



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

Enterprise Privacy Policy Engine (EPPE)



**Contractor Approval Workflow
Training Module - Change Contact &
Ad Hoc Requests**

Training Topics

Training Topics in this Module

- DUA Re-Assignment
 - Change Contact Requests
 - Ad Hoc Requests

DUA RE-ASSIGNMENT

DUA Re-Assignment – Requester's Initial Log-in

EPPE Welcome Screen – DUA Re-Assignment Table

Logged in as: DUA REQUESTER

Welcome to EPPE

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

Goals:

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

Training Materials: Visit the EPPE web page on cms.gov, to download Training Slide Decks for the following:

- Contractor Approval Workflow.

Version 27.1

MY REASSIGNED DUA

DUA Number	Organization	Customer Type	Requester	Status	Action
CONT-2018-52672	GEORGETOWN UNIVERSITY - HEALTH POLICY INSTITUTE	Contractor	Charlotte Webb	Approved	View
CONT-2018-52673	GEORGETOWN UNIVERSITY - HEALTH POLICY INSTITUTE	Contractor	Charlotte Webb	Closed	View

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

ACKNOWLEDGEMENT STATEMENT

I accept the above DUA(s)

☐ I agree.

[Accept](#)

1. Requester logs into the EPPE system for the first time.
2. A list of DUAs created for that Requester under the data entry role is displayed.
3. Requester selects “I agree” and selects “Accept.”
4. DUAs now move into the Requester respective queues.

Note: You will not be able to create, update, extend, or close any DUAs until taking ownership of re-assigned DUAs

DUA Re-Assignment – Change Contact

DUA Re-Assignment – Request From Same Organization

Logged in as: DUA REQUESTER

Welcome to EPPE

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

Goals:

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

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

- Contractor Approval Workflow.

The acceptance of your DUA(s) re-assignment was successful. You will receive a follow-up email notification of the DUA(s) that have been re-assigned with instructions on how to follow-up if there are missing DUAs.

Version 27.1

The Requester can request or assign DUAs within their organization through the “Change Contact” process.

DUA Re-Assignment – Change Contact

EPPE Home

DUA(s)

New / Re-Use

Update / Amend

Close

Extend

My DUA(s)

Un-Finished

Submitted

Pending Action(s)

Approved

Expired

Closed

Denied

Re-Assign DUA(s)

Change Contact

Ad Hoc Request

Logged in as: DUA REQUESTER

Switch To:

CHOOSE CHANGE CONTACT TYPE

Required fields are marked with an asterisk (*).

Choose the option to Request / Assign DUA (s) *

☒ Request a DUA from same organization ?

☐ Assign a DUA to Requester from same organization ?

Next

1. Requester selects “Change Contact” from the left navigation menu.
2. Select “Request a DUA from same Organization.”
3. Select “Next.”

DUA Re-Assignment – Change Contact

DUA Re-Assignment – Request From Same Organization

The screenshot shows a web interface for requesting a DUA. At the top right, it says "Logged in as: DUA REQUESTER". Below this is a "Switch To:" dropdown menu with "Select an Option" as the current selection. The main heading is "REQUEST A DUA FROM SAME ORGANIZATION". Under "Your Organization :", the text "JOHNS HOPKINS UNIVERSITY (JHU)" is displayed in a yellow box. Below that, "DUA Number *:" is followed by a text input field containing "53414" and a help icon (?). At the bottom right, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red circle.

1. Your organization is pre-populated. A drop-down will appear if you are a requester for multiple organizations for you to select your organization.
2. Enter a DUA number.
3. Select "Next."

DUA Re-Assignment – Change Contact

DUA Re-Assignment – Request From Same Organization

UPLOAD DOCUMENTS

You may upload one or more documents.

Add Files : Choose Files No file chosen

Add Description :

2000 characters remaining (2000 maximum)

S.No	Document	Document Description	Uploaded Files
1	CERTIFICATE_OF_DISPOSITION.docx		Download Delete

Upload

Previous Next

1. Select “Choose Files.”
2. Select a file to upload and select “Upload.”
3. Select “Next.”

DUA Re-Assignment – Change Contact

DUA Re-Assignment – Request From the Same Organization

Logged in as: DUA REQUESTER

Switch To:

DUA Re-Assignment request for DUA 53414 has been successfully submitted.

CHOOSE CHANGE CONTACT TYPE

Required fields are marked with an asterisk (*).

Choose the option to Request / Assign DUA (s) *

☐ Request a DUA from same organization ?

☐ Assign a DUA to Requester from same organization ?

1. Status message is displayed, “DUA Re-Assignment ##### has been successfully submitted.
2. DUA Re-Assignment request is routed to the CMS Contact (COR) for approval.

DUA Re-Assignment – Change Contact

DUA Re-Assignment – Assign Within the Same Organization

The screenshot displays the CMS.gov My Enterprise Portal interface. The top navigation bar includes the CMS.gov logo, 'My Enterprise Portal', 'My Apps', and user options like 'User Name', 'Help', and 'Log Out'. The main heading is 'Enterprise Privacy Policy Engine'. On the left, a sidebar menu lists various options: 'EPPE Home', 'DUA(s)', 'New / Re-Use', 'Update / Amend', 'Close', 'Extend', 'My DUA(s)', 'Un-Finished', 'Submitted', 'Pending Action(s)', 'Approved', 'Expired', 'Closed', 'Denied', 'Re-Assign DUA(s)', 'Change Contact' (highlighted with a red box), '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 provides information about the application's goals and training materials. It also states that the acceptance of DUA(s) re-assignment was successful. The user is logged in as 'DUA REQUESTER'.

CMS.gov My Enterprise Portal

My Apps

User Name Help Log Out

Enterprise Privacy Policy Engine

EPPE Home

DUA(s)

New / Re-Use

Update / Amend

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

Exit EPPE

Welcome to EPPE

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

Goals:

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

Training Materials: Visit the EPPE web page on cms.gov, to download Training Slide Decks for the following:

- Contractor Approval Workflow.

The acceptance of your DUA(s) re-assignment was successful. You will receive a follow-up email notification of the DUA(s) that have been re-assigned with instructions on how to follow-up if there are missing DUAs.

Version 27.0

Logged in as: DUA REQUESTER

The Requester can request or assign DUAs within their organization through the “Change Contact” process.

DUA Re-Assignment – Change Contact

DUA Re-Assignment –Assign Within the Same Organization

Logged in as: DUA REQUESTER

Switch To: Select an Option ▼

CHOOSE CHANGE CONTACT TYPE

Required fields are marked with an asterisk (*).

Choose the option to Request / Assign DUA (s) *

☐ Request a DUA from same organization ?

☒ Assign a DUA to Requester from same organization ?

Next

1. Requester selects radio button, “Assign a DUA to Requester from same organization.”
2. Requester select “Next.”

DUA Re-Assignment – Change Contact

DUA Re-Assignment – Assign Within the Same Organization

Logged in as: DUA REQUESTER

Switch To: Select an Option ▼

ASSIGN A DUA TO REQUESTER FROM SAME ORGANIZATION

Your Organization : Automation Testing University

DUA Number *: ?

Requester *: x ?

Previous Next

1. Requester's organization is pre-populated. A drop-down will appear if you are a requester for multiple organizations for you to select your organization.
2. Requester selects "Next."
3. Enter the DUA number.
4. Select Requester from the drop-down.
5. Select "Next."

DUA Re-Assignment – Change Contact

DUA Re-Assignment – Assign Within the Same Organization

Re-Assign DUA(s)

Current Requester :	Mitesh Pandya
Current Requester's Email :	mitesh.pandya@eppe.com
Current Requester's Phone Number :	(410) 782-0476
Current Organization Name :	Automation Testing University
Reassigned Requester :	Bob Marley
Reassigned Requester's Email :	test@test.com
Reassigned Requester's Phone Number :	(123) 456-7890
Reassigned Organization Name :	Automation Testing University

Previous Submit

1. Re-assigned summary page is displayed showing the current requester and the re-assigned Requester's name.
2. Requester selects "Submit."

DUA Re-Assignment – Change Contact

DUA Re-Assignment – Assign Within the Same Organization

DUA Re-Assignment request for DUA 52365 has been successfully submitted.

CHOOSE CHANGE CONTACT TYPE

Required fields are marked with an asterisk ().*

Choose the option to Request / Assign DUA (s) *

☐ Request a DUA from same organization ?

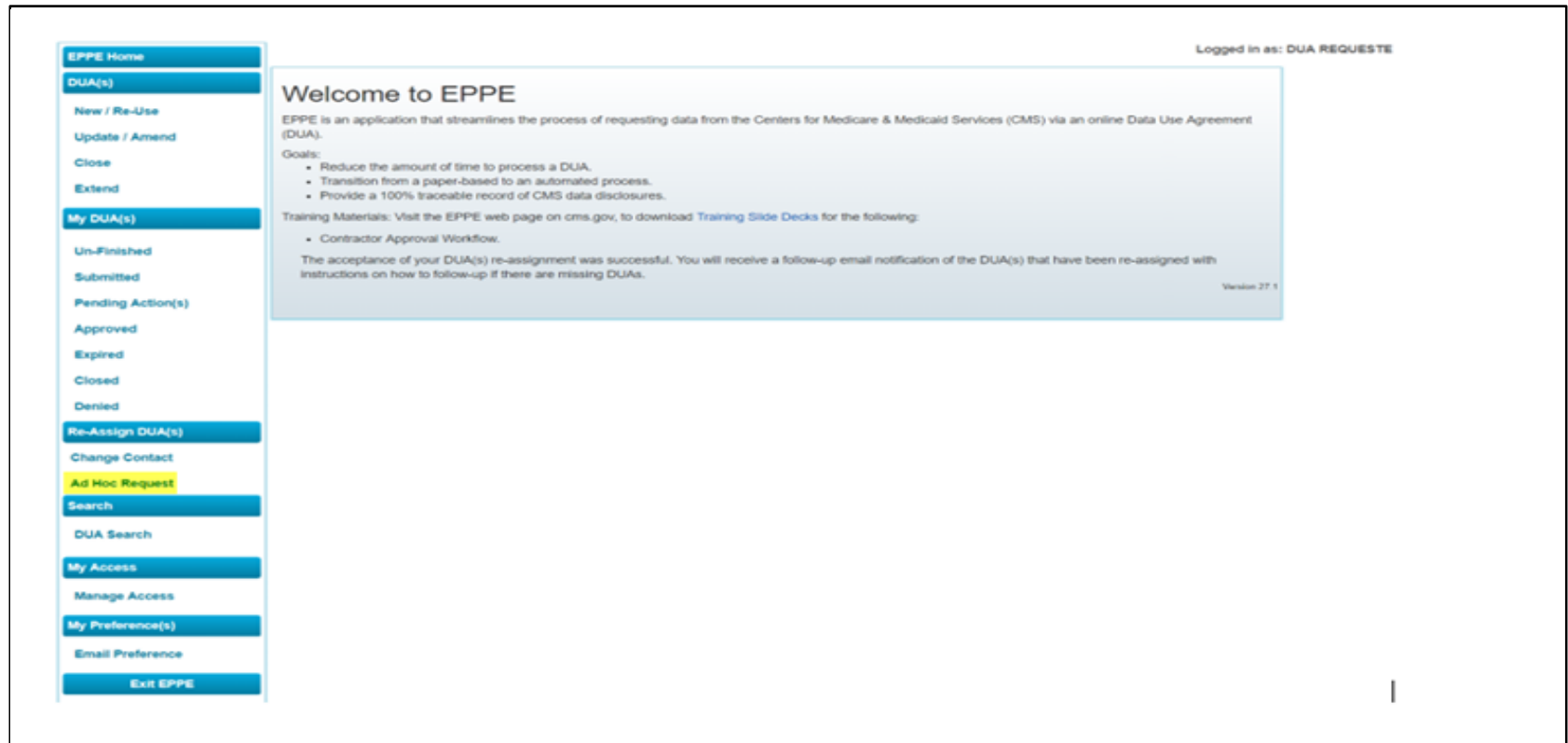
☐ Assign a DUA to Requester from same organization ?

Next

1. Requester is returned to the “Change Contact” screen where the status of their current action is displayed at the top of the screen.

DUA Re-Assignment – Ad Hoc Request

DUA Re-Assignment – Ad Hoc Request



1. Requester logs into EPPE.
2. Selects Ad Hoc Request from the left navigation menu.

DUA Re-Assignment – Ad Hoc Request

DUA Re-Assignment – Ad Hoc Request

REQUEST A DUA FROM DIFFERENT ORGANIZATION

Your Organization : **JOHNS HOPKINS UNIVERSITY (JHU)**

DUA Number : * ?

Upload one or more supporting documents : *

Add Files : No file chosen

Add Description :
2000 characters remaining (2000 maximum)

S.No	Document	Document Description	Uploaded Files
1	Acquisition_of_Company_Document.docx	This document is provided to support this request	Download Delete

1. Requester's organization displays.
2. Enters the DUA number.
3. Uploads supporting documentation and selects "Submit."

Note: If request belongs to multiple organizations, they would select organization from a drop-down.

DUA Re-Assignment – Ad Hoc Request

DUA Re-Assignment – Ad Hoc Request

DUA Re-Assignment request for DUA 52096 has been successfully submitted.

REQUEST A DUA FROM DIFFERENT ORGANIZATION

Your Organization : **JOHNS HOPKINS UNIVERSITY (JHU)**

DUA Number : *

Digits only



Upload one or more supporting documents : *

Add Files :

Choose Files

No file chosen

Add Description :

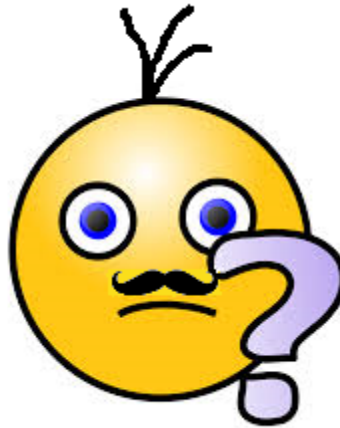
2000 characters
remaining
(2000
maximum)

Upload

Submit

1. Requester is returned to the Ad Hoc request home page.
2. Ad Hoc request is submitted to the EPPE Admin for approval.

DUA Requester – Help



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