



Centers for Medicare & Medicaid Services
eXpedited Life Cycle (XLC)

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

CMS.gov | My Enterprise Portal

My Apps

User NameTwo ▼ Help Log Out

Enterprise Privacy Policy Engine

Logged in as: CMS CONTACT (COR)

EPPE Home

DUA(s)

DUA(s) - Pending Actions

Re-Assign Request(s)

Pending Change Contact Request(s)

Search

DUA Search

My Access

Manage Access

My Preference(s)

Email Preference

Exit EPPE

Welcome to EPPE

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

Goals:

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

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

- Contractor Approval Workflow.



Version 27.1

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

DATA FILE DESCRIPTIONS

Data File Description		From Year	To Year	
PDE22 - 20% PRESCRIPTION DRUG EVENT DATA	NEW	2010	2018	
PDE24 - 40% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES)	NEW	2010	2018	

Showing 1 to 2 of 2 entries

PreviousNext

DOCUMENTS

	Document	Uploaded Files
1	SIGNATURE ADDENDUM	Signature_Addendum.docx Download

Comments :

Request more information


ApproveDeny

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

DATA FILE DESCRIPTIONS

Data File Description		From Year	To Year	
PDE22 - 20% PRESCRIPTION DRUG EVENT DATA	NEW	2010	2018	


Privacy Level : IDENTIFIABLE
From - To Year ; Extraction % / Cohort ; Quarters ; States : 2010-2018; 100% ;NA,NA
Access Type : SHIPPING
Data Dissemination System : CCW/VRDC

Shipping Details

Id	Shipping Location	Recipient	Carrier	Carrier Account Number
1	31 Rock Quarry Road, Raleigh, North Carolina, 27610, USA	Ogre Shrek		

Custodian Locations and Custodians

Id	Organization	Custodian Locations	Custodians	Email	Phone
1	NORTH CAROLINA STATE UNIVERSITY	31 Rock Quarry Road, Raleigh, North Carolina, 27610, USA	1. Ogre Shrek	1. sha@eppe.com	1. (800) 301-5555

PDE24 - 40% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES) NEW 2010 2018 

Showing 1 to 2 of 2 entries Previous Next

DOCUMENTS

Document	Uploaded Files
1 SIGNATURE ADDENDUM	Signature_Addendum.docx Download

Comments :

Request more information Approve Deny

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

DATA FILE DESCRIPTIONS

Data File Description		From Year	To Year	
PDE22 - 20% PRESCRIPTION DRUG EVENT DATA	NEW	2010	2018	
PDE24 - 40% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES)	NEW	2010	2018	

Showing 1 to 2 of 2 entries

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

DOCUMENTS

	Document	Uploaded Files
1	SIGNATURE ADDENDUM	Signature_Addendum.docx Download

Comments :

[Request more information](#)

[Approve](#) [Deny](#)

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

REVIEW AND APPROVE THE DUA

CMS Contact (COR) – Pending Actions

EPPE Menu

CMS.gov | My Enterprise Portal

My Apps

User NameTwo ▼ Help Log Out

Enterprise Privacy Policy Engine

Logged in as: CMS CONTACT (COR)

EPPE Home

DUA(s)

DUA(s) - Pending Actions

Re-Assign Request(s)

Pending Change Contact Request(s)

Search

DUA Search

My Access

Manage Access

My Preference(s)

Email Preference

Exit EPPE

Welcome to EPPE

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

Goals:

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

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

- Contractor Approval Workflow.

Version 27.1

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.

CMS Contact (COR) – Pending Actions

DUA Review for Approval

REVIEW

Updated DUA Request

DUA Life Cycle

MAIN INFORMATION

DUA Number : CONT-2018-52854
DUA Customer Type : Contractor
DUA Request Type : CREATE DUA
DUA Status : Submitted-Waiting for CMS COR Approval
Requested Date : 10-08-2018
Requester : REQ UserTwo
Requester's Email : test@eppco.com
Requester's Phone Number : (410) 555-1212 Ext:null
Last Updated By :
Organization Name : Video Training Company 2
Project Name : 123456
Privacy Act And HIPAA Authorization Code :
CMS Contact (COR)
First Name : User
Last Name : NameTwo
Email Address : test@eppco.com
Phone Number : (410) 555-1212
Contract Information
Contract Number : 123456
Task Order Number : 123456
Contract Period - Start Date : 06-26-2018 Contract Period - End Date : 06-26-2023

SUBCONTRACTOR ORGANIZATION(S)
New Subcontracting Company
New Subcontracting Company 2
Video Training Company 3

CUSTODIAN/DESIGNERS

Search:

User Name	EUA User Id	Organization
REQ UserTwo	US58	Video Training Company 3

Showing 1 to 1 of 1 entries

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year
PDE24 - 40% PRESCRIPTION DRUG EVENT DATA (19+ VARIABLES)	NEW	1995 2015
PDECFS - 5 % PART D CHARACTERISTICS FILES	NEW	1995 2015
SADHHA - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - HOME HEALTH AGENCY	RE-USE	2013 2017
MEDHTLS - 1 800 MEDICARE HELPLINE	RE-USE	2014 2017

Showing 1 to 4 of 4 entries

DOCUMENTS

Document	Uploaded Files
1 SIGNATURE ADDENDUM	Signature_Addendum.pdf Download

Comments :

[Request more information](#) [Approve](#) [Deny](#)

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

Acknowledgement Statement ✕

This Agreement governs the relationship between the Centers for Medicare & Medicaid Services ("CMS") representative associated with the project ("you/your") described in the DUA request.

By clicking "Agree," you agree to be designated as the point-of-contact for the specified project on behalf of CMS. You agree to fulfill supervisory functions, as required, in protecting and upholding the terms of the DUA, including: (a) ensuring that the requesting entity is following all CMS information security and privacy policies; (b) following all required documentation and procedures for entity access to CMS data; (c) determining that the requesting entity is only approved to access the minimum data necessary to perform the functions of the project for which data has been requested; and (d) confirming the return and/or destruction of data released per the DUA agreement. You also attest that you are authorized to enter into this Agreement on behalf of CMS and that you agree to all the terms specified herein. You certify that you have reviewed the DUA request and all relevant attachments, and have determined that they are satisfactory and complete.

☐ I agree.

Submit **Cancel**

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

DUA

DUA # CONT-2018-54137 has been approved. You may continue review other requests as desired

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-2018-54139	SHAW UNIVERSITY	CREATE DUA	Dorothy Vaughn	4-13-2018	Submitted-Waiting for CMS COR Approval	View

Showing 1 to 2 of 2 entries

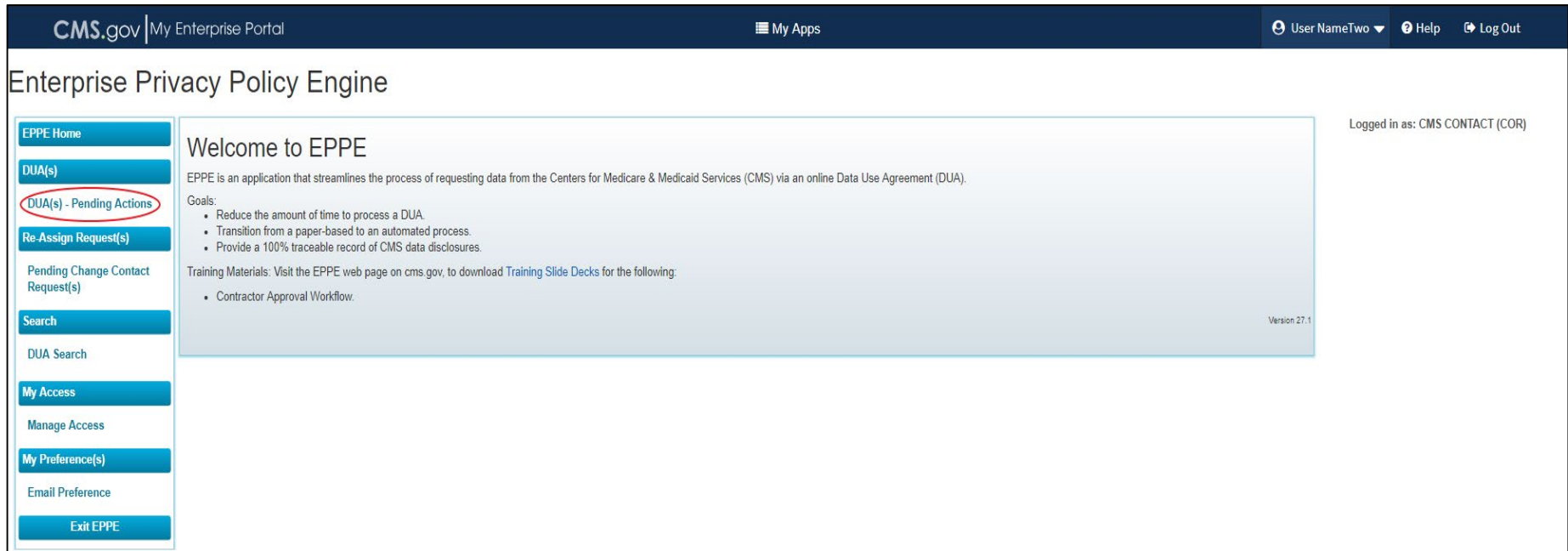
[Previous](#) [Next](#)

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



CMS.gov | My Enterprise Portal

My Apps

User NameTwo ▼ Help Log Out

Enterprise Privacy Policy Engine

Logged in as: CMS CONTACT (COR)

EPPE Home

DUA(s)

DUA(s) - Pending Actions

Re-Assign Request(s)

Pending Change Contact Request(s)

Search

DUA Search

My Access

Manage Access

My Preference(s)

Email Preference

Exit EPPE

Welcome to EPPE

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

Goals:

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

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

- Contractor Approval Workflow.

Version 27.1

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-2018-52598	UNIVERSITY OF NORTH CAROLINA	UPDATE DUA	User Name	10-2-2018	Submitted-Waiting for CMS COR Approval	View
CONT-2018-52614	NORTH CAROLINA STATE UNIVERSITY	CREATE DUA	User Name	10-2-2018	Submitted-Waiting for CMS COR Approval	View

Showing 1 to 2 of 2 entries

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

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

REVIEW

Updated DUA Request

DUA Life Cycle

MAIN INFORMATION

DUA Number : CONT-2018-52854
DUA Customer Type : Contractor
DUA Request Type : CREATE DUA
DUA Status : Submitted-Waiting for CMS COR Approval
Requested Date : 10-08-2018
Requester : REQ UserTwo
Requester's Email : test@sepe.com
Requester's Phone Number : (410) 555-1212 Ext:null
Last Updated By :
Organization Name : Video Training Company 2
Project Name : 123456
Privacy Act And HIPAA Authorization Code
CMS Contact (COR)
First Name : User
Last Name : NameTwo
Email Address : test@sepe.com
Phone Number : (410) 555-1212
Contract Information
Contract Number : 123456
Task Order Number : 123456
Contract Period - Start Date : 06-26-2018 Contract Period - End Date : 06-26-2023

SUBCONTRACTOR ORGANIZATION(S)
New Subcontracting Company
New Subcontracting Company 2
Video Training Company 3

CUSTODIAN/DESY USERS

Search:

User Name	EUA User Id	Organization
REQ UserTwo	U56B	Video Training Company 3

Showing 1 to 1 of 1 entries

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year
PDE24 - 40% PRESCRIPTION DRUG EVENT DATA (19+ VARIABLES)	NEW	1995 2015
PDECFS - 5 % PART D CHARACTERISTICS FILES	NEW	1995 2015
SADHHA - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - HOME HEALTH AGENCY	RE-USE	2013 2017
MEDHTLS - 1 800 MEDICARE HELPLINE	RE-USE	2014 2017

Showing 1 to 4 of 4 entries

DOCUMENTS

Document	Uploaded Files
1 SIGNATURE ADDENDUM	Signature_Addendum.pdf Download

Comments :

[Request more information](#) [Approve](#) [Deny](#)

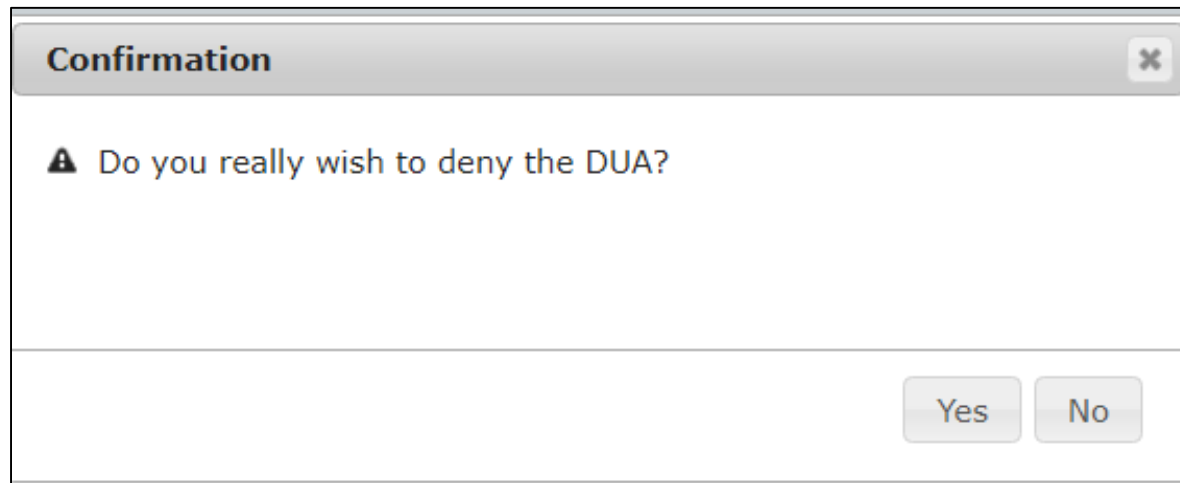
1. The **DUA Review** screen displays.
2. Determine a DUA needs to be denied by reviewing the data files and uploaded documents.
3. Enter **reason for denial** in **Comments**.
4. Select the **Deny** button.

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

DUA

DUA # CONT-2018-54138 has been denied. You may continue review other requests as desired

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 **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

DUA

DUA AWAITING MY ACTION

Search:

DUA Number	Organization	DUA Action	Requester	Request Date	Status	
CONT-2018-52591	NEW TRAINING COMPANY	UPDATE DUA	User Name	10-2-2018	Submitted-Waiting for CMS COR Approval	View
CONT-2018-52598	UNIVERSITY OF NORTH CAROLINA	UPDATE DUA	User Name	10-2-2018	Submitted-Waiting for CMS COR Approval	View
CONT-2018-52614	NORTH CAROLINA STATE UNIVERSITY	CREATE DUA	User Name	10-2-2018	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 (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

REVIEW

Updated DUA Request

DUA Life Cycle

MAIN INFORMATION

DUA Number: CONT-2018-52854
DUA Customer Type: Contractor
DUA Request Type: CREATE DUA
DUA Status: Submitted-Waiting for CMS COR Approval
Requested Date: 10-09-2018
Requester: REQ UserTwo
Requester's Email: test@epps.com
Requester's Phone Number: (410) 555-1212 Ext-null
Last Updated By: Video Training Company 2
Project Name: 123456
Privacy Act And HIPAA Authorization Code
CMS Contact (COR)
First Name: User
Last Name: NameTwo
Email Address: test@epps.com
Phone Number: (410) 555-1212
Contract Information
Contract Number: 123456
Task Order Number: 123456
Contract Period - Start Date: 06-26-2018 Contract Period - End Date: 09-26-2023

SUBCONTRACTOR ORGANIZATION(S)

New Subcontracting Company
New Subcontracting Company 2
Video Training Company 3

CUSTODIAN/DESY USERS

Search:

User Name	DUA User Id	Organization
REQ UserTwo	U568	Video Training Company 3

Showing 1 to 1 of 1 entries Previous Next

DATA FILE DESCRIPTIONS

Data File Description		From Year	To Year	
PDE24 - 40% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES)	NEW	1995	2015	⊕
PDECF5 - 5 % PART D CHARACTERISTICS FILES	NEW	1995	2015	⊕
SADHHA - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - HOME HEALTH AGENCY	RE-USE	2013	2017	⊕
MEDHTL - 1 800 MEDICARE HELPLINE	RE-USE	2014	2017	⊕

Showing 1 to 4 of 4 entries Previous Next

DOCUMENTS

Document	Uploaded Files
1 SIGNATURE_ADDENDUM	Signature_Addendum.pdf Download

Comments :

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

DUA

Request for More Information for DUA# CONT-2018-52591 has been submitted. An email will be sent to let you know of the result.

DUA AWAITING MY ACTION

Search:

DUA Number	Organization	DUA Action	Requester	Request Date	Status	
CONT-2018-52598	UNIVERSITY OF NORTH CAROLINA	UPDATE DUA	User Name	10-2-2018	Submitted-Waiting for CMS COR Approval	View
CONT-2018-52614	NORTH CAROLINA STATE UNIVERSITY	CREATE DUA	User Name	10-2-2018	Submitted-Waiting for CMS COR Approval	View

Showing 1 to 2 of 2 entries

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

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)

EPPE@cms.hhs.gov