The DMP SAQ Process - Start to Finish

Step 1: Download the DMP SAQ Template
The DMP SAQ can be found at https://resdac.org/request-form/dmp-saq.

Step 2: Prepare for the DMP SAQ
For a detailed review of how to prepare for the DMP SAQ, please review the instructional document, "How to Prepare for a DMP SAQ" found here.

Step 3: Complete the DMP SAQ
For a detailed review of the actions to complete a DMP SAQ, please review the instructional document "How to Establish a DMP SAQ" found here.

Step 4: Submit the DMP SAQ to the CMS DPSP
Submit the DMP SAQ to the CMS Data Privacy Safeguard Program (DPSP) at DPSP@cms.hhs.gov.

Step 5: The DPSP Reviews the DMP SAQ
The DPSP will review the DMP SAQ responses and attestations.

Step 6: The DPSP Works with the Organization to Remediate Issues
Before the DMP SAQ is approved, the DPSP may reach out to the organization to discuss or remediate any issues.

Step 7: The DMP SAQ is Approved
The DPSP will notify the organization that the DMP SAQ has been approved. The organization's profile in the Enterprise Privacy Policy Engine (EPPE) will be updated to reflect the approved DMP SAQ. The approved DMP SAQ is valid for one year from the date of approval and can be applied to future DUA applications that use the same computing environment as the approved DMP SAQ environment.

Step 8: DMP SAQ Renewal
Sixty (60) days prior to the expiration of the DMP SAQ, CMS will notify users that their DMP SAQ needs to be renewed. For a detailed review of the actions to renew the DMP SAQ, please review the instructional document "How to Renew a DMP SAQ" found here.

This document is provided by the Data Privacy Safeguard Program. MBL Technologies is the authorized CMS contractor and can be reached for questions or additional assistance at DPSP@cms.hhs.gov.