



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

Enterprise Privacy Policy Engine (EPPE)



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



CMS Contact (COR) – Deny Contractor DUA Extension

Training Topics in This Module

- EPPE Application Access Prerequisites
- Basic Information About EPPE
- Deny a Contractor DUA Extension
- 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.

DENY A CONTRACTOR DUA EXTENSION

CMS Contact (COR) – Deny Contractor DUA Extension

EPPE Welcome Screen: DUA(s) – Pending Extensions Queue

Enterprise Privacy Policy Engine

Logged in as: CMS CONTACT (COR)

Welcome to EPPE

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 **DUA(s) – Pending Extensions** on the **Extension Request(s)** menu to display a list of DUA Extension requests.

CMS Contact (COR) – Deny Contractor DUA Extension

List of DUA Extension Requests

DUA

DUA(S) AWAITING MY ACTION

Search:

DUA Number	Organization	DUA Action	Requester	Request Date	Status	
CONT-2019-55169	Demo Expired DUAs	EXTEND DUA	Demo UserOne	12-2-2019	Submitted	View
CONT-2019-55170	Demo Expired DUAs	EXTEND DUA	Demo UserOne	12-2-2019	Submitted	View
CONT-2019-55171	Demo Expired DUAs	EXTEND DUA	Demo UserOne	12-2-2019	Submitted	View
CONT-2019-55168	Demo Expired DUAs	EXTEND DUA	Demo UserOne	12-2-2019	Submitted	View

Showing 1 to 4 of 4 entries

Previous Next

1. The **Pending Extensions Queue** contains DUAs that are in **Submitted** status.
2. Select the **View** link to review and act on or **Search** for the DUA to approve or deny.

Notes:

- Use the **Previous** and **Next** buttons if there are multiple pages of DUAs.
- An organization will be unable to create or update DUAs if there is at least one (1) pending extension request for an Expired DUA.

CMS Contact (COR) – Deny Contractor DUA Extension

Deny the Extension

DUA EXTENSION REQUEST

DUA Number: CONT-2019-55169

CONTRACT PERIOD

Start Date : End Date :

06/26/2018 12/31/2019

NEW DUA EXPIRATION DATE

Date :

12/31/2019

Comments :

Please change the New DUA Expiration Date to.....

Deny **Approve**

1. The **DUA Extension Request** screen displays.
2. The **Contract Period Start Date, End Date, and New DUA Expiration Date** are all shown as read-only.
3. Enter required **Comments**.
4. Select the **Deny** button.

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

CMS Contact (COR) – Deny Contractor DUA Extension

Submission Confirmation

DUA

DUA # CONT-2019-55169 Extension request has been denied. You may continue to review other requests as desired.

DUA(S) AWAITING MY ACTION

Search: <input type="text"/>							
DUA Number	Organization	DUA Action	Requester	Request Date	Status		
CONT-2019-55170	Demo Expired DUAs	EXTEND DUA	Demo UserOne	12-2-2019	Submitted	View	
CONT-2019-55171	Demo Expired DUAs	EXTEND DUA	Demo UserOne	12-2-2019	Submitted	View	
CONT-2019-55168	Demo Expired DUAs	EXTEND DUA	Demo UserOne	12-2-2019	Submitted	View	

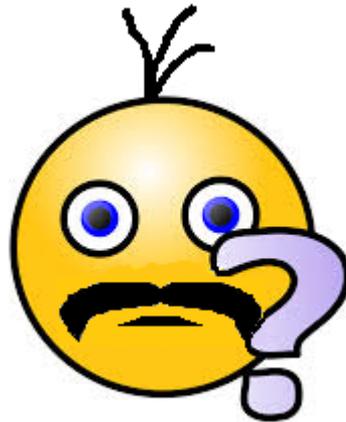
Showing 1 to 3 of 3 entries [Previous](#) [Next](#)

1. The **Pending Extensions Queue** displays the message, ***“DUA # CONT-XXXX-XXXXX Extension request has been denied. You may continue to review other requests as desired.”***
2. The DUA no longer displays in the **Pending Extensions Queue**.

CMS Contact (COR) – Deny Contractor DUA Extension

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

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