

Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Limited Data Set (LDS) Approval Workflow Training Module-Requester DUA Search

Version 2.0 01/22/2024

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1. Overview

This Training Guide will cover the following:

- How to perform a DUA Search as a LDS DUA Requester
- How to export DUA Search Results to Excel
- How to return to DUA Search Results

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. DUA Search

Log in to the EPPE application.

Figure 1: EPPE Welcome

\bigcirc	EPPE Enterprise Privad	y Policy Engir	ne		Logged In A	is: DUA Requester - Switch Roles 🔻		USER'S PROFILE
*	NEW / RE-USE DUA	MY DUA(S)	SHIPPED ORDERS	RE-ASSIGN DUA(S)	DUA SEAR	CH Search by DUA Number	Q	ADVANCED SEARCH
Wel EPPE i	EPPE is an application that streamlines the process of requesting data Logged In As: DUA Requester							

1. Type in the last 5 digits of a DUA in the **DUA Search** field to find a specific DUA.

or

1. From the menu, click **ADVANCED SEARCH**.

The Advanced Search screen will be displayed.

Figure 2: Search Criteria

Advanced Search		Search Res	ults						
DUA Type							Export Sea	rch Result to Excel	
- Any - Customer Type	٥	DUA Number 🌐	Organization 🌲	Project/Study Name	Requester 🗘	Request Date	Expiration Date	Status 🗘	ļ
Select	•	CONT-2023-60252	ABC Organization	Jon Test 2023-12-29	Jon McLaughlin			In Progress	Ī
- Any -	٥	CONT-2023-60235	Test Org	test	Tester COR	01/04/2024	02/18/2024	Submitted- Waiting for CMS COR Approval	
organization			100.0	Data File Selection	Jon				

- 2. Enter the Search Criteria using the Advanced Search features/filters on the far left.
- 3. Click **Search** at the bottom of the Advance Search column.

The DUA Search Results with the search criteria is displayed. In this example, the Organization Name search criteria were used. The Search Results list displays in the table.

Figure 3: Search Results

Advanced Search	Search Re	Search Results						
DUA Type	DUA Number 🌲	Organization 🗘	Project/Study Name	Requester	Request	Expiration	Status	
- Any -	↓DSS-2022-70110	Tort Org	##	Terter COP			In Progress	
ustomer Type		Test org		Tester CON			in riogress	
Select	• CON1-2023-70146	Test Org	test	Tester COR			In Progress	
JA Workflow Status	LDSS-2023-70145	Test Org	testing queue	Tester COR			In Progress	
Any -	C LDSS-2023-70144	Test Org	rwar	Tester COR			In Progress	
rganization	CONT-2023-70121	Test Org	hehehe	Tester COR	12/02/2023		Approved	
Test Org ×	CONT-2023-70117	Test Org	test	Tester COR			Approved	
quester	CONT-2023-70118	Test Org		Tester COR			In Progress	
Select	CONT-2023-60204	Test Org	test	Tester COR			In Progress	
IPAA Authorization Code	CONT-2023-60203	Test Org		Tester COR			In Progress	
Select	CONT-2023-60202	Test Org		Tester COR			In Progress	
ivacy Act Authorization Code	• LDSS-2023-70111	Test Org	test	Tester COR	12/01/2023		Submitted-Waiting for Limited Data Set DUA Management Team Approval	
roject Name	CONT-2023-70090	Test Org	test	Tester COR			In Progress	
contains	CONT-2023-60178	Test Org	Test Workflow	Tester COR			In Progress	
ontract Number	CONT-2023-70088	Test Org	ienny	Tester COR			In Progress	
is equal to								
esDAC Ticket ID	Displaying 1 - 14 of 14						25 🜻	
is equal to								

4. Click the specific **DUA number** from the search results (left side within the table) to display the details of a single DUA.

Note: If you are an existing Requester, search results may contain Contractor and LDS DUAs.

The My DUA details screen is displayed.

Figure 4: My DUA Details

DUA Number: LDSS-2023-59553							
Collapsed View Expanded View							
	РЕПИТТО РОГ						
DUA Life Cycle	+						
Main Information	-						
DUA Number: [DS5-023-8953] DUA Customer Type: LimBd Data Set DUA Customer Type: LimBd Data Set DUA Geuess'Type: LimBd Data Set DUA Setus: The Progress Expiration Date: 01/09/0204 Requested Table: testercolf/genal.com Requester's Tester COR Requester's Phone Number: 00:06/652030	-Privacy Act & HIPAA Authorization Code Privacy Act Authorization Code: PAOS-RES-RESEARCH RU HIPAA Authorization Code: Limited Data Set						

- 5. Click **PRINT TO PDF** to print and/or save an HTML version of the DUA.
- 6. Click the plus sign (+) icon next to each section to expand and view details:
 - DUA Life Cycle
 - Data User(s)
 - Data File Descriptions
- 7. Use the back button on your browser to return to the DUA search results screen.

The DUA Search Results screen is redisplayed with the search criteria.

Figure 5: Search Results and Export

	Search Results						
						Export Sear	ch Result to Excel
	DUA Number 🌐	Organization 🌲	Project/Study Name	Requester 🗘	Request Date	Expiration Date	Status 🌲
	RSCH-2022-59338	ABC Organization	Another Researcher Project	User User	01/05/2024	01/25/2024	Closed
	CONT-2023-60252	ABC Organization	changing again	Jon McLaughlin			In Progress

8. Click the **Export Search Result to Excel** button near the top right of the table to generate a report.

Note: Depending on which web browser you are using, you may be asked to open or save the Excel Spreadsheet

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
HTML	Hypertext Markup Language
IDM	Identity Management
LDS	Limited Data Set
MFA	Multi-Factor Authentication
PDF	Portable Document Format

CMS

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.