Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - Extend DUA

Version 2.0

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1.   Overview

This Training Guide will cover the following:

- How to Extend a Contractor DUA.
- How to view the My DUA page.
- How to view the DUA Lifecycle.
- How to Print the 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

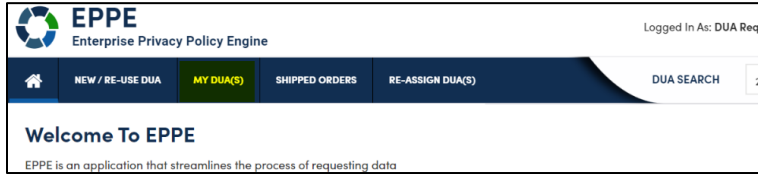**✱** A red asterisk denotes that a field is required to be entered.

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

2.   Extend a Contractor DUA

Log into EPPE. The Welcome Screen is displayed.

Figure 1: EPPE Welcome Screen:

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

Note: Expiration Reminder emails will be sent to the Requester and Requester Proxies 60 days, 30 days, 15 days, and then daily until the DUA is either extended or closed.

2.1   My DUA

A list of Expired DUAs is displayed.

Figure 2: My DUAs

1. Click the **Extend** action OR use the **Search** feature to locate a DUA to update.

Notes:
- As an existing Requester, any Approved and/or Expired CONT type DUAs you are the Requester for will also display in this list.
- **Approved** DUAs show in the Extend queue if expiring within 60 calendar days.
- If multiple pages, the previous and next icons (<, >) and page number buttons appear.

The Extend DUA review screen is displayed.

Figure 3: Extend DUA Details

2. Click the **EXTEND** button to extend this specific DUA.

The DUA Extension Request screen with the Contract Period Start Date and End Date is displayed.

Figure 4: DUA Extension Request

3. Edit the **Contract Period End Date** if this date has changed. Use a MM/DD/YYYY format to enter the dates or use the pop-up calendar. If using the pop-up calendar, select month, year, and then day, in that order.

Notes:
- If Contract End Date has not changed, continue extension request without changing it. The Contract End Date should be changed only if there is a new date.
- The **Today** button will highlight the current date in the calendar pop-up but will not select it. You will still need to select it, when applicable.
- The **Contract Period End Date** should be changed **only** if there is a new date.

Figure 5: Changing the Contract Period End Date

4. Click **Next.**

The **Current DUA Expiration Date** is displayed as view-only on the **DUA Extension Request**.

Figure 6: Entering a New DUA Expiration Date

5. Enter the **New DUA Expiration Date**:
   - A DUA may only be extended up to 365 days from the Current DUA Expiration Date or up to the current Contract Period End Date whichever is **sooner**.
   - Use MM/DD/YYYY format to enter the date or select a date from the pop-up calendar. Select Month, Year, and Day, **in that order** when using the calendar.
6. Click **Next.**

Figure 7: Add Comment

7. Enter any **Comments** (optional).
8. Click **Next.**

2.2 Terms & Conditions

The Terms & Conditions are displayed.

Figure 8: Terms and Conditions

1. Click the down arrow icon or use scroll bar to reach the bottom.
2. Select the *I agree to the terms and conditions above* checkbox.
3. Click **Submit.**

The Submission confirmation message, "Y*our [New Date] extension request has been submitted for review on <DUA number>*." is displayed.

Figure 9: Submitted Confirmation Message

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

Notes:
- An email will be sent to the COR listed on the DUA informing them that there is a pending **DUA Extension Request**.
- The Requester will receive an email when the COR either approves or denies the extension request.
- An organization will be unable to create or update DUAs if there is at least one (1) pending extension request for an Expired DUA.

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)
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)

eppe@cms.hhs.gov