

**Centers for Medicare & Medicaid Services** 

# **Enterprise Privacy Policy Engine Cloud (EPPE)**

# Contractor Approval Workflow Training Module -CMS Contact (COR) Approve DUA

Version 2.0 01/22/2024

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### 1. Overview

This Training Guide will cover the following:

- How to Review and Approve the Contractor DUA.
- How to view the DUA Data File Details.
- How to view the document attachments.

### 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. Review and Approve the DUA

Note: All instructions below are intended for the CMS Contact (COR) user.

Log in to the EPPE application.

#### Figure 1: EPPE Welcome Screen

0	EPPE Logged In As: CMS Contact (COR)							
*	DUA: PENDING ACTIONS	RE-ASSIGN REQUEST(S)	SHIPPED ORDERS		DUA SEARCH	Search by [		
We	come To EPPE							
EPPE i	s an application that stream	mlines the process of requ	esting data					
from t	no Contore for Modicaro &	Madicaid Sanicas (CMS)	ia an onlino Data Us	Agroomont (DUA)				

1. Click DUA: PENDING ACTIONS for a list of DUAs for CMS Contact (COR) review.

A list of DUAs pending an action is displayed.

Figure 2: List of DUAs Pending Action

DUA Approval &	Extension Requests				Status: Any- \$ Search:	
DUA Number 🗘	Organization	DUA Action	Requester 🗘	Request Date 🗘	Workflow Status	Actions
CONT-2023-70133	HCD Organization	UPDATE DUA	Tester COR	12/05/2023	Submitted-Waiting for CMS COR Approval	Review
CONT-2023-70153	HCD Organization	CREATE DUA	Tester COR	12/07/2023	Submitted-Waiting for CMS COR Approval	@ Review

- 2. Specify any Search criteria.
- 3. Click the **Review** action to review and take action.

**Note:** If there are multiple pages of DUAs Pending Action use the previous and next icons (<, >) and page number buttons become available to scroll through the listing.

The **DUA Review** screen is displayed.

#### Figure 3: DUA Review Screen

DUA Number: CONT-2023-70153	
Collapsed View Expanded View	
	A PRINT TO PDF
DUA Life Cycle	+
Main Information	-
DUA Number: CONT-2023-70153 DUA Request Type: CREATE DUA DUA Status: Submitted-Walking for CMS COR Approval	Privacy Act & HIPAA Authorization Code Privacy Act Authorization Code: PAOT-LAW – CIVIL / CRIMINAL LAW ENFORCEMENT HIPAA Authorization Code: Research
requested use: 12/01/2023 Requester: Tester COR Requester's Email: testercor07@gmail.com Requester's Phone Humbers (509) 655-2030 Last Updated By: Tester COR	Contract Information Contract/Grant Number: 2373 Contract Start Date: 12/06/2023 Contract End Date: 12/31/2030
Organization Name: HCD Organization Project Name: testing 2373	Request more information Approve Deny Quit

4. Determine if a DUA can be approved (review the data files and documents uploaded).

Note: All comments can be viewed in the DUA Life Cycle.

### 2.1 View DUA Data File Details

Review the DUA Data File details in the Data File Descriptions section.

#### Figure 4: Data File Descriptions: Get Details

D	Data File Descriptions -								
F	e-used Data File Descri	ptions							
	Code 🌲	Data File Description	÷	Re-Use DUA			From Year	To Year	
	533155	533155 - 100% INPATIENT CLAIMS					2019	2024	Show details
	533155	533155 - 100% INPATIENT CLAIMS							Show details
	Displaying 1 - 2 of 2								5 0
Ī	lew Data File Descriptio	ns							
	Code	Data File Description		÷		From Y	ear	To Year	
	ACO-AF	ACO-AF - PIONEER ACO ALIGNMENT FILE				2020		2024	Show details
	ACOB	ACOB - PIONEER ACO BENEFICIARY FILE							Show details
	Displaying 1 - 2 of 2								5 ^

1. Click the **Show Details** action to view the Data File Details.

Data file details for the selected file is displayed in two parts for legibility.

Figure 5: DUA File Description: Extraction Details

ata File Description Details							
Data File: ADVACF - ADVACF - OIG HHS EXCLUSION DATA Privacy Level: IDENTIFIABLE Access Type: BOTH DIRECT A Data Disseminator Type: IDR Data Disseminator System: H	ADVERSE ACTION F CCESS AND SHIPPI RS	FILE W/ MEDICAID PROVIE	DER TERMII	NATION, MEDICARE RE	VOCATION, &		
From - To Year	Extraction % / Cohort			п Туре	States		
2023 - 2024	100%		Q2		AK		
Shipping Details							
Shipping Location	Shipping Location Recipient Carrier Carrier Account Number						
One Lane One City, MD 21075	Tester COR	Federal Express (FedEx)		7676			

2. Review the Extraction Details.

Figure 6: DUA File Description: Data User Details



3. Review Data User(s) Locations and Data User(s).

### 2.2 View Document Attachments

Document attachments are listed.

#### **Figure 7: Supporting Documentation**

D	locuments					-
	Signature Addendums					Search:
	Туре	Document Name	Data User	Date Uploaded	÷	
	SIGNATURE ADDENDUM	Test_PDF.pdf	John Smith	12/05/2023 12:10:43 PM		📥 Download
	Displaying 1 - 1 of 1					10 🗘
					Reques	st more information Approve Deny Quit

- 1. Click the **Download** action to view the document attachment(s).
- 2. Click the **Approve** button.

The Comments pop-up is displayed.

Figure 8: Approve: Comment Tab

Comment	Terms & Conditions			
dd Comme	nt			
A commen	t is optional.			

- 3. Enter **Comments** (optional).
- 4. Click the Next button.

Figure 9: Accept Terms and Conditions

Agree to t	he Terms & Conditions: Th	is Agreement governs the relationship between the Centers for Medicare &	-
Medicaid !	Services ("CMS") representa	tive associated with the project ("you/your") described in the DUA request.	
By clicking	g "Agree," you agree to be d	esignated as the point-of-contact for the specified project on behalf of CMS.	
You agree	to fulfill supervisory function	ons, as required, in protecting and upholding the terms of the DUA, including:	
(a) ensurir all require	ng that the requesting entity of documentation and proc	is following all CMS information security and privacy policies; (b) following	
entity is o	nly approved to access the r	ninimum data necessary to perform the functions of the project for which	
data has b	een requested; and (d) con	irming the return and/or destruction of data released per the DUA	
agreemen	t. You also attest that you a	e authorized to enter into this Agreement on behalf of CMS and that you	-

- 5. Click the *I agree to the terms and conditions above* checkbox at the bottom.
- 6. Click **Approve**.

Figure 10: Approval Confirmation

DUA CONT-2023-70147 has been approved.

DUA Number: CONT-2023-70147

The message, "<DUA number> has been approved." appears.

# 3. Acronyms

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

# 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