

Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module -How to Change the CMS Contact (COR)

Version 2.0 01/22/2024

Document Number: EPPE-198-CONT_DUAReq_ChangeCOR-v2.0

Table of Contents

1.	Over	view	1
	1.1 1.2	EPPE Access Prerequisites Icons Used Throughout the EPPE System	1 1
2.	How	to Change the COR	2
	2.1	Review & Submit Updated DUA	4
3.	Acro	nyms and Glossary	7
4.	EPPI	E Help Desk Information	8

List of Figures

2
2
2
3
3
3
4
4
5
5
5

List of Tables

Table 1: Acronyms	7
Table 2: Glossary	7

1. Overview

This Training Guide will cover the following:

- How to change the CMS Contact COR on a Contractor DUA.
- How to Review and Submit an Updated Contractor DUA.
- How to Print 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: <u>https://www.cms.gov/files/document/eppeidm.pdf</u>
- Access CMS Portal: <u>https://portal.cms.gov/</u>

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. How to Change the COR

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 will be displayed.

Figure 2: Update DUA: Approved DUAs

	My DUA(s)						6		-t.
l							status.	pproved v sear	
	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
L	1000 2022 50502	SCORE INFOTECH INC	Limited Data Cat		Approved	TesterCOR	11/21/2022	11/21/2022 16:17	

2. Click **Update/Amend DUA** 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 My DUA screen will be displayed with the current CMS Contact (COR) displayed.

Figure 3: DUA Review Page: Update/Amend

DOA NUM	ber: CON	1-2024-70454		
Collapsed View	Expanded View			
			🕒 PRINT TO PDF	
DUA Life Cycle				+
Main Informatio	on			_
DUA Number:	CONT-2024-70454			
DUA Status: Aj	pproved			
Expiration Date	e: 01/10/2025			
Requested Date	e: 01/09/2024			
Requester: Te:	ster COR			uit
Requester's Em	nail: testercor07@	gmail.com	p opuncipaniena Q	_

3. Click **Update/Amend**

Figure 4: DUA Review Page: Edit DUA

S The Upda	ite/Amend action w	as performed on CON	IT-2023-60181					
DUA Num	ber: CON	Г-2023-601	81					
Collapsed View	Expanded View	Approved Version						
							🛆 PRINT TO PDF	
DUA Life Cycle								+
Main Informatio	on							-
DUA Number: DUA Customer DUA Request Ty DUA Status: In Expiration Date Requested Date	CONT-2023-60181 Type: Contractor rpe: UPDATE DUA Progress :: 12/30/2024 :: 12/27/2023 :: 0202				Privacy Act & HIPAA Authorization Code Privacy Act Authorization Code: PA03-ADV – PROI HIPAA Authorization Code: Treatment, Payment, & Contract Information Contract/Grant Number: 435345	TECTION AND ADVOCACY Health Care Operations	nt 🥒 Edit Submi	it
Requester: Te:	ster COR				Contract Start Date: 11/29/2023	Cont		

4. Click Edit.

Note: When Edit is selected, EPPE will navigate the user to the last known section of the DUA.

Figure 5: Main Information: CMS Contract (COR)

in Information			DUA Number: CONT-2023-6018
Project Name* test	Contract Number*		
Task Order Number	Contract Start Date*	Contract End Date*	
	11/29/2023 🗖	12/31/2025	
Select your CMS Contact (COR)*			
Tester User × 👻			
Cannot locate your CMS Contact (COR)?			
			Save & Quit Next

5. Click **Select CMS COR** dropdown menu in the **Main Information** section to make changes to CMS Contact (COR).

Notes:

- At any time from the Review screen, View Approved Version can be clicked to view and print the approved version of the DUA.
- If your organization has at least one (1) expired DUA, a message will be displayed with a list of the expired DUAs and instructions. You cannot create or update any DUAs until extending or closing all expired DUAs.

The Current CMS Contact (COR) is displayed.

Note: If the COR is not in the dropdown, click "Cannot locate your CMS Contact (COR)."

An **Alert** will be displayed, "*If you are unable to find your CMS Contact (COR)*'s name, please request your CMS Contact (COR) to complete their registration with IDM and EPPE. Once they have informed you registration is complete you will be able to resume your DUA request."

Figure 6: Cannot Locate CMS COR Alert

Cannot Locate your CMS Contact (COR)?	×
If you are unable to find your CMS Contact (COR)'s name, please request your CMS Contact (COR) to complete their registratio with IDM and EPPE.	n
Once they have informed you registration is complete you will be able to resume your DUA request.	
Cio	<u>se</u>

6. Click **X** or **Close** to close the pop-up.

The newly selected CMS Contact (COR) will be displayed on the Update DUA Request screen.

Figure 7: COR Information Updated

N	lain Information			DUA Number: CONT-2023-60181
	Project Name*	Contract Number*		
	Task Order Number	Contract Start Date*	Contract End Date*	
		11/29/2023	12/31/2025	
	Select your CMS Contact (COR)* Tester COR * •			
	Cannot locate your CMS Contact (COR)?			
				Save & Quit Next

7. Click Save & Quit.

2.1 Review & Submit Updated DUA

The Review screen will display the new CMS Contact (COR) as well as the following 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

Figure 8: Edit DUA: Review Page

🕑 сонт-202	3-60181 has been s	aved.		
DUA Num	per: CON	Г-2023-601	81	
Collapsed View	Expanded View	Approved Version		
			D PRINT TO PDF	
DUA Life Cycle				+
Main Informatic	n			+
Contacts and Pr	oxies			+
Data User(s)				+
Data File Descri	otions			+
Documents				+
			⇔ Communt 🖋 Edit Submit	

1. Click Submit.

The Submit for Review pop-up is displayed.

Figure 9: Submit: Comment and	Special Instructions Tab
-------------------------------	--------------------------

ibmit CONT-20	23-60181 for Review				3
Comments	Terms & Conditions				
Add Commen	t	1			
A comment i	s optional.				
Content limited to Special Instru Special instr	o 2000 characters, remaining: 24	000			
Content limited to	o 2000 characters, remaining: 2 /	000			
				Next	Cano

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

The Terms & Conditions screen will be displayed.

Figure 10: Accept Terms and Conditions

Agree to the Terms & Conditions: This Agreement governs the requesting organization's ("you/your") receipt and use of data from the Centers for Medicare & Medicaid Services ("CMS"), a component of the U.S. Department of Health and Human Services ("HHS"). This Agreement covers the CMS data files you requested and the corresponding purposes for their use, as specified in the Enterprise Privacy Policy Engine ("EPPE") system. CMS agrees to provide you with the data files specified in the DUA Request, which reside in a CMS Privacy Act System of Records ("SOR"). In exchange, you agree to: (a) pay any applicable fees; (b) use the data only for purposes that support your study, research, or project, as specified in the DUA Request, which CMS has determined to be valuable in helping CMS monitor, manage, and improve the Medicare and Medicaid programs and/or services provided to beneficiaries; and (c) to ensure the integrity, security, and confidentiality of the data by complying with	Comments	Terms & Conditions		
	Agree to th use of data Health and correspond CMS agrees System of P	the Terms & Conditions: Thi from the Centers for Medic Human Services ("HHS"). 1 ling purposes for their use, s to provide you with the da Records ("SOR"). In exchang	s Agreement governs the requesting organization's ("you/your") receipt and are & Medicaid Services ("CMS"), a component of the U.S. Department of his Agreement covers the CMS data files you requested and the as specified in the Enterprise Privacy Policy Engine ("EPPE") system. ta files specified in the DUA Request, which reside in a CMS Privacy Act e, you agree to: (a) pay any applicable fees; (b) use the data only for acch, or provised as according in the DUA Request which CMS has determined	Ĺ
I agree to the terms and conditions above.	purposes t to be valua	ble in helping CMS monitor	manage, and improve the Medicare and Medicaid programs and combined with the integrity contribution of the data by complying with	

- 5. Use the down arrow to navigate to the bottom of the screen.
- 6. Click the *I agree to the terms and conditions above* checkbox.
- 7. Click Submit.

The confirmation, "DUA request <DUA number> has been submitted for review. You will receive a follow-up email. To view the DUA navigate to My DUA(s)." will be displayed.

Figure 11: DUA Status: Submitted Message

0	DUA request CONT-2023-60181 has been submitted for review. You will receive a follow-up email notification. To view the DUA navigate to "My DUA(s)
DUA	Number: CONT-2023-60181

Notes:

- The DUA will be placed in the Requester's **Submitted** Queue
- The new CMS Contact (COR) will find the DUA in their **Pending Action(s)** queue and receive an email which includes the DUA number.
- The Requester will receive an email when the updated DUA has been approved by the new COR and certified by the Contractor DMT.

3. Acronyms and Glossary

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Enterprise Privacy Policy Engine	
Data Use Agreement	
Centers for Medicare and Medicaid Services	
Identity Management	
DUA Management Team	
Portable Document Format	
Limited Data Set	
r	

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