

DataQs State Implementation Plan



Iowa

**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 Iowa.

DataQs State Implementation Plan

State: Iowa

MCSAP Lead Agency: Iowa Department of Public Safety

Initial Review Process

Roles and Responsibilities

- Persons responsible for managing DataQs for the organization
 - **Responsible Party:**
Inspection DataQs: CMVU Training - Sergeant
Crash DataQs: Iowa Dept of Transportation – CVAR/FARS Analyst
 - **Supervisor(s):**
Inspection DataQs: Commercial Motor Vehicle Unit Major (Training Sgt)
Crash DataQs: Iowa Dept of Transportation – Motor Vehicle Division Records Manager
 - **Backups:**
Inspection DataQs: CMVU New Entrant Lieutenant
Crash DataQs: Iowa Dept of Transportation – Administrative Support Assistant 3 / FARS Analyst
 - **Interactions:**
Inspection DataQs: FMCSA Iowa Division Office, Iowa Dept of Transportation, Midwest Service Center, Office of the CTO, CVSA, miscellaneous other MCSAP State agencies, Volpe
Crash DataQs: FMCSA Iowa Division Office, Enforcement Agencies, Tow Companies, Insurance Companies, Carriers and Drivers.
- Person(s) responsible for decision-making for the Initial Review process
 - **Responsible Party:**
Inspection DataQs: CMVU Training – Sergeant & CMVU Training – Trooper (3)
Crash DataQs: Iowa Dept of Transportation – CVAR/FARS Analyst
 - **Supervisor(s):**
Inspection DataQs: Commercial Motor Vehicle Unit Major (Training Sgt), Commercial Motor Vehicle Unit Lieutenants (Training Troopers)
Crash DataQs: Iowa Dept of Transportation – Motor Vehicle Division Records Manager
 - **Backups:**

Inspection DataQs: Each member listed above serves as the backup for each other.

Crash DataQs: Dept of Transportation – Administrative Support Assistant 3 / FARS Analyst

- **Interactions:**

Inspection DataQs: FMCSA Iowa Division Office, Iowa Dept of Transportation, Midwest Service Center, Office of the CTO, CVSA, miscellaneous other MCSAP State agencies, Volpe

Crash DataQs: FMCSA Iowa Division Office, Enforcement Agencies, Tow Companies, Insurance Companies, Carriers and Drivers.

- Person(s) consulted for additional information or evidence

- **Responsible Party:**

Inspection DataQs: Issuing Commercial Motor Vehicle Unit Trooper, CMVU supervision, CVSA, ELD manufacturers, insurance companies, brokers, shippers, mechanics, other state agency DataQ representatives, court officials, FMCSA Iowa Field Office, other law enforcement agencies. Anyone who could provide relevant information to the case being reviewed.

Crash DataQs: The enforcement office, enforcement officer, FMCSA Iowa Division Office, tow company/s, insurance company/s, carriers and/or drivers involved in the crash.

- **Supervisor(s):**

Inspection DataQs: All entities listed above have various supervision at various levels.

Crash DataQs: All entities listed above have various supervision at various levels.

- **Backups:**

Inspection DataQs: All entities listed above have various backups at various levels.

Crash DataQs: All entities listed above have various backups at various levels.

- **Interactions:**

Inspection DataQs: All entities listed above interact with various other agencies as it pertains to their specific responsibilities and job functions.

Crash DataQs: Entities listed above interact with various other agencies/entities as it would pertain to their own job duties and functions.

Process Description

- Receipt of RDR

- **Responsible Party:**
 - Inspection DataQs: CMVU Training - Sergeant
 - Crash DataQs: Iowa Dept of Transportation – CVAR/FARS Analyst
- **Process:**
 - Inspection DataQs:
 - An email is received stating there is a DataQ to be reviewed
 - A CMVU member listed above logs into the DataQ website to review the DataQ
 - Crash DataQs:
 - An email is received stating there is a DataQ to be reviewed
 - CVAR/FARS Analyst logs into the DataQ website to review the DataQ
- Review of RDR
 - **Responsible Party:**
 - Inspection DataQs:
 - RDRs are reviewed on a “first come, first serve” basis. Whichever of the three members of the DataQ team has the time to commit to reviewing them, will review them. It is also possible multiple members will work on DataQs at the same time. Each member receives an email when a DataQ is submitted.
 - CMVU Training – Sergeant & CMVU Training – Troopers
 - Crash DataQs:
 - CVAR/FARS Analyst and/or Administrative Support Assistant 3 / FARS Analyst with the Iowa Dept of Transportation reviews crash related RDRs. They receive an email when a DataQ is submitted.
 - **Process:**
 - Inspection DataQs:
 1. Search FMCSA systems for DataQs submissions requiring review.
 2. Locate and open the corresponding inspection associated with the DataQ request.
 3. Review all documentation submitted by the requestor, ensuring each file is opened and evaluated for relevance and accuracy.
 4. Verify the DataQ meets submission requirements and that the inspection took place within the past three years, as required.
 5. Verify, depending on the evidence submitted, its authenticity and validity. This could be done a variety of ways depending on the evidence submitted (for example: reach out to an insurance company directly to verify the authenticity of a certificate of registration submitted by the requestor).
 6. If needed, reach out to the issuing Trooper, their supervisor, review body cam and dash cam video, speak with other subject matter experts, other

states who may have received similar requests from the same company, company officials themselves, shippers, brokers, court officials and public Iowa Courts Online web page, etc. In summary – review all evidence that is relative to the request and the inspection that was conducted.

7. Make a determination based on the facts of the case and evidence presented and reviewed.

Crash DataQs:

1. Search FMCSA systems for DataQs submissions requiring review.
2. Locate and open the corresponding crash case associated with the DataQ request.

DataQ types; (a) Assigned to Wrong Carrier (the focus of this review is of carrier and possible carrier). (b) Assigned to Wrong Driver (the focus of this review is of the driver and possible driver). (c) Not Reportable (the focus of this review is the requirements of a reportable crash per the guidelines found in the Federal Motor Carrier Safety Regulations). (d) Not Preventable (these are not processed by this office, and a response is forwarded to the requestor to complete a new DataQ request with the type Not Preventable). (e) Duplicate Record (the focus of this review is to find, correct and delete if found to be a duplicate). (f) Missing Record (the focus of this review is to find the missing crash and crash data and enter it into the system). (g) Incorrect Information (the focus of this review is to confirm the information is correct and make any corrections needed).

3. Review all request types and all documents in the states accident file and all documentation submitted by the requestor, ensuring each file and all contents are opened and evaluated for relevance and accuracy.
4. Verify whether the event meets FMCSA/MCMIS crash-reporting criteria, referencing applicable federal and state guidance.
5. Contact law enforcement agencies, tow company/s, insurance company/s, carriers and/or drivers as needed to obtain any additional information required to complete a thorough and accurate review.
6. Make a determination based on the facts of the case and evidence presented and reviewed.
7. Send a DataQ response with a decision statement.
8. Save and import all supporting documentation into the crash file (SUPRT DQ) to maintain a complete and auditable record.

- Outcome of RDR
 - **Responsible Party:**

Inspection DataQs: CMVU Training – Sergeant & CMVU Training – Troopers

Crash DataQs: Iowa Dept of Transportation – CVAR/FARS Analyst

- **Process:**

Inspection DataQs:

Once the case has been reviewed and a determination has been made:

1. If the determination is fully in favor with what the requestor was requesting – inform them the appropriate changes have been made.
2. If the determination is not fully in favor with what the requestor was requesting – inform them of that decision and explain how the decision was made, why it was made, and what evidence was reviewed that led us to that decision.
3. If needed, make the appropriate data change in SafetyNet / SafeSpect.

Crash DataQs:

Once the case has been fully reviewed and a determination has been made for the following DataQ types; (a) Assigned to Wrong Carrier (the focus of this review is of carrier and possible carrier). (b) Assigned to Wrong Driver (the focus of this review is of the driver and possible driver). (c) Not Reportable (the focus of this review is the requirements of a reportable crash per the guidelines found in the Federal Motor Carrier Safety Regulations). (d) Not Preventable (these are not processed by this office, and a response is forwarded to the requestor to complete a new DataQ request with the type Not Preventable). (e) Duplicate Record (the focus of this review is to find, correct and delete if found to be a duplicate). (f) Missing Record (the focus of this review is to find the missing crash and crash data and enter it into the system). (g) Incorrect Information (the focus of this review is to confirm the information is correct and make any corrections needed).

1. If the determination is in favor of the requestor, then the appropriate changes are made to the state system and Safer/SafeSpect. Updating FMCSA/MCMIS Records. DataQ is closed out with Data Correction Made, including an explanation of the update.
2. If the determination is not in favor of the requestor, no change is made. DataQ is closed out with No Data Correction Made, including an explanation of the review.

- Closure of RDR

- **Responsible Party:**

Inspection DataQs: CMVU Training – Sergeant & CMVU Training – Troopers

Crash DataQs: Iowa Dept of Transportation – CVAR/FARS Analyst

- **Process:**

- Inspection DataQs:

- Ensure the DataQ type properly matches the request at hand. If not, change the type to match the request. Close the request along with the appropriate correspondence.

- Crash DataQs:

- DataQ types; (a) Assigned to Wrong Carrier (the focus of this review is of carrier and possible carrier). (b) Assigned to Wrong Driver (the focus of this review is of the driver and possible driver). (c) Not Reportable (the focus of this review is the requirements of a reportable crash per the guidelines found in the Federal Motor Carrier Safety Regulations). (d) Not Preventable (these are not processed by this office, and a response is forwarded to the requestor to complete a new DataQ request with the type Not Preventable). (e) Duplicate Record (the focus of this review is to find, correct and delete if found to be a duplicate). (f) Missing Record (the focus of this review is to find the missing crash and crash data and enter it into the system). (g) Incorrect Information (the focus of this review is to confirm the information is correct and make any corrections needed).

- Close out the request with the appropriate response along with a decision statement.

- **Timeliness:**

- Inspection DataQs:

- FMCSA guidelines for reviewing DataQs is that requests should be open within 7 days and achieve final closeout within 21 days. The State of Iowa consistently meets the timeliness goals, with requests typically reviewed within three business days. Requests taking longer than three days are typically due to specific circumstances such as waiting for more evidence or waiting on body cam and dash cam video to be available. For DataQs on inspections, having three members actively engaged in reviewing requests allows for a smooth, efficient, and timely process where gaps can be filled when other members of the team are unavailable.

- Crash DataQs:

- All typical reviews are completed within three business days. Crash DataQs meet the timeliness goals. If we find DataQ's having a backlog the CVAR/FARS Analyst and the Administrative Support Assistant 3 / FARS Analyst would work together, adjusting their workload to eliminate the backlog.

Expected Outcomes for RDR Closures:

Inspection DataQs:

Closed—No Data Correction Made: None of the requested changes were made and explained why. There was not enough evidence to support a change, the evidence documented from the state was clear and obvious, the information was entered correctly, the requestor made a mistake and didn't understand the violation and why it was issued, the requestor submitted fraudulent evidence, the inspection took place more than three years prior to the request being submitted, the inspection did not take place in Iowa (It will be forwarded to the state in which it took place).

Closed—Data Correction Made: All or some of the requested changes were made and explained why. There was enough evidence to support a change, the evidence documented from the state was not clear and obvious, the information was entered correctly, the requestor submitted credible evidence, the inspection took place within three years prior to the request being submitted, the inspection took place in Iowa.

Closed—Citation Results Entered: Court records were reviewed and a change was warranted based on the court records. The court records are then reflected via SafeSpect. The RDR number is documented as required, the selection of "2 – Amended Charge" or "3 – Dismissed" are selected along with the date the courts made the ruling(s).

Closed—Report Not Sent: The only instance where this response is used is if the inspection was not completed in Iowa. If it does exist, but was issued from a state other than Iowa, the request will be forwarded to that state.

Closed—Report Sent: The vast majority of report requests are closed with this result. The report is located via Portal, SafeSpect, or TraCS, downloaded as a PDF, attached to the request, and sent back to the requestor via the DataQ system. On rare occasion, requests have been emailed to the requestor when a technology glitch will not allow us to submit it through the DataQ system.

Closed—No Requestor Response: If more evidence is requested, and the requestor does not respond within their allotted time, the request is closed. The requestor is reminded that they are able to re-open the request if and when they can provide the requested information.

Crash DataQs:

Closed—No Data Correction Made: None of the requested changes were made and explained why. There was not enough evidence to support a change, the evidence documented from the state was clear and obvious, the information was entered correctly.

Closed—Data Correction Made: All or some of the requested changes were made and explained why. There was enough evidence to support a change. The state and federal

systems were updated.

These are the only two ways we close out a crash DataQ.

Communication:

Inspection DataQs:

Each request is unique and is submitted by individuals with varying knowledge of the DataQ process and CMV regulations. In addition, each request is a review of a different type of data, or multiple types of data. Responses given are all unique to the individual request and explain the reason for the decision on that specific request. Responses document what evidence was reviewed, and how/why the decision was made.

Crash DataQs:

Each request is responded to through the DataQ process. Each response explains whether a correction was made or not and if not, an explanation is given with request for more information or additional information to help the requestor understand the reason for the decision made, this may include the state crash stat sheet or the FMCSA reportable guidelines.

Next Steps:

Inspection DataQs:

When a data change is made, the requestor is informed of the changes. If a request is not changed, they are informed of the reason(s) why and the evidence that was reviewed that led to that decision. Our contact information is included on the DataQ response.

Crash DataQs:

Corrections are made in the States data base, in SafeSpect and DataQ response is sent. A copy of the DataQ request and outcome will be placed in the accident case file under (SUPRT DQ).

Reconsideration Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Reconsideration Review process
 - **Responsible Party:**
Inspection DataQs:
The secondary reviewer is chosen based on who reviewed the initial request. A member of the team that did not have action or participate in the first review will perform the secondary review.

CMVU Training - Sergeant

Crash DataQs: Iowa Dept of Transportation – CVAR/FARS Analyst

- **Supervisor(s):**

Inspection DataQs: Commercial Motor Vehicle Unit Major (Training Sgt)

Crash DataQs: Iowa Dept of Transportation – Motor Vehicle Division Records Manager

- **Backups:**

Inspection DataQs: Commercial Motor Vehicle Unit Lieutenants (outside chain of command of the Trooper who conducted the inspection or completed the crash report)

Crash DataQs: Iowa Dept of Transportation – Administrative Support Assistant 3 / FARS Analyst.

- **Interactions:**

Inspection DataQs: FMCSA Iowa Division Office, Iowa Dept of Transportation, Midwest Service Center, Office of the CTO, CVSA, miscellaneous other MCSAP State agencies, Volpe

Crash DataQs: The enforcement office, enforcement officer, FMCSA Iowa Division Office, tow company/s, insurance company/s, carriers and/or drivers involved in the crash.

- Person(s) consulted for additional information or evidence

- **Responsible Party:**

Inspection DataQs: Issuing Commercial Motor Vehicle Unit Trooper, CMVU supervision, CVSA, ELD manufacturers, insurance companies, brokers, shippers, mechanics, other state agency DataQ representatives, court officials, FMCSA Iowa Field Office, other law enforcement agencies. Anyone who could provide relevant information to the case being reviewed.

Crash DataQs: FMCSA Iowa Division Office, Enforcement Agencies, Tow Companies, Insurance Companies, Carriers and Drivers.

- **Supervisor(s):**

Inspection DataQs: All entities listed above have various supervision at various levels.

Crash DataQs: All entities listed above have various supervision at various levels.

- **Backups:**

Inspection DataQs: All entities listed above have various backups at various levels.

Crash DataQs: All entities listed above have various backups at various levels.

- **Interactions:**
 Inspection DataQs: FMCSA Iowa Division Office, Iowa Dept of Transportation, Midwest Service Center, Office of the CTO, CVSA, miscellaneous other MCSAP State agencies, Volpe
 Crash DataQs: The enforcement office, enforcement officer, FMCSA Iowa Division Office, tow company/s, insurance company/s, carriers and/or drivers involved in the crash.
- Person(s) convening a panel or committee
 - **Responsible Party:**
 Inspection DataQs: Not applicable on second review.
 Crash DataQs: Not applicable on second review.
 - **Supervisor(s):**
 Inspection DataQs: Not applicable on second review.
 Crash DataQs: Not applicable on second review.
 - **Backups:**
 Inspection DataQs: Not applicable on second review.
 Crash DataQs: Not applicable on second review.
 - **Interactions:**
 Inspection DataQs: Not applicable on second review.
 Crash DataQs: Not applicable on second review.
 - **Panel members' titles and associations:**
 Inspection DataQs: Not applicable on second review.
 Crash DataQs: Not applicable on second review.

Escalation Procedures:

Inspection DataQs:

Cases that receive reconsideration are requested by the initial requestor. Many cases do not require reconsideration, as the requestor is simply attempting to gather more information, better understand the decision, and are not challenging the initial determination. If the requestor is challenging the initial determination and requests a reconsideration, then one will be granted and that process will begin. If new evidence is provided that was not provided upon the initial review, the request will be sent back to the initial reviewer and the initial review will be reopened.

Crash DataQs: We do not escalate to reopen for an additional review. We may receive a request to review a previous decision. We would then re-review the previous DataQ and review along with all information and data for this crash case. A new decision may be made with any new evidence or information received. The outcome of this review will be updated and sent by the DataQ process and will then be placed in the crash file (SUPRT DQ).

Process Description

- Review of RDR
 - **Responsible Party:**
Inspection DataQs: CMVU Training – Sergeant & CMVU Training – Troopers
Crash DataQs: Iowa Dept of Transportation – CVAR/FARS Analyst
 - **Process:**
Inspection DataQs:
The secondary reviewers are chosen based on who reviewed the initial request. A member of the team listed who did not have action or participation in the first review, will perform the reconsideration review.
 1. Search FMCSA systems for DataQs submissions requiring review.
 2. Locate and open the corresponding inspection associated with the DataQ request.
 3. Review all documentation submitted by the requestor, ensuring each file is opened and evaluated for relevance and accuracy.
 4. Verify the DataQ meets submission requirements and that the inspection took place within the past three years, as required.
 5. Verify, depending on the evidence submitted, its authenticity and validity. This could be done a variety of ways depending on the evidence submitted (for example: reach out to an insurance company directly to verify the authenticity of a certificate of registration submitted by the requestor).
 6. If needed, reach out to the issuing Trooper, their supervisor, review body cam and dash cam video, speak with other subject matter experts, other states who may have received similar requests from the same company, company officials themselves, shippers, brokers, court officials and public Iowa Courts Online web page, etc. In summary – review all evidence that is relative to the request and the inspection that was conducted.
 7. Make a determination based on the facts of the case and evidence presented and reviewed.Crash DataQs:
 1. Search FMCSA systems for DataQs submissions requiring review.
 2. Locate and open the corresponding crash case associated with the DataQ request.
 3. Review all documentation submitted by the requestor, ensuring each file is opened and evaluated for relevance and accuracy.
 4. Verify whether the event meets FMCSA/MCMIS crash-reporting criteria, referencing applicable federal and state guidance.

5. Contact law enforcement agencies, companies, and/or drivers as needed to obtain any additional information required to complete a thorough and accurate review.
 6. Make a determination based on the facts of the case and evidence presented and reviewed.
 6. Save and import all supporting documentation into the crash file (SUPRT DQ) to maintain a complete and auditable record.
- Outcome of RDR
 - **Responsible Party:**
 Inspection DataQs: CMVU Training – Sergeant & CMVU Training – Trooper
 Crash DataQs: Iowa Dept of Transportation – CVAR/FARS Analyst
 - **Process:**
 Inspection DataQs:
 Once the case has been reviewed and a determination has been made:
 1. If the determination is fully in favor with what the requestor was requesting – inform them the appropriate changes have been made.
 2. If the determination is not fully in favor with what the requestor was requesting – inform them of that decision and explain how the decision was made, why it was made, and what evidence was reviewed that led us to that decision.
 3. If needed, make the appropriate data change in SafeSpect.
 Crash DataQs: Each request is responded to through the DataQ process. Each response explains whether a correction was made or not and if not and explanation is given with request for more information or additional information to help the requestor understand the reason for the decision made, this may include the state crash stat sheet or the FMCSA reportable guidelines.
 If changes/corrections need to be made. The state’s database, driving records and SafeSpect data may be updated.
 - Closure of RDR
 - **Responsible Party:**
 Inspection DataQs: CMVU Training – Sergeant & CMVU Training – Troopers
 Crash DataQs: Iowa Dept of Transportation – CVAR/FARS Analyst
 - **Process:**
 Inspection DataQs:
 Ensure the DataQ type properly matches the request at hand. If not, change the type to match the request. Close the request along with the appropriate correspondence.

Crash DataQs: When responding to a DataQ for crashes, they are closed out for each decision made. Crash DataQ staff log into DataQ on FMCSA and search for all open and pending cases that need to be worked.

- Timeliness:

Inspection DataQs:

FMCSA guidelines for reviewing DataQs is that requests are open within 7 days and achieve final closeout within 21 days. The State of Iowa consistently meets the timeliness goals, with requests typically reviewed within three business days.

Requests taking longer than three days are typically due to specific circumstances such as waiting on more evidence or waiting on body cam and dash cam video to be available. For DataQs on inspections, having three members actively engaged in reviewing requests allows for a smooth, efficient, and timely process where gaps can be filled when other members of the team are unavailable.

Crash DataQs:

All typical reviews are completed within three business days. Crash DataQs meets the timeliness goals. If we find DataQ's having a backlog. The CVAR/FARS Analyst and the Administrative Support Assistant 3 / FARS Analyst would work together, adjusting their workload to eliminate the backlog.

Expected Outcomes for RDR Closures:

Inspection DataQs:

Closed—No Data Correction Made: None of the requested changes were made and explained why. There was not enough evidence to support a change, the evidence documented from the state was clear and obvious, the information was entered correctly, the requestor made a mistake and didn't understand the violation and why it was issued, the requestor submitted fraudulent evidence, the inspection took place more than three years prior to the request being submitted, the inspection did not take place in Iowa (It will be forwarded to the state in which it took place).

Closed—Data Correction Made: All or some of the requested changes were made and explained why. There was enough evidence to support a change, the evidence documented from the state was not clear and obvious, the information was entered correctly, the requestor submitted credible evidence, the inspection took place within three years prior to the request being submitted, the inspection took place in Iowa.

Closed—Citation Results Entered: Court records were reviewed and a change was warranted based on the court records. The court records are then reflected via SafeSpect. The RDR number is documented as required, the selection of "2 – Amended Charge" or "3 – Dismissed" are selected along with the date the courts made the ruling(s).

Closed—Report Not Sent: The only instance where this response is used is if the inspection

was not completed in Iowa. If it does exist, but was issued from a state other than Iowa, the request will be forwarded to that state.

Closed—Report Sent: The vast majority of report requests are closed with this result. The report is located via Portal, SafeSpect, or TraCS, downloaded as a PDF, attached to the request, and sent back to the requestor via the DataQ system. On rare occasion, requests have been emailed to the requestor when a technology glitch will not allow us to submit it through the DataQ system.

Closed—No Requestor Response: If more evidence is requested, and the requestor does not respond within their allotted time, the request is closed. The requestor is reminded that they are able to re-open the request if and when they can provide the requested information

Crash DataQs:

Closed—No Data Correction Made: None of the requested changes were made and explained why. There was not enough evidence to support a change, the evidence documented from the state was clear and obvious, the information was entered correctly.

Closed—Data Correction Made: All or some of the requested changes were made and explained why. There was enough evidence to support a change. The state and federal systems were updated.

These are the only two ways crash DataQs are closed out.

Communication:

Inspection DataQs:

Each request is unique and is submitted by individuals with varying knowledge of the DataQ process and CMV regulations. In addition, each request is a review of a different type of data, or multiple types of data. Responses given are all unique to the individual request and explain the reason for the decision on that specific request. Responses document what evidence was reviewed, and how/why the decision was made.

Crash DataQs:

Each request is responded to through the DataQ process. Each response explains whether a correction was made or not and if not, an explanation is given with request for more information or additional information to help the requestor understand the reason for the decision made, this may include the state crash stat sheet or the FMCSA reportable guidelines.

Next Steps:

Inspection DataQs:

When a data change is made, the requestor is informed of the changes. If a request is not changed, they are informed of the reason(s) why and the evidence that was reviewed that

led to that decision. Our contact information is included on the DataQ response. Crash DataQs: Corrections are made in the state's database, in SafeSpect and a DataQ response is sent. A copy of the DataQ request and outcome will be placed in the accident case file under (SUPRT DQ).

Final Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Final Review process
 - **Responsible Party:**
Inspection DataQs: CMVU Major convenes review panel
Crash DataQs: Iowa Dept of Transportation – CVAR/FARS Analyst
 - **Supervisor(s):**
Inspection DataQs: ISP Colonel
Crash DataQs: Iowa Dept of Transportation – Motor Vehicle Division Records Manager
 - **Backups:**
Inspection DataQs: CMVU Captain
Crash DataQs: Iowa Dept of Transportation – Administrative Support Assistant 3 / FARS Analyst.
 - **Interactions:**
Inspection DataQs: FMCSA Iowa Division Office & Iowa Motor Truck Association

Crash DataQs: The enforcement office, enforcement officer, FMCSA Iowa Division Office, tow company/s, insurance company/s, carriers and/or drivers involved in the crash.
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
Inspection DataQs:
Issuing Commercial Motor Vehicle Unit Trooper, CMVU supervision, CVSA, ELD manufacturers, insurance companies, brokers, shippers, mechanics, other state agency DataQ representatives, court officials, FMCSA Iowa Field Office, other law enforcement agencies. Anyone who could provide relevant information to the case being reviewed.
Crash DataQs: The enforcement office, enforcement officer, FMCSA Iowa

Division Office, tow company/s, insurance company/s, carriers and/or drivers involved in the crash.

- **Supervisor(s):**
Inspection DataQs: All entities listed above have various supervision at various levels.
Crash DataQs: All entities listed above have various supervision at various levels.
- **Backups:**
Inspection DataQs: All entities listed above have various backups at various levels.
Crash DataQs: All entities listed above have various backups at various levels.
- **Interactions:**
Inspection DataQs: FMCSA Iowa Division Office, Iowa Dept of Transportation, Midwest Service Center, Office of the CTO, CVSA, miscellaneous other MCSAP State agencies, Volpe.
Crash DataQs: The enforcement office, enforcement officer, FMCSA Iowa Division Office, tow company/s, insurance company/s, carriers and/or drivers involved in the crash.
- Person(s) convening a panel or committee
 - **Responsible Party:**
Inspection DataQs: CMVU Major
Crash DataQs: Iowa Dept of Transportation – CVAR/FARS Analyst
 - **Supervisor(s):**
Inspection DataQs: ISP Colonel
Crash DataQs: Iowa Dept of Transportation – Motor Vehicle Division Records Manager
 - **Backups:**
Inspection DataQs: CMVU Captain
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 - **Interactions:**
Inspection DataQs: FMCSA Iowa Division Office, Iowa Dept of Transportation, Midwest Service Center, Office of the CTO, CVSA, miscellaneous other MCSAP State agencies, Volpe
Crash DataQs: The enforcement office, enforcement officer, FMCSA Iowa Division Office, tow company/s, insurance company/s, carriers and/or drivers involved in the crash.

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

Inspection DataQs:

Three ISP members of varying ranks who have not already reviewed the challenge and an Iowa Motor Truck Association Board Member

Crash DataQs: The CVAR/FARS Analyst, Administrative Support Assistant 3 / FARS Analyst and the – Motor Vehicle Division Records Manager discuss, review, and decide the outcome of the final review for the crash case needing review.

Escalation Procedures:

Inspection DataQs:

Once the reconsideration review is completed and the determination is sent to the requestor, a final review will be initiated upon request. As stated above, this escalation does not take place if the requestor is only requesting clarifying information on either of the two prior determinations. If they disagree with the outcome of the reconsideration review, they can request a final review. If new evidence is provided that was not provided upon the first two reviews, the request will be sent back to the initial reviewer.

Crash DataQs: If a request for a final review is received. All previous data and information will be reviewed to see if there was an error made. If so, corrections will be made, and the decision will be sent to the requestor. If there is no new evidence to change the prior decision, then the reviewer, backup and supervisor will make the final decision, and it will be sent back to the requestor with an explanation.

Process Description

- Review of RDR

- **Responsible Party:**

Inspection DataQs: CMVU Major and review panel of their selection.

Crash DataQs: : Iowa Dept of Transportation – CVAR/FARS Analyst and/or Administrative Support Assistant 3 / FARS Analyst

- **Process:**

Inspection DataQs:

The CMVU Major will convene a panel (described above) to review the request and any documentation associated with the request. The panel will review all applicable evidence, gather more/new evidence, and make a final determination. During this process, there will not be communication with any member who participated in the initial or reconsideration review.

Crash DataQs: The CVAR/FARS Analyst, Administrative Support Assistant 3 / FARS Analyst along with the – Motor Vehicle Division Records Manager will

review and request any additional information or evidence. This panel will make a final determination and the DataQ final review decision will be placed in the crash file under (SUPRT DQ).

- Outcome of RDR

- **Responsible Party:**

Inspection DataQs: CMVU Major and review panel of their selection.

Crash DataQs: The CVAR/FARS Analyst, Administrative Support Assistant 3 / FARS Analyst along with the – Motor Vehicle Division Records Manager will review and request any additional information or evidence. This panel will make a final determination and the DataQ final review decision will be placed in the crash file under (SUPRT DQ).

- **Process:**

Inspection DataQs:

The CMVU Major will convene a panel (described above) to review the request and any documentation associated with the request. The panel will review all applicable evidence, gather more/new evidence, and make a final determination. During this process, there will not be communication with any member who participated in the initial or reconsideration review.

Crash DataQs: The CVAR/FARS Analyst, Administrative Support Assistant 3 / FARS Analyst and the – Motor Vehicle Division Records Manager will review and request any additional information or evidence. This panel will make a final determination and the DataQ final review decision will be placed in the crash file under (SUPRT DQ).

- Closure of RDR

- **Responsible Party:**

Inspection DataQs:

A member of the CMVU DataQ team that was not associated with the first or reconsideration reviews.

Crash DataQs: The CVAR/FARS Analyst, Administrative Support Assistant 3 / FARS Analyst along with the – Motor Vehicle Division Records Manager.

- **Process:**

Inspection DataQs:

A member of the panel that was selected by the CMVU Major will draft and submit a signed memorandum to a CMVU DataQ member. That CMVU DataQ member will then respond to the request and attach a copy of the memorandum for the requestor to review.

Crash DataQs: The CVAR/FARS Analyst, Administrative Support Assistant 3 /

FARS Analyst and the – Motor Vehicle Division Records Manager will review and request any additional information or evidence. This panel will make a final determination and the DataQ final review decision will be placed in the crash file under (SUPRT DQ).

- Timeliness:

Inspection DataQs:

While FMCSA guidelines are to close the Final Review within 45 days, the ISP strives to complete final reviews within 30 days of request.

Crash DataQs: We will complete the final review within 30 days.

Expected Outcomes for RDR Closures:

Inspection DataQs:

Closed—No Data Correction Made: None of the requested changes were made and explained why. There was not enough evidence to support a change, the evidence documented from the state was clear and obvious, the information was entered correctly, the requestor made a mistake and didn't understand the violation and why it was issued, the requestor submitted fraudulent evidence, the inspection took place more than three years prior to the request being submitted, the inspection did not take place in Iowa (It will be forwarded to the state in which it took place).

Closed—Data Correction Made: All or some of the requested changes were made and explained why. There was enough evidence to support a change, the evidence documented from the state was not clear and obvious, the information was entered correctly, the requestor submitted credible evidence, the inspection took place within three years prior to the request being submitted, the inspection took place in Iowa.

Closed—Citation Results Entered: Court records were reviewed and a change was warranted based on the court records. The court records are then reflected via SafeSpect. The RDR number is documented as required, the selection of "2 – Amended Charge" or "3 – Dismissed" are selected along with the date the courts made the ruling(s).

Closed—Report Not Sent: The only instance where this response is used is if the inspection was not completed in Iowa. If it does exist, but was issued from a state other than Iowa, the request will be forwarded to that state.

Closed—Report Sent: The vast majority of report requests are closed with this result. The report is located via Portal, SafeSpect, or TraCS, downloaded as a PDF, attached to the request, and sent back to the requestor via the DataQ system. On rare occasion, requests have been emailed to the requestor when a technology glitch will not allow us to submit it through the DataQ system.

Closed—No Requestor Response: If more evidence is requested, and the requestor does not respond within their allotted time, the request is closed. The requestor is reminded that

they are able to re-open the request if and when they can provide the requested information.

Crash DataQs:

Closed—No Data Correction Made: None of the requested changes were made and explained why. There was not enough evidence to support a change, the evidence documented from the state was clear and obvious, the information was entered correctly.

Closed—Data Correction Made: All or some of the requested changes were made and explained why. There was enough evidence to support a change. The state and federal systems were updated.

These are the only two ways we close out a crash DataQ.

Communication:

Inspection DataQs:

Each request is unique and is submitted by individuals with varying knowledge of the DataQ process and CMV regulations. In addition, each request is a review of a different type of data, or multiple types of data. Responses given are all unique to the individual request and explain the reason for the decision on that specific request. Responses document what evidence was reviewed, and how/why the decision was made.

Crash DataQs:

Each request is responded to by the DataQ process, and any additional information would be attached to the decision. A copy of the DataQ decision will be placed in the crash file under (SUPRT DQ).

Next Steps:

Inspection DataQs:

When a data change is made, the requestor is informed of the changes. If a request is not changed, they are informed of the reason(s) why and the evidence that was reviewed that led to that decision. Our contact information is included on the DataQ response. They will also be informed that this was the final review, and the determination is final.

Crash DataQs:

Corrections are made in the States data base, in SafeSpect and DataQ response is sent. A copy of the DataQ request and outcome will be placed in the accident case file under (SUPRT DQ).