



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

Enterprise Privacy Policy Engine (EPPE)



**Limited Data Set (LDS) Approval Workflow
Training Module: Update/Amend Re-Use
Data Files**

Training Topics

Training Topics in This Module

- EPPE Application Access Prerequisites
- Basic Information About EPPE
- Update/Amend an LDS DUA
 - Re-Use Data File Descriptions
- EPPE Help Desk Information

EPPE ACCESS PREREQUISITES

EPPE Access Prerequisites

CMS Enterprise Portal Access, IDM Credentials, and EPPE Access

- Obtain access to the CMS Enterprise Portal
 - Access CMS Portal
 - <https://portal.cms.gov/>
 - Obtain Identity Management (IDM) Credentials, Multi-Factor Authentication (MFA) and EPPE Access
 - <https://www.cms.gov/files/document/eppeidm.pdf>

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.

UPDATE RE-USE DATA FILES(S)

DUA Requester – Update/Amend LDS DUA

EPPE Welcome Screen: DUA(s) Menu

The screenshot displays the Enterprise Privacy Policy Engine (EPPE) interface. On the left is a navigation menu with the following items: EPPE Home, DUA(s), New / Re-Use, Update / Amend (circled in red), 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, 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. • LDS Approval Workflow.' The top right corner shows 'Logged in as: DUA REQUESTER'.

Select **Update / Amend** on the **DUA(s)** menu to display a list of Approved DUAs that can be updated.

DUA Requester – Update/Amend LDS DUA

Search for Approved DUA

DUA

UPDATE DUA
PLEASE SELECT ONE OF THE DUA TO UPDATE

Search:

DUA Number	Organization	Requester	Request Date	Status	
CONT-2019-52533	Demonstration Organization 1	Demo UserOne	4-2-2019	Approved	View
LDSS-2019-52542	Demonstration Organization 1	Demo UserOne	4-18-2019	Approved	View
CONT-2019-52556	Demonstration Organization 1	Demo UserOne	4-15-2019	Approved	View
LDSS-2019-52557	Demonstration Organization 1	Demo UserOne	4-17-2019	Approved	View
LDSS-2019-52558	Demonstration Organization 1	Demo UserOne	4-17-2019	Approved	View

Showing 1 to 5 of 9 entries

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

1. A list of Approved DUAs displays.
2. Select the **View** link to update or **Search** for the DUA to update.

Notes:

- If you are an existing Requester or Requester Proxy, any Approved **Contractor** type DUAs on which you are the Requester or Requester Proxy will also display in the list.
- If there are multiple pages of Approved DUAs, the **Previous** and **Next** buttons become enabled to scroll through the listing.

DUA Requester – Update/Amend LDS DUA

MY DUA

Print DUA

DUA Life Cycle

MAIN INFORMATION

DUA Number : LDSS-2019-54170
DUA Customer Type : Limited Data Set
DUA Status : Approved
Expiration Date : 05-06-2020
Requested Date : 05-07-2019
Requester : Demo UserOne
Requester's Email : test@eppe.com
Requester's Phone Number : (410) 555-1212 Ext:null
Last Updated By :
Organization Name : Demonstration Organization 1
Study/Project Aim : Test Study
Project Name : Test Study

COLLABORATING ORGANIZATION(S)
NORTH CAROLINA STATE UNIVERSITY

CUSTODIAN(S)

Search:

User Name	EUA User Id	Organization
Demo UserOne		Demonstration Organization 1

Showing 1 to 1 of 1 entries

PROXY

First Name	Last Name	Organization Name	Email Address	Phone Number
Demo	UserTwo	Demonstration Organization 1	test@eppe.com	4105551212

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year
SAF-5C - LDS - SAF 5% - CARRIER	2011	2020
SAF-5D - LDS - SAF 5% - DURABLE MEDICAL EQUIPMENT	2011	2020
SAF-5H - LDS - SAF 5% - HOME HEALTH AGENCY	2011	2020
SAF-5S - LDS - SAF 5% - HOSPICE	2011	2020
SAF-5I - LDS - SAF 5% - INPATIENT	2011	2020

Showing 1 to 5 of 64 entries

DOCUMENTS

Additional Supporting Documents

S.No	Document	Description	Date and Time	Action
1	Upload_Test_File.txt	Test file for training demonstration.	May 07, 2019 10:58:41 AM	Download

Update

DUA Displays

1. The **My DUA** screen displays.
2. Select the **Update** button.

Note: If your organization has at least one (1) DUA in Expired status, a message will display (when you select the **Update** button) a list of the expired DUA(s) number(s) and instructions that you cannot create or update any DUAs until either extending or closing all of the expired DUAs.

DUA Requester – Update/Amend LDS DUA

Edit DUA: Re-Use Data File(s)

RE-USE DATA FILE DESCRIPTIONS Edit

Data File Description	From Year	To Year
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

NEW DATA FILE DESCRIPTIONS Edit

Data File Description	From Year	To Year
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

DOCUMENTS
Additional Supporting Documents Edit

S.No	Document	Description	Date and Time	Action
1	Upload_Test_File.txt	Test file for training demonstration.	May 07, 2019 10:58:41 AM	Download

Comments :

2000 characters remaining (2000 maximum)

Save Cancel Update Previous Next

Select the **Edit** button associated with the **Re-Use Data File Descriptions** section to add files for re-use, if applicable.

DUA Requester – Update/Amend LDS DUA

Edit DUA: Re-Use Data File(s)

Update DUA Request

DUA Number : LDSS-2019-54170

RE-USE DATA FILE(S) SELECTION

Required fields are marked with an asterisk ().*

Do you wish to re-use any data file(s) from the existing (active) DUA(s)? *

 YES NO

Done

1. The **Re-Use Data File(s) Selection** screen displays with files available to select for Re-Use.
2. In this example, **No** was selected in the approved version of the DUA.
3. Select **Yes** to choose data files for Re-Use.

DUA Requester – Update/Amend LDS DUA

Document Upload Reminder

The screenshot shows a web interface for updating a DUA request. The main heading is 'Update DUA Request'. Below it, the DUA Number is 'LDSS-2019-52559'. The section is titled 'RE-USE DATA FILE(S) SELECTION' and includes a note: 'Required fields are marked with an asterisk (*).'. A question asks: 'Do you wish to re-use any data file(s) from the existing (active) DUA(s)? *'. There are radio buttons for 'YES' (selected) and 'NO'. A help icon (?) is also present. A 'Document Upload Reminder' pop-up dialog is displayed in the center, with the text: 'Please upload the Re-Use Data worksheet which is required when Re-Use data files are added to an LDS DUA request.' and an 'OK' button. In the bottom right corner of the main interface, there is a 'Done' button.

1. **Document Upload Reminder** pop-up displays if you selected **Yes** to re-use data files.
2. Select **OK** to close the pop-up.

DUA Requester – Update/Amend LDS DUA

Edit DUA: Re-Use Data File(s)

Update DUA Request

DUA Number : LDSS-2019-54170

RE-USE DATA FILE(S) SELECTION

Required fields are marked with an asterisk (*)

Do you wish to re-use any data file(s) from the existing (active) DUA(s)? *

YES NO

The table below displays all the available data file descriptions for reuse from the approved DUA(s) for the organization. Use the checkbox in first column of each row to select the data file description and select **Add selection to DUA request** button to add the data file description to the selected table.

If the files you would like to re-use are not in the re-use data files listed below, add them as new files. Please list the file names in the comment section along with the DUA number(s) from which the files would be re-used.

Available Data File Descriptions for Re-Use

Select	DUA Number	Organization	Data File Description	Extraction Percent	From - To Year	
<input type="checkbox"/>	LDSS-2019-52535	Demonstration Organization 1	SAF-5I - LDS - SAF 5% - INPATIENT	• 5%	2011 - 2020	
<input type="checkbox"/>	LDSS-2019-52535	Demonstration Organization 1	SAF-5O - LDS - SAF 5% - OUTPATIENT	• 5%	2011 - 2020	
<input type="checkbox"/>	LDSS-2019-52535	Demonstration Organization 1	SAF-5F - LDS - SAF 5% - SKILLED NURSING FACILITY	• 5%	2011 - 2020	
<input type="checkbox"/>	LDSS-2019-52535	Demonstration Organization 1	OPPSUP - LDS OUTPATIENT PROSPECTIVE PAYMENT SYSTEM SUPPLEMENTAL FILE	• 5%	2011 - 2020	
<input type="checkbox"/>	LDSS-2019-52535	Demonstration Organization 1	CAHPSP - LDS DE-IDENTIFIED AT INDIVIDUAL AND PRACTICE LEVEL CAHPS PATIENT CENTERED MEDICAL HOME (PCLM) SURVEY	• 5%	2011 - 2020	

Showing 1 to 5 of 109 entries (filtered from 5 total entries) Previous Next

Add selection to DUA request

The table below displays all the selected data file descriptions for reuse. The last column of each row has two action links Use the **Edit** and **Remove** links in last column of each row to edit the data file attributes and remove the data file from the selected table respectively.

Selected New Data File Descriptions for Re-Use

Data File Description	Extraction % / Cohort	From Year	To Year	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

The table below displays all the existing re-use data file descriptions for editing. The last column of each row has an action link Use the **Edit** link in last column of each row to edit the data file attributes from the selected table respectively.

Existing Re-Use Data File Description(s)

Data File Description	Extraction % / Cohort	From Year	To Year	Status	Action
MCBSU - MEDICARE CURRENT BENEFICIARY SURVEY-COST AND USE FILE (USE FOR DATA THROUGH 2013, FOR 2015 ONWARD, USE MCBSU)	5%	2011	2020	COMPLETE	Edit
MCBSAC - MEDICARE CURRENT BENEFICIARY SURVEY-ACCESS TO CARE FILE (USE FOR DATA THROUGH 2013, FOR 2015 ONWARD, USE EITHER MCBSF OR MCBSAC)	5%	2011	2020	COMPLETE	Edit

Showing 1 to 2 of 2 entries Previous Next

The table below displays all the selected data file descriptions for reuse. The last column of each row has two action links Use the **Edit** and **Remove** links in last column of each row to edit the data file attributes and remove the data file from the selected table respectively.

Selected Data File Descriptions for Re-Use

Data File Description	Extraction % / Cohort	From Year	To Year	Status	Action
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Done

1. **Re-Use Data File(s) Selection** page displays with available **Re-Use** data files from the Primary or Collaborating Organization(s). Files from active LDS DUAs as well as Researcher DUAs with “Limited Data Set” Privacy Level will display.
2. Select the file(s) for re-use.
3. Select the **Add Selection to DUA Request** button.
4. To narrow down the list, you can use the **Search** field to enter the DUA number you are re-using from or the file name.

Notes:

- Before moving to another page to select files, make sure you select the **Add selection to DUA Request** button to place the files on the table when you have completed selecting files from the current page.
- You may need to Re-Use from multiple entries on the list to get the complete set of years you want.

DUA Requester – Update/Amend LDS DUA

Edit DUA: Re-Use Data File(s)

Update DUA Request

DUA Number: LDSS-2019-52559

RE-USE DATA FILE(S) SELECTION

Required fields are marked with an asterisk (*)

Do you wish to re-use any data file(s) from the existing (active) DUAs? *

YES NO

The table below displays all the available data file descriptions for reuse from the approved DUA(s) for the organization. Use the checkbox in first column of each row to select the data file description and select **Add selection to DUA request** button to add the data file description to the selected table.

If the files you would like to re-use are not in the re-use data files listed below, add them as new files. Please list the file names in the comment section along with the DUA number(s) from which the files would be re-used.

Available Data File Descriptions for Re-Use

Select	DUA Number	Organization	Data File Description	Extraction Percent	From - To Year	
<input type="checkbox"/>	LDSS-2019-52555	Demonstration Organization 1	SAF-SI - LDS - SAF 5% - INPATIENT	• 5%	2011 - 2020	<input type="radio"/>
<input type="checkbox"/>	LDSS-2019-52555	Demonstration Organization 1	SAF-SO - LDS - SAF 5% - OUTPATIENT	• 5%	2011 - 2020	<input type="radio"/>
<input type="checkbox"/>	LDSS-2019-52555	Demonstration Organization 1	SAF-SF - LDS - SAF 5% - SKILLED NURSING FACILITY	• 5%	2011 - 2020	<input type="radio"/>
<input type="checkbox"/>	LDSS-2019-52555	Demonstration Organization 1	OPPSUP - LDS OUTPATIENT PROSPECTIVE PAYMENT SYSTEM SUPPLEMENTAL FILE	• 5%	2011 - 2020	<input type="radio"/>
<input type="checkbox"/>	LDSS-2019-52555	Demonstration Organization 1	CAHPSP - LDS-DE-IDENTIFIED AT INDIVIDUAL AND PRACTICE LEVEL CAHPS PATIENT CENTERED MEDICAL HOME (PCMH) SURVEY	• 5%	2011 - 2020	<input type="radio"/>

Showing 1 to 5 of 109 entries (filtered from 5 total entries) Previous Next

Add selection to DUA request

The table below displays all the selected data file descriptions for reuse. The last column of each row has two action links Use the **Edit** and **Remove** links in last column of each row to edit the data file attributes and remove the data file from the selected table respectively.

Selected New Data File Descriptions for Re-Use

Data File Description	Extraction % / Cohort	From Year	To Year	Status	Action
SADSHS - 5% LDS WITH STANDARD ANALYTICAL DATE FILE - HOSPICE				INCOMPLETE	Edit Remove <input type="radio"/>
SADOP - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - OUTPATIENT				INCOMPLETE	Edit Remove <input type="radio"/>

Showing 1 to 2 of 2 entries Previous Next

The table below displays all the existing re-use data file descriptions for editing. The last column of each row has an action link Use the **Edit** link in last column of each row to edit the data file attributes from the selected table respectively.

Existing Re-Use Data File Description(s)

Data File Description	Extraction % / Cohort	From Year	To Year	Status	Action
MCBSCU - MEDICARE CURRENT BENEFICIARY SURVEY-COST AND USE FILE (USE FOR DATA THROUGH 2013. FOR 2015 ONWARD, USE MCBSC.)	5%	2011	2020	COMPLETE	Edit <input type="radio"/>
MCBSAC - MEDICARE CURRENT BENEFICIARY SURVEY-ACCESS TO CARE FILE (USE FOR DATA THROUGH 2013. FOR 2015 ONWARD, USE EITHER MCBSP OR MCBSC.)	5%	2011	2020	COMPLETE	Edit <input type="radio"/>

Showing 1 to 2 of 2 entries Previous Next

The table below displays all the selected data file descriptions for reuse. The last column of each row has two action links Use the **Edit** and **Remove** links in last column of each row to edit the data file attributes and remove the data file from the selected table respectively.

Selected Data File Descriptions for Re-Use

Data File Description	Extraction % / Cohort	From Year	To Year	Status	Action

Done

1. The selected Re-Use data files display in the table below.
2. The file(s) status displays **Incomplete**.
3. Select **Edit** to complete required file attributes.
4. Use **Remove** to remove the file(s) from to the table. **Remove** does not delete the file from the system. It will only remove the file from the update table below and place it back in the list of re-use data files to be selected above.

Note: If after adding **Re-Use** data files to the table you decide not to re-use data files on the DUA, remove the files from the table and then select the **No** radio button to continue processing the DUA with no **Re-Use** data files.

DUA Requester – Update/Amend LDS DUA

Edit DUA: Re-Use Data File Extraction Criteria

1. The **Data file information** pop-up displays with the **Data file extraction** tab in focus.
2. Select the **Available Year Range**. The drop-down displays the year range(s) that were listed on the original file and are available for re-use.
3. Select the **From Year**.
4. Select the **To Year**.
5. Select **Quarters** (optional).
6. Select **States** (optional). Available **Quarters** and/or **States** for selection will be those selected on the original DUA. If **Quarters/States** were not selected on the original DUA, these fields will be disabled.
7. Select **Add**.

Note: Some future file years in the year range may not be available yet.

Data file information

1. Data file extraction 2. Custodians 3. Shipping Information

Data File Description : SADSNF - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - SKILLED NURSING FACILITY

Available Year Range * : Select an Option ?

From * : [1990 - 2020] ; (100%)

To * : Select an Opti... ?

Quarter(s) : Choose Quarters...

State(s) (if applicable) : Select Some Options

Add

Selected Multiple From and To Year

Previous Next

DUA Requester – Update/Amend LDS DUA

Edit DUA: Re-Use Data File(s) Extraction Criteria Displays in Table

Data file information

1. Data file extraction 2. Custodians 3. Shipping Information

Data File Description : SADSNF - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - SKILLED NURSING FACILITY

Available Year Range * : ?

From * : ?

To * : ?

Quarter(s) :

State(s) (if applicable) :

Add

Selected Multiple From and To Year

ID	FROM YEAR	TO YEAR	QUARTER	Extraction % / Cohort	STATES	STATUS	ACTION
1	1990	2020		100%		New Year(s)	Remove

Previous **Next**

1. The selected data file extraction attributes display in the table below.
2. Select **Next**.

DUA Requester – Update/Amend LDS DUA

Edit DUA: View Custodian(s) for Re-Use Data File(s)

Data file information

1. Data file extraction 2. Custodians 3. Shipping Information

Selected Custodian Locations and Custodians

Id	Organization	Custodian Location	Custodians	Email	Phone
1	Demonstration Organization 1	123 Main Street, Baltimore, Maryland, 21244, USA	1. Demo UserOne	1. test@eppe.com	1. (410) 555-1212
2	Demonstration Organization 1	123 Main Street, Baltimore, Maryland, 21244, USA	1. Demo UserTwo	1. test@eppe.com	1. (410) 555-1212

Previous Next

1. **Custodians** tab displays.
2. The **Organization**, **Custodian Location**, and **Custodians** with their **Email** and **Phone** are displayed as view-only in the table.
3. Select **Next**.

DUA Requester – Update/Amend LDS DUA

Edit DUA: Shipping Information for Re-Use Data File(s)

Data file information

1. Data file extraction 2. Custodians 3. Shipping Information

Data File Description : SADSNF - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - SKILLED NURSING FACILITY

Required fields are marked with an asterisk (*).

Access Method * : DIRECT ACCESS SHIPPING BOTH DIRECT ACCESS AND SHIPPING ?

Data Dissemination System * : CCW/VRDC x SHIPPING INFORMATION

Primary Recipient * : Choose Recipient... ?

Data Shipping Location * : Choose Shipping Location... ?

Carrier : Select an Option ?

Add

Selected Shipping Details

Id	Shipping Location	Recipient	Carrier	Carrier Account Number	Action
1	123 Main Street, Baltimore, Maryland, 21244, USA	Demo UserOne			
2	123 Main Street, Baltimore, Maryland, 21244, USA	Demo UserTwo			

Previous **Finish**

1. **Shipping Information** tab displays.
2. Shipping information from the original DUA displays as view-only in the table.
3. Select **Finish**.

Note: Re-Use data files will not be re-shipped.

DUA Requester – Update/Amend LDS DUA

Edit DUA: Re-Use Data File Attributes Completed for First File

Update DUA Request

DUA Number : LDS-2019-52559

RE-USE DATA FILE(S) SELECTION

Required fields are marked with an asterisk (*).

Do you wish to re-use any data file(s) from the existing (active) DUAs? *

YES NO

The table below displays all the available data file descriptions for reuse from the approved DUA(s) for the organization. Use the checkbox in first column of each row to select the data file description and select **Add selection to DUA request** button to add the data file description to the selected table.

If the files you would like to re-use are not in the re-use data files listed below, add them as new files. Please list the file names in the comment section along with the DUA number(s) from which the files would be re-used.

Available Data File Descriptions for Re-Use

Select	DUA Number	Organization	Data File Description	Extraction Percent	From	To Year	
<input type="checkbox"/>	LDS-2019-52535	Demonstration Organization 1	SAF-SI - LDS - SAF 5% - INPATIENT	5%	2011	2020	
<input type="checkbox"/>	LDS-2019-52535	Demonstration Organization 1	SAF-SO - LDS - SAF 5% - OUTPATIENT	5%	2011	2020	
<input type="checkbox"/>	LDS-2019-52535	Demonstration Organization 1	SAF-SF - LDS - SAF 5% - SKILLED NURSING FACILITY	5%	2011	2020	
<input type="checkbox"/>	LDS-2019-52535	Demonstration Organization 1	OPPSUP - LDS OUTPATIENT PROSPECTIVE PAYMENT SYSTEM SUPPLEMENTAL FILE	5%	2011	2020	
<input type="checkbox"/>	LDS-2019-52535	Demonstration Organization 1	CAHPSIP - LDS-DE-IDENTIFIED AT INDIVIDUAL AND PRACTICE LEVEL CAHPS PATIENT CENTERED MEDICAL HOME (PCMH) SURVEY	5%	2011	2020	

Showing 1 to 5 of 109 entries (filtered from 5 total entries) [Previous](#) [Next](#)

Add selection to DUA request

The table below displays all the selected data file descriptions for reuse. The last column of each row has two action links Use the **Edit** and **Remove** links in last column of each row to edit the data file attributes and remove the data file from the selected table respectively.

Selected New Data File Descriptions for Re-Use

Data File Description	Extraction % / Cohort	From Year	To Year	Status	Action
SADHS - 5% LDS WITH STANDARD ANALYTICAL DATE FILE - HOSPICE	5%	2011	2015	COMPLETE	Edit Remove
SADOP - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - OUTPATIENT				INCOMPLETE	Edit Remove

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

The table below displays all the existing re-use data file descriptions for editing. The last column of each row has an action link Use the **Edit** link in last column of each row to edit the data file attributes from the selected table respectively.

Existing Re-Use Data File Description(s)

Data File Description	Extraction % / Cohort	From Year	To Year	Status	Action
MCBSJU - MEDICARE CURRENT BENEFICIARY SURVEY-COST AND USE FILE (USE FOR DATA THROUGH 2013. FOR 2015 ONWARD, USE MCBSJ)	5%	2011	2020	COMPLETE	Edit
MCBSAC - MEDICARE CURRENT BENEFICIARY SURVEY-ACCESS TO CARE FILE (USE FOR DATA THROUGH 2013. FOR 2015 ONWARD, USE EITHER MCBSF OR MCBSJ)	5%	2011	2020	COMPLETE	Edit

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

The table below displays all the selected data file descriptions for reuse. The last column of each row has two action links Use the **Edit** and **Remove** links in last column of each row to edit the data file attributes and remove the data file from the selected table respectively.

Selected Data File Descriptions for Re-Use

Data File Description	Extraction % / Cohort	From Year	To Year	Status	Action
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Done

1. The **Status** of the first re-use data file is **Complete**.
2. If multiple files were selected for re-use as in this example, each file's attributes must be edited to a status of **Complete**.
3. Select the **Edit** link for each file to update the data file extraction information.
4. Select **Done** when all files are in **Complete** status.

Notes:

- The display of the files in this list have been expanded to show the file details.
- If there are re-use data files you are unable to select, a message will be displayed **"If the files you would like to re-use are not in the re-use data files listed below, add them as new files. Please list the file names in the comment section along with the DUA number(s) from which the files would be re-used."**

REVIEW & SUBMIT UPDATED LDS DUA

DUA Requester – Submit Updated DUA

Edit DUA: Review the DUA

Update DUA Request

[Print DUA](#)

DUA Number : LDSS-2019-54170

DUA REQUEST STATUS

Your DUA request LDSS-2019-54170 has been submitted for approval. You will receive a follow-up email notification. To view the status of your DUA request navigate to "My DUA(s)".

DUA Life Cycle +

MAIN INFORMATION

DUA Number :	LDSS-2019-54170
DUA Customer Type :	Limited Data Set
DUA Request Type :	UPDATE DUA
DUA Status :	Submitted
Expiration Date :	05-06-2020
Requested Date :	05-10-2019
Requester :	Demo UserOne
Requester's Email :	test@eppe.com
Requester's Phone Number :	(410) 555-1212Ext-null
Last Updated By :	
Organization Name :	Demonstration Organization 1
Study/Project Aim :	Test Study
Project Name :	Test Study

This first half of the **Review** screen displays the following sections of the DUA:

- **DUA Life Cycle** (select green plus icon)
- **Main Information**
- **Collaborating Organization(s)**
- **Custodian(s)/DESY User(s)**

Note: For better legibility, the image is being displayed on two (2) slides.

DUA Requester – Submit Updated DUA

Edit DUA: Review the DUA

EXISTING DATA FILE DESCRIPTIONS Edit

Data File Description	From Year	To Year	
ESRD-F - LDS - ESRD FINAL	2010	2018	⬇
HOPPSF - LDS - HOSPITAL OUTPATIENT PROSPECTIVE PAYMENT SYSTEM (OPPS), FINAL	2010	2018	⬇
MEDPXM - LDS - MEDPAR - FY08 ¼ YEAR EXPANDED MODIFIED	2010	2018	⬇

Showing 1 to 3 of 3 entries Previous Next

RE-USE DATA FILE DESCRIPTIONS Edit

Data File Description	From Year	To Year	
SAD50P - 5% LDS WITH STANDARD ANALYTICAL DATE FILE - OUTPATIENT	RE-USE 2010	2014	⬇
SAD - ALL 100% LDS WITH STANDARD ANALYTICAL DATE FILE	RE-USE 2010	2014	⬇

Showing 1 to 2 of 2 entries Previous Next

NEW DATA FILE DESCRIPTIONS Edit

Data File Description	From Year	To Year	
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

DOCUMENTS Edit

Document	Uploaded Files
1 SIGNATURE ADDENDUM	Signature_Addendum.docx Download

Additional Supporting Documents

Document	Description	
1 Additional_Information_for_DUA.docx	Additional information for the DUA entry process	Download

Comments :

2000 characters remaining (2000 maximum)

Save Cancel Update Previous Next

1. The second half of the **Update DUA Request Review** screen is displayed here with the following editable sections:
 - **Existing Data File Descriptions**
 - **Re-Use Data File Descriptions**
 - **New Data File Descriptions**
 - **Documents**
 - **Comments**
2. Select the **Next** button when you have finished your updates and entered your comments.

Notes:

- If you were unable to select certain file(s) for re-use, please add a comment that includes the data file name(s) and the DUA(s) from which you are re-using them.
- Comments are required for all Update DUAs.

DUA Requester – Submit Updated DUA

Accept Terms & Conditions and Submit the DUA

Update DUA Request

DUA Number : LDSS-2019-54170

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 may 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 total uses 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 uploaded to the DUA Request; (b) as authorized by CMS; or (c) as otherwise required by law. You also agree not to sell, rent, lease, loan, or otherwise grant access to the data covered 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 the data in your possession covered by this Agreement and provide certification of disposition of the files identified in the 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_a130appendix_iii.

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>.

The first half of the
Terms & Conditions
screen displays.

Note: For better
legibility, the image is
being displayed on two
(2) slides.

DUA Requester – Submit Updated DUA

Accept Terms & Conditions and Submit the DUA (cont.)

National Institute of Standards and Technology (NIST), "Special Publication 800-53—Security and Privacy Controls for Federal Information Systems and Organizations," available at <http://nripubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53r4.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, bidder identifiable, or deducible information derived from the files covered by this Agreement is prohibited. You also agree that the data must not be physically moved, 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.

- 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.
- 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 by 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 > 89, 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.
- 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 instruction for the linkage of specific files constitutes express authorization from CMS to link files, but only in the manner described in the protocols.
- 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.
- You agree that the Attachments uploaded electronically to the DUA Request are incorporated into this Agreement.
- 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 of 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) 786-2850 or by e-mail notification at cms_it_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 individual persons regarding the security breach and/or other remedies, you agree to carry out these actions without cost to CMS.
- 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(i)(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 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.
- 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.

Attachment B

This attachment supplements the above-referenced Data Use Agreement (DUA) between the Centers for Medicare and Medicaid Services and the User (as set forth in the DUA). Upon execution by both parties, to the extent this Attachment is inconsistent with any terms in the DUA, this Attachment modifies and overrides the DUA.

A-1. Use of Data: Users may disseminate research findings on providers or suppliers (including individual physicians) using original or derived information from the files specified in Section 5 of the DUA provided all findings are limited to patient de-identified data that conform with the HIPAA Privacy Rule's definition of de-identified data at 45 CFR 164.514(b).

A-2. Disclosure of Findings: Nothing in the DUA, including but not limited to Section 8, prohibits Users from discussing or reporting on specific providers or suppliers (including individual physicians) in a manner consistent with A-1.

I agree to the terms and conditions above.

Previous

Submit

1. The second half of the **Terms & Conditions** screen displays.
2. Select the **I agree** checkbox.
3. Use your browser to print if applicable.
4. Select **Submit**.

Note: The **Terms & Conditions** now incorporates **Attachment B** which no longer needs to be submitted as a separate form.

DUA Requester – Submit Updated DUA

Edit DUA: Submitted Confirmation Message

Update DUA Request

Print DUA

DUA Number : LDSS-2018-54035

DUA REQUEST STATUS

DUA request LDSS-2018-54035 has been entered. You will receive a follow-up email notification. To view the DUA navigate to "My DUA(s)".

DUA Life Cycle

MAIN INFORMATION

DUA Number : LDSS-2018-54035
DUA Customer Type : Limited Data Set
DUA Category : 42 - CMS PROGRAMS
DUA Status : Approved
Expiration Date : 01-30-2019
Requested Date : 02-07-2018
Requester : Mary Parker-Smith
Requestor's Email : mpsmith@eppe.com
Requestor's Phone Number : (301) 555-1212
Last Updated By : Viola Davis
Organization Name : UNIVERSITY OF NORTH CAROLINA
Study/Project Aim : LDS Training Project
Project Name : LDS Training Project

Privacy Act And HIPAA Authorization Code

Privacy Act Authorization Code : RESEARCH RU
HIPAA Authorization Code : Limited Data Set

CMS Contact (COR)

First Name : LINDSAY
Last Name : SMITH
Email Address : test@eppe.com
Phone Number : (410) 786-6843

COLLABORATING ORGANIZATION(S)

NORTH CAROLINA STATE UNIVERSITY

DESY USERS

User Name	EUA User Id	Organization
Cindy-Lou Who	CL25	NORTH CAROLINA STATE UNIVERSITY
Clare Huxtable	CH45	NORTH CAROLINA STATE UNIVERSITY

Showing 1 to 2 of 2 entries

1. Submission confirmation message is displayed on the **DUA Request Status** screen.
2. The DUA will be placed in the Requester's **Submitted Queue**.
3. The **LDS DMT** will find the DUA in their **Pending Action(s)** queue.

Notes:

- Denied updates will be placed in the Approved queue with a Denied entry in the DUA Life Cycle. You can re-submit an update with corrected information on the DUA.
- If payment is required, the DUA will not appear in your Approved queue until the LDS DMT approves it and the Payment Coordinator has confirmed payment.
- If payment is **not** required, the DUA will not appear in your Approved queue until the LDS DMT approves it.

DUA Requester – Submit Updated DUA

Displaying the DUA Life Cycle

Update DUA Request Print DUA

DUA Number : LDSS-2019-54170

DUA REQUEST STATUS

Your DUA request LDSS-2019-54170 has been submitted for approval. You will receive a follow-up email notification. To view the status of your DUA request navigate to "My DUA(s)".

DUA Life Cycle 

MAIN INFORMATION

DUA Number :	LDSS-2019-54170
DUA Customer Type :	Limited Data Set
DUA Request Type :	UPDATE DUA
DUA Status :	Submitted
Expiration Date :	05-06-2020
Requested Date :	05-10-2019
Requester :	Demo UserOne
Requester's Email :	test@eppe.com
Requester's Phone Number :	(410) 555-1212Ext-null
Last Updated By :	
Organization Name :	Demonstration Organization 1
Study/Project Aim :	Test Study
Project Name :	Test Study

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

Note: Some of your DUAs may have been moved from the **Data Agreement and Data Shipping System (DADSS)** system, which is the DUA tracking system used before EPPE. The **DADSS Comments** section will display any comments entered in that system and only for those DUAs.

DUA Requester – Submit Updated DUA

Status Progressions and Actions Display

Update DUA Request

[Print DUA](#)

DUA Number : LDSS-2019-54170

DUA REQUEST STATUS

Your DUA request LDSS-2019-54170 has been submitted for approval. You will receive a follow-up email notification. To view the status of your DUA request navigate to "My DUA(s)".

DUA Life Cycle

DUA Status	DUA Action Date	DUA Action	Action User	Comments	Special Instructions
Submitted-Waiting for Limited Data Set DUA Management Team Approval	May 10, 2019 10:32:14 AM	UPDATE DUA	Demo UserOne	Submitting an update to this DUA for reasons 1, 2, and 3.	
In Progress	May 10, 2019 10:28:05 AM	UPDATE DUA	Demo UserOne		
In Progress	May 10, 2019 10:15:53 AM	UPDATE DUA	Demo UserOne		
In Progress	May 10, 2019 10:15:08 AM	UPDATE DUA	Demo UserOne		
In Progress	May 10, 2019 10:14:04 AM	UPDATE DUA	Demo UserOne		

Showing 1 to 5 of 25 entries Previous 1 2 3 4 5 Next

MAIN INFORMATION

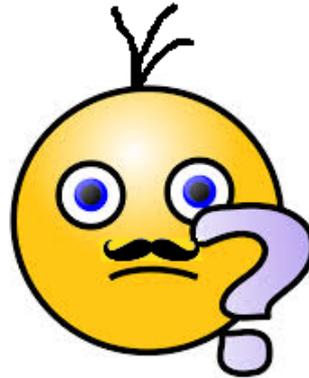
DUA Number : LDSS-2019-54170
DUA Customer Type : Limited Data Set
DUA Request Type : UPDATE DUA

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.

DUA Requester – Print DUA

Please refer to the **Print DUA** training module for more information on printing your DUA.

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

Note: For information on policies, forms and other LDS DUA related information, please refer to the [Limited Data Set \(LDS\)](#) page.