

DataQs State Implementation Plan



Florida

**For Compliance with Federal Motor Carrier Safety Administration (FMCSA) Revised
Motor Carrier Safety Assistance Program (MCSAP) Grant Requirements**

Date: September 2026

Purpose

In April 2026, FMCSA announced updated requirements for State participation in the DataQs system as a condition of receiving MCSAP grant funding. To comply with those requirements, each State must submit a DataQs State Implementation Plan. The following pages contain the key elements of the plan approved by FMCSA for Florida.

DataQs State Implementation Plan

State: Florida

MCSAP Lead Agency: Florida Department of Highway Safety and Motor Vehicles

Division of Florida Highway Patrol (FHP)

Initial Review Process

Roles and Responsibilities

- Persons responsible for managing DataQs for the organization
 - **Responsible Party:**
FHP Special Programs Commander
 - **Supervisor(s):**
FHP Compliance Review Commander
 - **Backups:**
Special Programs Supervisor
 - **Interactions:**
There are currently 255 FHP members with CVE training, experience and knowledge that are available to be consulted. Of these 255, there are 57 supervisors in the Troopers chain of command who hold the rank of Sergeant, Lieutenant, Captain, Major, and Chief. FHP CVE members are encouraged to consult with each other as well as their chain of command with questions or guidance. FHP CVE members can interact with 67 Clerk of Courts and 67 Court systems within the State of Florida as well as with the Florida Commercial Motor Vehicle Review Board (CMVRB). FHP CVE management is in direct communication with FMCSA, FMCSA Florida Division Office as well as CVSA leadership as needed. FHP CVE management has direct access to an attorney assigned to FHP as well as the Department's General Counsel.
- Person(s) responsible for decision-making for the Initial Review process
 - **Responsible Party:**
Data Analyst for DataQs related to crash reports, request of Driver Vehicle Examination Reports (DVERs), adjudicated citations, and other DataQs that require no information from field level personnel.
Field Office/Sub-District Commanders (Lieutenants) for violations on DVERs.

- **Supervisor(s):**
District Commanders (Captains)
- **Backups:**
Troop Commanders (Majors)
- **Interactions:**
There are currently 255 FHP members with CVE training, experience and knowledge that are available to be consulted. Of these 255, there are 57 supervisors in the Troopers chain of command who hold the rank of Sergeant, Lieutenant, Captain, Major, and Chief. FHP CVE members are encouraged to consult with each other as well as their chain of command with questions or guidance. FHP CVE members can interact with 67 Clerk of Courts and 67 Court systems within the State of Florida as well as with the Florida Commercial Motor Vehicle Review Board (CMVRB). FHP CVE management is in direct communication with FMCSA, FMCSA Florida Division Office as well as CVSA leadership as needed. FHP CVE management has direct access to an attorney assigned to FHP as well as the Department's General Counsel.
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
There are currently 255 FHP members with CVE training, experience and knowledge that are available to be consulted. Of these 255, there are 57 supervisors in the Troopers chain of command who hold the rank of Sergeant, Lieutenant, Captain, Major, and Chief. FHP CVE members are encouraged to consult with each other as well as their chain of command with questions or guidance. FHP CVE members can interact with 67 Clerk of Courts and 67 Court systems within the State of Florida as well as with the Florida Commercial Motor Vehicle Review Board (CMVRB). FHP CVE management is in direct communication with FMCSA, FMCSA Florida Division Office as well as CVSA leadership as needed. FHP CVE management has direct access to an attorney assigned to FHP as well as the Department's General Counsel.
 - **Supervisor(s):**
There are 5 levels of supervision within the current FHP CVE supervisory structure.
 - **Backups:**
There are 5 levels of supervision within the current FHP CVE supervisory structure.
 - **Interactions:**

There are currently 255 FHP members with CVE training, experience and knowledge that are available to be consulted. Of these 255, there are 57 supervisors in the Troopers chain of command who hold the rank of Sergeant, Lieutenant, Captain, Major, and Chief. FHP CVE members are encouraged to consult with each other as well as their chain of command with questions or guidance. FHP CVE members can interact with 67 Clerk of Courts and 67 Court systems within the State of Florida as well as with the Florida Commercial Motor Vehicle Review Board (CMVRB). FHP CVE management is in direct communication with FMCSA, FMCSA Florida Division Office as well as CVSA leadership as needed. FHP CVE management has direct access to an attorney assigned to FHP as well as the Department's General Counsel.

Process Description

- Receipt of RDR
 - **Responsible Party:**
FHP CVE Data Analyst (Data Analyst)
 - **Process:**
The Data Analyst will open and review all DataQs. If the DataQ involves crash reports, DVER request, adjudicated citations, or any other issue not related to a violation on a DVER that would require no response from field level personnel, the Data Analyst will provide the appropriate response in the system and close the DataQ out.

For Initial Reviews involving violations on DVERs, the FHP CVE Data Analyst will forward to the appropriate field office personnel for review and action. DataQs assigned to the field level personnel will generally consist violations on DVERs. FHP CVE currently has 12 field offices, a Training section, a Compliance Review Section, and a Hazardous Materials Section. The initial review process will be conducted by the Field Office Lieutenant in consultation with the issuing officer's immediate supervisor if those personnel have the appropriate subject matter expertise. If the Lieutenant does not have subject matter expertise, is not available, or is determined to be inappropriate, the District Captain will be responsible for the initial review process. It will be the responsibility of the field office Lieutenants to conduct the initial review for a member assigned to Training Section, the Compliance Review Section, or the Hazardous Materials Section.

- Review of RDR

- **Responsible Party:**
Field Office/Sub-District Commanders (Lieutenants)
- **Process:**
When an Initial Review involving violations on a DVER is received by the field office Lieutenant, he/she will consult with the issuing officer and issuing officer's supervisor, or any other person with appropriate subject matter expertise to obtain needed information to take the appropriate action. The issuing officer will not be the sole-decision maker when the outcome of the DataQ is "Closed-No Data Correction Made".
- Outcome of RDR
 - **Responsible Party:**
Data Analyst – sends the DataQ to the Field Office Lieutenant.
Field Office Lieutenant – makes decision and sends back to Data Analyst.
 - **Process:**
Once a decision is made by the field office Lieutenant, he/she will provide the decision and resources used to make the decision via email to the Data Analyst. The Data Analyst will update the DataQ system with the appropriate response.
- Closure of RDR
 - **Responsible Party:**
Data Analyst
 - **Process:**
Once the Data Analyst receives the decision from the field office Lieutenant, the Data Analyst will provide the appropriate response in the DataQ system.
- Timeliness:
The Initial Review must be opened by the Data Analyst and forwarded to the field office Lieutenant within 7 days of submission. The field office Lieutenant must make a decision and provide information to the Data Analyst within 14 days of the original DataQ submission. The Data Analyst must update the DataQ system with the appropriate response within 21 days of the original DataQ submission.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made – The violation was determined to be an appropriate violation.

Closed—Data Correction Made – The violation was determined to be an inappropriate violation and removed or the violation was determined to be the wrong violation and amended to the correct violation.

Closed—Citation Results Entered – The citation was reviewed and the results of the

citation were entered.

Closed—Report Not Sent – The request was reviewed and it was determined that it would not be appropriate to send the report. Florida will not send out reports completed by other states. Generally, Florida will not provide DVERs completed by Florida personnel until 30 days after the inspection date.

Closed—Report Sent – The request was reviewed and it was determined that it would be appropriate to send the report that was conducted by Florida personnel

Closed—No Requestor Response – There was a request made; however, no response from the requestor therefore the DataQ was closed

Communication:

Florida will develop and use 3 forms as templates that will require consistent, detailed responses from the member that is responsible for handling all stages of review. The forms will provide details and give statutory and regulatory references as to why the decision was made and identify the member that made the decision. The forms will also indicate that the review was independent, impartial, and show that the issuing officer was not the sole decision-maker. Each Review will have an independent form:

Initial Review Form

Reconsideration Review Form

Final Review Form

Next Steps:

In addition to the information provided to the requestor from the DataQ site, the forms will also provide information on the next steps the submitter can take after the initial review.

Florida will develop separate forms for each stage of the review process:

Initial Review Form

Reconsideration Review Form

Final Review Form

Reconsideration Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Reconsideration Review process
 - **Responsible Party:**
FHP CVE Training Captain
 - **Supervisor(s):**
Troop J Commander

- **Backups:**
FHP CVE Training Section Staff
- **Interactions:**
There are currently 7 members assigned to the FHP CVE Training Staff to include 1 Captain, 2 Sergeants (supervisors), and 4 training officers who are also CVSA instructors. There are currently 255 FHP members with CVE training, experience and knowledge that are available to be consulted. Of these 255, there are 57 supervisors in the Troopers chain of command who hold the rank of Sergeant, Lieutenant, Captain, Major, and Chief. FHP CVE members are encouraged to consult with each other as well as their chain of command with questions or guidance. FHP CVE members can interact with 67 Clerk of Courts and 67 Court systems within the State of Florida as well as with the Florida Commercial Motor Vehicle Review Board (CMVRB). FHP CVE management is in direct communication with FMCSA, FMCSA Florida Division Office as well as CVSA leadership as needed. FHP CVE management has direct access to an attorney assigned to FHP as well as the Department's General Counsel.
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
There are currently 7 members assigned to the FHP CVE Training Staff to include 1 Captain, 2 Sergeants (supervisors), and 4 training officers who are also CVSA instructors. There are currently 255 FHP members with CVE training, experience and knowledge that are available to be consulted. Of these 255, there are 57 supervisors in the Troopers chain of command who hold the rank of Sergeant, Lieutenant, Captain, Major, and Chief. FHP CVE members are encouraged to consult with each other as well as their chain of command with questions or guidance. FHP CVE members can interact with 67 Clerk of Courts and 67 Court systems within the State of Florida as well as with the Florida Commercial Motor Vehicle Review Board (CMVRB). FHP CVE management is in direct communication with FMCSA, FMCSA Florida Division Office as well as CVSA leadership as needed. FHP CVE management has direct access to an attorney assigned to FHP as well as the Department's General Counsel.
 - **Supervisor(s):**
There are 5 levels of supervision within the current FHP CVE supervisory structure.
 - **Backups:**

There are 5 levels of supervision within the current FHP CVE supervisory structure.

- **Interactions:**

There are currently 7 members assigned to the FHP CVE Training Staff to include 1 Captain, 2 Sergeants (supervisors), and 4 training officers who are also CVSA instructors. There are currently 255 FHP members with CVE training, experience and knowledge that are available to be consulted. Of these 255, there are 57 supervisors in the Troopers chain of command who hold the rank of Sergeant, Lieutenant, Captain, Major, and Chief. FHP CVE members are encouraged to consult with each other as well as their chain of command with questions or guidance. FHP CVE members can interact with 67 Clerk of Courts and 67 Court systems within the State of Florida as well as with the Florida Commercial Motor Vehicle Review Board (CMVRB). FHP CVE management is in direct communication with FMCSA, FMCSA Florida Division Office as well as CVSA leadership as needed. FHP CVE management has direct access to an attorney assigned to FHP as well as the Department's General Counsel.

- Person(s) convening a panel or committee

- **Responsible Party:**

FHP CVE will not be using a panel or committee for the Reconsideration Review Process.

- **Supervisor(s):**

N/A

- **Backups:**

N/A

- **Interactions:**

N/A

- **Panel members' titles and associations:**

N/A

Escalation Procedures:

For all stages of review, if Florida requests additional information from the requestor, the requestor has 14 days to provide the information. If the requestor does not respond, the system will close the request with the status "Closed – No Requestor Response" unless a decision can be made with existing information. A request that is reopened after being closed for no response will not be escalated, but will be reviewed at the level it was closed. If new evidence is provided, the DataQ will be reviewed in the Initial Review process.

Process Description

- Review of RDR
 - **Responsible Party:**
FHP CVE Training Captain
 - **Process:**
The Data Analyst will open the Reconsideration Review request and provide the Initial Review Form and all other available information from the Initial Review to the FHP CVE Training Captain within 7 days of submission. All Reconsideration Reviews, to include crash records, inspection records, and adjudicated citations will be handled by the FHP CVE Training Captain. The FHP Training Captain will make a decision on all Reconsideration Reviews within 7 days. The FHP Training Captain will complete the Reconsideration Review Form that adequately explain the facts and analysis supporting the decision and provide to the Data Analyst, unless additional information is needed from the requestor. The Data Analyst will update the DataQ system within 7days.
All Reconsideration Review Request will be opened, reviewed, and closed in the DataQ system within 21 days.
For the Reconsideration Review process, if the FHP CVE Training Captain needs any additional information from the requestor that is relevant and material to the appeal, the FHP CVE Training Captain will complete the Reconsideration Review Form that indicates what information is needed and provide to the Data Analyst. The Data Analyst will update the DataQ system. If the requested information is provided, the RDR remains in Reconsideration Review. If entirely new, unrequested, and relevant evidence is introduced by the requestor at this stage, the request will be sent back to the Initial Review process.
If the Data Analyst requests additional information from the requestor, the requestor has 14 days to provide the information, which does not count towards the 21-day review deadline. If the requestor does not respond within 14 days, the system will close the request with the status “Closed – No Requestor Response” unless a decision can be made with existing information.
- Outcome of RDR
 - **Responsible Party:**
FHP CVE Training Captain
 - **Process:**

The Data Analyst will open the Reconsideration Review request and provide the Initial Review Form and all other available information from the Initial Review to the FHP CVE Training Captain within 7 days of submission. All Reconsideration Reviews, to include crash records, inspection records, and adjudicated citations will be handled by the FHP CVE Training Captain. The FHP Training Captain will make a decision on all Reconsideration Reviews within 7 days. The FHP Training Captain will complete the Reconsideration Review Form that adequately explain the facts and analysis supporting the decision and provide to the Data Analyst, unless additional information is needed from the requestor. The Data Analyst will update the DataQ system within 7 days.

All Reconsideration Review Request will be opened, reviewed, and closed in the DataQ system within 21 days.

For the Reconsideration Review process, if the FHP CVE Training Captain needs any additional information from the requestor that is relevant and material to the appeal, the FHP CVE Training Captain will complete the Reconsideration Review Form that indicates what information is needed and provide to the Data Analyst. The Data Analyst will update the DataQ system. If the requested information is provided, the RDR remains in Reconsideration Review. If entirely new, unrequested, and relevant evidence is introduced by the requestor at this stage, the request will be sent back to the Initial Review process.

If the Data Analyst requests additional information from the requestor, the requestor has 14 days to provide the information, which does not count towards the 21-day review deadline. If the requestor does not respond within 14 days, the system will close the request with the status “Closed – No Requestor Response” unless a decision can be made with existing information.

- Closure of RDR

- **Responsible Party:**

- FHP CVE Data Analyst

- **Process:**

- The Data Analyst will open the Reconsideration Review request and provide the Initial Review Form and all other available information from the Initial Review to the FHP CVE Training Captain within 7 days of submission. All Reconsideration Reviews, to include crash records, inspection records, and adjudicated citations will be handled by the FHP CVE Training Captain. The FHP Training Captain will make a decision on all Reconsideration Reviews

within 7 days. The FHP Training Captain will complete the Reconsideration Review Form that adequately explain the facts and analysis supporting the decision and provide to the Data Analyst, unless additional information is needed from the requestor. The Data Analyst will update the DataQ system within 7 days.

All Reconsideration Review Request will be opened, reviewed, and closed in the DataQ system within 21 days.

For the Reconsideration Review process, if the FHP CVE Training Captain needs any additional information from the requestor that is relevant and material to the appeal, the FHP CVE Training Captain will complete the Reconsideration Review Form that indicates what information is needed and provide to the Data Analyst. The Data Analyst will update the DataQ system. If the requested information is provided, the RDR remains in Reconsideration Review. If entirely new, unrequested, and relevant evidence is introduced by the requestor at this stage, the request will be sent back to the Initial Review process.

If the Data Analyst requests additional information from the requestor, the requestor has 14 days to provide the information, which does not count towards the 21-day review deadline. If the requestor does not respond within 14 days, the system will close the request with the status “Closed – No Requestor Response” unless a decision can be made with existing information.

- **Timeliness:**

The Data Analyst will open the request and forward to Training Captain within 7 days. The Training Captain will make a decision and provide to the Data Analyst within 7 days. The Data Analyst will request additional information or close the DataQ out within 7 days. Unless additional information is needed, FHP CVE will reach a decision and communicate it to the requestor within 21 days. If FHP CVE makes a request for additional information, the timeline to reach a decision is paused. The 14 days allotted for the requestor to respond will not count towards the 21-day review deadline.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected.

Closed—Data Correction Made: The request has been closed and the data will be corrected.

Closed—Citation Results Entered: The request has been closed and the violation will be

appended to reflect the outcome of the citation.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent.

Closed—Report Sent: The request has been closed and the agency sent the report. The agency may have faxed or uploaded the report to DataQs or it may have sent the report directly via email or postal mail.

Closed—No Requestor Response: The request was closed because the requestor did not respond

Communication:

Florida will develop and use 3 forms as templates that will require consistent, detailed responses from the member that is responsible for handling all stages of review. The forms will provide details and give statutory and regulatory references as to why the decision was made and identify the member that made the decision. The forms will also indicate that the review was independent, impartial, and show that the issuing officer was not the sole decision-maker. Each Review will have an independent form:

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Initial Review Form

Reconsideration Review Form

Final Review Form

Final Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Final Review process
 - ***Responsible Party:***

FHP Chief of Commercial Vehicle Enforcement (FHP CVE Chief) or designee
FHP CVE Troop Commanders

Troop I Commander manages the northern part of FHP CVE

Troop J Commander manages the southern part of FHP CVE

- **Supervisor(s):**

FHP Deputy Director Support Operations supervises the FHP CVE Chief.

- **Backups:**

In the event that the FHP CVE Chief is not available, the FHP Deputy Director or designee will be the backup. In the event that either Troop Commander is not available, the acting Troop Commander will assume the role as Troop Commander and perform the duties in the Troop Commander's absence if that Troop Commander was not involved in the Initial Review or Reconsideration Review.

- **Interactions:**

There are currently 255 FHP members with CVE training, experience and knowledge that are available to be consulted. Of these 255, there are 57 supervisors in the Troopers chain of command who hold the rank of Sergeant, Lieutenant, Captain, Major, and Chief. FHP CVE members are encouraged to consult with each other as well as their chain of command with questions or guidance. FHP CVE members can interact with 67 Clerk of Courts and 67 Court systems within the State of Florida as well as with the Florida Commercial Motor Vehicle Review Board (CMVRB). FHP CVE management is in direct communication with FMCSA, FMCSA Florida Division Office as well as CVSA leadership as needed. FHP CVE management has direct access to an attorney assigned to FHP as well as the Department's General Counsel.

- Person(s) consulted for additional information or evidence

- **Responsible Party:**

There are currently 255 FHP members with CVE training, experience and knowledge that are available to be consulted. Of these 255, there are 57 supervisors in the Troopers chain of command who hold the rank of Sergeant, Lieutenant, Captain, Major, and Chief. FHP CVE members are encouraged to consult with each other as well as their chain of command with questions or guidance. FHP CVE members can interact with 67 Clerk of Courts and 67 Court systems within the State of Florida as well as with the Florida Commercial Motor Vehicle Review Board (CMVRB). FHP CVE management is in direct communication with FMCSA, FMCSA Florida Division Office as well as CVSA leadership as needed. FHP CVE

management has direct access to an attorney assigned to FHP as well as the Department's General Counsel.

- **Supervisor(s):**
There are 5 levels of supervision within the current FHP CVE supervisory structure.
- **Backups:**
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- **Interactions:**
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- Person(s) convening a panel or committee
 - **Responsible Party:**
FHP CVE Chief
FHP CVE Troop I Commander
FHP CVE Troop J Commander
 - **Supervisor(s):**
FHP Deputy Director Support Operations supervises the FHP CVE Chief. The FHP CVE Chief supervises the two Troop Commanders.
 - **Backups:**
In the event that the FHP CVE Chief is not available, the FHP Deputy Director or designee will be the backup. In the event that either Troop Commander is not available, the acting Troop Commander will assume the role as Troop Commander and perform the duties in the Troop Commander's absence if that Troop Commander was not involved in the Initial Review or Reconsideration Review.
 - **Interactions:**

There are currently 255 FHP members with CVE training, experience and knowledge that are available to be consulted. Of these 255, there are 57 supervisors in the Troopers chain of command who hold the rank of Sergeant, Lieutenant, Captain, Major, and Chief. FHP CVE members are encouraged to consult with each other as well as their chain of command with questions or guidance. FHP CVE members can interact with 67 Clerk of Courts and 67 Court systems within the State of Florida as well as with the Florida Commercial Motor Vehicle Review Board (CMVRB). FHP CVE management is in direct communication with FMCSA, FMCSA Florida Division Office as well as CVSA leadership as needed. FHP CVE management has direct access to an attorney assigned to FHP as well as the Department's General Counsel.

- ***Panel members' titles and associations:***

The Final Review Panel will be made up of three members.

FHP CVE Chief

FHP Troop I Commander

FHP Troop J Commander

Escalation Procedures:

For the Final Review process, if FHP CVE requests additional information from the requestor, the requestor has 14 days to provide the information. If the requestor does not respond, the system will close the request with the status "Closed – No Requestor Response" unless a decision can be made with existing information. A request that is reopened after being closed for no response will not be escalated but will be reviewed at the level it was closed. If new evidence is provided, the DataQ will be reviewed in the Initial Review process.

Process Description

- Review of RDR

- ***Responsible Party:***

To have a DataQ program that is independent, impartial, and conducted by personnel separate from the initial decision maker, FHP CVE will use an internal Final Review panel consisting of the 3 highest ranking, most senior CVE personnel in the State of Florida. These three personnel will not be involved in the review or decision of the Initial Review or Reconsideration Review. The panel will consist of the FHP CVE Chief, the FHP CVE Troop I Commander, and the FHP CVE Troop J Commander.

- ***Process:***

The Data Analyst will open the Final Review request and provide the Initial Review Form and Reconsideration Review Form and all other available information from the Initial Review and Reconsideration Review to the Final Review panel within 7 days of submission. All Final Reviews, to include crash records, inspection records, and adjudicated citations will be handled by the FHP CVE Final Review panel. The Final Review panel will meet once a month if needed, or as needed, to review all open Final Review requests and agree on a decision. The Final Review panel will complete the Final Review Form that adequately explains the facts and analysis supporting the decision and provide to the Data Analyst, unless additional information is needed from the requestor. The Data Analyst will update the DataQ system within 7 days. All Final Review Request will be opened, reviewed, and closed in the DataQ system within 45 days.

For the Final Review process, if the FHP CVE Final Review panel needs any additional information from the requestor that is relevant and material to the appeal, the Final Review panel will complete the Final Review Form that indicates what information is needed and provide to the DataQ Analyst. The DataQ Analyst will update the DataQ system. If the requested information is provided, the RDR remains in Final Review. If entirely new, unrequested, and relevant evidence is introduced by the requestor at this stage, the request will be sent back to the Initial Review process.

If the DataQ Analyst requests additional information from the requestor, the requestor has 14 days to provide the information, which does not count towards the 45-day review deadline. If the requestor does not respond within 14 days, the system will close the request with the status “Closed – No Requestor Response” unless a decision can be made with existing information.

The Final Review panel’s decision will be considered final after the Final Review has been completed and closed. However, any future or related requests concerning the RDR may be heard at the discretion of FHP CVE Chief.

- Outcome of RDR
 - **Responsible Party:**
The FHP CVE Data Analyst will update the DataQ system with the outcome of the Final Review and close the DataQ within 45 days of submission.

- **Process:**

The Data Analyst will open the Final Review request and provide the Initial Review Form and Reconsideration Review Form and all other available information from the Initial Review and Reconsideration Review to the Final Review panel within 7 days of submission. All Final Reviews, to include crash records, inspection records, and adjudicated citations will be handled by the FHP CVE Final Review panel. The Final Review panel will meet once a month if needed, or as needed, to review all open Final Review requests and agree on a decision. The Final Review panel will complete the Final Review Form that adequately explain the facts and analysis supporting the decision and provide to the Data Analyst, unless additional information is needed from the requestor. The Data Analyst will update the DataQ system within 7 days. All Final Review Request will be opened, reviewed, and closed in the DataQ system within 45 days.

For the Final Review process, if the FHP CVE Final Review panel needs any additional information from the requestor that is relevant and material to the appeal, the Final Review panel will complete the Final Review Form that indicates what information is needed and provide to the DataQ Analyst. The DataQ Analyst will update the DataQ system. If the requested information is provided, the RDR remains in Final Review. If entirely new, unrequested, and relevant evidence is introduced by the requestor at this stage, the request will be sent back to the Initial Review process.

If the DataQ Analyst requests additional information from the requestor, the requestor has 14 days to provide the information, which does not count towards the 45-day review deadline. If the requestor does not respond within 14 days, the system will close the request with the status “Closed – No Requestor Response” unless a decision can be made with existing information.

The Final Review panel’s decision will be considered final after the Final Review has been completed and closed. However, any future or related requests concerning the RDR may be heard at the discretion of FHP CVE Chief.

- Closure of RDR

- **Responsible Party:**

The Data Analyst will open the Final Review request and provide the Initial Review Form and Reconsideration Review Form and all other available information from the Initial Review and Reconsideration Review to the Final Review panel within 7 days of submission. All Final Reviews, to include crash

records, inspection records, and adjudicated citations will be handled by the FHP CVE Final Review panel. The Final Review panel will meet once a month if needed, or as needed, to review all open Final Review requests and agree on a decision. The Final Review panel will complete the Final Review Form that adequately explains the facts and analysis supporting the decision and provide to the Data Analyst, unless additional information is needed from the requestor. The Data Analyst will update the DataQ system within 7 days. All Final Review Request will be opened, reviewed, and closed in the DataQ system within 45 days.

For the Final Review process, if the FHP CVE Final Review panel needs any additional information from the requestor that is relevant and material to the appeal, the Final Review panel will complete the Final Review Form that indicates what information is needed and provide to the DataQ Analyst. The DataQ Analyst will update the DataQ system. If the requested information is provided, the RDR remains in Final Review. If entirely new, unrequested, and relevant evidence is introduced by the requestor at this stage, the request will be sent back to the Initial Review process.

If the DataQ Analyst requests additional information from the requestor, the requestor has 14 days to provide the information, which does not count towards the 45-day review deadline. If the requestor does not respond within 14 days, the system will close the request with the status “Closed – No Requestor Response” unless a decision can be made with existing information.

The Final Review panel’s decision will be considered final after the Final Review has been completed and closed. However, any future or related requests concerning the RDR may be heard at the discretion of FHP CVE Chief.

- **Process:**

The Data Analyst will open the Final Review request and provide the Initial Review Form and Reconsideration Review Form and all other available information from the Initial Review and Reconsideration Review to the Final Review panel within 7 days of submission. All Final Reviews, to include crash records, inspection records, and adjudicated citations will be handled by the FHP CVE Final Review panel. The Final Review panel will meet once a month if needed, or as needed, to review all open Final Review requests and agree on a decision. The Final Review panel will complete the Final Review Form that adequately explains the facts and analysis supporting the decision and provide to the Data Analyst, unless additional information is needed from the

requestor. The Data Analyst will update the DataQ system within 7 days. All Final Review Request will be opened, reviewed, and closed in the DataQ system within 45 days.

For the Final Review process, if the FHP CVE Final Review panel needs any additional information from the requestor that is relevant and material to the appeal, the Final Review panel will complete the Final Review Form that indicates what information is needed and provide to the DataQ Analyst. The DataQ Analyst will update the DataQ system. If the requested information is provided, the RDR remains in Final Review. If entirely new, unrequested, and relevant evidence is introduced by the requestor at this stage, the request will be sent back to the Initial Review process.

If the DataQ Analyst requests additional information from the requestor, the requestor has 14 days to provide the information, which does not count towards the 45-day review deadline. If the requestor does not respond within 14 days, the system will close the request with the status “Closed – No Requestor Response” unless a decision can be made with existing information.

The Final Review panel’s decision will be considered final after the Final Review has been completed and closed. However, any future or related requests concerning the RDR may be heard at the discretion of FHP CVE Chief.

- **Timeliness:**

The Data Analyst will open the request and forward to Final Review panel within 7 days. The Final Review Panel will make a decision and provide to the DataQ Analyst with 30 days. The Data Analyst will request additional information or close the DataQ out within 7 days. Unless additional information is needed, FHP CVE will reach a decision and communicate it to the requestor within 45 days. If FHP CVE makes a request for additional information, the timeline to reach a decision is paused. The 14 days allotted for the requestor to respond will not count towards the 45-day review deadline.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected.

Closed—Data Correction Made: The request has been closed and the data will be corrected.

Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent.

Closed—Report Sent: The request has been closed and the agency sent the report. The agency may have faxed or uploaded the report to DataQs or it may have sent the report directly via email or postal mail.

Closed—No Requestor Response: The request was closed because the requestor did not respond.

Communication:

Florida will develop and use 3 forms as templates that will require consistent, detailed responses from the member that is responsible for handling all stages of review. The forms will provide details and give statutory and regulatory references as to why the decision was made and identify the member that made the decision. The forms will also indicate that the review was independent, impartial, and show that the issuing officer was not the sole decision-maker. Each Review will have an independent form:

Initial Review Form

Reconsideration Review Form

Final Review Form

Next Steps:

The Final Review panel's decision will be considered final after the Final Review has been completed and closed. However, any future or related requests concerning the RDR may be heard at the discretion of FHP CVE Chief.