

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: <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.

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2. Approve a Contractor DUA Extension

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

Figure 1: Welcome Screen

\bigcirc	EPPE Enterprise Privacy Polic	cy Engine	Logged I	n As: CMS Contact (COR) - s	
*	DUA(S): PENDING ACTIONS	RE-ASSIGN REQUESTS	SHIPPED ORDERS	DUA SEARCH	Search by DUA Number
We	lcome To EPPE				

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

DUA Approva	nl 8	Extension Requ	Jest	ts						Status: - Any -	0	Search:	
DUA Number	÷	Organization	÷	DUA Action	¢	Requester	÷	Request Date	÷	Norkflow Status		¢	Actions
CONT-2023-60235		Test Org		EXTEND DUA				01/04/2024		DUA Extension Submitted - Awaiting COR Approval			Review

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

Collapsed View	Expanded View						
						🖾 PRINT TO PE	F
DUA Life Cycle							
Main Information							
DUA Number: CONT-2023-59543 DUA Customer Type: Contractor DUA Request Type: EXTEND DUA DUA Status: DUA Extension Submitted - Awaiting COR Approval		Privacy Act & HIPAA Authorization Code Privacy Act Authorization Code: BENE – ACC HIPAA Authorization Code: Required by Law	SESS TO INDIVIDUAL RECORDS				
Expiration Date: Requested Date: Requester: Testi	01/24/2024 01/05/2023 er User	1		Contract Information Contract/Grant Number: 01042023 Contract Start Date: 01/01/2023	Contract End Date: 12/3	L/2025	
Requester's Ema Requester's Phot Last Updated By: Organization Nat	ne Number: (443) : Tester COR MCD Occupation	239-4444			Approve Extension	Deny Extension	Qu

3. Click the Approve Extension button.

The Approve pop-up is displayed.

Figure 4: Review Expiration Date

Approve Exte	ension Reques	t: CONT-2023-59543		×
Review	Comment	Terms & Conditions		
Contract F 01/01/21 Contract F 12/31/21 New DUA 01/24/21	Period Start Da D23 Period End Date D25 Expiration Date	e* e*		
			Next	Cancel

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

Figure 5: Add Comment

	Comment	Terms & Condit	ions		
dd Comr	ment				
A comm	ent is optional.				
ontent limi	ted to 2000 charact	ers remaining: 2000		18	

- 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

Review	Comment	Terms & Conditions		
Agree t Medica By click You agr (a) ensu	to the Terms & id Services ("CN sing "Agree," you ree to fulfill sup- uring that the re- tried document	Conditions: This Agreemen AS") representative associat u agree to be designated as I ervisory functions, as requir questing entity is following ation and procedures for en	: governs the relationship between the Centers for Medicare & ad with the project ("you/your") described in the DUA request. the point-of-contact for the specified project on behalf of CMS. ad, in protecting and upholding the terms of the DUA, including: all CMS information security and privacy policies; (b) following tit accress to CMS data (c) determinion that the requesting	*
entity is data ha agreem	s only approved is been requeste ient. You also at	I to access the minimum dat ed; and (d) confirming the re ttest that you are authorized	a necessary to perform the functions of the project for which turn and/or destruction of data released per the DUA to enter into this Agreement on behalf of CMS and that you	Ţ

- 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

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DUA Extension request for DUA 22344 has been successfully submitted.
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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) eppe@cms.hhs.gov