



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - Update DUA Main Information

Version 2.0

01/22/2024

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1. Overview

If you are new to EPPE there are resources to guide you through:

- How to perform an Update/Amend to a Contractor DUA
- How to Update/Amend the Main Information section of a Contractor DUA

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.

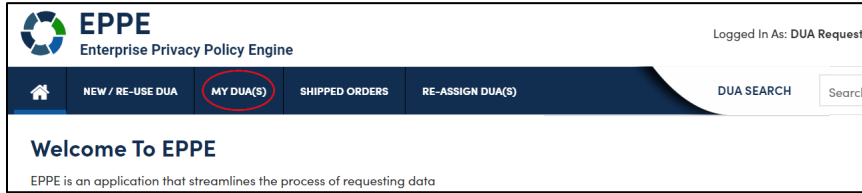


The question mark icon, when selected, will display field specific help.

2. Update/Amend a DUA

Log in to EPPE. The Welcome screen and Menu are displayed.

Figure 1: EPPE Welcome



1. Select the **MY DUA(S)** option from the menu to display a list of approved DUAs that can be updated.

A list of approved DUAs is displayed.

Figure 2: A List of DUAs Eligible to Update

My DUA(s)								
DUA Number	Organization	DUA Type	DUA Action	Status	Requester	Request Date	Last Updated	Actions
CONT-2023-70133	HCD Organization	Contractor	CREATE DUA	Approved	Tester COR	12/04/2023	12/04/2023 - 12:46	Close Update/Amend
LDSS-2023-70136	HCD Organization	Limited Data Set	CREATE DUA	Approved	Tester COR		12/04/2023 - 12:45	
CONT-2023-70124	SCOPE INFOTECH, INC.	Contractor	CREATE DUA	Approved	Tester COR		12/03/2023 - 11:08	
CONT-2023-70121	Test Org	Contractor	CREATE DUA	Approved	Tester COR	12/02/2023	12/02/2023 - 17:46	Close Update/Amend
CONT-2023-70117	Test Org	Contractor	UPDATE DUA	Approved	Tester COR		12/02/2023 - 16:40	
LDSS-2022-59326	HCD Organization	Limited Data Set		Approved		02/01/2023	11/29/2023 - 22:10	Close Update/Amend
CONT-2023-60167	HCD Organization	Contractor		Approved	Tester User	11/24/2023	11/24/2023 - 19:41	Close Update/Amend

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

Note: If there are multiple pages of Approved DUAs, the previous and next icons (<, >) and page number buttons are used to scroll through the list.

2.1 Update DUA

The selected DUA opens.

The following editable sections are displayed:

- Main Information
- Custodian(s)
- Existing Data File Descriptions
- Re-use Data File Descriptions
- New Data File Descriptions
- Signature Addendum & Additional Supporting Documents
- Proxy
- DUA Life Cycle

Figure 3: Selected DUA

DUA Number: CONT-2024-70454

Collapsed View Expanded View

PRINT TO PDF

DUA Life Cycle +

Main Information -

DUA Number: CONT-2024-70454
DUA Status: Approved
Expiration Date: 01/10/2025
Requested Date: 01/09/2024
Requester: Tester COR
Requester's Email: testercor07@gmail.com

Update/Amend Quit

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

Figure 4: Edit DUA Collapsed View: Main Information

The Update/Amend action was performed on CONT-2024-70454

DUA Number: CONT-2024-70454

Collapsed View Expanded View Approved Version

PRINT TO PDF

DUA Life Cycle +

Main Information -

DUA Number: CONT-2024-70454
DUA Request Type: UPDATE DUA
DUA Status: In Progress
Expiration Date: 01/10/2025

Comment Edit Submit

2. Click the **Edit** button.

The editable **Main Information** section is displayed.

Figure 5: Edit: Main Information

New / Re-Use DUA

Main Information DUA Numbers: CONT-2023-70133

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

Project Name* Test

Privacy Act Authorization Code* PA07-LAW - CIVIL / CRIMINAL LAW ENFORCEMENT

HIPAA Authorization Code* Research

DUA Category -None-

Contract Number* 46545

Task Order Number

Contract Start Date* 12/04/2023

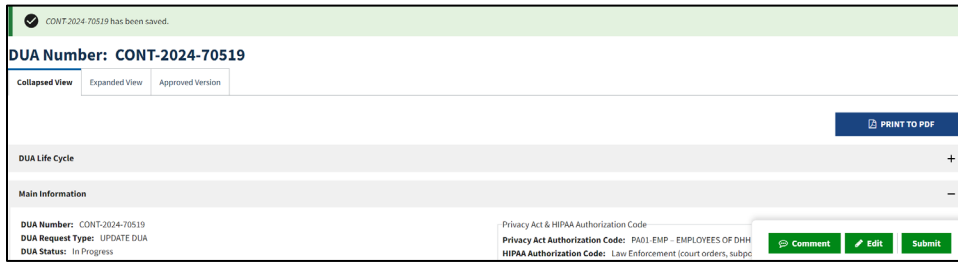
Contract End Date* 12/31/2030

Select your CMS Contact (COR)*
Tester COR
[Cannot locate your CMS Contact \(COR\)?](#)

Save Next

3. Update applicable fields.
4. Click **Save**.

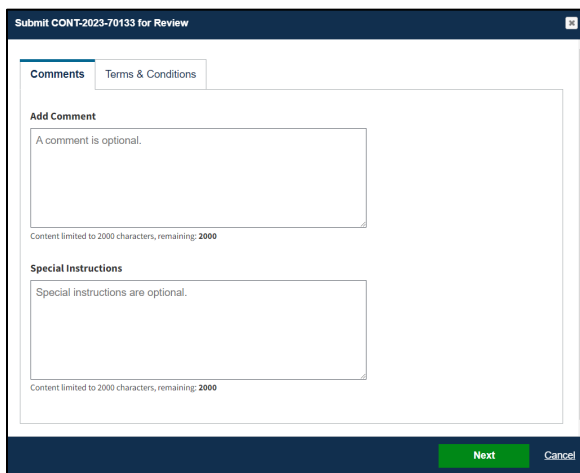
Figure 6: DUA Review Page



5. Click **Submit**.

The Comments/Special Instructions pop-up is displayed.

Figure 7: Submit: Add Comment or Special Instructions

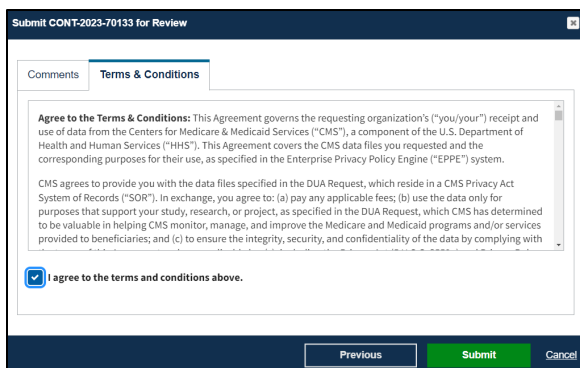


6. Enter any applicable comments.
7. Enter any applicable special instructions.
8. Click **Next**.

2.2 Terms and Conditions

The Terms and Conditions agreement screen is displayed.

Figure 8: Terms and Conditions

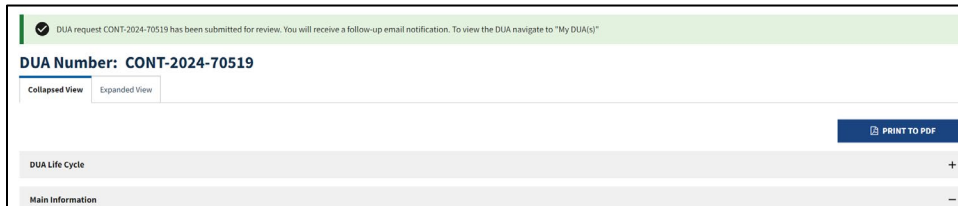


1. Select the ***I agree to the terms and conditions above*** check box.

2. Click **Submit**.

The submission confirmation message, “DUA request < DUA Number> has been submitted for review. You will receive a follow-up email notification. To view the DUA navigate to My DUA(s).” is displayed.

Figure 9: DUA Status: Submitted Message



Notes:

- The DUA can be viewed in the Submitted queue.
- The DUA will need to be reviewed and Approved by the COR and then Certified by the DMT before it displays in the Approved queue.

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)
DMT	DUA Management Team
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
IDM	Identity Management
MFA	Multi-Factor Authentication
PDF	Portable Document Format

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

Table 2: Glossary

Term	Definition
Signature Addendum	Required when adding Custodians 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