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

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## 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**



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**



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**



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](mailto: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.