



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

Enterprise Privacy Policy Engine (EPPE)



**Contractor Approval Workflow Training
Module - CMS Contact (COR) Removing a
Role**

Training Topics

Training Topics in This Module

- EPPE Access Prerequisites
- Basic Information About EPPE
- Removing a Role
- 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.

REMOVING A ROLE

COR – Removing a Role

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, Extension Request(s), DUA(s) - Pending Extensions, Re-Assign Request(s), Pending Change Contact Request(s), Search, DUA Search, My Access, Manage Access (highlighted with a red box), 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:

- 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.

Select the **Manage Access** option on the **My Access** menu.

COR – Removing a Role

EPPE Roles Display

MANAGE ACCESS
Please log out and log back in to confirm your request has been processed.

My Roles

Organization Name	Role	Data Dissemination System	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCH DATA ASSISTANCE CENTER (ResDAC)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	EPPE ADMINISTRATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	NON DUA DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CMS CONTACT (COR)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	ADVISORY BOARD COORDINATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CONTRACTOR DUA MANAGEMENT TEAM		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCHER DUA MANAGEMENT TEAM		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	PAYMENT COORDINATOR		Remove
BOSTON UNIVERSITY	DUA REQUESTER		Remove
UNIVERSITY OF MARYLAND	DUA REQUESTER		Remove
GEORGE WASHINGTON UNIVERSITY (GWU)	DUA REQUESTER		Remove

Select an option *

Request Additional Role ?

Proxy Role ?

Next

1. The **My Roles** table displays with the **Organization Names, Roles** and **Data Disseminating Systems** to which you have access.
2. Select the **Remove** link associated with the role you want to remove.

COR – Removing a Role

Confirm Deletion of Role

Organization Name	Role	Data Dissemination System	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCH DATA ASSISTANCE CENTER (ResDAC)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	EPPE ADMINISTRATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	NON DUA DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)			Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)			Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)			Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)			Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)			Remove
BOSTON UNIVERSITY			Remove
UNIVERSITY OF MARYLAND	DUA REQUESTER		Remove
GEORGE WASHINGTON UNIVERSITY (GWU)	DUA REQUESTER		Remove

Role Delete Request

Are you sure you want to delete your **RESEARCHER DUA MANAGEMENT TEAM** role with **CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)**?

Select an option *

Request Additional Role ?

Proxy Role ?

1. The **Role Delete Request** popup displays.
 2. Select the **Yes** button.
- Note: Selecting **No** will not remove the role.

COR – Removing a Role

EPPE Roles Display

MANAGE ACCESS

Please log out and log back in to confirm your request has been processed.

My Roles

Organization Name	Role	Data Dissemination System	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	RESEARCH DATA ASSISTANCE CENTER (ResDAC)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	EPPE ADMINISTRATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	NON DUA DATA ENTRY		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CMS CONTACT (COR)		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	ADVISORY BOARD COORDINATOR		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	CONTRACTOR DUA MANAGEMENT TEAM		Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	PAYMENT COORDINATOR		Remove
BOSTON UNIVERSITY	DUA REQUESTER		Remove
UNIVERSITY OF MARYLAND	DUA REQUESTER		Remove
GEORGE WASHINGTON UNIVERSITY (GWU)	DUA REQUESTER		Remove

Select an option *

Request Additional Role ?

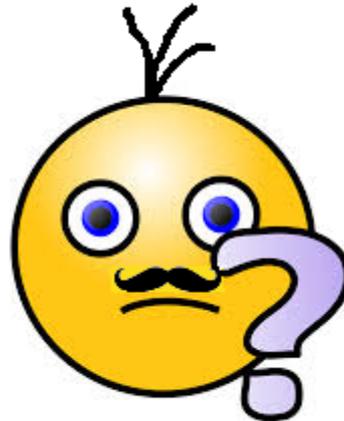
Proxy Role ?

1. The **Manage Access My roles** screen redisplay with message, “Please log out and log back in to confirm your request has been processed.”
2. The deleted role does not display in the list.

Notes:

- You can delete other roles, but you must retain at least one role.

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