

## **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 [wisconsin.gov](http://wisconsin.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

[DOTDMVGuidanceDocs@DOT.WI.GOV](mailto:DOTDMVGuidanceDocs@DOT.WI.GOV)



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# WASP (Wisconsin Assessment Program) frequently asked questions (FAQ)

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## What do these error messages mean?

- 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 **"Driver 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".

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### **Alcohol and Drug Review Unit**

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Madison, WI 53707-7983

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