

DataQs State Implementation Plan



Louisiana

**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 Louisiana.

DataQs State Implementation Plan

State: Louisiana

MCSAP Lead Agency: Louisiana State Police

Initial Review Process

Roles and Responsibilities

- Persons responsible for managing DataQs for the organization
 - **Responsible Party:**
Administrative Program Manager 2
 - **Supervisor(s):**
Lieutenant, Executive Officer
 - **Backups:**
Administrative Program Manager 1
 - **Interactions:**
Each oversee the entire MCSAP/TSS operation.
- Person(s) responsible for decision-making for the Initial Review process
 - **Responsible Party:**
WAE Data Quality Trooper(s)
 - **Supervisor(s):**
Lieutenant, Executive Officer
 - **Backups:**
WAE Data Quality Trooper(s)
 - **Interactions:**
Each has designated contacts with law enforcement agencies statewide, including municipal, state, and federal agencies, as well as the Attorney General's Office, District Attorneys' Offices, Louisiana State Police Legal Division, the Division of Administrative Law, the Federal Motor Carrier Safety Administration (FMCSA), and the LSU Crash Data Center.
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
Inspecting officer, crash investigator, LSP training supervisor and FMCSA Division Office, CVSA Part A & B Instructors
 - **Supervisor(s):**
Lieutenant, Executive Officer

- **Backups:**
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- **Interactions:**
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Process Description

- Receipt of RDR
 - **Responsible Party:**
State DataQ Analyst WAE Trooper(s)
 - **Process:**
Analysts receive RDRs through FMCSA Portal which is monitored daily (Monday-Friday).
Each DQ analysts is trained and experienced reviewing all RDR types.
Requests are opened and reviewed within 7 calendar days in chronological order by date entered. To avoid backlogs and in preventative measures, Louisiana has multiple analysts trained in the review process.
- Review of RDR
 - **Responsible Party:**
State DataQ Analyst WAE Trooper(s)
 - **Process:**
Review the RDR submission and verify the request was submitted under the appropriate RDR type.
The request summary, explanation of request and attachments are reviewed. If needed, additional information is requested through the FMCSA Portal. In addition, the requestor may be contacted by phone. The requestor is notified of the required 14 calendar days to provide requested documents.
Copies of the inspection report, crash report, citations, photos, video, etc. are obtained and reviewed. If additional time is need, it is requested and noted in the FMCSA Portal.
If needed, the involved inspector and/or investigator are interviewed. Their supervisor may be consulted.
- Outcome of RDR
 - **Responsible Party:**
State DataQ Analyst WAE Trooper(s)
 - **Process:**
The analyst will determine if the documentation provided was sufficient to develop an informed judgement regarding the request.
Upon reaching a decision, a DataQ summary report is completed. The report

includes: decision-maker name and title, list of evidence, decision, specific reasons for the decision and evidence attachments used in the decision.

A description of or link to the state's approved DataQs Implementation Plan will be available.

Upon completion, all documents are attached in the FMCSA Portal for transparency.

- Closure of RDR

- **Responsible Party:**

- State DataQ Analyst WAE Trooper(s)

- **Process:**

- Each closed RDR provides a thorough explanation of the decision, including the relevant facts and supporting analysis.

Upon reaching a decision, a DataQ summary report is completed. The report includes: decision-maker name and title, list of evidence, decision, specific reasons for the decision and evidence attachments used in the decision.

A description of or link to the state's approved DataQs Implementation plan will be available with instructions for appeal and reconsideration.

Upon completion, all documents are attached in the FMCSA Portal for transparency

- Timeliness:

Initial Review RDRs are opened within seven calendar days of the review request submission.

DataQ analysts respond to Initial Review RDRs within 21 calendar days of submission.

Expected Outcomes for RDR Closures:

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

Decision drivers: submitted evidence is insufficient or inconsistent with officer/inspector's documentation.

The original report contains complete, corroborated source documentation.

The requestor's claim is opinion, interpretation, or legal dispute rather than factual error.

The issue raised is outside DataQs scope (judicial process).

The requestor's claim, compared to the evidence/documents submitted, fails to meet the

burden of proof required to modify the record.

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

Remove violation: Your request has been reviewed. The following violation was cited in error and has been removed from the inspection report. The updated report will be uploaded to FMCSA's data system.

Corrected report/violations: Your request has been reviewed. The officer made an error when entering information or citing the violation and the report has been amended. The updated report was uploaded to FMCSA's data system.

Decision driver: Clear verifiable documents demonstrate an error. The agency's review reveals an error made by the officer. Duplicate or clerical entry confirmed.

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

Decision driver: Official citation disposition is received and verifiable.

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

Decision driver: Cannot be located or was never created. The record is restricted, sealed, or otherwise unavailable for release under state law or agency policy. The requestor did not provide required documentation. The request falls outside of the agency's retention period and documents were purged.

Closed-Report Sent: The request has been closed, and the agency provided the report.

Decision drivers: The requestor provided the required documentation.

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

Decision drivers: Agency requested additional documents and/or information that the requestor did not provide within the required timeframe.

Communication:

All communication regarding the RDR will be communicated in a detailed and timely response within the DataQs platform.

The primary method of communication includes the FMCSA Portal, email and limited phone calls. LSP DQ Analyst phone number and email are provided.

Upon completion of the review process, all relevant documents and supporting materials are uploaded and attached within the FMCSA Portal to ensure transparency and maintain a complete record of the case.

Next Steps:

Following a decision in DataQs, updates to applicable systems are processed according to the update schedules of each respective system, including SMS, SAFER, and the FMCSA

Portal.

Upon closure of the Request for Data Review (RDR), the requestor will be provided with information regarding the reconsideration process, including a link to submit a request for reconsideration, if applicable.

The requestor will receive a DataQs Summary Report through the FMCSA Portal upon case closure. All evidence and supporting documentation used in reaching the decision will be attached within the FMCSA Portal to ensure transparency and provide a complete record of the review.

When a correction is warranted, administrative personnel will be notified via email and instructed to make the necessary updates to the appropriate state and federal databases. After the corrections have been completed, the submitter will be advised that additional time may be required for FMCSA systems and public-facing profiles to reflect the updated information.

Reconsideration Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Reconsideration Review process

- **Responsible Party:**

- WAE Data Quality Trooper(s)

Note: A Request for Reconsideration will be reviewed by a State DataQs Analyst who was not involved in the initial review or decision-making process. The reconsideration review will be conducted independently to ensure an objective and impartial evaluation of the request, supporting evidence, and applicable documentation.

- **Supervisor(s):**

- Lieutenant, Executive Officer

- **Backups:**

- WAE Data Quality Trooper(s)

- **Interactions:**

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- Person(s) consulted for additional information or evidence

- **Responsible Party:**

- Inspecting officer, crash investigator, LSP training supervisor and FMCSA Division Office, CVSA Part A & B Instructors

- **Supervisor(s):**

- Lieutenant, Executive Officer
 - **Backups:**
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 - **Interactions:**
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- Person(s) convening a panel or committee
 - **Responsible Party:**
N/A
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
 - **Panel members' titles and associations:**
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Escalation Procedures:

If a requestor is dissatisfied with the outcome of an Initial Request for Data Review (RDR), they may submit a Request for Reconsideration through the FMCSA DataQs platform. However, not all RDR determinations are eligible for reconsideration.

Upon receipt of a reconsideration request, the submission will be evaluated to determine the appropriate review path. Requests that do not include new or additional information may be escalated for Reconsideration Review. Requests that contain new, relevant, or additional evidence may be reopened under the Initial Review process to allow consideration of the newly submitted information.

The determination of whether a request proceeds as a Reconsideration Review will be based on the nature and substance of the information provided by the requestor.

Process Description

- Review of RDR
 - **Responsible Party:**
WAE Data Quality Troopers(s)

Note: A Request for Reconsideration will be reviewed by a State DataQs Analyst who was not involved in the initial review or decision-making process. The reconsideration review will be conducted independently to

ensure an objective and impartial evaluation of the request, supporting evidence, and applicable documentation.

- **Process:**

The request summary, explanation of request and attachments are reviewed. If needed, additional information is requested through the FMCSA Portal. In addition, the requestor may be contacted by phone. The requestor is notified of the required 14 calendar days to provide requested documents.

Copies of the inspection report, crash report, citations, photos, video, etc. are obtained and reviewed, along with newly submitted documentation/evidence. If additional time is need, it is requested and noted in the FMCSA Portal.

If needed, the involved inspector and/or investigator are interviewed. Their supervisor may be consulted.

- Outcome of RDR

- **Responsible Party:**

WAE Data Quality Trooper(s)

- **Process:**

The analyst will determine if the documentation provided was sufficient to develop an informed judgement regarding the request.

Upon reaching a decision, a DataQ summary report is completed. The report includes: decision-maker name and title, list of evidence, decision, specific reasons for the decision and evidence attachments used in the decision.

A description of or link to the state's approved DataQs Implementation Plan will be available.

Upon completion, all documents are attached in the FMCSA Portal for transparency.

- Closure of RDR

- **Responsible Party:**

WAE Data Quality Trooper(s)

- **Process:**

Each closed RDR provides a thorough explanation of the decision, including the relevant facts and supporting analysis.

Upon reaching a decision, a DataQ summary report is completed. The report includes: decision-maker name and title, list of evidence, decision, specific reasons for the decision and evidence attachments used in the decision.

A description of or link to the state's approved DataQs Implementation plan will be available with instructions for appeal and reconsideration.

Upon completion, all documents are attached in the FMCSA Portal for transparency

- Timeliness:

Reconsideration Review RDRs are opened within seven calendar days of the review request submission.

Reconsideration Reviews decisions are communicated to submitter within 21 calendar days.

Expected Outcomes for RDR Closures:

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

Decision drivers: submitted evidence is insufficient or inconsistent with officer/inspector's documentation.

The original report contains complete, corroborated source documentation.

The requestor's claim is opinion, interpretation, or legal dispute rather than factual error.

The issue raised is outside DataQs scope (judicial process).

The requestor's claim, compared to the evidence/documents submitted, fails to meet the burden of proof required to modify the record.

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

Remove violation: Your request has been reviewed. The following violation was cited in error and has been removed from the inspection report. The updated report will be uploaded to FMCSA's data system.

Corrected report/violations: Your request has been reviewed. The officer made an error when entering information or citing the violation and the report has been amended. The updated report was uploaded to FMCSA's data system.

Decision driver: Clear verifiable documents demonstrate an error. The agency's review reveals an error made by the officer. Duplicate or clerical entry confirmed.

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

Decision driver: Official citation disposition is received and verifiable.

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

Decision driver: Cannot be located or was never created. The record is restricted, sealed, or otherwise unavailable for release under state law or agency policy. The requestor did not provide required documentation. The request falls outside of the agency's retention period and documents were purged.

Closed-Report Sent: The request has been closed, and the agency provided the report.

Decision drivers: The requestor provided the required documentation.

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

Decision drivers: Agency requested additional documents and/or information that the requestor did not provide within the required timeframe.

Communication:

All communication regarding the RDR will be communicated in a detailed and timely response within the DataQs platform.

The primary method of communication includes the FMCSA Portal, email and limited phone calls. LSP DQ Analyst phone number and email are provided.

Upon completion of the review process, all relevant documents and supporting materials are uploaded and attached within the FMCSA Portal to ensure transparency and maintain a complete record of the case.

Next Steps:

Following a decision in DataQs, updates to applicable systems are processed according to the update schedules of each respective system, including SMS, SAFER, and the FMCSA Portal.

Upon closure of the Reconsideration Review (RDR), the requestor will be provided with information regarding the Final Review process, including a link to submit a request for Final Review.

The requestor will receive a DataQs Summary Report through the FMCSA Portal upon case closure. All evidence and supporting documentation used in reaching the decision will be attached within the FMCSA Portal to ensure transparency and provide a complete record of the review.

When a correction is warranted, administrative personnel will be notified via email and instructed to make the necessary updates to the appropriate state and federal databases. After the corrections have been completed, the submitter will be advised that additional time may be required for FMCSA systems and public-facing profiles to reflect the updated information.

Final Review Process

Roles and Responsibilities

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

- **Supervisor(s):**
Major, MCSAP Command Inspector
- **Backups:**
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- **Interactions:**
<intentionally left blank>
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
Inspecting officer, crash investigator, LSP training supervisor and FMCSA Division Office, CVSA Part A & B Instructors
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) convening a panel or committee
 - **Responsible Party:**
Captain, MCSAP Commander
 - **Supervisor(s):**
Major, MCSAP Command Inspector
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
 - **Panel members' titles and associations:**
MCSAP Training LT (CVSA Part A instructor)
MCSAP Training Sgt (CVSA Part B Instructor)
MCSAP Administrative Program Manager 2

Escalation Procedures:

If a requestor is dissatisfied with the outcome of a Reconsideration Request for Data Review (RDR), they may submit a request for Final Review through the FMCSA DataQs platform.

Upon receipt of a Final Review request, the submission will be evaluated to determine the appropriate review path. After Initial Review and Reconsideration Review options have been exhausted, requests that do not include new or additional information may be escalated for Final Review. Requests that contain new, relevant, or additional evidence

may be reopened under the Initial Review process to allow for full consideration of the newly submitted information.

The determination of whether a request proceeds as Final Review will be based on the nature and substance of the information provided by the requestor.

Process Description

- Review of RDR
 - **Responsible Party:**
Captain, MCSAP Commander
 - **Process:**
Review the RDR submission and verify the request was submitted under the appropriate RDR type.
The request summary, explanation of request and attachments are reviewed. If needed, additional information is requested through the FMCSA Portal. In addition, the requestor may be contacted by phone. The requestor is notified of the required 14 calendar days to provide requested documents. Copies of the inspection report, crash report, citations, photos, video, etc. are obtained and reviewed. If additional time is need, it is requested and noted in the FMCSA Portal.
If needed, the involved inspector and/or investigator are interviewed. Their supervisor may be consulted.

Note: The Final Review may be delegated to a panel that provides a recommendation to the MCSAP Commander.

- Outcome of RDR
 - **Responsible Party:**
Captain, MCSAP Commander
 - **Process:**
The panel will determine if the documentation provided was sufficient to develop an informed judgement regarding the request.
Upon reaching a decision, a DataQ summary report is completed. The report includes: decision-maker name and title, list of evidence, decision, specific reasons for the decision and evidence attachments used in the decision. A description of or link to the state's approved DataQs Implementation Plan will be available.
Upon completion, all documents are attached in the FMCSA Portal for transparency.

Note: The Final Review may be delegated to a panel that provides a recommendation to the MCSAP Commander.

- Closure of RDR
 - **Responsible Party:**
Captain, MCSAP Commander
 - **Process:**
Each closed RDR provides a thorough explanation of the decision, including the relevant facts and supporting analysis.
Upon reaching a decision, a DataQ summary report is completed. The report includes: decision-maker name and title, list of evidence, decision, specific reasons for the decision and evidence attachments used in the decision.
A description of or link to the state's approved DataQs Implementation plan will be available with instructions for appeal and reconsideration.
Upon completion, all documents are attached in the FMCSA Portal for transparency.
- Timeliness:
Submitter must request an appellate review within 30 calendar days. Final Reviews are communicated to submitter within 45 calendar days.

Expected Outcomes for RDR Closures:

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

Decision drivers: submitted evidence is insufficient or inconsistent with officer/inspector's documentation.

The original report contains complete, corroborated source documentation.

The requestor's claim is opinion, interpretation, or legal dispute rather than factual error.

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Communication:

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The primary method of communication includes the FMCSA Portal, email and limited phone calls.

Upon completion of the review process, all relevant documents and supporting materials are uploaded and attached within the FMCSA Portal to ensure transparency and maintain a complete record of the case.

Next Steps:

Following a decision in DataQs, updates to applicable systems are processed according to the update schedules of each respective system, including SMS, SAFER, and the FMCSA Portal.

The requestor will receive a DataQs Summary Report through the FMCSA Portal upon case closure. All evidence and supporting documentation used in reaching the decision will be attached within the FMCSA Portal to ensure transparency and provide a complete record of the review.

When a correction is warranted, administrative personnel will be notified via email and instructed to make the necessary updates to the appropriate state and federal databases.

After the corrections have been completed, the submitter will be advised that additional time may be required for FMCSA systems and public-facing profiles to reflect the updated information.

