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# Florida Traffic Safety Information System

*Strategic Plan 2012-2016*

*prepared for*

Florida Department of Transportation

*prepared by*

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# 1.0 Introduction

The Florida Traffic Safety Information System (TSIS) Strategic Plan serves as a guiding document for Florida's Traffic Records Coordinating Committee (TRCC). The plan covers a five year period from 2012 through 2016. The purpose of the TSIS Strategic Plan is to provide a blueprint for measuring progress towards advancing the accessibility, accuracy, completeness, timeliness, and uniformity of Florida's traffic records systems and strengthening the TRCC program. It also provides Florida state agencies with a common basis for moving ahead with traffic records systems upgrades, integration, and data analysis required to conduct highway safety analyses in the State. The plan sets forth the specific actions and projects that will be undertaken over the next five years to accomplish these goals.

## 1.1 STRATEGIC PLANNING PROCESS

In 2011, the Florida Department of Transportation (DOT) Safety Office asked the Federal Highway Administration (FHWA) to facilitate a Crash Data Improvement Program (CDIP) Assessment, which was held in Tallahassee from May 3-5, 2011. The FDOT Safety Office also requested that the National Highway Traffic Safety Administration (NHTSA) facilitate a new Traffic Records Assessment (TRA), which was held in Tallahassee from May 23-27, 2011. The recommendations from these two assessments are included in Appendices A and B.

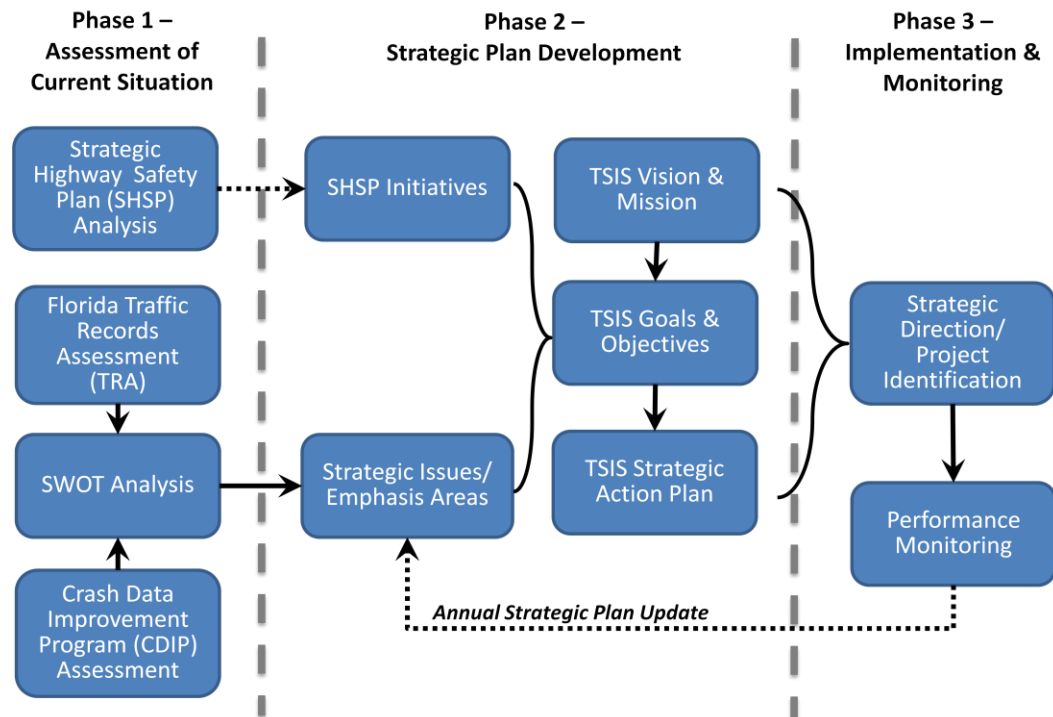
With the assessment results as an impetus, the Department decided to develop a new TSIS Strategic Plan for 2012 through 2016 to provide focus and direction to the high priority recommendations that came out of the assessment process. The strategic planning process spanned a five month period from November 2011 and March 2012. Three strategic planning meetings were held in Tallahassee, Florida in November 2011, December 2011, and January 2012. Additional strategic planning activities were also conducted during the February 7<sup>th</sup> and March 28<sup>th</sup>, 2012 meetings of the TRCC Executive Board. All of the meetings were broadcast via web-conference for interested participants.

Participants in the strategic planning process included the TRCC Executive Board members and other interested representatives from TRCC member agencies. The following agencies were represented during the strategic planning process: the Florida DOT, Department of Highway Safety and Motor Vehicles (DHSMV), Florida Department of Health (DOH), Agency for Health Care Administration (AHCA), Florida Highway Patrol (FHP), Police Chief's Association, Florida Sheriff's Association, TraCS Florida, SpaceCoast TPO, CTS America, Open Portal Solutions, University of Florida (UF), University of North Florida (UNF) Institute of Police Technology and Management, Federal Motor

Carrier Safety Administration (FMCSA), and NHTSA. Participants in the strategic planning process are listed in Appendix C.

The strategic planning process consisted of three phases, as shown in Figure 1.1. The activities that took place during each phase are discussed in more detail below.

**Figure 1.1 Strategic Planning Process**



### Phase 1 – Assessment of Current Situation

Phase 1 involved an assessment of the current situation for Florida’s traffic records information systems. This is largely defined by the traffic records and data collection deficiencies identified in the 2011 Traffic Records Assessment and the CDIP assessment.

Finally, attendees participated in a SWOT analysis to identify strengths (S), weaknesses (W), opportunities (O), and threats (T) of Florida’s traffic records information systems and the Traffic Records Coordinating Committee. The SWOT analysis provided a framework for matching Florida’s strategy to the current situation.

### Phase 2 – Strategic Plan Development

Phase 2 involved the development of the TSIS Strategic Plan, which consists of the vision, mission, goals, objectives, and strategies/action steps for improving



the accessibility, accuracy, completeness, timeliness, and uniformity of Florida's traffic records systems over the next five years.

Strategic planning participants conducted a visioning exercise and agreed the vision and mission should focus on the State's traffic records information systems, and not the TRCC as a group. The vision defines where Florida traffic records information systems will be in five years, while the mission is an overall statement of the desired result of Florida's planning efforts for traffic records systems. The TSIS vision and mission are detailed in Section 3.

The results of the SWOT assessment were used to identify the following goals for the strategic plan: 1) Coordination; 2) Data Quality; 3) Integration; 4) Accessibility, and 5) Utilization.

Participants agreed the data quality objectives should focus on completeness, timeliness, accuracy, and uniformity, and owner agencies for each system determined whether the strategic plan would address each or a select few of the data quality attributes for their systems. Participants agreed objectives for integration should focus on the *ability to link traffic records data* through a common or unique identifier, rather than *achieving data integration* through a data warehouse or similar environment.

Goals, objectives, and strategies/action steps were developed for each of the emphasis areas. The results are detailed in Section 3.

### **Phase 3 – Implementation and Monitoring**

Phase 3 is ongoing and involves identification of potential projects and systems improvement programs designed to move the State's traffic safety information systems in the direction defined by the goals, objectives, and strategies/action steps. Potential projects were identified by the TRCC Executive Board at the May 2012 TRCC Executive Board meeting. Selected projects detail their purpose/description, lead agency, resource requirements, likely timeline/benchmarks, and expected impact on achieving the goals.

For performance monitoring, each owner agency was provided NHTSA's *Model Performance Measure for State Traffic Records Systems* report to serve as a guide for identifying appropriate performance measures in meeting the TSIS Strategic Plan goals and objectives. Owner agencies will monitor progress on their established performance measures and use a worksheet to report progress on each measure. Performance measures are detailed in Section 3. An update on progress in implementing the 2012 - 2016 TSIS Strategic Plan will be prepared on an annual basis in conjunction with Florida's Section 408 grant application process.

## **1.2 STRATEGIC PLAN ORGANIZATION**

The TSIS Strategic Plan is organized as follows:

- Section 1 provided an introduction and overview of the strategic planning process.
- Section 2 describes the operations, governance, and membership of Florida's Traffic Records Coordinating Committee.
- Section 3 presents the TSIS Strategic Plan elements, which include the TSIS vision, mission, goals, objectives, and action steps.
- Section 4 provides a current report on progress achieved in implementing the TSIS Strategic Plan, accomplishments for the current Fiscal Year, and a description of how Florida's Section 408 grant funds will be used to address the goals and objectives of the TSIS Strategic Plan.
- Appendix A provides the 2011 Traffic Records Assessment Executive Summary.
- Appendix B provides the 2011 Crash Data Improvement Program (CDIP) Assessment Recommendations.
- Appendix C lists the participants in the strategic planning process.

## 2.0 Florida Traffic Records Coordinating Committee

Florida's Traffic Records Coordinating Committee (TRCC) is a statewide stakeholder forum created to facilitate the planning, coordinating and implementation of projects to improve the State's traffic records information systems. This section summarizes the mission, purpose, governance, and membership of Florida's TRCC.

### 2.1 TRCC MISSION

Through the coordinated efforts of its member organizations, the Traffic Records Coordinating Committee (TRCC) will provide a forum for the creation, implementation, and management of a traffic safety information system that provides accessible, accurate, complete, consistent, integrated, and timely traffic safety data to the State of Florida. The TRCC Executive Board shall include policy level representatives of the following data systems: Crash Data, Roadway Inventory, Citation/Adjudication, EMS/Injury Control, Driver License/Driver History, and Vehicle Registration.

### 2.2 TRCC PURPOSE

To ensure that accurate, complete, and timely traffic safety data is collected, analyzed, and made available to those agencies and individuals that need the information. Key functions will include, but not be limited to:

1. Maintain authority to review Florida's highway safety data and traffic records systems;
2. Provide a forum for the discussion of highway safety data and traffic records issues and report on any such issues to the agencies and the organizations in the State that create, maintain, and use highway safety data and traffic records;
3. Consider and coordinate the views of organizations in the State that are involved in the administration, collection, and use of the highway safety data and traffic records system;
4. Represent the interests of the agencies and organizations within the traffic records system to outside organizations;
5. Review and evaluate new technologies to keep the highway safety data and traffic records systems up to date.

6. Assist TRCC members applying for public and private funds to support and improve traffic records;
7. Approve Florida's annual Section 408 application submitted by the Florida Department of Transportation (FDOT) to the National Highway Traffic Safety Administration;
8. Approve expenditures of Section 408 funds received by the FDOT; and
9. Review and approve the annual Florida Traffic Safety Information System Strategic Plan.

## **2.3 GOVERNANCE OF THE TRCC**

The TRCC Executive Board will elect the chair and vice chair of the TRCC from among its membership. The vice chair will serve as chair in his/her absence. The TRCC Executive Board meets, as needed, to discuss issues affecting Florida's Traffic Safety Information System. The Executive Board normally meets at least once each quarter to conduct TRCC business. The TRCC Charter dictates that the TRCC Executive Board will meet at least once annually. A majority vote of the members present at a meeting of the Executive Board will be sufficient to conduct TRCC business. At least four members of the Executive Board must be present to conduct business.

## **2.4 MEMBERSHIP ON THE TRCC**

The TRCC consists of an Executive Board and Technical Committees.

### **TRCC Executive Board**

The membership of the TRCC Executive Board includes representatives from agencies either responsible for managing at least one of the six information systems of the Traffic Safety Information System or with a vital interest in one or more of those systems. These agencies include the Department of Transportation, Department of Health, Department of Highway Safety and Motor Vehicles, Agency for Health Care Administration, the State Court System, Florida Highway Patrol, and the Office of Motor Carrier Compliance. Members of the Executive Board are appointed by the heads of their respective agencies. The FDOT Safety Office provides staff support for the TRCC Executive Board. The Executive Board can vote to extend membership on the Executive Board to other Florida entities, public or private, that are part of the traffic safety information system. Representatives from all Florida entities which are part of the traffic safety information system can participate on the TRCC, but only Executive Board members can vote on TRCC business. Executive Board members who are unable to attend a meeting may provide their written proxy for voting purposes.

Table 3.1 lists current TRCC Executive Board Members (as of May 2012).

**Table 2.1 Florida TRCC Executive Board Members**

<b>Name</b>	<b>Agency</b>	<b>Traffic Records System Represented</b>
John Bixler (Chair)	Florida Department of Health	EMS System
Cheryl Stewart (Vice Chair)	Police Chief's Association	N/A
Patrick Kennedy	Florida Agency for Health Care Administration	Injury Surveillance System
Dana Reiding	Florida Department of Highway Safety and Motor Vehicles	Crash Data System Driver Licensing System Vehicle Registration System Citation/Adjudication System
Lora Hollingsworth	Florida Department of Transportation	Roadway System
Chief Grady Carrick	Florida Highway Patrol/Motor Carrier Compliance	N/A
Danielle King	Florida Department of Transportation	TRCC Coordinator

### TRCC Technical Committees

The Executive Board can create technical committees to perform work for the board. Membership on these committees can include representatives from any Florida entity that contributes to or makes use of the traffic safety information system. The chair of the Executive Board will appoint committee chairs. Technical committees can meet as often as needed to perform the work assigned by the Executive Board, and committee chairs shall report committee activities and accomplishments to the Executive Board at least quarterly.

Currently, there is one technical committee. The Traffic Safety Data Technical Committee (formerly called the State Data Warehouse Advisory Committee) was formed in 2010 as an ad-hoc committee charged with creating a resource for statewide traffic records metadata and contact information. Table 3.2 lists the members of the Traffic Safety Data Technical Committee. This committee completed their work in April 2011, and information on their accomplishments can be found at: [http://www2.dot.state.fl.us/trafficsafetywebportal/post/Post\\_222\\_florida%20Traffic%20Safety%20Template%204\\_12\\_11.pdf](http://www2.dot.state.fl.us/trafficsafetywebportal/post/Post_222_florida%20Traffic%20Safety%20Template%204_12_11.pdf). Additional technical committees will be created in the future as needed.

**Table 2.2 Traffic Safety Data Technical Committee**

<b>Name</b>	<b>Agency</b>
Teri Crews (Co-Chair)	Florida Department of Highway Safety and Motor Vehicles
Joseph Santos (Co-Chair)	Florida Department of Transportation
Patrick Kennedy	Florida Agency for Health Care Administration
Bonnie Scott-Walls	Florida Department of Highway Safety and Motor Vehicles
Palmer Brand	Florida Department of Highway Safety and Motor Vehicles
Glenn Adams	Florida Department of Highway Safety and Motor Vehicles
Kyla Shelton	Florida Department of Health
Carma Harvey	Florida Department of Health
Stephanie Daugherty	Florida Department of Health
Brenda Clotfelter	Florida Department of Health
Larry Workman	Florida Department of Transportation
Morgan Bunch	Florida Department of Transportation
Roger Norris	Office of Motor Carrier Compliance
Dr. Mark Schmalz	University of Florida
Danielle King	Florida Department of Transportation

## 3.0 Traffic Records Strategic Plan Elements

### 3.1 TSIS VISION AND MISSION

The following vision and mission statements were developed for Florida's Traffic Records Information System:

*Vision: Users have access to quality traffic records data when, where and in the form needed.*

*Mission: Maximize the efficiency and effectiveness of traffic records data resources, collection, analysis and reporting.*

### 3.2 TSIS GOALS, OBJECTIVES, AND STRATEGIC ACTION PLAN

The following goals were identified for Florida's traffic safety information system based on assessment recommendations (TRA, CDIP, etc.) and stakeholder input during the strategic planning process:

- **Goal 1: Coordination.** Provide ongoing coordination in support of multi-agency initiatives and projects which improve traffic records information systems.
- **Goal 2: Data Quality.** Develop and maintain complete, accurate, uniform, and timely traffic records data.
- **Goal 3: Integration.** Provide the ability to link traffic records data.
- **Goal 4: Accessibility.** Facilitate access to traffic records data.
- **Goal 5: Utilization.** Promote the use of traffic records data.

Table 3.1 summarizes specific objectives, strategies, and action steps associated with these goals in order to advance traffic records systems in Florida over the next five years.

**Table 3.1 Action Plan for the 2012-2016 Florida Traffic Records Strategic Plan**

**GOAL 1: COORDINATION**

**Provide ongoing coordination in support of multi-agency initiatives and projects which improve traffic records information systems.**

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>1.1 The TRCC Executive Board will meet four times per year with 70 percent participation from representative agencies.</p>	<ul style="list-style-type: none"> <li>• Schedule full Executive Board meetings no fewer than four times each calendar year.                             <ul style="list-style-type: none"> <li>– Examine current TRCC Charter to determine membership qualifications and expectations</li> <li>– Establish and implement pre-meeting procedures to ensure 70 percent membership participation in each full Executive Board meeting</li> <li>– Develop procedure for designating alternates for Executive Board members</li> <li>– Identify data managers for agencies with systems to participate in the TRCC</li> <li>– Report on percent of member participation in the minutes for each Executive Board meeting</li> </ul> </li> </ul>	<p>Number of regular TRCC meetings each year with 70 percent participation</p>	<p>Quarterly</p>	<p>TRCC Chairperson</p>



Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>1.2 Establish roles and responsibilities for the TRCC Executive Board and working groups by June 1, 2012.</p>	<ul style="list-style-type: none"> <li>• Ensure TRCC membership includes agencies and organizations representing key data collectors, managers and users or members are positioned to share traffic data information with pertinent organizations.                             <ul style="list-style-type: none"> <li>– Review current TRCC membership to identify missing data systems or agencies with data interests not currently represented                                     <ul style="list-style-type: none"> <li>» Add local EMS representation</li> </ul> </li> <li>– Identify similar working groups (e.g., Safe Mobility for Life/ Aging Road Users Coalition) with strategic plans which include a data component and ensure the TRCC includes representatives from those groups, or that a TRCC member shares traffic data information between the two groups</li> <li>– Promote and market TRCC work through information sharing                                     <ul style="list-style-type: none"> <li>» Establish a master calendar of potential participation opportunities</li> <li>» Coordinate and communicate data needs among data collectors, managers and users</li> <li>» Report on outreach efforts to other groups</li> </ul> </li> <li>– Promote linkage with the Strategic Highway Safety Plan</li> </ul> </li> <li>• Establish roles and responsibilities for TRCC Executive Board.                             <ul style="list-style-type: none"> <li>– Identify present Executive Board roles and responsibilities</li> <li>– Discuss and develop Executive Board roles and responsibilities with input from all members</li> </ul> </li> </ul>	<p>Gaps in representation identified</p> <p>Additional members invited</p> <p>Similar working groups with traffic data goals or projects identified.</p> <p>Mechanism to share traffic data information established among similar working groups</p> <p>Master calendar established</p> <p>Outreach efforts conducted and reported</p> <p>Executive Board roles and responsibilities established</p>	<p>Established deadline</p> <p>Established deadline</p>	<p>TRCC Chairperson</p> <p>TRCC Chairperson</p>

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
1.2 Establish roles and responsibilities for the TRCC Executive Board and working groups by June 1, 2012 (cont.)	<ul style="list-style-type: none"> <li>• Establish roles and responsibilities for Executive Board assigned working groups.                             <ul style="list-style-type: none"> <li>– Identify past/present working group roles and responsibilities</li> <li>– Develop working group roles and responsibilities with input from all members</li> </ul> </li> <li>• Establish at least one data working group under the Executive Board.</li> <li>• Establish reporting responsibilities for TRCC working group Chairpersons.</li> <li>• Establish reporting mechanism/protocols for working group Chairpersons.                             <ul style="list-style-type: none"> <li>– Working group Chairpersons follow established protocols and report to the Executive Board</li> </ul> </li> <li>• Executive Board monitors the progress of working group activities.</li> </ul>	<p>Working group roles and responsibilities established</p> <p>Data working group established</p> <p>Reporting responsibilities established</p> <p>Reporting protocols established</p> <p>Number of reports/briefings provided in compliance with protocol</p>	<p>Established deadline</p> <p>Established deadline</p>	<p>TRCC Chairperson/ Working Group Chairperson</p> <p>TRCC Chairperson/ Working Group Chairperson</p>
1.3 Develop a 5-year Traffic Records Information System (TRIS) Strategic Plan by June 4, 2012.	<ul style="list-style-type: none"> <li>• Develop a Traffic Records Information System (TRIS) Strategic Plan.                             <ul style="list-style-type: none"> <li>– Ensure all TRCC members participate in the development of the TRIS Strategic Plan and selection and prioritization of the projects in the Plan</li> <li>– Address other needs identified by canvassing collectors, managers, and users of each traffic records system component</li> <li>– Develop TRIS Action Plan</li> <li>– Identify performance measures for the TRIS Action Plan</li> <li>– Identify performance measures for each system and project based on guidelines in NHTSA's Model Performance Measures for State Traffic Records Systems</li> </ul> </li> </ul>	<p>5-year TRIS Strategic Plan developed</p> <p>TRIS Action Plan developed</p> <p>TRIS Action Plan performance measures identified</p>	<p>Established deadline</p>	<p>Executive Board</p>

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>1.4 Track progress quarterly of TRIS Strategic Plan implementation through December 31, 2017.</p>	<ul style="list-style-type: none"> <li>● Implement the Traffic Records Information System Strategic Plan.                             <ul style="list-style-type: none"> <li>– Establish reporting mechanism and protocols to track progress quarterly of the performance measures for each system and project in the TRIS Strategic Plan</li> <li>– Track progress of performance measures for each system and project in the TRIS Strategic Plan</li> <li>– Implement electronic reporting of progress by Project Directors utilizing TRIPRS</li> </ul> </li> <li>● Report progress on meeting performance measure goals to the TRCC quarterly.</li> </ul>	<p>Reporting mechanism established</p> <p>Protocols established</p> <p>Project activity reported in TRIPRS</p> <p>Progress reports submitted to TRCC Executive Board quarterly</p>	<p>Established deadline</p> <p>Quarterly</p> <p>Quarterly</p>	<p>Executive Board / Project Directors</p> <p>Project Directors</p> <p>Executive Board / Project Directors</p>
<p>1.5 Ensure the Section 408 grant application is approved and submitted to FFDOT by June 1st annually.</p>	<ul style="list-style-type: none"> <li>● Report on progress in achieving TRIS Strategic Plan goals and objectives at each TRCC Executive Board Meeting.                             <ul style="list-style-type: none"> <li>– Include items on each TRCC meeting agenda regarding progress reports on each system and project</li> <li>– Include items in each TRCC meeting agenda regarding status of quality measures for each system and project</li> </ul> </li> <li>● Enter project updates into TRIPRS on a quarterly basis.</li> <li>● Submit interim progress reports to NHTSA prior to annual submission deadline.</li> <li>● Submit a TRCC approved Section 408 Application to FDOT by June 1<sup>st</sup> annually.</li> </ul>	<p>Progress reports provided</p> <p>TRIPRS report</p> <p>Interim Progress Report</p> <p>408 grant application submitted by June 1st</p>	<p>Each Meeting</p> <p>Quarterly</p> <p>Established deadline</p> <p>June 1<sup>st</sup></p>	<p>Executive Board / Project Directors</p> <p>Project Directors</p> <p>Executive Board</p> <p>Executive Board</p>

**GOAL 2: DATA QUALITY**

**Develop and maintain complete, accurate, uniform, and timely traffic records data.**

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>2.1 Develop quality control standards for State traffic records systems, including data quality performance measures and procedures, by <u>April 1, 2012.</u></p>	<ul style="list-style-type: none"> <li>• Identify which State traffic records systems need completion control standards and develop the standards for the identified system(s).                             <ul style="list-style-type: none"> <li>– Review current data completeness performance measures and identify gaps in performance measures</li> <li>– Review current data completeness quality procedures</li> </ul> </li> <li>• Deliver quality improvement training for TRCC members based on needs assessment.</li> </ul>	<p>Completion control standards completed</p> <p>Training sessions offered</p>	<p>Completed March 28, 2012</p> <p>Annually</p>	<p>Executive Board</p> <p>Executive Board</p>
<p>2.2 Identify performance measures and ensure data system owners meet required data performance measures by <u>June 30, 2012.</u></p>	<ul style="list-style-type: none"> <li>• Identify data quality measures for each data system.</li> <li>• Ensure performance measures are included in 408 grant application solicitations.</li> <li>• Ensure each data system owner has performance measures to report on at quarterly TRCC meetings.</li> </ul>	<p>Data quality measures established for each data system</p> <p>Performance measures included in 408 grant application solicitation</p> <p>Performance measures included in strategic plan submitted with 408 grant application to NHTSA</p>	<p>March 19, 2012</p> <p>Annually</p> <p>Annual 408 submission deadline</p>	<p>Executive Board</p> <p>Executive Board</p> <p>Executive Board / Project Directors</p>

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>2.3 Improve completeness of traffic records systems by December 31, 2017.</p>	<ul style="list-style-type: none"> <li>• Improve the completeness of the <b>Crash Data System</b> by expanding collection of crash reports to include collection of Short Form Reports.                             <ul style="list-style-type: none"> <li>– Establish and maintain complete data collection of local crash reports, both long form and short form reports for ALL participating law enforcement agencies (LEAs)                                     <ul style="list-style-type: none"> <li>» Notify LEAs that short form crash reports (paper and electronic) will be accepted</li> <li>» Change statute to mandate submission of Short Form Crash Reports</li> <li>» Inform agencies of revenue sharing opportunities for crash report sales to encourage submission of all traffic Crash Reports</li> </ul> </li> <li>– Establish and maintain a viable communication plan with vendors, agencies and other stakeholders                                     <ul style="list-style-type: none"> <li>» Establish a process for formalizing feedback to LEAs</li> <li>» Establish and maintain current contact information on key players (vendors, agencies, OPS, DHSMV)</li> <li>» Increase lines of communications and availability with vendors and agencies</li> <li>» Develop and maintain an online crash manual that is relevant with current practices, policies, and procedures</li> </ul> </li> </ul> </li> </ul>	<p>Percent of crash records with no missing critical data elements</p> <p>Process formalized</p> <p>Contact Information updated</p> <p>Communication procedures established</p> <p>Online crash manual developed</p> <p>Manual reviewed for updates</p>	<p>July 1, 2012 (Short Form Reports)</p> <p>July 1, 2012</p> <p>Annually</p> <p>June 30, 2013</p> <p>June 30, 2013 (Complete)</p> <p>Annually</p>	<p>DHSMV</p>

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>2.3 Improve completeness of traffic records systems by December 31, 2017. (cont.)</p>	<ul style="list-style-type: none"> <li>• Improve completeness of the <b>Roadway Data System</b> by reaching out to local governments and community safety organization for cooperation on roadway data-gathering for roads under local jurisdiction not covered by the Department’s Roadway Characteristics Inventory.                             <ul style="list-style-type: none"> <li>– Publicize the Department’s local roads map and encourage use of the map by local governments in their own applications and data interfaces                                     <ul style="list-style-type: none"> <li>» Develop software tools for internal use to create links between local roadway/map data and the FDOT’s NavTeq dataset</li> </ul> </li> <li>– Work with local governments to establish relationships for sharing of roadway data                                     <ul style="list-style-type: none"> <li>» Meet with at least 5 new local governments, MPOs or other transportation planning agencies each quarter for the purpose of identifying and including authoritative sources of local roadway information in local roads map</li> </ul> </li> <li>– Include locally-sourced roadway characteristics data in FDOT map dataset whenever possible.</li> </ul> </li> </ul>	<p>Percent of total local roadway segments that include location coordinates</p> <p>Number of local relationships established</p> <p>Number of authoritative sources of local roadway information</p>	<p>Annually</p> <p>Quarterly</p> <p>Annually</p>	<p>FDOT</p>
<p>2.3 Improve completeness of traffic records systems by December 31, 2017. (cont.)</p>	<ul style="list-style-type: none"> <li>• Improve completeness of the <b>Citation/Adjudication System</b> by monitoring data elements and identifying those elements which are ‘critical’ and increase the completeness of these fields by 2.5 percent.                             <ul style="list-style-type: none"> <li>– Review and evaluate existing data; identify critical elements by data mining to compare completeness of data                                     <ul style="list-style-type: none"> <li>» Review, evaluate and establish baseline of current data for data fields classified as ‘critical’</li> <li>» Compare DUI conviction data from the court’s OBTS to Driver Record Conviction data to identify incomplete records.</li> <li>» Decrease the number of errors in the convictions by 2.5 percent</li> </ul> </li> </ul> </li> </ul>	<p>Percent of citation records with no missing critical data elements (target – 2.5% increase per year).</p>	<p>Annually</p>	<p>DHSMV</p>

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
	<ul style="list-style-type: none"> <li>• Improve completeness of the <b>EMS System</b> by continuing to work to increase the number of agencies submitting to the state repository.                             <ul style="list-style-type: none"> <li>– Assist agencies with mapping issues, software, etc.</li> <li>– Work on identifying high-volume agencies on their aggregate system and transition agencies to EMSTARS</li> </ul> </li> </ul>	Percent of EMS agencies contributing to the statewide database  Percent of EMS records with no missing critical data elements	Quarterly  Quarterly	DOH
2.3 Improve completeness of traffic records systems by December 31, 2017. (cont.)	<ul style="list-style-type: none"> <li>• Improve completeness of the <b>Trauma System</b> by improving automated collection of trauma registry data through second generation system statewide.                             <ul style="list-style-type: none"> <li>– Adopt the National Data Dictionary in conjunction with publishing Florida only elements in the new data dictionary and proceed with rule development to improve consistency in reporting</li> <li>– Implement the Next Generation Trauma Registry System for automation of collection of data as well as immediate reporting of issues with the data</li> <li>– Quarterly reporting of compliance to Trauma Centers</li> </ul> </li> </ul>	Adoption of the National Data Dictionary complete  Implementation of the Next Generation Trauma Registry System complete  Percent of Trauma centers reporting complete and timely data	Complete by December 2012  Complete by January 1, 2013  Quarterly	DOH

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>2.4 Improve accuracy of traffic records systems by December 31, 2017.</p>	<ul style="list-style-type: none"> <li>• Improve accuracy of the <b>Crash Data System</b> by reducing errors by 20 percent in the next five years.                             <ul style="list-style-type: none"> <li>– Analyze data to find contradictions in data submissions                                     <ul style="list-style-type: none"> <li>» Increase number of E-Crash submissions (Long and Short forms)</li> <li>» Establish baseline for data integrity</li> <li>» Increase the number of cross field logic edits. (I.e. test the logical consistency between lighting condition and time of day)</li> <li>» Continue to pursue improving the efficiency of the location coding process, including use of up-to-date maps and utilities</li> <li>» Obtain data on scheduled intervals for evaluation</li> <li>» Disseminate to appropriate entities for corrections</li> <li>» Analyze and take appropriate steps (further review/studies, training, additional system edits, etc.) to reduce error rates by 4 percent each year</li> <li>» Establish and maintain current contact and contact information on key players (vendors, agencies, OPS, DHSMV)</li> <li>» Coordinate among the various providers of safety data and analytic resources to ensure that the discrepancies that exist among these resources are either resolved or adequately documented</li> <li>» Develop and implement more descriptive/user friendly error messages</li> <li>» Develop and maintain an online crash manual that is relevant with current practices, policies and procedures</li> </ul> </li> </ul> </li> </ul>	<p>Percent increase per year in electronic crash data reporting</p> <p>Reduction in errors in crash record's critical data elements (target – 4% improvement per year)</p> <p>Percent of crashes locatable using roadway location coding method</p> <p>Online crash manual developed and maintained</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p>	<p>DHSMV</p>



Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
2.4 Improve accuracy of traffic records systems by December 31, 2017. (cont.)	<ul style="list-style-type: none"> <li>- Reduce the occurrence of illegitimate null values from mailed in reports.                             <ul style="list-style-type: none"> <li>» Monitor required values that are null and return crash reports to agencies to improve error rates.</li> <li>» Review, evaluate and establish baseline of current data</li> <li>» Check for missing fields</li> <li>» Review excessive use of “unknown” and/or “other”, decreasing the use of these options by 2 percent annually</li> <li>» Incorporate additional system out-checks to ensure competing relevant fields are populated</li> </ul> </li> </ul>	Reduce number of crash reports returned to Agency.  Percentage of unknowns or blanks in critical data elements for which unknown is not an acceptable value (target - 2% decrease per year)	Annually  Annually	DHSMV
	<ul style="list-style-type: none"> <li>• Improve accuracy of the <b>Roadway Data System</b> by constant review and improvement in the QA/QC processes for the roadway dataset.                             <ul style="list-style-type: none"> <li>- Expand coverage of data quality checks to include maps                                     <ul style="list-style-type: none"> <li>» Annually review dataset edits for ramps and find ways to improve the monitoring of ramp data and date error-correction</li> </ul> </li> <li>- Increase frequency of traffic volume data collection on all federally-eligible roadways which will improve the accuracy and timeliness of the crash rate analyses on local roadways                                     <ul style="list-style-type: none"> <li>» Increase frequency of traffic volume data collection on all federally-eligible roadways (beyond the state-maintained roadways) to every 3 years or every 6 years as recommended by FHWA</li> </ul> </li> </ul> </li> </ul>	Percent of all roadway records with no errors in critical data elements  Percent of traffic data based on counts no more than 3 years old	Annually  Annually	FDOT

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
2.4 Improve accuracy of traffic records systems by December 31, 2017. (cont.)	<ul style="list-style-type: none"> <li>• Improve accuracy of the <b>Driver Records System</b> by identifying and reviewing the use of inconsistent codes, comparing internal data with an independent standard and reducing the frequency of duplicate record entries.                             <ul style="list-style-type: none"> <li>– Review, evaluate, and analyze driver data to find errors, duplicates and missing data entry elements                                     <ul style="list-style-type: none"> <li>» Establish baseline number of duplicate records</li> <li>» Track the number of duplicate record entries and reduce those entries by 6 percent in five years</li> <li>» Improve integrity of data by identifying and implementing a means to electronically receive and post conviction codes for all serious and/or major offenses used by AAMVA/FMCSA so that driver record is accurate and consistent when transferred to other jurisdictions</li> <li>» Continue to participate in workshops with AAMVA to achieve data accuracy</li> </ul> </li> </ul> </li> </ul>	Percent reduction in duplicate record entries (target – 6% per year)  Percentage of driver records that have no errors in critical data elements  Number of AAMVA workshops attended	Annually          Annually          Annually	DHSMV
	<ul style="list-style-type: none"> <li>• Improve accuracy of the <b>Vehicle Data System</b> by expanding use of Vehicle Identification Number (VIN) decoding through the Florida Real-Time Vehicle Information System (FRVIS) application and its remaining subsystems.                             <ul style="list-style-type: none"> <li>– Request programming plan to implement VIN decoding throughout remaining motor vehicle applications</li> <li>– Route plan through the agency’s governance process</li> </ul> </li> </ul>	Percent of vehicle records with no errors in critical data elements  Percent of VINs successfully validated with VIN checking software	Annually   Annually	DHSMV

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
2.4 Improve accuracy of traffic records systems by December 31, 2017. (cont.)	<ul style="list-style-type: none"> <li>• Improve accuracy of the <b>Citation/Adjudication System</b> by developing and implementing approval processes for e-citation vendors and monitoring the submission of citations with missing data elements.                             <ul style="list-style-type: none"> <li>– Through required vendor structure testing and implementation of state-wide data standards, analyze citation data to find errors, inconsistencies, and missing elements in data submissions                                     <ul style="list-style-type: none"> <li>» Establish baseline for data elements to be categorized as ‘critical’</li> <li>» Review existing data standards and make necessary modifications</li> <li>» Track the number of duplicates submitted and reduce duplicate submissions by 5 percent through the use of the Citation Inventory System</li> <li>» Work with Clerks of Court to reduce TCATs submission errors</li> <li>» Monitor the accuracy of selected Disposition/Adjudication data elements (ex: DOB, DL number)</li> </ul> </li> </ul> </li> </ul>	Baseline established Review conducted Percent reduction in duplicate record entries Percent of TCATS records with no errors in critical data elements Percent of charge disposition records with no errors in critical data elements	April 1, 2012 December 31, 2013 Annually Annually Annually	DHSMV
	<ul style="list-style-type: none"> <li>• Improve accuracy of the <b>EMS System</b> by continuing to utilize a Q/A validation process to identify errors in data submitted.                             <ul style="list-style-type: none"> <li>– Classify data elements that are considered critical (e.g., SSN and primary impression)</li> <li>– Look at other data sources to identify additional critical elements</li> <li>– Monitor measurements for error in critical data elements on a quarterly basis</li> </ul> </li> </ul>	Percent of EMS records with no errors in critical data elements	Quarterly	DOH

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>2.5 Improve uniformity of traffic records systems by December 31, 2017.</p>	<ul style="list-style-type: none"> <li>• Improve uniformity of the <b>Crash Data System</b> by continuing to comply with MMUCC Standard and Compliance.                             <ul style="list-style-type: none"> <li>– Continue review of DHSMV processes and MMUCC Standards to ensure consistency and uniformity                                     <ul style="list-style-type: none"> <li>» Review crash report data elements annually and maintain compliance with Federal MMUCC requirement for 408 grant applications.</li> <li>» Ensure compliance with DHSMV schema and rejection rate</li> <li>» Develop and maintain an online crash manual that is relevant with current practices, policies and procedures</li> <li>» Develop training (SaDIP) to ensure CMV crash data users are aware of system edits and requirements</li> </ul> </li> </ul> </li> </ul>	<p>Maintain Federal MMUCC compliance percentage.</p> <p>Online crash manual developed</p> <p>Manual maintained</p> <p>SaDIP training materials developed</p>	<p>Annually</p> <p>June 1<sup>st</sup> Completed</p> <p>Annually</p>	<p>DHSMV</p>
	<ul style="list-style-type: none"> <li>• Improve uniformity of the <b>Roadway Data System</b> by working with internal FDOT offices toward integration of roadway data with a Department-wide map that meets the needs of multiple offices.                             <ul style="list-style-type: none"> <li>» Encourage the use of the Department-licensed NavTeq map for internal objectives that require representation of local roadways, datasets outside of the RCI, and/or representation of divided/undivided roads and linkages not available in the single-line RCI map</li> <li>» Develop a map dataset that links the NavTeq lines with the Department's RCI data</li> <li>» Work within the Department to assist other offices in getting their target datasets aligned with the NavTeq base</li> <li>» Work with NavTeq to encourage them to update their roadway features with FDOT-provided data</li> </ul> </li> </ul>	<p>Map dataset created and maintained</p> <p>Percent of MIRE-compliant data elements in the Roadway Data System</p>	<p>Annually</p> <p>Annually</p>	<p>FDOT</p>

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
2.5 Improve uniformity of traffic records systems by December 31, 2017. (cont.)	<ul style="list-style-type: none"> <li>• Improve uniformity of <b>Driver Records System</b> by focusing on driver record data fields not electronically provided via TCATS.                             <ul style="list-style-type: none"> <li>– Review TCATS data collection and submission process and target specific data elements for improvement</li> <li>– Compare targeted fields with data record requirements                                     <ul style="list-style-type: none"> <li>» Monitor the collection of select data elements to establish a baseline for the Department’s collection of traffic data</li> <li>» Identify data elements which are not consistently collected or updated to the driver record by the state.</li> <li>» Continuously review data collection requirements and make enhancements to ensure a 3 percent increase in DHSMV compliance with ICD Version 6.0</li> </ul> </li> </ul> </li> </ul>	Percent of ICD Version 6.0 compliant data elements (target – 3% increase per year)	Annually	DHSMV

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>2.5 Improve uniformity of traffic records systems by December 31, 2017. (cont.)</p>	<ul style="list-style-type: none"> <li>• Improve uniformity of the <b>Vehicle Data System</b> by completing a data reconciliation/synchronization project with the American Association of Motor Vehicle Administrators (AAMVA) and the National Motor Vehicle Title Information System (NMTIS) to ensure a uniform data exchange between the two entities.                             <ul style="list-style-type: none"> <li>– Conduct a comparison and correction (data synchronization) to ensure the data Florida provides is accurate, reliable, and complies with NMTIS uniform titling standards that will aid in preventing the processing of stolen vehicles in other states.                                     <ul style="list-style-type: none"> <li>» Engage in a project with the American Association of Motor Vehicle Administrators (AAMVA) to synchronize our data with NMTIS</li> <li>» Initiate one to one file comparison to determine the root cause of any data discrepancies and correct the data</li> <li>» Ensure an analysis/comparison of Florida's active and cancelled title records</li> </ul> </li> </ul> </li> </ul>	<p>The percentage of NMTIS standards-compliant data elements in the Vehicle Data System</p>	<p>Annually</p>	<p>DHSMV</p>

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
2.5 Improve uniformity of traffic records systems by December 31, 2017. (cont.)	<ul style="list-style-type: none"> <li>• Improve uniformity of the <b>Citation/Adjudication System</b> by focusing on citation data fields that are required to be electronically provided via TCATS.                             <ul style="list-style-type: none"> <li>– Review citation data collection processes and compare data collected by DHSMV to standards set by the TCATS ICD Version 6.0                                     <ul style="list-style-type: none"> <li>» Monitor the collection of select data elements to establish the effectiveness of Department mandated state-wide data standards</li> <li>» Continuously review data collection requirements in Appendix C and make enhancements to ensure a 4 percent increase in DHSMV data uniformity</li> <li>» Communicate and train on Appendix C and ICD changes to law enforcement and Clerks of Court</li> </ul> </li> </ul> </li> </ul>	Percent of ICD Version 6.0 compliant data elements t (target – 4% increase per year)  Number of training classes held	Annually  Annually	DHSMV
	<ul style="list-style-type: none"> <li>• Improve uniformity of the <b>EMS System</b> by working on compliance with NEMSIS 3.0.                             <ul style="list-style-type: none"> <li>– Develop an implementation plan for Florida to assist agencies in transitioning to NEMSIS 3.0</li> <li>– Identify linkage data elements across all systems</li> </ul> </li> </ul>	NEMSIS 3.0 Implementation Plan developed  Percent of EMS run reports in state database that are NEMSIS compliant.	Implemented by December 31, 2015  Annually	DOH

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>2.6 Improve timeliness of traffic records systems by December 31, 2017.</p>	<ul style="list-style-type: none"> <li>● Improve timeliness of the <b>Crash Data System</b> by reaching 100 percent electronic submission over the next 5 years.                             <ul style="list-style-type: none"> <li>– Increase electronic submissions with outsourcing to contracted vendor                                     <ul style="list-style-type: none"> <li>» Develop outreach program and provide training with LEAs to increase their interest in electronic submissions</li> <li>» Explore grant funding or donations for LEAs to obtain hardware for electronic submission</li> <li>» Increase frequency of data exchange of DHSMV/contracted vendors</li> <li>» Develop formalized FTP method or other methods that can be automated to run nightly</li> </ul> </li> <li>– Decrease time from crash date to date of crash submission by scan and data entry process by 5 percent annually</li> <li>– Enhance report tracking</li> <li>– Decrease the time the crash participant has to wait to receive a copy of the crash report</li> </ul> </li> </ul>	<p>Percent of crash reports submitted electronically (baseline is 60 percent; target – 10% increase yearly)</p> <p>Number of training classes with LEAs conducted</p> <p>Average number of days from the crash date to the date the crash report is entered into the statewide database (target – 5% decrease yearly)</p> <p>Percentage of crash records aged more than 10 days</p> <p>Average number of days from the crash date to the date the crash report is made available to the crash participant.</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p>	<p>DHSMV</p>
	<ul style="list-style-type: none"> <li>● Improve timeliness of the <b>Roadway Data System</b> by increasing the frequency of data collection, where possible.                             <ul style="list-style-type: none"> <li>– Increase frequency of traffic volume data collection on all federally-eligible roadways                                     <ul style="list-style-type: none"> <li>» Increase frequency of traffic volume data collection on all federally-eligible roadways (beyond state-maintained roadways) to every 3 years or every 6 years as recommended by FHWA</li> </ul> </li> </ul> </li> </ul>	<p>Percent of traffic data based on counts no more than 3 years old</p>	<p>Annually</p>	<p>FDOT</p>



Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>2.6 Improve timeliness of traffic records systems by December 31, 2017. (cont.)</p>	<ul style="list-style-type: none"> <li>● Improve timeliness of the <b>Driver Records System</b> by measuring both the internal and external average of the length of time between the occurrence of adverse action by a driver and the time it takes for that information to appear in the Department's database.                             <ul style="list-style-type: none"> <li>– Reduce the average time required for disposition information to be added to the driver record                                     <ul style="list-style-type: none"> <li>» Establish a baseline for the length of time it takes an adverse action by a driver to be entered into the Department's database (external measure)</li> <li>» Establish a baseline for the length of time it takes for disposition information to be added to the driver record (internal measure)</li> </ul> </li> </ul> </li> </ul>	<p>Average number of days from the date of a driver's adverse action to the date the adverse action is entered into the database (target – 2% reduction per year)</p> <p>Average number of days from the date of citation disposition notification by the driver repository to the date the disposition report is entered into the database</p>	<p>Annually</p> <p>Annually</p>	<p>DHSMV</p>
	<ul style="list-style-type: none"> <li>● Improve timeliness of the <b>Citation/Adjudication System</b> by reducing the time between citation issuance and disposition.                             <ul style="list-style-type: none"> <li>– Increase the number of Law Enforcement Agencies submitting citations electronically                                     <ul style="list-style-type: none"> <li>» Identify counties/agencies with longer average processing times between the issuance of a citation and the disposition; work with these counties/agencies to reduce average processing time</li> <li>» Explore opportunities for agencies to obtain hardware for electronic processing of citations through grants or donations</li> </ul> </li> <li>– Increase education efforts on the benefits of electronic data submission                                     <ul style="list-style-type: none"> <li>» Continue outreach program with Law Enforcement Agencies to increase their interest in and awareness of e-citation programs</li> </ul> </li> </ul> </li> </ul>	<p>Percent of LEAs submitting electronically</p> <p>Average number of days between citation issuance and disposition</p> <p>Number of LEAs educated on e-citation programs</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p>	<p>DHSMV</p>

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
2.6 Improve timeliness of traffic records systems by December 31, 2017. (cont.)	<ul style="list-style-type: none"> <li>• Improve timeliness of the <b>EMS System</b> by continuing to monitor timeliness of submission indicators.                             <ul style="list-style-type: none"> <li>– Continue to define timeliness measures and monitor quarterly</li> </ul> </li> </ul>	Percent of EMS run reports sent within 10 days of incident  Percent of EMS run reports sent within 30 days of an incident	Quarterly  Quarterly	DOH

**GOAL 3: INTEGRATION**

**Provide the ability to link traffic records data.**

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>3.1 Understand the needs of end users that require linked data by September 30, 2013.</p>	<ul style="list-style-type: none"> <li>• Coordinate with partners and experienced states to gather lessons learned.</li> <li>• Establish a baseline for fields most used to fill data requests                             <ul style="list-style-type: none"> <li>– Each data system owner identifies data fields commonly used to fill data requests and most common data linkages requested                                     <ul style="list-style-type: none"> <li>» Provide name and definition of each data field</li> <li>» Identify most common requests for data linkage (whether the linkage exists or not)</li> </ul> </li> <li>– Compile comparison chart of:                                     <ul style="list-style-type: none"> <li>» like/similar data field names and definitions for all data systems</li> <li>» identify fields which can presently be linked to other datasets</li> </ul> </li> <li>– Form a subcommittee of data system representatives                                     <ul style="list-style-type: none"> <li>» review chart</li> <li>» identify most commonly used data fields among systems used to fill requests</li> <li>» confirm fields which can presently be linked</li> <li>» Provide list of data fields, present definitions and present linkages for metadata resource (Objective 5.1)</li> </ul> </li> </ul> </li> </ul>	<p>Linked data fields identified</p> <p>Comparison chart developed</p> <p>Committee established representing data system owners</p>	<p>September 30, 2013</p> <p>September 30, 2013</p> <p>June 1, 2012</p>	<p>Executive Board</p> <p>Data System Owners</p> <p>FDOT State Safety Office TRCC Coordinator</p> <p>FDOT State Safety Office TRCC Coordinator</p>

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>3.2 Identify key data fields needed to facilitate linking traffic records information systems by December 31, 2014.</p>	<ul style="list-style-type: none"> <li>• Identify key data fields which should exist in all traffic records information systems.                             <ul style="list-style-type: none"> <li>– Subcommittee (from Objective 3.1) will identify:                                     <ul style="list-style-type: none"> <li>» key data fields which will be linked among the data systems,</li> <li>» name for each key data field which will be used across the data systems, and</li> <li>» definition for each key data field which will be used across the data systems</li> </ul> </li> </ul> </li> <li>• Progress update will be provided at quarterly TRCC meetings.</li> </ul>	<p>Key data fields identified</p> <p>Progress reports provided</p>	<p>December 31, 2014</p> <p>Quarterly</p>	<p>Objective 3.1 subcommittee</p>
<p>3.3 Establish data definitions for key data fields by September 30, 2015.</p>	<ul style="list-style-type: none"> <li>• Develop definitions for key data fields identified in Objective 3.2.                             <ul style="list-style-type: none"> <li>– Subcommittee (from Objective 3.1) will identify a definition for each key data field which will be used across the data systems</li> </ul> </li> <li>• Progress update will be provided at quarterly TRCC meetings.</li> </ul>	<p>Key data field definitions developed</p> <p>Progress reports provided</p>	<p>September 30, 2015</p> <p>Quarterly</p>	<p>Objective 3.1 subcommittee</p>
<p>3.4 Establish data standards needed to facilitate linking traffic records information systems by December 31, 2014.</p>	<ul style="list-style-type: none"> <li>• Develop standards for a key identifier.                             <ul style="list-style-type: none"> <li>– Consider identifying funding to establish a “think tank” for a key identifier</li> </ul> </li> <li>• Develop process for notifying agencies of key identifier data fields.</li> <li>• Document key data fields, data definitions, and data standards in order to facilitate end-users ability to link data.</li> <li>• Provide list of data fields, data definitions and data standards for metadata resource (Objective 5.1).</li> </ul>	<p>Number of systems adhering to data standards</p> <p>Notification process documented</p> <p>Key data fields, data definitions, and data standards documented</p>	<p>December 31, 2014</p>	<p>Objective 3.1 subcommittee</p>

**GOAL 4: ACCESSIBILITY**

**Facilitate access to traffic records data.**

Objectives	Strategies/Action Steps	Measurement of Progress	Timeline	Leader
4.1 Identify high priority user needs and develop a strategy to improve accessibility by December 31, 2013.	<ul style="list-style-type: none"> <li>● Conduct needs assessment.                             <ul style="list-style-type: none"> <li>– Identify agency to lead needs assessment</li> <li>– Identify needs assessment process</li> <li>– Provide final assessment report to TRCC Executive Board</li> </ul> </li> <li>● Develop and execute a plan to understand data users and needs by December 2013.                             <ul style="list-style-type: none"> <li>– Review core requirements and vision of each agency (inter-education)</li> <li>– Identify high priority accessibility needs</li> <li>– Include ADA component</li> </ul> </li> </ul>	Needs assessment conducted  Final assessment report delivered to TRCC Executive Board  Data Users & Needs Plan developed	June 2013      December 2013	Executive Board      Executive Board
4.2 Establish one central point of access for additional relevant links by December 31, 2014.	<ul style="list-style-type: none"> <li>● Ensure central point of access includes ADA capabilities.</li> <li>● Develop directory of what is available and how to access data.</li> </ul>	Compliance with ADA criteria  Data directory developed	December 2014   December 2014	Executive Board

Objectives	Strategies/Action Steps	Measurement of Progress	Timeline	Leader
<p>4.3 Improve accessibility to data for all systems by December 31, 2015.</p>	<ul style="list-style-type: none"> <li>• Increase public record data availability through online access.                             <ul style="list-style-type: none"> <li>– Assist agencies with public facing websites to make data available through online access</li> <li>– Provide access to real-time summary data reports</li> </ul> </li> <li>• Implement web development standards to make data accessible as public data based on needs assessment.</li> <li>• Provide federal, state, and local agencies with access to the linkable data among traffic safety information system databases.</li> </ul>	<p>Number of users accessing traffic records data</p> <p>Number of users accessing real-time summary data reports</p> <p>User satisfaction with (a) the quality of traffic records data, and (b) their ability to obtain the data when, where, and in the form needed.</p>		<p>Executive Board / Data Owners</p> <p>Executive Board</p>

**GOAL 5: UTILIZATION**

**Promote the use of traffic records data.**

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader
<p>5.1 Increase users understanding of what is available and its use/importance (systems, grant funding, etc.) by December 31, 2015.</p>	<ul style="list-style-type: none"> <li>• Develop a metadata resource that describes available data and how it can be accessed.</li> <li>• Post metadata resource on respective agency websites.</li> <li>• Develop a traffic records information systems outreach plan.                             <ul style="list-style-type: none"> <li>– Marketing, education, training, etc.</li> </ul> </li> <li>• Establish E-citation/E-crash workgroups.</li> <li>• Review record retention schedules to ensure data needs are met.</li> </ul>	<p>Metadata resource publicly accessible</p> <p>Outreach plan developed</p> <p>E-citation/E-crash workgroups established</p>	<p>December 31, 2015</p> <p>Annually</p>	<p>Executive Board</p>
<p>5.2 Educate users on what systems are available and how to use them by December 31, 2013.</p>	<ul style="list-style-type: none"> <li>• Make improvements to traffic records information system websites by including project summaries, grant deadlines/applications, case studies, and best practices documentation.</li> <li>• Conduct user training.</li> </ul>	<p>Current documentation posted on agency websites</p> <p>Number of training sessions, type, frequency, online tutorials, PowerPoints</p>	<p>December 31, 2013</p>	<p>Executive Board / Data Owners</p>
<p>5.3 Monitor utilization of traffic records data by December 31, 2015.</p>	<ul style="list-style-type: none"> <li>• Establish utilization measures for priority areas.                             <ul style="list-style-type: none"> <li>– Collect utilization baselines</li> </ul> </li> <li>• Monitor utilization of traffic records data.</li> <li>• Monitor utilization of web-based system.</li> <li>• Report utilization results by month at quarterly TRCC meetings</li> </ul>	<p>Increase in website hits per period</p> <p>Number of queries performed</p> <p>Reports provided</p>	<p>Annually</p>	<p>Data Owners</p>





# 4.0 Annual Implementation Update

## 4.1 STATUS OF THE TSIS STRATEGIC ACTION PLAN

Table 5.1 provides an update on progress achieved in implementing the 2006-2011 TSIS Strategic Plan. Table 5.2 provides the status of recent traffic records projects.

**Table 4.1 Status Update of the 2006-2011 TSIS Strategic Plan**

Goal	Objective	Responsible Entity	Status	Target Date
I. Improve the Timeliness of Traffic Crash Data	A. Facilitate the electronic transfer of crash data for FHP.	DHSMV and FHP	Completed 11/1/2007	8/1/2007
	B. Work with software vendors to facilitate the electronic submission of crash reports by local law enforcement agencies.	DHSMV, Law Enforcement Agencies, FSU/FAMU, and Software Vendors	In progress	9/30/2012
	C. Facilitate the development of a web-based system for local law enforcement agencies to submit crash reports to DHSMV.	DHSMV and UF	Statewide implementation completed 1/1/2011	1/1/2011
II. Improve Traffic Crash Data Accuracy and Completeness	A. Develop standard interpretations of crash report data elements.	DHSMV's Crash Form Revision Committee	Completed 5/13/09	1/1/2009
	B1. Improve the instruction manual for the 2003 crash form.	DHSMV	Completed 5/2008	3/1/2008
	B2. Revise the instruction manual for the new 2010 crash form.	DHSMV	Completed 7/9/2010	7/1/2010
	C. Evaluate data elements in terms of the investigating officer's ability to make the necessary evaluation.	Crash Form Revision Committee	Completed 12/31/2008	1/1/2009
	D. Offer crash report form training to law enforcement agencies related to improve accuracy and completeness, including information on commercial motor vehicle crashes.	Law Enforcement Training Committee and Institute of Police Technology and Management	Ongoing – The constant changeover in offers assigned to investigate crashes requires ongoing training.	Ongoing

Goal	Objective	Responsible Entity	Status	Target Date
	E. Update the crash report forms to include more MMUCC elements and attributes, including some required commercial motor vehicle elements not currently reported.	DHSMV, OMCC, FMCSA, FDOT, and Crash Form Revision Committee	Completed 5/13/2009	1/1/2009
	F. Implement the revised crash report form.	DHSMV	Completed 1/1/2011	1/1/2011
III. Improve Access to Traffic Records Databases	A. Link roadway database to databases maintained by DHSMV and DOH/AHCA.	FDOT, DHSMV, DOH, and AHCA	Future Project	9/30/2012
	B1. Link the EMSTARS and Trauma Registry databases.	DOH	Pilot test completed	9/30/2011
	B2. Link the EMSTARS and Trauma Registry databases with the Hospital ED and Inpatient databases.	DOH, AHCA	Ongoing. EMSTARS is linked with ED and Inpatient databases, but not Trauma.	9/30/2012
	B3. Link the EMSTARS, Trauma Registry, Hospital ED, and Inpatient databases to the databases maintained by DHSMV.	DOH, AHCA, and DHSMV	Future Project	9/30/2012
	B4. Link the Hospital ED and Inpatient databases.	AHCA	Completed for years 2005 through 2009	9/30/2011
	C. Provide federal, state, and local agencies with access to the linked traffic safety information system databases.	TRCC	Future Project	9/30/2012
IV. Promote the Use of Traffic Records for Program Planning	A. Develop an analysis tool(s) that can be used for planning.	TRCC, DHSMV, FDOT, and UF	Statewide Pilot Completed 9/30/11	9/30/2011
	B. Provide technical assistance to data users.	TRCC, DHSMV, FDOT, UF, and DOH	Pending	9/30/2013
	C. Facilitate the use of crash data in performance-based budgeting and program planning.	TRCC, DHSMV, FDOT, and DOH	Future Project	9/30/2013
V. Implement a system to locate crashes that are off the state road system	A. Provide the expertise to develop methodology for locating crashes that take place off the state road system.	FDOT	Completed 1/31/2008	9/30/2008
	B. Locate crashes off the state road system.	FDOT	Completed 4/23/2008	9/30/2008
	C. Migrate the crash location system from TeleAtlas to the unified roadway base map.	FDOT	Completed	7/1/2011
VI. Implement NEMSIS in Florida	A. Create a data dictionary.	DOH	Completed 1/29/2007	1/26/2007
	B. Create a system for electronic reporting of EMS run data for local EMS providers to use.	DOH	Completed 8/21/2007	8/22/2007

Goal	Objective	Responsible Entity	Status	Target Date
	C. Work with local EMS providers to obtain the necessary software and hardware so that 60% of the providers can submit run reports electronically.	DOH and TRCC	In Progress. Currently at 49% (end of March 2012)	12/31/2012
	D. Become NEMSIS compliant by transmitting Florida EMS run data to the National EMS Information System	DOH	Completed 4/15/2008	3/30/2008
	E. Become NEMSIS version 3.0 (Health Level 7) compliant.	DOH	Upcoming Project - Transition Plan will be published by 9/30/13	9/30/2013
VII. Implement a Unified Roadway Basemap	A. Conduct a feasibility study to determine if there is a need for a unified roadway base map.	FDOT and TRCC	Completed 5/31/2007	8/31/2007
	B. Develop an implementation plan for a unified roadway base map.	FDOT and TRCC	Completed 9/30/2007	9/30/2007
	C. Procure a state license for a unified roadway base map.	FDOT and TRCC	Completed 6/2/2009	9/30/2009
	D1. Make the unified roadway base map available to state and local government agencies throughout Florida.	FDOT and TRCC	Completed	9/30/2010
	D2. Provide quarterly updates to the unified roadway base map to all state and local government agencies throughout Florida.	FDOT and TRCC	In Progress	6/30/2012
VIII. Improve the Timeliness and Accuracy of Citation Data	A. Facilitate the electronic submission of citations to the courts.	DHSMV, Court Clerks, Local Law Enforcement and FACC	In Progress	9/30/2012
	B. Evaluate data errors to improve accuracy and to increase timeliness to 93%.	DHSMV and FACC	In Progress	9/30/2011
	C. Establish and implement data standards for e-citations and ensure appropriate data elements are captured.	DHSMV and FACC	In Progress	9/30/2012

**Abbreviations:**

AHCA – Florida Agency for Health Care Administration  
 DHSMV – Florida Department of Highway Safety and Motor Vehicles  
 DOH – Florida Department of Health  
 FACC – Florida Association of Court Clerks  
 FDOT – Florida Department of Transportation  
 FHP – Florida Highway Patrol  
 FMCSA – Federal Motor Carrier Safety Administration  
 FSU/FAMU – Florida State University/Florida A&M University (TraCS Program)  
 OMCC – Office of Motor Carrier Compliance  
 TRCC – Traffic Records Coordinating Committee  
 UF – University of Florida

**Table 4.2 Status Report – Traffic Record Projects from FY11/12**

Project Name	Project Lead	Section 408 Funding	Purpose	Description	Status
Supporting Electronic Crash Reporting by Local Agencies	DHSMV	\$100,000	Improve the timeliness of crash data reporting	Convert crash reports submitted by Florida law enforcement agencies from a paper format to electronic submission. The Department will work with Florida law enforcement agencies that are not currently submitting their crash reports electronically, which will allow for timelier reporting of crash data. The Department has implemented the new Florida Traffic Crash Report Form, which has increased the amount and type of crash data obtained.	Ongoing
Florida's Unified Roadway Basemap Initiative	FDOT	\$570,032	Improve the completeness, accessibility, and integration of the roadway data system	DOT will renew Florida's Enterprise License Agreement through Navteq/Sariborn for continued use of Navteq data for all Florida government entities including State Agencies, Regional Governments, Counties, and other local governments. The mission of the Unified Basemap Initiative is to provide a comprehensive roadway network accessible over the Internet, managed and maintained through documented procedures, standards, partnerships, and cooperative agreements.	Ongoing
Field Data Collection for NEMSIS Compliance	DOH	\$547,343	Improve the timeliness, accuracy, completeness, uniformity, integration, and accessibility of Florida's EMS patient care records	Continue NEMSIS compliance work with the goals of: 1) continuing to transition EMS providers to electronic data collection and reporting under the current NEMSIS 2.2.1 version during the transition period; 2) designing and implementing the required enhancements to the existing pre-hospital data collection system to ensure compliance with NEMSIS 3.0; and 3) continuing to link related data sets.	Ongoing
Data Acquisition and Sharing in Support of Traffic Related Injury Prevention (TRIP) Program	University of Florida	\$158,193	Improve the accessibility and integration of crash, roadway, vehicle, driver, EMS/injury surveillance data systems	Continue enhancing the TRIP Virtual warehouse to add the following features: 1) Continue to maintain, expand and refine the Metro Orlando Data Sharing District (DSD); 2) Further develop data quality measuring, monitoring, analysis, and reporting theory and software; 3) Expand the TRIP data acquisition perspective and protocol; 4) Implement advanced data translation technology; 5) Implement cloud-based access of crash related data; and 6) Further implement outreach protocols, policies, and technology to train DSD personnel.	Ongoing
Florida Web-Based Crash Data Collection, Reporting, and Analysis	University of Florida	\$189,950	Improve the timeliness, accuracy, accessibility, and integration of the crash data system	Develop a statewide web-based integrated, geospatial crash mapping and analysis tool that will allow law enforcement agencies, local traffic engineering agencies, MPOs, and other interested agencies to map, analyze, and report crashes in a consistent, uniform and timely fashion.	Ongoing

## 4.2 ACHIEVEMENT OF MEASURABLE PROGRESS

The provisions of the Section 408 grant application require applicant States to demonstrate year-to-year traffic records improvement in at least one of the six core systems by way of one of the six performance areas:

- timeliness,
- accuracy,
- completeness,
- uniformity,
- integration, and
- accessibility.

For FFY 2012, the Florida TRCC submits two performance measures which demonstrate significant, system-wide performance; one improvement is relevant to the Crash System, and one improvement is relevant to the EMS/Injury Surveillance System. The performance measures, and a description of each, are provided below:

1. Timeliness of crash report processing (i.e., the percentage of crash reports entered into Florida Department of Highway Safety and Motor Vehicles (DHSMV) Crash Master Database within 10 days after the crash) - *Crash/Timeliness*
2. Completeness of EMS run data (i.e., the percent of licensed EMS providers who are submitting NEMSIS compliant run reports via the Prehospital EMS Tracking and Reporting System (EMSTARS)) - *EMS/Completeness*

### **Performance Measure #1: Timeliness of Crash Report Processing into the DHSMV Crash Master Database**

#### *Performance Measure Description*

This performance measure evaluates the **timeliness of crash report data** being processed into the Florida DHSMV Crash Master Database.

#### *Measurement Technique*

The following measurement was analyzed for this performance measure:

- The percentage of crash reports entered into the Florida DHSMV Crash Master Database within 10 days after the crash.

To normalize the timeliness data, the percent of crash reports entered into the Florida DHSMV Crash Master Database within 10 days of the crash was compared for the same period of time (July to June) for consecutive years.

### *Baseline and Current Values*

The achieved improvement is an increase in the timeliness of crash reports accessible by users – as demonstrated through an increase in the percentage of crash reports entered into the Florida DHSMV Crash Master database within 10 days of the crash date.

Baseline and current values are summarized in Table 4.3. During the baseline period from June 16, 2009 to June 15, 2010, 81,440 of 303,090 crash reports (26.9%) were entered into the database within 10 days of the crash date. During the current period from June 16, 2010 to June 15, 2011, 99,133 of 295,305 crash reports (33.6%) were entered into the database within 10 days of the crash date. The percentage of crash reports entered into the database within 10 days of the crash date increased 6.7% compared to the previous year.

**Table 4.3 Results for Timeliness of Crash Report Processing**

<b>Time Period</b>	<b>Performance Results</b>
July 16, 2009 – June 15, 2010 (Baseline)	<b>26.9%</b> of crash reports were entered into the Crash Master Database within 10 days of the crash
July 16, 2010 – June 15, 2011 (Current Value)	<b>33.6%</b> of crash reports were entered into the Crash Master Database within 10 days of the crash

## **Performance Measure #2: Completeness of EMS Run Data**

### *Performance Measure Description*

This performance measure evaluates the **completeness of EMS run data** – as demonstrated through an increase in the percent of licensed EMS providers who are submitting NEMSIS compliant run reports via the Bureau of EMS Prehospital EMS Tracking and Reporting System (EMSTARS).

### *Measurement Technique*

The following measurement was analyzed for this performance measure:

- The percentage of Florida’s public or private entities involved in emergency medical services systems licensed by the State of Florida, who are now submitting NEMSIS compliant run reports to the Florida Department of Health via EMSTARS.

To normalize the timeliness data, the percent of licensed EMS providers submitting NEMSIS compliant run reports via EMSTARS was compared for the same period of time (June to February) for consecutive years.

### *Baseline and Current Values*

The achieved improvement is an increase in the completeness of EMS run data – as demonstrated through an increase in the percent of licensed EMS providers submitting NEMSIS compliant run reports via EMSTARS. The annual average number of licensed EMS providers in Florida is 266 (annual average calculated based on five years of data).

Baseline and current values are summarized in Table 4.4. For the baseline period from June 2010 to February 2011, the number of licensed EMS providers actively reporting to EMSTARS increased from 117 to 125 licensed EMS providers out of 266 average total licensed EMS providers (46.9%). For the current period from June 2011 to February 2012, the number of licensed EMS providers actively reporting to EMSTARS increased from 127 to 132 out of 266 average total licensed EMS providers (49.6%). The percent of licensed EMS providers who are submitting NEMSIS compliant run reports via EMSTARS increased 2.7% compared to the previous year.

**Table 4.4 Results for Completeness of EMS Run Data**

<b>Time Period</b>	<b>Performance Results</b>
June 15, 2010 – February 18, 2011 (Baseline)	125 EMS providers are actively reporting NEMSIS compliant run reports to EMSTARS out of 266 licensed agencies ( <b>46.9%</b> )
June 15, 2011 – February 18, 2012 (Current Value)	132 EMS providers are actively reporting NEMSIS compliant run reports to EMSTARS out of 266 licensed agencies ( <b>49.6%</b> )

Florida submitted an interim report of progress to NHTSA on April 25, 2012 and received notice from the US DOT Section 408 Review Team that Florida has demonstrated measurable progress toward achieving the goals and objectives identified in the strategic plan.

## **4.3 PLANS FOR FY12/13 GRANT FUNDING**

### **Grant Proposal Process**

For FFY 2013, the State of Florida sought grant proposals for potential projects to advance the goals and objectives of the 2012-2016 TSIS Strategic Action Plan. A draft version of the Action Step Matrix detailing the goals, objectives and strategies of the Strategic Plan was made available to applicants. Proposals for FY 2012-2013 Section 408 funding were accepted from March 19 – April 25, 2012.

Thirty-six funding requests were submitted during that time period totaling \$3,876,493. Thirty funding requests were local law enforcement agency requests for equipment to support electronic crash and citation processing; three requests were related to existing TRCC projects; and three requests were related to new project concepts.

## Project Prioritization Process

At the May 11, 2012 meeting of the TRCC Executive Board, the project contacts for five of the grant proposals were requested to make short presentations on their funding requests, after which Executive Board Members asked questions about the proposals.

The Executive Board was advised the funds applied for during the FFY2013 408 application cycle will be awarded at or below the FY2011/2012 appropriations. The state projected an estimated \$1,149,231 in Section 408 funds available on October 1, 2012. The Board was further advised approximately \$642,418 in carry-forward Section 408 funds could become available in December 2012, for an estimated total of \$1,791,649 in Section 408 funding.

During the May 11, 2012 meeting, the Executive Board voted to prioritize the six grant proposals related to existing TRCC projects and new project concepts. The Executive Board used the Four-Box Analysis Process to prioritize the proposals, along with an evaluation of project impacts on TRCC Strategic Plan goals/objectives. Points for the Four-Box Analysis Process were assigned as follows: low cost/big return - five points, big cost/big return - three points, low cost/small return - two points, and big cost/small return - one point. For the evaluation of project impacts on TRCC Strategic Plan goals/objectives, a point value of one to five was assigned to each project based on its expected impact upon goals/objectives as follows: very significant impact - five points, significant impact - four points, some impact - three points, little impact - two points, no impact - one point. Each member assigned points using both evaluation methods, and the point totals for each proposal were totaled.

The proposals were prioritized as follows:

<u>Rank</u>	<u>Project Name</u>	<u>Funding Requested</u>
1	A Unified and Sustainable Solution to Improve Geo-Location Timeliness and Accuracy	\$ 39,492
2	Crash Records Data Improvement Plan	\$ 127,500
3	Field Data Collection for NEMESIS Compliance	\$ 569,272
4	Expanding Accessibility, Utilization and Data Integration of Signal Four Analytics	\$ 179,950
5	Franchising Support for Traffic Records Injury Prevention Program (TRIP) - Phase III	\$ 106,855
6	Error Analysis of Integrated Crash Related Data for TRIP	\$ 114,737

The Board voted to approve the top five ranked projects, totaling \$1,023,069. In order to appropriately assign remaining funding (potential estimate of \$768,580), the Board requested each local law enforcement agency provide supplemental information on their current crash/citation reporting rates and electronic



reporting capabilities. The Board reviewed the supplemental information and prioritized these projects via email communication based on an assessment of project costs relative to current law enforcement agency crash/citation reporting rates. The Board decided they would not fund software costs for these projects, since free solutions are available. A public meeting was held via GoToMeeting on Thursday, May 31, 2012 for final Board discussion and approval. The Board agreed to fund the following proposals and amounts:

<u>Project Name</u>	<u>TRCC Approved Funding Level</u>
Melbourne Beach PD eTicket	\$ 2,752
Atlantis PD eTicket	\$ 4,816
Dayton Beach Shores PD eTicket Hardware	\$ 9,548
Ponce Inlet PD eTicket	\$ 2,728
Port Orange PD eTicket Hardware	\$ 49,466
Palm Springs Traffic Records Strategic Plan	\$ 22,000
Titusville PD eTicket	\$ 34,400
Orlando Police Department eCitation Initiative	\$ 28,630
Treasure Island PD eCrash / eCitation Implementation	\$ 44,625
Neptune Beach PD Printing TraCS	\$ 8,520
Hernando SO Motorcycle Unit Electronic Traffic Records System Project	\$ 21,200
Miami-Dade PD eCrash Equipment Project	\$ 426,000
West Miami PD Traffic Records Information Systems Improvements	\$ 30,220

### **Traffic Records Projects to be Funded in FY12/13**

Table 4.5 summarizes the traffic records projects to be funded in FY12/13, totaling \$1,707,974. The TRCC Executive Board will decide the funding levels for the proposals at its September 2012 meeting. A detailed summary and associated cost for each project is provided below.

**Table 4.5 Proposed Projects for FY12/13 Section 408 Grant Funding**

<b>Project Sponsor / Applicant</b>	<b>Project Description</b>	<b>Funding Requested</b>
University of Florida	<p><b>A Unified and Sustainable Solution to Improve Geo-Location Timeliness and Accuracy</b></p> <p>In summary, Florida has a unified basemap and a unified crash form but is missing a unified crash geolocation and validation method. A statewide long term unified and sustainable solution is critically needed. We propose to solve the geo-location problem and eliminate the majority of the recurring cost, increase timeliness and increase the accuracy by creating a unified geo-location and validation service that can be accessed via the internet by any electronic crash data collection system of any vendor in Florida. The concept is similar to the validation of driver and vehicle information whereby driver license and tag information are electronically transmitted to Tallahassee for immediate verification during the process of filling out a report. We would develop a web service solution that will accomplish the geo-location and validation of the location in a similar fashion using the Florida unified basemap.</p>	\$39,492
DHSMV	<p><b>Crash Records Data Improvement Plan</b></p> <p>This project would address deficiencies related to the accuracy and completeness of crash reports and crash data stored by DHSMV, the state's custodian of crash records, and the Department's inability to meaningfully report on the accuracy and completeness of crash reports. The proposed project would address the following deficiencies: logic inconsistencies resulting from a lack of cross-field logic edits (Daytime crashes coded as Dark; Nighttime crashes coded as Daylight); weak single field pattern constraints (a high percentage of records with values that were not consistent with correct VIN's); a lack of analysis of data fields to determine the over use of "unknown" or "other", resulting in a lack of established completeness metrics, and the inability to provide specific feedback to individual law enforcement agencies.</p>	\$127,500
DOH	<p><b>Field Data Collection for NEMSIS Compliance</b></p> <p>Florida is in compliance with NEMSIS version 2.2.1 but will need to begin its transition to NEMSIS version 3 immediately to enable continued compliance with the current version until it is phased out and to ensure completion of the new state compliance process for NEMSIS version 3 by 2013. Resources (contractual services) are required to assist in developing and maintaining complete, accurate, uniform, and timely EMS data as a major component of the Traffic Record Information System (TRIS). These resources will concentrate on the improvement of the completeness of Florida's EMS System data by continuing to increase the number of agencies submitting to the state repository in compliance with the current National EMS Information System (NEMSIS version 2.2.1) program, and to begin implementation and compliance for the new NEMSIS version 3 required standards; both of which furthers the implementation of the EMS Prehospital Data Collection and Reporting System and enables greater usage of the EMS Data Mart for linkages and integration with other data sets.</p>	\$569,272

Project Sponsor / Applicant	Project Description	Funding Requested
University of Florida	<p><b>Expanding Accessibility, Utilization and Data Integration of Signal Four Analytics</b></p> <p>The State of Florida has invested considerable resources in the development of Signal Four Analytics, a statewide crash analysis system that allows local, regional, and state agencies to map, analyze, and create statistical reports of crashes in a consistent, uniform, and timely fashion. Leveraging the unified statewide GIS basemap and loaded with complete crash records for 2006 thru 2011, and FHP-only for 2012-to-date, Signal Four Analytics currently supports nearly 300 users representing 20 different agencies. However, several problems still remain. Resolution of these problems will contribute to four of the TRCC long vision goals: data quality, integration, accessibility and utilization.</p>	<b>\$179,950</b>
University of Florida	<p><b>Franchising Support for Traffic Records Injury Prevention Program (TRIP) – Phase III</b></p> <p>In response to the adverse impact of motor vehicle crashes upon public health, we have developed and tested (with NHTSA Sec. 408 support through TRCC) a virtual warehouse and analysis system for crash related data called TRIP (Traffic Records Injury Prevention Program). Our TRIP system inputs, integrates, and analyzes crash data, to form an integrated picture of one or more vehicular crashes. We have also developed the DASH system (Data Analysis and Sharing) that facilitates the acquisition, cleaning, error checking, and transformation of data for TRIP. Although we have intensively developed technology for TRIP, there is a pressing need to recruit stakeholders and future funding sources to support TRIP's extension, refinement and adoption, as well as the adoption to the Event Specific Patient Tracking Number (ESPTN). We propose to achieve these goals through a franchising model, whereby prospective stakeholders and franchisees will be identified, and we will solicit their needs and requirements for use of TRIP, with ESPTN and DASH technologies. For all franchisees, levels of funding will be adjusted to meet the TRIP functionality that they specify or require.</p>	<b>\$106,855</b>
Melbourne Beach PD	<p><b>Melbourne Beach PD eTicket</b></p> <p>Melbourne Beach Police Department (MBPD) is seeking funding to purchase a complete electronic ticketing system, iyeCitation, from iyeTek LLC. MBPD has an existing working relationship with iyeTek and is currently utilizing its electronic crash reporting system, iyeCrash. The eCrash system has been working very well for our agency, and we would like to transition to electronic tickets as well. We have all of the equipment we need to accomplish this goal except for in-car printers to issue tickets. This grant would provide in-car printers and magnetic strip card readers.</p>	<b>\$2,752</b>

Project Sponsor / Applicant	Project Description	Funding Requested
Atlantis PD	<p><b>Atlantis PD eTicket</b></p> <p>Atlantis Police Department (APD) is seeking funding to purchase a complete electronic ticketing system, iyeCitation, from iyeTek LLC. APD has an existing working relationship with iyeTek and is currently utilizing its electronic crash reporting system, iyeCrash. The eCrash system has been working very well for our agency, and we would like to transition to electronic tickets as well. We have all of the equipment we need to accomplish this goal except for in-car printers to issue tickets. This grant would provide in-car printers and magnetic strip card readers.</p>	<b>\$4,816</b>
Dayton Beach Shores PD	<p><b>Dayton Beach Shores PD eTicket Hardware</b></p> <p>Daytona Beach Shores Department of Public Safety (DBSDPS) is seeking funding to purchase in-car thermal printers to use with its electronic ticketing system, iyeCitation, from iyeTek LLC. The County of Volusia aquired iyeCitation for its departments but did not supply them with the thermal printers necessary to use the software to issue tickets in the field. DBSDPS has an existing working relationship with iyeTek and is currently utilizing its electronic crash reporting system, iyeCrash. The eCrash system has been working very well for our agency, and we would like to transition to electronic tickets as well. We have all of the equipment we need to accomplish this goal except for in-car printers to issue tickets. Through this grant, we hope to obtain funding for the in-car printers needed to utilize the eCitation system</p>	<b>\$9,548</b>
Ponce Inlet PD	<p><b>Ponce Inlet PD eTicket</b></p> <p>Ponce Inlet Police Department (PIPD) is seeking funding to purchase a complete electronic ticketing system, iyeCitation, from iyeTek LLC. PIPD has an existing working relationship with iyeTek and is currently installing its electronic crash reporting system, iyeCrash. As we begin to utilize the electronic crash system, we would like to transition to electronic tickets as well. We have all of the equipment we need to accomplish this goal except for in-car printers to issue tickets. This grant would provide funding for in-car printers.</p>	<b>\$2,728</b>
Port Orange PD	<p><b>Port Orange PD eTicket Hardware</b></p> <p>Port Orange Police Department (POPD) is seeking funding to purchase in-car thermal printers and signature pads/driver's license readers to use with its electronic ticketing system, iyeCitation, from iyeTek LLC. The County of Volusia aquired iyeCitation for its departments but did not supply them with the thermal printers necessary to use the software to issue tickets in the field. POPD has an existing working relationship with iyeTek and is currently utilizing its electronic crash reporting system, iyeCrash. The eCrash system has been working very well for our agency, and we would like to transition to electronic tickets as well. We have all of the equipment we need to accomplish this goal except for in-car printers and signature pads/driver's license readers to issue tickets. Through this grant, we hope to obtain funding for the in-car printers and signature pads/driver's license readers needed to utilize the eCitation system.</p>	<b>\$49,466</b>

Project Sponsor / Applicant	Project Description	Funding Requested
Palm Springs PD	<p><b>Palm Springs Traffic Records Strategic Plan</b></p> <p>This grant would provide hardware including an additional two new desktop station specifically for traffic crash / citation reporting, 40 card swipe readers and printers, cables and communication systems. Allowing all officers completing crash reports and/or writing citations will have consistent methods of completion and submission.</p>	<b>\$22,000</b>
Titusville PD	<p><b>Titusville PD eTicket</b></p> <p>Titusville Police Department (TPD) is seeking funding to purchase a complete electronic ticketing system, iyeCitation, from iyeTek LLC. TPD has an existing working relationship with iyeTek and is currently utilizing its electronic crash reporting system, iyeCrash. The eCrash system has been working very well for our agency, and we would like to transition to electronic tickets as well. We have all of the equipment we need to accomplish this goal except for in-car printers to issue tickets. This grant would provide funding for in-car printers and magnetic strip card readers.</p>	<b>\$34,400</b>
Orlando PD	<p><b>Orlando Police Department eCitation Initiative</b></p> <p>Electronic ticketing or eCitation systems provide a quantifiable financial benefit by removing police department clerical data entry requirements, improving police officer efficiency and safety, and ultimately increasing State revenue by producing more accurate, enforceable citations. The Orlando Police Department is requesting Section 408 Funding to purchase and install 25 eCitation systems for OPD's 23 Special Operations Division Motors officers plus two spare systems. Each eCitation system would includes a printer, magnetic-stripe reader, cables, printer paper plus tech support (availability of a "help desk").</p>	<b>\$28,630</b>
Treasure Island PD	<p><b>Treasure Island PD eCrash / eCitation Implementation</b></p> <p>This project would create data-driven performance management with outcome-oriented measures; and, if funded, would provide a laptop and peripherals for each unit used for enforcement and crash investigation, along with the necessary infrastructure to accomplish electronic transmissions to both the Clerk of Court and DHSMV. Peripherals will include thermal printers, interface cables, mounting hardware, and swipe/bar code readers (if identified by software vendor by time of grant approval, if not than this would be requested in secondary funding request when make/model is identified by TraCS). Infrastructure will include a sequel database server, modem, and connection hardware for transmittals.</p>	<b>\$44,625</b>
Neptune Beach PD	<p><b>Neptune Beach PD Printing TraCS</b></p> <p>The Neptune Beach Police Department is seeking funding to promote our TraCS software applications for crash reporting and citations by purchasing printers and accessories for our patrol units. The Florida Department of Transportation Safety Office has funded the development of TraCS software applications at the FAMU/FSU College of Engineering. This software is available at no charge to all Florida law enforcement agencies.</p>	<b>\$8,520</b>

Project Sponsor / Applicant	Project Description	Funding Requested
Hernando SO	<p><b>Hernando SO Motorcycle Unit Electronic Traffic Records System Project</b></p> <p>Hernando County Sheriff's Office currently has four motorcycles in our Motor Unit. None of these motorcycles have the ability to immediately transmit an electronic crash form or traffic citation. Currently most crash forms and traffic citations are hand written on scene, then at the end of the shift the deputy returns to the office to enter the information into the system manually, therefore increasing the opportunity for errors during this transfer. Depending on the number of crashes handled by this unit during a short period of time (1-3 days), this process could be delayed being entered into the system due to time spent in the field working the crashes. We are requesting funding to equip the motorcycles in our Motor Unit with strong durable computers and printers so the data can be immediately submitted electronically to the State of Florida data base, therefore maximizing the efficiency and effectiveness of traffic records data resources, collection, and analysis, and increasing timeliness of reporting.</p>	\$21,200
Miami-Dade PD	<p><b>Miami-Dade PD eCrash Equipment Project</b></p> <p>The Miami-Dade Police Department (MDPD) will implement an electronic crash system where none previously existed. The eCrash System will allow police officers and public service aides to complete traffic crash report documents electronically as required by the State, independent of the need for an internet connection. The automated system will include a repository of all documents, including internal documents that can only be accessed by MDPD authorized parties and public records that are made available to the public in accordance with Florida Statutes. The application will consist of a turn-key system that includes a client application to be installed on all MDPD Mobile Data Terminals (MDT), with an initial project number of 700 vehicles, and an e-commerce web application that will be public facing to automate the current process. This will improve all aspects of data quality, as well as accessibility.</p>	\$426,000
West Miami PD	<p><b>West Miami PD Traffic Records Information Systems Improvements</b></p> <p>Our project involves the computerization of all traffic records data through the implementation of hardware to develop and maintain complete, accurate, uniform and timely traffic records data. Included is the implementation of an electronic citation system and evidence file system.</p>	\$30,220
<b>Total</b>		<b>\$1,707,974</b>

# A. 2011 Traffic Records Assessment Executive Summary

## EXECUTIVE SUMMARY

The National Highway Traffic Safety Administration (NHTSA), responding to a request by the Florida Department of Transportation's (FDOT) State Safety Office (SSO), assembled a team to conduct a traffic records assessment. Concurrently the SSO carried out the necessary logistical and administrative steps in preparation for the onsite assessment. A team of professionals with backgrounds and expertise in the several component areas of traffic records data systems (crash, driver, vehicle, roadway, citation and adjudication, and injury surveillance) conducted the assessment May 22 to 27, 2011.

The scope of this assessment covered all of the components of a traffic records system. The purpose was to determine whether Florida's traffic records system is capable of supporting management's needs to identify the State's safety problems, to manage the countermeasures applied to reduce or eliminate those problems, and to evaluate those programs for their effectiveness. The following discusses some of the key findings regarding the ability of the present traffic records system to support management of the State's highway safety programs.

### Background

A traffic records assessment in 2006 identified deficiencies that were the basis for the recommendations contained in that report. During this assessment, we have noted significant progress in several areas of the State's traffic records system resulting from implementation of some of those recommendations for improvement as well as the State's own initiative in identifying and seeking solutions.

At this time, however, some issues and deficiencies remain and continue to impact the ability of the present traffic records system to optimally support Florida's management of its highway safety programs. These are discussed in the summary below and the full report that follows.

### Crash Records System

The Florida crash data component has experienced some notable improvements since the previous traffic records assessment in 2006. These include:

- Implementation of a new crash report form on January 1, 2011 with increased MMUCC compliance;

- Increased use of field data collection software; however, it is not known what percentage of crash reports are collected electronically in the field because there are agencies that print the electronic reports and submit them in hard copy;
- Improved processes for and overall increases in electronic submission of crash data to the Department of Highway Safety and Motor Vehicles (DHSMV), the custodian of the official crash file. In 2006 DHSMV had not yet begun accepting crash report data electronically. Today, over 50 percent of crash reports are received electronically, which includes reports submitted by the Florida Highway Patrol (FHP), users of the Traffic and Criminal Software (TraCS) system, and users of third-party vendor software that has been tested and approved by DHSMV as meeting the submission format and quality standards; and
- Improved analytic tools for use by approved users, especially the new and expanded GIS-based spatial analysis tools available to FDOT personnel.

These improvements are significant, but it is acknowledged that further changes are needed in order for Florida to sustain the gains already made and to reach a more acceptable level of data quality at a reasonable cost. To that end, DHSMV has issued an RFP to contract out for services to provide an electronic file of crash report data at no cost to the State. This holds out the promise for a reliable source of crash data collection and data file creation while reducing the cost to the State substantially by eliminating the costs of data entry, imaging, and creation of the raw data file. The selected vendor will be expected to offset its costs through revenue from sales of crash reports to the public and to commercial users of the reports or data. DHSMV has stated that government users will continue to receive the data at no cost.

The level of electronic field data collection by law enforcement agencies is unknown. There are at least two related efforts attempting to identify the resource levels and software usage of local law enforcement agencies throughout the State. Without detailed data on local law enforcement it is difficult for DHSMV or the Florida Traffic Records Coordinating Committee (TRCC) to adequately plan for the future of electronic field data collection. The desire to attain 100 percent electronic reporting is evident. The strategy to get there is not well defined. DHSMV does hope that the new data entry contractor will promote electronic field data collection in order to boost its own profits from crash reporting.

#### Citation and Adjudication Records

The State of Florida has a unified court system established according to Article V of the State's Constitution. It is made up of a Supreme Court, five District Courts of Appeal, 20 Circuit Courts, and 67 County Courts. There are no municipal or city courts. County courts handle the bulk of the traffic violations which include infractions (civil citations) and misdemeanor violations. Circuit courts adjudicate felony traffic offenses. There is also an Office of the State Courts



Administrator (OSCA) under the direction of the Supreme Court which oversees the operation of numerous court initiatives and administrative functions.

The State of Florida has long been recognized as having perhaps the premier system in the country which accounts for all traffic citations issued and adjudicated and which provides the data resource essential for monitoring and evaluating the State's enforcement of its traffic laws and the integrity of citation processing.

State statute (§316.650 (2)) requires the court, enforcement agencies, and DHSMV to jointly account for all uniform traffic citations. Accordingly the Florida Highway Patrol (FHP), local law enforcement agencies, the Judiciary, and DHSMV have established internal controls and procedures to account for citations from their distribution to an officer, to issuance to an offender, to disposition by the court, and placement on the driver history file.

Once citation data are received from a law enforcement agency either by a paper citation or by an electronic transmission of the data, a citation record is created by the clerk of court's office. The record is then transmitted to the Traffic Citation Accounting Transmittal System (TCATS) maintained by the Florida Association of Court Clerks (FACC). A record is transmitted via TCATS to the DHSMV for entry in the Inventory Control System to reflect an open case. Upon adjudication the court, via TCATS, electronically transmits the disposition information to be updated to the Inventory System and, for cases resulting in a conviction, to be posted to the driver history record. All citations (or citation numbers for electronic citations) are unaccounted for and the "life cycle" is recorded.

Electronic citations are currently being used and/or piloted within the State. Currently, although the Judiciary recognizes the potential for cost-avoidance and savings inherent in receiving citation data electronically, no courts have the ability to "ingest" citations electronically, so a paper copy of the electronic citation is also sent to the court.

There is little doubt that the Judiciary in Florida is in favor of technological solutions. The Florida Courts Technology Commission has called for court automation in order to accomplish uniformity. Additionally, the Circuit Court Clerks and the Clerk of the Florida Supreme Court have created an e-filing authority. Once courts can receive electronic citations directly, they will experience savings from a reduction of data entry into case management systems. A savings of 30 seconds on each of the approximately five million tickets processed in the State annually would save the equivalent of twenty full time employees for each time the citation data were re-keyed.

A subcommittee of the Traffic Records Coordinating Committee (TRCC) could be formed to address a means to complete the electronic process, making it both seamless and paperless at this time. This is a good time to maximize savings, and to use this process within the TRCC as a demonstration of evaluation and its

potential to “sell” the benefits of monetary and human resource savings, cost avoidance and improved data quality.

#### Traffic Records Coordinating Committee (TRCC)

Prior to the traffic records assessment in 2006, there was a TRCC in name only. Shortly after, the TRCC was immediately reconstituted. The State strengthened the TRCC by adopting some of the recommendations from the 2006 traffic records assessment, but its structure still needs to be re-formed, and its membership needs to be expanded to encompass representation from the broad traffic records and traffic safety community.

The State describes the TRCC as having both an executive and technical level following the two-tiered structure suggested in the *Advisory* and as recommended in the 2006 assessment. There is an Executive Board comprised of six representatives from agencies that are either responsible for managing at least one of the six information systems that comprise the Traffic Safety Information System or that have a vital interest in one or more of those systems. However, there is no representative from the courts with responsibility for the Citation/Adjudication system, one of the six major traffic records components—the TRCC’s own Charter calls for inclusion of such representation in its Mission statement. The absence of the courts as one of the signatories to the Charter is testimony to this omission.

The nominal technical level TRCC is a hybrid committee, including some actual traffic records practitioners but who are only serving a limited role. The Executive Board has created three Technical Committees to address specific concerns, including the following:

- State Data Warehouse Advisory Committee,
- Law Enforcement Training Committee, and
- Unified Roadway Base Map Committee.

These should become sub-committees of the Technical Level TRCC which should create other sub-committees to oversee and coordinate projects targeted to the many other traffic records issues as approved in the TRCC’s strategic planning process. Under the existing alignment the TRCC cannot operate effectively. This structure is not adequate to address the work of a typical technical level group of a TRCC which should have the broader responsibility for the day-to-day functioning of the TRCC and the oversight and coordination of the development of the State’s traffic records system.

The Florida TRCC organizational setup is too narrowly defined and focused to achieve the TRCC’s stated Mission to “.... provide a forum for the creation, implementation, and management of a traffic safety information system that provides accessible, accurate, complete, consistent, integrated, and timely traffic safety data to the State of Florida.” The State needs to reconstitute and redefine

the role of the technical level TRCC and to expand the membership of both the executive and technical level groups.

### Driver Records

The driver file is maintained by Motorist Services in the Department of Highway Safety and Motor Vehicles (DHSMV). Motorist Services combines the former Division of Driver Licenses and the former Division of Motor Vehicles in a reorganization that becomes official on July 1, 2011. Intended to promote efficiency, the reorganization will accommodate a sweeping change in overall processing of DHSMV's driver license operations to become generally consistent with registration and title processing, i.e., most transactions to be processed through county tax collector offices.

Florida continues its graduated license law; sustains administrative license revocation; and continues the DHSMV's complete citation tracking system that tracks every paper citation from printing to disposition to recording of convictions in the driver file. Electronic citations are also tracked from issuance of a set of citation numbers to an enforcement officer's computer and on to disposition and recording of convictions in the driver file.

Unlike many states, when licensing a new resident, records with serious adverse offenses from a prior state of record are obtained and retained for both CDLIS and non-commercial drivers. Also, if DHSMV receives a Florida driver's citation disposition as an "adjudication withhold" (dismissal of points on satisfying a court requirement such as attending a remedial school), that adjudication is posted to the driver history, and under some circumstances, the points may be applied. The courts have direct access to a driver's complete driver history. The driver record includes involvement in crashes. A crash entry includes a "C" if a citation was issued, and a conviction entry includes an "A" if it was associated with an accident (crash).

### Vehicle Records

The vehicle registration and title file is maintained by Motorist Services in the Department of Highway Safety and Motor Vehicles (DHSMV). Motorist Services combines the former Division of Motor Vehicles and the former Division of Driver Licenses in a reorganization that becomes official on July 1, 2011.

Florida has 67 counties through which the tax collectors' offices process most of the registration and title transactions. The DHSMV maintains the vehicle database that includes information on slightly fewer than 18½ million commercial and non-commercial vehicles, trailers, off highway vehicles and vessels. Autos and pickups account for over 70 percent of the records, and commercial vehicles account for approximately five percent.

Florida is a full on-line participant in the National Motor Vehicle Title Information System (NMVTIS). NMVTIS processes include VIN validation for the records transmitted. The DHSMV also uses electronic recording and releasing of liens through the Electronic Lien and Title (ELT) system that was

also developed in-house. A vehicle owner may opt to obtain a printed title, but otherwise a paper document is not required for title processes. Lienholders may opt to use third party software for ELT transactions.

### Injury Surveillance System Components

Florida has a functioning Injury Surveillance System (ISS) and passionate staff at the Department of Health (DOH). Florida's ISS consists of hospital emergency department and inpatient data collected by the Florida Agency for Health Care Administration (AHCA) and other data collected under the direction of the following offices in the DOH:

Bureau of Emergency Medical Services (BEMS)	Prehospital data
Office of Trauma	Trauma Registry data
Bureau of Vital Statistics	Death Certificate data

Since the previous assessment in 2006, major strides have been taken within DOH to better capture EMS and vital records data. Since June 2008, approximately one-half of EMS agencies have been submitting patient-level care records using the EMS Tracking and Reporting System (EMSTARS). Previously all data submissions to the State were aggregate and de-identified; this capture of record level data greatly enhances the analytical capabilities of the State file. The e-Vitals Electronic Death Registration System (EDRS) has been implemented in some medical examiner districts to facilitate accurate and timely capture of mortality data.

DOH and AHCA compile and analyze information on persons injured or killed as the result of motor vehicle crashes, among other public health concerns. Analyses from these databases are available in standard reports on their websites as well as an online query system of hospital admission information, also on the AHCA website. The EMS system is currently expanding the use of EMSTARS and anticipates over 50 percent of all patient care records will be collected electronically and submitted to NEMESIS in the near future.

Several efforts are underway, in the DOH and at the University of Florida, to link medical data with crash report records. Both individually and collectively, through such data linkage projects, injury surveillance datasets may be used for problem identification, program evaluation and traffic safety program planning. The successful linkage of crash and medical data should continue to be pursued.

### Roadway Information

The Florida Department of Transportation (FDOT) is a decentralized agency charged with the establishment, maintenance, and regulation of public transportation in the State.

To manage its roadway infrastructure, FDOT makes use of a decentralized management structure of seven geographic districts and the Florida Turnpike Enterprise. Each of FDOT's eight semi-autonomous districts is managed by a District Secretary. FDOT is responsible for 12,088 miles of State highway

system roadways. To aid in the management of these infrastructure assets FDOT maintains a Roadway Characteristics Inventory (RCI).

The RCI is in a relational database, DB2, and it stores roadway data at the most detailed level by characteristic type for specific inventory road features. State roadways are assigned an eight-digit identifier composed of a two-digit county code, a three-digit section number, and a three-digit subsection number. All the characteristics that are part of the RCI are inventoried by roadway identification number and mile-point. The FDOT created and now maintains a basemap of all roads in the RCI. It is also responsible for the production and maintenance of numerous maps (including the Federal Aid Highway maps), GIS data layers (shapefiles and geo-databases), and custom GIS tools.

Access to crash data is through the Crash Analysis Reporting (CAR) System or by special request through the FDOT State Safety Office. Certain standard reports and shapefiles of crash locations with a fairly extensive list of crash and associated roadway attributes are made available internally via the State Safety Office's SharePoint site and through the FDOT Traffic Safety Web Portal. Methods to query the CAR by central and district engineering offices are described as cumbersome and labor intensive. While the State Safety Office is comfortable with their access to CAR, others may need a more user friendly query tool that will allow ad hoc interactive queries.

Several major advances have been realized since the 2006 traffic records assessment. The RCI now contains traffic data which were previously in a separate file. Also, the State Safety Office can now provide shapefiles of crash data from the CAR on State and local public roads through an analytic model developed to extrapolate data from State system roads to local roads for crash rate calculations. The CAR is now enhanced with data from the RCI and bridge files during data entry and through the overnight batch update process, thus creating a merged set of roadway features, pavement skid, bridge, and crash data for more direct extracts for safety analysis.

#### Strategic Planning

The current *Traffic Safety Information System Strategic Plan* (Plan) was first developed in 2007 and updated each year through 2010 with new goals, objectives, and status. The Traffic Records Coordinating Committee (TRCC) and its Executive Board developed the strategic plan and the Executive Board approved it. The Plan has been endorsed by stakeholder agencies, owners of the traffic records system components, to the extent that they were involved in its development and implementation and attended the TRCC meetings during the deliberations of the Plan development. All components were addressed in the Plan with the exception of citation/adjudication due to the lack of representation from this area.

The current Plan was partially based on the findings of the 2006 assessment; however, the TRCC Executive Board is intending to develop a full and complete

strategic plan. It is anticipated that after the final report from the 2011 traffic records assessment is received, the Executive Board will create a subcommittee to work on the development of a new plan that will address, to the extent possible, identified needs and improvements.

Following are the major recommendations for improvements to the State's traffic records system. The references indicate the sections of the report from which the recommendations are drawn.

## MAJOR RECOMMENDATIONS

### Crash Records System

- Establish a single central official crash records system that includes the data improvements implemented by key users of the data. Develop the system to enable retention of the "as submitted" data alongside a corrected/augmented version of the data in order to support multiple uses of the dataset. Design the system to track error corrections in order to support feedback to law enforcement and development of training content. **(Section 2-A)**
- Develop a strategic plan for the effort to achieve 100 percent electronic reporting by law enforcement and electronic submission of crash data to DHSMV. This plan should be based on information provided by law enforcement agencies describing their field automation capabilities and needs for hardware and software. A five-year plan would appear to be reasonable for achieving the goal of fully automated reporting. **(Section 2-A)**
- Require the long form crash report to be used on all crashes meeting the established reporting threshold. Barring that, require the long form on all crashes involving a federally-reportable commercial motor vehicle and in all cases involving a pedestrian or pedalcyclist. As a minimally acceptable solution, work to reduce the proportion of short form crashes by encouraging all of the law enforcement agencies that are using field data collection software to adopt a "long-form-only" reporting strategy. **(Section 2-A)**
- Establish a comprehensive, formal quality control program for crash data. This program should include the following components:
  - A complete set of operationally-relevant data quality performance measures for the crash system covering timeliness, accuracy, completeness, consistency, integration, and accessibility. A recent Crash Data Improvement Program (CDIP) report provides specific examples of the desired metrics.

- A formal method of counting and tracking errors and providing feedback to law enforcement agencies.
- A link between error tracking and training content so that common errors can be documented and addressed in the academies and in periodic refresher training.
- Improved coordination with key users to ensure that errors noted by users of the data are corrected (where feasible) and addressed in training, instruction manuals, and help files for data collectors.
- Periodic audits of crash reports comparing the narrative and diagram to the coded information on the form.
- Oversight by the TRCC, to include devoting time on the agenda to review data quality measurements. **(Section 2-A)**

#### **Citation and Adjudication Records**

- Assign a subcommittee of the Traffic Records Coordinating Committee the responsibility for oversight of the continued development of the e-citation system to ensure data integration and consistency for the judicial, law enforcement and motor vehicle data systems. **(Section 2-E)**
- Assess the feasibility of using the Citation Tracking System as the basis for developing a DUI Tracking System. **(Section 2-E)**

#### **Traffic Records Coordinating Committee (TRCC)**

- Create a functioning working level of the TRCC to coordinate and communicate needs among data collectors, managers, and users and which oversees the work of the subcommittees. **(Section 1-A)**

#### **Driver and Vehicle Records**

- Work closely with the court clerks to eliminate TCATS rejections (errors) resulting from the inability to match charge codes when new or variant codes are introduced. **(Section 2-C)**
- Incorporate a bar code with vehicle description and owner information for registration documents to improve the efficiency and accuracy of information generated by enforcement officers completing crash reports and citations. **(Section 2-D)**

#### **Statewide Injury Surveillance System (SWISS)**

- Assist the Bureau of EMS efforts to bring 100 percent of agencies online with the EMS Tracking and Reporting System. **(Section 2-F)**

- ❑ Conduct a study to determine the feasibility of expanding the Traffic Related Injury Prevention (TRIP) project outside of the Orange County area. Implementing such a program statewide would enhance the quality of crash, EMS, hospital and mortality data systems and facilitate linked data analyses. **(Section 2-F)**

### **Roadway Information**

- ❑ Develop a user friendly query tool to extract and massage data from the CAR especially for district and local engineering uses. **(Section 2-B)**
- ❑ Develop an outreach initiative to local engineering officials to make them aware of the safety data and techniques available through FDOT for use on non-State roads. **(Section 2-B)**

### **Strategic Planning**

- ❑ Develop a fresh Traffic Safety Information System Strategic Plan through the TRCC addressing the recommendations in this traffic records assessment and others identified by canvassing collectors, managers, and users of each traffic records system component. **(Section 1-B)**
- ❑ Assure that all TRCC members participate in the development of the Traffic Safety Information System Strategic Plan and the selection and priority setting of the projects in the Plan. (As mentioned it is advisable to acquire the skills of a facilitator to conduct workshops for the Plan development.) **(Section 1-B)**
- ❑ Include items in each TRCC meeting agenda that address progress reports on each system and project, as well as the status of the quality metrics developed by the TRCC following the guidelines in NHTSA's *Model Performance Measures for State Traffic Records Systems*. **(Section 1-B)**



# **B. 2011 Crash Data Improvement Program (CDIP) Assessment Recommendations**

**Table B.1 2011 Florida CDIP Recommendations**

<p><b>State Crash Data Improvement Processes</b>                  State: Florida                  Assessment Date: May 3-5, 2011</p>
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Critical Issue	Current State Practices	Recommendation for Improvement	Responsible Office/ Position/ Person	Implement Recommendation (Y/N)	Target Completion Date	Status (enter date)
<b>Administration - Crash Database</b>						
<b>Custodial Department/Agency</b>	Florida Department of Highway Safety and Motor Vehicles (DHSMV)					
<b>Administering Office/Section</b>	DHSMV					
<b>Administrator/Position Title/Contact Information</b>	Maureen Johnson, Chief of Records, DHSMV maureenjohnson@flhsmv.gov, 850-617-2596					
<b>Crash Data Processing</b>						
<b>Crash Data Production Process</b>	Under Florida Statute 316.066, the DHSMV is required to receive all Florida Traffic Crash Reports. Florida has long and short forms of their traffic crash report (HSMV 90010 S, implemented 1/1/2011). A new version of this report was initiated 1/1/2011. It was reported that not all law enforcement officers have received training on the new form.	Ensure that all law enforcement officers that fill-out crash reports receive training on the form.				
	The threshold for all reportable crashes is \$500 property damage. Under Florida Statute 316 (various sections) long forms are required to be completed	Use the long form for all reportable crashes. Barring that, as agencies adopt electronic crash reporting, bring their short form reports into the				

Critical Issue	Current State Practices	Recommendation for Improvement	Responsible Office/ Position/ Person	Implement Recommendation (Y/N)	Target Completion Date	Status (enter date)
	<p>when the crash involved a death or personal injury; driving while under the influence; and/or leaving the scene of a crash involving damage to attended vehicles or property. In addition, under officer's discretion, a long form may be used if a vehicle needed to be towed from traffic lanes. If a long form is not required, the law enforcement officer may complete a short form crash report.</p> <p>The use of short forms for the majority of reportable property-damage-only crashes automatically removes those crashes from inclusion in the DHSMV database and consideration in analysis of the Florida crash experience. The state is effectively missing about half of all crashes. This has implications for engineering, enforcement, and behavioral safety analyses as the resulting decisions are skewed towards injury and fatal crashes.</p>	<p>DHSMV central crash database.</p>				
	<p>When a short form is used, the agency investigating the crash is the official custodian of the short form. DHSMV is the official custodian of all long forms and the short form crash reports for the Florida Highway Patrol (FHP). The long form reports and associated data must be maintained for a minimum of seven (7) calendar years.</p>					

Critical Issue	Current State Practices	Recommendation for Improvement	Responsible Office/ Position/ Person	Implement Recommendation (Y/N)	Target Completion Date	Status (enter date)
	<p>In 2010 there were approximately 315,000 crash reports received by DHSMV. Approximately 50% of these were received electronically (e-crash). The state has expressed an interest in moving towards 100% electronic reporting. There are several software products in use for e-crash reporting, but the majority of crashes are collected using either CTS-SmartCop used by FHP and others and the Florida TraCS implementation used by over 50 law enforcement agencies (LEAs).</p> <p>TraCS use is growing, but overall there are some limits on the expansion of electronic data collection because of the cost of equipment. The new TraCS suite includes a web-based version that could serve small, under-equipped departments; however, there is no designated host for a web system.</p>	<p>Develop a Strategic Plan for moving towards 100% electronic crash reporting.</p> <p>Designate a host for web-TraCS and offer its use to all LEAs.</p>				
	<p>Paper report data flow: Reports are received through the mail by DHSMV. They are manually reviewed by two clerks; returned to LEAs if obvious errors are spotted. Once approved, they are batched and sent to Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE). PRIDE creates an image and enters the crash report data. PRIDE provides comma delimited data files (csv) to DHSMV. DHSMV validates and stores in a temp file. They transfer data to the mainframe</p>					

Critical Issue	Current State Practices	Recommendation for Improvement	Responsible Office/ Position/ Person	Implement Recommendation (Y/N)	Target Completion Date	Status (enter date)
	and then create the production database (official crash file).					
	Electronic report form data flow: Electronic reports go through the same process as paper beginning with the validation and temp file by the DHSMV.					
	Validation primarily includes range edits and data type edits with a small number of cross field logic edits.	Increase the number of cross field logic edits. For example, test the logical consistency between lighting condition and time of day.				
<b>Crash Location Process</b>	DHSMV creates a data extract in multiple data tables for use by Florida Department of Transportation (FDOT) once a week for paper reports and more often for electronic reports.					
	FDOT manually reviews location data fields, makes corrections, and adds location codes to the crash database. On-state system crash locations are coded using FDOT's linear referencing system (LRS) by assigning coordinates and LRS codes. Off-state system crash locations are coded using GIS coordinates. Overall, FDOT's processes result in over 99% success in locating crashes to the public road system. Extensive manual processing is required to achieve this high level of success. FDOT is planning to improve this process through use of NAVTEQ mapping utilities.	Continue to pursue improving the efficiency of the location coding process, including use of up-to-date maps and utilities.				

Critical Issue	Current State Practices	Recommendation for Improvement	Responsible Office/ Position/ Person	Implement Recommendation (Y/N)	Target Completion Date	Status (enter date)
	FDOT's corrections and location code additions are not sent to DHSMV for updating the custodial crash data but are maintained in the separate FDOT crash file.	Establish a single crash database that includes both the original data as submitted and all changes. The changes should be tracked in an audit table that records what data element was changed, what change was made, who made it, and when.				
<b>Process to periodically assess the quality of crash data</b>	DHSMV receives reports from PRIDE that show the errors on reports for each batch of paper reports. PRIDE has unknown data resources that could potentially be tapped for creation of more detailed error summaries. A new crash production process is planned under a contract that is due to be implemented on 7/1/2011. The new processes are to-be-determined but will likely include similar error logging as is currently done by PRIDE.	Explore the use of error logs from the data entry vendor to obtain more useful information on data quality for paper reports.  Use this information to provide feedback to law enforcement and improve the training materials.				
	DHSMV tracks data submissions and timeliness at the LEA level. Errors are also tracked for electronically submitted crashes on a regular basis.  Other users of the crash data make note of errors they encounter and may (as FDOT does for locations) make changes to the data for their own use. These changes are not returned to DHSMV and the errors noted are not summarized in any formal feedback to the LEAs.	Create overall measures of data quality attributes by combining metrics measuring paper and electronic reports.  As recommended in the <i>crash location process</i> section above, create a single central crash database that captures all data corrections made by FDOT and the SAFETYNET and FARS data managers.  Establish a process for formalizing feedback to LEAs based on errors noted by key data processors.				

Critical Issue	Current State Practices	Recommendation for Improvement	Responsible Office/ Position/ Person	Implement Recommendation (Y/N)	Target Completion Date	Status (enter date)
<b>Timeliness</b>						
<b>Measure to assess the overall timeliness of the crash database</b>	DHSMV has the ability to measure overall timeliness of the crash data. This is a composite measure of the paper and electronic reporting processes. For the first quarter 2011, 56% of reports were entered into the system within 10 days, 68.3% within 30 days, and 87.2% within 60 days. These numbers reflect a majority of e-crash reports and it is anticipated that overall timeliness will get worse once the paper reports are submitted.					
<b>Measure to assess the timeliness of the submission of crash reports from LEAs</b>	Timeliness of e-crash submissions is measured automatically as the difference between the crash date and the date of upload by DHSMV. Timeliness of paper submissions is not measured. The DHSMV processing of paper reports does not include date stamping when reports were received.	Create a process for logging receipt of paper crash reports. Date stamping and data entry of the crash event date and date of receipt by DHSMV would form the basis of a timeliness measure for paper submissions.  Create an overall measure of data submission timelines by combining the e-crash and paper timeliness measures.				
<b>Measures to assess the timeliness of other crash processing steps</b>	The duration of the location coding process is measured as approximately 10 days.  The steps from data validation to addition to the production database are not measured for timeliness.  The number of days required for correction of reports that fail the edit	Establish timeliness measures for all components of the crash processing at DHSMV. Barring this, create a composite measure of the time required to complete all of the post-receipt DHSMV processes.				

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	checks is not measured.					
	Timeliness metrics are not shared with the individual LEAs unless requested. Overall timeliness metrics are reported at the Traffic Records Coordinating Committee meetings.	Create a report showing all LEAs timeliness of their data submissions.				
<b>Accuracy</b>						
<b>Overall performance measure(s) for the accuracy of crash data</b>	Location coding may be viewed as one measure of accuracy. Error listings are provided for paper reports by PRIDE. Failed e-crash reports are recorded in an error log. The reports are not summarized or used as the basis for a systematic report of accuracy.	In the new contract, ensure that DHSMV receives regular reports summarizing accuracy and noting the most frequent errors. Summarize results for each LEA. Use the error listings to provide training content for the academies and LEA in-service training.				
<b>Completeness</b>						
<b>Overall performance measure(s) for the completeness of crash data</b>	DHSMV crash data managers review submission volumes by individual LEA and will follow-up with those who seem to be reporting at a lower than expected levels over time. This is not a formal tracking system and there are no actual metrics of completeness.					
	The confusing threshold for reporting, and the uncertain dividing line between use of short and long form reports results in a loss of data. Use of short forms for reportable crashes means that these data—not captured by DHSMV—are generally inaccessible for analysts	Use the long form for all reportable crashes. Barring that, as agencies adopt electronic crash reporting, bring their short form reports into the DHSMV central crash database. Use the ratio of injury+fatal/total crashes to develop a measure of				



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	and decision makers.	completeness. The data for FHP could be used to develop a surrogate measure estimating the expected ratio statewide.				
	DHSMV is not separately tracking missing data or overuse of "unknown" codes. The reports that fail edit checks are returned to the LEA for correction, but errors are not separately summarized for the purpose of measuring completeness.	Establish a tracking mechanism for missing data or overuse of "unknown" codes. Use the tracking mechanism as the basis for a measure calculating the percent of missing/incomplete data in key fields. Develop the measures to support feedback to individual LEAs.				
	The FMCSA data quality metrics measuring data completeness show Florida is under-reporting non-fatal commercial vehicle (CMV) crashes and does not match fatal crash-involved CMV counts in FARS and SAFETYNET. Under current rules, a long form is not required for CMV-involved crashes.	Develop a reconciliation process for FARS and SAFETYNET that can be kept in sync throughout the year. Require a long form for any reportable crash involving a CMV or hazardous material placarded vehicle.				
<b>Consistency/Uniformity</b>						
<b>Consistency measure(s) for crash data</b>	It is an accepted truth that the application of the dual reporting thresholds varies significantly among LEAs. Some agencies choose to report all crashes on long forms. Others, undoubtedly, use the short form even in cases when a long form should be completed.	The previously recommended completeness metric based on the ratio of injury+fatal/total crashes should also be used as a measure of consistency by comparing among LEAs.				

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	The new form is nearly 100% MMUCC compliant based on an internal review by DHSMV. The form has not been reviewed independently by NHTSA.	Request a NHTSA review of the new crash report form to establish the level of MMUCC compliance. Include a database review as well as the form.				
	A brief review of text fields in the first quarter 2011 crash database showed that officers within a single LEA are not consistent in reporting their agency name (one agency with 400 crash reports had 10 different ways of recording its name). The vehicle identification number (VIN) data field included a high percentage of records with values that were not consistent with correct VINs.	For e-crash reports, ensure that text entries are constrained and edit checked where possible. For paper reports, ensure that the post processing includes automated validation and/or normalizing of data to a standard.				
<b>Integration</b>						
<b>Overall performance measure(s) for the integration of crash data</b>	At the macro level, the crash data are linkable to roadway, driver, citation, and selected local injury surveillance datasets.	Track and report the number of databases that are linked.				
	At the micro level, the only metric of the success of linkage was that for location coding of crashes. The success of linking crashes to roadway inventory information was reportable only for on-system roadways. There were no metrics for the strength of linkage between crash and other databases.	Establish standard repeatable measures for the strength of linkage between crash and various other traffic records data sources. These metrics should be based on the percent of records matched.				

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<b>Accessibility</b>						
<b>Overall performance measure(s) for the accessibility of crash data</b>	DHSMV tracks requests for analyses and reports the indicator in the departmental performance measurement system. Each report is returned to the customer along with a user satisfaction survey.	Include DHSMV's analysis tally and user satisfaction ratings as measures of accessibility.				
	FDOT has established a web portal making the Transparency Report (5-Percent Report) available to users. Web page hits are tracked using Google Analytics.	Include FDOT's web portal usage statistics as measures of accessibility.				
	FHP developed a website for real-time reporting of crash events to aid the public in route planning.	Include web usage statistics for FHP's real-time reporting as measures of accessibility.				



## C. Strategic Planning Participants

### Executive Board Members

1. John Bixler, Chair, Florida Department of Health
2. Cheryl Stewart, Police Chief's Association
3. Dana Reiding, Department of Highway Safety and Motor Vehicles
4. Grady Carrick, Florida Highway Patrol
5. Patrick Kennedy, Agency for Health Care Administration
6. Danielle King, TRCC Coordinator, Florida Department of Transportation

### Other Participants

7. Marianne Trussell - Florida Department of Transportation
8. Ken Ellis - Florida Department of Transportation
9. Joe Santos - Florida Department of Transportation
10. Jared Causseaux - Florida Department of Transportation
11. Larry Workman - Florida Department of Transportation
12. Dorothy Hill - Department of Highway Safety and Motor Vehicles
13. Bonnie Scott-Walls - Department of Highway Safety and Motor Vehicles
14. Maureen Johnson - Department of Highway Safety and Motor Vehicles
15. Steve Williams - Department of Highway Safety and Motor Vehicles/FHP
16. Stephanie Daugherty - Florida Department of Health
17. Brenda Clotfelter - Florida Department of Health
18. Brittney Aucutt - Florida Department of Health
19. Steve McCoy - Florida Department of Health
20. Ilir Bejliri - University of Florida
21. Tom Benton - University of Florida
22. Raymond Issa - University of Florida
23. Robert "Bob" Fleming - UNF/Institute of Police Technology and Management
24. Amy Cochran - TraCS
25. Phil Rivers - Florida Sheriff's Association
26. Richard Taylor - Florida Highway Patrol
27. Sandy Richardson - National Highway Traffic Safety Administration
28. James Gregg, Federal Motor Carrier Safety Administration
29. Steven Williams - CTS America
30. David Kaelin, Open Portal Solutions
31. John Montalbino, Open Portal Solutions