Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

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

Version 2.0

01/22/2024

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1.   Overview

This training guide will cover the following:

- How to approve a Contractor DUA Extension.

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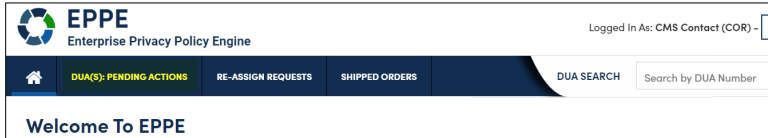
(?) The question mark icon, when selected, will display field specific help.

2.   Approve a Contractor DUA Extension

A list of DUA Extension requests is available from the **Extension Requests** menu.

Figure 1: Welcome Screen

1. Click **DUA(S): PENDING ACTIONS** to display a list of DUA Extension requests.

The DUA Approval & Extension Requests screen contains DUAs that are in Submitted status.

Figure 2: List of DUA Extension Requests

2. Click the **Review** action to review and act on or Search for a specific DUA to extend.

Notes:
*   The previous and next icons (<,>) and page number buttons appear if multiple pages of DUAs are available.
*   An organization will be unable to create or update DUAs if there is at least one (1) pending extension request for an Expired DUA.

The DUA Extension Request screen is displayed. The Contract Start Date, Contract End Date, and New DUA Expiration Date are all shown as read-only.

Figure 3: Approve the Extension

3. Click the **Approve Extension** button.

The Approve pop-up is displayed.

Figure 4: Review Expiration Date

Approve Extension Request: CONT-2023-59543 ⊠

| **Review** | Comment | Terms & Conditions |

Contract Period Start Date*

01/01/2023

Contract Period End Date*

12/31/2025

New DUA Expiration Date*

01/24/2024

Next   Cancel
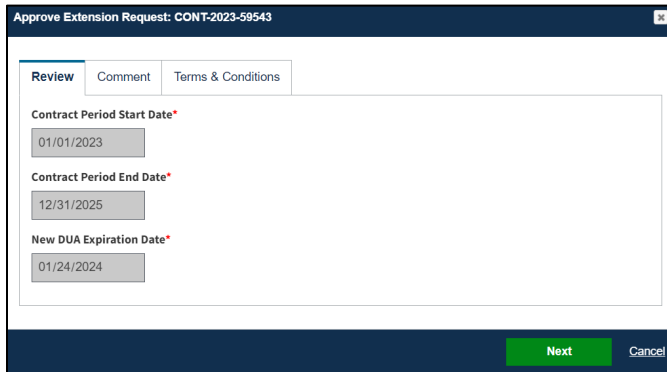
4. Verify the **New DUA Expiration Date**.
5. Click the **Next** button.

Figure 5: Add Comment

Approve Extension Request: CONT-2023-59543 ⊠

| Review | **Comment** | Terms & Conditions |

Add Comment

A comment is optional.

Content limited to 2000 characters, remaining: **2000**

Previous   Next   Cancel
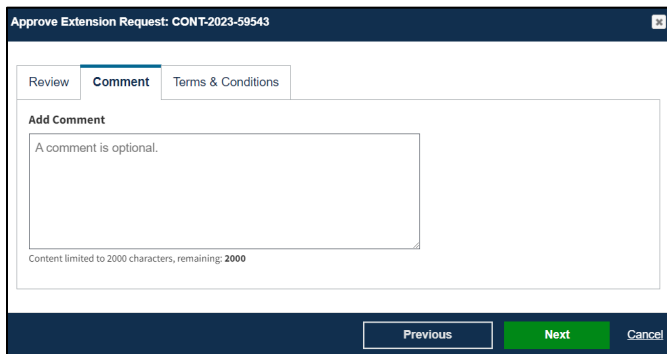
6. Enter any **Comments** if applicable.
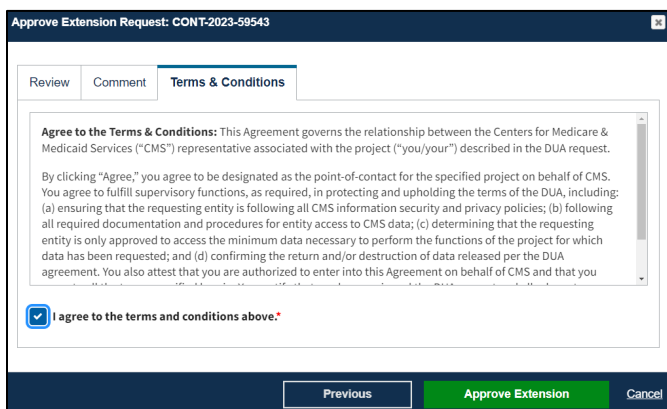7. Click **Next.**

Note: Any Comments entered will be included in the approval email sent to the Requester and Requester Proxies.

The Terms & Conditions screen is displayed.

Figure 6: Terms & Conditions

Approve Extension Request: CONT-2023-59543 ⊠

| Review | Comment | **Terms & Conditions** |

Agree to the Terms & Conditions: This Agreement governs the relationship between the Centers for Medicare & Medicaid Services ("CMS") representative associated with the project ("you/your") described in the DUA request.

By clicking "Agree," you agree to be designated as the point-of-contact for the specified project on behalf of CMS. You agree to fulfill supervisory functions, as required, in protecting and upholding the terms of the DUA, including: (a) ensuring that the requesting entity is following all CMS information security and privacy policies; (b) following all required documentation and procedures for entity access to CMS data; (c) determining that the requesting entity is only approved to access the minimum data necessary to perform the functions of the project for which data has been requested; and (d) confirming the return and/or destruction of data released per the DUA agreement. You also attest that you are authorized to enter into this Agreement on behalf of CMS and that you

☑ I agree to the terms and conditions above.*

Previous   Approve Extension   Cancel

8. Use the down arrow to scroll through the Terms & Conditions.
9. Select the *I agree to the terms and conditions above* checkbox.

10. Click **Approve Extension**.

The Pending Extensions Queue displays the message, "*DUA Extension request for <DUA number> has been successfully submitted*."

Figure 7: Submission Confirmation

DUA Extension request for DUA 22344 has been successfully submitted.

The DUA is no longer displayed in the DUA Approvals & Extension Requests queue.

Refer to the CMS Contact (COR) Denial of a Contractor DUA Extension training module for more information on denying a DUA extension request.

3.   Acronyms

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
EPPE	Enterprise Privacy Policy Engine
DUA	Data Use Agreement
CMS	Centers for Medicare and Medicaid Services
IDM	Identity Management
MFA	Multi-Factor Authentication
COR	CMS Contact (COR)
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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