

**Centers for Medicare & Medicaid Services** 

# **Enterprise Privacy Policy Engine Cloud (EPPE)**

## Contractor Approval Workflow Training Module -Requester DUA Search

Version 2.0 01/22/2024

Document Number: EPPE-197-CONT\_DUAReq\_DUASearch-v2.0

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### 1. Overview

This Training Guide will cover the following:

- How to perform a DUA Search as a Contractor DUA Requester. ٠
- Potential File Action Messages. ٠

#### 1.1 **EPPE Access Prerequisites**

Before continuing this training, please complete the following:

- Obtain Identity Management (IDM) Credentials, Multi-Factor Authentication (MFA), and • EPPE Access: https://www.cms.gov/files/document/eppeidm.pdf
- Access CMS Portal: https://portal.cms.gov/ •

#### 1.2 Icons Used Throughout the EPPE System

A red asterisk denotes that a field is required to be entered.



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

### 2. DUA Search

Log in to the EPPE application.

#### Figure 1: EPPE Welcome Screen

	EPPE Enterprise Priva	cy Policy Engli	ne			Logged In As: DUA	A Requester - Switch Roles -			
*	NEW / RE-USE DUA	MY DUA(S)	SHIPPED ORDERS	RE-ASSIGN DUA(S)		DUA SEARCH	Search by DUA Number	Q	ADVANCED SEARCH	
w	elcome To EP	PE								
EPPE is an application that streamlines the process of requesting data										
fro	n the Centers for Medic	are & Medicaid	Services (CMS) via ar	online Data Use Agreement (DUA)			Change		~	
fro	n the Centers for Medic	are & Medicaid	Services (CMS) via ar	i online Data Use Agreement (DUA)			Change		~	

- 1. Enter the last 5 digits of a DUA Number in the **DUA Search** field to search for a specific DUA.
- 2. Click ADVANCED SEARCH.

The Advanced Search screen will be displayed.

### Figure 2: Advanced Search

dvanced Search	Search Results							
*	DUA NUMBER 🌲	CUSTOMER	organization 🌲	PROJECT/STUDYNAME	REQUEST ≑	REQUEST DATE	EXPIRATION DATE	status 🌲
DUA Number								
Search by DUA Number				No Results				
ata File Descriptors	Showing 0 records	of O					10	~
Start Typing to Reveal Data Files								
0 8998 - 1								
□ medhtl - 1 800 medicare helpline call us								
inp - 100% inpatient claims								
🗆 sadhha - 100% lds with 🖕								
rganization								
Search by Organization								
Show All V								

- 3. Enter the Search Criteria using the Advanced Search features/filters on the far left.
- 4. Click Search.

Note: The Search button initiates the search function.

The **Search Results** are displayed within the table in the center of the screen with the search criteria still displayed to the left.

Figure 3: DUA Search Results

QUA Number	DUA NUMBER 🌲	CUSTOMER	organization 🌲	PROJECT/STUDYNAME 🔷	REQUEST 章	REQUEST DATE 🔷		STATUS
Search by DUA Number	Search		۹			Expor	t Search Resul	ts To Exc
Data File Descriptors Start Typing to Reveal Data Files	CONT-2013- 24533	Contractor	SCOPE INFOTECH, INC.	PRE-EXISTING CONDITION PLAN (PCIP) ENROLLMENT TRANSITION	Riyaz Momin	1-9- 2013	5-2- 2014	Close
□ 8998 - 1 □ 1 - 1	CONT-2013- 24533	Contractor	SCOPE INFOTECH, INC.	PRE-EXISTING CONDITION PLAN (PCIP) ENROLLMENT TRANSITION	Riyaz Momin	1-9- 2013	5-2- 2014	Clos
medhti - 1 800 medicare helpline call us inp - 100% inpatient claims	CONT-2013- 24533	Contractor	SCOPE INFOTECH, INC.	PRE-EXISTING CONDITION PLAN (PCIP) ENROLLMENT TRANSITION	Riyaz Momin	1-9- 2013	5-2- 2014	Clos
⊃ sadhha - 100% lds with •rganization	CONT-2013- 24533	Contractor	SCOPE INFOTECH, INC.	PRE-EXISTING CONDITION PLAN (PCIP) ENROLLMENT TRANSITION	Riyaz Momin	1-9- 2013	5-2- 2014	Close
Scope InfoTech	Showing 4 reco	rds of 4		← 1 2 3 4 5 6 →			10	

5. Click the specific DUA Number from the search results (left side within the table) to display the details of a single DUA.

The details screen will be displayed.

#### Figure 4: DUA Details

DUA CONT-2022-223445											
Collapsed View	Expanded View	]									
Scroll down â click each section to view results or hit Centrel F to search thru all results											
Main Information	Main Information										
Custodian(s)	Custodian(s)										
Data File Descriptions	C Data File Descriptions										
Proxy											
Signature Addendum & Additional Supporting Documents											
DUA Life Cycle											

- 6. Click **PRINT DUA TO PDF** to access printing options.
- 7. Click the plus sign (+) icon associated with the topic to expand a section and view:
  - a. DUA Life Cycle
  - b. Data File Description
- 8. Use the back button on your browser to return to the DUA search results screen.

Figure 5: Search Results Redisplayed

DUA NUMBER 🌻		ORGANIZATION ≑	PROJECT/STUDYNAME	REQUEST 韋	REQUEST DATE 🔷	EXPIRATION DATE	STATUS 🍣
Search		۹			🖾 Expor	t Search Resul	Its To Excel
CONT-2013- 24533	Contractor	SCOPE INFOTECH, INC.	PRE-EXISTING CONDITION PLAN (PCIP) ENROLLMENT TRANSITION	Riyaz Momin	1-9- 2013	5-2- 2014	Closed
CONT-2013-		SCOPE	PRE-EXISTING CONDITION PLAN (PCIP)	Riyaz	1-9-	5-2-	

The DUA search results will be redisplayed with the search criteria.

9. Click the Export Search Result to Excel link (top of the table) to generate a report.

The **DUA Search Results Excel Report** is downloaded and, depending on your browser, will be displayed at the top or bottom of the screen.

10. Click the file to open it.

### 2.1 Potential File Action Messages

Depending on your internet browser and other settings, messages may display asking if the file should be opened or saved.

### Figure 6: Firefox File Action Messages

Opening EPPE_DUAs	_2017-10-12	×
You have chosen to	open:	
EPPE_DUAs_2	017-10-12	
which is: Micro	osoft Excel 97-2003 Worksheet (5.2 KB)	
from: https://p	portalval.cms.gov	
What should Firefo	to with this file?	
Open with	Microsoft Excel (default)	~
O Save File		
Do this auto	matically for files like this from now on.	
	OK	Canaal
	OK	Cancel

1. Click the opening or saving action for your browser.

Note: The examples shown are not all-inclusive.

The Excel Report of Exported DUA Search Results will be displayed on the first tab.

Figure 7: Downloaded Report Details

	Number	Status	Organization	Category	Type	Name	Act Code	Author ization Code	Date	Date	Name	Email	Number	Order Numbe r	StartDate	EndDate	Officer Representative (COR) Name	Officer Represent (COR) Em
1	•	-		•	•	•	•	*		•	•		-	-	•	-	-	
2	CONT- 2018- 53365	Approved	NORTH CAROLINA STATE UNIVERSITY	CMS PROGRA MS	Contractor	EPPE Admin Reopen Test	CONTR ACTOR RU	Essenti al Govern ment	1/5/2018	12/31/20 18	Taraji Henson	fakepicnic @gmail.co m	CONT12 34	TO- 123456	1/1/2017	12/31/2 018	Taraji Henson	fakepicnio Lcom
3	CONT- 2018- 53366	Approved	NORTH CAROLINA STATE UNIVERSITY	CMS PROGRA MS	Contractor	EPPE Admin Reopen Test	CONTR ACTOR RU	Essenti al Govern ment	1/5/2018	12/31/20 18	Taraji Henson	fakepicnic @gmail.co m	CONT12 34	TO- 123456	1/3/2017	12/31/2 018	Taraji Henson	fakepicnic I.com
4	CONT- 2018- 53367	Approved	NORTH CAROLINA STATE UNIVERSITY	CMS PROGRA MS	Contractor	EPPE Admin Reopen Test	CONTR ACTOR RU	Essenti al Govern ment	1/5/2018	12/31/20 18	Taraji Henson	fakepicnic @gmail.co m	CONT12 34	TO- 123456	1/3/2017	12/31/2 018	Taraji Henson	fakepicnic I.com
5	CONT- 2018- 54271	Approved	NORTH CAROLINA STATE UNIVERSITY	CMS PROGRA MS	Contractor	Testing Document Requirement	COORD INATIO N OF BENEFI TS RU	Essenti al Govern ment Functi	2/27/201 8	12/31/20 18	Taraji Henson	fakepicnic @gmail.co m	CONT12 34	TO- 123456	1/3/2018	12/31/2 018	Taraji Henson	fakepicnic I.com
	CONT- 2018-	Approved	NORTH	CMS PROGRA	Contractor	EPPE Admin Reopen Test	CONTR	Essenti al	1/5/2018	12/31/20	Taraji Henson	fakepicnic @gmail.co	CONT12 34	TO- 123456	1/1/2018	12/31/2	Taraji Henson	fakepicnic Lcom

2. Click the second tab of the Excel report.

The second tab of the Excel Report will show the search criteria used.



### 3. Acronyms

The following are acronyms used within the EPPE system.

### Table 1: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
PDF	Portable Document Format

## 4. 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

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