



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

Enterprise Privacy Policy Engine (EPPE)



**Contractor Approval Workflow
Training Module - DUA Search and
COR Manage Access**

Training Topics (cont.)

Training Topics in this Module

- EPPE COR Manage Access
 - Removing a Role
 - Requesting Additional Role(s)
 - Proxy Role Assignment
- EPPE COR DUA Search

CMS Contact (COR) – EPPE Login

EPPE Welcome Screen and Menu

The screenshot displays the EPPE (Enterprise Privacy Policy Engine) interface. At the top, the CMS.gov logo and 'My Enterprise Portal' are visible on the left, and 'My Apps', 'User NameTwo', 'Help', and 'Log Out' are on the right. The main heading is 'Enterprise Privacy Policy Engine'. On the left is a vertical menu with items: EPPE Home, DUA(s), DUA(s) - Pending Actions, Re-Assign Request(s), Pending Change Contact Request(s), Search, DUA Search, My Access, Manage Access, My Preference(s), Email Preference, and Exit EPPE. The main content area is titled 'Welcome to EPPE' and contains the following text: '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.' A red circle highlights the text 'Logged in as: CMS CONTACT (COR)' in the top right corner of the main content area.

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

MANAGE ACCESS - REMOVING A ROLE

CMS Contact (COR) – Remove a Role

EPPE Roles Display

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

My Roles

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

Select an option *

Request Additional Role ?

Proxy Role ?

Next

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

CMS Contact (COR) – Remove a Role

Confirm Deletion of Role

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

Role Delete Request

Are you sure you want to delete your **RESEARCHER DUA MANAGEMENT TEAM** role with **CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)**?

Select an option *

Request Additional Role ?

Proxy Role ?

1. The **Role Delete Request** popup displays.
 2. Select the **Yes** button.
- Note: Selecting **No** will not remove the role.

CMS Contact (COR) – Remove a Role

EPPE Roles Display

MANAGE ACCESS

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

My Roles

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

Select an option *

Request Additional Role ?

Proxy Role ?

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

Notes:

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

MANAGE ACCESS - ADDING A NEW ROLE

CMS Contact (COR) – Manage Access

EPPE Menu

CMS.gov My Enterprise Portal My Apps User Name Help Log Out

Enterprise Privacy Policy Engine

Logged in as: CMS CONTACT (COR)

EPPE Home

DUA(s)

DUA(s) - Pending Actions

Search

DUA Search

My Access

Manage Access

My Preference(s)

Email Preference

Exit EPPE

Welcome to EPPE

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

Goals:

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

Version 22.0

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

CMS Contact (COR) – Manage Access

EPPE Roles Display

MANAGE ACCESS

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

My Roles

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

Select an option *

- Request Additional Role ?
- Proxy Role ?

Next

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

CMS Contact (COR) – Manage Access

Select Organization

MANAGE ACCESS

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

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

Role * :

Selected Role Request

Organization Name	Role	Data Dissemination System	Action
-------------------	------	---------------------------	--------

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

CMS Contact (COR) – Manage Access

Select Organization

MANAGE ACCESS

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

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

Role *:

Selected Role Request

Organization Name	Role	Data Dissemination System	Action
-------------------	------	---------------------------	--------

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

Note: You must select the organization from the list.

CMS Contact (COR) – Manage Access

Add New Organization

MANAGE ACCESS

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

Enter Organization Name *: Search by entering at least 3 characters [Cannot locate the Organization?](#) 

Role *: Select an Option

Selected Role Request

Organization Name	Role	Data Dissemination System	Action
-------------------	------	---------------------------	--------

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 :

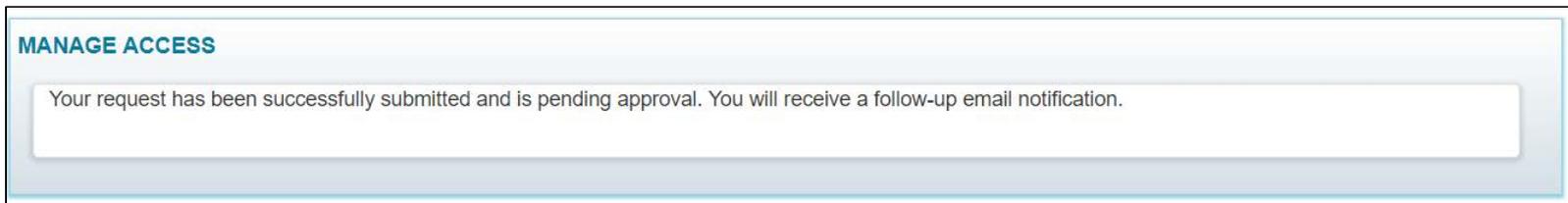
Zip Code * :

Zip Code Extension :

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

CMS Contact (COR) – Manage Access

Add New Organization Submission Confirmation



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

CMS Contact (COR) – Manage Access

Select a Role

MANAGE ACCESS

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

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

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

Selected Role Request

Organization	System	Action
--------------	--------	--------

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

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

Note: You must select the role from the list.

CMS Contact (COR) – Manage Access

Select a Role

MANAGE ACCESS

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

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

Role *: NON-DUA VIEWER

Selected Role Request

Organization Name	Role	Data Dissemination System	Action
-------------------	------	---------------------------	--------

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

CMS Contact (COR) – Manage Access

Select a Role

MANAGE ACCESS

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

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

Role *:

Selected Role Request

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

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

CMS Contact (COR) – Manage Access

Role Request Acknowledgment

MANAGE ACCESS

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

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

CMS Contact (COR) – Manage Access

EPPE Menu

CMS.gov My Enterprise Portal My Apps User Name Help Log Out

Enterprise Privacy Policy Engine

Logged in as: CMS CONTACT (COR)

EPPE Home

DUA(s)

DUA(s) - Pending Actions

Search

DUA Search

My Access

Manage Access

My Preference(s)

Email Preference

Exit EPPE

Welcome to EPPE

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

Goals:

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

Version 22.0

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

PROXY ASSIGNMENT - CMS CONTACT (COR)

CMS Contact (COR) – Proxy Assignment

EPPE Menu

CMS.gov My Enterprise Portal My Apps User Name Help Log Out

Enterprise Privacy Policy Engine

Logged in as: CMS CONTACT (COR)

EPPE Home

DUA(s)

DUA(s) - Pending Actions

Search

DUA Search

My Access

Manage Access

My Preference(s)

Email Preference

Exit EPPE

Welcome to EPPE

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

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- Reduce the amount of time to process a DUA.
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Version 22.0

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

CMS Contact (COR) – Proxy Assignment

EPPE Roles Display

MANAGE ACCESS

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

My Roles

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

Select an option *

Request Additional Role ?

Proxy Role ?

Next

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

CMS Contact (COR) – Proxy Assignment

MANAGE PROXY ROLE SCREEN

MANAGE PROXY ROLE

Required fields are marked with an asterisk ().*

Select Organization* : ?

Select Name* : ?

Start Date* : End Date :

Add

Current Proxy Table *

Current proxy roles

First Name	Last Name	Proxy Start Date	Proxy End Date	Action
------------	-----------	------------------	----------------	--------

Quit **Previous**

The Manage Proxy Role page is displayed.

CMS Contact (COR) – Proxy Assignment

Manage Proxy Role Screen

MANAGE PROXY ROLE

Required fields are marked with an asterisk (*).

Select Organization *: ?

Select Name *: ?

- Aaron Amanuel
- AARON BURNETT
- AARON LARTEY
- AARON NADEAU
- AARON WESOLOWSKI
- Abigail Huffman
- Abby Kahn
- ABIGAIL RYAN
- ABRAHAM VERGHIS
- ABRAHAM HOI I ANNER

Current Proxy Table

Search:

Current proxy roles

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

Showing 0 to 0 of 0 entries

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

CMS Contact (COR) – Proxy Assignment

MANAGE PROXY ROLE

MANAGE PROXY ROLE

Required fields are marked with an asterisk (*).

Select Organization*: ?

Select Name*: x ?

Start Date*: End Date:

Selected Proxy Request *

Selected Proxy Request

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

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

CMS Contact (COR) – Proxy Assignment

MANAGE PROXY ROLE

Current Proxy Table *

Search:

Current proxy roles

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

Showing 1 to 2 of 2 entries

Quit Previous

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

CMS Contact (COR) – Proxy Assignment

MANAGE PROXY ROLE

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

Select Name *: Aaron Amanuel

Start Date *: 09/24/2018

End Date :

Add

Current Proxy Table *

Current proxy roles

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

Showing 1 to 2 of 2 entries

Search:

Edit Proxy

First Name
AARON

Last Name
NADEAU

Start Date
09/24/2018

End Date

Cancel Submit

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

CMS Contact (COR) – Proxy Assignment

COR PROXY'S PRIVILEGES

COR PROXY PRIVILEGES

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

DUA SEARCH

CMS Contact (COR) – Search

Searching for a DUA

The screenshot shows the CMS.gov My Enterprise Portal interface. The top navigation bar includes 'CMS.gov | My Enterprise Portal', 'My Apps', 'User NameTwo', 'Help', and 'Log Out'. The main heading is 'Enterprise Privacy Policy Engine'. On the right, it says 'Logged in as: CMS CONTACT (COR)'. The left sidebar contains a menu with the following items: 'EPPE Home', 'DUA(s)', 'DUA(s) - Pending Actions', 'Re-Assign Request(s)', 'Pending Change Contact Request(s)', 'Search', 'DUA Search' (highlighted with a red box), 'My Access', 'Manage Access', 'My Preference(s)', 'Email Preference', and 'Exit EPPE'. The main content area is titled 'Welcome to EPPE' and contains the following text: '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'.

On the **Search** Menu, select **DUA Search**.

CMS Contact (COR) – Search

Enter DUA Search Criteria

DUA SEARCH

Search Criteria

Search based on one or multiple criteria below.

DUA Number : ?

DUA Submission Date Range : ?

DUA Expiration Date Range : ?

DUA Status : ?

Study/Project name : ?

ResDAC TICKET ID: ?

Customer Type : ?

DUA Category : ?

Contract Number : ?

Organization : ?

CMS Contact (COR) Name : ?

DUA Requester Name : ?

Custodian Name : ?

Data File Descriptions : ?

- MEDHTL - 1 800 MEDICARE HELPLINE
- INP - 100% INPATIENT CLAIMS
- SADHHA - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - HOME HEALTH AGENCY
- SADHS - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - HOSPICE
- SADIP - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - INPATIENT
- SADOP - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - OUTPATIENT
- SADSNF - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - SKILLED NURSING FACILITY
- CRF - 100%CROSS REFERENCE FILE

1. The **DUA Search** screen displays.
2. Enter the **Search Criteria**.
3. Select the **Search** button.
4. Select the **Clear Criteria** button to start another search.

Note: The search will not work if the “**Enter**” button is selected. You must select the “**Search**” button.

CMS Contact (COR) – Search

Results Display for the DUA Search

DUA SEARCH

Search Criteria Selected

DUA Status :Approved
CustomerType :Contractor
Organization Name :NORTH CAROLINA STATE UNIVERSITY

Showing 6 of 6 Records.

[Export Search Result to Excel](#)

Search:

DUA Number	Customer Type	Organization	Project/StudyName	Requester	Request Date	Expiration Date	Status	
CONT-2017-52888	Contractor	NORTH CAROLINA STATE UNIVERSITY	Research Study	Happy NewUser	9-21-2017	9-21-2018	Approved	View
CONT-2017-53209	Contractor	NORTH CAROLINA STATE UNIVERSITY	Training Deck	Cindy-Lou Who	11-13-2017	8-31-2018	Approved	View
CONT-2018-53365	Contractor	NORTH CAROLINA STATE UNIVERSITY	EPPE Admin Reopen Test	Taraji Henson	1-5-2018	12-31-2018	Approved	View
CONT-2018-53366	Contractor	NORTH CAROLINA STATE UNIVERSITY	EPPE Admin Reopen Test	Taraji Henson	1-5-2018	12-31-2018	Approved	View
CONT-2018-53367	Contractor	NORTH CAROLINA STATE UNIVERSITY	EPPE Admin Reopen Test	Taraji Henson	1-5-2018	12-31-2018	Approved	View
CONT-2018-53372	Contractor	NORTH CAROLINA STATE UNIVERSITY	EPPE Admin Reopen Test	Taraji Henson	1-5-2018	12-31-2018	Approved	View

Showing 1 to 6 of 6 entries

[Back to Search](#)

1. The **DUA Search Results Screen** displays the search criteria at the top of the screen.
2. The **Search Results** list displays in the table.
3. Select the **View** link to display DUA details.

CMS Contact (COR) – Search

View DUA Details

MY DUA

Print DUA

DUA Life Cycle

MAIN INFORMATION

DUA Number: COR201700000
DUA Contract Type: Contract
DUA Category: AC - CMS DISBURSABLE
DUA Status: Approved
Expiration Date: 09-29-2018
Repeatability: 09-29-2017
Requester: Freddy Newman
Requester Email: fnewman@qnet.net
Requester Phone Number: (381) 555-2010
Last Updated By: ROBERT GREGORIAN, STATE UNIVERSITY
Organization Name: Research Study

Privacy Act/AIS/PIPA Authorization Info

Privacy Act Authorization Code: CONTRACTOR R/R
PIPA Authorization Code: Health Insurance Activity

OMB Contact (DOR)

OMB Number: 0905-0047-0212
OMB Name: Health Study
OMB Address: 4800/20000000
Phone Number: 0000-000-0000

Contract Information

Contract Number: COR2017
Task Order Number: 00-000000
Contract Period - Start Date: 01-01-2018
Contract Period - End Date: 09-29-2018

SUBCONTRACTOR ORGANIZATION(S)

FLORIDA STATE UNIVERSITY

CUSTOMER USES

Search: []
No data available to filter

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year	
POS2 - 616 PRESCRIPTION DRUG EVENT DATA	2010	2018	+
POS216 - 616 PRESCRIPTION DRUG EVENT DATA (L15-SUBSAMPLING)	2010	2018	+
POS215 - 616 PRESCRIPTION DRUG EVENT DATA (NEW-SUBSAMPLING)	2010	2018	+
DATA01 - CARICAN DEMOGRAPHIC ANALYTICAL FILE 2016	2010	2018	+
DATA02 - CARICAN DEMOGRAPHIC ANALYTICAL FILE 2017	2010	2018	+

DOCUMENTS

Document	Upload File
1 - 00000000 - 00000000	Upload File

Back to Results

1. The **My DUA** Details screen displays.
2. Select the **green plus sign icon** associated with the following to expand the sections and view details:
 - **DUA Life Cycle,**
 - **DADSS Comments** (not shown in this example)
 - **Data File(s)**
3. Select the **Download** link associated with any of the documents to view the supporting documentation details.
4. Select the **Print DUA** button to print the DUA or save it in PDF format.
5. Select the **Back to Results** button to return to the DUA search results screen.

Notes:

- Refer to prior slides describing displaying data file details and viewing attachments.
- Displaying the DUA Life Cycle and Printing the DUA will be described next.

CMS Contact (COR) – DUA Life Cycle

Displaying the DUA Life Cycle

MY DUA

[Print DUA](#)

DUA Life Cycle 

MAIN INFORMATION

DUA Number :	CONT-2017-52888
DUA Customer Type :	Contractor
DUA Category :	42 - CMS PROGRAMS
DUA Status :	Approved
Expiration Date :	09-21-2018
Requested Date :	09-21-2017
Requester :	Happy NewUser
Requester's Email :	fakepicnic@gmail.com
Requester's Phone Number :	(301) 555-2010
Last Updated By :	
Organization Name :	NORTH CAROLINA STATE UNIVERSITY
Project Name :	Research Study

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

CMS Contact (COR) – DUA Life Cycle

Status Progressions and Actions Display

MY DUA

Print DUA

DUA Life Cycle

DUA Status	DUA Action Date	DUA Action	Action User	Comments	Special Instructions
Approved	Dec 6, 2017 4:37:04 PM		Happy NewUser		
Canceled Update/Amend	Nov 14, 2017 11:50:28 AM	UPDATE DUA	Happy NewUser		
In Progress	Nov 14, 2017 11:36:24 AM	UPDATE DUA	Happy NewUser		
In Progress	Nov 14, 2017 11:33:41 AM	UPDATE DUA	Happy NewUser		
In Progress	Nov 14, 2017 11:31:01 AM	UPDATE DUA	Happy NewUser		

Showing 1 to 5 of 24 entries Previous 1 2 3 4 5 Next

MAIN INFORMATION

DUA Number :	CONT-2017-52888
DUA Customer Type :	Contractor
DUA Category :	42 - CMS PROGRAMS
DUA Status :	Approved
Expiration Date :	09-21-2018
Requested Date :	09-21-2017
Requester :	Happy NewUser
Requester's Email :	fakepicnic@gmail.com
Requester's Phone Number :	(301) 555-2010
Last Updated By :	
Organization Name :	NORTH CAROLINA STATE UNIVERSITY
Project Name :	Research Study

1. The **DUA Life Cycle** details 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** table.

CMS Contact (COR) – Print DUA

How to Print the DUA

MY DUA

[Print DUA](#)

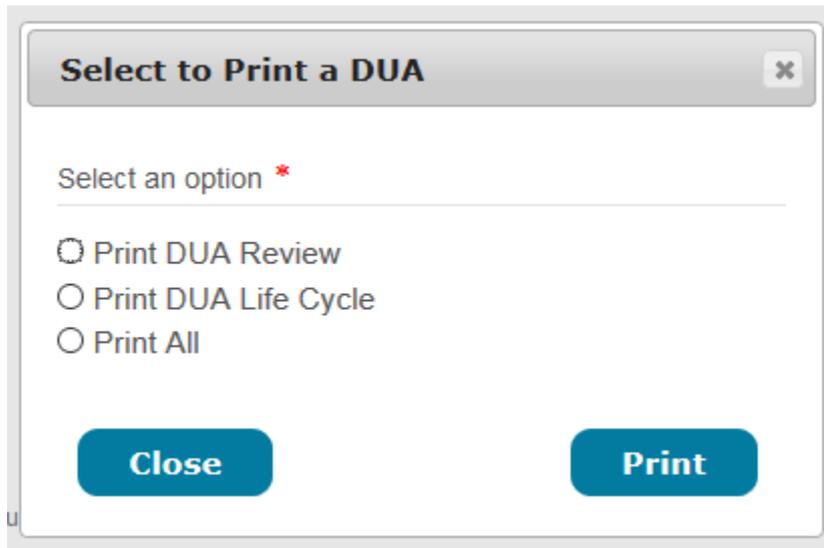
DUA Life Cycle 

MAIN INFORMATION

DUA Number :	CONT-2017-52888
DUA Customer Type :	Contractor
DUA Category :	42 - CMS PROGRAMS
DUA Status :	Approved
Expiration Date :	09-21-2018
Requested Date :	09-21-2017
Requester :	Happy NewUser
Requester's Email :	fakepicnic@gmail.com
Requester's Phone Number :	(301) 555-2010
Last Updated By :	
Organization Name :	NORTH CAROLINA STATE UNIVERSITY
Project Name :	Research Study

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

CMS Contact (COR) – Print DUA



The image shows a dialog box titled "Select to Print a DUA" with a close button (X) in the top right corner. Below the title bar, there is a label "Select an option *" followed by a horizontal line. Underneath the line, there are three radio button options: "Print DUA Review", "Print DUA Life Cycle", and "Print All". At the bottom of the dialog box, there are two buttons: "Close" on the left and "Print" on the right.

1. The **Select to Print a DUA** pop up appears.
 - a) Select **Print DUA Review** to print only the Review screen.
 - b) Select Print DUA Life Cycle to print only the Life Cycle.
 - c) Select Print All to print DUA Review and DUA Life Cycle.
2. In a separate tab, the screen will display a view of your selection for printing.

CMS Contact (COR) – DUA Search

View DUA Details

MY DUA

Print DUA

DUA Life Cycle

MAIN INFORMATION

DUA Number : CONT-2017-52888
DUA Customer Type : Contractor
DUA Category : 42 - CMS PROGRAMS
DUA Status : Approved
Expiration Date : 09-21-2018
Requested Date : 09-21-2017
Requester : Happy NewUser
Requester's Email : fakepicnic@gmail.com
Requester's Phone Number : (301) 555-2010
Last Updated By :
Organization Name : NORTH CAROLINA STATE UNIVERSITY
Project Name : Research Study

Privacy Act And HIPAA Authorization Code

Privacy Act Authorization Code : CONTRACTOR RUI
HIPAA Authorization Code : Health Oversight Activity

CMS Contact (COR)

First Name : Sheryl
Last Name : Hardy-Austin
Email Address : t694@ncsu.com
Phone Number : (800) 555-1212

Contract Information

Contract Number : CONT1234
Task Order Number : TO-123456
Contract Period - Start Date : 01-01-2014
Contract Period - End Date : 12-31-2018

SUBCONTRACTOR ORGANIZATION(S)

FLORIDA STATE UNIVERSITY

DESIGN USERS

User Name EUSA User ID Organization

Showing 0 to 0 of 0 entries

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year	
PDES - 5% PRESCRIPTION DRUG EVENT DATA	2010	2018	🟢
PDE18 - 5% PRESCRIPTION DRUG EVENT DATA (1-15 VARIABLES)	2010	2018	🟢
PDE25 - 5% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES)	2010	2018	🟢
CARR - CARRIER STANDARD ANALYTICAL FILE 100%	2010	2018	🟢
CARR20 - CARRIER STANDARD ANALYTICAL FILE 20%	2010	2018	🟢

Showing 1 to 5 of 10 entries

DOCUMENTS

Document	Uploaded Files
1 SIGNATURE ADDENDUM	Signature_Addendum.docx Download

Back To Results



1. Select the **CMS Enterprise Portal** tab to re-display the **My DUA** screen.
2. Select the **Back to Results** button.

CMS Contact (COR) – Search

Results Display for the DUA Search

DUA SEARCH

Search Criteria Selected

DUA Status :Approved
CustomerType :Contractor
Organization Name :NORTH CAROLINA STATE UNIVERSITY

Showing 6 of 6 Records.

[Export Search Result to Excel](#)

Search:

DUA Number	Customer Type	Organization	Project/StudyName	Requester	Request Date	Expiration Date	Status	
CONT-2017-52888	Contractor	NORTH CAROLINA STATE UNIVERSITY	Research Study	Happy NewUser	9-21-2017	9-21-2018	Approved	View
CONT-2017-53209	Contractor	NORTH CAROLINA STATE UNIVERSITY	Training Deck	Cindy-Lou Who	11-13-2017	8-31-2018	Approved	View
CONT-2018-53365	Contractor	NORTH CAROLINA STATE UNIVERSITY	EPPE Admin Reopen Test	Taraji Henson	1-5-2018	12-31-2018	Approved	View
CONT-2018-53366	Contractor	NORTH CAROLINA STATE UNIVERSITY	EPPE Admin Reopen Test	Taraji Henson	1-5-2018	12-31-2018	Approved	View
CONT-2018-53367	Contractor	NORTH CAROLINA STATE UNIVERSITY	EPPE Admin Reopen Test	Taraji Henson	1-5-2018	12-31-2018	Approved	View
CONT-2018-53372	Contractor	NORTH CAROLINA STATE UNIVERSITY	EPPE Admin Reopen Test	Taraji Henson	1-5-2018	12-31-2018	Approved	View

Showing 1 to 6 of 6 entries

[Back to Search](#)

1. The **DUA Search Results Screen** redisplay with the search criteria.
2. Select the **Export Search Result to Excel** button to generate a report.

CMS Contact (COR) – Search

Open Downloaded Report

CMS.gov | My Enterprise Portal

My Apps

User Name

Help

Log Out

Enterprise Privacy Policy Engine

Logged in as: CMS CONTACT (COR)

EPPE Home

DUA(s)

DUA(s) - Pending Actions

Search

DUA Search

My Access

Manage Access

My Preference(s)

Email Preference

Exit EPPE

DUA SEARCH

Search Criteria Selected

DUA Status :Approved
CustomerType :Contractor
Organization Name :NORTH CAROLINA STATE UNIVERSITY

Showing 6 of 6 Records.

Export Search Result to Excel

Search:

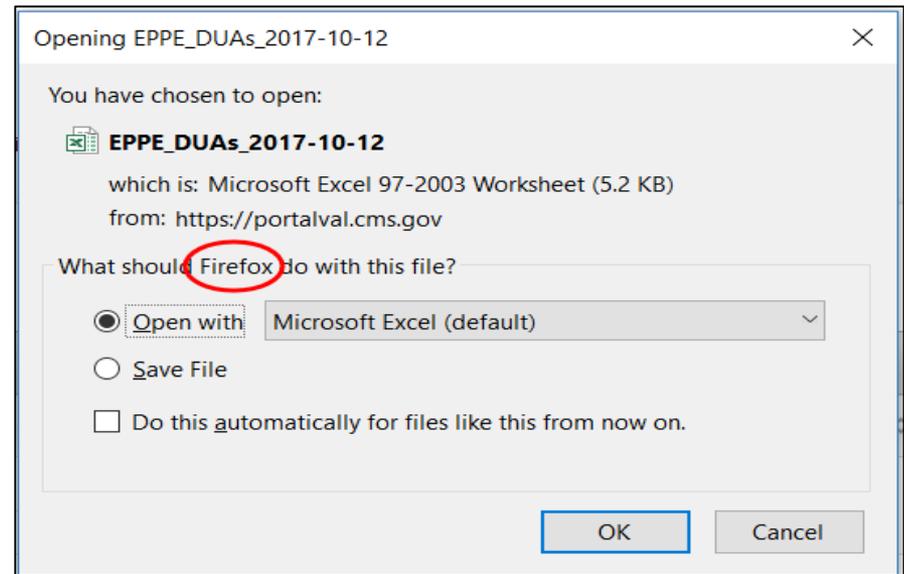
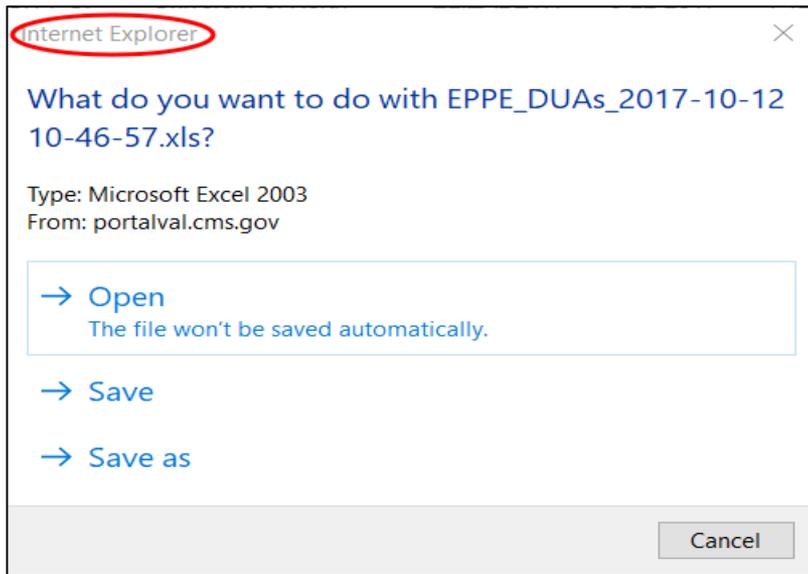
DUA Number	Customer Type	Organization	Project/StudyName	Requester	Request Date	Expiration Date	Status	
CONT-2017-52888	Contractor	NORTH CAROLINA STATE UNIVERSITY	Research Study	Happy NewUser	9-21-2017	9-21-2018	Approved	View
CONT-2017-53209	Contractor	NORTH CAROLINA STATE UNIVERSITY	Training Deck	Cindy-Lou Who	11-13-2017	8-31-2018	Approved	View

EPPE_DUAs_2018-....xlsx

1. The **DUA Search Results Excel Report** is downloaded and displays at the bottom of the screen.
2. **Select** the file to open it.

CMS Contact (COR) – Search

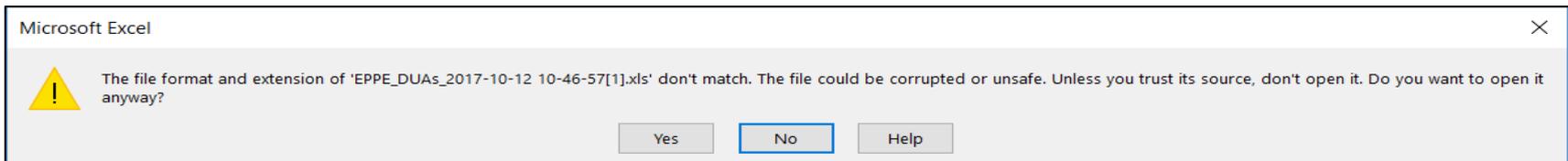
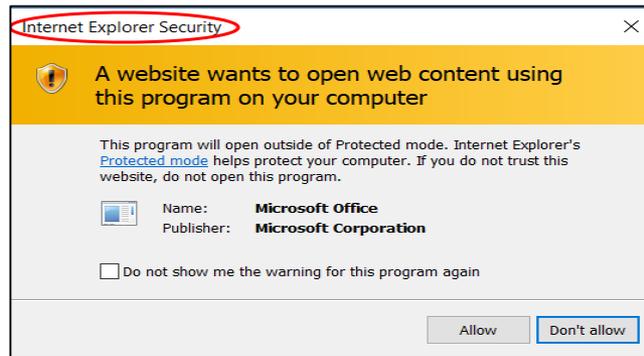
Potential File Action Messages



1. Depending on your internet browser and other settings, messages may display asking if the file should be opened or saved.
 2. **Select the Open or Save option.**
- Note:** The examples shown are not all inclusive.

CMS Contact (COR) – Search

Potential Compatibility and Security Messages



1. Browser messages may also display asking if the file should be trusted.
2. Select the **Allow** option if you trust the website.
3. Microsoft Excel may display a file format/extension compatibility message.
4. Select the **Yes** button on the Microsoft Excel message if you trust the source.

Note: The examples shown are not all inclusive.

CMS Contact (COR) – Search

Downloaded Report Details

Dua Number	Status	Organization	DUA Category	Customer Type	Project /Study Name	Privacy Act Code	HIPPA Authorization Code	Request Date	Expiration Date	Requester Name	Requester Email	Contract Number	Task Order Number	Contract StartDate	Contract EndDate	CMS Contracting Officer Representative (COR) Name	CMS Contracting Officer Representative (COR) Email	Project Name	Project Contact Email	ResDAC Ticket ID	Close Date
CONT-2018-53365	Approved	NORTH CAROLINA STATE UNIVERSITY	CMS PRO GRAMS	Contractor	EPPE Admin Reopen Test	CONTRACT OR RU	Essential Government Functions	1/5/2018	12/31/2018	Taraji Henson	fakepicnic@gmail.com	CONT1234	TO-123456	1/1/2017	12/31/2018	Taraji Henson	fakepicnic@gmail.com		test@eppe.com		
CONT-2018-53366	Approved	NORTH CAROLINA STATE UNIVERSITY	CMS PRO GRAMS	Contractor	EPPE Admin Reopen Test	CONTRACT OR RU	Essential Government Functions	1/5/2018	12/31/2018	Taraji Henson	fakepicnic@gmail.com	CONT1234	TO-123456	1/3/2017	12/31/2018	Taraji Henson	fakepicnic@gmail.com		test@eppe.com		

Ready | DUA Search Result | Search Criteria | + | 100%

The Excel Report of Exported **DUA Search Results** displays on the first tab.

CMS Contact (COR) – Search

Downloaded Report Search Criteria

	A	B	C	D
1	DUA Search Criteria Selected			
2	DUA Status :Approved			
3	CustomerType :Contractor			
4	Organization Name :NORTH CAROLINA STATE UNIVERSITY			
5				
6				
7	Total Records	6		
8				
9				

Ready | DUA Search Result | **Search Criteria** | +

Select the second tab of the Excel Report of Exported **DUA Search Results** to display the **Search Criteria**.

CMS Contact (COR) – Search

Return to the DUA Search Screen

DUA SEARCH

Search Criteria Selected

DUA Status :Approved
CustomerType :Contractor
Organization Name :NORTH CAROLINA STATE UNIVERSITY

Showing 6 of 6 Records.

[Export Search Result to Excel](#)

Search:

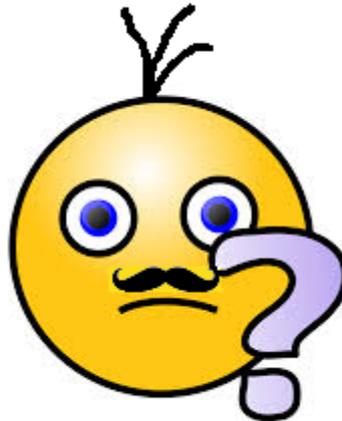
DUA Number	Customer Type	Organization	Project/StudyName	Requester	Request Date	Expiration Date	Status	
CONT-2017-52888	Contractor	NORTH CAROLINA STATE UNIVERSITY	Research Study	Happy NewUser	9-21-2017	9-21-2018	Approved	View
CONT-2017-53209	Contractor	NORTH CAROLINA STATE UNIVERSITY	Training Deck	Cindy-Lou Who	11-13-2017	8-31-2018	Approved	View
CONT-2018-53365	Contractor	NORTH CAROLINA STATE UNIVERSITY	EPPE Admin Reopen Test	Taraji Henson	1-5-2018	12-31-2018	Approved	View
CONT-2018-53366	Contractor	NORTH CAROLINA STATE UNIVERSITY	EPPE Admin Reopen Test	Taraji Henson	1-5-2018	12-31-2018	Approved	View
CONT-2018-53367	Contractor	NORTH CAROLINA STATE UNIVERSITY	EPPE Admin Reopen Test	Taraji Henson	1-5-2018	12-31-2018	Approved	View
CONT-2018-53372	Contractor	NORTH CAROLINA STATE UNIVERSITY	EPPE Admin Reopen Test	Taraji Henson	1-5-2018	12-31-2018	Approved	View

Showing 1 to 6 of 6 entries

[Back to Search](#)

Select the **Back to Search** button to return to the DUA Search screen.

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