



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - CMS Contact (COR) Approve DUA

Version 2.0

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1. Overview

This Training Guide will cover the following:

- How to Review and Approve the Contractor DUA.
- How to view the DUA Data File Details.
- How to view the document attachments.

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.



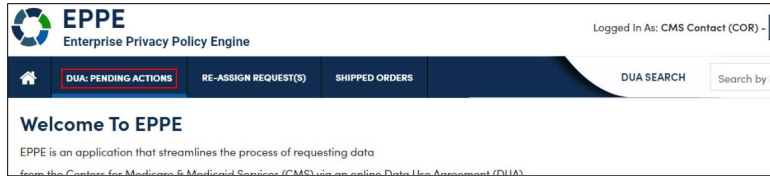
The question mark icon, when selected, will display field specific help.

2. Review and Approve the DUA

Note: All instructions below are intended for the CMS Contact (COR) user.

Log in to the EPPE application.

Figure 1: EPPE Welcome Screen



1. Click **DUA: PENDING ACTIONS** for a list of DUAs for CMS Contact (COR) review.

A list of DUAs pending an action is displayed.

Figure 2: List of DUAs Pending Action

DUA Approval & Extension Requests						
DUA Number	Organization	DUA Action	Requester	Request Date	Workflow Status	Actions
CONT-2023-70133	HCD Organization	UPDATE DUA	Tester COR	12/05/2023	Submitted-Waiting for CMS COR Approval	Review
CONT-2023-70153	HCD Organization	CREATE DUA	Tester COR	12/07/2023	Submitted-Waiting for CMS COR Approval	Review

2. Specify any **Search** criteria.
3. Click the **Review** action to review and take action.

Note: If there are multiple pages of DUAs Pending Action use the previous and next icons (<, >) and page number buttons become available to scroll through the listing.

The **DUA Review** screen is displayed.

Figure 3: DUA Review Screen

DUA Number: CONT-2023-70153

Collapsed View Expanded View

PRINT TO PDF

DUA Life Cycle +

Main Information -

<p>DUA Number: CONT-2023-70153</p> <p>DUA Request Type: CREATE DUA</p> <p>DUA Status: Submitted-Waiting for CMS COR Approval</p> <p>Requested Date: 12/07/2023</p> <p>Requester: Tester COR</p> <p>Requester's Email: testercor07@gmail.com</p> <p>Requester's Phone Number: (609) 665-2030</p> <p>Last Updated By: Tester COR</p> <p>Organization Name: HCD Organization</p> <p>Project Name: testing.2373</p>	<p>Privacy Act & HIPAA Authorization Code</p> <p>Privacy Act Authorization Code: PA07-LAW - CIVIL / CRIMINAL LAW ENFORCEMENT</p> <p>HIPAA Authorization Code: Research</p> <p>Contract Information</p> <p>Contract/Grant Number: 2373</p> <p>Contract Start Date: 12/06/2023</p> <p>Contract End Date: 12/31/2030</p>
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Request more information Approve Deny Quit

4. Determine if a DUA can be approved (review the data files and documents uploaded).

Note: All comments can be viewed in the **DUA Life Cycle**.

2.1 View DUA Data File Details

Review the DUA Data File details in the Data File Descriptions section.

Figure 4: Data File Descriptions: Get Details

Data File Descriptions					
Re-used Data File Descriptions					
Code	Data File Description	Re-Use DUA	From Year	To Year	
533155	533155 - 100% INPATIENT CLAIMS		2019	2024	Show details
533155	533155 - 100% INPATIENT CLAIMS				Show details
Displaying 1 - 2 of 2					5
New Data File Descriptions					
Code	Data File Description		From Year	To Year	
ACO-AF	ACO-AF - PIONEER ACO ALIGNMENT FILE		2020	2024	Show details
ACOB	ACOB - PIONEER ACO BENEFICIARY FILE				Show details
Displaying 1 - 2 of 2					5

1. Click the **Show Details** action to view the Data File Details.

Data file details for the selected file is displayed in two parts for legibility.

Figure 5: DUA File Description: Extraction Details

Data File Description Details			
Data File: ADVACF - ADVACF - ADVERSE ACTION FILE W/ MEDICAID PROVIDER TERMINATION, MEDICARE REVOCATION, & OIG HHS EXCLUSION DATA Privacy Level: IDENTIFIABLE Access Type: BOTH DIRECT ACCESS AND SHIPPING Data Disseminator Type: IDR Data Dissemination System: HRS			
From - To Year	Extraction % / Cohort	Extraction Type	States
2023 - 2024	100%	Q2	AK
Shipping Details			
Shipping Location	Recipient	Carrier	Carrier Account Number
One Lane One City, MD 21075	Tester COR	Federal Express (FedEx)	7676

2. Review the **Extraction Details**.

Figure 6: DUA File Description: Data User Details

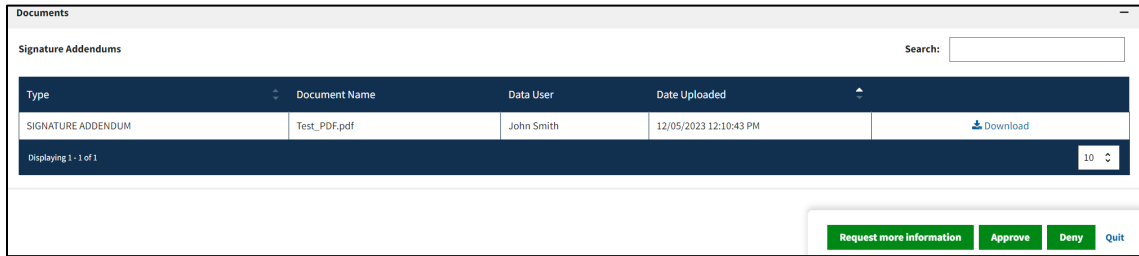
Data User Details
Data User Role: Direct Access Data User Name: John Smith Email Address: jsmith@email.com Phone: 1234567899 Address: 3rd Street, MD 21075

3. Review **Data User(s) Locations and Data User(s)**.

2.2 View Document Attachments

Document attachments are listed.

Figure 7: Supporting Documentation



1. Click the **Download** action to view the document attachment(s).
2. Click the **Approve** button.

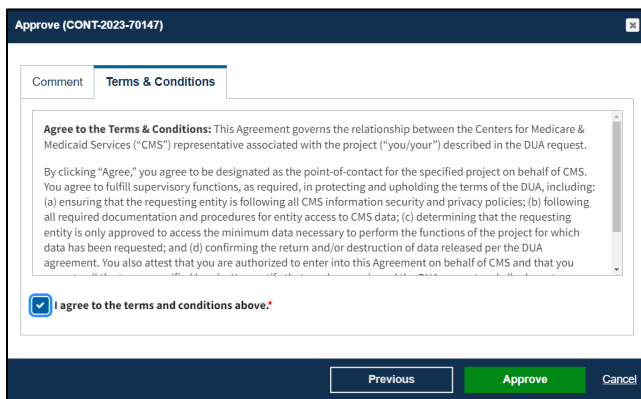
The Comments pop-up is displayed.

Figure 8: Approve: Comment Tab



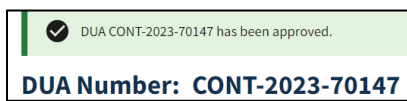
3. Enter **Comments** (optional).
4. Click the **Next** button.

Figure 9: Accept Terms and Conditions



5. Click the ***I agree to the terms and conditions above*** checkbox at the bottom.
6. Click **Approve**.

Figure 10: Approval Confirmation



The message, “<DUA number> has been approved.” appears.

3. Acronyms

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
IDM	Identity Management
MFA	Multi-Factor Authentication
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