



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

Enterprise Privacy Policy Engine (EPPE)



**Contractor Approval Workflow
Training Module - Ad Hoc Requests**



Training Topics

Training Topics in This Module

- EPPE Application Prerequisites
- Basic Information About EPPE
- DUA Re-Assignment
 - Ad Hoc Requests
- 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.

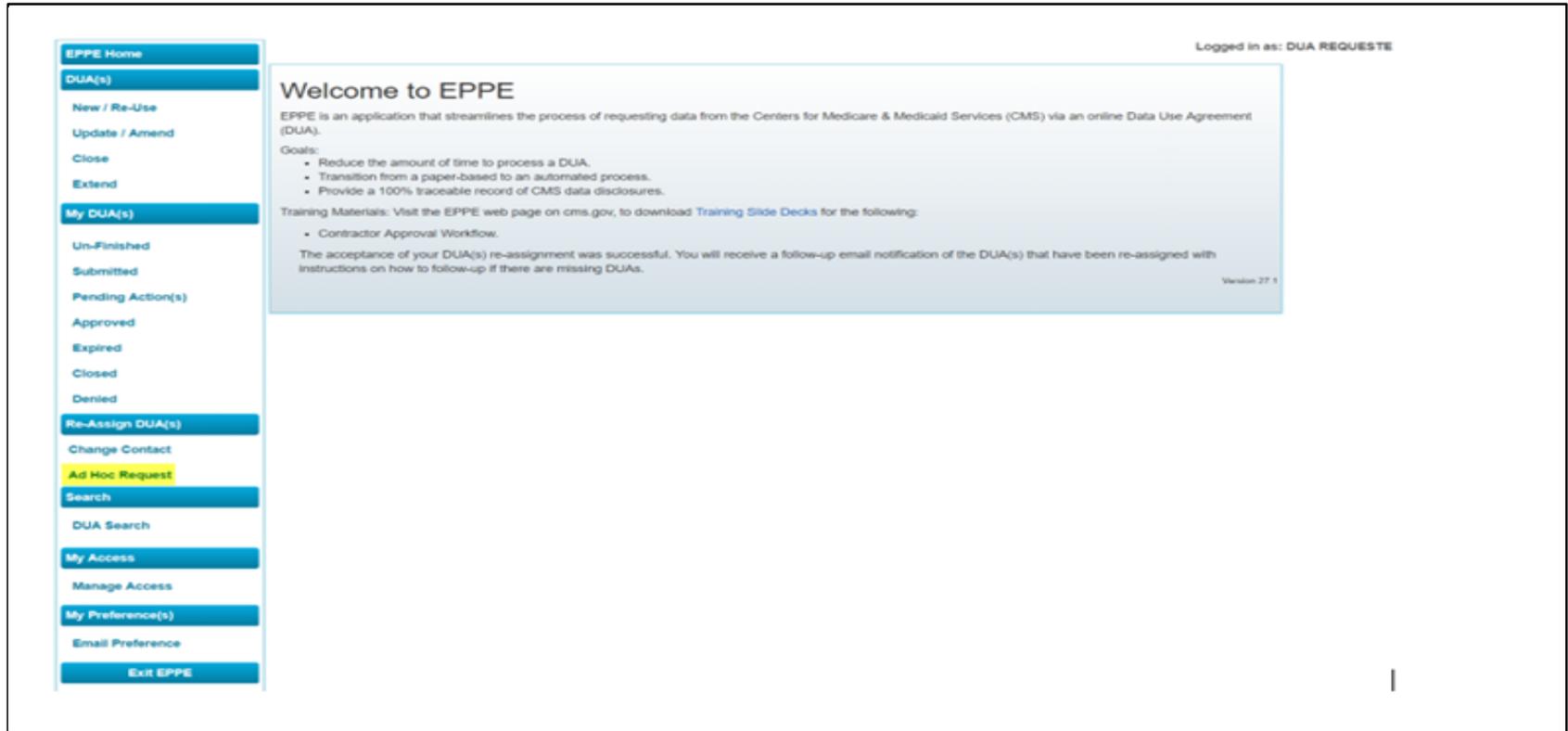


The question mark icon when selected will display field specific help.

AD HOC REQUESTS

DUA Re-Assignment – Ad Hoc Request

DUA Re-Assignment – Ad Hoc Request



The screenshot displays the EPPE application interface. On the left is a navigation menu with the following items: 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 (highlighted in yellow), Search, DUA Search, My Access, Manage Access, My Preference(s), Email Preference, and Exit EPPE. The main content area shows a welcome message: "Welcome to EPPE". Below this, it states: "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)." It lists goals: "Reduce the amount of time to process a DUA.", "Transition from a paper-based to an automated process.", and "Provide a 100% traceable record of CMS data disclosures." It also mentions training materials: "Contractor Approval Workflow." A message at the bottom of the main area says: "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." The top right corner shows "Logged in as: DUA REQUESTER" and the bottom right corner shows "Version 27.1".

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 : * [?](#)

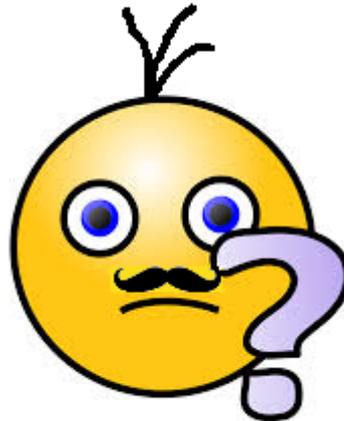
Upload one or more supporting documents : *

Add Files : No file chosen

Add Description :
2000 characters remaining (2000 maximum)

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

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