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

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

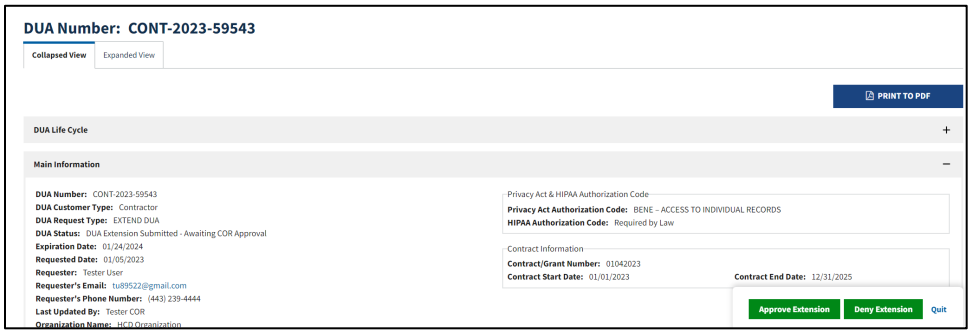
1. Click the **Review** action to review and act on or Search for a specific DUA to deny.

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.

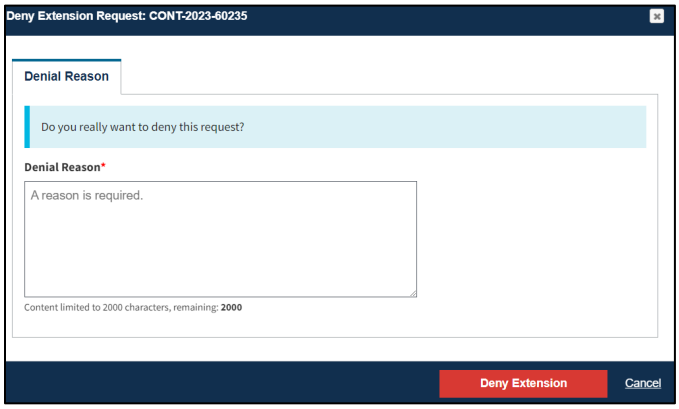
Figure 3: Deny the Extension



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

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

Figure 4: Denial Confirmation



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
CMS	Centers for Medicare and Medicaid Services
COR	Contracting Officer Representative
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)

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