

SCORE User Guide

Version 1.0 | JUNE 2023



U.S. Department of Transportation

Federal Motor Carrier Safety Administration

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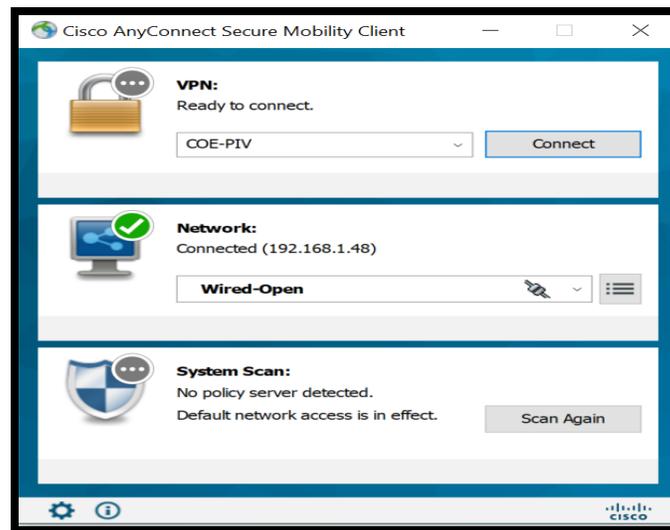
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1. Signing into SCORE PowerApps Application

FMCSA users with a PIV ID can sign into the SCORE PowerApps application by following the steps:

- Using your PIV, click on Cisco AnyConnect. Select COE-PIV as the domain



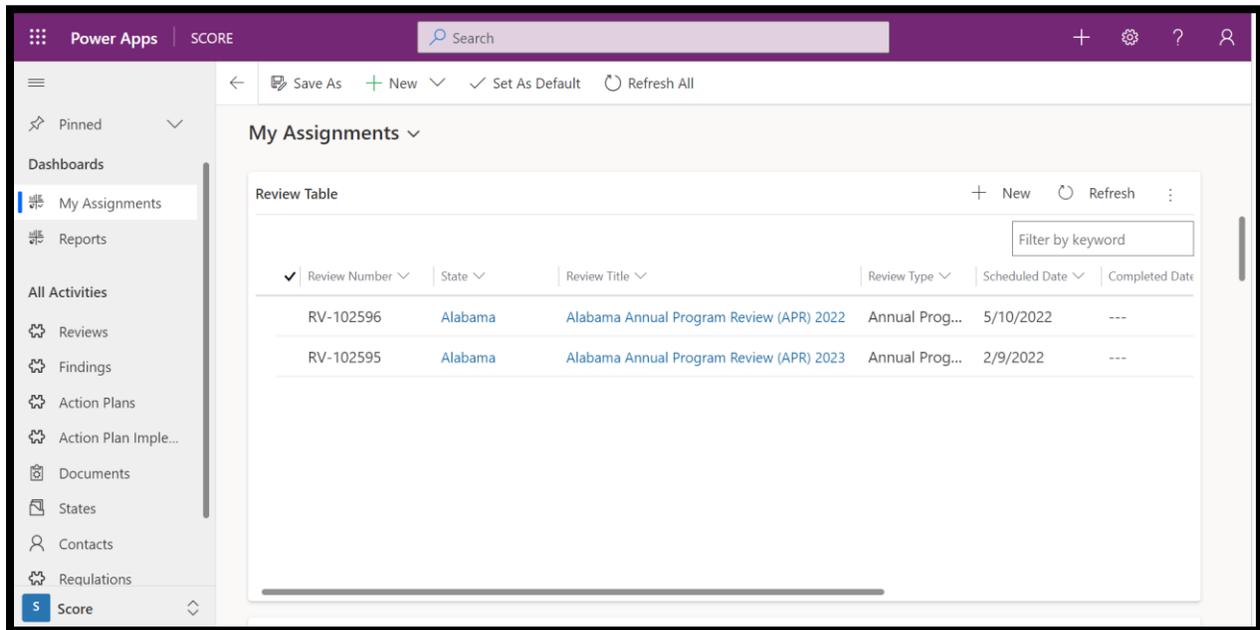
- From Edge or Chrome navigate to <https://fmcsa-score.crm9.dynamics.com/>

2. User Roles

The application is driven by user roles. The different roles that exist in the system include Division, Service Center, Head Quarters, State and Administrators. The path that a finding takes is determined by the user role that raised it. Division users are assigned to 1 of the 51 jurisdictions. Service Center users are assigned to 1 of the 4 Service Centers. Headquarters users have access to content from all 51 jurisdictions. State users are assigned to only 1 state and can only view content from that state. Administrators are users with elevated privileges.

3. Navigation

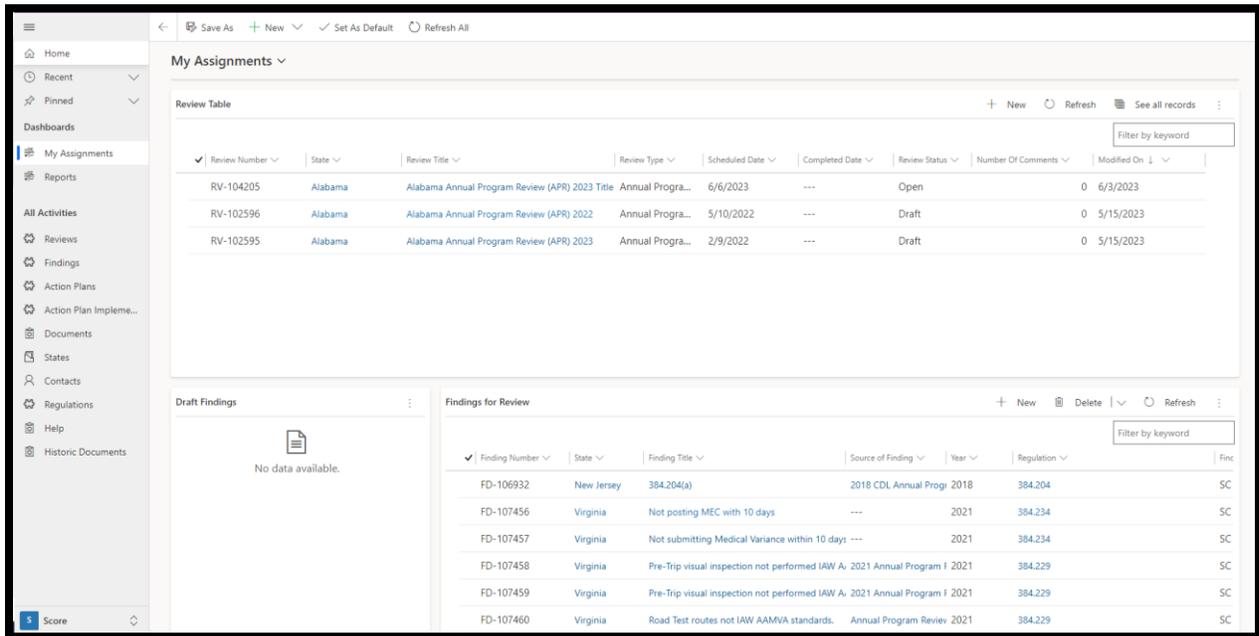
After signing in, users will land on their My Assignments homepage.



- The left pane is where users will navigate to different parts of the application
- The search bar at the top is global search, and searches content across different entities. Enter a search term to search for information across content types
- To do a wild card search use an asterisks before the search term
 - Example 1: *3452
 - Example 2: *FD-3452

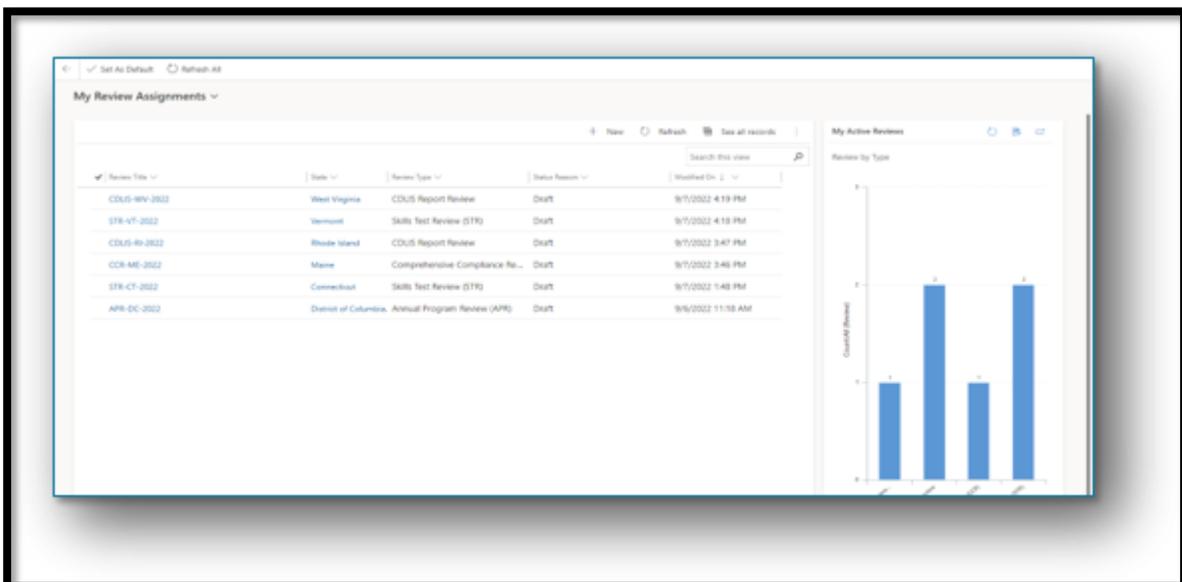
4. My Assignments

My Assignments is the users task dashboard available to all FMCSA users. It provides the status for all pending content that that the user is working on or needs to review.



- The My Assignment Dashboard provides a view of all 4 dashboards (Reviews, Findings, Action Plans, Action Plan Implementation)
- Click My Assignments Dashboard to change dashboards
- **Note:** Click on Set As Default to select your default dashboard
- Click refresh to update all the data on the screen
- Click My Assignments to get back to the My Assignments screen

5. Dashboards



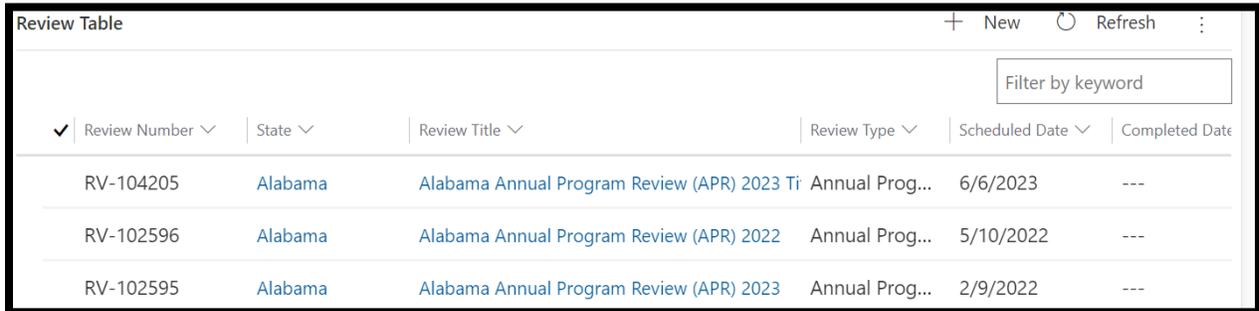
- Using the My Assignments dropdown, navigate between My Review Assignments, My Findings Assignments, and My Action Plan Assignments

- All dashboards are filtered to show only work that the logged in user initiated or needs to review
- **Note:** “Refresh” button can be used to refresh all information presented in that dashboard
- “New” can be used to initiate new content, but will be tested in a future sprint
- The findings dashboard is split into “Draft Findings” and “Findings Under Review”, findings that are placed under review indicate that the user has an internal review assignment assigned and needs to review the finding

6. Reviews

Division, Service Center, and Headquarters users can open reviews against a State and share it with the state. FMCSA can select STR, CDLIS, APR, CCR, or Other as the review type.

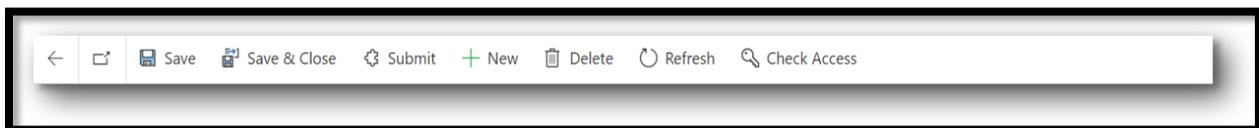
6.1 Create a Review / Set as Draft



✓ Review Number	State	Review Title	Review Type	Scheduled Date	Completed Date
RV-104205	Alabama	Alabama Annual Program Review (APR) 2023 Ti	Annual Prog...	6/6/2023	---
RV-102596	Alabama	Alabama Annual Program Review (APR) 2022	Annual Prog...	5/10/2022	---
RV-102595	Alabama	Alabama Annual Program Review (APR) 2023	Annual Prog...	2/9/2022	---

- To create a review, click on the “+” New to initiate a review from the reviews dashboard; the review form will appear
- The following fields must be entered to create a review – review type, state, and scheduled date
- If STR is selected from review type, Type of STR, and Review Conducted On become required fields.
- Review title populates using the information entered in review type, state, and year. For STRs Review Conducted On is also added to the title. The title can be edited, and additional information can be added to the title.
- Click save at the top of the screen, to save the review in draft status. Reviews in draft will not be available to State users.

6.2 Open Review / Complete Review



Alabama Annual Program Review (APR) 2023 - Saved
Review

RV-104205 Review Number | Shukri Abdullahi Submitted By | Open Review Status | 6/2/2023 Scheduled Date

Summary Administration Related

Review Title	* Alabama Annual Program Review (APR) 2023						
Review Number	RV-104205	State	* Alabama	Year	* 2023		
Review Type	* Annual Program R	Review Status	Open	Checklist Created On	---	📅	
Checklist Type	---	Scheduled Date	* 6/2/2023	Completed Date	---	📅	
External Attachments	https://usdot.sharepoint.com/teams/FMCSA-Score-Dev/account/Alabama_7E45744F8424ED11B83E00224828EA29... 🌐						

Attachments Upload Open Location

- To open a review that is in draft status, click submit, - a message confirming that the review has been opened will appear. The review is now in open status.
- While it is in open status, users can edit the title, checklist created on, checklist type, scheduled date, completed date.
- State user now can view the review in their portal

6.3 Complete Review

Alabama Skills Test Review (STR) State Examiner 2023 - Saved
Review

RV-104206 Review Number | Shukri Abdullahi Submitted By | Completed Review Status | 6/5/2023 Scheduled Date

Summary Administration Related

Review Title	* Alabama Skills Test Review (STR) State Examiner 2023						
Review Number	RV-104206	State	* Alabama	Year	* 2023		
Review Type	* Skills Test Review (Review Status	Completed	Checklist Created On	* 6/2/2023	📅	
Checklist Type	* STR	Scheduled Date	* 6/5/2023	Completed Date	6/5/2023	📅	
Type of STR	* Overt	Review Conducted On	* State Examiner				
External Attachments	https://usdot.sharepoint.com/teams/FMCSA-Score-Dev/account/Alabama_7E45744F8424ED11B83E00224828EA29... 🌐						

- After a review has been opened, update the review details by adding checklist information, uploading documents, and adding comments.
- Division, Service Center, and HQ can complete a review by adding completed date and clicking save.

6.4 Adding Internal and External Comments to Reviews



- FMCSA users can add internal comments to reviews once a review has been saved as draft
- Using the “+ New Portal” comment, add an external comment that becomes viewable to the State users by filling in the subject and description
- Using the “+ New Internal” comment, add an internal comment that is only visible to FMCSA users by filling in the subject and description

6.5 Upload documents

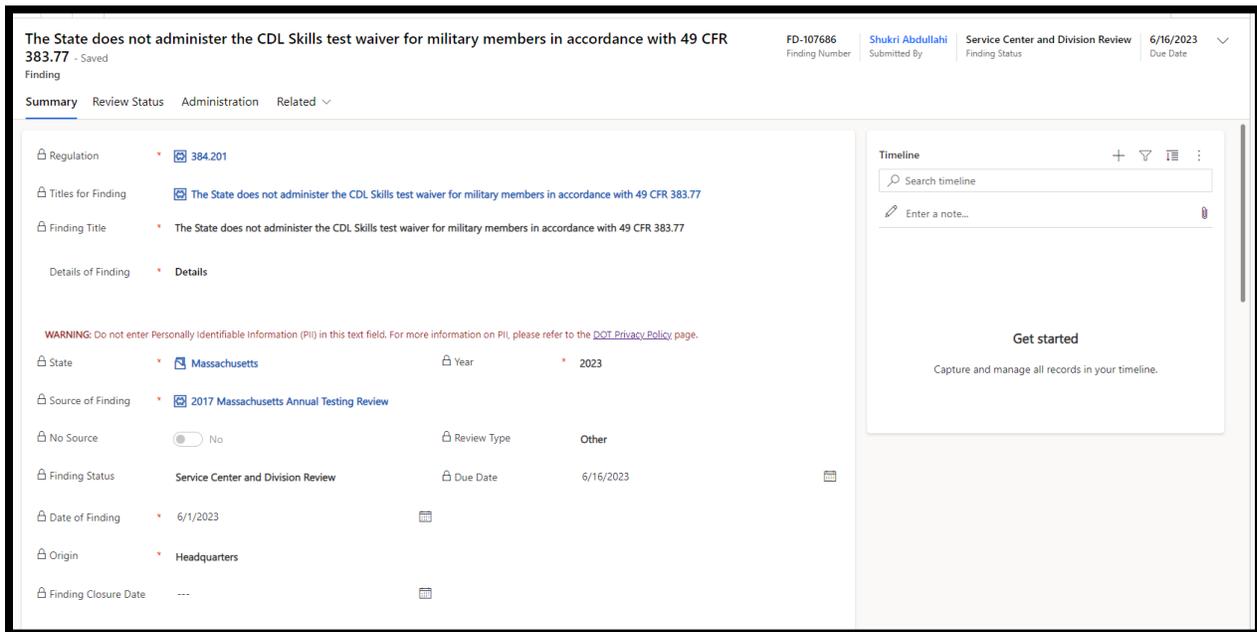
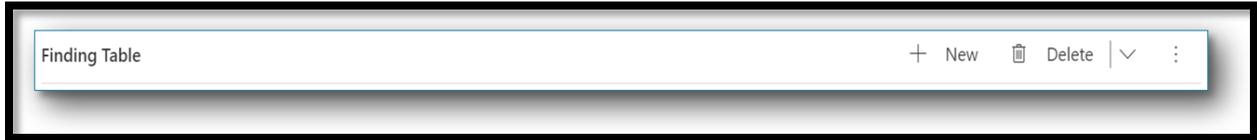


- To attach external documents that will be shared with the state users click on the globe icon to the right of external documents
- To attach internal documents that will be shared with only FMCSA users, click the upload button on the grid
- Documents that have been uploaded will appear in the grid, external documents have the arrow pointing out icon indicating it was shared with the state user

7. Findings

There are three separate finding workflows, the Division, Service Center, and Headquarters workflows. The finding workflow is determined by which user *submitted* the finding. It will then go through the appropriate approval process.

7. 1 Create Finding / Set as Draft



- To create a new finding, log in as Division, Service Center or HQ user. Start at my assignments finding table or the findings entity – and click the new button, it will open a finding form.
- Select a regulation and corresponding finding title. All the following are required: details, state, source of finding, date of finding.
- Use the “Source of Finding” field to link a finding to a review, select the review that the finding originated from. If it did not originate from a particular review select “yes” on the “No Source” toggle.
- Click the save button to place the finding in draft status.
- Click submit to send the finding to the next reviewer, the next reviewer is determined by the user role and which workflow is triggered.

8. Division Workflow

After a Division user submits a finding, it triggers the Division workflow approval process. Findings raised by Division are sent to Service Center, who would then return or approve, and then the finding is routed to HQ who will make the final decision.

8.1 Division Submits Finding to Service Center / Service Center Reviews

The screenshot displays the 'AAMVA Unknown' finding review process. The finding number is FD-107492, submitted by Rajesh Kumar, with a status of 'SC Review' and a due date of 1/11/2022. The interface is divided into several sections:

- Division Reviewers Team (Massachusetts):** Shows a 'Submit' button and fields for 'Reviewer Decision', 'Reviewer Completed Date', 'Reviewer Comments' (containing 'Finding Submitted'), and 'Return Comments'.
- SC Reviewers Team (Eastern Service Center):** Shows fields for 'Reviewer Decision', 'Reviewer Completed Date', 'Reviewer Comments', and 'Return Comments'.
- HQ Reviewers Team (HQ Reviewers Team):** Shows fields for 'Reviewer Decision', 'Reviewer Completed Date', 'Reviewer Comments', and 'Return Comments'.
- Review Process (FD-107492_Reviewprocess):** Shows the review status as 'Under Review', submitted on 5/19/2023, and an auto accept date of 1/11/2022.
- Internal Review Assignments:** A table showing the current assignment status, review level, reviewer decision, owner, reviewer comments, and modified date.

Assignment Sta...	Review Level	Reviewer Decision	Owner	Reviewer Comments	Modified On
Pending	Headquar...		HQ Reviewers Team		5/19/2023 1..
In Progress	Service Ce...		Eastern Service Center		5/19/2023 1..
Completed	Division	Submit	Massachusetts	Finding Submitted	5/19/2023 1..

- After the Division user submits the finding, it is sent to Service Center. Service Center users will then have finding in their assignments dashboard. Finding is in SC Review status.
- The review process panel provides the user with information about who raised the finding, the status of the internal review assignments and the auto accept date.
- The Internal Review Assignments are the actions that are pending or in progress, this shows who the next reviewer is and the action that needs to be taken.
- Navigate to the review status tab to provide a reviewer decision
 - Service Center can return to Division requesting edits or approve and send to HQ for review using the "Reviewer Decision" field. Reviewer comments are required on returns.

8.2 HQ Reviews Finding Raised by Division

ACD Code Mapping for A20 ACD Code - Saved
Finding

FD-107490 Finding Number | Rajesh Kumar Submitted By | HQ Review Finding Status | 1/11/2022 Due Date

Summary | **Review Status** | Administration | Related

Division Reviewers Team: Massachusetts

SC Reviewers Team: Eastern Service Center

HQ Reviewers Team: HQ Reviewers Team

Review Process: FD-107490_Reviewprocess

Review Status: Under Review

Submitted On: 5/19/2023

Auto Accept Date: 1/11/2022

Submitted By: ---

Internal Review Assignments

Assignment Sta...	Review Level	Reviewer Decision	Owner	Reviewer Comments	Modified On
Completed	Service Ce...	Approve	Eastern Service Center	APPROVED	6/1/2023 11:
In Progress	Headquar...		HQ Reviewers Team		6/1/2023 11:
Completed	Division	Submit	Massachusetts	Finding Submitted	5/19/2023 1:

- After Service Center approves, finding is routed to HQ
- Navigate to the review status tab to provide a decision:
 - HQ can return to Service Center requesting edits, reject or approve using the “Reviewer Decision” field. Reviewer comments are required on returns.
 - After HQ rejects the finding there is no additional action required on the finding.
- Approved findings become available to the State.

9. Service Center Workflow

After a Service Center user submits a finding, it triggers the Division workflow approval process. Findings raised by Division are sent to Division and Service Center users, who would then return or approve, and then the finding is routed to HQ who will make the final decision.

9.1 Service Center Submits Finding to Division and HQ

The State does not have a mechanism to prevent the issuance of a CDL without the applicant passing the CDL knowledge and endorsement tests. - Saved

FD-107687 Finding Number | Shukri Abdullahi Submitted By | HQ and Division Review Finding Status | 6/19/2023 Due Date

Summary **Review Status** Administration Related

Division Reviewers Team: **Massachusetts**

- Reviewer Decision: ---
- Reviewer Completed Date: ---
- Reviewer Comments: ---
- Return Comments: ---

SC Reviewers Team: **Eastern Service Center**

- Reviewer Decision: **Submit**
- Reviewer Completed Date: 6/5/2023
- Reviewer Comments: **Finding Submitted**
- Return Comments: ---

HQ Reviewers Team: **HQ Reviewers Team**

- Reviewer Decision: ---
- Reviewer Completed Date: ---
- Reviewer Comments: ---
- Return Comments: ---

Review Process: **FD-107687_Review Process**

- Review Status: **Under Review**
- Submitted On: 6/5/2023
- Auto Accept Date: ---
- Submitted By: **Shukri Abdullahi**

Internal Review Assignments

Assignment Sta...	Review Level	Reviewer Decision	Owner	Reviewer Comments	Modified On
In Progress	Headquar...		HQ Reviewers Team		6/5/2023 8:1
Completed	Service Ce...	Submit	Eastern Service Center	Finding Submitted	6/5/2023 8:1
In Progress	Division		Massachusetts		6/5/2023 8:1

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- When a Service Center user raises a finding, it is routed to the Division and Headquarters reviewers. The finding status is updated to HQ and Division Review
- Both Division and Service Center have 14 days to complete their review and provide a decision in reviewers decision
- If Division and HQ have a mismatch in their reviewer’s decision, the system will wait 14 days and then accept the HQ’s decision as the final decision
- If HQ reviews only the system will wait the complete 14 day window and then accept the final decision by HQ
- Navigate to the review status tab to provide reviewer decision, Division can approve or return and HQ can return, approve or reject

10. HQ Workflow

After an HQ user submits a finding, it triggers the Service Center workflow approval process. Findings raised by HQ are sent to both Service Center and Division, who would then be able to return or approve. HQ decision is final.

10.1 HQ Submits Finding to Division and HQ

The State does not administer the CDL Skills test waiver for military members in accordance with 49 CFR 383.77 - Saved

FD-107686 Finding Number Shukri Abdullahi Submitted By Service Center and Division Review Finding Status 6/16/2023 Due Date

Summary **Review Status** Administration Related

Division Reviewers Team **Massachusetts**

- Reviewer Decision ---
- Reviewer Completed Date ---
- Reviewer Comments ---
- Return Comments ---

SC Reviewers Team **Eastern Service Center**

- Reviewer Decision ---
- Reviewer Completed Date ---
- Reviewer Comments ---
- Return Comments ---

HQ Reviewers Team **HQ Reviewers Team**

- Reviewer Decision ---
- Reviewer Completed Date ---
- Reviewer Comments ---
- Return Comments ---

Review Process **FD-107686_Review Process**

Review Status: **Under Review**

Submitted On: 6/2/2023

Auto Accept Date: ---

Submitted By: **Shukri Abdullahi**

Internal Review Assignments

Assignment Sta...	Review Level	Reviewer Decision	Owner	Reviewer Comments	Modified On
Pending	Headquar...		HQ Reviewers Team		6/2/2023 1:0
Completed	Headquar...	Submit	HQ Reviewers Team	Finding Submitted	6/2/2023 1:0
In Progress	Division		Massachusetts		6/2/2023 1:0
In Progress	Service Ce...		Eastern Service Center		6/2/2023 1:0

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- When a Headquarters user raises a finding, it is routed to the Division and Service Center reviewers. The finding status is updated to HQ and Division Review
- Both Division and Headquarters have 14 days to complete their review and provide a decision in reviewers decision
- If Division, Service Center have a mismatch in their reviewer’s decision, HQ will have the ability to give a final decision
- If Division or Service Center do not provide a reviewer decision the system will wait 14 days, and then accept HQ decision as the final decision
- Navigate to the review status to provide reviewer decision, Service Center can approve or return, and HQ can return, approve, or reject

11. Approved Finding

Findings that have been approved by HQ become available to the state. The internal status updates to approved and the external status updates to open.

(Broken Pointers) The State does not notify the CDLIS central site of each CDL issuance within 10 days of such issuance transfer, renewal or upgrade. The State has broken pointers. - Saved

FD-107321 Finding Number | Rajesh Kumar Submitted By | Approved Finding Status | 1/6/2021 Due Date

Summary | Review Status | Administration | Related

Regulation: 384.207

Titles for Finding: ---

Finding Title: (Broken Pointers) The State does not notify the CDLIS central site of each CDL issuance within 10 days of such issuance transfer, renewal or upgrade. The State has broken pointers.

Details of Finding: 05/14/2020 CD31 Run: 38 Broken Pointers (2020 APR)

WARNING: Do not enter Personally Identifiable Information (PII) in this text field. For more information on PII, please refer to the [DOT Privacy Policy](#) page.

State: Oregon | Year: 2020

Source of Finding: 2020 Annual Program Review (OR)

No Source: No | Review Type: Annual Program Review (APR)

Finding Status: Approved | Due Date: 1/6/2021

Date of Finding: 12/23/2020 | State Notified Date: 1/28/2021

CAP Due Date: --- | Origin: Service Center

Finding Closure Date: ---

External Status: Open

Timeline

Search timeline

Enter a note...

Modified on: 5/24/2023 5:08 PM

Email from: Venkata Naredla Active

Western Service Center has completed reviewing the findin...
Dear HQ, The below Finding is available for HQ review. Wes...

View more

Attachments | Upload | Open Location

12. Action Plan Workflow

Once a finding has been approved and opened, it will appear in the State portal. The State user has 49 days to submit an action plan. The State user will have an action plan record available to them in their assignments dashboard.

Active Findings and Action Plans

Search:

Finding Number	Finding Title	Regulation	Source of Finding	Current Action Plan	CAP Due Date	CAP Status	CAP Submitted By
FD-106967	Recording of W01 Withdrawal Code		CY 2018 CDL Annual Program Review	Recording of W01 Withdrawal Code	07/11/2023	Not Started	

11.1 State submits an Action Plan

Finding Detail

Finding Number
FD-107085

Finding Title
Failure to post paper convictions/withdrawals

Source of Finding
2019 APR

Regulation
384.231(d)

State
Massachusetts

Status
Open

State Notified Date
01/02/2020

Details of Finding
In a sample of paper records, Massachusetts received a notification of paper notification of withdrawal from South Carolina of a Failure to Make Required Payments (D53). Per FMCSA Policy Memorandum CDL-004-01 (Dated 01/16/2004), the RMV is required to post and withdraw the driver's CDL privileges, as the failure to Pay is defined as a conviction within the definition of conviction as found within 49 CFR 383.5 (Attachment O)

Documents
There are no folders or files to display.

Historical CAPs

CAP Number	Action Plan Title	CAP Status	Submitted By	Modified On
CAP-100177	Failure to post paper convictions/withdrawals So, Carolina	CAP Rejected	Karthik Reddy	05/31/2023

Action Plan

CAP Number
CAP-103005

CAP Title
Failure to post paper convictions/withdrawals So, Carolina

Status
Not Started

CAP Due Date
07/11/2023

Proposed Completion Date
MM/DD/YYYY

CAP Return Count
0

Submitted By

Description

Documents
There are no folders or files to display.

Comments

Subject | **Description (Max 2500 char)** | **Created By** | **Date Created**

- The state user is required to submit an action plan within 49 days of the finding being approved and opened

- State user must enter a proposed completion date, and description. Uploading documents is optional.
- Note: users must save and wait a minute, then submit the action plan

11.2 Division Review

When the State submits an action plan the action plan is first routed to Division for review. From their My Assignments dashboard Division can begin reviewing the action plan.

The screenshot displays the 'Review Status' page for an action plan. At the top, the title is "384.234, State does not post Medical Variance (waiver/exemptions) information within 10 days (204676)". The page includes navigation tabs for Summary, Review Status (selected), Administration, and Related. It shows three reviewer teams: Division, SC, and HQ. Each team has a card with fields for Reviewer Decision, Reviewer Completed Date, Reviewer Comments, and Return Comments. Below these is a table for 'Internal Review Assignments' with columns for Assignment Status, Review Level, Reviewer Decision, Owner, Reviewer Comments, and Modified On. The table shows four rows of assignments with statuses like Pending, In Progress, and Completed.

Assignment Status	Review Level	Reviewer Decision	Owner	Reviewer Comments	Modified On
Pending	Headquar...		HQ Reviewers Team		5/23/2023 1..
Pending	Service Ce...		Western Service Center		5/23/2023 1..
In Progress	Division		Ohio		5/23/2023 1..
Completed	State	Submit	Ohio	Action Plan Submitted	5/23/2023 1..

- Navigate to the review status to provide decision in reviewer decision:
 - Division can return to State, comments become mandatory and are visible to the State user. Division returns are include in the return count
 - Approve and route to Service Center

11.3 Service Center Review

New York CAP for The State does not have a mechanism to prevent the issuance of a CDL without the applicant passing the CDL knowledge and endorsement tests. VK - Saved

CAP-100019 6/16/2023 SC Review Internal Status

Summary **Review Status** Administration Related

Division Reviewer Team **New York** SC Reviewer Team **Eastern Service Center** HQ Reviewer Team **HQ Reviewers Team**

Reviewer Decision: Approve
Reviewer Completed Date: 5/5/2023
Reviewer Comments: ---
Return Comments: hq-sc-div

Reviewer Decision: ---
Reviewer Comments: ---

Reviewer Decision: ---
Reviewer Completed Date: ---
Reviewer Comments: ---
Return Comments: ---

Return and Reject Comments Refresh Internal Review Assignments Refresh See associated records

Reviewer Comments	Review C...	Assignment Sta...	Review Level	Reviewer Decision	Owner	Reviewer Comments	Modified On
No data available		Completed	Division	Approve	New York		5/5/2023 5:3:
		In Progress	Service Ce...		Eastern Service Center		5/5/2023 5:3:
		Completed	Service Ce...	Return	Eastern Service Center	hq-sc-div	5/1/2023 4:0:
		Pending	Headquar...		HQ Reviewers Team		5/1/2023 4:0:

- Navigate to the review status to provide decision in reviewer decision:
 - Service Center can return to Division, comments become mandatory and are only visible to FMCSA users
 - Approve and route to HQ
 - Service Center returns are not included in the return count

11.4 Headquarters Review

New York CAP for FD-107655 - Saved

CAP-100049 7/7/2023 HQ Review Internal Status

Summary **Review Status** Administration Related

Division Reviewer Team **New York** SC Reviewer Team **Eastern Service Center** HQ Reviewer Team **HQ Reviewers Team**

Reviewer Decision: Approve
Reviewer Completed Date: 5/19/2023
Reviewer Comments: ---
Return Comments: ---

Reviewer Decision: Approve
Reviewer Completed Date: 5/19/2023
Reviewer Comments: ---
Return Comments: ---

Reviewer Decision: ---
Reviewer Completed Date: ---
Reviewer Comments: ---
Return Comments: ---

Return and Reject Comments Refresh Internal Review Assignments Refresh See associated records

Reviewer Comments	Review C...	Assignment Sta...	Review Level	Reviewer Decision	Owner	Reviewer Comments	Modified On
test	5/19/2023	Completed	Service Ce...	Approve	Eastern Service Center		5/19/2023 1..
		In Progress	Headquar...		HQ Reviewers Team		5/19/2023 1..
		Completed	Division	Approve	New York		5/19/2023 1..
		Completed	State	Submit	New York		5/19/2023 1..

- Navigate to the review status to provide decision in reviewer decision:
 - HQ can return to Service Center, comments become mandatory and are only visible to FMCSA users

- Return to state, return to state will be included in the return count
- Approve, and allow state to begin implementation

11.3 Action Plan Rejection Workflow

Action Plan Summary

Title * New York CAP for The State does not have and enforce laws and/or regulations applicable to CMV drivers violating out-of-service offenses as specified in 383.51(e).

State New York **Proposed Completion Date** 3/31/2023 **Year** * 2023

Finding * The State does not have and enforce laws and/or regulations applicable to CMV ... **Return Count** 3

Submitted By Shikha Saxena **Review Due Date** 4/26/2023 **External Status** CAP Rejected

Description
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. edit upon FMCSA Div return. Adding more info upon second return.

CAP Attachments ↑ Upload Open Location ∨ ⋮

○	Name ∨	Path ↑ ∨	Modified ∨	Modified by ∨	Created On SharePoint ∨
	fmcsa-score-user-guide-hq10092019.p...	CAP-001001/fmcsa-score...	3/28/2023 4:24 PM	SharePoint App	3/28/2023 4:24 PM

- An action plan that has been returned to the state 3 times will automatically be rejected
- The first return, the state has 15 days to submit an updated action plan, for the second return the state has 7 days to submit an action plan
- Action plans can be returned by Division or Headquarters for edits
- The action plan status will update to rejected, the state is required to start a new action plan

12. Action Plan Workflow Implementation

After HQ approves an action plan the state can begin their action plan implementation. The state will have a record created to submit an implementation when they have completed their action plan.

12.1 State Submits Action Plan Implementation

Finding Summary

Finding Number
FD-106161

Finding Title
The State has not correctly implemented the ACD codes specific for the six railroad grade crossing offenses as defined in the 2009 ACD Code Manual Release 3.1.0 Appendix A "ACD Codes, Descriptions and Abbreviations."

Details of Finding *
Massachusetts assigns the ACD code M09 (fail to obey railroad cross restrictions) for all railroad grade crossing offenses. M09 is not defined by FMCSA as a railroad-highway grade crossing offense requiring disqualification action.

Finding Documents

There are no folders or files to display.

Action Plan Summary

CAP Number
CAP-101164

Title
—

Description
The RMV will begin a review of ACD Codes to ensure that the proper ACD Codes have been identified for use in railway-highway grade crossing offenses. This will include law enforcement training to alert law enforcement of these new regulations. The RMV

CAP Implementation

Implementation Number
IMP-100623

Implementation Title
Massachusetts 384.231

Completion Date	Status	Return Count
09/21/2011	Not Started	—

Submission Due Date	Review Due Date	Validated Date
—	—	09/21/2011

Submitted By
—

CAP Description

The RMV will begin a review of ACD Codes to ensure that the proper ACD Codes have been identified for use in railway-highway grade crossing offenses. This will include law enforcement training to alert law enforcement of these new regulations. The RMV will also work to automate the railroad grade crossing process to automatically apply to system records. This work will be completed by March of 2011.

WARNING: Do not enter Personally identifiable information (PII) in this text field. For more information on PII, please refer to the [DOT Privacy Policy](#) page. characters left: 29593

CAP Document

There are no folders or files to display.

Comments

[Add Comment](#)

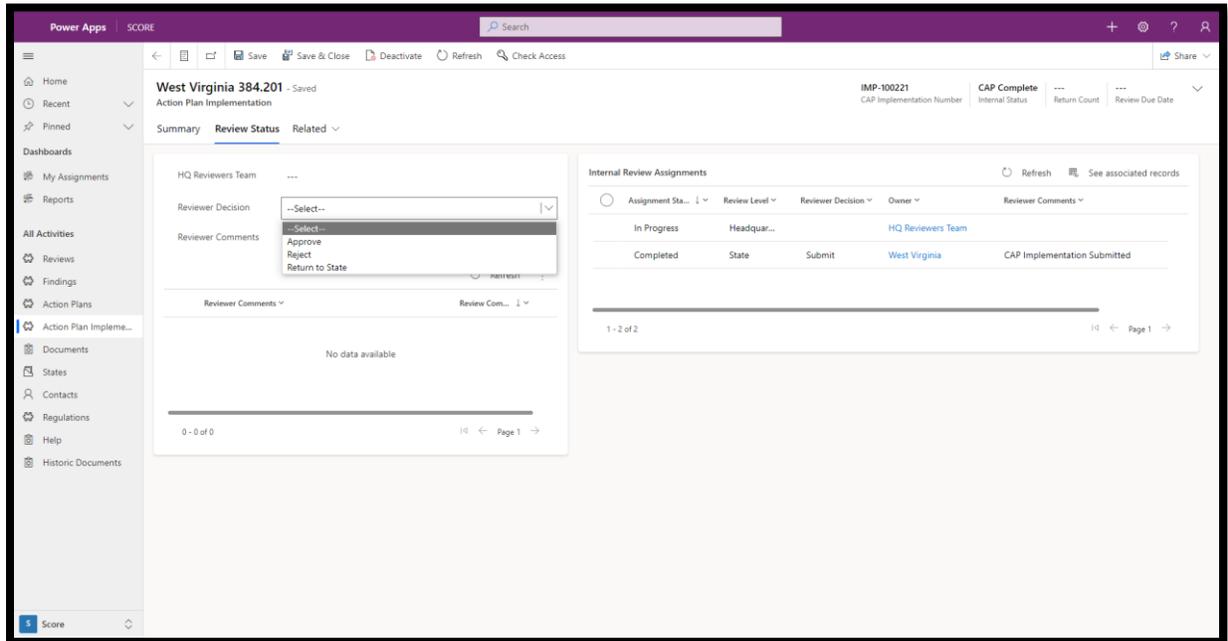
- State can submit an implementation after adding a completion date to the record, state users can also update the implementation title and CAP Description fields
- User can also upload supporting documents

12.2 Action Plan Implementation Review

Action Plan Being Implemented Table						Refresh	See all records
						Filter by keyword	
✓	Implementation Number	Implementation Title	State	Review Due Date	Projected Completion Date	Con	
	IMP-100001	Action Plan Implementation for C. New York		4/12/2025	4/28/2023	4/1	
	IMP-100200	Illinois 384.218	Illinois	---	9/1/2010	7/1	
	IMP-100201	Illinois 384.219	Illinois	---	9/1/2010	7/1	

- Action plan implementations that have been submitted to FMCSA for review will be found in the Action Plan Being Implemented Table

12.3 Action Plan HQ Review

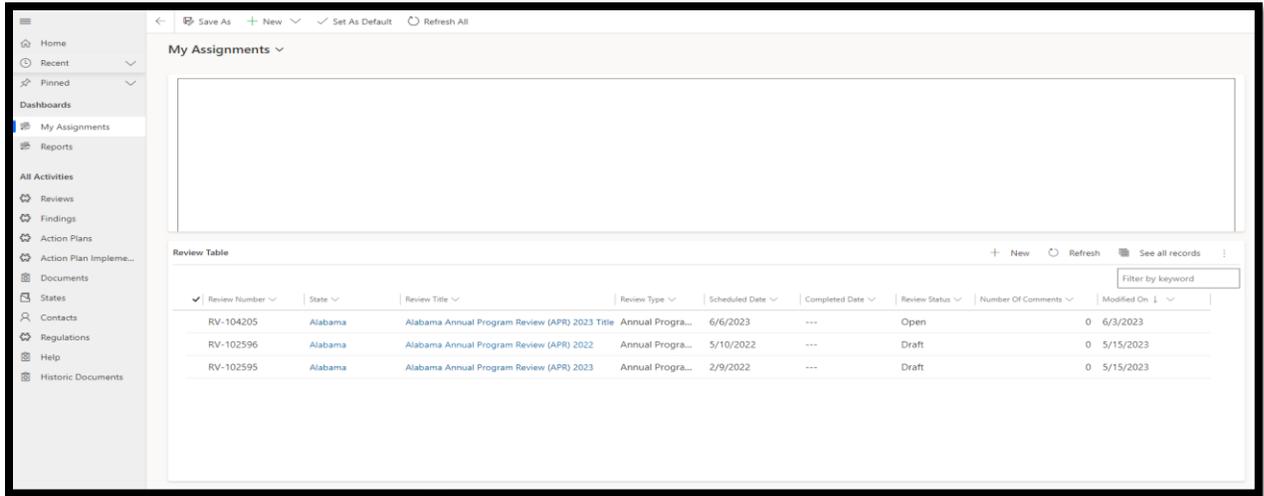


- Under the review status tab, HQ users can approve, reject or return to state the action plan implementation
- Approving the action plan implementation updates the status to validated and closes the finding
- Rejecting the action plan implementation requires the State to start a new action plan
- Return to State provides the State the chance to edit the action plan implementation, after three returns it will automatically be returned

13. Reports

All FMCSA users can generate reports on the reviews, findings, action plans, and action plan implementations.

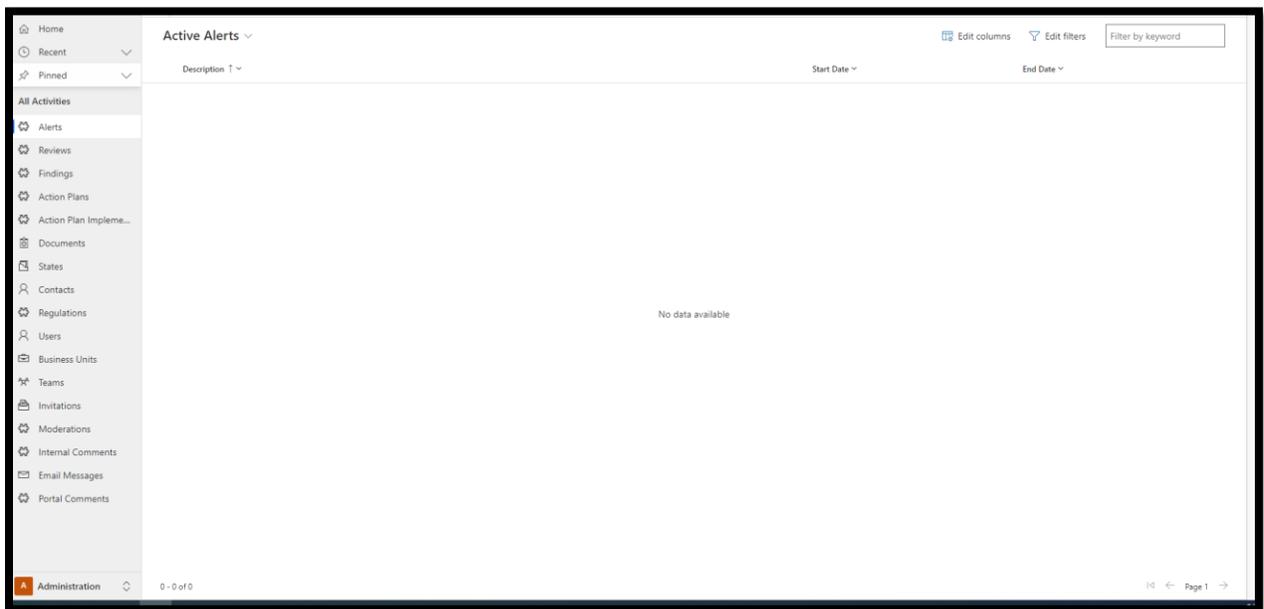
13. 1 Generating Reports



- To generate a report, navigate to the “Reports” module from the left navigation pane
- Use the toggle at the top to select one of the following report types:
- Use the filters at the top of each to select the report types

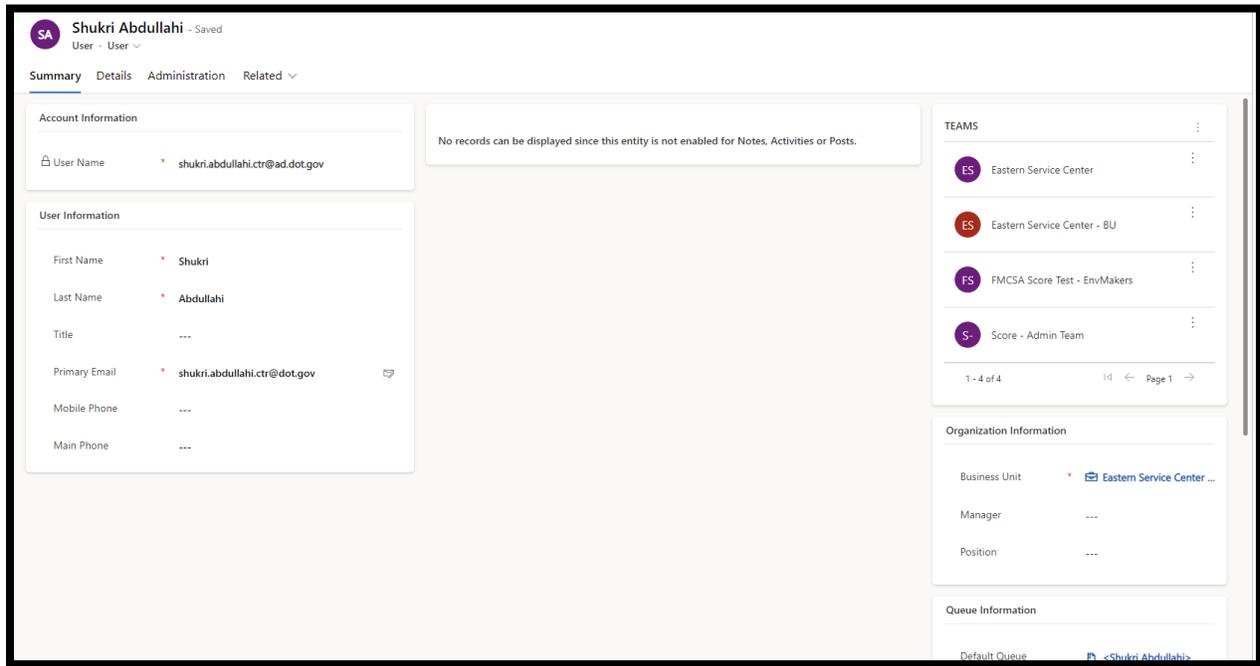
14. Administrators

Administrators have elevated privileges that enables them to edit regulations, update users roles, invite users to the state portal. To reach the administration module, use the administration toggle at the bottom of the screen.



14.1 Updating FMCSA User Role

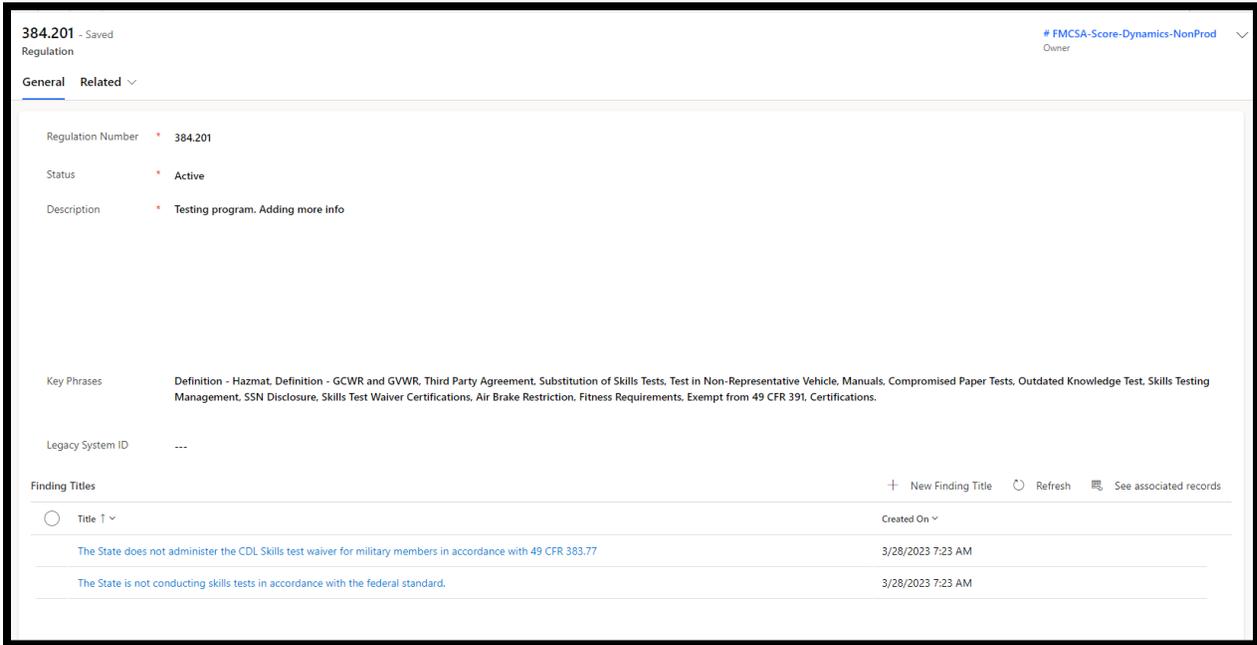
Administrators can update user roles to change the user permissions. Once the update are saved and complete, the users assignments will reflect the new role. Users can be assigned one of the following roles Division, Service Center, Headquarters or both Division and Service Center.



- To update user roles:
 - Click on users from the navigation pane
 - Search user, and click on the user that needs to be edited
 - All users must be added to the appropriate business unit and team
- To update user to Division User role :
 - Update Business unit: < Select Service Center> and click save
 - Teams: <Select Division State> AND <Select Service Center-BU> and click save
- To update user to Service Center User role:
 - Business unit: < Select Service Center> and click save
 - Teams: <Select Service Center-BU> and click save
- To update user to Headquarters User role :
 - Business unit: Headquarters and click save
 - Teams: Headquarters and HQ Reviewers Team
- To update user to Division AND Service Center user roles:
 - Business unit: < Select Service Center> and click save
 - Teams: <Select Division State> AND <Select Service Center-BU> AND Service Center (no BU) and click save

14.2 Updating Regulations

Administrators and Headquarters can update regulations when there are changes to the verbiage or key phrases. If the changes are substantial, the regulation should be inactivated and recreated with the same regulation number. Inactivated regulations will still be associated with all content that was opened against it.



- To edit an existing regulation:
 - Click on the regulation tab on the left from the navigation pane
 - Click on the regulation, edit the regulation number, description, key phrases

14.3 Adding New Regulation

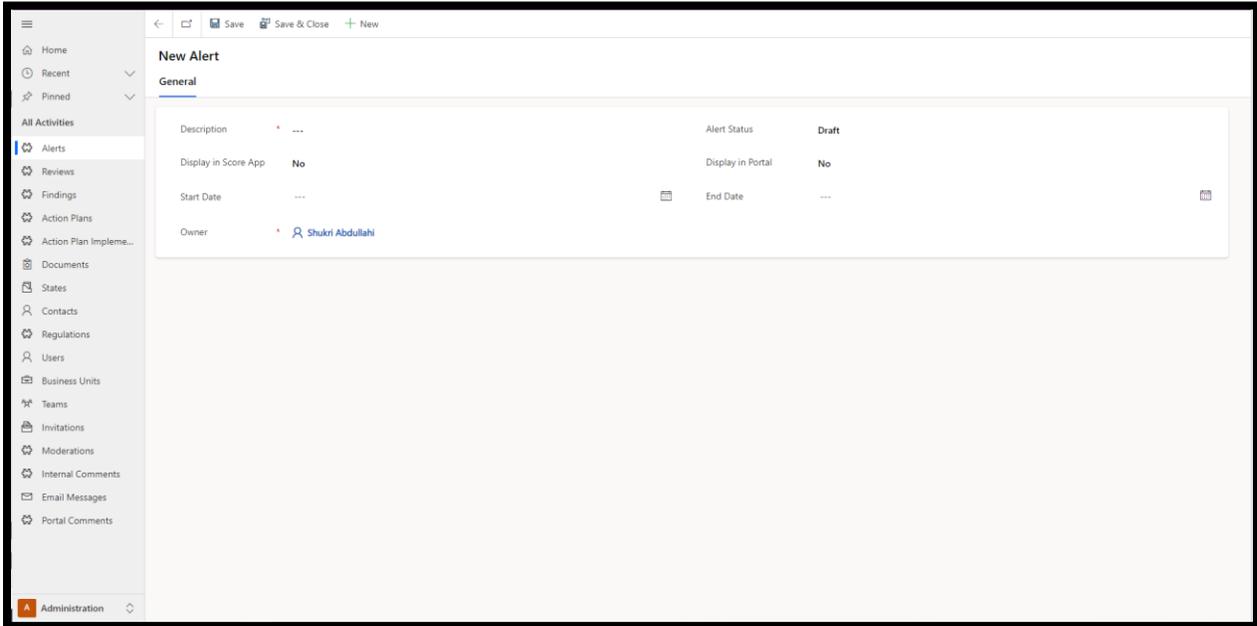
Administrators and Headquarters users can add a new regulation to reflect changes made in the CFR.



- To add a new regulation:
 - Click on the regulation tab on the left from the navigation pane
 - Enter regulation number, description, and key phrases

14.4 Adding Alerts

Administrators can add an alert to the system that will be visible to FMCSA and/or State users.



The screenshot shows the 'New Alert' form in the Administration module. The form is titled 'New Alert' and has a 'General' tab. The form fields are as follows:

Field	Value
Description	---
Alert Status	Draft
Display in Score App	No
Display in Portal	No
Start Date	---
End Date	---
Owner	Shukri Abdullahi

- To add an alert:
 - Navigate to the Administration module, and click on alerts from navigation pane
 - Select "+New" button, add description, start and end date
 - Click Yes to Display in Score App if the alert should be visible to FMCSA users
 - Click Yes to Display in Portal if the alert should be visible to State users