

# Instructions for completing the Limited Data Set (LDS) DUA Signature Addendum

**This document:** All LDS Data Use Agreement (DUA) requests must include a completed LDS DUA Signature Addendum if adding a user on a DUA.

## General Instructions

1. Answer every item in the document.
2. Do not alter the layout or content of the document.
3. Upload the document to EPPE.

## Specific Instructions

### A

Enter your DUA number. The DUA number is generated from the EPPE system.

### B

Enter the exact Study Title listed on the Attachment A: LDS Application.

### C

Select your user role from the drop-down menu.

*(Instructions continue on page 2)*

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR MEDICARE & MEDICAID SERVICES

## Limited Data Set (LDS) DATA USE AGREEMENT (DUA) SIGNATURE ADDENDUM FOR DATA ACQUIRED FROM THE CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS)

Complete this form if you are adding one of the following users to the data use agreement:

- **Data Custodian:** Individual who will be responsible for ensuring that the environment in which the CMS data is stored complies all applicable CMS data security requirements, including the establishment and maintenance of security arrangements to prevent unauthorized use. Please note, CMS requires only one data custodian per data environment.
- **Data Recipient:** An individual under the oversight of the Data Custodian that will receive physical shipment or virtual download of CMS data.

#### Important Notes:

- All form fields are required.
- CMS does not require this form for updates to existing contact information (e.g., e-mail address, phone numbers), but only to add an individual who is not already on the DUA.
- CMS does not accept mailbox rental services (P.O. Box, UPS Store, etc.) for an address.
- CMS does not accept foreign addresses outside of the United States and its territories.
- CMS does not accept personal e-mail addresses (@yahoo, @gmail, @outlook, etc.). Your e-mail must be associated with your employer, organization, or university.
- All CMS data must physically remain within the boundaries of the United States and its territories.

DUA Number: **A** \_\_\_\_\_ Name of Study/Project: **B** \_\_\_\_\_

User Role: **C** \_\_\_\_\_

Name: **D** \_\_\_\_\_ Phone: **E** \_\_\_\_\_ Ext.: \_\_\_\_\_

Organization: **F** \_\_\_\_\_

Street Address: **G** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: **H** \_\_\_\_\_

By signing this form, you are attesting to the terms and conditions defined in the original Data Use Agreement (DUA) documentation.

Signature: **I** \_\_\_\_\_

D

Enter the name of the contact.

E

Enter the contact's phone number.

F

Enter the exact legal name of the contact's organization.

G

Enter the physical address for the contact. CMS will not accept a PO box or foreign address.

H

Enter the contact's email address associated with an employer, organization, or university. CMS will not accept personal email addresses (e.g., gmail.com or hotmail.com).

I

The contact must sign the form here. CMS prefers digital signatures.

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