

SCORE State Site User Guide

Version 1.0 | JUNE 2023



U.S. Department of Transportation

Federal Motor Carrier Safety Administration

Table of Contents

1. Introduction	3
2. Accessing SCORE	4
3. Assignment Dashboard	Error! Bookmark not defined.
4. Review Details View	6
5. Action Plan Submission	6
6. Action Plan Implementation Submission	7

1. Introduction

This document is a User Guide to walk through features completed for SCORE:

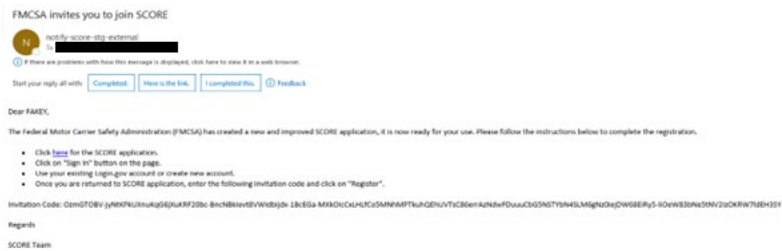
Functionality
Accessing SCORE State Site
Assignment Dashboard
Review Details View
Action Plan Submission
Action Plan Implementation Submission

2. Accessing SCORE

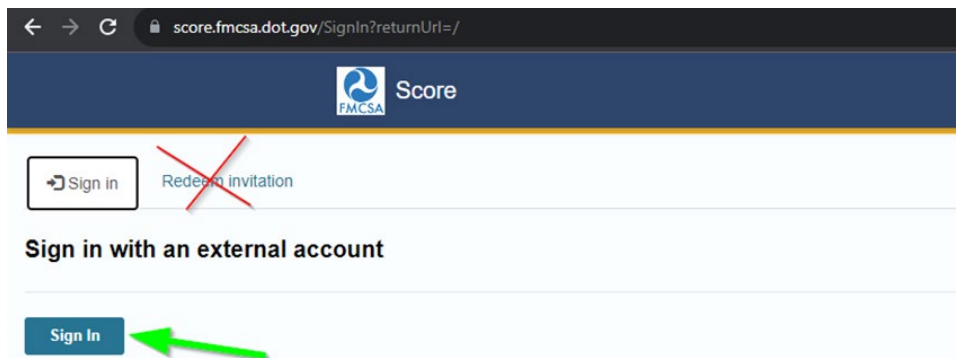
Accessing SCORE State Site

State site URL: SCORE.FMCSA.DOT.GOV

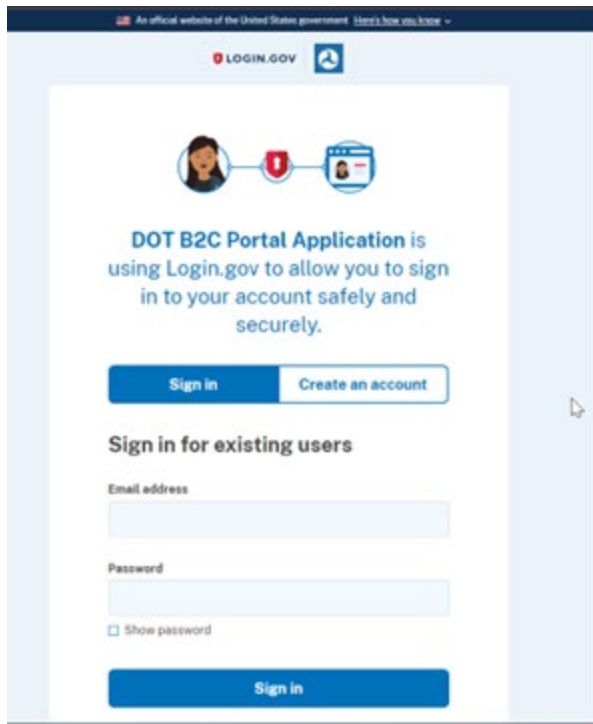
1. Locate the latest invitation notification in your email, the subject will be “FMCSA invites you to join SCORE”.



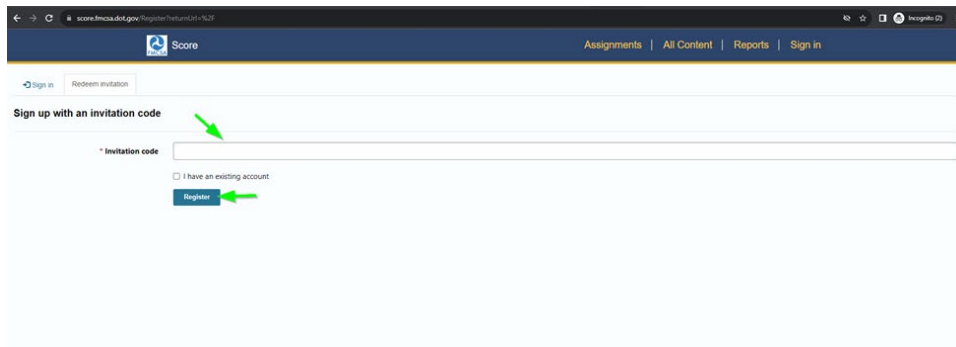
2. Click on the “click here” link provided in the email to navigate to the SCORE site.
3. Click Sign-in on the SCORE landing page, **do not use redeem invitation tab.**



4. If you have existing Login.gov credentials, enter your email and password here. If you do not have a login.gov account click create account and follow steps to create an account.





5. After successfully logging in, you will be redirected to SCORE state site automatically.
6. Copy the invitation code that you've received in your initial email and paste the code in the invitation code box.




7. Click on the register button.
8. Under account details update your personal account information.

3. Review Details View



[Home](#) / **Review Details**


Review Title 
 Review (APR) 2022

Review Number
RV-100056


Review Type 
Annual Program Review (APR)

Checklist Type
APR

State 


Scheduled Date 
11/29/2022


Completed Date
11/29/2022



Year 
2022

Checklist Created On
12/4/2022

Review Status
Completed

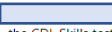
Documents

 Add Files

Name 	Modified
 External Attachments	12/5/2022 1:08 PM

1. Click on the review from the assignments dashboard using the hyperlinked review title or review number to view review details.
2. Click add files to upload documents to the external folder and share documents with FMCSA.
3. Click on External Attachments to download documents.
4. When the review is completed, it will be available in all reviews table.

4. Action Plan Submission

Active Findings and Action Plans							
Search: <input type="text"/>							
Finding Number	Finding Title	Regulation	Source of Finding	Current Action Plan	CAP Due Date	CAP Status	CAP Submitted By
FD-108039	The State does not administer the CDL Skills test waiver for military members in accordance with 49 CFR 383.77 - TRAINING DEMO 1	384.201		 The State does not administer the CDL Skills test waiver for military members in accordance with 49 CFR 383.77 - TRAINING DEMO 1	10/31/2023	Not Started	

Finding Detail

Finding Number
FD-108039

Finding Title
The State does not administer the CDL Skills test waiver for military members in accordance with 49 CFR 383.77 - TRAINING DEMO 1

Source of Finding *

Regulation *
384.201

State *
[State Selection]

Status
Open

State Notified Date
09/12/2023

Details of Finding *
The State does not ensure that all Third party testers must notify the State driver licensing agency through secure electronic means when a driver applicant passes skills tests administered by the third party tester, as required by 383.75(b).

Documents
There are no folders or files to display.

Historical CAPs

CAP Number	Action Plan Title	CAP Status	Submitted By	Modified On
CAP-116589	CAP for FD-108039	Rejected	FAKEY MCFACKERSON	09/13/2023

Historical CAP Implementations

Implementation Number	Implementation Title	State	Review Due Date	Proposed Completion Date (Action Plan)	Completion Date	Internal Status
There are no records to display.						

Action Plan

CAP Number
CAP-116597

CAP Title
CAP for The State does not administer the CDL Skills test waiver for military members in accordance with 49 CFR 383.77 - TRAINING DEMO 1

Status
Not Started

CAP Due Date
10/31/2023

Proposed Completion Date
MM/DD/YYYY

CAP Return Count
0

Submitted By

Description
[Description Field]

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: 25000

Documents
There are no folders or files to display.

Comments
[Comments Field]

Subject Description (Max 2500 char) Created By Date Created

There are no records to display.

FMCSA Return Comments
Review Completed

1. To submit an action plan, click into the finding from the “Active Findings and Action Plans” table.
2. The action plan that needs to be submitted will initially be in “not started” status.
3. The finding details are provided under “Finding Detail”.
4. Provide the following details under action plan tab: proposed completion date, description, documents (not required) and click save.
5. Once the action plan is saved and in “draft” status, click submit to send it to FMCSA.
6. The status will update to “FMCSA review”.
7. CAP return count field provides the number of returns on the action plan, once it reaches 3 the action plan is rejected.
8. When an action plan is rejected, a new action plan must be submitted to FMCSA.

5. Action Plan Implementation Submission

Active Action Plan Implementations

Search:

Implementation Number	Implementation Title	Action Plan	Finding	Completion Date	Status
IMP-100031	CAP Implementation for FD-100196				Not Started

Finding Summary

Finding Number
FD-108047

Finding Title
Implementation Record

Details of Finding *
The State does not administer the CDL Skills test waiver for military members in accordance with 49 CFR 383.77

Finding Documents
There are no folders or files to display.

Action Plan Summary

CAP Number
CAP-116594

Title
CAP for FD-108047 - Implementation Rejection

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

Proposed Completion Date
09/16/2023

CAP Implementation

Implementation Number
IMP-110689

Implementation Title
CAP Implementation for FD-108047

Completion Date
MM/DD/YYYY

Status
Not Started

Return Count
0

Submission Due Date

Review Due Date

Validated Date

Submitted By

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

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: 29890

CAP Document
Add files

There are no folders or files to display.

Comments
Add Comment

Subject	Description (Max 2500 char)	Created By	Date Created
There are no records to display.			

- To submit an action plan implementation, click into the implementation from the “Active Action Plan Implementations” table.
- The action plan implementation will initially be in a “not started” status.
- The approved action plan details are pre-populated in CAP Description, this field can be edited.
- Provide Completion Date, updates to CAP Description are optional and click save.
- Click submit to send the action plan implementation to FMCSA.
- The status will update to “CAP Complete”.
- Return count field provides the number of returns on the action plan implementation, once it reaches 3 the action plan implementation and action plan are both rejected. A new action plan must be submitted.