



**Centers for Medicare & Medicaid Services**

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

### **Contractor Approval Workflow Training Module - CMS Contact (COR) Denial of a Contractor DUA Extension**

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**Version 2.0**

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# 1. Overview

This training guide will cover the following :

- How to Deny a Contractor DUA extension.

## 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. Deny a Contractor DUA Extension

Log in to the EPPE application.

Figure 1: EPPE Welcome Screen



1. Click **DUA: PENDING ACTIONS** to view a list of pending Extension Requests. The DUA Approval & Extensions Requests contains DUAs that are in Submitted status.

Figure 2: List of DUA Extension Requests

DUA Approval & Extension Requests						
DUA Number	Organization	DUA Action	Requester	Request Date	Workflow Status	Actions
CONT-2023-60235	Test Org	EXTEND DUA		01/04/2024	DUA Extension Submitted - Awaiting COR Approval	<a href="#">Review</a>

1. Click the **Review** action to review and act on or Search for a specific DUA to deny.

### Notes:

- If there are multiple pages of Approved DUAs, the navigation icons (<, >) and page number buttons appear for scrolling through the listing.
- An organization will be unable to create or update DUAs if there is at least one (1) pending extension request for an Expired DUA.

The DUA Extension Request screen is displayed. The Contract Period Start Date, End Date, and New DUA Expiration Date are all shown as read-only.

Figure 3: Deny the Extension

**DUA Number: CONT-2023-59543**

Collapsed View | Expanded View

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DUA Life Cycle +

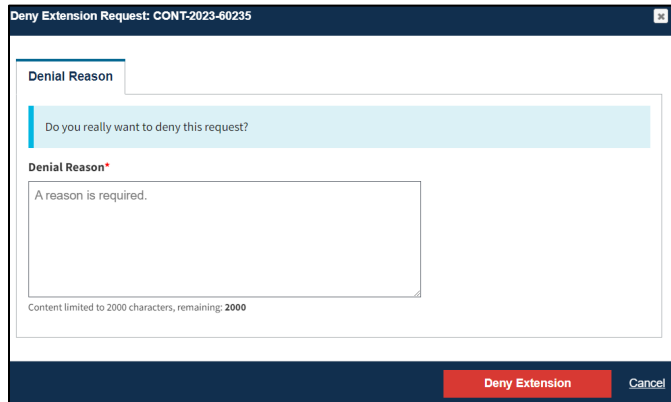
Main Information -

<p>DUA Number: CONT-2023-59543</p> <p>DUA Customer Type: Contractor</p> <p>DUA Request Type: EXTEND DUA</p> <p>DUA Status: DUA Extension Submitted - Awaiting COR Approval</p> <p>Expiration Date: 01/24/2024</p> <p>Requested Date: 01/05/2023</p> <p>Requester: Tester User</p> <p>Requester's Email: test9523@gmail.com</p> <p>Requester's Phone Number: (443) 239-4444</p> <p>Last Updated By: Tester COR</p> <p>Organization Name: HFD Organization</p>	<p>Privacy Act &amp; HIPAA Authorization Code</p> <p>Privacy Act Authorization Code: BENE - ACCESS TO INDIVIDUAL RECORDS</p> <p>HIPAA Authorization Code: Required by Law</p> <p>Contract Information</p> <p>Contract/Grant Number: 0104023</p> <p>Contract Start Date: 01/01/2023</p> <p>Contract End Date: 12/31/2025</p>
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[Approve Extension](#) [Deny Extension](#) [Quit](#)

2. Click the **Deny Extension** button.

The Denial confirmation message, “Do you really want to deny this request?” is displayed.

**Figure 4: Denial Confirmation**

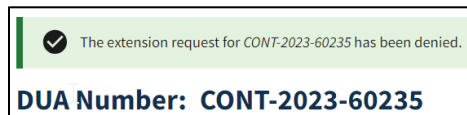
The screenshot shows a dialog box titled "Deny Extension Request: CONT-2023-60235". It features a "Denial Reason" tab. Below the tab is a light blue confirmation bar with the text "Do you really want to deny this request?". Underneath is a text input field labeled "Denial Reason\*" with a red asterisk, containing the message "A reason is required." and a character count "Content limited to 2000 characters, remaining: 2000". At the bottom right, there are two buttons: "Deny Extension" (red) and "Cancel" (white).

3. Enter a **Denial Reason**.
4. Click **Deny Extension**.

Denial Reason text box is displayed.

**Note:** The Comments are required when denying the request and will be included in the denial email sent to the Requester and Requester Proxies.

The Pending Extensions Queue displays the message, "<DUA number> Extension request has been denied."

**Figure 5: Submission Confirmation**

The DUA is no longer displayed in the DUA Approval & Extension Requests queue.

Refer to the CMS Contact (COR) Approval of a Contractor DUA Extension training module for more information on approving a DUA extension request.

### 3. Acronyms

The following are acronyms used within the EPPE system.

**Table 1: Acronyms**

Acronym	Definition
<b>CMS</b>	Centers for Medicare and Medicaid Services
<b>COR</b>	Contracting Officer Representative
<b>DUA</b>	Data Use Agreement
<b>EPPE</b>	Enterprise Privacy Policy Engine
<b>IDM</b>	Identity Management
<b>MFA</b>	Multi-Factor Authentication
<b>PDF</b>	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](mailto:eppe@cms.hhs.gov)