How to Update the DMP SAQ

For organizations that need to make changes to an approved Data Management Plan Self-Attestation Questionnaire (DMP SAQ).

The Data Privacy Safeguard Program (DPSP) must be notified of any changes to the information provided in the DMP SAQ to include any updates to the Data Use Agreement (DUA) organizational information, data custodian, or secondary point of contact within 15 days.

Step 1: Notify the DPSP

The Data Custodian/Secondary Point of Contact should reach out to the DPSP at DPSP@cms.hhs.gov to indicate that the DMP SAQ needs to be updated. The DPSP will work with the organization to facilitate the update.

Step 2: Provide the DPSP with the updated DMP SAQ

The Data Custodian/Secondary Point of Contact should send the updated DMP SAQ to the DPSP highlighting and/or noting all changes that have been made.

Step 3: The DPSP Reviews the DMP SAQ

The DPSP will review the updated DMP SAQ. A full or partial audit may be performed depending on the scope of the changes.

Step 4: The DPSP Works with the Organization to Remediate Issues

Before the updated DMP SAQ is approved, the DPSP may reach out to the organization to discuss or remediate any issues.

Step 5: The DMP SAQ is Approved

The DPSP will notify the organization that the updated DMP SAQ has been approved. The organization's profile in the Enterprise Privacy Policy Engine (EPPE) will be updated to reflect the updated DMP SAQ. If a new audit was performed, the DMP SAQ is valid for a year from the updated DMP SAQ's approval date. If no audit was performed, the DMP SAQ is valid until the original expiration date.

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.