



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

Enterprise Privacy Policy Engine (EPPE)



**Contractor Approval Workflow Training
Module - COR DUA Re-Assignment**



Training Topics

Training Topics in This Module

- EPPE Application Prerequisites
- Basic Information About EPPE
- EPPE COR DUA Re-Assignment
 - Pending Change Contact Requests
- 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.

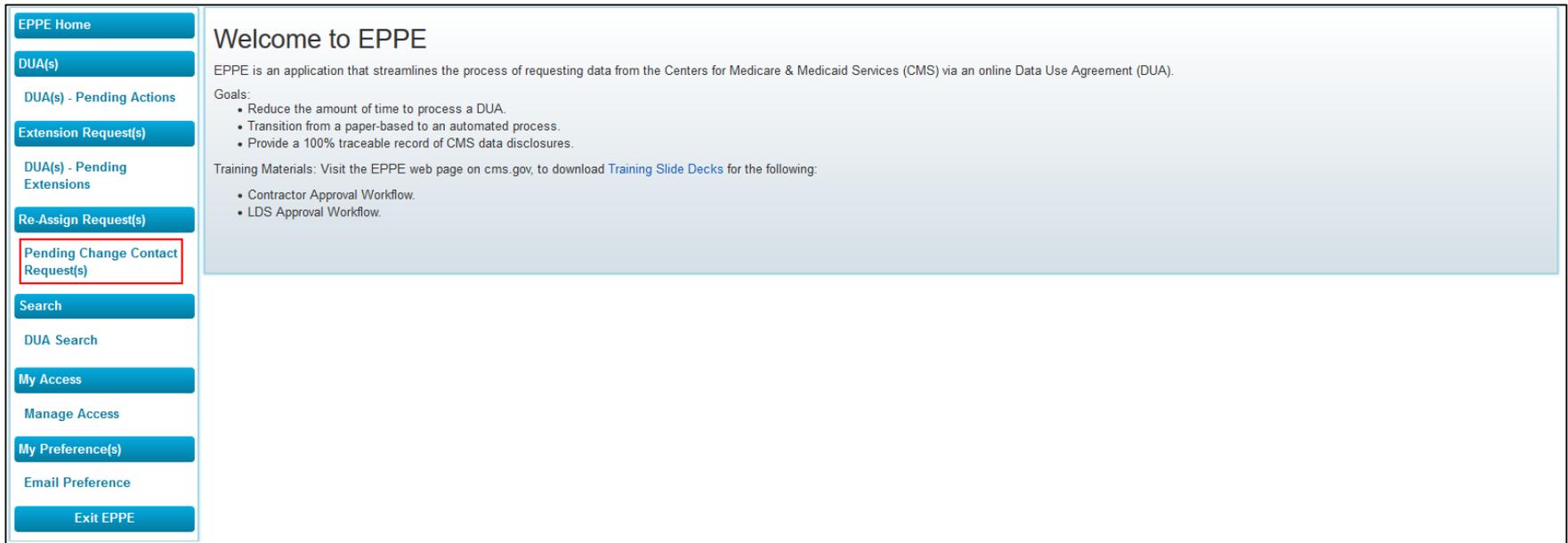


The question mark icon when selected will display field specific help.

DUA RE-ASSIGNMENT

CMS Contact (COR) – DUA Re-Assignment

DUA Re-Assignment - Change Contact



The screenshot displays the EPPE application interface. On the left is a vertical navigation menu with the following items: EPPE Home, DUA(s), DUA(s) - Pending Actions, Extension Request(s), DUA(s) - Pending Extensions, Re-Assign Request(s), Pending Change Contact Request(s) (highlighted with a red border), 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:

- 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.

CMS Contact (COR) logs into EPPE and select “Pending Change Contact Request(s).”

CMS Contact (COR) – DUA Re-Assignment

DUA Re-Assignment - Change Contact

Logged in as: CMS CONTACT (COR)

Switch To:

DUA

CHANGE CONTACT DUA AWAITING MY ACTION

Search:

DUA Number ^	Current Requester ^	Current Organization ^	Re-Assigned Requester ^	Re-Assigned Organization ^	Action
54296	YTSDE Singletary	JOHNS HOPKINS UNIVERSITY (JHU)	Admiral Singletary	JOHNS HOPKINS UNIVERSITY (JHU)	View

Showing 1 to 5 of 11 entries Previous Next

1. A list of DUAs awaiting approval are displayed.
2. COR selects "View."

Note: Enter a DUA Number in the Search field to locate a specific DUA.

CMS Contact (COR) – DUA Re-Assignment

DUA Re-Assignment - Change Contact

CHANGE CONTACT DUA

DUA Life Cycle

MAIN INFORMATION

DUA Number : CONT-2018-54296
DUA Customer Type : Contractor
DUA Status : Approved
Expiration Date : 06-01-2019
Requested Date : 06-04-2018
Requester : YTSDE Singletary
Requester's Email : yvette.singletary@newwave.io
Requester's Phone Number : (443) 555-1555

Re-Assigned Requester : Admiral Singletary
Re-Assigned Requester's Organization : JOHNS HOPKINS UNIVERSITY (JHU)
Re-Assigned Requester's Email : yvette.singletary@newwave.io
Re-Assigned Requester's Phone Number : (443) 366-1999
Last Updated By :
Organization Name : JOHNS HOPKINS UNIVERSITY (JHU)
Project Name : TESTING 24.0

User Name : EDA User ID : Organization :
Showing 0 to 0 of 0 entries

PROXY

First Name	Last Name	Organization Name	Email Address	Phone Number
Admiral	Singletary	JOHNS HOPKINS UNIVERSITY (JHU)	yvette.singletary@newwave.io	4433661999
Brody	Broed	JOHNS HOPKINS UNIVERSITY (JHU)	tbroed@sample.com	7037037033

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year
DMETSB - 100% Durable Medical Equipment Test System Base	2014	2017

Showing 1 to 1 of 1 entries

DOCUMENTS

Document	Uploaded Files
1 SIGNATURE ADDENDUM	Signature_Addendum.docx Download

SUPPORTING DOCUMENT

S.No	Document	Document Description	Uploaded Files
1	Miscellaneous_Document_for_Testing.docx	Document to support request	Download

Comments :

Approve Deny

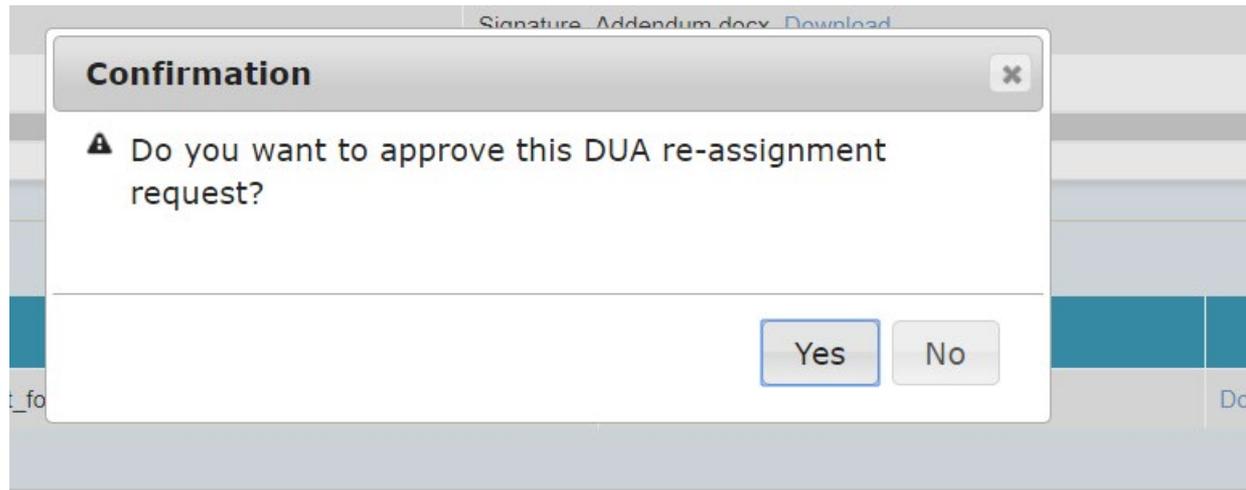
1. CMS Contact (COR) views the DUA summary.

2. The Re-assignment details are displayed on the review screen.

3. The CMS Contact (COR) verifies that an updated addendum form is uploaded to the DUA.

CMS Contact (COR) – DUA Re-Assignment

DUA Re-Assignment - Change Contact



1. CMS Contact (COR) elects to “Approve” a Change Contact Request(s).
2. A confirmation message is displayed, “Do you want to approve this DUA re-assignment request?”
3. CMS Contact (COR) selects “Yes.”

CMS Contact (COR) – DUA Re-Assignment

DUA Re-Assignment - Change Contact

DUA

DUA # CONT-2018-54296 Change Contact request has been approved. You may continue review other requests as desired

CHANGE CONTACT DUA AWAITING MY ACTION

Search:

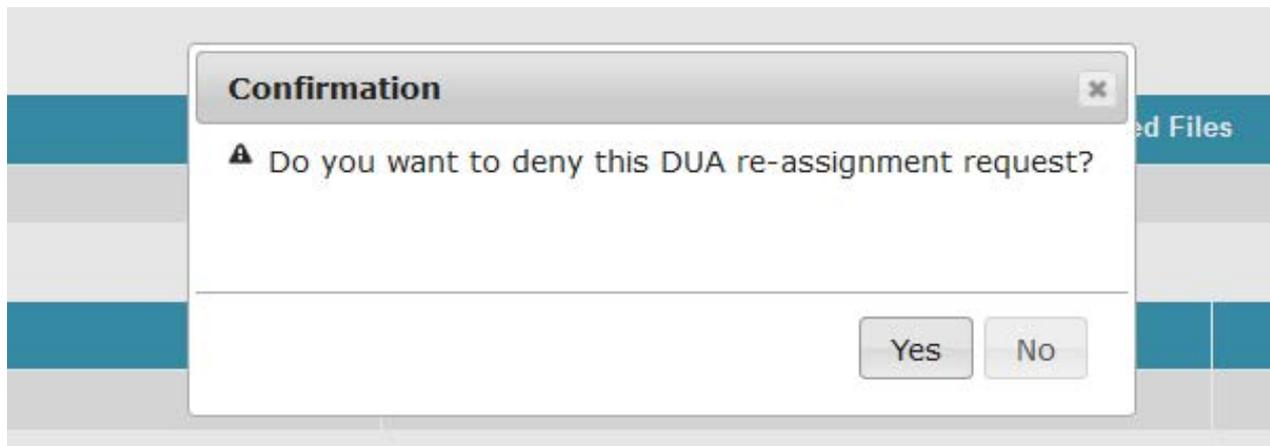
DUA Number	Current Requester	Current Organization	Re-Assigned Requester	Re-Assigned Organization	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

1. Change Contact approval confirmation message is displayed.
2. Change Contact pending queue is displayed where work can continue if there are pending request.

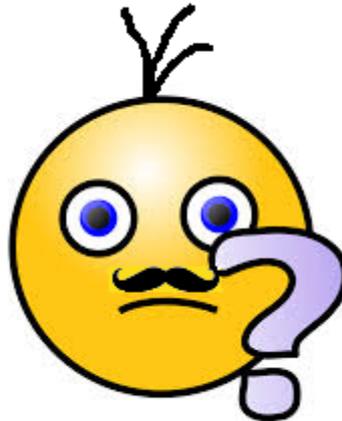
CMS Contact (COR) – DUA Re-Assignment

DUA Re-Assignment - Change Contact



1. CMS Contact (COR) elects to "" a Change Contact Request(s).
2. A confirmation message is displayed, "Do you want to deny this DUA re-assignment request?"
3. CMS Contact (COR) selects "Yes."

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