



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - How to Change the CMS Contact (COR)

Version 2.1

04/30/2025

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1. Overview

This Training Guide will cover the following:

- How to change the CMS Contact COR on a Contractor DUA.
- How to Review and Submit an Updated Contractor DUA.

1.1 EPPE Access Prerequisites

Before continuing this training, please complete the following:

- 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>
- Obtain the DUA Requester role.
- Before making the change, the CMS COR has to have completed their registration including the CMS Contact (COR) role.

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. How to Change the COR

Log in to the EPPE application, utilizing the DUA Requester role.

Figure 1: EPPE Welcome Screen



1. Click **MY DUA(s)** to display a list of Approved DUAs that can be updated.

A list of Approved DUAs will be displayed.

Figure 2: Update DUA: Approved DUAs

My DUA(s)

Status: Approved Search:

DUA Number	Organization	DUA Type	DUA Action	Status	Requester	Request Date	Last Updated	Actions
CONT-2023-70133	HCD Organization	Contractor	CREATE DUA	Approved	Tester COR	12/04/2023	12/04/2023 - 12:46	Close Update/Amend
LDSS-2023-70136	HCD Organization	Limited Data Set	CREATE DUA	Approved	Tester COR		12/04/2023 - 12:45	
CONT-2023-70124	SCOPE INFOTECH, INC.	Contractor	CREATE DUA	Approved	Tester COR		12/03/2023 - 11:08	
CONT-2023-70121	Test Org	Contractor	CREATE DUA	Approved	Tester COR	12/02/2023	12/02/2023 - 17:46	Close Update/Amend
CONT-2023-70117	Test Org	Contractor	UPDATE DUA	Approved	Tester COR		12/02/2023 - 16:40	
LDSS-2022-59326	HCD Organization	Limited Data Set		Approved		02/01/2023	11/29/2023 - 22:10	Close Update/Amend
CONT-2023-60167	HCD Organization	Contractor		Approved	Tester User	11/24/2023	11/24/2023 - 19:41	Close Update/Amend

2. Click **Update/Amend DUA** or use the **Search** feature to locate a DUA to update.

Note: If there are multiple pages of Approved DUAs, the page number buttons become available for scrolling through the listing.

The DUA screen will be displayed with the current CMS Contact (COR) displayed.

Figure 3: DUA Review Page: Update/Amend

DUA Number: CONT-2023-59728

[Collapsed View](#) [Expanded View](#) [PRINT TO PDF](#)

DUA Life Cycle +

Main Information -

<p>DUA Number: CONT-2023-59728</p> <p>DUA Customer Type: Contractor</p> <p>DUA Status: Approved</p> <p>Expiration Date: 04/02/2026</p> <p>Requested Date: 04/03/2023</p> <p>Requester: Tester</p> <p>Requester's Email: Tester@eppe.com</p> <p>Requester's Phone Number: (410) 410-4100</p> <p>Last Updated By: Tester</p> <p>Organization Name: ABC Organization</p> <p>Project Name: HCD Project</p>	<p>Privacy Act & HIPAA Authorization Code</p> <p>Privacy Act Authorization Code: PRA1-EMP - EMPLOYEES OF DHHS</p> <p>HIPAA Authorization Code: Health Oversight Activity</p> <p>Contract Information</p> <p>Contract/Grant Number: HHSM-111-111-3</p> <p>Task Order Number: 1111</p> <p>Contract Start Date: 04/03/2023</p> <p>Contract End Date: 12/31/2025</p>
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Contacts -

Type	Contact Name	Email	Phone Number
CMS Contact (COR)	COR Name	COR@cms.hhs.gov	(410) 410-4111
Requester	Tester	Tester@eppe.com	

[Comment](#) [Close](#) [Update/Amend](#)

3. Click **Update/Amend**

Figure 4: DUA Review Page: Edit DUA

DUA Number: CONT-2016-50318

Collapsed View Expanded View Approved Version

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DUA Life Cycle +

Main Information -

DUA Number: CONT-2016-50318
 DUA Customer Type: Contractor
 DUA Category: 88 - CMS CONTRACTOR - ACCESS DATA AT CMS AND SHIPPED
 DUA Request Type: UPDATE DUA
 DUA Status: In Progress
 Expiration Date: 12/31/2025
 Requested Date: 03/17/2025
 Requester: Tester
 Requester's Email: Tester@eppe.com
 Requester's Phone Number: (410) 410-4100
 Last Updated By: Tester
 Organization Name: ABC Organization
 Project Name: HCD Project

Privacy Act & HIPAA Authorization Code
 Privacy Act Authorization Code: PA03-CONT - CONTRACTOR RU
 HIPAA Authorization Code: Treatment, Payment, Health Care Operations

Contract Information
 Contract/Grant Number: 75FCMC1800015
 Task Order Number: 75FCMC19F0004
 Contract Start Date: 09/15/2019 Contract End Date: 09/14/2024

Contacts and Proxies -

Type	Contact Name	Email	Phone Number
CMS Contact (COR)	COR Name	COR@cms.hhs.gov	(410) 410-4111
Requester	Tester	Tester@eppe.com	(410) 410-4100

Proxies

Cancel Update Comment Edit Submit

4. Click **Edit**.

Note: When Edit is selected, EPPE will navigate the user to the last updated section of the DUA.

Figure 5: Main Information: CMS Contract (COR)

Main Information DUA Number: CONT-2016-50318

Project Name* Physician-Level Cost Measure and Patient Relationship Codes (PCMP)

Contract Number* 75FCMC18D0015

Task Order Number 75FCMC19F0004

Contract Start Date* 09/15/2019

Contract End Date* 09/14/2024

Select your CMS Contact (COR)*

Tester

[Cannot locate your CMS Contact \(COR\)?](#)

Save & Quit Next

5. Click **Select CMS COR** dropdown menu in the **Main Information** section to make changes to CMS Contact (COR).**Notes:**

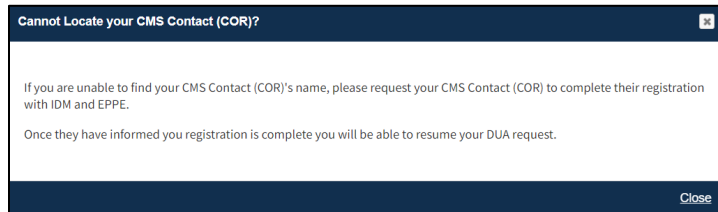
- At any time from the Review screen, **View Approved Version** can be clicked to view and print the approved version of the DUA.
- If your organization has at least one (1) expired DUA, a message will be displayed with a list of the expired DUAs and instructions. You cannot create or update any DUAs until extending or closing all expired DUAs.

The Current CMS Contact (COR) is displayed.

Note: If the COR is not in the dropdown, click "*Cannot locate your CMS Contact (COR).*"

An **Alert** will be displayed, “If you are unable to find your CMS Contact (COR)’s name, please request your CMS Contact (COR) to complete their registration with IDM and EPPE. Once they have informed you registration is complete you will be able to resume your DUA request.”

Figure 6: Cannot Locate CMS COR Alert



6. Click **X** or **Close** to close the pop-up.

The newly selected CMS Contact (COR) will be displayed on the Update DUA Request screen.

Figure 7: COR Information Updated

A screenshot of the "Main Information" form in a web application. The form is titled "Main Information" and has a "DUA Number: CONT-2016-50318" in the top right corner. The form contains several fields: "Project Name*" (with a placeholder "Physician-Level Cost Measure and Patient Relationship Codes (PCMP)"), "Contract Number*" (with the value "75FCMC18D0015"), "Task Order Number" (with the value "75FCMC19F0004"), "Contract Start Date*" (with the value "09/15/2019"), and "Contract End Date*" (with the value "09/14/2024"). Below these fields is a dropdown menu labeled "Select your CMS Contact (COR)*" with "Tester COR" selected. A link "Cannot locate your CMS Contact (COR)?" is visible below the dropdown. At the bottom right of the form are two buttons: "Save & Quit" and "Next".

7. Click **Save & Quit**.

2.1 Review & Submit Updated DUA

The Review screen will display the new CMS Contact (COR) as well as the following sections:

- DUA Life Cycle
- Main Information
- Contacts and Proxies
- Data User(s)
- Collaborating Organizations
- Data File Descriptions
- Documents

Figure 8: Edit DUA: Review Page

CONF-2016-50318 has been saved.

DUA Number: CONT-2016-50318

Collapsed View Expanded View Approved Version

PRINT TO PDF

DUA Life Cycle +

Main Information +

Contacts and Proxies +

Collaborating Organizations +

Data User(s) +

Data File Descriptions +

Documents +

Cancel Update Comment Edit Submit

1. Click **Submit**.

The Submit for Review pop-up is displayed.

Figure 9: Submit: Comment and Special Instructions Tab

Submit CONT-2023-50181 for Review

Comments Terms & Conditions

Add Comment

A comment is optional.

Content limited to 2000 characters, remaining: 2000

Special Instructions

Special instructions are optional.

Content limited to 2000 characters, remaining: 2000

Next Cancel

2. Enter any applicable **Comments**.
3. Enter any applicable **Special Instructions**.
4. Click **Next**.

The Terms & Conditions screen will be displayed.

Figure 10: Accept Terms and Conditions

Submit CONT-2023-60181 for Review

Comments | **Terms & Conditions**

Agree to the 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

☒ I agree to the terms and conditions above.*

Previous Submit Cancel

5. Use the down arrow to navigate to the bottom of the screen.
6. Click the **I agree to the terms and conditions above** checkbox.
7. Click **Submit**.

The confirmation, "*DUA request <DUA number> has been submitted for review. You will receive a follow-up email. To view the DUA navigate to My DUA(s).*" will be displayed.

Figure 11: DUA Status: Submitted Message

✓ DUA request CONT-2023-60181 has been submitted for review. You will receive a follow-up email notification. To view the DUA navigate to "My DUA(s)"

DUA Number: CONT-2023-60181

Notes:

- The DUA Status will reflect **Submitted – Waiting for CMS COR Approval**
- The new CMS Contact (COR) will find the DUA in their **DUA(s): Pending Action(s)** queue and receive an email which includes the DUA number.
- The Requester will receive an email when the updated DUA has been approved by the new COR and certified by the Contractor DMT.

3. Acronyms and Glossary

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
EPPE	Enterprise Privacy Policy Engine
DUA	Data Use Agreement
CMS	Centers for Medicare and Medicaid Services
IDM	Identity Management
MFA	Multi-Factor Authentication
COR	CMS Contact (COR)
DMT	DUA Management Team
PDF	Portable Document Format
LDS	Limited Data Set

The following terms are defined for EPPE users in the Glossary.

Table 2: Glossary

Term	Definition
Signature Addendum	Required when adding Custodians to an LDS DUA, other than the requester, through New/Re-Use and/or Update/Amend.

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