



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

Enterprise Privacy Policy Engine (EPPE)



**Contractor Approval Workflow Training
Module - DUA Requester Queues**



DUA Requester – DUA Queues

Training Topics in This Module

- EPPE Application Access Prerequisites
- Basic Information About EPPE
- DUA Queues
 - Un-finished
 - Submitted
 - Pending Action(s)
 - Approved
 - Expired
 - Closed
 - Denied
- 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.

DUA QUEUES

DUA Requester – DUA Queues

DUA Queues

The screenshot displays the Enterprise Privacy Policy Engine (EPPE) interface. The top navigation bar includes 'EPPE Home', 'DUA(s)', 'New / Re-Use', 'Update / Amend', 'Close', 'Extend', 'My DUA(s)', 'Re-Assign DUA(s)', 'Change Contact', 'Ad Hoc Request', 'Search', 'My Access', and 'Manage Access'. The 'My DUA(s)' menu is expanded, showing options: Un-Finished, Submitted, Pending Action(s), Approved, Expired, Closed, and Denied. The main content area features a 'Welcome to EPPE' message, a description of the application's purpose, a list of goals (reducing processing time, transitioning to an automated process, and providing a 100% traceable record), and training materials for contractors and LDS approval workflows. The user is logged in as 'DUA REQUESTER'.

DUA Queues which are applicable to the DUA Requester for all Approval Workflows are located on the **My DUA(s)** menu:

- **Un-Finished**
- **Submitted**
- **Pending Action(s)**
- **Approved**
- **Expired**
- **Closed**
- **Denied**

DUA Requester – DUA Queues

DUA Queues Applicable to the Contractor Approval Workflow

Queue	Description
Un-Finished	<ul style="list-style-type: none">• Displays incomplete DUAs from the New/Re-use (Create) DUA Process, or the Update/Amend DUA Process. The DUA Status is In Progress.<ul style="list-style-type: none">○ Note: Any New/Re-Use DUAs in a status of In Progress for 60 days will be archived and not available for selection.• DUAs can be viewed and/or edited to Submitted status.
Submitted	<ul style="list-style-type: none">• Displays DUAs that have been completed to Submitted status from the New/Re-Use and/or Update/Amend DUA Processes.• Contractor DUAs are ready for approval by the CMS Contact (COR) and ready for certification by the Contractor DUA Management Team (DMT).
Pending Actions	<ul style="list-style-type: none">• Displays Contractor DUAs for which the COR and/or the Contractor DMT has requested more information.

DUA Requester – DUA Queues

DUA Queues Applicable to the Contractor Approval Workflow (cont.)

Queue	Description
Approved	<ul style="list-style-type: none">• Displays DUAs which have been Approved.<ul style="list-style-type: none">○ Note: DUAs in Approved status can be accessed through the Update/Amend queue if they need to be edited after approval. Update/Amend will be discussed in subsequent training module.
Expired	<ul style="list-style-type: none">• Contains DUAs that are in an Expired status.• Expired DUAs can be extended from the Extend queue or closed from the Close queue.
Closed	<ul style="list-style-type: none">• Contains DUAs where all data files have been closed and the DUA has been closed by the DUA Requester.<ul style="list-style-type: none">○ Note: Closed DUAs can only be re-opened by the EPPE Administrators.
Denied	<ul style="list-style-type: none">• Displays Contractor DUAs that have been denied by the COR.• DUAs in Denied status cannot be edited by the Requester.

EPPE Help Desk Information



EPPE Help Desk Contact Information

Hours of Operation: Monday – Friday 9:00 AM to 6:00 PM EST

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