



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - Requester DUA Search

Version 2.0

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1. Overview

This Training Guide will cover the following:

- How to perform a DUA Search as a Contractor DUA Requester.
- Potential File Action Messages.

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.

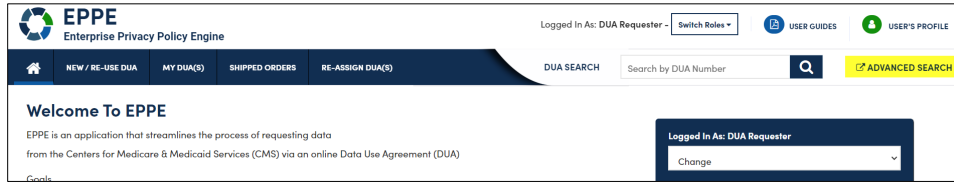


The question mark icon, when selected, will display field specific help.

2. DUA Search

Log in to the EPPE application.

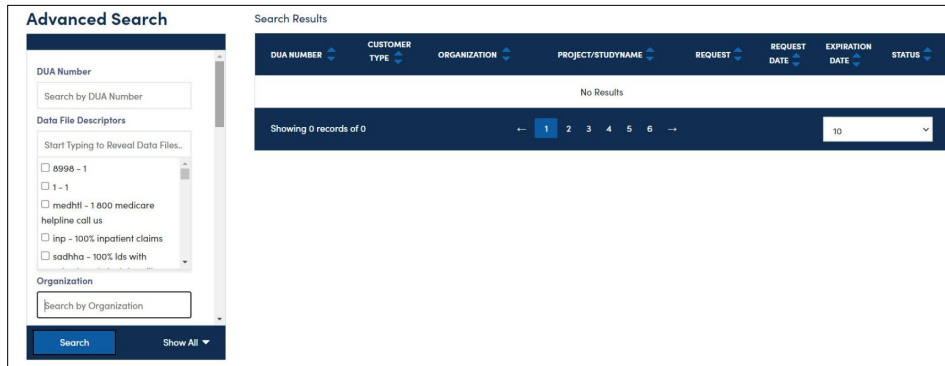
Figure 1: EPPE Welcome Screen



1. Enter the last 5 digits of a DUA Number in the **DUA Search** field to search for a specific DUA.
2. Click **ADVANCED SEARCH**.

The **Advanced Search** screen will be displayed.

Figure 2: Advanced Search

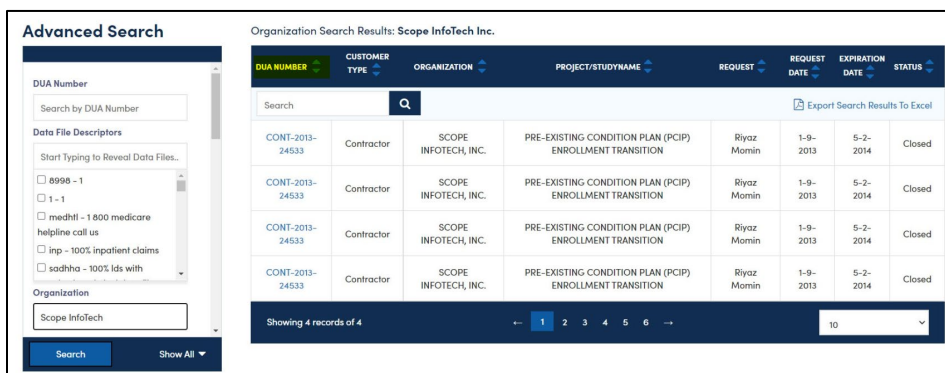


3. Enter the Search Criteria using the **Advanced Search** features/filters on the far left.
4. Click **Search**.

Note: The **Search** button initiates the search function.

The **Search Results** are displayed within the table in the center of the screen with the search criteria still displayed to the left.

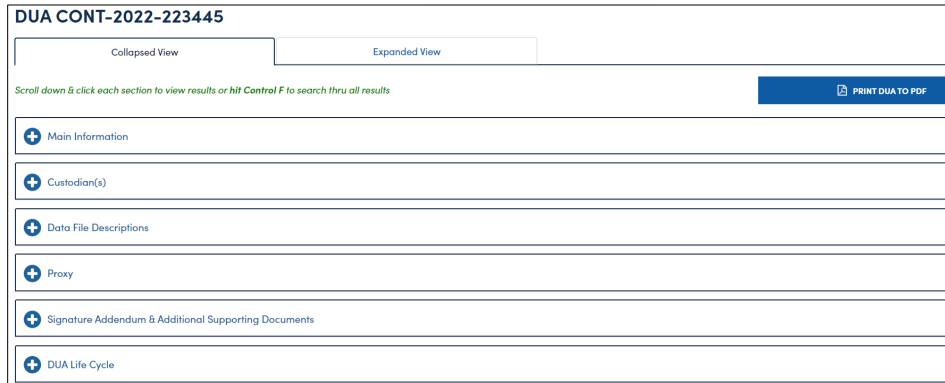
Figure 3: DUA Search Results



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

The details screen will be displayed.

Figure 4: DUA Details



6. Click **PRINT DUA TO PDF** to access printing options.
7. Click the plus sign (+) icon associated with the topic to expand a section and view:
 - a. **DUA Life Cycle**
 - b. **Data File Description**
8. Use the back button on your browser to return to the DUA search results screen.

Figure 5: Search Results Redisplayed

Organization Search Results: Scope InfoTech Inc.

DUA NUMBER	CUSTOMER TYPE	ORGANIZATION	PROJECT/STUDYNAME	REQUEST	REQUEST DATE	EXPIRATION DATE	STATUS
CONT-2013-24533	Contractor	SCOPE INFOTECH, INC.	PRE-EXISTING CONDITION PLAN (PCIP) ENROLLMENT TRANSITION	Riyaz Momin	1-9-2013	5-2-2014	Closed
CONT-2013-		SCOPE	PPE-EXISTING CONDITION PLAN (PCIP)	Riyaz	1-9-	5-2-	

The DUA search results will be redisplayed with the search criteria.

9. Click the **Export Search Result to Excel** link (top of the table) to generate a report.

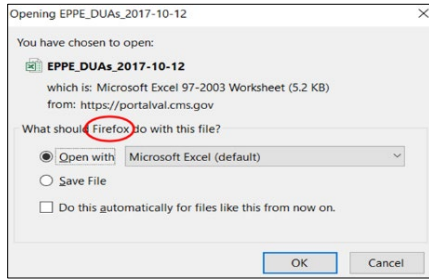
The **DUA Search Results Excel Report** is downloaded and, depending on your browser, will be displayed at the top or bottom of the screen.

10. Click the file to open it.

2.1 Potential File Action Messages

Depending on your internet browser and other settings, messages may display asking if the file should be opened or saved.

Figure 6: Firefox File Action Messages



1. Click the opening or saving action for your browser.

Note: The examples shown are not all-inclusive.

The Excel Report of Exported DUA Search Results will be displayed on the first tab.

Figure 7: Downloaded Report Details

Dua Number	Status	Organization	DUA Category	Customer Type	Project/Study Name	Privacy Act Code	HIPPA Authorization Code	Request Date	Expiration Date	Requester Name	Requester Email	Contract Number	Task Order Number	Contract StartDate	Contract EndDate	CMS Contracting Representative (COR) Name	CMS Contracting Officer Representative (COR) Email
CONT-2018-53365	Approved	NORTH CAROLINA STATE UNIVERSITY	CMS PROGRA MS	Contractor	EPPE Admin Reopen Test	CONTR ACTOR RU	Essenti al Govern ment	1/5/2018	12/31/2018	Taraji Henson	fakepicnic@gmail.com	CONT12-123456	TO-123456	1/1/2017	12/31/2018	Taraji Henson	fakepicnic@lcom
CONT-2018-53366	Approved	NORTH CAROLINA STATE UNIVERSITY	CMS PROGRA MS	Contractor	EPPE Admin Reopen Test	CONTR ACTOR RU	Essenti al Govern ment	1/5/2018	12/31/2018	Taraji Henson	fakepicnic@gmail.com	CONT12-123456	TO-123456	1/3/2017	12/31/2018	Taraji Henson	fakepicnic@lcom
CONT-2018-53367	Approved	NORTH CAROLINA STATE UNIVERSITY	CMS PROGRA MS	Contractor	EPPE Admin Reopen Test	CONTR ACTOR RU	Essenti al Govern ment	1/5/2018	12/31/2018	Taraji Henson	fakepicnic@gmail.com	CONT12-123456	TO-123456	1/3/2017	12/31/2018	Taraji Henson	fakepicnic@lcom
CONT-2018-54271	Approved	NORTH CAROLINA STATE UNIVERSITY	CMS PROGRA MS	Contractor	Testing Document Requirement	COORD INATIO N OF BENEFIT S RU Functi	Essenti al Govern ment	2/27/2018	12/31/2018	Taraji Henson	fakepicnic@gmail.com	CONT12-123456	TO-123456	1/3/2018	12/31/2018	Taraji Henson	fakepicnic@lcom
CONT-2018-53365	Approved	NORTH CAROLINA STATE UNIVERSITY	CMS PROGRA MS	Contractor	EPPE Admin Reopen Test	CONTR ACTOR RU	Essenti al Govern ment	1/5/2018	12/31/2018	Taraji Henson	fakepicnic@gmail.com	CONT12-123456	TO-123456	1/1/2018	12/31/2018	Taraji Henson	fakepicnic@lcom

2. Click the second tab of the Excel report.

The second tab of the Excel Report will show the search criteria used.

Figure 8: Downloaded Report Search Criteria

	A	B	C	D
1	DUA Search Criteria Selected			
2	DUA Status :Approved			
3	CustomerType :Contractor			
4				
5				
6	Total Records	9		
7				

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
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)

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