



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - COR DUA Search

Version 2.0

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1. Overview

This training guide will cover the following:

- How to search for a DUA using the search bar.
- How to use the Advanced Search.
- How to Print the 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. DUA Search

Log in to the EPPE application.

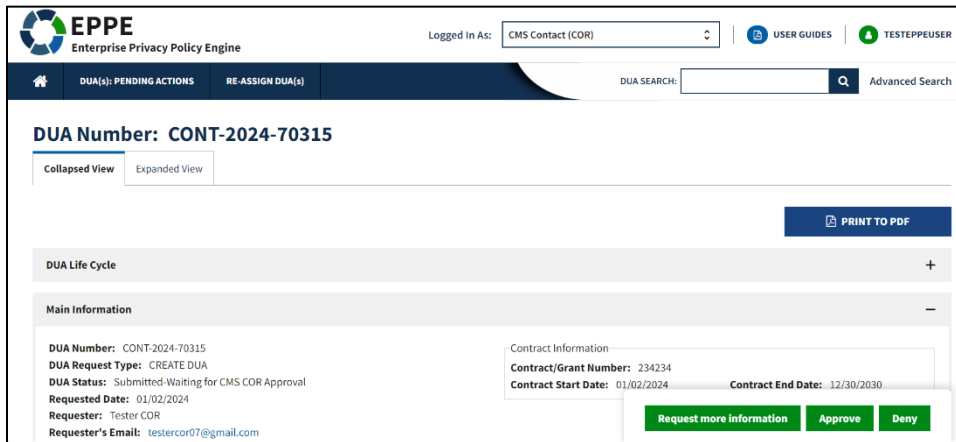
Figure 1: EPPE Welcome Screen: DUA Search



1. Type in the last 5 digits of the DUA in the **DUA SEARCH** field.
2. Click the search  icon or press the enter key on your keyboard.

Note: Only the last 5 digits of a DUA can be used for the top navigation DUA Search
The DUA Review screen is displayed.

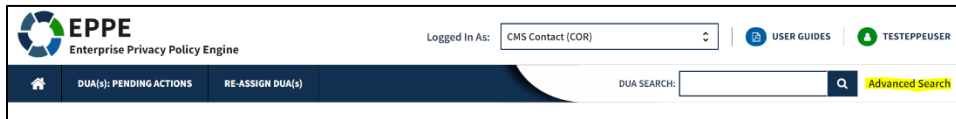
Figure 2: DUA Review Page



Refer to DUA Details (Section 2.2) for further steps on DUA Details.

2.1 Advanced DUA Search

Figure 3: Advanced DUA Search



1. Click the **Advanced Search** link on the far right.

Advanced Search page is displayed.

Figure 4: DUA Search: Advanced Search

Advanced Search

DUA Type
- Any -

Customer Type
Select

DUA Workflow Status
- Any -

Organization
Select

Requester
Select

Search Results

DUA Number	Organization	Project/Study Name	Requester	Request Date	Expiration Date	Status
CONT-2024-70312	The Jedi Camp	test	Tester COR	01/02/2024	01/02/2025	Approved
CONT-2024-70316	The Jedi Camp	Seether	Tester COR			In Progress
CONT-2024-70315	The Jedi Camp	test	Tester COR	01/02/2024		Submitted-Waiting for CMS COR Approval
CONT-2024-60282	Test Org	test	Tester COR			In Progress
CONT-2024-60280	Test Org	Test Workflow	Tester COR			In Progress
CONT-2023-60253	ABC Organization	Data File Selection sandbox 2023-12-29	Jon McLaughlin	12/29/2023	12/28/2024	In Progress
CONT-2023-59864	HCD Organization	test	Tester COR	10/02/2023	10/01/2024	In Progress

2. Enter search criteria under the **Advanced Search** column on the far left.

Users can scroll through the various criteria that can be searched upon.

3. Click the **Search** button below the criteria selected.

The DUA Search Results shows the search criteria at the top of the screen and the results list in the table in the main body of the screen.

Figure 5: DUA Search: Advanced Search Criteria

Advanced Search

DUA Type
- Any -

Customer Type
Select

DUA Workflow Status
- Any -

Organization
Test Org

Search Results

DUA Number	Organization	Project/Study Name	Requester	Request Date	Expiration Date	Status
CONT-2024-60282	Test Org	test	Tester COR			In Progress
CONT-2024-60280	Test Org	Test Workflow	Tester COR			In Progress
CONT-2024-60259	Test Org	test	Tester COR			In Progress
CONT-2023-60248	Test Org	test	Tester COR	12/27/2023	12/26/2024	In Progress
CONT-2024-70307	Test Org	testing 3783	Gimli Cat			In Progress
CONT-2023-70286	Test Org	test	Gimli Cat			In Progress

4. Search by any criteria like Organization. Enter an Organization.

Figure 6: DUA Search: Advanced Search Button

Test Org

Requester
Select

HIPAA Authorization Code
Select

Privacy Act Authorization Code
Select

Project Name
contains

Contract Number
is equal to

ResDAC Ticket ID
is equal to

Search
Reset

DUA Number	Organization	Project/Study Name	Requester	Request Date	Expiration Date	Status
CONT-2023-60235	Test Org	test	Tester COR	12/20/2023	02/18/2024	Approved
CONT-2023-70173	Test Org	testing pending actions	Tester COR			In Progress
CONT-2023-70175	Test Org	Where Evil lurks	Tester COR	12/15/2023		Submitted-Waiting for CMS COR Approval
CONT-2023-70163	Test Org	sfasFF	Tester COR			In Progress
CONT-2023-70155	Test Org	test automation 1	Tester COR			In Progress
CONT-2023-70121	Test Org	hehehe	Tester COR	12/06/2023		Submitted-Waiting for CMS COR Approval
CONT-2023-70146	Test Org	test	Tester COR			In Progress
CONT-2023-70117	Test Org	test	Tester COR			Approved
CONT-2023-60204	Test Org	test	Tester COR			In Progress
CONT-2023-70090	Test Org	test	Tester COR			In Progress
CONT-2023-60178	Test Org	Test Workflow	Tester COR			In Progress

5. Scroll down to find and click the **Search** button. The search results based on your criteria are seen in the table.

Figure 7: DUA Search Results

DUA Number	Organization	Project/Study Name	Requester	Request Date	Expiration Date	Status
CONT-2024-60282	Test Org	test	Tester COR			In Progress
CONT-2024-60280	Test Org	Test Workflow	Tester COR			In Progress
CONT-2024-60259	Test Org	test	Tester COR			In Progress
CONT-2023-60248	Test Org	test	Tester COR	12/27/2023	12/26/2024	In Progress
CONT-2024-70307	Test Org	testing 3783	Gimli Cat			In Progress
CONT-2023-70286	Test Org	test	Gimli Cat			In Progress

6. Click a DUA Number within search results to view the DUA Details page. The My DUA Details screen is displayed.

Figure 8: DUA Details

DUA Number: CONT-2024-60282

Contract Information
Contract/Grant Number: 324234
Contract Start Date: 01/02/2024 Contract End Date: 12/31/2025

- 7. Click the plus sign (+) icon associated with each DUA review section to expand each to view the respective information.
- 8. Click the **PRINT TO PDF** button to print the DUA or save it in PDF format.

Note: Displaying the DUA Life Cycle and Printing the DUA will be described next.

2.2 DUA Details

- 1. From the My DUA Details screen click the plus sign (+) icon to expand the DUA Life Cycle table. The DUA Life Cycle details are displayed.

Figure 9: DUA Life Cycle: Status Progressions and Actions

DUA Status	Effective Date	DUA Action	Action User	Comments	Special Instructions
In Progress	01/02/2024 05:49:17 PM	CREATE DUA	Tester COR		
In Progress	01/02/2024 05:49:03 PM	CREATE DUA	Tester COR		
In Progress	01/02/2024 05:48:49 PM	CREATE DUA	Tester COR		

Use the previous and next icons (<, >) and page number buttons to scroll through if applicable.

2. Click the negative sign (-) icon to collapse the DUA Life Cycle table.

2.3 How to Print the DUA

You can print the DUA.

Figure 10: Print the DUA



1. Click the **PRINT TO PDF** button at the top of the screen to access printing options.

The Print DUA to PDF pop-up opens.

Figure 11: Print DUA to PDF: Options



2. Select an action from the list of radio buttons:
 - a. Select **Print DUA Review** to print only the Review screen.
 - b. Select **Print DUA Life Cycle** to print only the Life Cycle.
 - c. Select **Print All** to print DUA Review and DUA Life Cycle.
3. Click **Print to PDF**.

In a separate tab, the DUA displays in HTML format for printing. Sections displayed are:

- Main Information
- CMS Contracting Officer Representative (COR)
- Contract Information
- Subcontracting Organization
- Documents
- Data File Descriptions
- Custodians
- DUA Life Cycle

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
HTML	Hypertext Markup Language
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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