



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - Update DUA Custodian(s)/VRDC User(s)

Version 2.0

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Table of Contents

1. Overview	1
1.1 EPPE Access Prerequisites	1
1.2 Icons Used Throughout the EPPE System	1
2. Update/Amend DUA	2
2.1 Submit the DUA	5
2.2 Agree to Terms and Conditions	6
3. Acronyms and Glossary	8
4. EPPE Help Desk Information	9

List of Figures

Figure 1:EPPE Welcome Screen	2
Figure 2: List of DUAs Eligible to Update	2
Figure 3: DUA Screen	2
Figure 4: DUA Screen: Edit DUA	3
Figure 5: Click the Data User(s) Section	3
Figure 6: Custodian Tab.....	4
Figure 7: Add Data User.....	4
Figure 8: Data User's Table	5
Figure 9: DUA Review Screen	5
Figure 10: Add Comments or Special Instructions	6
Figure 11: Accept Terms and Conditions and Submit the DUA.....	6
Figure 12: Submitted Message	6

List of Tables

Table 1: Acronyms	8
Table 2: Glossary	8

1. Overview

This Training Guide will cover the following:

- How to perform an Update/Amend to a Contractor DUA.
- How to Add Comments or Special Instructions.

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.

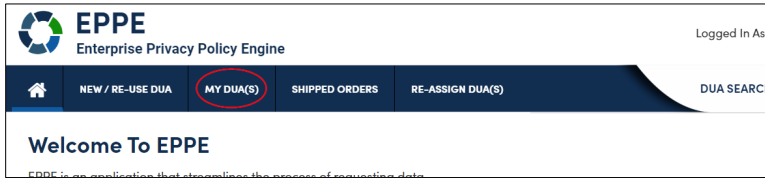


The question mark icon, when selected, will display field specific help.

2. Update/Amend 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

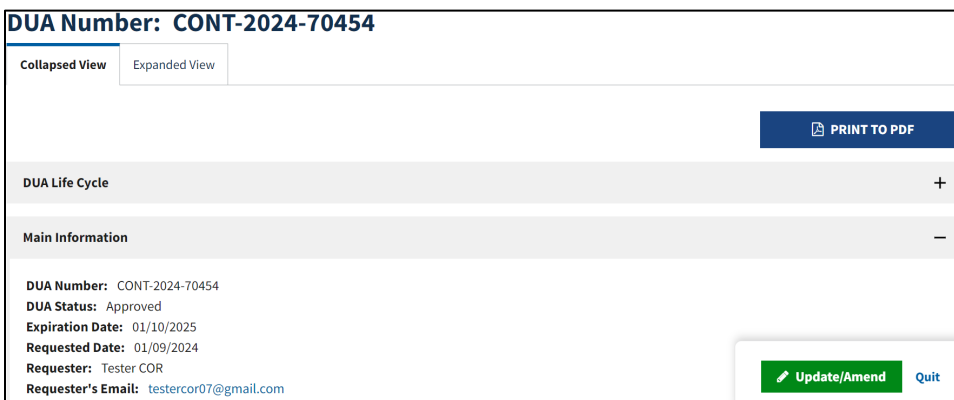
My DUA(s)								
DUA Number	Organization	DUA Type	DUA Action	Status	Requester	Request Date	Last Updated	Actions
CONT-2023-70133	HCD Organization	Contractor	CREATE DUA	Approved	Tester COR	12/04/2023	12/04/2023 - 12:46	Close Update/Amend
LDSS-2023-70136	HCD Organization	Limited Data Set	CREATE DUA	Approved	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** 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 become available for scrolling through the listing.

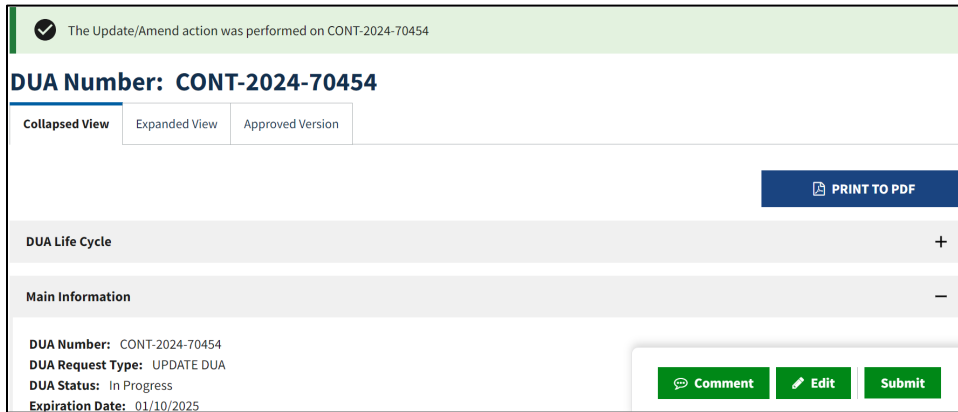
The specific DUA selected is displayed.

Figure 3: DUA Screen



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

Figure 4: DUA Screen: Edit DUA

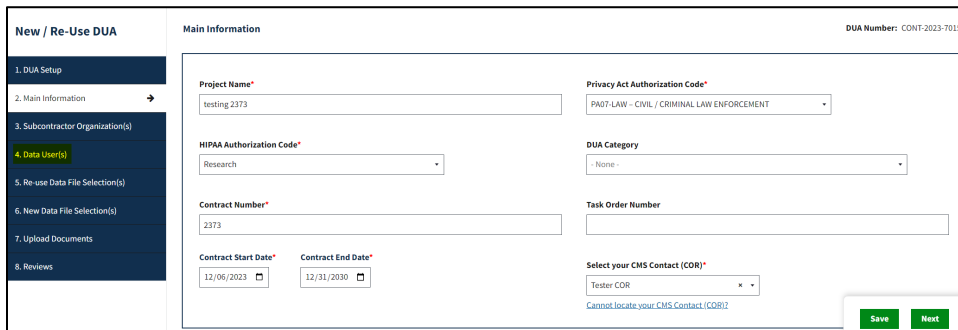


4. Click Edit.

The Update DUA Request Review screen has the following editable sections:

- 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
- Comments

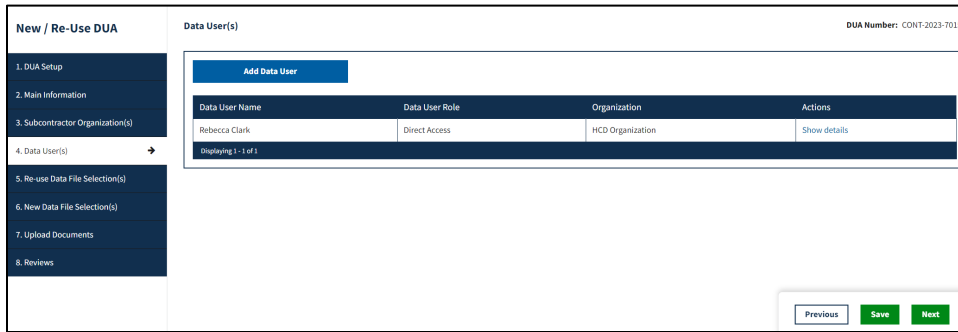
Figure 5: Click the Data User(s) Section



5. Click the Data User(s) section.

The Data User(s) section is displayed.

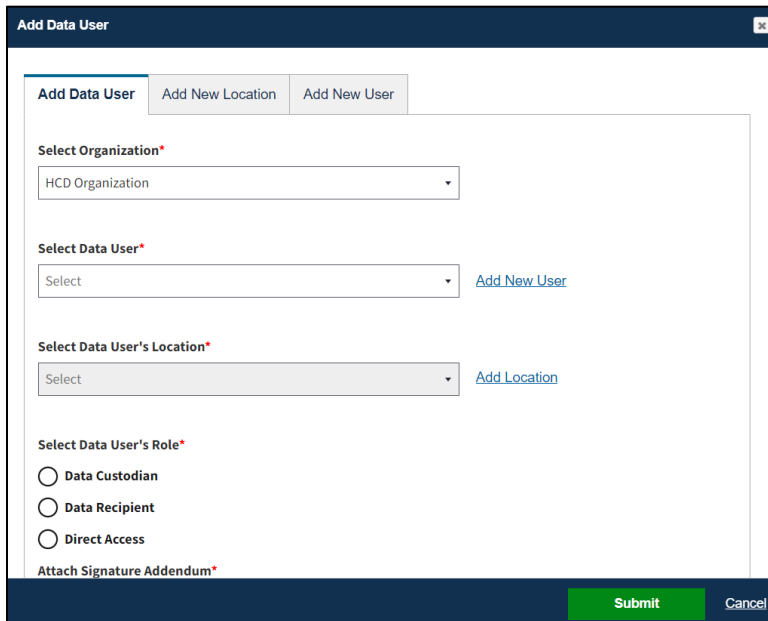
Figure 6: Custodian Tab



6. Click the **Add Data User** button.

The Add Data User pop-up is displayed.

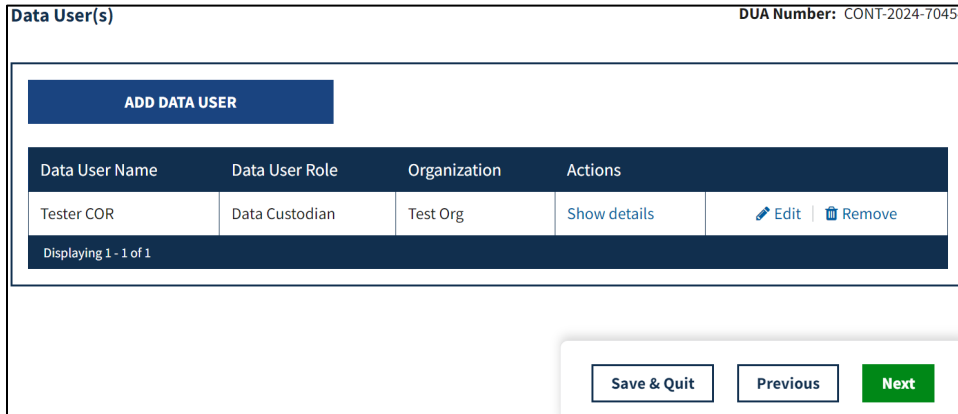
Figure 7: Add Data User



7. **Select Organization.**
8. **Select Data Users** from the dropdown.
9. **Select Data User's Location.**
10. Select the **Data User's Role.**
11. Attach a **Signature Addendum** for the new Data User.
12. Click the **Submit** button.

The User table is updated.

Figure 8: Data User's Table



- You can click the **ADD DATA USER** button to add another User.
- You can click the **Show Details** action to edit the Custodian/VRDC User.
- You can click the **Remove** action to remove the User from the table.

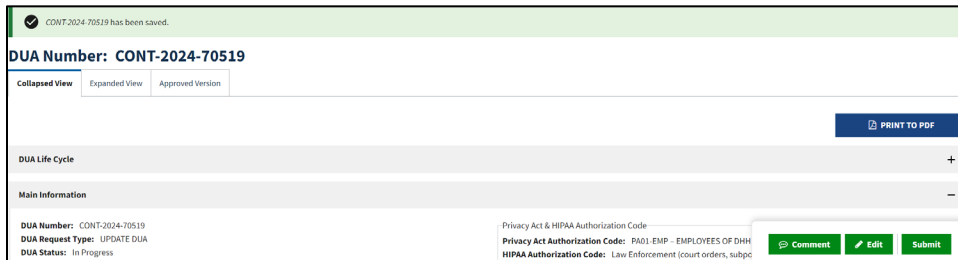
13. Click the **Save & Quit** button when all Data Users have been added/updated.

Note: Removing a User from the table removes them as a Data User of the DUA.

2.1 Submit the DUA

The DUA Review Screen is displayed.

Figure 9: DUA Review Screen



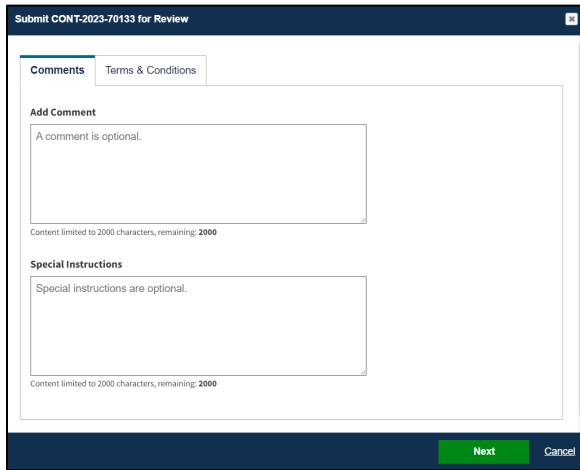
1. Click the **Submit** button.

Add Comments/Special Instructions to the DUA.

DUA Review page is displayed. All updates of the DUA are complete.

The Comments pop-up is displayed.

Figure 10: Add Comments or Special Instructions

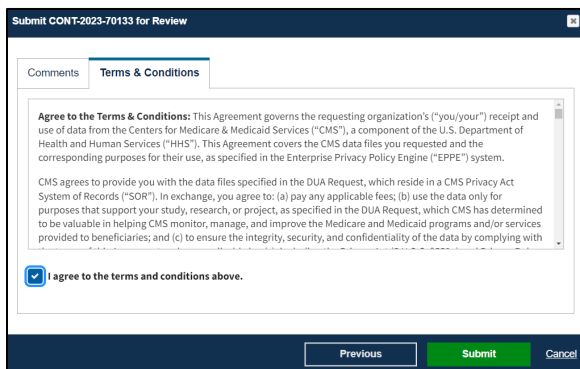


2. Enter any applicable Comments.
3. Enter any applicable Special Instructions.
4. Click **Next**.

2.2 Agree to Terms and Conditions

The Terms and Conditions are shown.

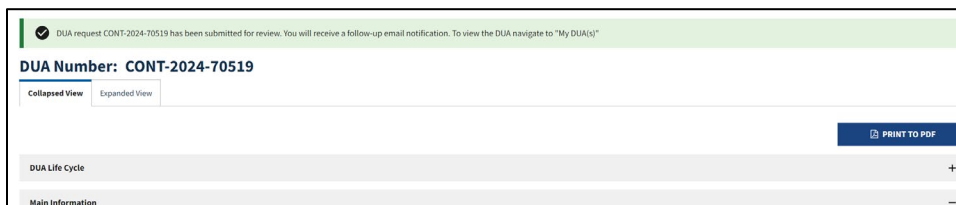
Figure 11: Accept Terms and Conditions and Submit the DUA



1. Use the down arrow to scroll through the terms and conditions.
2. Click the ***I agree to the terms and conditions above*** checkbox at the bottom.
3. Click **Submit**.

The confirmation message, “*Your request to edit <DUA number> is pending approval*” is displayed.

Figure 12: Submitted Message



Notes:

- The DUA can be viewed in the Submitted queue.
- The DUA will need to be reviewed and Approved by the CMS Contact (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
LDS	Limited Data Set
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 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