



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Limited Data Set (LDS) Approval Workflow Training Module- Update/Amend Main Information

Version 2.0

01/22/2024

Document Number: EPPE-235-LDS_DUAREq_UpdateMainInfo-v2.0

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1. Overview

This Training Guide will cover the following:

- How to update the Main Information section of an LDS DUA
- How to Review and Submit Updated LDS DUAs

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.

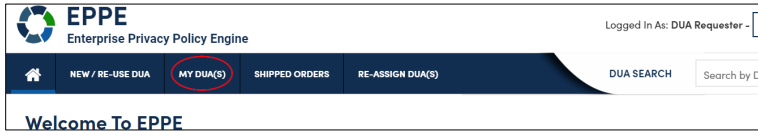


The question mark icon, when selected, will display field specific help.

2. Update Main Information

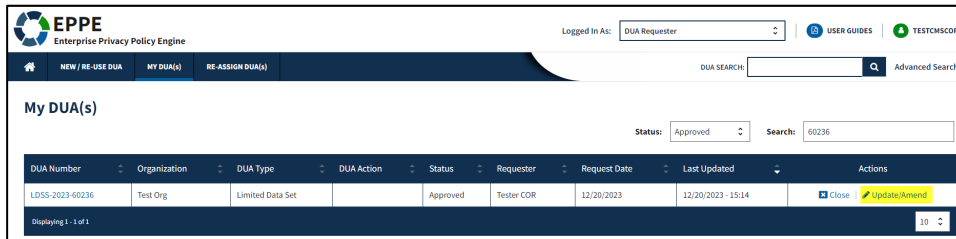
Log in to the EPPE application.

Figure 1: EPPE Welcome Screen



1. Click **MY DUA(S)** to display a list of approved DUAs that can be updated.

Figure 2: A List of DUAs Eligible to Update



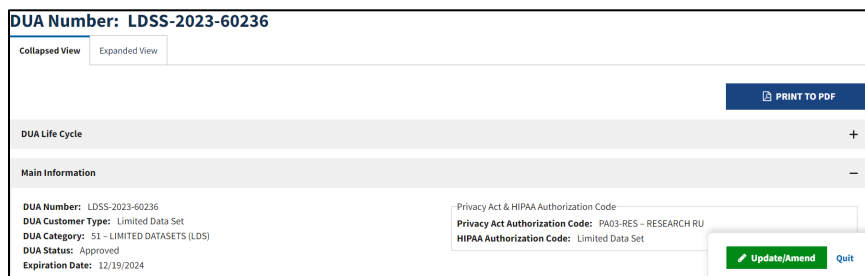
2. Click the **Update/Amend** action OR use the **Search** feature to locate a DUA.

Notes:

- If you are an existing Requester or Requester Proxy, any Approved **LDS** type DUAs on which you are the Requester or Requester Proxy will also display in the list.
- If there are multiple pages of Approved DUAs, the previous and next icons (<, >) and page number buttons become available to scroll through the listing.
- If your organization has at least one (1) DUA in Expired status, a message will be displayed when **Update/Amend** is clicked. A list of expired DUA numbers and instructions are displayed that no DUAs can be created or updated until either extending or closing all expired DUAs.

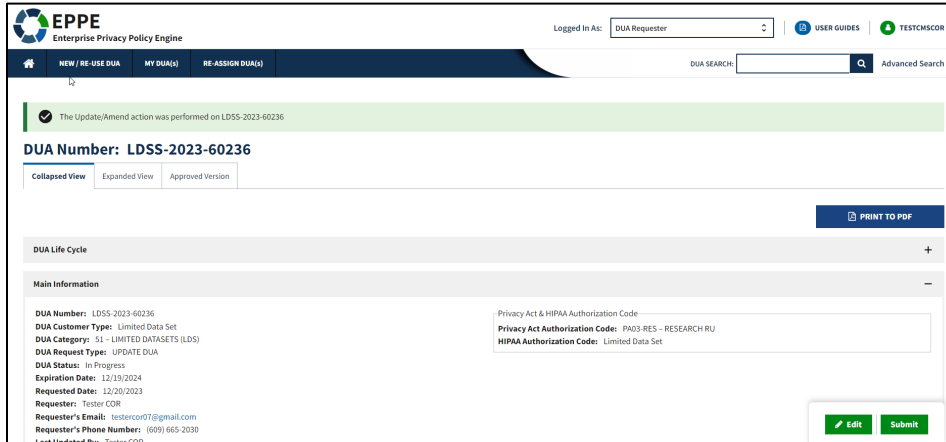
The **My DUA** screen displays.

Figure 3: My DUA Screen



3. Click the **Update/Amend** button.

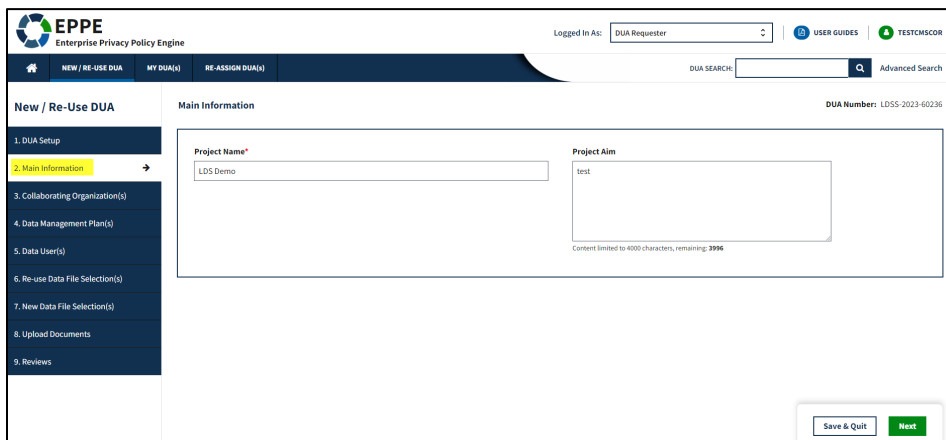
Figure 4: Update DUA Request



4. Click the **Edit** button.
5. Click **Main Information** section.

Note: Once Edit is clicked, user is taken back to the last saved page, it may or may not be the Main Information Section.

Figure 5: Edit: Main Information

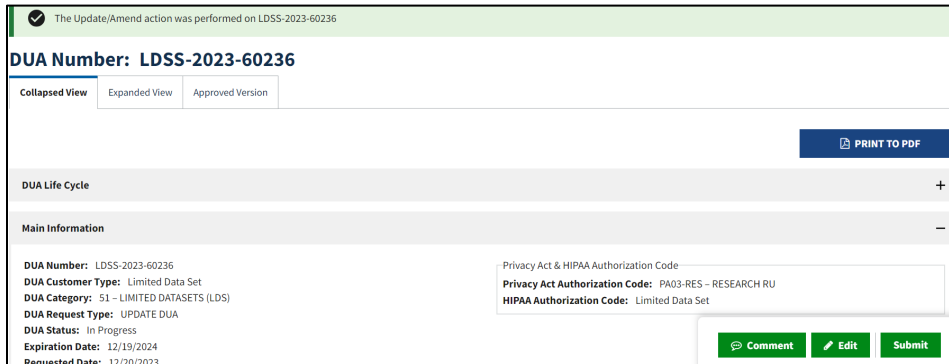


6. Update applicable fields.
7. Click **Save & Quit**.

2.1 Review & Submit Updated LDS DUA

The Review screen with all the sections noted above is redisplayed.

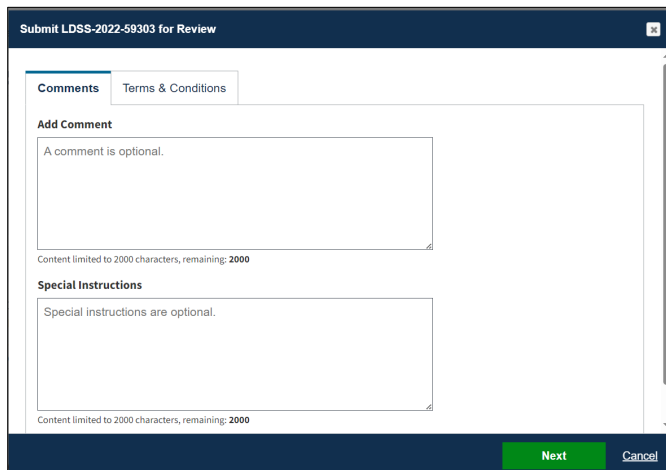
Figure 6: Update DUA Request



1. Click **Submit**.

The Comments pop-up is displayed.

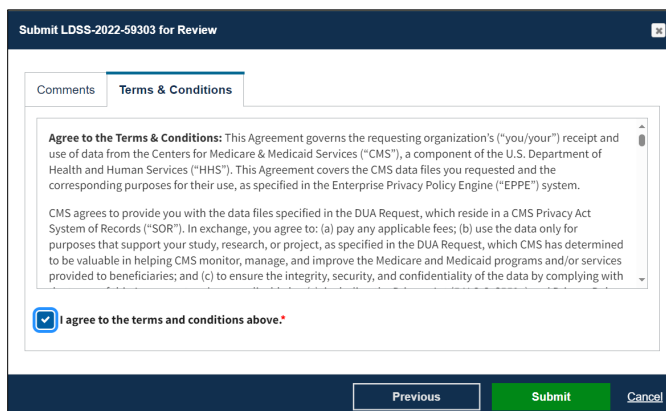
Figure 7: Submit: Comment and Special Instructions



2. Enter any applicable comments.
3. Enter any applicable special instructions.
4. Click **Next**.

The Terms & Conditions will be displayed.

Figure 8: Terms & Conditions



5. Click the ***I agree to the terms and conditions above*** checkbox.
6. Click **Submit**.

The submission confirmation message, “*Your request to edit <DUA number> is pending approval*” is displayed on the **DUA Status** screen.

Figure 9: Submitted Confirmation

DUA request LDSS-2022-59303 has been submitted for review. You will receive a follow-up email notification. To view the DUA navigate to "My DUA(s)"

DUA Number: LDSS-2022-59303

DUA Life Cycle +

Main Information -

DUA Number: LDSS-2022-59303 DUA Customer Type: Limited Data Set DUA Category: 51 - LIMITED DATASETS (LDS) DUA Request Type: UPDATE DUA	Privacy Act & HIPAA Authorization Code Privacy Act Authorization Code: PA03-RES - RESEARCH RU HIPAA Authorization Code: Limited Data Set
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Notes:

- The DUA will be placed into the Requester’s Submitted queue.
- The LDS DMT will find the DUA in the Pending Actions queue.
- Denied updates will be placed in the Approved queue with a Denied entry in the DUA Life Cycle. An update can be resubmitted with corrected information on the DUA.
- If payment is required, the DUA will not appear in the Approved queue until the LDS DMT approves it and the Payment Coordinator has confirmed payment.
- If payment is not required, the DUA will not appear in the Approved queue until the LDS DMT approves it.

3. Acronyms and Glossary

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
DMT	DUA Management Team
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
IDM	Identity Management
LDS	Limited Data Set
MFA	Multi-Factor Authentication
PDF	Portable Document Format

The following terms are defined for EPPE users in the Glossary.

Table 2: Glossary

Term	Definition
Signature Addendum	Required when adding Custodians to an LDS DUA, other than the requester, through New/Re-Use and/or Update/Amend.

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.