



DataQs Changing a Request for Data Review (RDR) Type

DataQs (dataqs.fmcsa.dot.gov) is the FMCSA system that allows users to request and track a review of Federal and State data, issued by FMCSA, believed to be incomplete or incorrect. This job aid explains why having the correct Request for Data Review (RDR) type listed is important and outlines the process an analyst uses for changing an RDR type when reviewing and resolving an RDR.

Why Change the RDR Type?

It is important to change the RDR type when it does not accurately reflect the request description. An accurate type will help States correctly identify the kinds of requests received and the training needs for inspectors or officers.

When Should the RDR Type Be Changed?

When the requestor's explanation does not align with the submitted RDR type, the type should be changed.

What Request Types Cannot Be Changed?

Due to specific data collection requirements, the following request types cannot be changed:

- **Inspection Report Request (IRR)**
To request a copy of an inspection report, the requestor must select "Did not receive a copy or lost the inspection" after selecting an inspection report during the submission process.
- **Crash Preventability Determination Program (CPDP)**
To request a review of the preventability of a crash, the requestor must select "Crash could not be prevented" after selecting a crash report during the submission process. You may see a Response Template "Crash Preventability Determination Program" that you can use when responding to the request.
- **Drug and Alcohol Clearinghouse Program**
To submit a Clearinghouse petition, the requestor must select "Drug & Alcohol Clearinghouse Violation Petition" during the submission process.

Who Can Change the RDR Type?

When an RDR is assigned to an organization, only someone from that organization can change the request type. The requestor cannot change the RDR type once it is under review.



How to Change the RDR Type

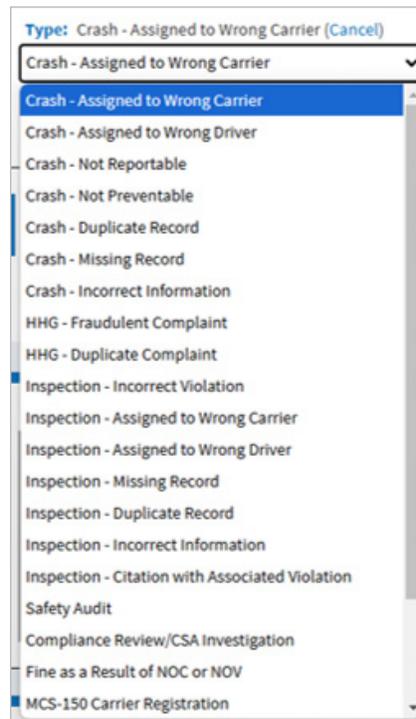
- 1 Open the detailed view of the request from the My DataQs page.
- 2 Click the Edit link next to the current type.

Detailed view of ID# 1611798

| | | |
|--------------------------|-------------------------------------|---|
| Date Entered: 11/21/2016 | Report State: NC | Type: Crash - Assigned to Wrong Carrier (Edit) |
| Report Date: 11/21/2016 | Report Number: 12345678900000000000 | Status: Closed - No Data Correction M |
| USDOT#: | Assigned Agency#: 877-688-2984 | Assigned to: FMCSA DataQs Help Desk (Volpe) (Fwd) |

- 3 Select the new type from the dropdown list.
- 4 Click Submit.

Once the new type is submitted, review the Request Summary information for any missing fields that may now be available. These fields may be used for reports or to help with the review. This information can be added by clicking the edit icon for the respective section.



NOTE:

When changing the RDR type to "Inspection – Incorrect Violation" or "Inspection—Adjudicated Citation", the **"explanation" information on the original request will no longer be accessible**, and violation-level information should be added.

When changing from "Inspection—Incorrect Violation" or "Inspection—Adjudicated Citation", the **violation-level information will no longer be accessible**, and an explanation should be added.