



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

Enterprise Privacy Policy Engine (EPPE)



**Contractor Approval Workflow: CMS
Contact (COR) Approve DUA**



Training Topics

Training Topics in This Module

- EPPE Access Prerequisites
- Basic Information About EPPE
- CMS Contact (COR) Approve DUA
- 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.

REVIEW AND APPROVE THE DUA

CMS Contact (COR) – Pending Actions

EPPE Menu

The screenshot shows the EPPE application interface. On the left is a vertical menu with the following items: EPPE Home, DUA(s), DUA(s) - Pending Actions (highlighted with a red box), Extension Request(s), DUA(s) - Pending Extensions, Re-Assign Request(s), Pending Change Contact Request(s), Search, DUA Search, My Access, Manage Access, My Preference(s), Email Preference, and Exit EPPE. The main content area on the right 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:' followed by a bulleted list: 'Reduce the amount of time to process a DUA.', 'Transition from a paper-based to an automated process.', and 'Provide a 100% traceable record of CMS data disclosures.', and 'Training Materials: Visit the EPPE web page on cms.gov, to download Training Slide Decks for the following:' followed by a bulleted list: 'Contractor Approval Workflow.' and 'LDS Approval Workflow.'

Select the **DUA(s) – Pending Actions** option on the DUA(s) menu to display a list of Submitted DUAs for **COR** Review.

CMS Contact (COR) – Pending Actions

Search for DUA Pending an Action

DUA

DUA AWAITING MY ACTION

Search:

DUA Number	Organization	DUA Action	Requester	Request Date	Status	
CONT-2018-54135	HOWARD UNIVERSITY	CREATE DUA	Clare Huxtable	4-13-2018	Submitted-Waiting for CMS COR Approval	View
CONT-2018-54137	FLORIDA A&M UNIVERSITY	CREATE DUA	Kerry Washington-Two	4-13-2018	Submitted-Waiting for CMS COR Approval	View
CONT-2018-54139	SHAW UNIVERSITY	CREATE DUA	Dorothy Vaughn	4-13-2018	Submitted-Waiting for CMS COR Approval	View

Showing 1 to 3 of 3 entries

[Previous](#) [Next](#)

1. The list of DUAs **Pending an Action** displays.
2. Specify **Search** criteria.
3. Select the **View** link to review and take action.

Note: If there are multiple pages of DUAs **Pending Action**, use the **Previous** and **Next** buttons for scrolling through the listing.

CMS Contact (COR) – Pending Actions

DUA Review for Approval

REVIEW

Updated DUA Request

DUA Life Cycle

MAIN INFORMATION

DUA Number: CONT-2018-52654
DUA Customer Type: Contractor
DUA Request Type: CREATE DUA
DUA Status: Submitted-Waiting for CMS COR Approval
Requested Date: 10-08-2018
Requester: REQ UserTwo
Requester's Email: test@eeppe.com
Requester's Phone Number: (410) 555-1212 Ext-null
Last Updated By:
Organization Name: Video Training Company 2
Project Name: 123456
Privacy Act And HIPAA Authorization Code
CMS Contact (COR)
User
First Name: User
Last Name: NameTwo
Email Address: test@eeppe.com
Phone Number: (410) 555-1212
Contract Information
Contract Number: 123456
Task Order Number: 123456
Contract Period - Start Date: 06-26-2018 Contract Period - End Date: 06-26-2023

SUBCONTRACTOR ORGANIZATION(S)
New Subcontracting Company
New Subcontracting Company 2
Video Training Company 3

CUSTODIAN/DESY USERS

Search:

User Name	EIA User Id	Organization
REQ UserTwo	US58	Video Training Company 3

Showing 1 to 1 of 1 entries

DATA FILE DESCRIPTIONS

Data File Description		From Year	To Year	
PDE24 - 40% PRESCRIPTION DRUG EVENT DATA (19+ VARIABLES)	NEW	1995	2015	
PDECFS - 5 % PART D CHARACTERISTICS FILES	NEW	1995	2015	
SADHHA - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - HOME HEALTH AGENCY	RE-USE	2013	2017	
MEDHTLS - 1 800 MEDICARE HELPLINE	RE-USE	2014	2017	

Showing 1 to 4 of 4 entries

DOCUMENTS

Document	Uploaded Files
1 SIGNATURE ADDENDUM	Signature_Addendum.pdf Download

Comments:

Request more information

Approve Deny

1. The **DUA Review** screen displays.
2. Determine a DUA can be approved by review of the data files and the documents uploaded to the DUA.
3. Enter Comments (optional).
4. Select the **Approve** button.

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

CMS Contact (COR) – View DUA Data File Details

Displaying the DUA Data File Details

DATA FILE DESCRIPTIONS

Data File Description		From Year	To Year	
PDE22 - 20% PRESCRIPTION DRUG EVENT DATA	NEW	2010	2018	
PDE24 - 40% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES)	NEW	2010	2018	

Showing 1 to 2 of 2 entries Previous Next

DOCUMENTS

	Document	Uploaded Files
1	SIGNATURE ADDENDUM	Signature_Addendum.docx Download

Comments :

Select the **Green Plus Sign Icon** to view the **Data File Details**.

CMS Contact (COR) – View DUA Data File Details

Displaying the DUA Data File Details

DATA FILE DESCRIPTIONS

Data File Description	From Year	To Year	
PDE22 - 20% PRESCRIPTION DRUG EVENT DATA	NEW	2010	2018 

Privacy Level : IDENTIFIABLE
From - To Year ; Extraction % / Cohort ; Quarters ; States : 2010-2018; 100% ,NA,NA
Access Type : SHIPPING
Data Dissemination System : CCW/VRDC

Shipping Details

Id	Shipping Location	Recipient	Carrier	Carrier Account Number
1	31 Rock Quarry Road, Raleigh, North Carolina, 27610, USA	Ogre Shrek		

Custodian Locations and Custodians

Id	Organization	Custodian Locations	Custodians	Email	Phone
1	NORTH CAROLINA STATE UNIVERSITY	31 Rock Quarry Road, Raleigh, North Carolina, 27610, USA	1 Ogre Shrek	1 sha@eppe.com	1 (800) 301-5555

PDE24 - 40% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES) NEW 2010 2018 

Showing 1 to 2 of 2 entries Previous Next

DOCUMENTS

Document	Uploaded Files
1 SIGNATURE ADDENDUM	Signature_Addendum.docx Download

Comments :

1. The **Data file details** for the selected file display.
2. Review the following:
 - **Extraction Details**
 - **Shipping Details**
 - **Custodian Details**
3. Select the **Red Negative Sign Icon** to collapse the **Data file details**.
4. Select **Green Plus Sign Icon** associated with another data file to view its details.

CMS Contact (COR) – View Document Attachments

Displaying the DUA Supporting Documentation

The screenshot displays the 'DATA FILE DESCRIPTIONS' section with a table of data files. Below this is the 'DOCUMENTS' section, which contains a table with one entry: 'SIGNATURE ADDENDUM'. The 'Download' link for this document is circled in red. At the bottom of the interface, there is a 'Comments' text area, a 'Request more information' button, and 'Approve' and 'Deny' buttons.

DATA FILE DESCRIPTIONS

Data File Description		From Year	To Year	
PDE22 - 20% PRESCRIPTION DRUG EVENT DATA	NEW	2010	2018	➕
PDE24 - 40% PRESCRIPTION DRUG EVENT DATA (16+ VARIABLES)	NEW	2010	2018	➕

Showing 1 to 2 of 2 entries Previous Next

DOCUMENTS

	Document	Uploaded Files
1	SIGNATURE ADDENDUM	Signature_Addendum.docx Download

Comments :

Select the **Download** link to view the **Document Attachment(s)**.

CMS Contact (COR) – Approve the DUA

Approval Acknowledgement

Acknowledgement Statement ✕

This Agreement governs the relationship between the Centers for Medicare & Medicaid Services ("CMS") representative associated with the project ("you/your") described in the DUA request.

By clicking "Agree," you agree to be designated as the point-of-contact for the specified project on behalf of CMS. You agree to fulfill supervisory functions, as required, in protecting and upholding the terms of the DUA, including: (a) ensuring that the requesting entity is following all CMS information security and privacy policies; (b) following all required documentation and procedures for entity access to CMS data; (c) determining that the requesting entity is only approved to access the minimum data necessary to perform the functions of the project for which data has been requested; and (d) confirming the return and/or destruction of data released per the DUA agreement. You also attest that you are authorized to enter into this Agreement on behalf of CMS and that you agree to all the terms specified herein. You certify that you have reviewed the DUA request and all relevant attachments, and have determined that they are satisfactory and complete.

I agree.

Submit **Cancel**

1. The **Acknowledgement Statement** message pop-up displays.
2. Select the **I agree** button.
3. Select the **Submit** button.

CMS Contact (COR) – Approve the DUA

Approval Acknowledgement

DUA

DUA # CONT-2018-54137 has been approved. You may continue review other requests as desired

DUA AWAITING MY ACTION

Search:

DUA Number	Organization	DUA Action	Requester	Request Date	Status	
CONT-2018-54135	HOWARD UNIVERSITY	CREATE DUA	Clare Huxtable	4-13-2018	Submitted-Waiting for CMS COR Approval	View
CONT-2018-54139	SHAW UNIVERSITY	CREATE DUA	Dorothy Vaughn	4-13-2018	Submitted-Waiting for CMS COR Approval	View

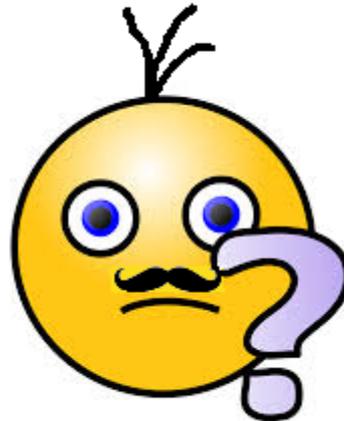
Showing 1 to 2 of 2 entries Previous Next

1. The **Pending Actions Queue** re-displays.
2. A message displays: “<DUA Number> **has been approved. You may continue to review other requests as desired.**”
3. The DUA no longer displays in the **Pending Actions Queue**.

CMS Contact (COR) – Print DUA

Please refer to the **Print DUA** training module for more information on printing your DUA.

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