



**Centers for Medicare & Medicaid Services**

## **Enterprise Privacy Policy Engine Cloud (EPPE)**

### **Limited Data Set (LDS) Approval Workflow Training Module- Update/Amend Collaborating Organizations**

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# 1. Overview

This Training Guide will cover the following:

- How to add a new Collaborating Organization to the LDS DUA
- How to review and Submit Updated LDS 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. Update Collaborating Organizations

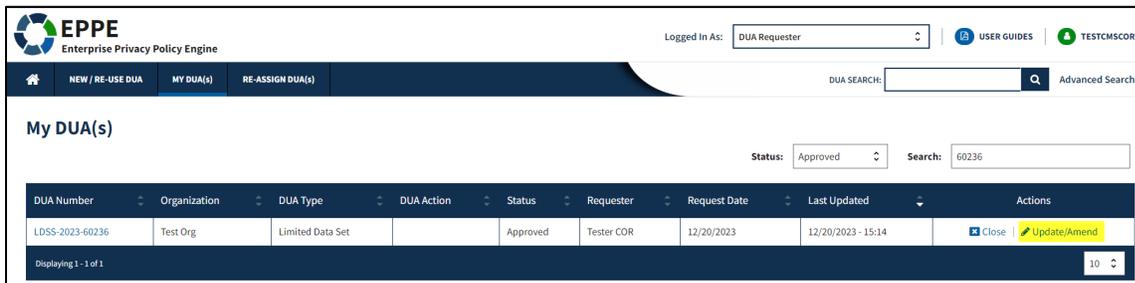
Log in to the EPPE application.

Figure 1: EPPE Welcome Screen



1. Click **MY DUA(S)** to see a list of approved DUAs.

Figure 2: List of DUAs Eligible to Update



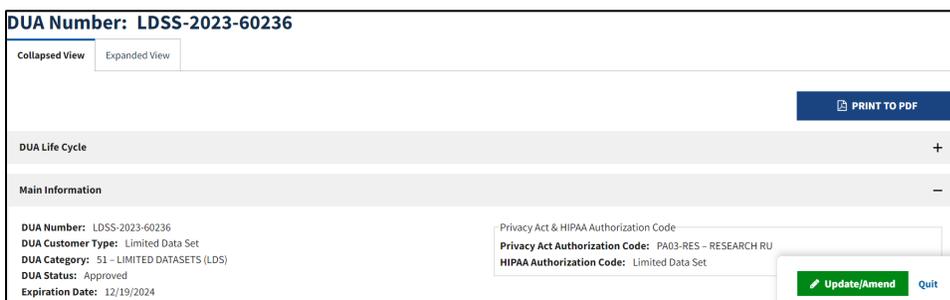
2. Click the **Update/Amend** action to update or **Search** for the DUA to update.

**Notes:**

- If you are an existing Requester or Requester Proxy, any Approved Limited Data Set type DUAs where you are the Requester or Requester Proxy will also display in the list.
- If there are multiple pages of Approved DUAs, the previous and next (<, >) icons and page number buttons allow you to scroll through the listing.
- If your organization has at least one (1) DUA in Expired status, a message will display (when you click the Update/Amend DUA action) a list of the expired DUA(s) number(s) and instructions that you cannot create or update any DUAs until either extending or closing all of the expired DUAs.

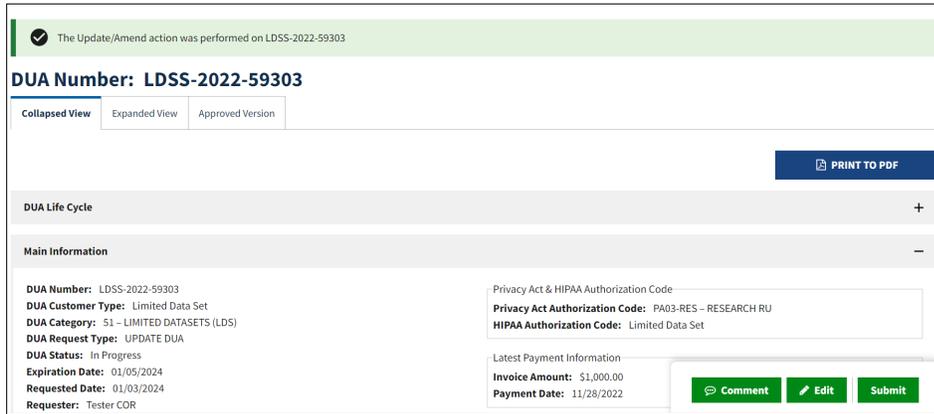
The **My DUA** screen is displayed.

Figure 3: Select Update/Amend



3. Click the **Update/Amend** button.

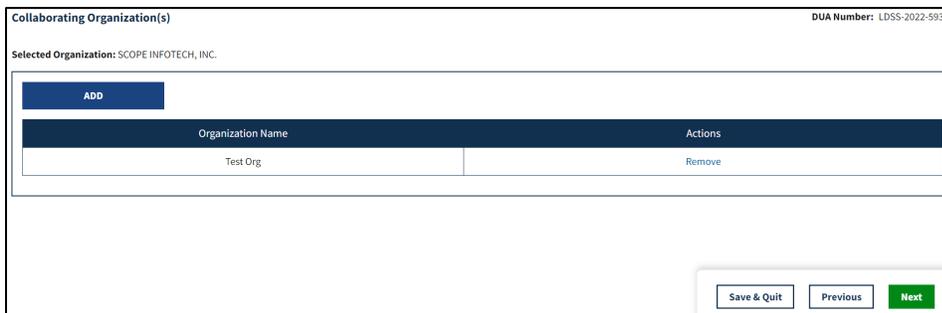
**Figure 4: Update DUA Request**



4. Click the **Edit** button in the section of the DUA that needs to be updated.
5. Click **Collaborating Organization(s)** section.

**Note:** Once Edit is clicked, user is taken back to the last saved page, it may or may not be the Main Information Section.

**Figure 5: Edit DUA: Collaborating Organization**



6. The Collaborating Organization screen is displayed with the **Primary Organization Name**.

**Note:** In this example, the Approved DUA being updated shows the original selections and the previously selected Collaborating Organization is displayed in the table.

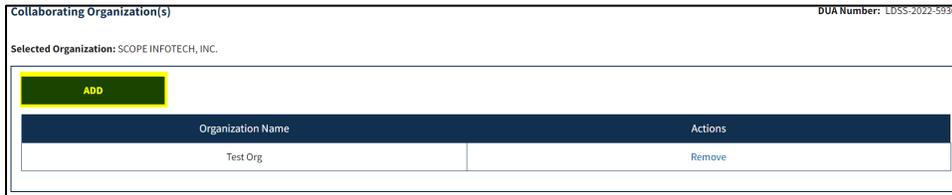
You can:

- Select new **Collaborating Organization** from the list of existing organizations.
- Click the “*Cannot locate the Organization?*” link to submit a new Organization to be approved by the EPPE Admins.
- Add **Collaborating Organization** to the DUA. In the example below, a second organization was added to the DUA.
- Remove **Collaborating Organizations** from the DUA (Remove action).

**Note:** Removing a Collaborating Organization will NOT remove any Custodians users from that Collaborating Organization associated to the DUA.

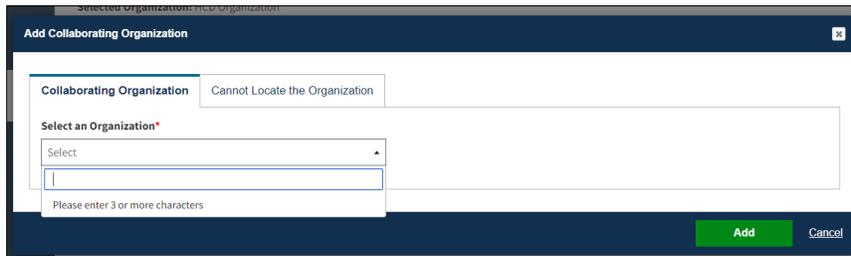
## 2.1 Add a Collaborating Organization

Figure 6: Add Collaborating Organization



1. Click the **ADD** button.

Figure 7: Add Collaborating Organization selection



2. Enter Organization name and select the Collaborating organization from the dropdown.
3. Click the **Add** button.

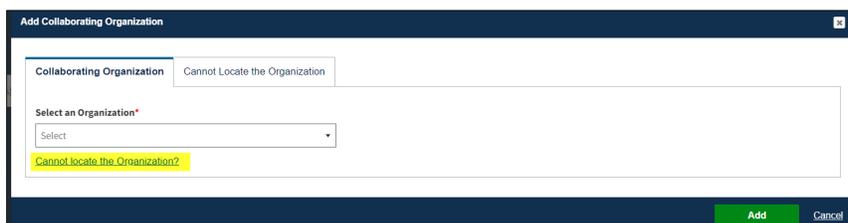
Figure 8: Add Collaborating Organization confirmation message.



## 2.2 Add a New Collaborating Organization

If the needed Organization is not available, you will need to add one.

Figure 9: Add Collaborating Organization: Cannot Locate the Organization.



1. Click the "Cannot locate the Organization?" link to add an Organization that is not listed.

The Organization pop-up message notes, “*You can submit a request for a new organization; however, it will be available for you to select only upon approval. Do you wish to request for a new organization?*”. The new Organization will require EPPE Administrator approval and will not be added for your use immediately.

**Figure 10: Add New Organization Information**

2. Enter the Organization information:
  - Organization Name
  - Country (LDS data files cannot be shipped outside of the United States)
  - Street Address
  - City
  - State
  - Zip Code
3. Click the **Add** button.

The Confirmation message displays: “*<ORGANIZATION NAME> was created and is pending approval. Once approved, you will be able to add them to this DUA.*”

**Figure 11: New Organization Confirmation Message**

4. Click **Save & Quit**.

## 2.3 Review and Submit Updated LDS DUA

Review the following DUA Review Page sections using the plus sign (+) icon, as desired, before going to the Terms & Conditions. The Review screen displays the following sections of the DUA:

- DUA Life Cycle
- Main Information
- Collaborating Organization(s)
- Custodian(s)

Figure 12: DUA Review Screen

1. Click **Submit**.

**Note:** Comments are required for all Update DUAs and can be entered in the comments tab of the Submit dialogue box.

Figure 13: Submit: Comment and Special Instructions

2. Enter any applicable comments.
3. Enter any applicable special instructions.
4. Click **Next**.

The Terms & Conditions screen is displayed following the DUA Review Page.

Figure 14: Accept Terms and Conditions

5. Mark the **I agree to the terms and conditions above** checkbox.
6. Click **Submit**.

Submission confirmation message, “*DUA request [DUA Number] has been submitted for review. You will receive a follow-up email notification. To view the DUA navigate to My DUAs.*” is displayed on the DUA Request Status screen.

- The DUA will be placed in the Requester’s Submitted Queue.
- The LDS DMT will find the DUA in their Pending Action(s) queue.

Figure 15: DUA Submission Confirmation

**Notes:**

- Denied updates will be placed in the Approved queue with a Denied entry in the DUA Life Cycle. You can re-submit an update with corrected information on the DUA.
- If payment is required, the DUA will not appear in your Approved queue until the LDS DMT approves it and the Payment Coordinator has confirmed payment.
- If payment is **not** required, the DUA will not appear in your Approved queue until the LDS DMT approves it.

### 3. Acronyms

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
<b>CMS</b>	Centers for Medicare and Medicaid Services
<b>DMT</b>	DUA Management Team
<b>DUA</b>	Data Use Agreement
<b>EPPE</b>	Enterprise Privacy Policy Engine
<b>IDM</b>	Identity Management
<b>LDS</b>	Limited Data Set
<b>MFA</b>	Multi-Factor Authentication
<b>PDF</b>	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](mailto: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.