



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - COR DUA Re-Assignment

Version 2.0

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1. Overview

This Training Guide will cover the following:

- How to perform a DUA Re-Assignment as a CMS Contact COR.
- How to Approve a Change Contact Request.
- How to Deny a Change Contact Request.

1.1 EPPE Access Prerequisites

CMS Enterprise Portal Access, IDM Credentials, and EPPE Access

- Obtain access to the CMS Enterprise Portal
- Access CMS Portal: <https://portal.cms.gov/>
- Obtain Identity Management (IDM) Credentials, Multi-Factor Authentication (MFA) and EPPE Access: <https://www.cms.gov/files/document/eppeidm.pdf>

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 Re-Assignment

Note: All the following instructions are for the CMS Contact (COR) action only.

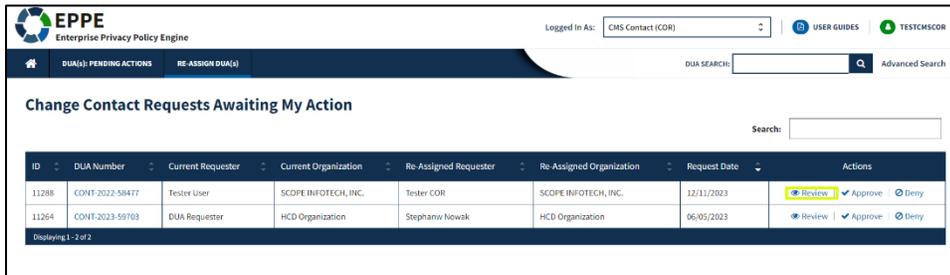
Figure 1: Home Screen



1. Click **RE-ASSIGN DUA(s)**.

A list of DUAs awaiting approval is displayed.

Figure 2: Change Contact Requests Awaiting My Action Review



2. Click the **Review** action.

Note: You can enter a DUA Number in the **Search** field to locate a specific DUA.

The DUA summary with re-assignment details includes Main Information and Documents.

Figure 3: DUA Summary: Main Information

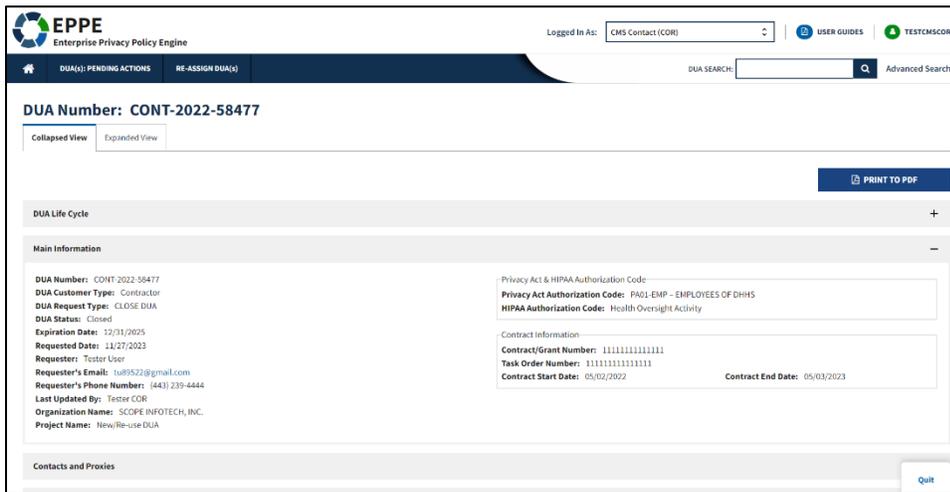
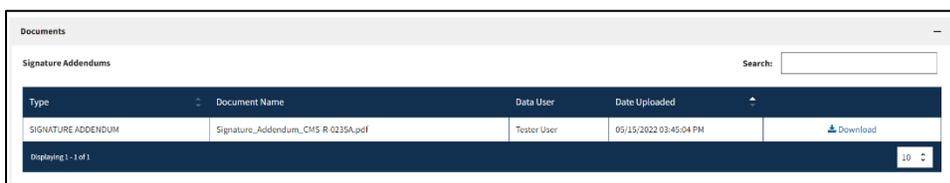


Figure 4: DUA Summary: Documents: Signature Addendum



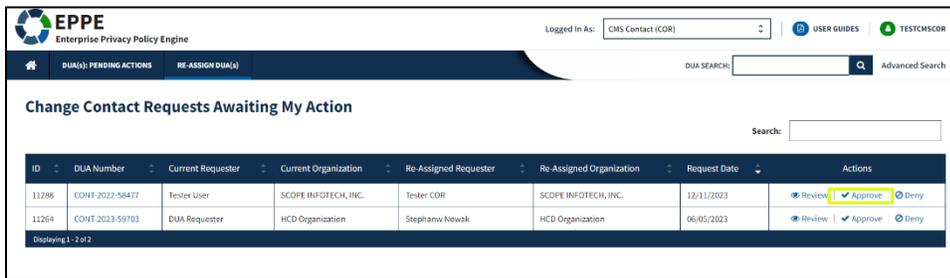
3. Verify an updated addendum form is uploaded to the DUA (Documents section).

To Approve the change contact request, Refer to Section 2.1. To Deny the change contact request, refer to Section 2.2.

2.1 Approve a Change Contact Request

Once reviewed, updated, and a signature addendum is confirmed, you can approve the change.

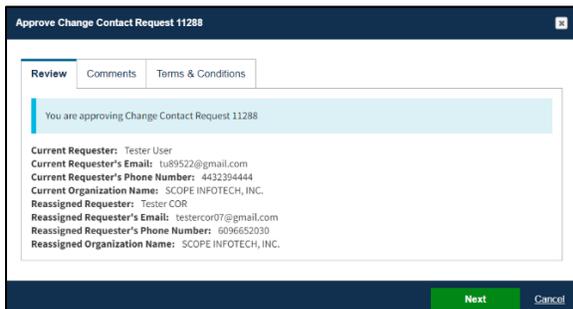
Figure 5: Approve Change Contact Requests Awaiting My Action



1. Click the **Approve** link to approve a Change Contact Request.

The Review tab opens.

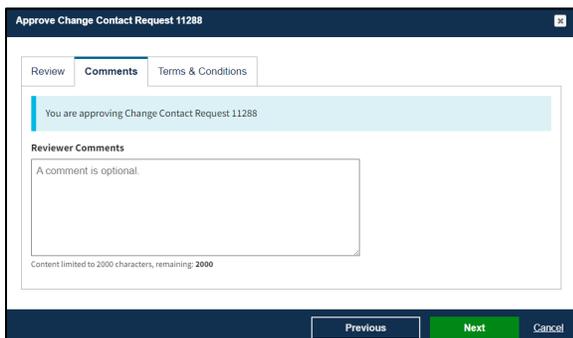
Figure 6: Approve Change Contact Request <DUA Number> - Review Tab



2. Review details.
3. Click **Next**

The Comments tab is displayed.

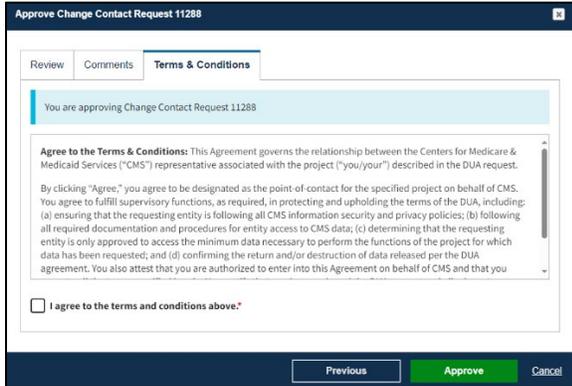
Figure 7: Approve Change Contact Request <DUA Number> - Comments Tab



4. Add a comment as needed.
5. Click **Next**.

The Terms & Conditions tab is displayed.

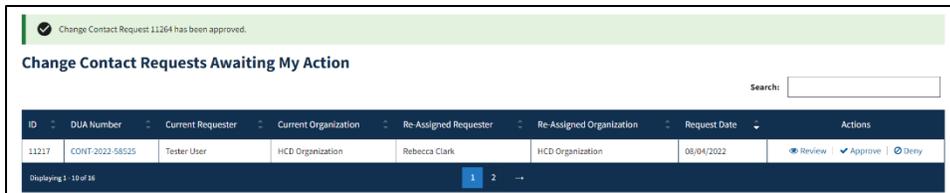
Figure 8: Approve Change Contact Request <DUA Number> - Terms & Conditions Tab



6. Use the down arrow to scroll through the Terms & Conditions.
7. Click the **I agree to the terms and conditions above** checkbox.
8. Click **Approve**.

The Change Contact approval confirmation message “Change Contact Request <DUA number> has been approved,” is displayed.

Figure 9: Approve Change Contact Requests Awaiting My Actions – Success Confirmation



The Re-Assign Requests pending queue is displayed where work can continue if there are additional pending requests.

2.2 Deny a Change Contact Request

Once a Change Contact Request is reviewed it can be denied.

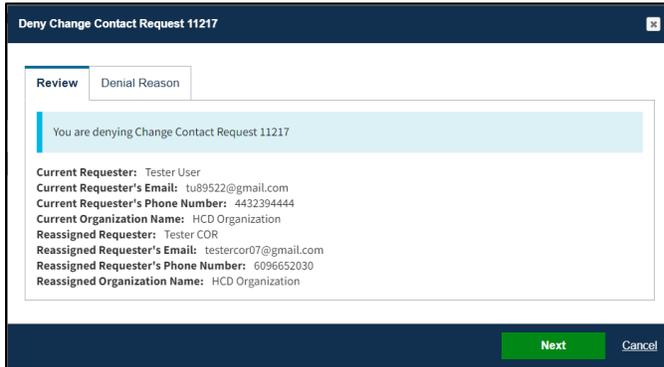
Figure 10: Deny Change Contact Requests Awaiting My Action



1. Click **Review** to review all details if you want.
2. Click **Deny**.

The Review tab opens.

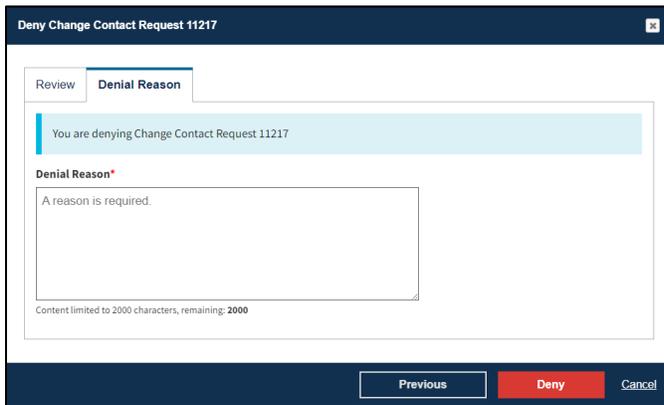
Figure 11: Deny Change Contact Request <DUA Number> - Review Tab



3. Click **Next**.

The Denial Reason tab opens.

Figure 12: Deny Change Contact Request <DUA Number> - Denial Reason Tab

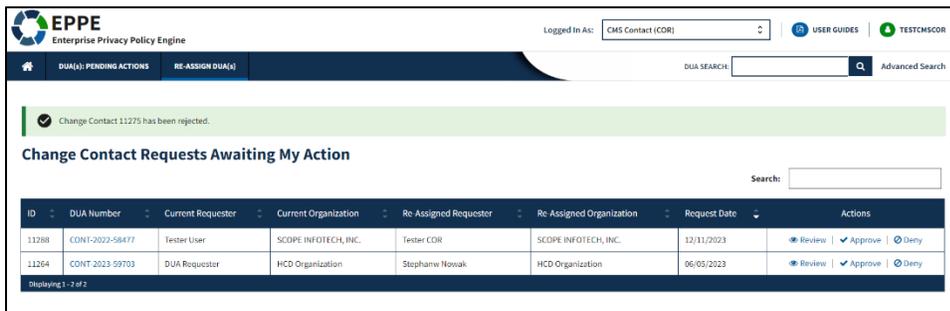


4. Enter **Denial Reason**.

5. Click **Deny**.

The Change Contact approval confirmation message “Change Contact Request <DUA number> has been rejected,” is displayed.

Figure 13: Deny Change Contact Requests Awaiting My Actions – Success Confirmation



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
COR	CMS Contact (COR)
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
EUA	Enterprise User Administration
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