



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

Enterprise Privacy Policy Engine (EPPE)



**Contractor Approval Workflow Training
Module – New Contractor DUA with Re-
Use Data Files**

Training Topics

Training Topics in This Module

- EPPE Application Prerequisites
- Basic Information About EPPE
- Creating a New/Re-Use DUA Request
 - Main Information
 - Adding Custodians/DESY Users
 - Re-Use Data File(s) Selection
 - Uploading Documents
 - Review & Submit the DUA
 - Print the DUA
- 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.

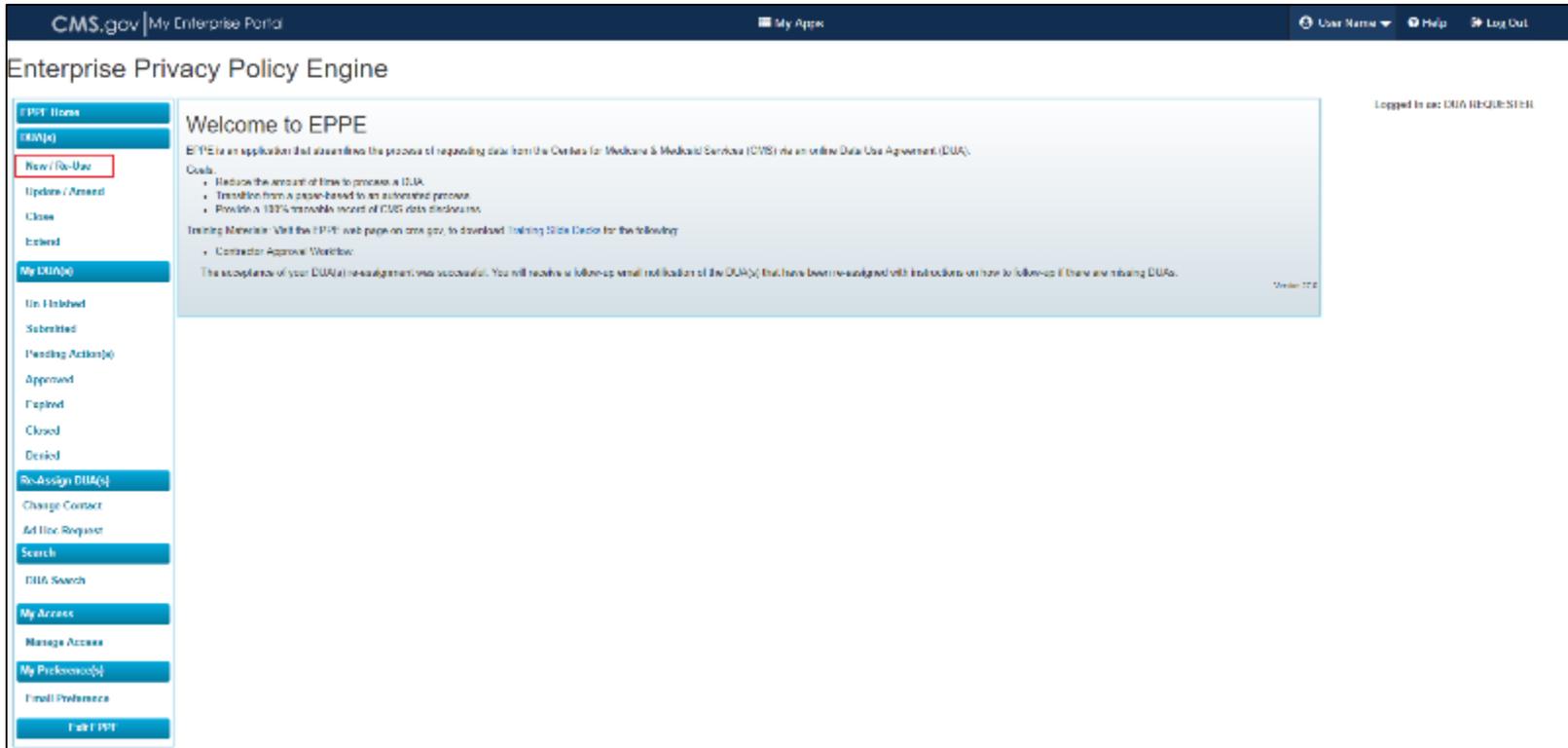


The question mark icon when selected will display field specific help.

CREATING A DUA

DUA Requester - New Contractor DUA Request

EPPE Home Screen: DUA(s) Menu



The screenshot displays the EPPE Home Screen. At the top, there is a navigation bar with 'CMS.gov | My Enterprise Portal' on the left, 'My Apps' in the center, and 'User Name', 'Help', and 'Log Out' on the right. Below the navigation bar, the main content area is titled 'Enterprise Privacy Policy Engine'. On the left side, there is a vertical menu with several options: 'EPPE Home', 'DUA(s)', 'New / Re-Use' (highlighted with a red box), 'Update / Amend', 'Close', 'Enroll', 'My DUA(s)', 'Un-Enrolled', 'Submitted', 'Pending Action(s)', 'Approval', 'Expired', 'Closed', 'Denied', 'Re-Assign DUA(s)', 'Change Contact', 'Add New Request', 'Search', 'DUA Search', 'My Access', 'Manage Access', 'My Preferences', and 'Email Preference'. The main content area features a 'Welcome to EPPE' message, a description of the application, a list of goals, and a 'Training Material' section. The user is logged in as 'DUA REQUESTER'.

Select **New / Re-Use** to begin a new DUA.

DUA Requester – New Contractor DUA Request

DUA Type Selection

New / Re-Use DUA Request

DUA TYPE

Required fields are marked with an asterisk ().*

What type of New or Re-Use DUA do you wish to request? *

Contractor ?

Quit Next

1. The **DUA Type Screen** for the **New/Re-Use DUA Request** Screen displays.
2. Select the **Contractor** radio button
3. Select **Next**

DUA Requester – New Contractor DUA Request

Add Sub-Contracting Organization

The screenshot shows a web form titled "New / Re-Use DUA Request". The main heading is "ORGANIZATION(S)". Below this, it states "Required fields are marked with an asterisk (*)". The current organization is "NORTH CAROLINA STATE UNIVERSITY". A question asks "Do you wish to add/remove a sub-contracting organization(s) for this DUA request?" with radio buttons for "YES" (selected) and "NO". A help icon is next to "NO". Below this, instructions explain how to use the search field and the "Add" button, and mention a "Cannot Locate Organization" link. The "Select Sub-Contracting Organization" field contains "university of north carolin" and a dropdown menu is open, listing several options: "UNIVERSITY OF NORTH CAROLINA", "UNIVERSITY OF NORTH CAROLINA - CHAPEL HILL", "UNIVERSITY OF NORTH CAROLINA - GREENSBORO", "UNIVERSITY OF NORTH CAROLINA (UNC)", "UNIVERSITY OF NORTH CAROLINA - CHARLOTTE", and "UNIVERSITY OF NORTH CAROLINA". A "Cannot locate the Organization?" link with a help icon is also present. At the bottom, there is a table with columns "Sub-Contracting Organization Name" and "Action". Navigation buttons "Save", "Quit", "Previous", and "Next" are at the bottom of the form.

1. Answer **Yes** to select a **Sub-contracting Organization**
2. Enter the **Sub-Contracting Organization** name
3. Select the sub-contracting organization from the drop-down list.
4. Select **Add**

Note: You must select the organization from the list.

DUA Requester – New Contractor DUA Request

Sub-Contracting Organization Displays in Table

New / Re-Use DUA Request

ORGANIZATION(S)

Required fields are marked with an asterisk ().*

Your Organization : NORTH CAROLINA STATE UNIVERSITY

Do you wish to add/remove a sub-contracting organization(s) for this DUA request?

YES NO [?](#)

Use the Sub-Contracting Organization (autocomplete search field) to select an organization and then click **Add** button to add the sub-contracting organization to the DUA Request. Repeat the process to add additional sub-contracting organizations to the DUA Request. If the organization is not located in the search list, select **Cannot Locate Organization** link. The selected sub-contracting organizations on the DUA request are shown in the table.

Select Sub-Contracting Organization *:

Search by entering at least 3 characters [Cannot locate the Organization? ?](#)

Add

Selected Sub-Contracting Organizations

	Sub-Contracting Organization Name	Action
1	UNIVERSITY OF NORTH CAROLINA	Remove

Save **Quit** **Previous** **Next**

1. After selecting the **Add** button, the **Sub-Contracting Organization** is added to the selection table.
2. Select **Next**

Note: You can select the **Remove** link to remove the sub-contracting organization from the table.

DUA Requester – New Contractor DUA Request

No Sub-Contracting Organization Needed

New / Re-Use DUA Request

ORGANIZATION(S)

Required fields are marked with an asterisk ().*

Your Organization : NORTH CAROLINA STATE UNIVERSITY

Do you wish to add/remove a sub-contracting organization(s) for this DUA request?

YES NO [?](#)

1. Select the **No** radio button If no sub-contracting organization is needed
2. Select **Next**

DUA Requester – New Contractor DUA Request

Main Information Screen

New / Re-Use DUA Request

Main Information Data Selection Upload Documents Review & Submit

DUA Number : CONT-2018-54108

MAIN INFORMATION

Required fields are marked with an asterisk ().*

Project Name * : ?

Contract Number * : ?

Task Order Number : ?

CONTRACT PERIOD * ?

Contract Start Date : Contract End Date :

CMS CONTACT (COR) * ?

Select CMS Contact (COR) :

Cannot locate your CMS Contact (COR)?

Save Quit Previous Next

1. The **DUA Number** is displayed.
2. The **Main Information** screen displays.
3. Enter the **Project Name**
4. Enter the **Contract Number**
5. Enter the **Task Order Number** (Optional)
6. Enter the **Contract Period Dates**
7. Enter the **CMS Contact (COR)**

DUA Requester – New Contractor DUA Request

Main Information Screen: Entering the Contract Period

New / Re-Use DUA Request

MAIN INFORMATION

Required fields are marked with an asterisk (*).

Project Name * :

Contract Number * :

Task Order Number :

CONTRACT PERIOD *

Contract Start Date : Contract End Date :

CMS CONTACT (COR) *

Select CMS Contact (COR) :

Cannot locate your CMS Contact (COR)?

Save Quit Previous Next

CONTRACT PERIOD *

Contract Start Date : Contract End Date :

01/01/2016 12/31/2017

Dec 2017

Su	Mo	Tu	We	Th	Fr	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Save Quit Today Done

1. Enter the **Contract Start Date (mm/dd/yyyy)** or use the **pop-up calendar**
2. Enter the **Contract End Date (mm/dd/yyyy)** or use the **pop-up calendar**

DUA Requester – New Contractor DUA Request

Main Information Screen: Entering the CMS Contact (COR) Information

New / Re-Use DUA Request

Main Information Data Selection Upload Documents Review & Submit

DUA Number : CONT-2018-54108

MAIN INFORMATION

Required fields are marked with an asterisk (*)

Project Name * :

Contract Number * :

Task Order Number :

CONTRACT PERIOD * :

Contract Start Date : Contract End Date :

CMS CONTACT (COR) * :

Select CMS Contact (COR) :

Cannot locate your CMS Contact (COR)?

Save Quit Previous Next

Alert

A CMS Contact (COR) must be registered in EIDM and EPPE in order for their name to appear in the drop-down list.

If you are unable to find your CMS Contact (COR)'s name, please alert your CMS Contact (COR) and ask them to inform you when their registration for EIDM and EPPE is complete. Then, you will be able to resume your DUA request.

OK

1. Select the **CMS COR** from the drop-down
2. Select **Next**
3. If the **COR** is not in the drop-down an **Alert** message displays when the **Cannot locate your CMS Contact (COR)** link is selected. **Save** the DUA, and resume entry once the **CMS Contact (COR)** displays in the list.

DUA Requester – New Contractor DUA Request

Main Information Screen

New / Re-Use DUA Request

Main Information Data Selection Upload Documents Review & Submit

DUA Number : CONT-2018-54108

MAIN INFORMATION

Required fields are marked with an asterisk (*).

Project Name * : Requester Training Project ?

Contract Number * : CONT1234 ?

Task Order Number : TO-123456 ?

CONTRACT PERIOD * ?

Contract Start Date : Contract End Date :

01/04/2017 12/31/2018

CMS CONTACT (COR) * ?

Select CMS Contact (COR) : Taraji Henson x

Cannot locate your CMS Contact (COR)?

First Name : Last Name :

Taraji Henson

Email Address : Phone Number :

fakepicnic@gmail.com 800-555-1212

Save Quit Previous Next

Select the **Next** button

DUA Requester – New Contractor DUA Request

Custodian(s)/DESY USER Screen: Add a Custodian/DESY User

New / Re-Use DUA Request

Main Information Data Selection Upload Documents Review & Submit

DUA Number : CONT-2018-52530

CUSTODIAN(S)/DESY USER

Search:

User Name	EUA User Id	Organization	Action
Showing 0 to 0 of 0 entries			

Add Custodian(s)/DESY User

Save Quit Previous Next

1. The **Custodian(s)/DESY User** screen displays - Users who have administrative control over provided data and/or need access to data files within the DESY data dissemination system.
2. Select the **Add Custodian(s)/DESY User** button
 - Adding a Custodian is required
 - DESY Users need to have an **EUA ID**

Note: Custodian(s)/DESY User(s) added will display in the Custodians List.

DUA Requester – New Contractor DUA Request

Custodian/DESY USER Screen: Add a DESY User

Add Custodian/DESY User

Required fields are marked with an asterisk (*).

Select Organization * : Choose Organization...

Select Users * : Choose Users... Add New User

Select User Location * : Choose Location... Add New Location

Is the selected user a DESY User? : Yes No

EUA User Id * : [Text Input Field]

Cancel Submit

Add Custodian/DESY User

Required fields are marked with an asterisk (*).

Select Organization * : Choose Organization...

Select Users * : Choose Users... Add New User

Select User Location * : Choose Location... Add New Location

Is the selected user a DESY User? : Yes No

Cancel Submit

1. **Add Custodian/DESY User** pop-up displays.
2. Enter the **Organization Name**.
3. Select a **User** from the dropdown.
4. Select the **User Location**.
5. Is the selected user a DESY User?
 - a. If Yes, enter the EUA User ID.
 - b. If No, No EUA ID is asked for.
6. Select the **Submit** button.

Notes:

- Adding a **DESY User** adds the user as a **Custodian** on the DUA.

DUA Requester – New Contractor DUA Request

DESY USER Screen: Custodian(s)/DESY User Table

New / Re-Use DUA Request

Main Information → Data Selection → Upload Documents → Review & Submit

DUA Number : CONT-2018-62530

CUSTODIAN(S)/DESY USER

Search:

User Name	EUA UserId	Organization	Action
REQ UserOne		NEW TRAINING COMPANY	Edit Remove
Testing UserOne	U12V	NEW TRAINING COMPANY 2	Edit Remove

Showing 1 to 2 of 2 entries

Add Custodian(s)/DESY User

Save Quit Previous Next

1. Custodian(s)/DESY user table displays.
2. Enter **Custodian(s)/DESY Users** as needed.
3. Select the **Next** button when all Custodian(s)/DESY Users have been added.

Notes: Select the **Remove** link to remove Custodian(s)/DESY user(s) from the table.

DUA Requester – New Contractor DUA Request

Re-Use Data Files Decision

New / Re-Use DUA Request

Main Information Data Selection Upload Documents Review & Submit

DUA Number : CONT-2018-54108

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

Save Quit Previous Next

1. The **Re-use Data File(s) Selection** Screen Displays
2. Select the **Yes** or **No** radio button to answer the question ***Do you wish to re-use any data file(s) from the existing (active) DUA(s)?***

DUA Requester – New Contractor DUA Request

Add Re-Use Data Files

New / Re-Use DUA Request

Main Information → Data Selection → Upload Documents → Review & Submit

DUA Number : CONT-2018-54108

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.

Available Data File Descriptions for Re-Use

Select	DUA Number	Organization	Data File Description	Extraction Percent	From - To Year	
<input type="checkbox"/>	CONT-2005-15819	UNIVERSITY OF NORTH CAROLINA	OTHER - OTHER DATA (SPECIFY)	Migrated from DADSS - NA.	2004 - 2006	<input type="checkbox"/>
<input type="checkbox"/>	CONT-2017-52888	NORTH CAROLINA STATE UNIVERSITY	BENE - ANNUAL BENEFICIARY SUMMARY FILE	22%	2010 - 2012	<input type="checkbox"/>
<input type="checkbox"/>	CONT-2017-52888	NORTH CAROLINA STATE UNIVERSITY	XWALK7 - CCW BENE ID TO SSN CROSSWALK FILE	100%	2010 - 2014	<input type="checkbox"/>
<input type="checkbox"/>	CONT-2017-52888	NORTH CAROLINA STATE UNIVERSITY	PDE22 - 20% PRESCRIPTION DRUG EVENT DATA	100%	2010 - 2014	<input type="checkbox"/>
<input type="checkbox"/>	CONT-2017-52888	NORTH CAROLINA STATE UNIVERSITY	PDE5 - 5% PRESCRIPTION DRUG EVENT DATA	100%	2010 - 2018	<input type="checkbox"/>

Showing 1 to 5 of 66 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

Save Quit Previous Next

1. Select the **Yes** radio button to re-use data.
2. Data files available for re-use display in a table.
3. Select the file(s) to re-use.
4. Select the **Add selection to DUA request** button.

Notes:

- Files from the **Primary Organization** and/or **Sub-contracting Organization** can be selected.
- Before moving to another page to select files, make sure you select the **Add selection to Non-DUA Request** button to place the files on the table when you have completed selecting files from the current page.

DUA Requester – New Contractor DUA Request

Add Re-Use File Extraction Criteria

Data file information

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

Data File Description : PARTD5 - 5 % PART D MEDICARE SAMPLE PDE DATA

Available Year Range * : ?

From * : ?

To * : ?

Quarter(s) :

State(s) (if applicable) :

Selected Multiple From and To Year

ID	FROM YEAR	TO YEAR	QUARTER	Extraction % / Cohort	STATES	STATUS	ACTION
----	-----------	---------	---------	-----------------------	--------	--------	--------

1. The **Data file information** pop-up displays with the **Data file extraction** tab in focus.
2. Select the **Available Year Range**
3. Select the **From** year
4. Select the **To** year
5. Select **Quarters** (optional)
6. Select **States** (optional)
7. Select **Add**

Notes:

- Some file years in the year range may not be available (e.g. 2019 file year).
- 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.

DUA Requester – New Contractor DUA Request

Re-Use Data File Extraction Criteria Displays in Table

The screenshot shows a web form titled "Data file information" with three tabs: "1. Data file extraction", "2. Custodians", and "3. Shipping Information". The "Data file extraction" tab is active. The form contains the following fields:

- Data File Description : PARTD5 - 5 % PART D MEDICARE SAMPLE PDE DATA
- Available Year Range * : [2010 - 2017] ; (100%)
- From * : Select an Opt...
- To * : Select an Opt...
- Quarter(s) :
- State(s) (if applicable) :

An "Add" button is located below the form fields. Below the form, a table titled "Selected Multiple From and To Year" displays the following data:

ID	FROM YEAR	TO YEAR	QUARTER	Extraction % / Cohort	STATES	STATUS	ACTION
1	2010	2017		100%		New Year(s)	Remove

At the bottom right of the form, there are "Previous" and "Next" buttons.

1. Selected data file extraction attributes display in a table below
2. Select **Next**

DUA Requester – New Contractor DUA Request

Add Custodians for Re-Use Data Files

Data file information

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

Data File Description : PARTD5 - 5 % PART D MEDICARE SAMPLE PDE DATA

Required fields are marked with an asterisk (*).

Custodian Organization Name *: ?

Custodian Location *: [Add New Location](#) ?

Select Custodians *: ?

Add

Selected Custodian Locations and Custodians

Id	Organization	Custodian Location	Custodians	Email	Phone	Action
1	NORTH CAROLINA STATE UNIVERSITY	31 Rock Quarry Road, Raleigh, North Carolina, 27610, USA	1. Ogre Shrek Remove	1. fakepicnic@gmail.com	1 (800) 301-5555	Remove

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

1. **Custodians** tab displays
2. Select the **Custodian Organization Name**
3. Select the **Custodian Location**
4. Select the **Custodian(s)**
5. Select **Add**

Notes:

- If a **DESY User** was added (as in this example), they will display in the **Custodians Table**.

DUA Requester – New Contractor DUA Request

Shipping Information for Re-Use Data Files

The screenshot shows a web form titled "Data file information" with three tabs: "1. Data file extraction", "2. Custodians", and "3. Shipping Information". The "Shipping Information" tab is active. The form content includes:

- Data File Description : PARTD5 - 5 % PART D MEDICARE SAMPLE PDE DATA
- Required fields are marked with an asterisk (*).
- Access Method *: DIRECT ACCESS SHIPPING BOTH DIRECT ACCESS AND SHIPPING
- DIRECT ACCESS INFORMATION
- Access To Which Data: CCW/VRDC DFSY/IDR FFT Other
- Disseminator *: (empty field)

At the bottom right of the form are "Previous" and "Finish" buttons.

1. **Shipping Information** tab displays.
2. Shipping information from the original DUA displays in a table.
3. Select **Finish**.

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

DUA Requester – New Contractor DUA Request

Re-Use Data File Attributes Completed for First File

New / Re-Use DUA Request

Main Information → **Data Selection** → Upload Documents → Review & Submit

DUA Number : CONT-2018-04108

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.

Available Data File Descriptions for Re-Use

Select	DUA Number	Organization	Data File Description	Extraction Percent	From - To Year	
<input type="checkbox"/>	CONT-2005-15819	UNIVERSITY OF NORTH CAROLINA	OTHER - OTHER DATA (SPECIFY)	Migrated From DADSS - NA.	2004 - 2006	<input type="checkbox"/>
<input type="checkbox"/>	CONT-2017-52888	NORTH CAROLINA STATE UNIVERSITY	BENE - ANNUAL BENEFICIARY SUMMARY FILE	22%	2010 - 2012	<input type="checkbox"/>
<input type="checkbox"/>	CONT-2017-52888	NORTH CAROLINA STATE UNIVERSITY	XWALK7 - CCW/ BENE ID TO SSN CROSSWALK FILE	100%	2010 - 2014	<input type="checkbox"/>
<input type="checkbox"/>	CONT-2017-52888	NORTH CAROLINA STATE UNIVERSITY	PDE22 - 20% PRESCRIPTION DRUG EVENT DATA	100%	2010 - 2014	<input type="checkbox"/>
<input type="checkbox"/>	CONT-2017-52888	NORTH CAROLINA STATE UNIVERSITY	PDE5 - 5% PRESCRIPTION DRUG EVENT DATA	100%	2010 - 2018	<input type="checkbox"/>

Showing 1 to 5 of 66 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
PARTD5 - 5 % PART D MEDICARE SAMPLE PDE DATA	100%	2010	2017	COMPLETE	Edit Remove Apply All
PDE25 - 5% PRESCRIPTION DRUG EVENT DATA (16-VARIABLES)				INCOMPLETE	Edit Remove

Showing 1 to 2 of 2 entries Previous Next

Save Quit Previous Next

1. Status of the first re-used file is **Complete**
2. Select the **Apply All** link, if multiple files were selected for re-use

Note: Each file's attributes can be edited to **Complete** status , or you can select the **Apply All** link associated with the first file to copy all the custodian/data storage information from that file to the remaining files.

DUA Requester – New Contractor DUA Request

Re-Use Data Files: Apply All Custodians

Apply Data Selection Attributes ✕

Select the data file(s) to which you wish to apply the selected data attributes.

For Re-Use Apply All functionality, only Custodian/DataStorageLocation information will be applied to selected data file(s).

<input checked="" type="checkbox"/> Select All	Data File Description	Status
<input type="checkbox"/>	PDE25 - 5% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES)	INCOMPLETE

Apply to DUA request

1. **Apply Data Selection Attributes** pop-up displays
2. Check the **Select All** checkbox or select the checkbox associated with the applicable files
3. Select the **Apply to DUA Request** button

Note: When using the **Apply All** feature on **Re-used** data files, only the **Custodian** and **Data Storage information** will be applied to the selected files. The **Extraction attributes (Year Range, From/To Years, and States/Quarters as applicable)** must be entered to change the file status to **Complete**.

DUA Requester – New Contractor DUA Request

Re-Use Data Files: Continue to Update File(s) to “Complete” Status

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
PARTD5 - 5 % PART D MEDICARE SAMPLE PDE DATA	100%	2010	2017	COMPLETE	Edit Remove Apply All

Re-Used From DUA: CONT-2017-53209
Privacy Level: IDENTIFIABLE
From - To Year : Extraction % / Cohort : Quarters : States : 2010-2017, 100% ,NA,NA
Access Type: SHIPPING

Shipping Details

Id	Shipping Location	Recipient	Carrier	Carrier Account Number
1	STATISTICS DEPARTMENT2311 STANSON DRIVE, SALEDON, North Carolina, 27585, USA	Cindy-Lou Yalc		

Custodian Locations and Custodians

Id	Organization	Custodian Locations	Custodians	Email	Phone
1	NORTH CAROLINA STATE UNIVERSITY	31 Rock Quarry Road, Raleigh, North Carolina, 27510, USA	1 Oge Steek	1 takeprcnc@gmail.com	1 (800) 301-5555
2	UNIVERSITY OF NORTH CAROLINA	2305 KERR HALL, CAMPUS BOX 7380, CHAPEL HILL, North Carolina, 27599, USA	1 Mary Parker Smith	1 mparrn@ppep.com	1 (301) 655-1212

PDE25 - 5% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES) **INCOMPLETE** [Edit](#) [Remove](#)

Re-Used From DUA: CONT-2017-53285
Privacy Level: IDENTIFIABLE
From - To Year : Extraction % / Cohort : Quarters : States :
Access Type: SHIPPING

Shipping Details

Id	Shipping Location	Recipient	Carrier	Carrier Account Number
1	2205 KERR HALL, CAMPUS BOX 7380, CHAPEL HILL, North Carolina, 27299, USA	ELIZABETH EXLEY		

Custodian Locations and Custodians

Id	Organization	Custodian Locations	Custodians	Email	Phone
1	NORTH CAROLINA STATE UNIVERSITY	31 Rock Quarry Road, Raleigh, North Carolina, 27510, USA	1 Oge Steek	1 takeprcnc@gmail.com	1 (800) 301-5555
2	UNIVERSITY OF NORTH CAROLINA	2305 KERR HALL, CAMPUS BOX 7380, CHAPEL HILL, North Carolina, 27599, USA	1 Mary Parker Smith	1 mparrn@ppep.com	1 (301) 655-1212

Showing 1 to 2 of 2 entries

[Save](#) [Quit](#) [Previous](#) [Next](#)

1. File status for the remaining file(s) displays **Incomplete** (only the Custodian information was updated with the Apply All feature)
2. Select the **Edit** link for each file to update the data file extraction information

Notes:

- The display of the files in this list have been expanded to show the file details.
- The Custodian information for the second file is the same as that of the first file after the **Apply All** feature was used.

DUA Requester – New Contractor DUA Request

Re-Use Data Files: Continue to Update File(s) to “Complete” Status

Data file information

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

Data File Description : PDE25 - 5% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES)

Available Year Range * : ?

From * : ?

To * : ?

Quarter(s) :

State(s) (if applicable) :

Selected Multiple From and To Year

ID	FROM YEAR	TO YEAR	QUARTER	Extraction % / Cohort	STATES	STATUS	ACTION
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1. **Data File Extraction** pop-up displays
2. Select Available **Year Range**
3. Select the **From** Year
4. Select the **To** Year
5. Select the **Quarters** (optional)
6. Select the **States** (optional)
7. Select **Add**

Notes:

- The 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.

DUA Requester – New Contractor DUA Request

Re-Use Data Files: Continue to Update File(s) to “Complete” Status

Data file information

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

Data File Description : PDE25 - 5% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES)

Available Year Range * : [2010 - 2017] ; (100%)

From * : Select an Opt...

To * : Select an Opt...

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	2010	2017		100%		New Year(s)	Remove

Previous Next

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

DUA Requester – New Contractor DUA Request

Re-Use Data Files: Continue to Update File(s) to “Complete” Status

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	NEW TRAINING COMPANY	123 Main Street, Baltimore, Maryland, 21244, USA	1. REQ UserTwo	1.test@epee.com	1. (410) 555-1212

Previous Next

1. **Custodians** table is populated with view-only **Custodian** information from the first re-used file based on the **Apply All** function.
2. Select **Next**.

DUA Requester – New Contractor DUA Request

Re-Use Data Files: Continue to Update File(s) to Complete Status

Data file information

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

Data File Description : PDE25 - 5% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES)

Required fields are marked with an asterisk (*).

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

Data Dissemination System * :

System * : SHIPPING INFORMATION

Data Shipping Location * : ?

Primary Recipient * : ?

Carrier : ?

Add

Selected Shipping Details

Id	Shipping Location	Recipient	Carrier	Carrier Account Number	Action
1	2205 KERR HALL, CAMPUS BOX 7360, CHAPEL HILL, North Carolina, 27599, USA	ELIZABETH EXLEY			

Previous **Finish**

1. **Shipping Information** tab displays

Note: the re-used files will not be re-shipped; the shipping information from the original DUA displays in the table

2. Select **Finish**

DUA Requester – New Contractor DUA Request

Re-Use Data Files: Continue to Update File(s) to Complete Status

New / Re-Use DUA Request

Main Information → Data Selection → Upload Documents → Review & Submit

DUA Number : CONT-2018-54108

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.

Available Data File Descriptions for Re-Use

Select	DUA Number	Organization	Data File Description	Extraction Percent	From - To Year	
<input type="checkbox"/>	CONT-2005-15619	UNIVERSITY OF NORTH CAROLINA	OTHER - OTHER DATA (SPECIFY)	Migrated from DAQSS - NA	2004 - 2006	<input checked="" type="radio"/>
<input type="checkbox"/>	CONT-2017-52888	NORTH CAROLINA STATE UNIVERSITY	BENE - ANNUAL BENEFICIARY SUMMARY FILE	22%	2010 - 2012	<input checked="" type="radio"/>
<input type="checkbox"/>	CONT-2017-52888	NORTH CAROLINA STATE UNIVERSITY	XWALK7 - CCW BENE ID TO SSN CROSSWALK FILE	100%	2010 - 2014	<input checked="" type="radio"/>
<input type="checkbox"/>	CONT-2017-52888	NORTH CAROLINA STATE UNIVERSITY	FDE22 - 20% PRESCRIPTION DRUG EVENT DATA	100%	2010 - 2014	<input checked="" type="radio"/>
<input type="checkbox"/>	CONT-2017-52888	NORTH CAROLINA STATE UNIVERSITY	POE5 - 5% PRESCRIPTION DRUG EVENT DATA	100%	2010 - 2018	<input checked="" type="radio"/>

Showing 1 to 5 of 66 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
PARTD5 - 5 % PART D MEDICARE SAMPLE PDE DATA	100%	2010	2017	COMPLETE	Edit Remove Apply All
POE25 - 5% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES)	100%	2010	2017	COMPLETE	Edit Remove

Showing 1 to 2 of 2 entries Previous Next

Save Quit Previous Next

1. **Re-use Data File** screen re-displays
2. Status for all files is **Complete**
3. Select **Next**

Notes:

- Additional files for re-use can be added.
- Data file attributes will need to be updated as described in previous slides.
- The **Apply All** function can be used on any additional files added.

DUA Requester – New Contractor DUA Request

Not Re-Using Data Files

New / Re-Use DUA Request

Main Information Data Selection Upload Documents Review & Submit

DUA Number : CONT-2018-54108

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

Save Quit Previous Next

1. Select the **No** radio button if re-used data files will not be added to the DUA request
2. Select the **Next** button

DUA Requester – New Contractor DUA Request

Please refer to the **New Contractor DUA Request with New Data Files** training module for more information on adding New Data Files to a New/Re-Use DUA.

DUA Requester – New Contractor DUA Request

Upload Documents

New / Re-Use DUA Request

Main Information → Data Selection → **Upload Documents** → Review & Submit

DUA Number : CONT-2018-54108

UPLOAD DOCUMENTS

You may upload one or more documents to support your DUA.

	Document	Uploaded Files	Upload Document
1	SIGNATURE ADDENDUM		<input type="button" value="Upload Documents"/>

1. **Upload Documents** screen displays
2. Predefined document type displays in the table
3. Select the **Upload Documents** button to upload the document(s) from your local computer
4. Select the **Next** button

Notes:

- Max file size is 2 megabytes.
- Not all file types can be uploaded. EPPE will display a message when attempting to upload non-allowable file types.
- For easy recognition, please name files appropriately based on their contents.

DUA Requester – New Contractor DUA Request

Review the DUA

New / Re-Use DUA Request

Main Information → Data Selection → Upload Documents → Review & Submit

DUA Number : CONT-2018-54108

REVIEW

DUA Life Cycle +

MAIN INFORMATION

DUA Number :	CONT-2018-54108
DUA Customer Type :	Contractor
DUA Request Type :	CREATE DUA
DUA Status :	In Progress
Requester :	Ogre Shrek
Requester's Email :	fakepicnic@gmail.com
Requester's Phone Number :	(800) 301-5555
Last Updated By :	
Organization Name :	NORTH CAROLINA STATE UNIVERSITY
Project Name :	Requester Training Project

CMS Contact (COR)

First Name :	Taraji
Last Name :	Henson
Email Address :	fakepicnic@gmail.com
Phone Number :	(800) 555-1212

Contract Information

Contract Number :	CONT1234
Task Order Number :	TO-123456
Contract Period - Start Date :	01-04-2017
Contract Period - End Date :	12-31-2018

SUBCONTRACTOR ORGANIZATION(S)

UNIVERSITY OF NORTH CAROLINA

1. **Review** screen displays
2. This slide displays the following sections of the DUA:
 - **DUA Life Cycle Access** (select green plus icon)
 - **Main Information**
 - **CMS Contact (COR)**
 - **Contract Information**
 - **Sub-contractor Organization(s)**

Note: For better legibility, the screen picture is being displayed on two slides.

DUA Requester – New Contractor DUA Request

Review the DUA

DESY USERS

Search:

User Name	EUA User Id	Organization
Ogre Shrek	OS23	NORTH CAROLINA STATE UNIVERSITY

Showing 1 to 1 of 1 entries Previous Next

DATA FILE DESCRIPTIONS

Data File Description		From Year	To Year	
CARR - CARRIER STANDARD ANALYTICAL FILE 100%	NEW	2010	2018	⊕
CARR20 - CARRIER STANDARD ANALYTICAL FILE 20%	NEW	2010	2018	⊕
CARR40 - CARRIER STANDARD ANALYTICAL FILE 40%	NEW	2010	2018	⊕
CARR5 - CARRIER STANDARD ANALYTICAL FILE 5%	NEW	2010	2018	⊕
PARTD5 - 5 % PART D MEDICARE SAMPLE PDE DATA	RE-USE	2010	2017	⊕

Showing 1 to 5 of 6 entries Previous Next

DOCUMENTS

Document	Uploaded Files
1 SIGNATURE ADDENDUM	Signature_Addendum.docx Download

Comments :

2000 characters remaining (2000 maximum)

Save Quit Previous Next

1. Second half of the **Review** screen displays the following sections:
 - **DESY Users**
 - **Data File Descriptions** for new and re-used files (select green plus icon to see details)
 - **Documents**
2. Enter **Comments** if applicable
3. Select the **Next** button

DUA Requester – New Contractor DUA Request

Accept Terms and Conditions and Submit the DUA

New / Re-Use DUA Request

Main Information | Data Selection | Upload Documents | Review & Submit

DUA Number: CONT-2018-54108

TERMS & CONDITIONS

This Agreement governs the requesting organization's ("you/you") 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/HSCFR, Subpart C, Parts 100 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 preempt 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 your representation.

You represent that the facts and statements made in any study, research proposal, 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 Alter/Amend submitted in the FEA 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 living firms and/or such firms' proprietary, confidential, or specific business 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 first). 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 II—Security of Federal Automated Information Resources" available at https://www.electronicprivacycenter.ohio.gov/ohioecircular_a130_a130appendix_ii
- 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/csrc/nw/foip/foip200/FIPS-200-final-march.pdf>
- National Institute of Standards and Technology (NIST), "Special Publication 800-53—Security and Privacy Controls for Federal Information Systems and Organizations," available at <http://nvlpubs.nist.gov/nvlpubs/SpecialPublications/NIST.SP.800-53a.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/InformationSecurityDownloads/CMS_Appl_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.

6. 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.

7. You agree not to disclose direct findings, findings, or information derived from the files covered by this Agreement with or without identifiers of such findings, findings, or information can be 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 18, 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 site suppression policy. This policy stipulates that no cell (e.g., instructions, diagnoses, 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 this format in which data are presented may result in identification of individual beneficiaries.

8. 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.

9. 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.

10. You agree that the Attachments uploaded electronically to the DUA Request are incorporated into this Agreement.

11. 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—of its sole discretion—may require you to: (a) promptly investigate and report to CMS any of your conversations 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, reuse, 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 CMS' determination or reasonable belief that unauthorized uses, reuse, 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, civil, or unauthorized disclosure of protected health information (PHI) and/or personally identifiable information (PII) from the files covered by this Agreement to the CMS and/or HHS Office of Inspector General (OIG) by telephone at (410) 786-2000 or by e-mail notification at cms_pi_service_delivery@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 when they are returned 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 notices without cost to CMS.

12. You acknowledge that criminal penalties under Section 1100(a) of the Social Security Act (42 U.S.C. § 1100(a)), including a fine not exceeding \$10,000 or imprisonment not exceeding 5 years, or both, may apply to disclosure of information that are covered by Section 1100 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) may apply if it is determined that the Requester, Contractor, or any individual employee or affiliated third party, 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. § 541 if it is determined that you or any individual employee or affiliated third party, 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 fees may be determined as applicable by law.

13. 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.

I agree to the terms and conditions above.

Previous Submit

1. Terms and Conditions screen displays
2. Select the I agree to the terms and conditions checkbox
3. Use your browser to print if applicable
4. Select Submit

DUA Requester – New Contractor DUA Request

DUA Submission Confirmation

New / Re-Use DUA Request

[Print DUA](#)

[Main information](#) → [Data Selection](#) → [Upload Documents](#) → [Review & Submit](#)

DUA Number : CONT-2018-54108

DUA REQUEST STATUS

Your DUA request CONT-2018-54108 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 :	CONT-2018-54108
DUA Customer Type :	Contractor
DUA Request Type :	CREATE DUA
DUA Status :	Submitted
Requested Date :	02-20-2018
Requester :	Ogire Shrik
Requester's Email :	fakpicnic@gmail.com
Requester's Phone Number :	(800) 301-5555
Last Updated By :	
Organization Name :	NORTH CAROLINA STATE UNIVERSITY
Project Name :	Requester Training Project

CMS Contact (COR)

First Name :	Toraj
Last Name :	Henson
Email Address :	fakpicnic@gmail.com
Phone Number :	(800) 555-1212

Contract Information

Contract Number :	CONT1234
Task Order Number :	TO-123456
Contract Period - Start Date :	01-04-2017
Contract Period - End Date :	12-31-2018

SUBCONTRACTOR ORGANIZATION(S)
UNIVERSITY OF NORTH CAROLINA

DESY USERS

Search:

User Name	EMA User ID	Organization	
Ogire Shrik	OS23	NORTH CAROLINA STATE UNIVERSITY	

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

DATA FILE DESCRIPTIONS

Data File Description		From Year	To Year	
CARR - CARRIER STANDARD ANALYTICAL FILE 100%	NEW	2010	2018	
CARR20 - CARRIER STANDARD ANALYTICAL FILE 20%	NEW	2010	2018	
CARR40 - CARRIER STANDARD ANALYTICAL FILE 40%	NEW	2010	2018	
CARR5 - CARRIER STANDARD ANALYTICAL FILE 5%	NEW	2010	2018	
PART05 - 5 % PART D MEDICARE SAMPLE PDE DATA	RE-USE	2010	2017	

Showing 1 to 5 of 6 entries [Previous](#) [Next](#)

DOCUMENTS

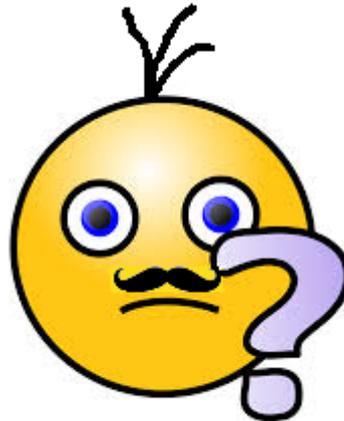
	Document	Uploaded Files
1	SIGNATURE ADDENDUM	Signature_Addendum.docx Download

1. **Submission confirmation message** screen displays - shown here in 2 sections
2. **Submitted Queue** is accessible from the menu
3. **COR** will find the DUA in their **Pending Actions** queue

DUA Requester - Print the 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