

DataQs State Implementation Plan



Tennessee – Tennessee Department of Safety and Homeland Security

**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 Tennessee – Tennessee Department of Safety and Homeland Security.

DataQs State Implementation Plan

State: Tennessee – Tennessee Department of Safety and Homeland Security

MCSAP Lead Agency: Tennessee Highway Patrol

Initial Review Process

Roles and Responsibilities

- Persons responsible for managing DataQs for the organization
 - **Responsible Party:**
CVE Administration Lieutenant
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) responsible for decision-making for the Initial Review process
 - **Responsible Party:**
CVE Administration Trooper – Administrative position assigned to headquarters that is a subject matter expert who is independent from field personnel.
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
Reviewer will consult with his/her direct supervisor or the FMCSA division office as needed.
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>

- **Interactions:**
<intentionally left blank>

Process Description

- Receipt of RDR
 - **Responsible Party:**
 CVE Administration Trooper. The position is held by a responsible decision maker and a subject matter expert who is tasked with ensuring all requests receive an independent and impartial decision.
 - **Process:**
 The CVE Administration Trooper will open and triage all new requests received the prior business day to ensure all new requests are opened within seven (7) calendar days from the date of submission. The process remains the same whether the request pertains to a crash report or an inspection report.
 If the initial reviewer was the issuing party, the request will be forwarded up the chain of command starting with his/her direct supervisor. (CVE Administration Sergeant).
- Review of RDR
 - **Responsible Party:**
 The CVE Administration Trooper (or the backup initial reviewer) will conduct a good faith review of the factual and legal justification provided along with any and all evidence provided by the requestor, reach a decision, and communicate that decision to the requestor via the DataQ system within 21 calendar days from the date of submission.
 - **Process:**
 If additional information is needed, the initial reviewer will change the DataQ to Open – Pending Requestor Response and notify the requestor that they will have 14 calendar days to provide the necessary information or the DataQ will be closed with the following status: Closed – No Requestor Response. If necessary information is provided within the 14 calendar days or all necessary information was provided at time of initial submission, the CVE Administration Trooper (or the backup initial reviewer) will conduct a good faith review of the request, the factual and legal justification provided along with any and all evidence provided by the requestor, reach a decision and communicate the decision to the requestor via the DataQ System within 21 calendar days from the date of submission not counting the number of days,

up to 14 days, the timeline is paused while waiting for additional documentation that is needed.

- Outcome of RDR

- **Responsible Party:**

- CVE Administration Trooper

- **Process:**

- The CVE Administration Trooper will open and triage all new request as well as any request for an appeal (Reconsideration & Final Review) that were received the prior business day to ensure all new request are opened within seven calendar days from the date of submission. The process remains the same whether the request pertains to a crash report or inspection report. If the initial reviewer was the issuing party, the request will be forwarded up the chain of command starting with his/her direct supervisor (CVE Administration Sergeant).

- If, the CVE Administration Trooper conducts the initial triage and identifies a DataQ as being a request for secondary review or Final Review, the CVE Administration Trooper will notify the CVE Administration Sergeant of the request for a Reconsideration Review, or notify the CVE Administration Lieutenant in the case of a Final Review and provide the specific DataQ ID#.

- Closure of RDR

- **Responsible Party:**

- CVE Administration Trooper

- **Process:**

- The initial reviewer must reach a decision on the RDR and communicate that to the requestor via the DataQ system within 21 days of submission unless additional information is required from the requestor to adequately review the request. Each RDR closed with the status – Closed – No Data Correction Made must adequately explain the facts and analysis supporting the decision. The response must contain the following information:

- Link to State's Approved DataQ State Implementation Plan,

- Name and Title of decision maker

- Evidence reviewed

- Decision

- Reason for decision

- Next steps for the submitter/requestor (RDR Reconsideration process)

- Timeliness:

- The initial reviewer must reach a decision on the RDR and communicate the final decision to the requestor via the DataQ system within 21 days of submission unless

additional information is required from the requestor to adequately review the request.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected. This status is selected if there is a lack of legal or factual evidence to support the requested change.

Closed—Data Correction Made: The request has been closed and the data will be corrected. This status is selected if the evidence sufficiently supports the requested change.

Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation. This status is selected if the evidence is sufficient in showing that the court has reached a final outcome and the data is updated to show the courts decision.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent. This status is selected if the report is not obtainable, the motor carrier already has a copy of the report, or the request is not permitted as requested.

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. This status is selected when a copy of the report is sent to the requestor.

Closed—No Requestor Response: The request was closed because the requestor did not respond. This status is selected when the requestor does not respond within the deadline as permitted via the DataQ guidelines.

Communication:

The initial reviewer will utilize FMCSA's DataQ system to communicate status changes, provide specific reasons for the decision made, and to communicate next steps to the requestor including information on how to appeal the decision (RDR Reconsideration process).

Next Steps:

Upon closure of an RDR after initial review, the initial reviewer will provide the following information to the requestor via the DataQ system: Description or link to the State's approved DataQ's State Implementation Plan; Name and Title of Decision Maker, evidence reviewed, final decision made, specific reason(s) for final decision, next steps for the submitter and to appeal the decision (RDR Reconsideration process).

Reconsideration Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Reconsideration Review process
 - **Responsible Party:**
CVE Administration Sergeant - Administrative position assigned to headquarters that is a subject matter expert separate from the initial reviewer and field personnel. Shall not be the immediate supervisor of the issuing trooper/inspector.
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
CVE Administration Captain, CVE Administration Lieutenant, or FMCSA division office.
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) convening a panel or committee
 - **Responsible Party:**
N/A – Tennessee does not utilize a panel or committee.
 - **Supervisor(s):**
N/A
 - **Backups:**
N/A
 - **Interactions:**
N/A
 - **Panel members' titles and associations:**
N/A

Escalation Procedures:

If a DataQ is reopened per a request for the Reconsideration Review, the CVE Administration Trooper will notify the CVE Administration Sergeant of the request for a Reconsideration Review and provide the specific DataQ ID#. If a DataQ is resubmitted for Reconsideration Review, the CVE Administration Sergeant will review the request and make an independent review of the request. However, if the requestor introduces entirely new, unrequested, and relevant information or evidence that was not evaluated during the Initial Review, the CVE Administration Sergeant will not decide the appeal based on the new evidence. Instead, the RDR will be routed back to the Initial Review process to ensure a complete evaluation of the record.

Process Description

- Review of RDR
 - **Responsible Party:**
CVE Administration Sergeant - Administrative position assigned to headquarters that is a subject matter expert who is independent from field personnel.
 - **Process:**
The CVE Administration Trooper will open and triage all new request as well as any request for an appeal (Reconsideration & Final Review) that were received the prior business day to ensure all new request and all request for an appeal are opened within seven calendar days from the date of submission. The process remains the same whether the request pertains to a crash report or inspection report.
If the initial reviewer was the issuing party, the request will be forwarded up the chain of command starting with his/her direct supervisor (CVE Administration Sergeant).
If, the CVE Administration Trooper conducts the initial triage and identifies a DataQ as being a request for secondary review or Final Review, the CVE Administration Trooper will notify the CVE Administration Sergeant of the request for a Reconsideration Review, or notify the CVE Administration Lieutenant in the case of a Final Review and provide the specific DataQ ID#. The CVE Administration Sergeant or CVE Administration Lieutenant will conduct a good faith review of the request, the factual and legal justification provided along with any and all evidence provided by the requestor, reach a decision and communicate that decision to the requestor within 21 calendar days from the date of the request for a Secondary Review or Final Review

unless additional information is required from the requestor to adequately review the request.

- Outcome of RDR
 - **Responsible Party:**
CVE Administration Sergeant - Administrative position assigned to headquarters that is a subject matter expert separate from the initial reviewer and not the immediate supervisor of the issuing trooper/inspector.
 - **Process:**
The CVE Administration Sergeant (or the backup secondary reviewer) shall conduct a good faith review of the request, the factual and legal justification provided along with any and all evidence provided by the requestor, reach a decision, and communicate the decision to the requestor within 21 calendar days from the date of Secondary Review submission unless additional information is required from the requestor to adequately review the request.
- Closure of RDR
 - **Responsible Party:**
CVE Administration Sergeant
 - **Process:**
If additional information is needed, the secondary reviewer will change the DataQ to Open – Pending Requestor Response and notify the requestor that they will have 14 calendar days to provide the necessary information or the DataQ will be closed with the following status: Closed – No Requestor Response.

If necessary information is provided within the 14 calendar days or all necessary information was provided at time of initial submission, the CVE Administration Sergeant (or the backup initial reviewer) will conduct a good faith review of the request, the factual and legal justification provided along with any and all evidence provided by the requestor, reach a decision and communicate the decision to the requestor via the DataQ System within 21 calendar days from the date of submission unless additional information is required from the requestor to adequately review the request.
- Timeliness:
The secondary reviewer must reach a decision on the RDR and communicate that decision to the requestor via the DataQ system within 21 calendar days of the request for Reconsideration Review unless additional information is required from the requestor to adequately review the request.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected. This status is selected if there is a lack of legal or factual evidence to support the requested change.

Closed—Data Correction Made: The request has been closed and the data will be corrected. This status is selected if the evidence sufficiently supports the requested change.

Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation. This status is selected if the evidence is sufficient in showing that the court has reached a final outcome and the data is updated to show the courts decision.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent. This status is selected if the report is not obtainable, the motor carrier already has a copy of the report, or the request is not permitted as requested.

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. This status is selected when a copy of the report is sent to the requestor.

Closed—No Requestor Response: The request was closed because the requestor did not respond. This status is selected when the requestor does not respond within the deadline as permitted via the DataQ guidelines.

Communication:

The secondary reviewer will utilize FMCSA's DataQ system to communicate status changes, provide specific reasons for the decision made, and to communicate next steps to the requestor including information on how to appeal the decision (RDR Reconsideration process).

Next Steps:

Each RDR closed with the status – Closed – No Data Correction Made must adequately explain the facts and analysis supporting the decision. The response must contain the following information:

Link to State's Approved DataQ State Implementation Plan,

Name and Title of decision maker

Evidence reviewed

Decision

Reason for decision

Next steps for the submitter/requestor (RDR Reconsideration process)

Final Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Final Review process
 - **Responsible Party:**
CVE Administration Lieutenant - Administrative position assigned to headquarters that is a subject matter expert who is independent from field personnel.
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
CVE Administration Captain or FMCSA division office.
 - **Supervisor(s):**
<intentionally left blank>
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) convening a panel or committee
 - **Responsible Party:**
N/A – Tennessee will not utilize a panel or committee.
 - **Supervisor(s):**
N/A
 - **Backups:**
N/A
 - **Interactions:**
N/A
 - **Panel members' titles and associations:**
N/A

Escalation Procedures:

The CVE Administration Trooper will open and triage all new request as well as any request for an appeal that were received the prior business day to ensure all new request and all request for an appeal are opened within seven calendar days from the date of submission. The process remains the same whether the request pertains to a crash report or inspection report.

If the initial reviewer was the issuing party, the request will be forwarded up the chain of command starting with his/her direct supervisor (CVE Administration Sergeant).

If, the CVE Administration Trooper conducts the initial triage and identifies a DataQ as being a request for secondary review or Final Review, the CVE Administration Trooper will notify the CVE Administration Sergeant of the request for a Reconsideration Review, or notify the CVE Administration Lieutenant in the case of a Final Review and provide the specific DataQ ID#.

The CVE Administration Sergeant or CVE Administration Lieutenant (or their designated backup) will conduct a good faith review of the request, the factual and legal justification provided along with any and all evidence provided by the requestor, reach a decision, and communicate the decision to the requestor within 45 calendar days from the date of the request for Final Review unless additional information is required from the requestor to adequately review the request.

Process Description

- Review of RDR
 - **Responsible Party:**
CVE Administration Lieutenant
 - **Process:**
The CVE Administration Lieutenant (or the designated backup) is required to review the RDR, conduct a good faith review of the request, the factual and legal justification provided along with any and all evidence provided by the requestor, reach a decision, and communicate the decision to the requestor within 45 calendar days of the request for Final Review unless additional information is required from the requestor to adequately review the request.
- Outcome of RDR
 - **Responsible Party:**
CVE Administration Lieutenant
 - **Process:**
The CVE Administration Lieutenant (or the designated backup) is required to review the RDR, conduct a good faith review of the request, the factual and

legal justification provided along with any and all evidence provided by the requestor and reach a decision within 45 calendar days of the request for Final Review unless additional information is required from the requestor to adequately review the request.

- Closure of RDR

- **Responsible Party:**

- CVE Administration Lieutenant

- **Process:**

- Closed—No Data Correction Made: The request has been closed and the data will not be corrected. This status is selected if there is a lack of legal or factual evidence to support the requested change.

- Closed—Data Correction Made: The request has been closed and the data will be corrected. This status is selected if the evidence sufficiently supports the requested change.

- Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation. This status is selected if the evidence is sufficient in showing that the court has reached a final outcome and the data is updated to show the courts decision.

- Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent. This status is selected if the report is not obtainable, the motor carrier already has a copy of the report, or the request is not permitted as requested.

- 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. This status is selected when a copy of the report is sent to the requestor.

- Closed—No Requestor Response: The request was closed because the requestor did not respond. This status is selected when the requestor does not respond within the deadline as permitted via the DataQ guidelines.

- Timeliness:

- The CVE Administration Lieutenant must reach a decision on the RDR and communicate the decision to the requestor via the DataQ system within 45 days of the request for Final Review unless additional information is required from the requestor to adequately review the request.

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:

The reviewer per a Final Review will utilize FMCSA's DataQ system to communicate status changes, provide specific reasons for the decision made.

Next Steps:

Each RDR closed with the status – Closed – No Data Correction Made must adequately explain the facts and analysis supporting the decision. The response must contain the following information:

Link to State's Approved DataQ State Implementation Plan,

Name and Title of decision maker

Evidence reviewed

Decision

Reason for decision

Next steps for the submitter/requestor (RDR Reconsideration process)