



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Limited Data Set (LDS) Approval Workflow Training Module – Update/Amend New Data Files

Version 2.1

11/20/2025

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1. Overview

This Training Guide will cover the following:

- How to Update/Amend an LDS DUA
- How to Search for an Approved LDS DUA
- How to Update the Data File Extraction Information
- How to Update the Data Users
- How to Update the Delivery Method Information
- How to Complete the Data File Attributes
- How to Review and Submit an Updated LDS DUA
- How to Upload Documentation

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/>

1.1 Icons Used Throughout the EPPE System



A red asterisk denotes that a field is required to be entered.

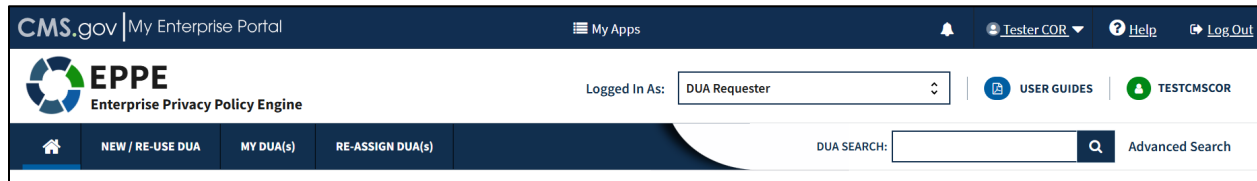


The question mark icon, when selected, will display field specific help.

2. Update/Amend a DUA

Log in to the EPPE application.

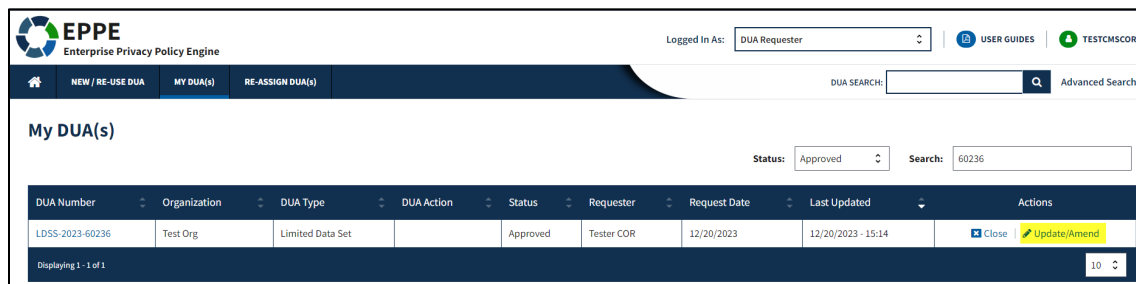
Figure 1: EPPE Welcome Screen



1. Click **MY DUA(S)** to display a list of Approved DUAs that can be updated.

A list of Approved DUAs is displayed.

Figure 2: List of DUAs Eligible to Update



2. Click **Update/Amend** or use the **Search** feature to locate a DUA to update.

Notes:

- If your organization has at least one (1) Expired DUA, a message will display (when you click Update/Amend DUA) with a list of expired DUAs and instructions that you cannot create, update/amend, or reuse a DUA until either extending or closing all of the expired DUAs.
- If you are an existing Requester or Requester Proxy, any Approved Contractor DUAs on which you are the Requester or Requester Proxy will also be displayed in the list.
- If there are multiple pages of Approved DUAs, the **Previous** and **Next** buttons become enabled to scroll through the listing.

The **MY DUA** screen is displayed.

Figure 3: DUA Screen

DUA Number: LDSS-2025-70821

Collapsed View Expanded View

PRINT TO PDF

DUA Life Cycle +

Main Information -

DUA Number: LDSS-2025-70821
 DUA Customer Type: Limited Data Set
 DUA Category: 51 – LIMITED DATASETS (LDS)
 DUA Request Type: CREATE DUA
 DUA Status: Approved
 Expiration Date: 11/18/2026

Privacy Act & HIPAA Authorization Code
 Privacy Act Authorization Code: PA03-RES – RESEARCH RU
 HIPAA Authorization Code: Limited Data Set

Latest Payment Information
 Invoice Amount: \$500.00

Comment Update/Amend Quit

3. Click the **Update/Amend** button.

Figure 4: Edit DUA

✓ LDSS-2025-70821 is ready for updates. Status has been changed to *In Progress*.

DUA Number: LDSS-2025-70821

Collapsed View Expanded View Approved Version

PRINT TO PDF

DUA Life Cycle +

Main Information -

DUA Number: LDSS-2025-70821
 DUA Customer Type: Limited Data Set

Privacy Act
 Privacy Act

Cancel Update Comment Edit Submit

4. Click the **Edit** button.

Note: Once **Edit** is clicked, the user is taken back to the last saved page.

The Update DUA Request screen has the following editable sections:

- Main Information
- Collaborating Organization(s)
- Data Management Plan(s)
- Data users
- Re-use Data File Selection(s)
- New Data File Selection(s)
- Upload Documents

Figure 5: Select New Data Files Selection(s) Section

New / Re-Use DUA

Main Information DUA Number: LDSS-2025-70821

1. DUA Setup

2. Main Information →

3. Collaborating Organization(s)

4. Data Management Plan(s)

5. Data User(s)

6. Re-use Data File Selection(s)

7. New Data File Selection(s)

8. Upload Documents

Study Title*

Automation DUA 937

Study/Project Aim

Automated LDSS DUA

Content limited to 4000 characters, remaining: 3982

Save & Quit Next

5. Click the **New Data Files Selection(s)** section.

The **New Data File Selection(s)** screen is displayed.

Figure 6: New Data Files Selection(s): Update New Data File

New / Re-Use DUA

New Data File Selection(s) DUA Number: LDSS-2025-72198

1. DUA Setup

2. Main Information

3. Collaborating Organization(s)

4. Data Management Plan(s)

5. Data User(s)

6. Re-use Data File Selection(s)

7. New Data File Selection(s) →

ADD NEW DATA FILES

Code	Data File Description	Extraction % / Cohort	From Year	To Year	Status	Actions
111	sdfsd	100%	2010	2024	APPROVED	Show Details Edit Apply to Others

Displaying 1 - 1 of 1

Save & Quit Previous Next

6. Click the **Edit** link to update the specific Data file to add additional years.

Note: Click **ADD NEW DATA FILES** if you want to add more Data Files to the Data File table.

2.1 Data File Information: Data File Extraction

The Data file information pop-up displays with the Data file extraction tab in focus.

Figure 7: Data File Information: Data File Extraction Tab

Edit Data File Selection

Data File Extraction | Delivery Method | Add New Location

Data File: HOPPSF - LDS - HOSPITAL OUTPATIENT PROSPECTIVE PAYMENT SYSTEM (OPPS), FINAL

Data File Extraction / Cohort* **From*** **To***

- None - - None - - None -

Extraction Type(s) **State(s)**

- None - - None -

Add

Extraction % / Cohort	From Year	To Year	Extraction Types	States	Actions
100%	2010	2024	Final	MD	Remove

Next [Cancel](#)

7. Select **Data File Extraction/Cohort** field
8. Select the **From** year and the **To** year.
9. Choose any **Extraction Type(s)**.
10. Choose **State(s)** if applicable.
11. Click **Add**

Notes:

- Some future file years in the year range may not be available yet.
- You may only order files and years available on the LDS Worksheet.

The data file extraction attributes display in the table below.

Figure 8: Data File Information: Extraction Attributes Selected

Extraction % / Cohort	From Year	To Year	Extraction Types	States	Actions
100%	2010	2024	Final	MD	Remove
22	2025	2025	Q1	AK	Remove

Next [Cancel](#)

12. Click **Next**.

2.2 Data File Information: Delivery Method

The **Delivery Method** tab on the Data file information pop-up displays. Select a different Delivery Method and/or Data Dissemination System, if applicable.

Figure 9: Data File Information: Shipping Information Tab

Edit Data File Selection

Data File Extraction | **Delivery Method** | Add New Location

Data File: HOPPSF - LDS - HOSPITAL OUTPATIENT PROSPECTIVE PAYMENT SYSTEM (OPPS), FINAL

Delivery Method: ☒ SHIPPING ☐ DOWNLOAD

Shipping Information

Data Dissemination System: CCW

Primary Recipient: - None -

Data Shipping Location: - None - [Add Location](#)

Carrier: - None -

Add

Recipient	Location	Carrier / Account Number	Actions
Add Shipping Information using the form above.			

Previous **Submit** **Cancel**

1. Select the **Delivery Method**.
2. Select the **Data Dissemination System**.
3. Complete the other fields, as necessary.
4. Click **Add** to populate the table.
5. Click **Submit**.

2.3 Completing Data File Attributes

The file's status is changed to **"UPDATED."**

Figure 10: Updated Status Data File

ADD NEW DATA FILES						
Code	Data File Description	Extraction % / Cohort	From Year	To Year	Status	Actions
ASC-FR	AMBULATORY SURGICAL CENTER, FINAL RULE				INCOMPLETE	Show Details Edit Remove
111	sdfsd	100% 22	2010 2025	2024 2025	UPDATED	Show Details Edit Apply to Others

Displaying 1 - 2 of 2

1. Click the **Apply to Others** link to apply the same attributes to all or some of the remaining files **OR** click the **Edit** link to enter attributes for each file.

Note: The Apply to Others link will only appear if the DUA has multiple files. It displays once data file attributes for the first data file selection have been completed.

When you click the **Apply to Others** link, the **Apply Data Selection Attributes** are displayed.

Figure 11: New Data File(s): Apply to Others Pop-Up: Select Extracts to Apply

The screenshot shows a dark blue header bar with the text "Apply to Others" and a close button (X). Below the header is a white content area with three tabs: "Select Extracts to Apply" (active), "Apply Delivery Details", and "Select Other Data Files". Under the active tab, there are two checkboxes with labels: "[2010 - 2024] : 100%, Final" and "[2025 - 2025] : 22, Q1". At the bottom right of the pop-up, there is a green "Next" button and a "Cancel" link.

2. Select the check box to select the Extracts to apply.
3. Click **Next**.

Note: When using the **Apply to Others** feature on New data files, all Extraction attributes (Extraction &/Cohort, From/To Years, and States as applicable) and Data Dissemination System/Delivery Method information will be applied to the selected files.

Figure 12: New Data File(s): Apply to Others Pop-Up: Select Apply Delivery Details

The screenshot shows the same "Apply to Others" pop-up window, but with the "Apply Delivery Details" tab selected. The "Select Extracts to Apply" tab is now inactive. Under the active tab, there is a checkbox labeled "Apply Delivery Details" with the text "Check this box to apply the delivery details to the selected data files." below it. At the bottom right, there is a "Previous" button, a green "Next" button, and a "Cancel" link.

4. Select the checkbox to **Apply Delivery Details**.
5. Click **Next**.

Figure 13: New Data File(s): Apply to Others Pop-Up: Select Other Data Files

6. Select the check box to select the Data Files.

7. Click the **Submit** button.

The New Data File(s) Selection screen with status for New data files is “**COMPLETE.**”

Figure 14: New Data File(s): Complete Status

Code	Data File Description	Extraction % / Cohort	From Year	To Year	Status	Actions
ASC-FR	AMBULATORY SURGICAL CENTER, FINAL RULE	100% 22	2010 2025	2024 2025	COMPLETE	Show Details Edit Remove Apply to Others
111	sdfsd	100% 22	2010 2025	2024 2025	UPDATED	Show Details Edit Apply to Others

8. Click **Next**.

Note:

- Click the **Show Details** action to see details about that file.
- Use the **Remove** action to remove individual data files from the table, if applicable.

2.4 Upload Documents

The Upload Documents screen is displayed. Predefined document type is displayed in the table.

Figure 15: Upload Documents section

New / Re-Use DUA

Upload Documents DUA Number: LDSS-2025-70821

✓ LDSS-2025-70821 has been saved.

UPLOAD ADDITIONAL DOCUMENTS

Document Type	Document Name	Data User	Description	Uploaded	Actions
ADDITIONAL DOCUMENTS	TEST AD.doc		Test uploaded Additional Document document	11/18/2025	Download
SIGNATURE ADDENDUM	TEST SA.doc	Tyrion Lannister		11/18/2025	Download
LDS WORKSHEET	TEST WS.xlsx		Test uploaded LDS Worksheet document	11/18/2025	Download
ATTACHMENT A RESEARCH PROTOCOL	TEST AA.doc		Test uploaded Attachment A document	11/18/2025	Download

Displaying 1 - 4 of 4 25

[Save & Quit](#) [Previous](#) [Next](#)

1. Click **Upload Additional Documents** to upload document(s).

Figure 16: Upload Additional Documents Pop-up

Upload Additional Documents

Upload Documents

Document Type*

Select

Description

Select File(s)*

Drag files here or [choose from folder](#)

Add [Cancel](#)

2. Select **Document Type** from the dropdown menu.
3. Enter a **Description** (Optional).
4. Click the **choose from folder** link to choose your file.
5. Click the **Add** button once the file has been selected.

Notes:

- Max file size is 100 megabytes.
- Not all file types can be uploaded. The EPPE will display a message when attempting to upload non-allowable file types.
- For easy recognition, please name files appropriately based on their contents.

Figure 17: Upload Documents Table

New / Re-Use DUA

1. DUA Setup
2. Main Information
3. Collaborating Organization(s)
4. Data Management Plan(s)
5. Data User(s)
6. Re-use Data File Selection(s)
7. New Data File Selection(s)
8. Upload Documents →
9. Reviews

Upload Documents
DUA Number: LDSS-2025-70821

Testing.docx was added to LDSS-2025-70821

UPLOAD ADDITIONAL DOCUMENTS

Document Type	Document Name	Data User	Description	Uploaded	Actions
ADDITIONAL DOCUMENTS	Testing.docx			11/20/2025	Download Update Remove
ADDITIONAL DOCUMENTS	TEST AD.doc		Test uploaded Additional Document document	11/18/2025	Download
SIGNATURE ADDENDUM	TEST SA.doc	Tyrion Lannister		11/18/2025	Download
LDS WORKSHEET	TEST WS.xlsx		Test uploaded LDS Worksheet document	11/18/2025	Download
ATTACHMENT A RESEARCH PROTOCOL	TEST AA.doc		Test uploaded Attachment A document	11/18/2025	Download

Displaying 1 - 5 of 5

25

Save & Quit

Previous

Next

6. Click the **Next** button when the Documents are added.

2.5 Review and Submit Updated LDS DUA

The Review screen displays the following sections of the DUA:

- Review: DUA Life Cycle
- Review: Main Information
- Review: Contacts and Proxies
- Review: Data Management Plans
- Review: Data User(s)
- Review: Data File Descriptions
- Review: Documents

Figure 18: Review the DUA

New / Re-Use DUA

1. DUA Setup
2. Main Information
3. Collaborating Organization(s)
4. Data Management Plan(s)
5. Data User(s)
6. Re-use Data File Selection(s)
7. New Data File Selection(s)
8. Upload Documents
9. Reviews →

Review the DUA
DUA Number: LDSS-2025-70821

LDSS-2025-70821 has been saved.

DUA Life Cycle
+

Main Information
-

DUA Number: LDSS-2025-70821
DUA Customer Type: Limited Data Set
DUA Category: 51 - LIMITED DATASETS (LDS)
DUA Request Type: UPDATE DUA
DUA Status: In Progress
Expiration Date: 11/18/2026
Requested Date: 11/18/2025
Requester: Tester COR
Requester's Email: testerCOR07@gmail.com
Requester's Phone Number: (609) 665-2032
Last Updated By: Tester COR
Organization Name: Test Org
Study Title: Automation DUA 937
Study/Project Aim: Automated LDSS DUA

Privacy Act & HIPAA Authorization Code
Privacy Act Authorization Code: PA03-RES - RESEARCH RU
HIPAA Authorization Code: Limited Data Set

Latest Payment Information
Invoice Amount: \$500.00
Payment Date: 11/18/2025

Save & Quit

Previous

Submit

1. Review by clicking the plus sign (+) icon to expand each section.
2. Click **Submit**.

The Comments pop-up is displayed.

Figure 19: Submit: Add Comments or Special Instructions

The screenshot shows a web application window titled "Submit LDSS-2022-59303 for Review". It has two tabs: "Comments" (selected) and "Terms & Conditions". Under the "Comments" tab, there are two text input areas. The first is labeled "Add Comment" and contains the placeholder text "A comment is optional." Below it, a small text indicates "Content limited to 2000 characters, remaining: 2000". The second input area is labeled "Special Instructions" and contains the placeholder text "Special instructions are optional." Below it, another small text indicates "Content limited to 2000 characters, remaining: 2000". At the bottom right of the window, there are two buttons: "Next" (highlighted in green) and "Cancel".

3. Enter any applicable Comments.
4. Enter any applicable Special Instructions.
5. Click **Next**.

The Terms & Conditions screen is displayed.


Figure 20: Accept Terms and Conditions and Submit the DUA

The screenshot shows the same window as Figure 19, but with the "Terms & Conditions" tab selected. The "Comments" tab is now inactive. The main content area displays the terms and conditions text, which is partially visible. Below the text, there is a checkbox that is checked, with the label "I agree to the terms and conditions above.*". At the bottom of the window, there are three buttons: "Previous", "Submit" (highlighted in green), and "Cancel".

6. Scroll through and Click the **I agree to the terms and conditions above** checkbox.
7. Click **Submit**.

The submission confirmation message is displayed on the DUA view screen indicating, "DUA request <DUA number> has been submitted for review. You will receive a follow-p email notification. To view the DUA, navigate to "MY DUA(s)."

Figure 21: DUA Status: Submitted Message


DUA request LDSS-2022-59303 has been submitted for review. You will receive a follow-up email notification. To view the DUA navigate to "My DUA(s)"

DUA Number: LDSS-2022-59303

Collapsed View

Expanded View

PRINT TO PDF

DUA Life Cycle +

Main Information -

DUA Number: LDSS-2022-59303
DUA Customer Type: Limited Data Set
DUA Category: 51 - LIMITED DATASETS (LDS)
DUA Request Type: UPDATE DUA

Privacy Act & HIPAA Authorization Code
Privacy Act Authorization Code: PA03-RES - RESEARCH RU
HIPAA Authorization Code: Limited Data Set

Notes:

- Once the DUA is submitted, it will be routed to the CMS LDS DUA Management Team (DMT) for certification.
- Once the DUA is certified by the LDS DMT, it will be routed to the Payment Coordinator for [payment confirmation](#).
- Once payment is confirmed, the DUA will be approved and data extraction can begin.

3. Acronyms and Glossary

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
DMT	DUA Management Team
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
IDM	Identity Management
LDS	Limited Data Set
MFA	Multi-Factor Authentication
PDF	Portable Document Format

The following terms are defined for EPPE users in the Glossary.

Table 2: Glossary

Term	Definition
Attachment A Research Protocol	Required for all New LDS DUAs.
LDS Worksheet	The LDS Worksheet is required when New data files are being requested.
Signature Addendum	Required when adding Data Users to an LDS DUA.

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

Note: For information on policies, forms, and other LDS DUA related information, please refer to the Limited Data Set (LDS) page.