Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Limited Data Set (LDS) Approval Workflow Training Module-Extend LDS DUA

Version 2.0

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1.   Overview

This Training Guide will cover the following:

- How to Extend a LDS DUA
- How to view the DUA Lifecycle
- How to interpret the Status Progressions and Actions Display

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

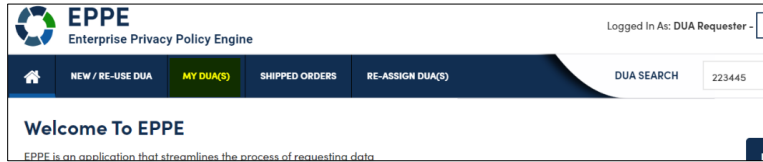***** A red asterisk denotes that a field is required to be entered.

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

2.   Extend an LDS DUA

The Expired DUA Queue contains DUAs that are in Expired status.

Figure 1: EPPE Welcome Screen: Expired

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

Notes:
- The Expired DUA Queue will only list the DUAs where you are listed as the Requester or Requester Proxy.
- Expiration Reminder emails will be sent to the Requester and Requester Proxies 60 days, 30 days, 15 days, and then daily prior to expiration and will continue passed expiration until the DUA is either extended or closed.

A list of expired DUAs is displayed.

Figure 2: Expired Queue

2. Specify Search criteria or scroll through the list, if applicable.
3. Click the **Extend** action of the DUA.

Notes:
- If you are an existing Requester, any Approved and/or Expired LDS type DUAs you are the Requester for will also display in the list.
- Use the previous and next icons (<,>) and page number buttons if there are multiple pages of DUAs.

The Extend: DUA Details is displayed.

Figure 3: Extend: DUA Details

4. Click the **Extend** button to extend this specific DUA.

DUA Extension Request pop-up is displayed.

Figure 4: DUA Extension Request: 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 (Contract Period End Date).
   - Use a MM/DD/YYYY format to enter the dates or select a date from the pop-up calendar (select the month, year, and day in that order).

6. Click **Next**.

Note: The new DUA extension date cannot be more than 365 days after the Contract Period End Date.

Figure 5: DUA Extension Request: Add Comment

7. Add a **Comment** if applicable.
8. Click **Next.**

## 2.1   Accept Terms & Conditions and Submit

Review the Terms & Conditions.

Figure 6: Terms & Conditions

1. Use the down arrow to scroll through the Terms & Conditions.
2. Select the *I agree to the terms and conditions above* checkbox.
3. Click **Submit**.

The Submission confirmation, *"Expiration Date for [DUA Number] has been changed to [New Date]."* is displayed on the DUA Request Status screen.

Figure 7: DUA Extension Submitted Confirmation
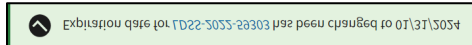
The DUA status is Approved with the new Expiration Date and will be placed in the Requester's Approved queue.

3.   Acronyms

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
IDM	Identity Management
LDS	Limited Data Set
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

Note: For information on policies, forms, and other LDS DUA related information, please refer to the Limited Data Set (LDS) page.