



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Training Module- DUA Viewer - DUA Search

Version 2.0

01/22/2024

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1 Overview

The following are contained within this document:

- EPPE Application Access Prerequisites
- Basic Information About EPPE
- DUA Viewer - DUA Search

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 Searching for a DUA

The Enterprise Privacy Policy Engine (EPPE) system automates the process of submitting Data Use Agreement (DUA) requests and tracking their status through the approval and data receipt stages.

Log in to EPPE.

Note: The DUA Viewer will only be able to see DUAs where the DUA Viewer's associated organization is the requesting organization on the DUA.

Figure 1: EPPE Welcome Screen



1. Enter the last 5 digits of a DUA in the **DUA Search** bar.

or

1. Click **ADVANCED SEARCH**.

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

Figure 2: Advanced Search

1. Enter the Search Criteria using the **Advanced Search** features/filters on the far left.
2. 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

Advanced Search		Search Results						
DUA Type	- Any -	DUA Number	Organization	Project/Study Name	Requester	Request Date	Expiration Date	Status
Customer Type	Select	CONT-2023-60235	Test Org	test		01/04/2024	02/18/2024	In Progress
DUA Workflow Status	- Any -	LDSS-2023-70111	Test Org	test	Tester COR	12/01/2023		In Progress
Organization	Test Org	LDSS-2023-60236	Test Org	test	Tester COR	12/20/2023	12/19/2024	In Progress
Requester		RSCH-2024-60258	Test Org	Test Workflow	Tester COR			In Progress
		LDSS-2024-60281	Test Org	Test Workflow	Tester COR	01/04/2024	01/04/2025	Approved
		RSCH-2024-70357	Test Org	ertert	test test	01/04/2024	01/04/2025	Approved
		LDSS-2024-70396	Test Org	positive	Rotten Mango	01/04/2024	01/04/2025	Approved

3. 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

DUA CONT-2022-223445	
Collapsed View	Expanded View
Scroll down & click each section to view results or hit Control F to search thru all results	
PRINT DUA TO PDF	
+ Main Information	
+ Custodian(s)	
+ Data File Descriptions	
+ Proxy	
+ Signature Addendum & Additional Supporting Documents	
+ DUA Life Cycle	

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

Figure 5: Search Results Redisplayed

Advanced Search		Search Results						
DUA Type	- Any -	DUA Number	Organization	Project/Study Name	Requester	Request Date	Expiration Date	Status
Customer Type	Select	CONT-2023-60235	Test Org	test		01/04/2024	02/18/2024	In Progress
DUA Workflow Status	- Any -	LDSS-2023-70111	Test Org	test	Tester COR	12/01/2023		In Progress
		LDSS-2023-60236	Test Org	test	Tester COR	12/20/2023	12/19/2024	In Progress
		RSCH-2024-60258	Test Org	Test Workflow	Tester COR			In Progress
		LDSS-2024-60281	Test Org	Test Workflow	Tester COR	01/04/2024	01/04/2025	Approved

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

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)

eppe@cms.hhs.gov

Note: For information on policies, forms, and other LDS DUA related information, please refer to the [Limited Data Set \(LDS\)](#) page.