



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - Update Sub-Contracting Organization(s)

Version 2.0

01/22/2024

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1 Overview

This Training Guide will cover the following:

- How to perform an Update/Amend on a Contractor DUA
- How to Update/Amend the Sub-Contractor section of a Contractor DUA

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.

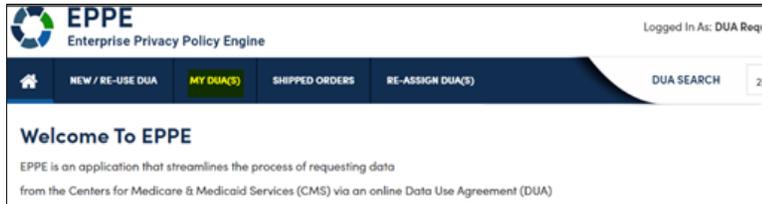


The question mark icon, when selected, will display field specific help.

2 Update/Amend a DUA

Select the Update / Amend option on the DUA(s) menu to display a list of Approved DUAs that can be updated.

Figure 1: Welcome Screen



1. Click **MY DUA(s)**.

A list of approved DUAs is displayed.

Figure 2: My DUA(s)

My DUA(s)								
Status: Approved Search: <input type="text"/>								
DUA Number	Organization	DUA Type	DUA Action	Status	Requester	Request Date	Last Updated	Actions
CONT-2023-70133	HCD Organization	Contractor	CREATE DUA	Approved	Tester COR	12/04/2023	12/04/2023 - 12:46	Close Update/Amend
LSSS-2023-70136	HCD Organization	Limited Data Set	CREATE DUA	Approved	Tester COR		12/04/2023 - 12:45	
CONT-2023-70124	SCOPE INFOTECH, INC.	Contractor	CREATE DUA	Approved	Tester COR		12/03/2023 - 11:08	
CONT-2023-70121	Test Org	Contractor	CREATE DUA	Approved	Tester COR	12/02/2023	12/02/2023 - 17:46	Close Update/Amend
CONT-2023-70117	Test Org	Contractor	UPDATE DUA	Approved	Tester COR		12/02/2023 - 16:40	
LSSS-2023-59326	HCD Organization	Limited Data Set		Approved		02/01/2023	11/29/2023 - 22:10	Close Update/Amend
CONT-2023-60167	HCD Organization	Contractor		Approved	Tester User	11/24/2023	11/24/2023 - 19:41	Close Update/Amend

2. Click the **Update/Amend** action.

The Update DUA Request Review screen has the following editable sections:

- DUA Type
- Organizations
- Main Information
- Custodians
- Re-use Data File(s) Selection
- New Data File(s) Selection
- Upload Documents
- Reviews
- Terms & Conditions

Figure 3: Update/Amend DUA

DUA Number: CONT-2024-70454

Collapsed View Expanded View

PRINT TO PDF

DUA Life Cycle +

Main Information -

DUA Number: CONT-2024-70454
DUA Status: Approved
Expiration Date: 01/10/2025
Requested Date: 01/09/2024
Requester: Tester COR
Requester's Email: testercor07@gmail.com

Update/Amend Quit

3. Click **Update/Amend** to start the update/amend process.

Figure 4: Edit DUA

The Update/Amend action was performed on CONT-2024-70454

DUA Number: CONT-2024-70454

Collapsed View Expanded View Approved Version

PRINT TO PDF

DUA Life Cycle +

Main Information -

DUA Number: CONT-2024-70454
DUA Request Type: UPDATE DUA
DUA Status: In Progress
Expiration Date: 01/10/2025

Comment Edit Submit

4. Click the **Edit** button.

Figure 5: Edit DUA: Click the Subcontractor Organization(s) section

New / Re-Use DUA

Main Information DUA Number: CONT-2023-59864

CONT-2023-59864 has been saved.

1. DUA Setup
2. Main Information
3. Subcontractor Organization(s)
4. Data User(s)
5. Re-use Data File Selection(s)
6. New Data File Selection(s)
7. Upload Documents
8. Reviews

Project Name* test

Privacy Act Authorization Code* PA03-ADV - PROTECTION AND-ADVOCACY

HIPAA Authorization Code* Limited Data Set

DUA Category - None -

Contract Number* 345345

Task Order Number

Contract Start Date* 01/01/2022

Contract End Date* 12/31/2025

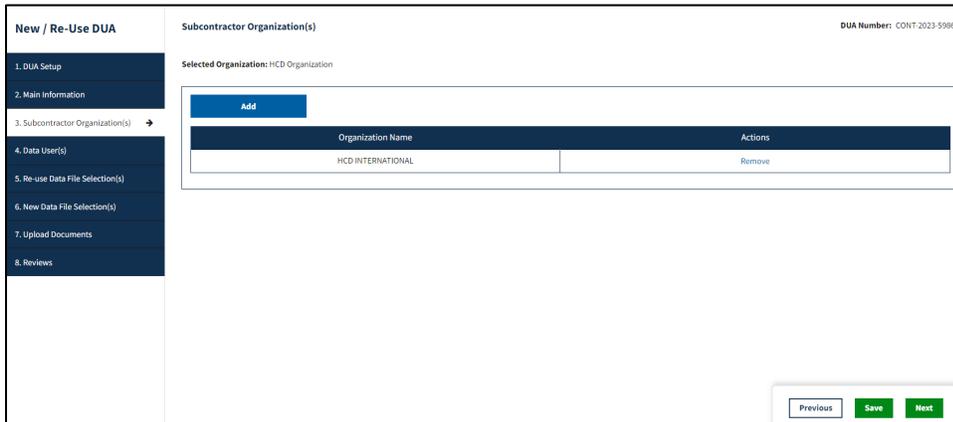
Select your CMS Contact (COR)* Tester User

Cannot locate your CMS Contact (COR)?

Save Next

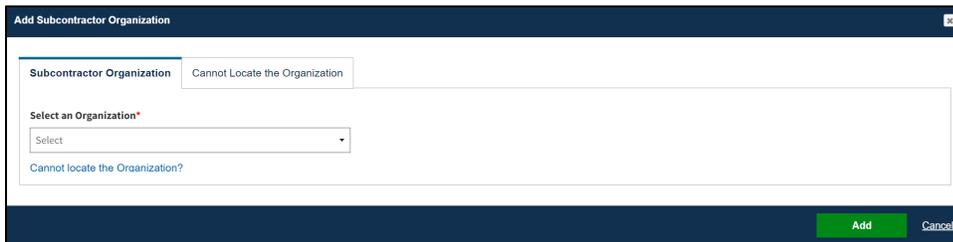
5. Click the **Subcontractor Organization(s)** section.

Figure 6: Edit DUA: Subcontractor Organization



6. Click the **Add** button.

Figure 7: Update DUA Request: Add Subcontractor Organization



7. Enter the **Subcontracting Organization** name.
8. Select the needed organization from the dropdown list.
9. Click **Add**.

Note: You must select the organization from the dropdown list. The Subcontracting Organization is added to the selection table.

Figure 8: Sub-Contracting Organization Table



10. Click **Save**.

Note: Click the **Remove** action to remove the subcontracting organization from the table.

Figure 9: DUA Review Page

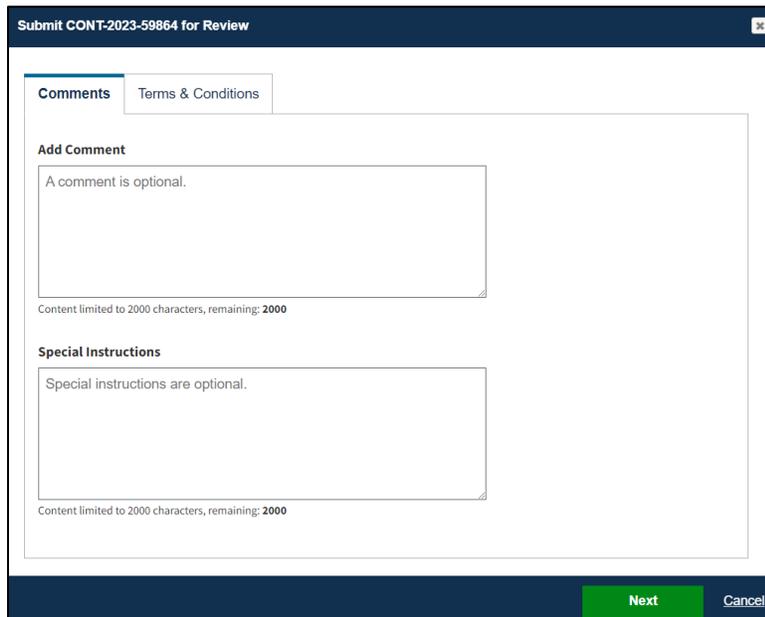


11. Click **Submit**.

2.1 Accept Terms and Conditions

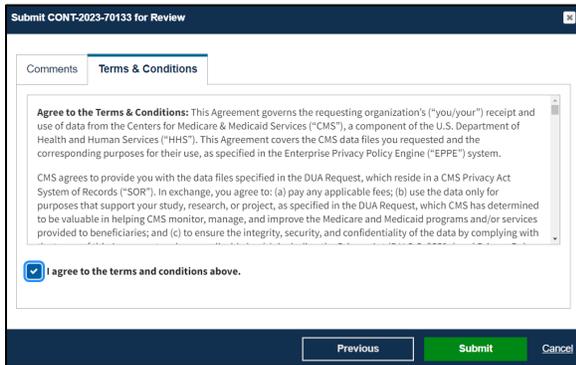
The Terms and Conditions agreement screen is displayed once NEXT has been selected on the Organization Table.

Figure 10: Add Comments or Special Instructions



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

Figure 11: Accept Terms and Conditions and Submit the DUA



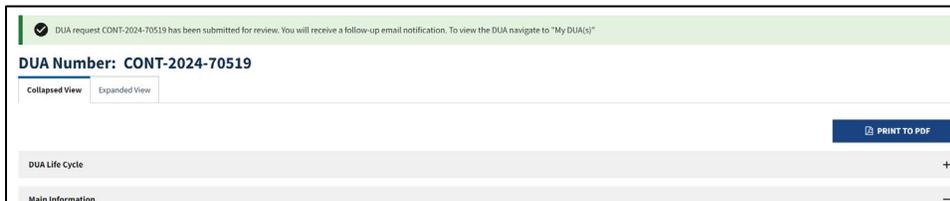
4. Mark the ***I agree to the terms and conditions above*** checkbox.
5. Click **Submit**.

Note: The “Terms & Conditions” now incorporates Attachment B which no longer needs to be submitted as a separate form.

Submission confirmation message, “*Your DUA request <DUA number> seen below has been submitted for approval. You will receive a follow-up email notification. To view the DUA navigate to My DUA(s).*” is displayed on the DUA Request Status screen.

- The DUA will be placed in the Requester’s Submitted Queue.
- The DUA will need to be reviewed and approved by the CMS Contact (COR) and then Certified by the DMT before it will be displayed in the Approved queue.

Figure 12: DUA Submission Confirmation



3 Acronyms

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
COR	CMS Contact (COR)
DMT	DUA Management Team
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
IDM	Identity Management
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)

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