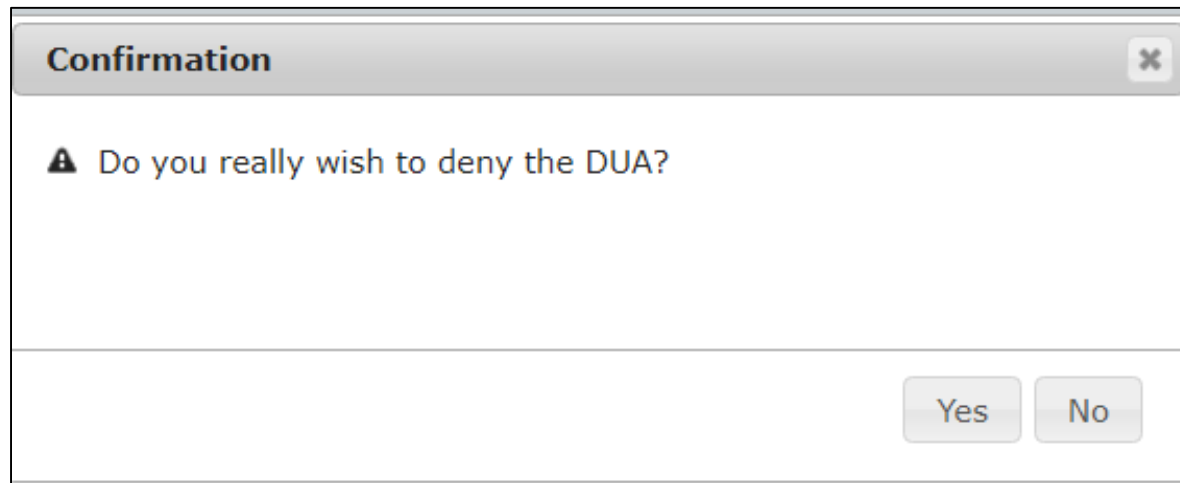
DUA Review for Denial

1. The **DUA Review** screen displays.
2. Determine a DUA needs to be denied by reviewing the data files and uploaded documents.
3. Enter **reason for denial** in **Comments**.
4. Select the **Deny** button.

Notes:
Reason for denial can be viewed in the DUA Lifecycle

CMS Contact (COR) – Deny the DUA

Confirm Denial

1. The **Denial Confirmation message** pop-up displays: ***Do you really wish to deny the DUA?***.
2. Select the **Yes** button.
3. On new DUA request, once the DUA is denied it is no longer active.
4. Denials for updates to a DUA will be deleted and the DUA will revert back to the previously approved version.

CMS Contact (COR) – Deny the DUA

Denial Acknowledgement

1. The **Pending Actions Queue** re-displays.
2. A message displays: "**<DUA Number> has been denied. You may continue to review other requests as desired."**
3. The DUA no longer displays in the **Pending Actions Queue**.

REVIEW THE DUA: REQUEST MORE INFORMATION

CMS Contact (COR) – Request Additional Information

Search for DUA Pending an Action

1. The list of DUAs **Pending an Action** displays.
2. Specify **Search** criteria (optional).
3. Select the **View** link to review and take action.

Note: If there are multiple pages of DUAs **Pending Action**, use the **Previous** and **Next** buttons for scrolling through the listing.

CMS Contact (COR) – Request Additional Information

DUA Review – More Information Needed

1. The **DUA Review** screen displays.

2. Determine more information is needed by review of the data files and documents uploaded on the DUA.

3. Once you determine more information is needed:
   - Enter **Comments** to the Requester which describe additional information needed (required when more requesting additional information).
   - Select the **Request more Information** button.

CMS Contact (COR) – Request Additional Information

List of DUAs Awaiting the COR's Action

1. The **Pending Actions Queue** re-displays.
2. A message displays: "*Request for more information for <DUA Number> has been submitted. An email will be sent to let you know the result.*"
3. The DUA no longer displays in the **Pending Actions Queue**.

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)

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