



Centers for Medicare & Medicaid Services

# Enterprise Privacy Policy Engine (EPPE)



## Data Use Agreement (DUA) Viewer - DUA Search

# Training Topics

## Training Topics in This Module

- EPPE Application Access Prerequisites
- Basic Information About EPPE
- DUA Viewer - DUA Search
- EPPE Help Desk Information

# EPPE Access Prerequisites

**Before continuing this training, complete the following**

1. Obtain Identity Management (IDM) Credentials, Multi-Factor Authentication (MFA), and EPPE Access
2. Obtain the “DUA Viewer” role within the EPPE application

<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.

# DUA Viewer – DUA Search

## Searching for a DUA

The screenshot displays the Enterprise Privacy Policy Engine (EPPE) interface. On the left, a vertical navigation menu contains five blue buttons: "EPPE Home", "Search", "DUA Search", "My Access", and "Manage Access". The "DUA Search" button is highlighted with a white border. Below the menu is a blue button labeled "Exit EPPE". The main content area on the right features a "Welcome to EPPE" heading, a paragraph describing the application's purpose, a "Goals" section with three bullet points, and a "Training Materials" section with two bullet points. In the top right corner, the user is logged in as "DUA VIEWER" and there is a "Switch To:" dropdown menu currently set to "Select an Option". The version number "Version 80.1" is visible in the bottom right corner of the main content area.

Enterprise Privacy Policy Engine

Logged in as: DUA VIEWER

Switch To:

### 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](https://www.cms.gov), to download [Training Slide Decks](#) for the following:

- Contractor Approval Workflow.
- LDS Approval Workflow.

Version 80.1

On the menu, click **DUA Search**.

**Note:** The DUA Viewer will only be able to see DUAs where the DUA Viewer's associated organization is the requesting organization on the DUA.

# DUA Viewer – DUA Search Page

## DUA Search Page

**DUA SEARCH**

Search Criteria

Search based on one or multiple criteria below:

DUA Number :    ?

DUA Submission Date Range :   ?

DUA Expiration Date Range :   ?

DUA Status :  ?

Study/Project name :  ?

ResDAC TICKET ID:  ?

Customer Type :  ?

DUA Category :  ?

DMP/SAQ Name :  ?

Privacy Act Authorization Code :  ?

HIPAA Authorization Code :  ?

Contract Number :  ?

Organization :  ?

CMS Contact (COR) Name :  ?

DUA Requester Name :  ?

Custodian Name :  ?

Data File Descriptions :  ?

- 8998 - 1
- 1 - 1
- MEDHTL - 1 800 MEDICARE HELPLINE CALL US
- INP - 100% INPATIENT CLAIMS
- SADHHA - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - HOME HEALTH AGENCY
- SADHS - 100% LDS WITH STANDARD ANALYTICAL DATE FILE - HOSPICE

1. Enter the **Search Criteria**.
2. Click the **Search** button.
3. Click **Clear Criteria** button to start another search.

Note: Click the **Search** button to initiate the search function. Clicking “**Enter**” from your keyboard does not initiate the search function.

# DUA Viewer – DUA Search Criteria and Export

## Results Display for the DUA Search

**DUA SEARCH**

Search Criteria Selected

- DUA Number :53996

Showing 1 of 1 Records.

[Export Search Result to Excel](#)

Search:

DUA Number	Customer Type	Organization	Project/StudyName	Requester	Request Date	Expiration Date	Status	
CONT-2019-53996	Contractor	AUTOMATION TESTING UNIVERSITY	1212	NEeMJ luwe	10-29-2020	10-20-2029	Approved	<a href="#">View</a>

Showing 1 to 1 of 1 entries

[Back to Search](#)

1. The **DUA Search Results Screen** displays the search criteria at the top of the screen.
2. The **Search Results** list displays in the table.

1. Click **Export Search Result to Excel** button to generate a downloadable report.
2. Enter text in the **Search** box to filter results.
3. Click the **View** link to display DUA details.
4. Click **Back to Search** to return to the Search page.

# DUA Viewer – DUA Search “My DUA Details”

## View DUA Details

My DUA Details screen displays.

1. Click the **Print DUA** button to access printing options.
2. Click the **green plus sign** (icon) associated with the following to expand the sections and view details:
  - **DUA Life Cycle**
  - **DADSS Comments** (not shown in this example)
  - **Data File(s)**
3. Click the **Download** link to download a document
4. Click the **Back to Results** button to return to the DUA search results screen.

The screenshot displays the 'MY DUA' interface. At the top left, there is a 'Print DUA' button. Below it, the 'DUA Life Cycle' section is expanded, showing 'MAIN INFORMATION' with fields for DUA Number, Customer Type, Status, Dates, Requester, and various codes. Below this is the 'CUSTODIAN/DESY USERS' section with a search bar and a table listing users. The 'DATA FILE DESCRIPTIONS' section contains a table with columns for Data File Description, DUA Number, From Year, To Year, and a green plus sign icon. The 'DOCUMENTS' section at the bottom shows a table with columns for Document, Uploaded File, Custodian, Date and Time, and Action.

User Name	Click User ID	Primary Organization	Organization	URCC Indicator
User Tester		ABC Organization	ABC Organization	Y

Data File Description	DUA Number	From Year	To Year	
IMP - 100% IMPROVEMENT CLASIS		2020	2021	+
GMF - 100% CROSS REFERENCE FILE		2020	2021	+
POSED - 20% PRESCRIPTION DRUG EVENT DATA		2020	2021	+
POSED - 40% PRESCRIPTION DRUG EVENT DATA (18+ VARIABLES)		2020	2021	+
POSEDPS - 5 & PART 2 CHARACTERISTICS FILES		2020	2021	+

Document	Uploaded File	Custodian	Date and Time	Action
1 SIGNATURE ADDENDUM	Test_File.docx	User Tester	Nov 28, 2022 05:04:33 PM	Download



# DUA Viewer – DUA Search Downloaded Report

## Downloaded Report Details

	A	B	C	D	E	F	G	H
1	Dua Number	Workflow	Status	Organization	DUA Category	Customer Type	Project/StudyName	Privacy Act Code
2	CONT-2022-59339	Approval	Approved	ABC Organization		Contractor	Test Project	FED-STATE HEALTH INSURANCE EXCHANGE
3	CONT-2022-59327	Approval	Approved	ABC Organization		Contractor	Another Test Project	ACCOUNTABLE CARE ORGANIZATIONS
4	RSCH-2022-59338	Data Entry	Approved	ABC Organization		Researcher	Another Researcher Project	RESEARCH RU
5	LDSS-2022-59326	Data Entry	Approved	ABC Organization	LIMITED DATASETS (LDS)	Limited Data Set	LDS Project	RESEARCH RU
6	RSCH-2022-59337	Data Entry	Approved	ABC Organization		Researcher	A Research Test Project	RESEARCH RU
7	CONT-2022-59325	Data Entry	Approved	ABC Organization		Contractor	Test Project	CONTRACTOR RU
8	LDSS-2022-59340	Approval	Approved	ABC Organization	LIMITED DATASETS (LDS)	Limited Data Set	LDS Project	RESEARCH RU

Excel interface elements: Search Criteria, DUA Search Result, and a search input field.

The Excel report of the exported **DUA Search Results** displays on the first tab.

# DUA Viewer – DUA Search Downloaded Search Criteria

## Downloaded Report Search Criteria

	A	B
1	DUA Search Criteria Selected	
2	Organization Name :ABC Organization	
3		
4		
5	Total Records	7
6		
7		
8		

Select the second tab of the Excel report of the exported **DUA Search Results** to display the Search Criteria.

# 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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