Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - How to Change the CMS Contact (COR)

Version 2.0

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1. Overview

This Training Guide will cover the following:

- How to change the CMS Contact COR on a Contractor DUA.
- How to Review and Submit an Updated Contractor DUA.
- How to Print 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

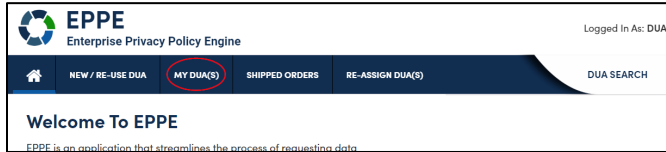 A red asterisk denotes that a field is required to be entered.

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

2. How to Change the COR

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.

A list of Approved DUAs will be displayed.

Figure 2: Update DUA: Approved DUAs

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

Note: If there are multiple pages of Approved DUAs, the previous and next icons (<, >) and page number buttons become available for scrolling through the listing.
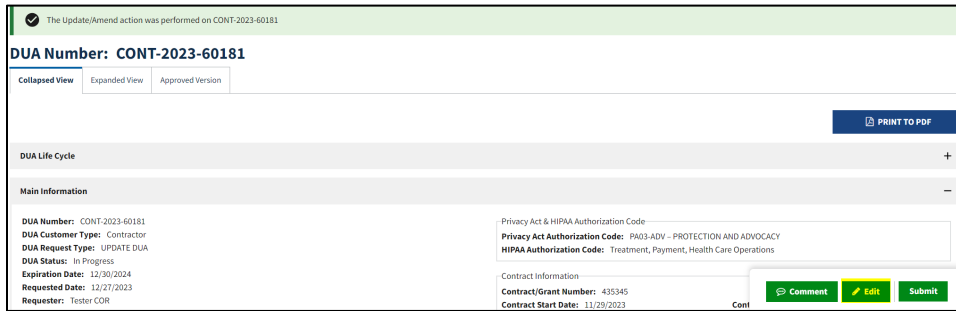
The My DUA screen will be displayed with the current CMS Contact (COR) displayed.

Figure 3: DUA Review Page: Update/Amend
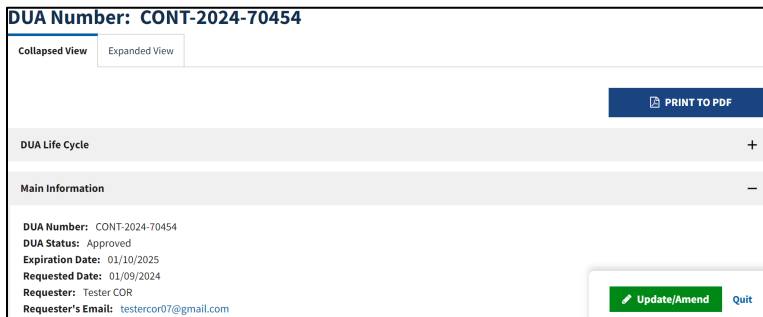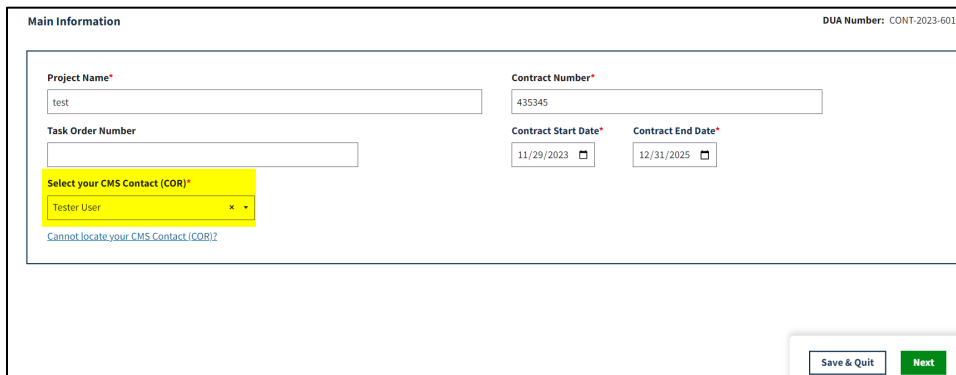

3. Click **Update/Amend**

Figure 4: DUA Review Page: Edit DUA

4. Click **Edit.**

Note: When Edit is selected, EPPE will navigate the user to the last known section of the DUA.

Figure 5: Main Information: CMS Contract (COR)

5. Click **Select CMS COR** dropdown menu in the **Main Information** section to make changes to CMS Contact (COR).

Notes:
- At any time from the Review screen, **View Approved Version** can be clicked to view and print the approved version of the DUA.
- If your organization has at least one (1) expired DUA, a message will be displayed with a list of the expired DUAs and instructions. You cannot create or update any DUAs until extending or closing all expired DUAs.

The Current CMS Contact (COR) is displayed.

Note: If the COR is not in the dropdown, click "*Cannot locate your CMS Contact (COR).*"

An **Alert** will be displayed, "*If you are unable to find your CMS Contact (COR)'s name, please request your CMS Contact (COR) to complete their registration with IDM and EPPE. Once they have informed you registration is complete you will be able to resume your DUA request.*"

Figure 6: Cannot Locate CMS COR Alert
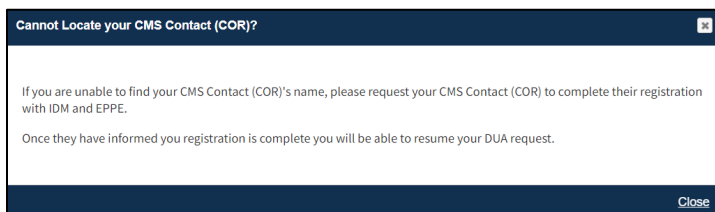
6. Click **X** or **Close** to close the pop-up.

The newly selected CMS Contact (COR) will be displayed on the Update DUA Request screen.

Figure 7: COR Information Updated

7. Click **Save & Quit.**

2.1 Review & Submit Updated DUA

The Review screen will display the new CMS Contact (COR) as well as the following sections:

- Main Information
- Custodian(s)
- Existing Data File Descriptions
- Re-Use Data File Descriptions
- New Data File Descriptions
- Signature Addendum & Additional Supporting Documents
- Proxy
- DUA Life Cycle

Figure 8: Edit DUA: Review Page

1. Click **Submit**.

The Submit for Review pop-up is displayed.

Figure 9: Submit: Comment and Special Instructions Tab

2. Enter any applicable **Comments**.
3. Enter any applicable **Special Instructions.**
4. Click **Next**.

The Terms & Conditions screen will be displayed.

Figure 10: Accept Terms and Conditions

5. Use the down arrow to navigate to the bottom of the screen.
6. Click the ***I agree to the terms and conditions above*** checkbox.
7. Click **Submit**.

The confirmation, "*DUA request <DUA number> has been submitted for review. You will receive a follow-up email. To view the DUA navigate to My DUA(s).*" will be displayed.

Figure 11: DUA Status: Submitted Message

DUA request CONT-2023-60181 has been submitted for review. You will receive a follow-up email notification. To view the DUA navigate to "My DUA(s)"

DUA Number: CONT-2023-60181

Notes:
- The DUA will be placed in the Requester's **Submitted** Queue
- The new CMS Contact (COR) will find the DUA in their **Pending Action(s)** queue and receive an email which includes the DUA number.
- The Requester will receive an email when the updated DUA has been approved by the new COR and certified by the Contractor DMT.

3. Acronyms and Glossary

The following are acronyms used within the EPPE system.

Table 1: Acronyms

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

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