Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - DUA Queues

Version 2.0

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1.   Overview

This Training Guide will cover the following:

- How to Navigate the My DUAs page.

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.   DUA Queues

All DUAs applicable to a DUA Requester for all Approval Workflows are located in **MY DUA(S)**.

Figure 1: Welcome to EPPE

1.   Click **MY DUA(S)** to view DUAs.

Figure 2: DUA Queues

DUA Status is displayed in the Status column for each DUA.

Review the applicable queue types in the table below.

Table 1: DUA Queues Applicable to the Contractor Approval Workflow

Queue	Description
Unfinished (In-Progress)	• Displays incomplete DUAs from the New/Re-Use (Create) DUA process, or the Update/Amend DUA process. The DUA Status is **In-Progress**. **Note**: Any New/Re-Use DUAs in a status of In-Progress for 60 days will be archived and not available for selection. • DUAs can be viewed and/or edited to **Submitted** status.
Submitted	• Displays DUAs that have been completed to Submitted status from the New/Re-Use and/or Update/Amend DUA Processes. • Contractor DUAs are ready for approval by the CMS Contact (COR) and ready for certification by the Contractor DUA Management Team (DMT).
Pending Actions	Displays Contractor DUAs for which the CMS Contact (COR) and/or the Contractor DMT has requested more information.
Approved	Displays DUAs which have been Approved. **Note:** DUAs in Approved status can be accessed through the Update/Amend queue if they need to be edited after approval. Update/Amend will be discussed in subsequent training module.
Expired	• Contains DUAs that are in an Expired status. • Expired DUAs can be extended from the **Extend** or closed from the **Close** queue.
Closed	Contains DUAs where all data files have been closed and the DUA has been closed by the DUA Requester. **Note:** Closed DUAs can only be re-opened by the EPPE Administrators.
Denied	• Displays Contractor DUAs that have been denied by the CMS Contact (COR). • DUAs in Denied status cannot be edited by the Requester.

3.   Acronyms+

The following are acronyms used within the EPPE system.

Table 2: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
COR	Contracting Officer Representative
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 ET

844-EPPE-DUA (844-377-3382)

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