



**Centers for Medicare & Medicaid Services**

## **Enterprise Privacy Policy Engine Cloud (EPPE)**

### **Limited Data Set (LDS) Approval Workflow Training Module- Extend LDS DUA**

---

**Version 2.1**

**09/29/2025**

**Document Number:** EPPE-225-LDS\_DUAReq\_ExtendDUA-v2.1

## Table of Contents

<b>1. Overview.....</b>	<b>1</b>
1.1 EPPE Access Prerequisites .....	1
1.2 Icons Used Throughout the EPPE System .....	1
<b>2. Extend an LDS DUA.....</b>	<b>2</b>
<b>3. DUA Extension Denial .....</b>	<b>5</b>
<b>4. Acronyms .....</b>	<b>6</b>
<b>5. EPPE Help Desk Information .....</b>	<b>7</b>

## List of Figures

<b>Figure 1: EPPE Welcome Screen.....</b>	<b>2</b>
<b>Figure 2: MY DUA(s) table .....</b>	<b>2</b>
<b>Figure 3: Extend: DUA Details .....</b>	<b>3</b>
<b>Figure 4: DUA Extension Request: DUA Expiration Date .....</b>	<b>3</b>
<b>Figure 5: DUA Extension Request: Add Comment.....</b>	<b>3</b>
<b>Figure 6: DUA Extension Request: Attestation .....</b>	<b>4</b>
<b>Figure 7: Terms &amp; Conditions .....</b>	<b>4</b>
<b>Figure 8: DUA Extension Submitted Confirmation.....</b>	<b>4</b>
<b>Figure 9: DUA Extension Denied by LDS DMT .....</b>	<b>5</b>
<b>Figure 10: DUA Life Cycle Denied reason.....</b>	<b>5</b>

## List of Tables

<b>Table 1: Acronyms .....</b>	<b>6</b>
--------------------------------	----------

# 1. Overview

This Training Guide will cover the following:

- How to Extend an LDS DUA

## 1.1 EPPE Access Prerequisites

Before continuing this training, please complete the following:

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

## 1.2 Icons Used Throughout the EPPE System



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



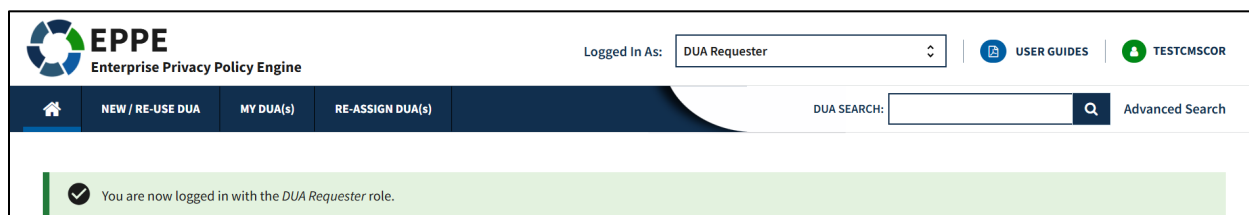
The question mark icon, when selected, will display field specific help.

## 2. Extend an LDS DUA

An LDS DUA is required to be extended annually by the DUA Requester.

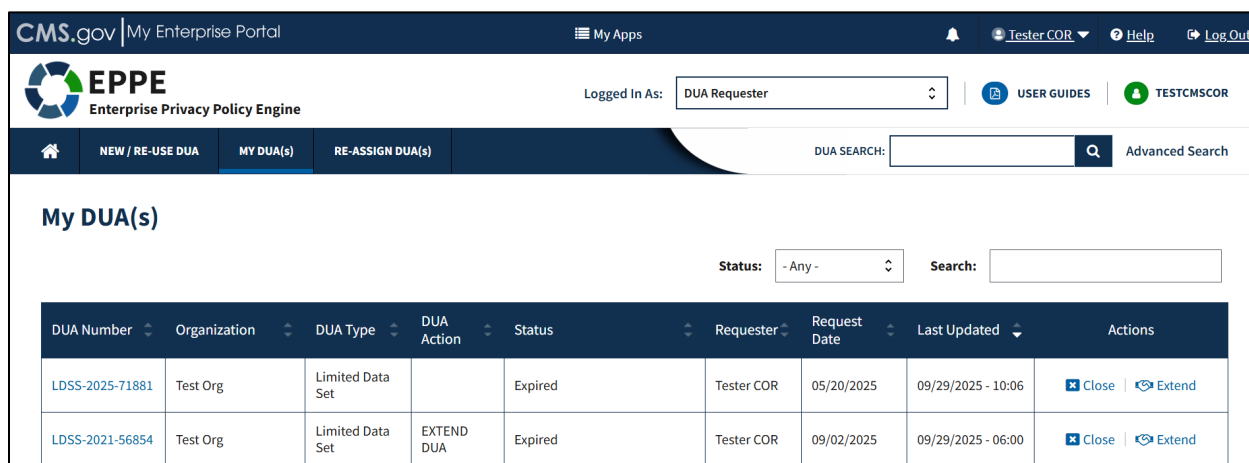
The Expired DUA filter only shows DUAs where you are the Requester or Proxy. Expiration Reminder emails are sent at regular intervals (60, 45, 30, 15 days, and daily) before and after expiration until the DUA is extended or closed. Both approved and expired LDS DUAs tied to your role will be displayed. The following steps explain the extension submission process.

Figure 1: EPPE Welcome Screen



1. Click **MY DUA(s)** to search for the DUA that is eligible for extension or is already expired.

Figure 2: MY DUA(s) table



2. Use the previous and next icons (<,>) and page number buttons if there are multiple pages of DUAs. Click the **Extend** action of the DUA and the DUA Details are displayed.

Figure 3: Extend: DUA Details

**DUA Number: LDSS-2025-71881**

Collapsed View Expanded View Approved Version

PRINT TO PDF

**DUA Life Cycle**

**Main Information**

DUA Number: LDSS-2025-71881  
 DUA Customer Type: Limited Data Set  
 DUA Category: 51 - LIMITED DATASETS (LDS)  
 DUA Status: Expired  
 Expiration Date: 09/27/2025  
 Requested Date: 05/20/2025

Privacy Act & HIPAA Authorization Code  
 Privacy Act Authorization Code: PA03-RES - RESEARCH RU  
 HIPAA Authorization Code: Limited Data Set

Latest Payment Information  
 Invoice Amount: \$150.00

Extend Quit

- Click the **Extend** button to extend this specific DUA. The DUA Extension Request pop-up is displayed.

Figure 4: DUA Extension Request: DUA Expiration Date

DUA Extension: LDSS-2025-71881

DUA Expiration Date Comment Attestation Terms & Conditions

Current DUA Expiration Date: 08/10/2025

New DUA Expiration Date\*: 08/10/2025

Next Cancel

- Enter the **New DUA Expiration Date**:
  - A DUA may only be extended up to 365 days from the current DUA expiration and cannot pass the Contract Period End Date.
  - Use a MM/DD/YYYY format to enter the dates or select a date from the pop-up calendar (select the month, year, and day in that order).
- Click **Next**.

Figure 5: DUA Extension Request: Add Comment

DUA Extension: LDSS-2025-71881

DUA Expiration Date Comment Attestation Terms & Conditions

Add Comment

A comment is optional.

Content limited to 2000 characters, remaining: 2000

Previous Next Cancel

- Add a **Comment** if applicable.
- Click **Next**.

Figure 6: DUA Extension Request: Attestation

DUA Extension: LDSS-2025-71881

DUA Expiration Date   Comment   **Attestation**   Terms & Conditions

- We request to extend the Expiration Date on DUA LDSS-2025-71881 up to one year as allowable by the terms and conditions of the DUA.
- We are still using this data as originally requested for our study. In accordance with the terms and conditions of the DUA, we understand that the data for this DUA may not be used in any form, or for any additional work, outside the scope of this DUA without the express written consent of CMS.
- I have reviewed the contact information on the DUA and submitted necessary updates.

☐ I attest to the statements above.\*

Previous   **Next**   Cancel

8. Select the **I attest to the statements above** checkbox.

9. Click **Next**.

Figure 7: Terms &amp; Conditions

DUA Extension: LDSS-2025-71881

DUA Expiration Date   Comment   Attestation   **Terms & Conditions**

**Agree to the 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

☐ I agree to the terms and conditions above.\*

Previous   **Submit**   Cancel

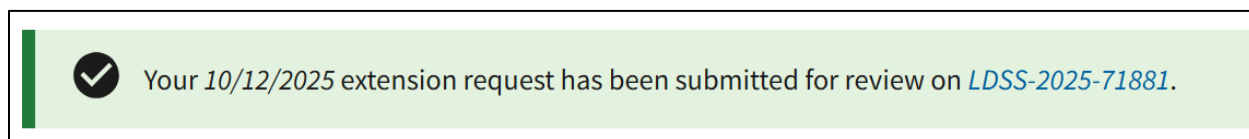
10. Use the down arrow to scroll through the Terms & Conditions.

11. Select the **I agree to the terms and conditions above** checkbox.

12. Click **Submit**.

The Submission confirmation, "Your *MM/DD/YYYY* extension request has been submitted for review on *LDSS-YYYY-XXXXX*." is displayed on the DUA Review screen.

Figure 8: DUA Extension Submitted Confirmation



The DUA is in a submitted status with the new Expiration Date and will be placed on the Requester's MY DUA(s) tab. The DUA Status is "DUA Extension Submitted - Awaiting LDS DMT Approval."

**Note:** The Requester will receive an email when the LDS DMT either approves or denies the extension request.

### 3. DUA Extension Denial

If your DUA extension request was denied, please follow the steps below to resubmit.  
Search for a DUA where the extension was Denied by LDS DMT.

Figure 9: DUA Extension Denied by LDS DMT

**DUA Number: LDSS-2024-70344**

Collapsed View
Expanded View

PRINT TO PDF

DUA Life Cycle

Main Information

**DUA Number:** LDSS-2024-70344  
**DUA Customer Type:** Limited Data Set  
**DUA Category:** 51 – LIMITED DATASETS (LDS)  
**DUA Request Type:** EXTEND DUA  
**DUA Status:** Approved  
**Expiration Date:** 10/30/2025  
**Requested Date:** 09/02/2025  
**Requester:** Tester COR  
**Requester's Email:** testercor07new@gmail.com  
**Requester's Phone Number:** (609) 665-2031  
**Last Updated By:** Tester COR  
**Organization Name:** Test Org  
**Study Title:** test  
**Study/Project Aim:** sdf

**Privacy Act & HIPAA Authorization Code**  
**Privacy Act Authorization Code:** PA03-RES – RESEARCH RU  
**HIPAA Authorization Code:** Limited Data Set

**Latest Payment Information**  
**Invoice Amount:** \$10.00  
**Payment Date:** 08/30/2024

Comment
Close
Extend
Update/Amend

1. Click the **DUA Life Cycle**.

Figure 10: DUA Life Cycle Denied reason

**DUA Number: LDSS-2024-70344**

Collapsed View
Expanded View

PRINT TO PDF

DUA Life Cycle

Search

ID	DUA Status	DUA Action Date	DUA Action	Action User	Comments	Special Instructions
716248	Extension Denied by LDS DMT	09/29/2025 12:31:04 PM	EXTEND DUA	Tester COR	Denied	
716247	DUA Extension Submitted - Awaiting LDS DMT Approval	09/29/2025 12:30:25 PM	EXTEND DUA ▼	Tester COR		
716070	Submitted awaiting Admin approval	09/15/2025 12:42:38 PM	CHANGE CONTACT ▼	Tester COR		
716033	Approved	09/12/2025 09:39:55 AM	EXTEND DUA	Tester COR		
715933	DUA Extension Submitted - Awaiting LDS DMT Approval	09/02/2025 01:22:01 PM	EXTEND DUA ▼	Tester COR		

Displaying 1 - 5 of 10
1
2

Comment
Close
Extend
Update/Amend

The reason for the DUA extension denial can be found in the automated email sent from EPPE or in the DUA Life Cycle comments section. Once all corrections have been addressed and the DUA is submitted and approved again, the Requester can then request the DUA extension again following the steps in Section 2.

## 4. Acronyms

The following are acronyms used within the EPPE system.

**Table 1: Acronyms**

Acronym	Definition
<b>CMS</b>	Centers for Medicare and Medicaid Services
<b>DMT</b>	Data Management Team
<b>DUA</b>	Data Use Agreement
<b>EPPE</b>	Enterprise Privacy Policy Engine
<b>IDM</b>	Identity Management
<b>LDS</b>	Limited Data Set
<b>MFA</b>	Multi-Factor Authentication
<b>PDF</b>	Portable Document Format

## 5. 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](mailto: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.