

## WASP Error Message Glossary

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*In the course of your assessment entry work, you may encounter various messages when validating/submitting. This document will attempt to “de-codify” these messages to make the process more user friendly. The form numbers are indicated where the correction is needed.*

**A DIRECTIVE DATE CANNOT BE A FUTURE DATE – 3634 or 3631** Please adjust either the assessment release date or the date of non-compliance/in compliance, etc., to reflect a **current** or **past** date.

**ARREST DATE CANNOT BE GREATER THAN THE ORIGINAL ASSESSMENT DATE – 3634 & 3633**  
The assessment “validation” process is “pointing” to an “older” assessment submitted for a previous offense. *Please be sure ALL information on both the assessment forms (arrest date, conviction date [if there is one for the latest offense] and citation number) match the latest offense.* After you perform the corrections, save, validate, and if acceptable, submit...

**ARREST DATE IS LESS THAN CUSTOMER DATE OF BIRTH – 3634** Please correct the arrest date to the proper date.

**ARREST TERRITORY REQUIRED – 3634** Use the dropdown arrow to select state in which latest OWI incident occurred.

**ASSESSMENT DATE IS LESS THAN CUSTOMER DATE OF BIRTH – 3634** Please make the necessary correction to the assessment (release) date.

**ASSESSOR NAME REQUIRED** – Please provide this information in the “Populate Agency Info” menu. When saved, this information will populate any new assessment forms you generate from that specific computer (cookies).

**ASSESSOR NAME CONTAINS INVALID CHARACTERS** – *Only* alpha characters may be in the assessor’s name field.

**ARREST DATE MUST NOT BE A FUTURE DATE – 3634** Please double check the arrest date you have inserted and make the necessary correction.

**ARREST DATE MUST NOT BE LATER THAN THE CONVICTION DATE – 3634** The arrest and conviction dates reflected must be in relation to the **same** offense. In other words, please remove the conviction date/citation number if this information is **not** in relation to the latest arrest. Replace the citation number with the citation number for the latest offense (if known). After you perform the corrections, save, validate, and if acceptable, submit...

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**ARREST DATE MUST NOT BE BEFORE 5-1-82 – 3634** The version of the OWI statute under which an assessment and program are required began on May 1, 1982. Offenses which occurred prior to that date are not covered under this statute.

**AT LEAST ONE ARREST DATE IS REQUIRED – 3634** A date of OWI arrest is required for every OWI related offense assessment.

**AT LEAST ONE DIRECTIVE IS REQUIRED – 3631** For a new or amended assessment, “New” or “Amended” must be checked and the release date must be populated. For a completion or non-compliance directive, a date in the appropriate field represents the appropriate “directive” (action).

**AT LEAST ONE FINDING SUBSTANCE MUST BE PROVIDED – 3634** Please select either (or both) Assessment Findings.

**AT LEAST ONE ‘PRIMARY’ PROGRAM REQUIRED – 3633** At least one alcohol/drug program of alcohol/drug education or counseling must be recommended and reflected for every OWI related offense assessment.

**AT LEAST ONE SYMPTOM IS REQUIRED IF FINDING LEVEL IS GREATER THAN IU – 3634** Please check the appropriate symptom number/s to substantiate your finding level.

**AT LEAST ONE PROGRAM IS REQUIRED – 3633** At least one alcohol/drug program must be selected/recommended and reflected for any OWI related offense assessment.

**CASE REQUIRES INTERVENTION BY DMV STAFF** – This is a message given when the case is *too complicated* for the system to update automatically. You must still submit. Updating by ADRU staff is necessary prior to posting of the directive/s – assessment document content. The earliest the case could be updated by ADRU Staff is the day following submittal. It is NO reflection upon the information the assessment agency has provided.

**CONVICTION DATE IS LESS THAN CUSTOMER DATE OF BIRTH – 3634** Please make the necessary correction to the conviction date.

**CONVICTION DATE MUST NOT BE BEFORE 5-1-82 – 3634** Current OWI statutes cover offenses which occurred on or after May 1, 1982. If the offense occurred prior to that date, it is not necessary to submit an assessment and program recommendation. Does the driver have a more recent offense?

**COURT CASE NUMBER CONTAINS INVALID CHARACTERS – 3634** This system will only accept alpha/numeric characters in the court case field. Avoid all symbols and punctuation marks.

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**DRIVER NEEDS NEW ASSESSMENT – 3634/3633** Subject has new OWI offense which requires a new assessment.

**DSPA CANNOT BE FOUND – 3634/3633** This is a “no match” on the driver safety plan entry on the driving record and the OWI offense for which you are filing your assessment document. This can be due to a variety of reasons, (dates of conviction, IC/OWI DS Plan generation, film number associated with offense and DS Plan, citation number for the conviction (if convicted) on assessment paperwork and on the driving record, etc.). Many of these cannot be corrected by the assessment agency. You will need DOT assistance. Please call ADRU.

**DUPLICATE ASSESSMENT DIRECTIVE – 3634/3633/3631** This message is indicating that the information you are attempting to validate/submit is already on file with DOT. Please check the transmittal log, found on the driver safety plan search page, as well as the driving record to confirm if it is necessary to submit your information... or does the information need to be “tweaked” to achieve an acceptable (required, needed) submittal.

**DUPLICATE ASSESSMENT OR CHANGE DIRECTIVE TO AMEND – 3634** It appears we already have the assessment information on file. Are you changing some information from the original assessment? In that case, the release date should be changed (which becomes the date of either the “new” or “amended” assessment) and then appropriately change any other information as needed.

**INVALID ASSESSMENT DIRECTIVE COMBO – 3631** Please review the directives you are about to submit. Are you intending to submit all directives or only one? **REMEMBER:** WASP retains previously submitted data on the assessment forms. For instance, if you previously submitted a “non compliance interview” directive and now the driver has had the new assessment performed, the date of non-compliance with the interview would need to be removed from form **MV 3631**. *By removing the date, you are submitting **ONLY** the new assessment... thus eliminating this error message..*

**INVALID EXTENSION DATE – 3631** Assessment completion timeframe can only be extended four months from the original (or amended DS Plan) one year period (16 months total to complete). If a longer period of time is needed for completion, a new assessment would be required.

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**INVALID REFERRAL CODE – 3634** Referral options are **C - Court**, **D – Department** and **V – Voluntary**. **C** - If a driver has been convicted of their most recent Wisconsin OWI related offense and that conviction is on the driving record, the referral code reason should be “**C**” for court.

**D** - Department (DOT) ordered assessments result from cases such as two OWI arrests (not yet convicted) in 12 months, a new OWI arrest when they have been involved in a treatment program in the last two years, a new arrest with two OWI convictions which occurred within the past two years, an OWI which occurred in another state, etc.

**V** – Voluntary assessments may be performed after an OWI arrest and prior to a conviction.

**INVALID UTC NUMBER – 3634** Uniform Traffic Citations (UTC) have an assigned “algorithm” (alpha/numeric sequence) known by the system. Correct citation number as appropriate. A123456-4 can be used if the UTC algorithm is unknown.

**INVALID UTC NUMBER CHECK DIGIT – 3634** Each Wisconsin UTC (Uniform Traffic Citation) number consists of one alpha character, 6 numeric characters, and one numeric “check digit”. The “check digit” is a predetermined number in combination with the UTC number.

**LICENSE DENIAL DIRECTIVE INVALID WITHOUT LICENSE DENIAL TEXT – 3633** An alcohol/drug related reason for license denial must be stated on the assessment document, MV 3633. Other non-alcohol/drug related concerns for licensing should be shared with the Medical Review Unit by submitting a Driver Condition or Behavior Report, MV 3141. (MV 3141 forms are available on the DOT website.)

**NEW OR AMENDED ASSESSMENT DATE PRIOR TO LATEST ARREST DATE – 3634/3633** Driver needs to have a new assessment dated after his/her latest OWI arrest. *(The document you are attempting to submit predates (does not cover) his/her most recent OWI arrest.)*

**NON-COMPLIANCE WITH ASSESSMENT FEE/TREATMENT FEE IS MORE THAN 2 YEARS FROM THE ORIGINAL OR AMENDED ASSESSMENT DATE – 3631** We are limited to set up NCF (assessment fee)/NCT (treatment fee) cases within 2 years of the driver’s most recent assessment.

**OPEN AFU (AGENCY LICENSE DENIAL) WITHDRAWAL ON SYSTEM AND NO DIRECTIVE 17 (LIFT LICENSE DENIAL) REPORTED. 3631** – If you wish to lift your agency’s “license denial” directive and allow licensure, please indicate on MV 3631.

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**PROGRAM BEING COMPLETED IS NOT ON SYSTEM – 3631** Program/s listed on MV 3631 do not match the program/s listed on the corresponding DS Plan filed with the Wisconsin DOT. Compare previously submitted recommendations with completion recommendations to resolve discrepancies. If not successful, contact ADRU to verify what was submitted previously.

**PROGRAM COMPLETION DATE CANNOT BE GREATER THAN THE CURRENT DATE – 3631**  
Program completion date cannot be a future date. Please adjust/correct.

**PROGRAM COMPLETION DATE CANNOT BE LESS THAN THE ORIGINAL ASSESSMENT DATE -- 3631** A program completion date must be either equal to or greater than the original (offense's) assessment date. *(In other words, if you are giving a driver "credit" for a program completed after the latest offense and prior to the assessment, the completion date on form MV 3631 must match the date of the assessment.)*

**PROGRAM MUST HAVE INDIVIDUAL COMPLETION DATES – 3631** If there is a "field/blank" to be filled for the individual program completion date, a date must be entered on the MV 3631.

**REFERRAL CODE IS REQUIRED – 3634** Referral code (agency/reason for assessment) (C- Court, D-Department (of Transportation), or V-Voluntary) must be selected on MV 3634.

**RELEASE DATE MUST BE LATER THAN PREVIOUSLY SUBMITTED ASSESSMENT - 3634** When submitting an amended assessment, the "release date" on Form MV 3634 must be changed to reflect a date later than the date of a previously submitted assessment. If necessary, please adjust the "Release Expiration Date" as necessary/desired.

**RELEASE DATE REQUIRED – 3634** It is necessary to provide a release date on the bottom of MV-3634. The release date is also used as the new or amended assessment date. *(If you amend an assessment, please remember to change this date to match your amendment).*

**TOTAL NUMBER OF ARRESTS IS REQUIRED – 3634** Total Lifetime OWI arrests must be at least (1) on MV 3634.

**UTC NB OR COURT CASE NB REQUIRED WITH ARREST TERRITORY = WI – 3634** Please provide Wisconsin Uniform Traffic Citation (i.e., A123456-4) or Court Case number on a Wisconsin OWI related offense.