

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: <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 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

EPPE Enterprise Pr	vacy Policy Engine	Logged In As: DUA Viewer	C USER GUIDES STESTCMSCOR
*		DUA SEARC	H: Q Advanced Search

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

UA Type Any - Any - UA Workflow Status Select UA Workflow Status Any - Any - Select select select select select select select select select select selec	0 0 0	
- Any - Select UUX Workflow Status - Any - Any - Arganization Select UUX Workflow Status - Any - Select Select USPAA Authorization Code Select Se	•	
Customer Type Select Select UUA Workflow Status - Any - Any - Drganization Select Sele		
Select UM Workflow Status - Any - Organization Select Requester Select IIPAAuthorization Code Select Vrivacy Act Authorization Code Select Select Contract Number is equal to tespAc Ticket ID is equal to Expiration Date Min	•	· - - -
DUA Workflow Status - Any Any Any Any Any Any Any Any Contrains - Contract Number - is equal to - Expiration Date - Min		- - -
- Any - Prganization Select Requester Select IIPAA Authorization Code Select Vrivacy Act Authorization Code Select Contrains Contract Number is equal to Expiration Date Expiration Date Min		- - -
brganization Select sequester Select HPAA Authorization Code Select Privacy Act Authorization Code Select Contrains Contract Number is equal to Expiration Date Min	,	·]
Select Aequester Select IIPAA Authorization Code Select Privacy Act Authorization Code Select Project Name contains Contract Number is equal to Expiration Date Min		· ·
Requester Select IIPAA Authorization Code Select Privacy Act Authorization Code Select Contrains Contract Number is equal to Exspiration Date Min		, ,
Select IIPAAAuthorization Code Select Privacy Act Authorization Code Select Contains Contract Number Is equal to ResDAC Ticket ID Is equal to Expiration Date Min	,	•
HIPAA Authorization Code Select Privacy Act Authorization Code Select Project Name contrains contract Number is equal to ResDAC Ticket ID is equal to Expiration Date Min		,
Select Privacy Act Authorization Code Select Project Name contrains contract Number is equal to ResDAC Ticket ID is equal to Expiration Date Min	,	,
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Project Name contrains Contract Number is equal to Expiration Date Min		,
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Contract Number is equal to ResDAC Ticket ID is equal to Expiration Date Min		
is equal to ResDAC Ticket ID is equal to Expiration Date Min		
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is equal to Expiration Date Min		
Expiration Date		
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- 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	DUA Number 🗘	Organization 🗘	Project/Study Name	Requester 🗘	Request Date 🗘	Expiration Date 🗘	Status 🌐		
- Any -	CONT-2023-60235	Test Org	test		01/04/2024	02/18/2024	In Progress		
Customer Type Select	LDSS-2023-70111	Test Org	test	Tester COR	12/01/2023		In Progress		
DUA Workflow Status	LDSS-2023-60236	Test Org	test	Tester COR	12/20/2023	12/19/2024	In Progress		
- Any - 0	RSCH-2024-60258	Test Org	Test Workflow	Tester COR			In Progress		
Organization	LDSS-2024-60281	Test Org	Test Workflow	Tester COR	01/04/2024	01/04/2025	Approved		
Test Org × •	RSCH-2024-70357	Test Org	ertert	test test	01/04/2024	01/04/2025	Approved		
Requester	LDSS-2024-70356	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 htt Control F to search thru all results								
Main Information								
Custodian(s)								
O Data File Descriptions								
Proxy								
Signature Addendum & Additional Supporting Documents								
OUA Life Cycle								

- 4. Click **PRINT DUA TO PDF** to access printing options.
- 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		9	Search Results								
	DUA Type		DUA Number		Organization 🗘	Project/Study Name	Requester 🌐	Request Date 🗘	Expiration Date 🗦	Status 🌐	
	- Any -		CONT-2023-60235		Test Org	test		01/04/2024	02/18/2024	In Progress	
	Customer Type		LDSS-2023-70111		Test Org	test	Tester COR	12/01/2023		In Progress	
	DIIA Workflow Status		LDSS-2023-60236		Test Org	test	Tester COR	12/20/2023	12/19/2024	In Progress	
	- Any -		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 <u>Limited Data Set (LDS)</u> page.