



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Limited Data Set (LDS) Approval Workflow Training Module- Requester DUA Search

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1. Overview

This Training Guide will cover the following:

- How to perform a DUA Search as a LDS DUA Requester
- How to export DUA Search Results to Excel
- How to return to DUA Search Results

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.

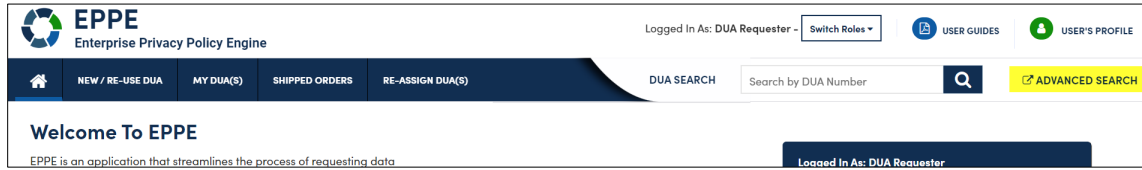


The question mark icon, when selected, will display field specific help.

2. DUA Search

Log in to the EPPE application.

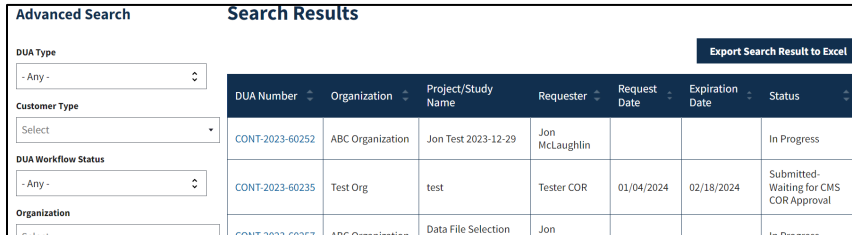
Figure 1: EPPE Welcome



1. Type in the last 5 digits of a DUA in the **DUA Search** field to find a specific DUA.
- or
1. From the menu, click **ADVANCED SEARCH**.

The Advanced Search screen will be displayed.

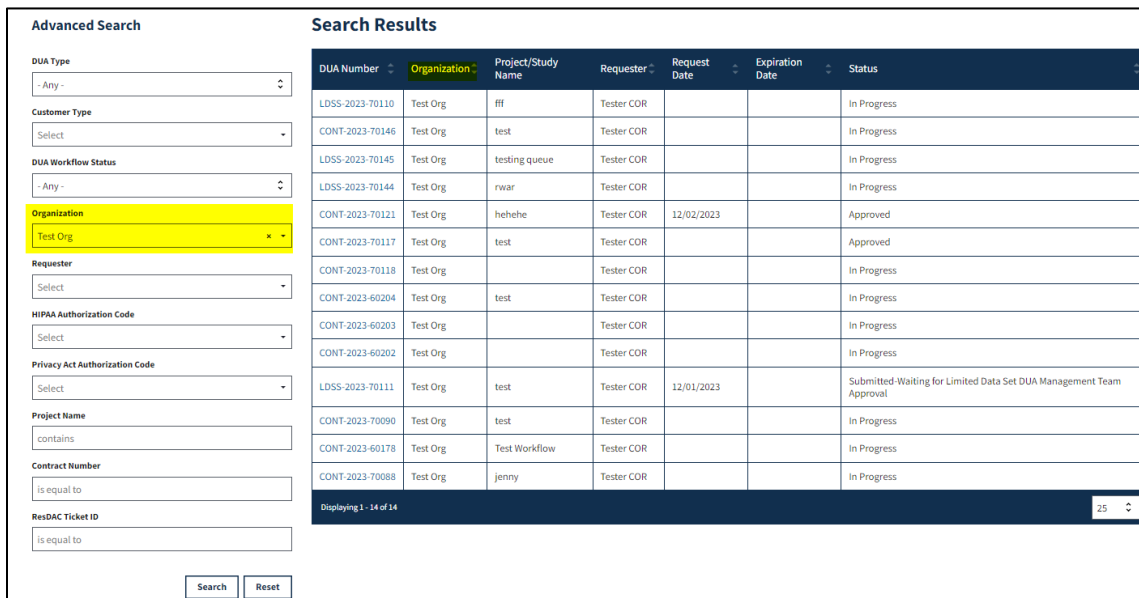
Figure 2: Search Criteria



2. Enter the Search Criteria using the **Advanced Search** features/filters on the far left.
3. Click **Search** at the bottom of the Advance Search column.

The DUA Search Results with the search criteria is displayed. In this example, the Organization Name search criteria were used. The Search Results list displays in the table.

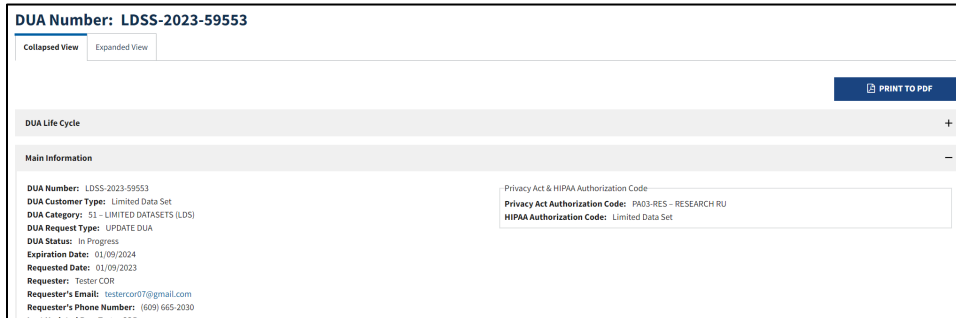
Figure 3: Search Results



- Click the specific **DUA number** from the search results (left side within the table) to display the details of a single DUA.

Note: If you are an existing Requester, search results may contain Contractor and LDS DUAs. The My DUA details screen is displayed.

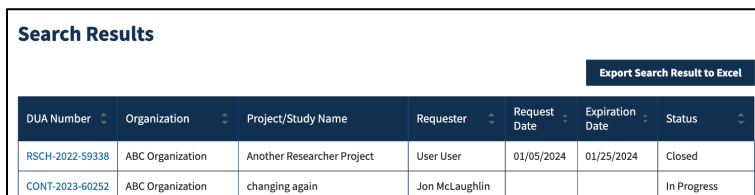
Figure 4: My DUA Details



- Click **PRINT TO PDF** to print and/or save an HTML version of the DUA.
- Click the plus sign (+) icon next to each section to expand and view details:
 - DUA Life Cycle
 - Data User(s)
 - Data File Descriptions
- Use the back button on your browser to return to the DUA search results screen.

The DUA Search Results screen is redisplayed with the search criteria.

Figure 5: Search Results and Export



- Click the **Export Search Result to Excel** button near the top right of the table to generate a report.

Note: Depending on which web browser you are using, you may be asked to open or save the Excel Spreadsheet

3. Acronyms

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
HTML	Hypertext Markup Language
IDM	Identity Management
LDS	Limited Data Set
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)

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.