NOTICE OF PROPOSED GUIDANCE DOCUMENT

Wisconsin Assessment Program FAQ

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on Wisconsin Assessment Program FAQ s.346, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website:

https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DMV100

2. Mailing written comments to:

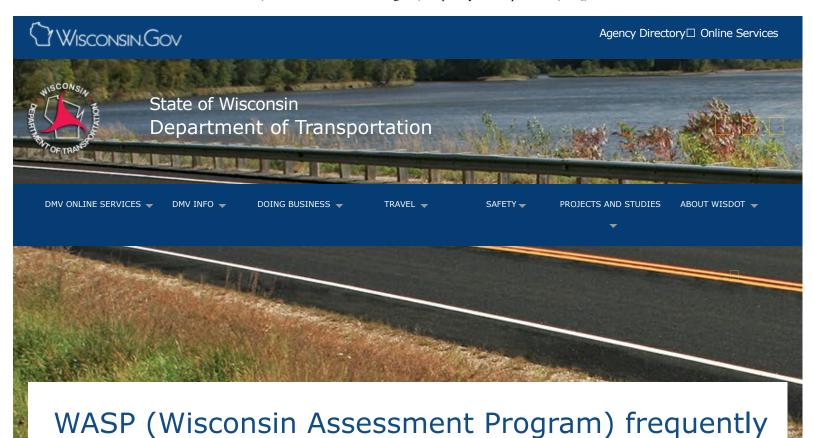
Division of Motor Vehicles Wisconsin Department of Transportation 4822 Madison Yards Way PO Box 7336 Madison, WI 53707-7336

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at <u>wisconsindot.gov</u> to allow for ongoing comment.

AGENCY CONTACT

DOTDMVGuidanceDocs@DOT.WI.GOV



How to apply

Motorcycle

Documentation requirements

Renewal and changes

Lost or stolen

Suspended or revoked

Occupational license

New residents

Driver license/ID cards

Commercial license

Teen drivers

Vehicles

What do these error messages mean?

asked questions (FAQ)

Error message "Arrest date cannot be greater (later date) than the original assessment date"

(92)

This occurs when the driver has completed an assessment for an earlier offense and is now having an assessment on an arrest for which there may not be a current conviction on the Wisconsin Driving Record.

Fix – Please review the MV3634. If a conviction date and UTC number (found on the DSP-BAC Inquiry Report) is from a previous offense, please remove the conviction date and UTC number. If available, please enter the citation number for the current arrest.

• Error message Program being completed is not on system" (136)

This occurs when an agency is attempting to submit a Directive 15 (completion) and are completing programs not reflected on the DOT database. See Tips/Hints below.

Fix – Please double check the recommendations on the original assessment. If there is not a discrepancy, please contact ADRU staff for resolution.

• Error message Triver Safety Plan not found..."(67)

This occurs when an agency is attempting to submit a Directive 15 (completion) and the Driver Safety Plan conviction information matches the current DS Plan in CICS DSP. However, the driver may have been convicted under a different citation number than the citation number pre-populated by WASP (obtained from the Chemical Test file in our Client application).

Fix - Removing the "incorrect" citation number on the MV 3631 and/or replacing it with the correct convicting citation number should resolve the error and allow validation and submittal.

Directives requiring special handling

- Directives 1 (new assessment) and 15 (completion of the DSP) When processing these directives on a voluntary assessment, they must be submitted separately to allow the assessment results to first post to the driving record. Verification that Directive 1 has posted can be verified on the DSP-BAC Inquiry Report. Directive 15 can then be submitted.
- Directive 15 Assessments submitted in paper form and completions submitted via WASP require special attention. Please ensure that the completed program recommendations match the assessment recommendations when submitting Directive 15.
- Directive 1– Violations include OOS (out-of-state) OWI's. WASP should correctly count all OWI's appearing on the driving record. However, assessors may need to add/adjust the dates of the latest arrest and or conviction on the assessment document.
- Directive 14- If you are submitting an amended assessment and wish to extend the DS Plan timeframe, it will be necessary to reflect the extension date on form MV 3631, "Plan Extended Through Total Assessment Period cannot exceed 16 Months" (without doing a "new assessment"). An extension will be shown as a Directive 14.
- Directive 11- If your agency has placed a driver in "non compliance with the DS Plan" and wish to reflect compliance and changes to the DS Plan (i.e. change of program/provider), and an amended assessment is being submitted, it will also be necessary to submit an "In Compliance Plan" (Directive 11) (on a form MV 3631).

General tips and hints

- Both MV3634 and MV3633 are received with one click of the "Submit" button. Submitting each separately creates a multiple submission.
- Using WASP with a new assessment should simplify things As mentioned before, there may be a few occasions when agency records of recommendations submitted on paper do not match the DOT database. You may have a better chance avoiding the "Program being

completed is not on system" (136) error if you begin your WASP submittals with a new assessment.

- Non-Compliance Interview Please feel free to submit these reports via WASP, if appropriate.
- Provider Numbers If the provider number in the provider list has less than 8 digits, place the digit "0" in front of the existing numbers. It may require more than one "0".

Back to Driver Safety Plan applications page

Alcohol and Drug Review Unit

P.O. Box 7983 Madison, WI 53707-7983

Email Wisconsin DMV email service **Phone** (608) 261-8202 **Fax** (608) 266-1587

Contact Information



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