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

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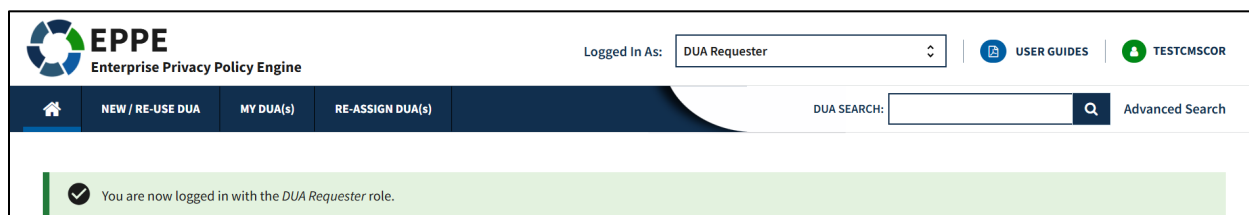
1. Click **MY DUA(s)** to search for the DUA that is eligible for extension or is already expired.

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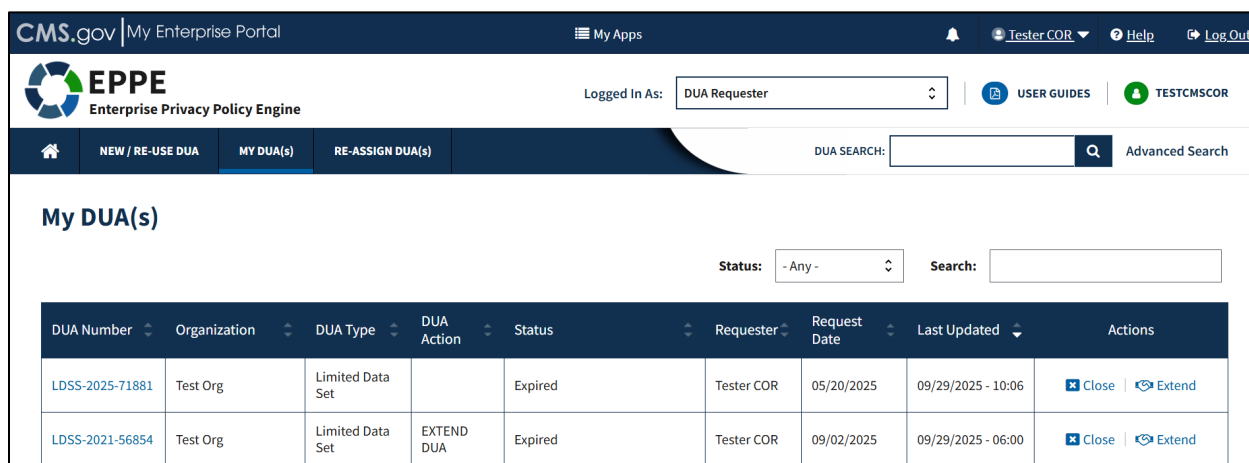
2. Use the previous and next icons (<,>) and page number buttons if there are multiple pages of DUAs. Click the **Extend** action of the DUA and the DUA Details are displayed.

Figure 3: Extend: DUA Details

3. 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

4. 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).
5. Click **Next**.

Figure 5: DUA Extension Request: Add Comment

6. Add a **Comment** if applicable.
7. Click **Next.**

Figure 6: DUA Extension Request: Attestation

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

9. Click **Next**.

**Figure 7: Terms & Conditions**

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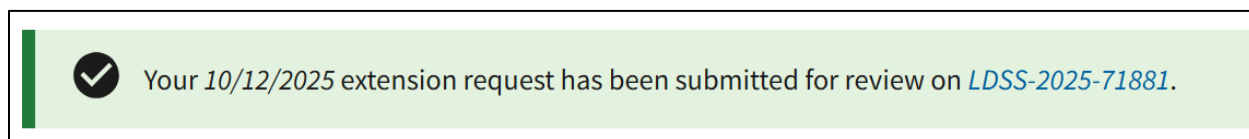
The DUA is in a submitted status with the new Expiration Date and will be placed on the Requester's MY DUA(s) tab. The DUA Status is "DUA Extension Submitted - Awaiting LDS DMT Approval."

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

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

Figure 10: DUA Life Cycle Denied reason

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
CMS	Centers for Medicare and Medicaid Services
DMT	Data Management Team
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
IDM	Identity Management
LDS	Limited Data Set
MFA	Multi-Factor Authentication
PDF	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

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