

**Centers for Medicare & Medicaid Services** 

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

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

Version 2.0 01/22/2024

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#### 1. Overview

This Training Guide will cover the following:

- How to perform a DUA Re-Assignment as a CMS Contact COR.
- How to Approve a Change Contact Request.
- How to Deny a Change Contact Request.

#### 1.1 EPPE Access Prerequisites

CMS Enterprise Portal Access, IDM Credentials, and EPPE Access

- Obtain access to the CMS Enterprise Portal
- Access CMS Portal: <u>https://portal.cms.gov/</u>
- Obtain Identity Management (IDM) Credentials, Multi-Factor Authentication (MFA) and EPPE Access: <a href="https://www.cms.gov/files/document/eppeidm.pdf">https://www.cms.gov/files/document/eppeidm.pdf</a>

### 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 Re-Assignment

Note: All the following instructions are for the CMS Contact (COR) action only.

Figure 1: Home Screen



1. Click RE-ASSIGN DUA(s).

A list of DUAs awaiting approval is displayed.

Figure 2: Change Contact Requests Awaiting My Action Review

	EPPE Enterprise Privacy Policy	Engine			Logged In As: CMS Contact (COR)	\$	USER GUIDES     TESTCMSCOR
*	DUA(s): PENDING ACTIONS	RE-ASSIGN DUA(s)				DUA SEARCH:	Q Advanced Search
Cha	nge Contact Re		g My Action	Po.4ssianad Baculastar	Ro Assigned Grannization	Searci	h:
	- Dorthamoer -		current organization 🤤	ine vising ned ned destret	The resigned of gameation -	nequest bute	ncuons
1128	8 CONT-2022-58477	Tester User	SCOPE INFOTECH, INC.	Tester COR	SCOPE INFOTECH, INC.	12/11/2023	
1126	4 CONT-2023-59703	DUA Requester	HCD Organization	Stephanw Nowak	HCD Organization	06/05/2023	@ Review   ✔ Approve   Ø Deny
Displa	rying 1 - 2 of 2						

2. Click the Review action.

Note: You can enter a DUA Number in the Search field to locate a specific DUA.

The DUA summary with re-assignment details includes Main Information and Documents.

Figure 3: DUA Summary: Main Information

EPPE Enterprise Privacy Policy Engine	Logged In As: CMS Contact(COH) C USER GUIDES C TESTCMSCOR
DUA(s): PENDING ACTIONS     RE-ASSIGN DUA(s)	DUA SEARCH: Q Advanced Search
DUA Number: CONT-2022-58477 Collapsed View Expanded View	
	Эркитторор
DUA Life Cycle	+
Main Information	-
DUA Number: CONT-2022-59477 DUA Customer Type: Contractor DUA Request Type: COSE DUA DUA Request Type: CLOSE DUA DUA Status: Closed Expiration Date: 12/12/2023 Requested Tota: 12/12/2023 Requester's Timalit: 12/13/2023 Requester's Totalit: 12/13/202 Requester's Totalit: 12/13/202 Reques	Privacy Act & HIPAA Authonization Code Privacy Act Authorization Code : PAOL EMP - EMPLOYEES OF DHHS HIPAA Authorization Code : HostIbh Oversight Activity Contract Information Centract/Grant Number : 1111111111111 Task Order Number : 1111111111111 Contract Start Date: 65/02/2022 Contract End Date: 65/02/2023
Contacts and Proxies	
	Quit

Figure 4: DUA Summary: Documents: Signature Addendum

Documents						-
Signature Addendums					Search	۹
Туре	÷	Document Name	Data User	Date Uploaded	÷	
SIGNATURE ADDENDUM		Signature_Addendum_CMS-R-0235A.pdf	Tester User	05/15/2022 03:45:04 PM		📥 Download
Displaying 1 - 1 of 1						10 🗘

3. Verify an updated addendum form is uploaded to the DUA (Documents section).

To Approve the change contact request, Refer to Section 2.1. To Deny the change contact request, refer to Section 2.2.

#### 2.1 Approve a Change Contact Request

Once reviewed, updated, and a signature addendum is confirmed, you can approve the change.

Figure 5: Approve Change Contact Requests Awaiting My Action

$\mathbf{O}$	EPPE Enterprise Privacy Policy	Engine			Logged In As: CMS Contact (COR)		: B USER GUIDES STESTCMSCOR
*	DUA(s): PENDING ACTIONS	RE-ASSIGN DUA(s)				DUA SEARCH:	Q Advanced Search
Cha	nge Contact Re	equests Awaitin	g My Action			Se	arch:
D	C DUA Number C	Current Requester 🔅	Current Organization	Re-Assigned Requester 🔅	Re-Assigned Organization	Request Date 🤤	Actions
1128	8 CONT-2022-58477	Tester User	SCOPE INFOTECH, INC.	Tester COR	SCOPE INFOTECH, INC.	12/11/2023	👁 Review 📔 🛩 Approve 📔 🖉 Deny
1126	4 CONT-2023-59703	DUA Requester	HCD Organization	Stephanw Nowak	HCD Organization	06/05/2023	@ Review   ✔ Approve   Ø Deny
Displa	ying 1 - 2 of 2						

1. Click the **Approve** link to approve a Change Contact Request.

The Review tab opens.

Figure 6: Approve Change Contact Request <DUA Number> - Review Tab



- 2. Review details.
- 3. Click Next

The Comments tab is displayed.

Figure 7: Approve Change Contact Request <DUA Number> - Comments Tab

prove Ch	ange Contact Re	equest 11288		1
Review	Comments	Terms & Conditions		
You ar	e approving Char	nge Contact Request 11288		
Reviewer	Comments		,	
A comm	nent is optional.			
Content lim	ited to 2000 characte	rs. remaining: 2000	 4	

- 4. Add a comment as needed.
- 5. Click Next.

The Terms & Conditions tab is displayed.

Figure 8: Approve Change Contact Request <DUA Number> - Terms & Conditions Tab



- 6. Use the down arrow to scroll through the Terms & Conditions.
- 7. Click the *I agree to the terms and conditions above* checkbox.
- 8. Click Approve.

The Change Contact approval confirmation message "Change Contact Request *<DUA number>* has been approved," is displayed.

Figure 9: Approve Change Contact Requests Awaiting My Actions – Success Confirmation

	Change Contact Request 11264 has been approved.													
	Change Contact Requests Awaiting My Action													
												Se	arch:	
		DUA Number		Current Requester		Current Organization		Re-Assigned Requester		Re-Assigned Organization	F	Request Date  🌲		Actions
	11217	CONT-2022-58525		Tester User		HCD Organization		Rebecca Clark		HCD Organization	0	08/04/2022		Review ↓ ✓ Approve ↓ Ø Deny
Displaying 1: 10 of 56 1														

The Re-Assign Requests pending queue is displayed where work can continue if there are additional pending requests.

#### 2.2 Deny a Change Contact Request

Once a Change Contact Request is reviewed it can be denied.

Figure 10: Deny Change Contact Requests Awaiting My Action

	EPPE Enterprise Privacy Policy	Engine			Logged In As: CMS Contact (COR)	0	USER GUIDES OTESTCMSCOR
*	DUA(s): PENDING ACTIONS	DUA SEARCH:	Q Advanced Search				
Cha	ange Contact Re	quests Awaitin	ng My Action			Sear	ch:
ID	DUA Number	Current Requester 🔅	Current Organization	Re-Assigned Requester 🛛 🗘	Re-Assigned Organization	Request Date 👙	Actions
1128	88 CONT-2022-58477	Tester User	SCOPE INFOTECH, INC.	Tester COR	SCOPE INFOTECH, INC.	12/11/2023	Review Approve Openy
1126	54 CONT-2023-59703	DUA Requester	HCD Organization	Stephanw Nowak	HCD Organization	06/05/2023	
Displ	laying 1-2 of 2						

- 1. Click **Review** to review all details if you want.
- 2. Click Deny.

The Review tab opens.

Figure 11: Deny Change Contact Request <DUA Number> - Review Tab



3. Click Next.

The Denial Reason tab opens.

Figure 12: Deny Change Contact Request <DUA Number> - Denial Reason Tab

eny Change	Contact Request 1	11217			×
Review	Denial Reason				
You are	denying Change Co	ntact Request 11217			
Denial Rea	is required.				
Content limit	ed to 2000 characters, re	maining: 2000			
			Previous	Deny	<u>Cancel</u>

- 4. Enter Denial Reason.
- 5. Click Deny.

The Change Contact approval confirmation message "Change Contact Request <DUA number> has been rejected," is displayed.

Figure 13: Deny Change Contact Requests Awaiting My Actions – Success Confirmation

$\bigcirc$	EPPE Enterprise Privacy Policy	Engine				Logged In As: CMS Contact (COR		٥	
ñ	DUA(s): PENDING ACTIONS		Q Advanced Search						
۲	Change Contact 11275 has	been rejected.							
- Cha	nge Contact Re	quests Awaitin	g My Action						
	-							Search	
ID	DUA Number	Current Requester	Current Organization	Re-Assigned Requester	¢	Re-Assigned Organization	Request Date	÷	Actions
11288	CONT-2022-58477	Tester User	SCOPE INFOTECH, INC.	Tester COR		SCOPE INFOTECH, INC.	12/11/2023		👁 Review   🖌 Approve   🖉 Deny
11264	CONT-2023-59703	DUA Requester	HCD Organization	Stephanw Nowak		HCD Organization	06/05/2023		👁 Review   🖌 Approve   🖉 Deny
Displa	ying 1 - 2 of 2								

#### 3. Acronyms and Glossary

The following are acronyms used within the EPPE system.

#### Table 1: Acronyms

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

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

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