



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

Enterprise Privacy Policy Engine (EPPE)



**Contractor Approval Workflow Training
Module: Extend DUA**



DUA Requester – Extend a Contractor DUA

Training Topics in This Module

- EPPE Application Access Prerequisites
- Basic Information About EPPE
- Extending a Contractor DUA
 - View Expired Queue
 - Extend a 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.

VIEW EXPIRED QUEUE

DUA Requester – Extend a Contractor DUA

EPPE Welcome Screen: View Expired DUA Queue

Enterprise Privacy Policy Engine

Logged in as: DUA REQUESTER

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
- LDS Approval Workflow

1. The **Expired** DUA Queue contains DUAs that are in Expired status.
2. Select the **Expired** menu option to search for and view expired DUAs.

Notes:

- The **Expired** DUA Queue will only list the DUAs where you are listed as the Requester or Requester Proxy.
- Expiration Reminder emails will be sent to the Requester and Requester Proxies 60 days, 30 days, 15 days, and then daily until the DUA is either extended or closed.

DUA Requester – Extend a Contractor DUA

View Expired DUA Queue

EXPIRED DUA(S)

Search:

DUA Number	Organization	DUA Type	Requester	Request Date	
LDSS-2019-53815	Demo Expired DUAs	Limited Data Set	Demo UserOne	12-23-2019	View
CONT-2019-54799	Demonstration Organization 3	Contractor	Demo UserOne	12-20-2019	View
CONT-2019-55168	Demo Expired DUAs	Contractor	Demo UserOne	11-22-2019	View
CONT-2019-55169	Demo Expired DUAs	Contractor	Demo UserOne	12-4-2019	View
CONT-2019-55170	Demo Expired DUAs	Contractor	Demo UserOne	12-2-2019	View

Showing 1 to 5 of 12 entries

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

1. A list of **Expired** DUAs displays.
2. Specify a **Search** criterion or scroll through the list, if applicable.
3. Select the **View** link to view the DUA details.

Notes:

- If you are an existing Requester, any Expired **LDS** type DUAs you are the Requester for will also display in the list.
- Use the **Previous** and **Next** buttons if there are multiple pages of DUAs.

EXTEND A CONTRACTOR DUA

DUA Requester – Extend a Contractor DUA

EPPE Welcome Screen: DUA(s) Menu

The screenshot displays the Enterprise Privacy Policy Engine (EPPE) interface. On the left is a vertical navigation menu with the following items: EPPE Home, DUA(s), New / Re-Use, Update / Amend, Close, **Extend** (highlighted in yellow), 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, and Exit EPPE. The main content area is titled 'Welcome to EPPE' and contains the following text: '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:' followed by a bulleted list: '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.', and 'Training Materials: Visit the EPPE web page on cms.gov, to download Training Slide Decks for the following:' followed by a bulleted list: 'Contractor Approval Workflow.' and 'LDS Approval Workflow.'. In the top right corner, it says 'Logged in as: DUA REQUESTER'.

Select **Extend** on the **DUA(s)** menu to extend a DUA.

DUA Requester – Extend a Contractor DUA

List of DUAs That Can Be Extended

DUA

EXTEND DUA

PLEASE SELECT ONE OF THE DUA TO EXTEND

Search:

DUA Number	Organization	Requester	Request Date	Status	
LDSS-2016-28520	Demonstration Organization 1	Demo UserOne	11-5-2019	Approved	View
LDSS-2018-52132	Demonstration Organization 3	Demo UserOne	11-25-2019	Approved	View
CONT-2019-53097	Demonstration Organization 1	Demo UserOne	11-27-2019	Expired	View
LDSS-2019-53812	Demo Expired DUAs	Demo UserOne	11-25-2019	Approved	View
LDSS-2019-53815	Demo Expired DUAs	Demo UserOne	10-21-2019	Expired	View

Showing 1 to 5 of 15 entries

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

1. A list of Approved and/or Expired DUAs displays.
2. Select the **View** link to extend or **Search** for the DUA to extend.

Notes:

- If you are an existing Requester, any Approved and/or Expired **LDS** type DUAs you are the Requester for will also display in the list.
- DUAs with **Approved** status will show in the Extend queue if they are expiring within 60 calendar days.
- Use the **Previous** and **Next** buttons if there are multiple pages of DUAs.

DUA Requester – Extend a Contractor DUA

DUA Displays

MY DUA

Print DUA

DUA Life Cycle

MAIN INFORMATION

DUA Number : CONT-2019-53097
DUA Customer Type : Contractor
DUA Category : 88 - CMS CONTRACTOR - ACCESS DATA AT CMS AND SHIPPED
DUA Status : Expired
Expiration Date : 11-27-2019
Requested Date : 11-27-2019
Requester : Demo UserOne
Requester's Email : dabrizze@gmail.com
Requester's Phone Number : (410) 555-1212
Last Updated By : Demonstration Organization 1
Organization Name : Test Study
Project Name :
CMS Contact (COR)
First Name : Apollo
Last Name : Doe
Email Address : david.britzze@shrewwave.io
Phone Number : (410) 555-1212
Contract Information
Contract Number : HRISM-123-9999-78901
Task Order Number :
Contract Period - Start Date : 06-26-2018 Contract Period - End Date : 11-27-2019

SUBCONTRACTOR ORGANIZATION(S)
Demonstration Organization 2
Demonstration Organization 2

CUSTODIAN/DESY USERS

User Name	DUA User ID	Organization
Demo UserOne		Demonstration Organization 1
Demo UserTwo		Demonstration Organization 2

Showing 1 to 2 of 2 entries

PROXY

First Name	Last Name	Organization Name	Email Address	Phone Number
Demo	UserTwo	Demonstration Organization 1	test@eppe.com	4105551212

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year
ACADRV - ACA DATA VALIDATION	2012	2019
EDGE - ACA EDGE DATA	2012	2019
ACADRV - ACA DATA VALIDATION	2016	2019
EDGE - ACA EDGE DATA	2016	2019
CWF - COMMON WORKING FILE	RE-USE	2016

Showing 1 to 5 of 5 entries

DOCUMENTS

Document	Uploaded Files	Date and Time	Action
1 SIGNATURE ADDENDUM	Signature_Addendum_Sample.pdf	Jun 19, 2019 04:47:59 PM	Download
2 SIGNATURE ADDENDUM	Signature_Addendum_Sample_20190525.pdf	Jun 19, 2019 04:48:06 PM	Download

Extend

1. The **My DUA** review screen displays.
2. Select the **Extend** button.

DUA Requester – Extend a Contractor DUA

Contract Period Start & End Dates

EXTEND DUA

DUA Number : CONT-2019-53097

DUA EXTENSION REQUEST

DUA Number : CONT-2019-53097

CONTRACT PERIOD (REQUIRED) ?

Start Date : End Date :

06/26/2018 11/27/2019

Comments :

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

1. The **DUA Extension Request** screen displays with the **Contract Period Start Date** and **End Date**.
2. Edit the **Contract End Date** if this date has changed.
3. Enter any applicable **Comments** (optional) and select **Next**.

Note: If the **Contract End Date** has not changed, continue with extension request without changing it.

DUA Requester – Extend a Contractor DUA

Changing the Contract Period End Date

EXTEND DUA

DUA Number : CONT-2019-53097

DUA EXTENSION REQUEST

DUA Number : CONT-2019-53097

CONTRACT PERIOD (REQUIRED) ?

Start Date : End Date :

06/26/2018 11/27/2019

Comments :

Nov 2019

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

Today Done

Previous Next

1. Change the **Contract End Date** only if there is a new date.
2. Use a **MM/DD/CCYY** format to enter the dates or use the pop-up calendar. If using the pop-up calendar, select the month, the year, and the day in that order.
3. Enter any applicable **Comments** (optional) and select **Next**.

Note: The **Today** button will highlight the current date in the calendar pop-up but will not select it. You will still need to select it when applicable.

DUA Requester – Extend a Contractor DUA

Enter the New DUA Expiration Date

EXTEND DUA

DUA Number : CONT-2019-53097

DUA EXPIRATION DATE

CURRENT DUA EXPIRATION DATE ?

Date :

11/27/2019

NEW DUA EXPIRATION DATE * ?

Date :

12/31/2019

Previous Next

1. The **Current DUA Expiration Date** is displayed as view-only on the **DUA Expiration Date** page.
2. Enter the **New DUA Expiration Date**:
 - A DUA may only be extended up to 365 days from the **Current DUA Expiration Date** *or* up to the current **Contract Period End Date** whichever is sooner.
 - Use a **MM/DD/CCYY** format to enter the date *or* select a date from the pop-up calendar. If using the pop-up calendar, select the Month, Year, and Day in that order.
3. Select the **Next** button.

DUA Requester – Extend a Contractor DUA

Accept Terms & Conditions and Submit the DUA

EXTEND DUA

DUA Number : CONT-2019-53097

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 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 [45 C.F.R. Subpart C, Parts 160 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 preempts 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 such representation.

You represent that the facts and statements made in any study, research protocols, 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 Attachment uploaded to the DUA 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 bidding firms and/or such firms' proprietary, confidential, or specific bidding 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 sooner, 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.

The first half of the **Terms & Conditions** screen displays.

Note: For better legibility, the image is being displayed on two (2) slides.

DUA Requester – Extend a Contractor DUA

Accept Terms & Conditions and Submit the DUA (cont.)

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 III—Security of Federal Automated Information Resources," available at https://www.whitehouse.gov/omb/circulars_a130_a130appendix_iii.

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/publications/fips/fips200/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.800-53v4.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/InformationSecurity/Downloads/ARS_App_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, listings, or information derived from the files covered by this Agreement with or without identifiers if such findings, listings, or information can 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 > 69, 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 size suppression policy. This policy stipulates that no cell (e.g. admittances, discharges, 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 the 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—at its sole discretion—may require you to: (a) promptly investigate and report to CMS any of your determinations 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, reuses, 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 of CMS' determination or reasonable belief that unauthorized uses, reuses, 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, loss, or unauthorized disclosure of protected health information (PHI) and/or personally identifiable information (PII) from the CMS data files covered by this Agreement to the CMS Action Desk by telephone at (410) 786-2850 or by e-mail notification at cms_it_service_desk@cms.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 while they are entrusted 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 actions without cost to CMS.

12. You acknowledge that criminal penalties under Section 1106(a) of the Social Security Act (42 U.S.C. § 1306(a)), including a fine not exceeding \$10,000 or imprisonment not exceeding 5 years, or both, may apply to disclosures of information that are covered by Section 1106 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)(3) may apply if it is determined that the Requester, Custodian, or any individual employed or affiliated therewith, 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. § 641 if it is determined that you or any individual employed or affiliated therewith, 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 fines 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. The second half of the **Terms & Conditions** screen displays.
2. Select the **I agree to the terms and conditions above** checkbox.
3. Use your browser to print if applicable.
4. Select **Submit**.

DUA Requester – Extend a Contractor DUA

Extend DUA: Submitted Confirmation Message

EXTEND DUA [Print DUA](#)

DUA Number : CONT-2019-53097

DUA REQUEST STATUS

Your DUA Extension request for DUA CONT-2019-53097 has been submitted successfully for COR approval.

DUA Life Cycle

MAIN INFORMATION

DUA Number : CONT-2019-53097
DUA Customer Type : Contractor
DUA Category : 88 - CMS CONTRACTOR - ACCESS DATA AT CMS AND SHIPPED
DUA Request Type : EXTEND DUA
Extension Period : 1 Year
DUA Status : Submitted
Expiration Date : 12-31-2019
Requested Date : 12-02-2019
Requester : Demo UserOne
Requester's Email : test@eppe.com.com
Requester's Phone Number : (410) 555-1212
Last Updated By :
Organization Name : Demonstration Organization 1
Project Name : Test Study

CMS Contact (COR)

First Name : Apollo
Last Name : Doe
Email Address : test@eppe.com
Phone Number : (410) 555-1212

Contract Information

Contract Number : HHS1M-123-9999-78901
Task Order Number :
Contract Period - Start Date : 06-26-2018 Contract Period - End Date : 12-31-2019

SUBCONTRACTOR ORGANIZATION(S)

Demonstration Organization 3
Demonstration Organization 2

CUSTODIAN/DESY USERS

Search:

User Name	EUA User Id	Organization	
Demo UserOne		Demonstration Organization 1	🟢
Demo UserTwo		Demonstration Organization 2	🟢

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

DOCUMENTS

	Document	Uploaded Files	Date and Time	Action
1	SIGNATURE ADDENDUM	Signature_Addendum_Sample.pdf	Jun 19, 2019 04:47:55 PM	Download
2	SIGNATURE ADDENDUM	Signature_Addendum_Sample_20190525.pdf	Jun 19, 2019 04:48:06 PM	Download

1. Submission confirmation message displays, ***“Your DUA Extension request for DUA CONT-XXXX-XXXX has been submitted successfully for COR approval.”***
2. The DUA is in a **Submitted** status with the new **Expiration Date** and will be placed in the Requester’s **Submitted** queue.
3. Select the **Print DUA** button to print or save the document as PDF.

Notes:

- An email will be sent to the COR listed on the DUA informing them that there is a pending **DUA Extension Request**.
- The Requester will receive an email when the COR either approves or denies the extension request.
- An organization will be unable to create or update DUAs if there is at least one (1) pending extension request for an **Expired** DUA.

DUA Requester – Extend a Contractor DUA

Displaying the DUA Life Cycle

EXTEND DUA [Print DUA](#)

DUA Number : CONT-2019-53097

DUA REQUEST STATUS

Your DUA Extension request for DUA CONT-2019-53097 has been submitted successfully for COR approval.

DUA Life Cycle 

MAIN INFORMATION

DUA Number :	CONT-2019-53097
DUA Customer Type :	Contractor
DUA Category :	88 - CMS CONTRACTOR - ACCESS DATA AT CMS AND SHIPPED
DUA Request Type :	EXTEND DUA
Extension Period :	1 Year
DUA Status :	Submitted
Expiration Date :	12-31-2019
Requested Date :	12-02-2019
Requester :	Demo UserOne
Requester's Email :	test@eppe.com.com
Requester's Phone Number :	(410) 555-1212
Last Updated By :	
Organization Name :	Demonstration Organization 1
Project Name :	Test Study

CMS Contact (COR)

First Name :	Apollo
Last Name :	Doe

Select the **Green Plus Sign Icon** to view the **DUA Life Cycle**.

DUA Requester – Extend a Contractor DUA

DUA Status Tracking

DUA Life Cycle

DUA Status ^	DUA Action Date v	DUA Action ^	Action User ^	Comments ^	Special Instructions ^
DUA Extension Submitted - Awaiting COR Approval	Dec 2, 2019 11:32:09 AM	EXTEND DUA	Demo UserOne		
Expired	Nov 27, 2019 10:10:01 PM		System		
Approved	Nov 27, 2019 11:36:56 AM	UPDATE DUA	Apollo Doe		
Approved by CMS COR-Waiting for Contractor DUA Management Team Certification	Nov 27, 2019 11:36:21 AM	UPDATE DUA	Apollo Doe	test	
Submitted-Waiting for CMS COR Approval	Nov 27, 2019 11:35:44 AM	UPDATE DUA	Demo UserOne	test	

Showing 1 to 5 of 18 entries

Previous 1 2 3 4 Next

1. The **DUA Life Cycle** details display a **DUA Action** of **Extend DUA** and the **DUA Status** is **DUA Extension Submitted – Awaiting COR Approval**.
2. Select the **Next** button to scroll through the life cycle list if applicable.
3. Select **Extend DUA** in the **DUA Action** column to view the **DUA Update Summary**.
4. Select the **Red Negative Sign** icon to collapse the **DUA Life Cycle** table.

DUA Requester – Extend a Contractor DUA

DUA Update Summary

Change Type ^	Field Name ^	Data Description ^	Old Value ^	New Value ^
Changed	Contract End Date		11/27/2019	12/31/2019
Changed	DUA Expiration Date		11/27/2019	12/31/2019

Showing 1 to 2 of 2 entries

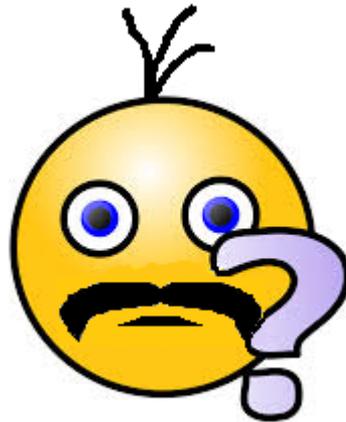
Previous 1 Next

1. The **DUA Update Summary** pop-up displays details from the **Extend DUA** action.
2. Select the **Next** button to scroll through the life cycle list if applicable.
3. Select the **X** to close the **DUA Update Summary** pop-up.

DUA Requester – Extend a Contractor 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