

**Centers for Medicare & Medicaid Services** 

# **Enterprise Privacy Policy Engine Cloud (EPPE)**

## Limited Data Set (LDS) Approval Workflow Training Module-Extend LDS DUA

Version 2.0 01/22/2024

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### **Table of Contents**

1.	Over	view	1
	1.1 1.2	EPPE Access Prerequisites Icons Used Throughout the EPPE System	1 1
2.	Exte	nd an LDS DUA	2
	2.1	Accept Terms & Conditions and Submit	3
3.	Acro	nyms	5
4.	EPPI	E Help Desk Information	6

# List of Figures

Figure 1: EPPE Welcome Screen: Expired	2
Figure 2: Expired Queue	2
Figure 3: Extend: DUA Details	2
Figure 4: DUA Extension Request: DUA Expiration Date	3
Figure 5: DUA Extension Request: Add Comment	3
Figure 6: Terms & Conditions	3
Figure 7: DUA Extension Submitted Confirmation	4

### List of Tables

Table 1: Acronyms
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### 1. Overview

This Training Guide will cover the following:

- How to Extend a LDS DUA
- How to view the DUA Lifecycle
- How to interpret the Status Progressions and Actions Display

### 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. Extend an LDS DUA

The Expired DUA Queue contains DUAs that are in Expired status.

#### Figure 1: EPPE Welcome Screen: Expired



1. Click MY DUA(S) to search for and view expired DUAs.

Notes:

- The Expired DUA Queue will only list the DUAs where you are listed as the Requester or Requester Proxy.
- Expiration Reminder emails will be sent to the Requester and Requester Proxies 60 days, 30 days, 15 days, and then daily prior to expiration and will continue passed expiration until the DUA is either extended or closed.

A list of expired DUAs is displayed.

#### Figure 2: Expired Queue

	DUA Number	¢	Organization 🌲	DUA Type 🌐 🌐	DUA Action 🗘	Status 🌐	Requester 🌐	Request Date 🗘	Last Updated 🗘 🌲	Actions
ſ	LDSS-2010-20971		SCOPE INFOTECH, INC.	Limited Data Set		Expired	Tester COR	12/03/2021	12/05/2023 - 11:49	🛛 Close 🛛 🍽 Extend
	Displaying 1 - 1 of 1									

- 2. Specify Search criteria or scroll through the list, if applicable.
- 3. Click the **Extend** action of the DUA.

#### Notes:

- If you are an existing Requester, any Approved and/or Expired LDS type DUAs you are the Requester for will also display in the list.
- Use the previous and next icons (<,>) and page number buttons if there are multiple pages of DUAs.

The Extend: DUA Details is displayed.

#### Figure 3: Extend: DUA Details

DUA Numl	ber: LDSS-20	23-59716			
Collapsed View	Expanded View				
				🖾 PRINT TO P	DF
DUA Life Cycle					+
Main Informatio	'n				_
DUA Number:   DUA Customer 1	LDSS-2023-59716 Fype: Limited Data Set		Privacy Act & HIPAA Authorization Code Privacy Act Authorization Code: PA03-RES – RESEARCH RU		
DUA Category: DUA Request Ty	51 – LIMITED DATASETS (L DE: UPDATE DUA	OS)	HIPAA Authorization Code: Limited Data Set		
DUA Status: Ex	pired		Latest Payment Information	I Extend	Quit

4. Click the **Extend** button to extend this specific DUA.

DUA Extension Request pop-up is displayed.

Figure 4: DUA Extension Request: DUA Expiration Date

A Extension: LDSS-201	0-20971			×
DUA Expiration Date	Comment	Terms & Conditions		
Current DUA Expiration	Date	N	lew DUA Expiration Date*	
08/14/2022			08/14/2022	

- 5. Enter the New DUA Expiration Date:
  - A DUA may only be extended up to 365 days from the current DUA expiration (Contract Period End Date).
  - Use a MM/DD/YYYY format to enter the dates or select a date from the pop-up calendar (select the month, year, and day in that order).
- 6. Click Next.

**Note**: The new DUA extension date cannot be more than 365 days after the Contract Period End Date.

Figure 5: DUA Extension Request: Add Comment

A Extension: LDSS-201	10-20971				
DUA Expiration Date	Comment	Terms & Conditions			
Add Comment					
A comment is optional	L.				
Content limited to 2000 chara	cters, remaining: 2	000			
			Describer of	Next	

- 7. Add a **Comment** if applicable.
- 8. Click Next.

### 2.1 Accept Terms & Conditions and Submit

Review the Terms & Conditions.

#### Figure 6: Terms & Conditions



- 1. Use the down arrow to scroll through the Terms & Conditions.
- 2. Select the *I agree to the terms and conditions above* checkbox.
- 3. Click Submit.

The Submission confirmation, "Expiration Date for [DUA Number] has been changed to [New Date]." is displayed on the DUA Request Status screen.

#### Figure 7: DUA Extension Submitted Confirmation

Expiration date for LDSS-2022-59303 has been changed to 01/31/2024

The DUA status is Approved with the new Expiration Date and will be placed in the Requester's Approved queue.

### 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
IDM	Identity Management
LDS	Limited Data Set
MFA	Multi-Factor Authentication
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.