



# How to Renew a DMP SAQ

*For organizations with an existing Data Management Plan Self Attestation Questionnaire (DMP SAQ)*

## **Step 1: Stay Ahead of the DMP SAQ Expiration**

Data Custodians with an approved DMP SAQ should begin activities to renew the DMP SAQ at least 60 days prior to the expiration of the DMP SAQ. The Data Custodian will receive periodic automated expiration notifications until they have renewed the DMP SAQ.

## **Step 2: Review Requirements and Computing Environment**

Visit the DMP SAQ webpage at <https://resdac.org/request-form/dmp-saq> to review the data security and privacy requirements. Data Custodians should coordinate with IT stakeholders to identify if the computing environment has undergone any changes that would affect the DMP SAQ.

## **Step 3: Validate or Update the DMP SAQ**

Review the responses of your existing DMP SAQ and validate the accuracy of each response. As you validate each response, you should also confirm that each policy referenced is current.

## **Step 4: Reach out to the DPSP**

Contact the Data Privacy Safeguard Program (DPSP) to initiate the renewal of the DMP SAQ at [DPSP@cms.hhs.gov](mailto:DPSP@cms.hhs.gov). The DPSP will support your organization in navigating the renewal to include any updates on new requirements and revalidating the questionnaire.

## **Step 5: Submit the DMP SAQ to the DPSP for Review**

Submit the DMP SAQ to the DPSP for review. The DPSP will conduct a review of your responses and the attested policies and procedures. The DPSP may reach out to you for further information or clarification.

## **Step 6: Your DMP SAQ is Approved**

The DPSP will notify the Data Custodian identified on the DMP SAQ of the approval of your organization's DMP SAQ via email. The approved DMP SAQ will be maintained in your organization's profile in CMS's DUA tracking system, the Enterprise Privacy Policy Engine (EPPE). The DMP SAQ is valid for one year from the date of approval and may be utilized for any DUAs that use the same computing environment to store and process the CMS data.

This guide is provided in support of the Data Privacy Safeguard Program (DPSP) by MBL Technologies, the authorized contractor for the DPSP. For questions, please contact [DPSP@cms.hhs.gov](mailto:DPSP@cms.hhs.gov).