Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - New Contractor DUA with Re- Use Data Files

Version 2.0

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1. Overview

This Training Guide will cover the following:

- How to add Sub-Contracting Organizations
- How to add Main Information
- How to add Data Users
- How to select Re-Use Data File(s) for a LDS DUA
- How to update Data User and Shipping Information
- 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/

1.2 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.   Create a New DUA

A new DUA can be created.

Figure 1: EPPE Welcome Menu
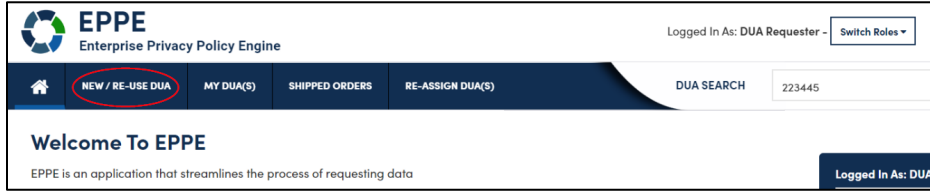
1. Select New / Re-Use from the top menu to begin a new DUA.

The DUA Set Up screen for New / Re-Use DUA Request is displayed.

Figure 2: DUA Set Up Selection
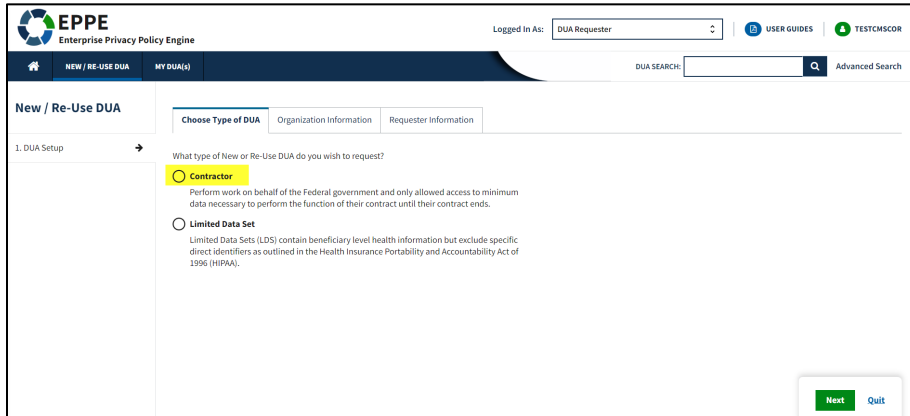
2. Select the **Contractor** radio button.
3. Click **Next**.

Your organization is pre-populated. A dropdown will appear for you to select your organization if you are a Requester for multiple organizations.

Figure 3: Organization Selection

4. Click **Next**.

Requester Information tab is displayed with the Requester Information pre-populated.

Figure 4: Requester Information
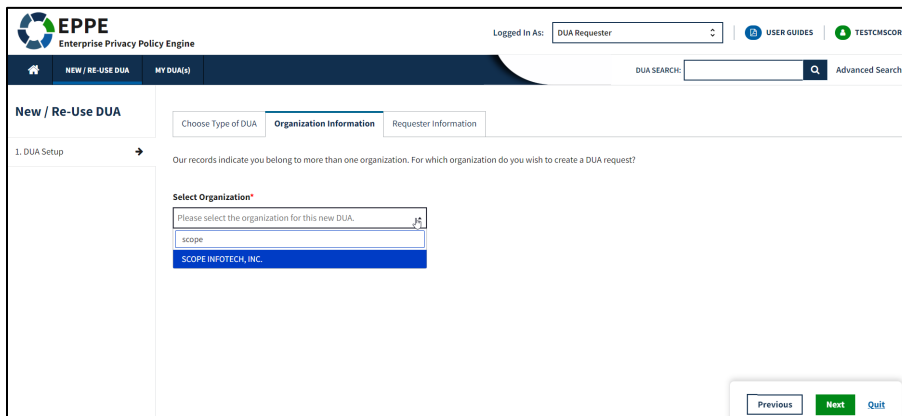

5. Click **Next**.

2.1 Main Information

The DUA Number is displayed on the Main Information screen.

Figure 5: Main Information

1. Enter the **Project Name**
2. Enter the **Contract Number**
3. Enter the **Task Order Number** (Optional)
4. Enter the **Contract Start Date** and **Contract End Date**
5. **Select your CMS Contact (COR)**
6. Click **Next.**

2.2 Add Sub-Contracting Organization(s)

The Organizations screen is displayed with the selected Primary Organization Name.

Select the **Yes** or **No** radio button to answer the question, "*Do you wish to add/remove a sub-contracting organization(s) for this DUA request?*"

Figure 6: Adding a Sub-Contracting Organization
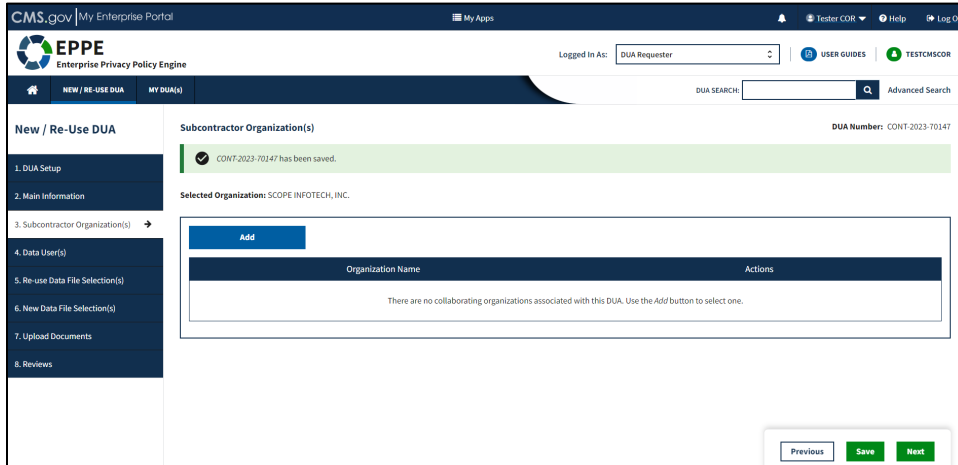
1. Select the **Add Button** if a Collaborating Organization is needed.
2. If no Collaborating Organization is needed, click **Next.**
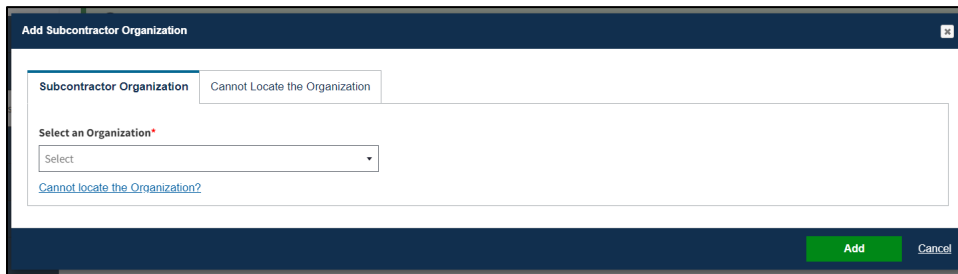
Note: The **Add** button selection is depicted in the following example.

Clicked **Add** to Sub-Contracting Organization to open the **Add Sub-Contractor** tab.

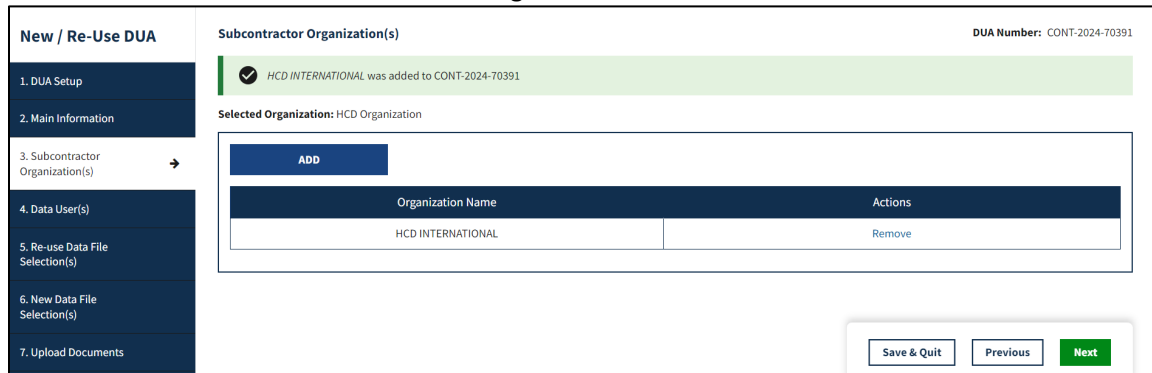**Figure 7: Sub-Contracting Organization: Yes**

3. Enter the Sub-Contracting Organization name.
4. Select the Sub-Contracting Organization from the drop-down list.
5. Click **Add**.

Note: You must select the organization from the drop-down list.

After clicking ADD, the Sub-Contracting Organization is added to the selection table.

Figure 8: Sub-Contracting Organization 2

Refer to the text above and below the image for more information

6. Click **Next**.

Note: Use the Remove option to remove the Sub-Contracting Organization from the table.

2.3   Add Data User(s)

The Data User(s) screen is displayed. These are users who have administrative control over provided data and/or need access to data files within the VRDC data dissemination system.

Figure 9: Data Users with Add Data Users Button
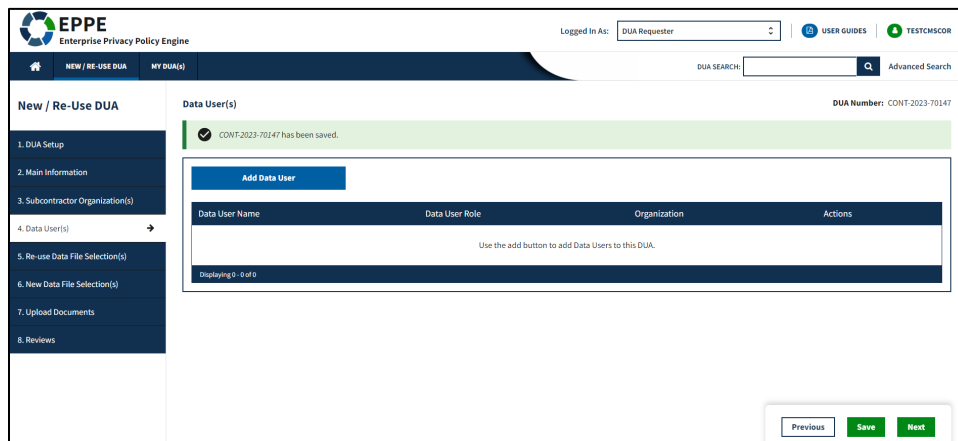
1. Click the **Add Data Users** button.

Notes:

• Adding a Data User is required.
• Data User(s) added will display in the Data Users List.

The Add Data User pop-up is displayed.

Figure 10: Add Data User

2. Select the **Organization**.
3. Select a **Data User** from the dropdown.
4. Select the **Data User's Location**.
5. Select the **Data User's Role**
6. Upload a **Signature Addendum**
7. Click the **Submit** button.

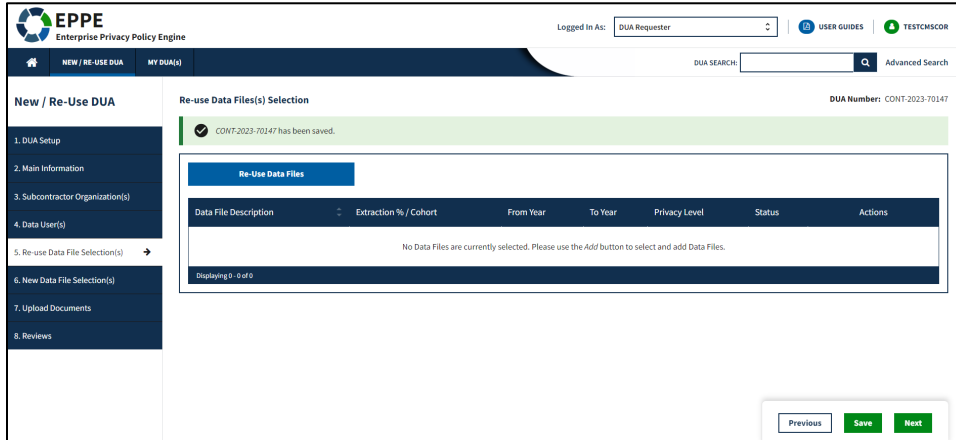The Data User(s) table is displayed.

Figure 11: Data User(s) Table

8. Enter Data User(s), as needed (using steps 1 through 5).
9. Click the **Next** button when all Data Users have been added.

Note: Use the Remove action to remove users from the table.

2.4   Re-Use Data File(s) Decision

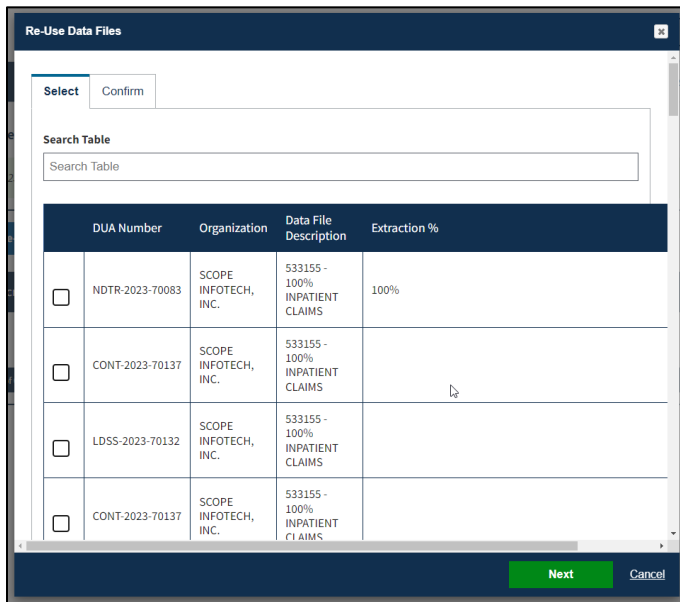The Re-Use Data File(s) Selection screen is displayed.

Figure 12: Add Re-Use Data File(s)

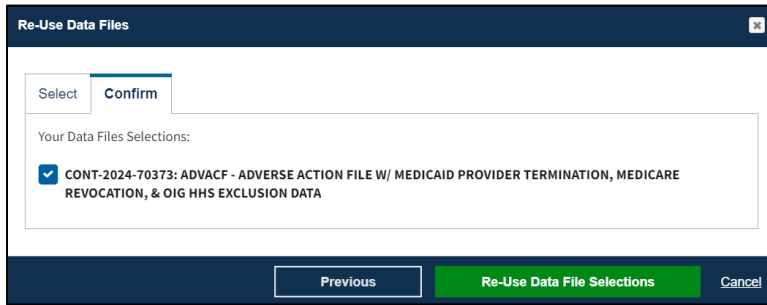1. Click **Re-Use Data Files** button.

Re-Use Data Files pop-up is displayed with data files available for re-use displayed in a table.

Figure 13: Add Re-Use Data File(s)

2. Select the file(s) for re-use.
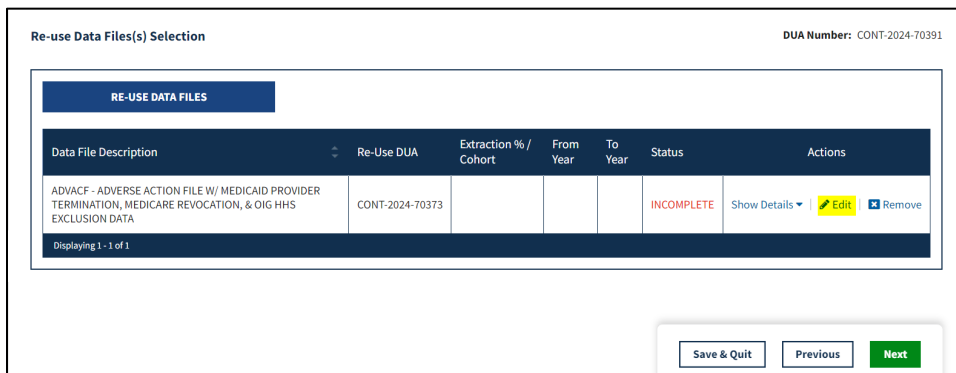3. Click the **Next** button to place the selected files in the table.

Figure 14: Add Re-Use Data File(s): Confirm

4. Click the **Re-Use Data File Selections** button to place the selected files in the table.

Note: Files from the Primary and/or Sub-contracting Organization can be selected.
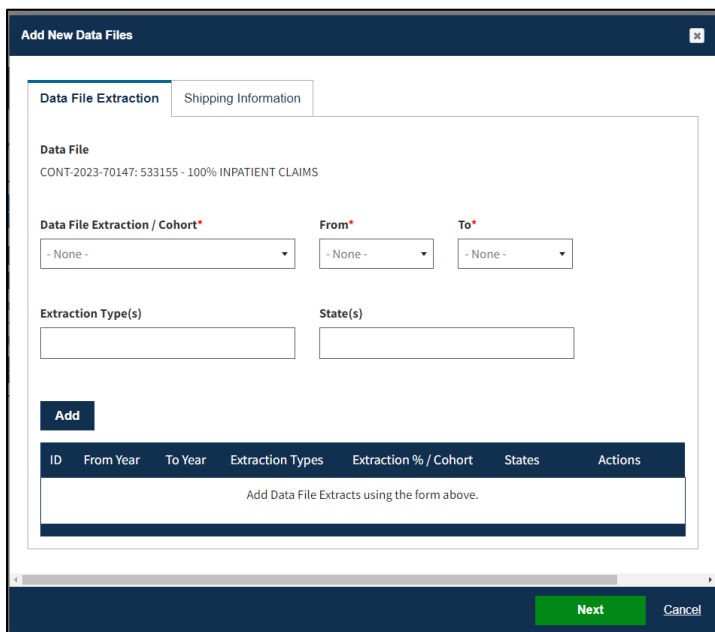
Figure 15: Edit Re-Use Data File(s)

5. Click the **Edit** action to add attributes to a specific data file.

The Data file information pop-up is displayed with the Data file extraction tab in focus.
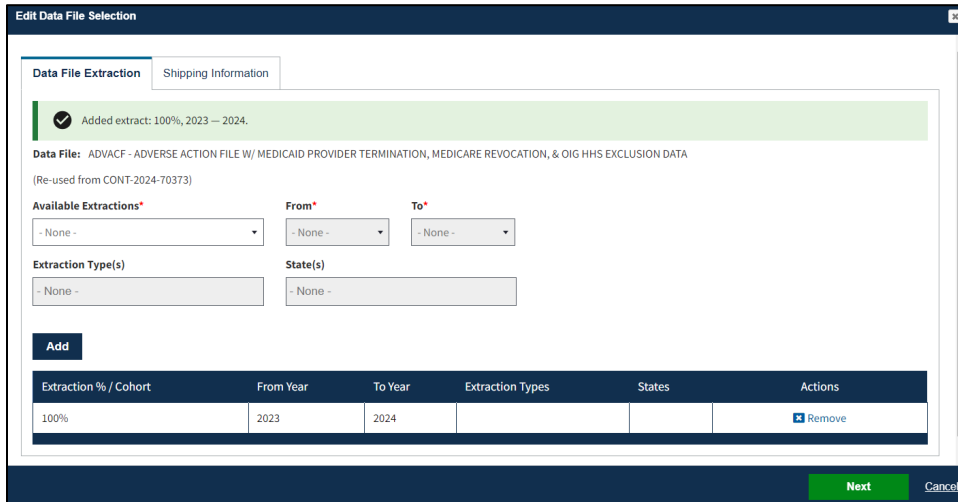
Figure 16: Add Re-Use Data File Extraction Criteria

6. Select the:
   - **Available Year Range**.
   - **From** year and **To** year.
7. Click **Add**.

Note: Some future file years in the year range may not be available yet.

Figure 17: Re-Use Data File(s) Extraction Criteria is Displayed in Table

The selected data file extraction attributes display in the table below.
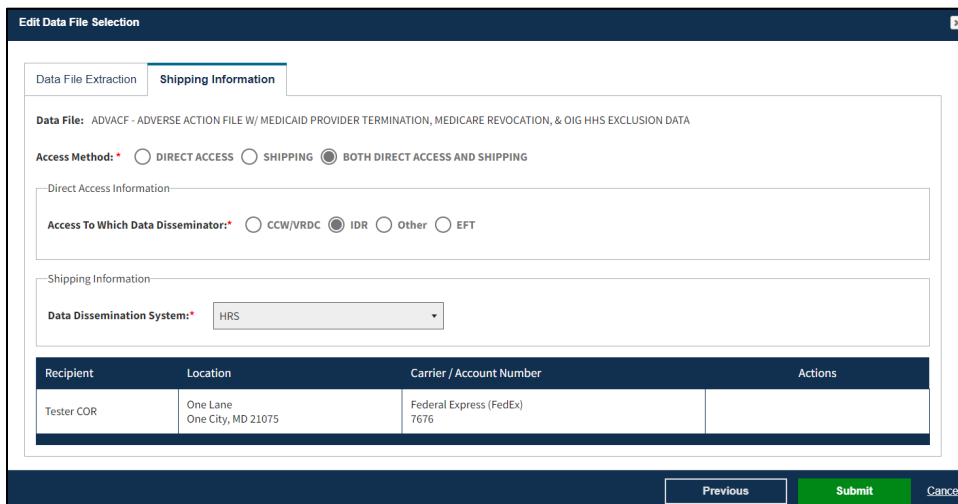
8. Click **Next**.

The Shipping Information tab is displayed.

2.5   Shipping

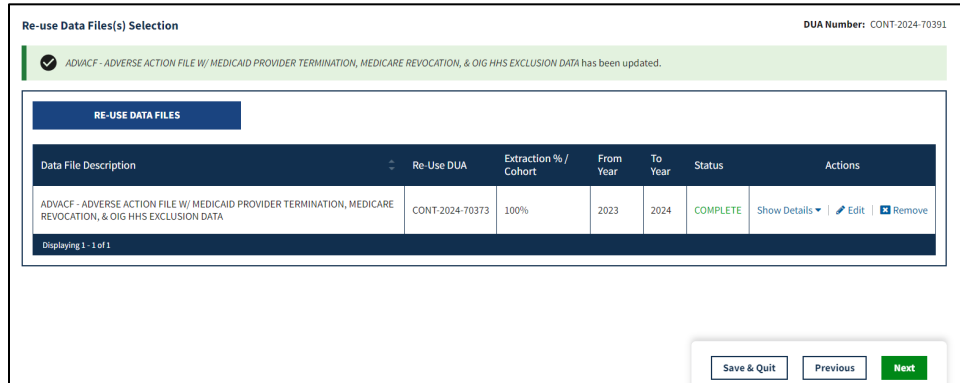Shipping information from the original DUA is displayed as view-only in the table.

Figure 18: Shipping Information for Re-Use Data File(s)

1. Click **Submit**.

The Status of the first re-use file is "COMPLETE."

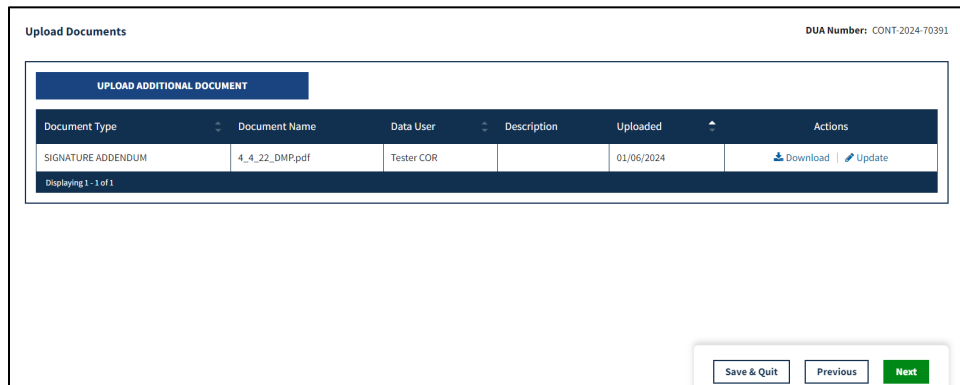**Figure 19: Re-Use Data File Attributes Completed**

2. Click the **Next.**

2.6   Upload Documents

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

Figure 20: New / Re-Use DUA Request: Upload Documents

1. Click **UPLOAD ADDITIONAL DOCUMENT** to upload document(s) from your local computer.

Figure 21: Upload Additional Documents Pop-Up

2. Select **Document Type** from the dropdown menu.
3. Enter a **Description.**
4. Click the **Choose File** button to choose your file from your local computer.
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. EPPE will display a message when attempting to upload non-allowable file types.
- For easy recognition, please name files appropriately based on their contents.

2.7   Review and Submit New/Re-Use DUA

The Review screen displays the following sections of the DUA:

- Review: DUA Life Cycle
- Review: Main Information
- Review: Data User(s)
- Review: Data File Descriptions
- Review: Proxy
- Review: Signature Addendum Documents
- Add: Comments (Optional)

Figure 22: Review the DUA 1

1. Click **Submit.**

The Terms & Conditions screen is displayed.

Figure 23: Accept Terms and Conditions and Submit the DUA

2. Mark the *I agree to the terms and conditions above* checkbox.
3. Click **Submit**.

The Submission confirmation message, "Y*our DUA request <DUA number> has been submitted for approval. You will receive a follow-up email notification. To view the DUA navigate to My DUA(s).*" is displayed on the DUA Request Status screen.

- The DUA Submitted Queue is accessible from the menu.
- The COR will find the DUA in their **Pending Action(s)** queue.

Figure 24: DUA Submission Confirmation Message

DUA request CONT-2024-70402 has been submitted for review. You will receive a follow-up email notification. To view the DUA navigate to "My DUA(s)"

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
COR	CMS Contact (COR)
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
IDM	Identity Management
MFA	Multi-Factor Authentication
PDF	Portable Document Format
VRDC	Virtual Research Data Center

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

Table 2: Glossary

Term	Definition
Signature Addendum	Required when adding Data Users to an LDS DUA, other than the requester, through New/Re-Use and/or Update/Amend.

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