State of Florida

Traffic Records Assessment

January 04, 2016

National Highway Traffic Safety Administration

Technical Assessment Team

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Executive Summary

Out of 391 assessment questions, Florida met the Advisory ideal for 219 questions (56%), partially met the Advisory ideal for 53 questions (13.6%), and did not meet the Advisory ideal for 119 questions (30.4%).

As Figure 1 illustrates, within each assessment module, Florida met the criteria outlined in the *Traffic Records Program Assessment Advisory* 52.6% of the time for Traffic Records Coordinating Committee Management, 56.3% of the time for Strategic Planning, 54.5% of the time for Crash, 51.3% of the time for Vehicle, 57.8% of the time for Driver, 36.8% of the time for Roadway, 75.9% of the time for Citation / Adjudication, 56.1% of the time for EMS / Injury Surveillance, and 46.2% of the time for Data Use and Integration.
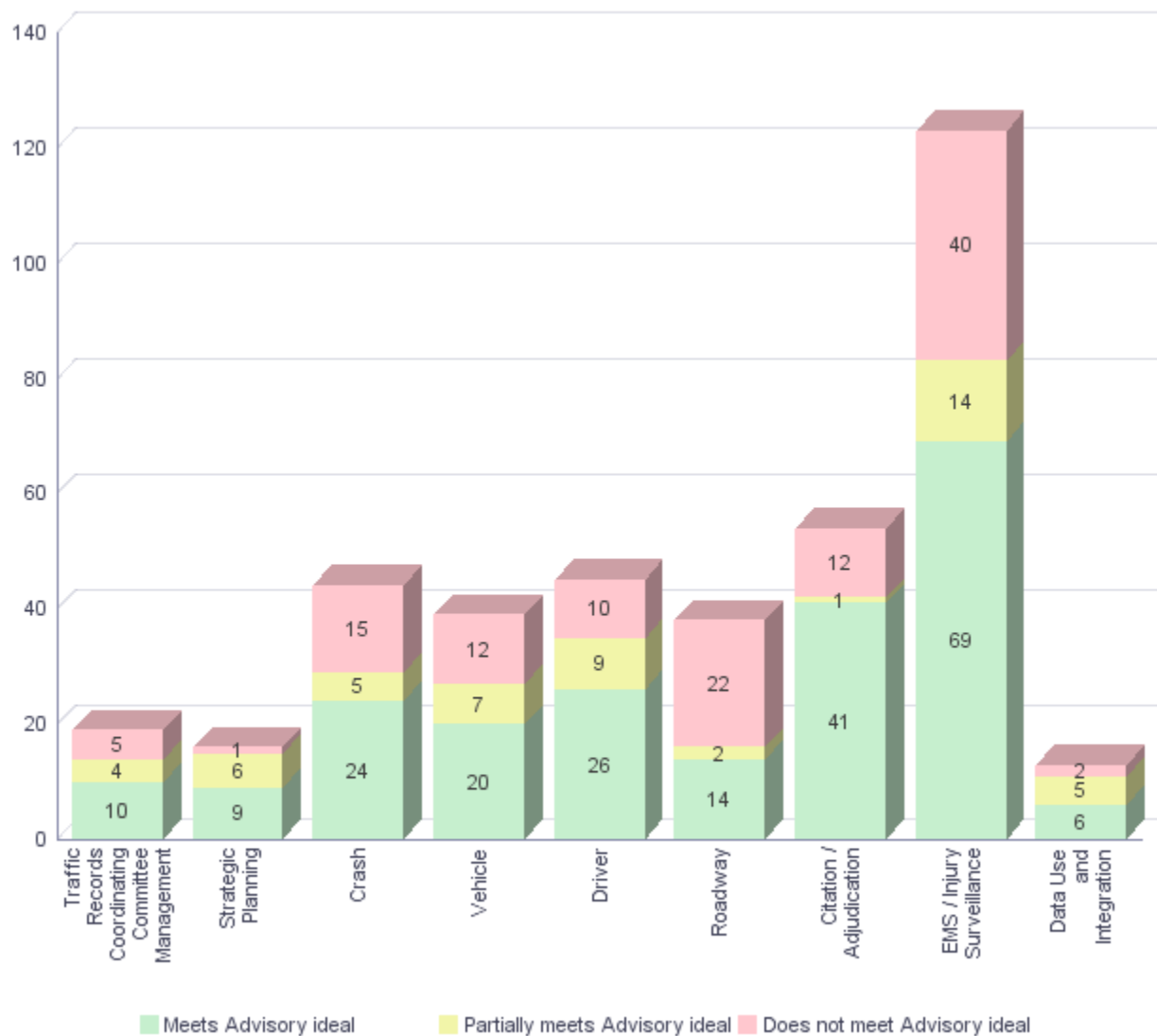
Figure 1: Rating Distribution by Module

Legend: Meets Advisory ideal | Partially meets Advisory ideal | Does not meet Advisory ideal

Figure 2: Assessment Section Ratings

	Crash	Vehicle	Driver	Roadway	Citation / Adjudication	EMS / Injury Surveillance
Description and Contents	100.0%	61.1%	80.0%	66.7%	100.0%	70.6%
Applicable Guidelines	100.0%	100.0%	100.0%	33.3%	78.9%	93.0%
Data Dictionaries	86.7%	90.5%	83.3%	33.3%	100.0%	93.3%
Procedures / Process Flow	89.6%	71.2%	96.1%	79.2%	95.1%	86.9%
Interfaces	53.3%	81.8%	90.5%	50.0%	76.2%	33.3%
Data Quality Control Programs	53.6%	67.5%	53.8%	68.2%	71.8%	68.5%
Overall	74.8%	74.8%	78.7%	62.7%	87.3%	75.1%

	Overall
Traffic Records Coordinating Committee Management	77.3%
Strategic Planning for the Traffic Records System	84.9%
Data Use and Integration	73.7%

Recommendations

Figure 2 shows the aggregate ratings by data system and assessment module. Each question's score is derived by multiplying its rank and rating (very important = 3, somewhat important = 2, and less important = 1; meets = 3, partially meets = 2, and does not meet = 1). The sum total for each module section is calculated based upon the individual question scores. Then, the percentage is calculated for each module section as follows:

$$Section\ average\ (\%) = \frac{Section\ sum\ total}{Section\ total\ possible}$$

The cells highlighted in red indicate the module sub-sections that scored below that data system's weighted average. The following priority recommendations are based on improving those module subsections with scores below the overall system score.

According to 23 CFR Part 1200, §1200.22, applicants for State traffic safety information system improvements grants are required to maintain a State traffic records strategic plan that—

"(3) Includes a list of all recommendations from its most recent highway safety data and traffic records system assessment; (4) Identifies which such recommendations the State intends to implement and the performance measures to be used to demonstrate quantifiable and measurable progress; and (5) For recommendations that the State does not intend to implement, provides an explanation."

Florida can address the recommendations below by implementing changes to improve the ratings for the questions in those section modules with lower than average scores. Florida can also apply for a NHTSA Traffic Records GO Team, for targeted technical assistance.

Crash Recommendations

Improve the interfaces with the Crash data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the data quality control program for the Crash data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Vehicle Recommendations

Improve the description and contents of the Vehicle data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the procedures/ process flows for the Vehicle data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the data quality control program for the Vehicle data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Driver Recommendations

Improve the data quality control program for the Driver data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Roadway Recommendations

Improve the applicable guidelines for the Roadway data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the data dictionary for the Roadway data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the interfaces with the Roadway data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Citation / Adjudication Recommendations

Improve the applicable guidelines for the Citation and Adjudication systems to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the interfaces with the Citation and Adjudication systems to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the data quality control program for the Citation and Adjudication systems to reflect best practices identified in the Traffic Records Program Assessment Advisory.

EMS / Injury Surveillance Recommendations

Improve the description and contents of the Injury Surveillance systems to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the interfaces with the Injury Surveillance systems to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the data quality control program for the Injury Surveillance systems to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Data Use and Integration Recommendations

Improve the traffic records systems capacity to integrate data to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Introduction

A traffic records system consists of data about a State's roadway transportation network and the people and vehicles that use it. The six primary components of a State traffic records system are: Crash, Driver, Vehicle, Roadway, Citation/Adjudication, and Injury Surveillance. These components address driver demographics, licensure, behavior and sanctions; vehicle types, configurations, and usage; engineering, education, enforcement measures; crash-related medical issues and actions; and how they affect highway traffic safety.

Quality traffic records data exhibiting the six primary data quality attributes—timeliness, accuracy, completeness, uniformity, integration, and accessibility—is necessary to improve traffic safety and effectively manage the motor vehicle transportation network, at the Federal, State, and local levels. Such data enables problem identification, countermeasure development and application, and outcome evaluation. Continued application of data-driven, science-based management practices can decrease the frequency of traffic crashes and mitigate their substantial negative effects on individuals and society.

State traffic records systems are the culmination of the combined efforts of collectors, managers, and users of data. Collaboration and cooperation between these groups can improve data and ensure that the data is used in ways that provide the greatest benefit to traffic safety efforts. Thoughtful, comprehensive, and uniform data use and governance policies can improve service delivery, link business processes, maximize return on investments, and improve risk management.

Congress has recognized the benefit of independent peer reviews for State traffic records data systems. These assessments help States identify areas of high performance and areas in need of improvement in addition to fostering greater collaboration among data systems. In order to encourage States to undertake such reviews regularly, Congress' Moving Ahead for Progress in the 21st Century (MAP-21) legislation requires States to conduct or update an assessment of its highway safety data and traffic records system every 5 years in order to qualify for §405(c) grant funding. The State's Governor's Representative must certify that an appropriate assessment has been completed within five years of the application deadline.

Background

In 2012, the National Highway Traffic Safety Administration published an updated *Traffic Records Program Assessment Advisory* (Report No. DOT HS 811 644). This *Advisory* was drafted by a group of traffic safety experts from a variety of backgrounds and affiliations, including: State highway safety offices, the Governors Highway Safety Association (GHSA) and the Association of Transportation Safety Information Professionals (ATSIP), as well as staff from NHTSA, FMCSA, and FHWA. The *Advisory* provides information on the contents, capabilities, and data quality of effective traffic records systems by describing an ideal that supports quality data driven decisions and improves highway safety. In addition, the *Advisory* describes in detail the importance of quality data in the identification of crash causes and outcomes, the development of effective interventions, implementation of countermeasures that prevent crashes and improve crash outcomes, updating traffic safety programs, systems, and policies, and evaluating progress in

reducing crash frequency and severity.

The *Advisory* is based upon a uniform set of questions derived from the ideal model traffic records data system. This model and suite of questions is designed to be used by independent subject matter experts in their assessment of the systems and processes that govern the collection, management, and analysis of traffic records data in a given State.

Methodology

A State initiates the assessment process by submitting a formal request to its NHTSA Regional Administrator. Once that request is passed onto the NHTSA National Center for Statistics and Analysis Traffic Records Team, it appoints an assessment facilitator to work with the State Governor's Representative to identify a State assessment coordinator and appropriate State respondents for each assessment question. Respondents enter the data into NHTSA's State Traffic Records Assessment Program (STRAP), the Web-based application for the assessment. The assessment facilitator works with the State assessment coordinator to prepare for the assessment and establish a schedule consistent with the example outlined in Figure 3. Actual schedules can vary as dates may be altered to accommodate State-specific needs.

Figure 3: Traffic Records Assessment Time Table

Upon NHTSA TR Team receipt of request		Initial pre-assessment conference call
1 month prior to kickoff meeting		Facilitator introduction pre-assessment conference call
Between facilitator conference call and kickoff		State Coordinator assigns questions, enters contact information into STRAP, and builds initial document library
Assessment	Monday, Week 1	On-site kickoff meeting
	Tuesday, Week 1 – 12pm EST, Friday, Week 3	**Round 1 Data Collection**: State answers standardized assessment questions
	Friday, Week 3 – Wednesday, Week 5	**Round 1 Analysis**: Assessors review State answers and rate the responses and, if needed, request necessary clarifications
	Thursday, Week 5 – 12pm EST, Friday, Week 7	**Round 2 Data Collection**: State responds to the assessors' initial ratings and requests for more information and clarification
	Friday, Week 7 – Wednesday, Week 9	**Round 2 Analysis**: Assessors review additional information from the State and, if needed, adjust initial ratings
	Thursday, Week 9 – 12pm EST, Friday, Week 11	**Round 3 Data Collection**: State provides final response to the assessors' ratings
	Friday, Week 11 – Monday, Week 13	**Round 3 Analysis**: make final ratings
	Tuesday, Week 13 – Monday, Week 14	Facilitator prepares final report
Week 15		NHTSA delivers final report to State and Region
(After completion of assessment, date set by State)		NHTSA hosts webinar to debrief State participants
(After completion of assessment)		(OPTIONAL) State may request GO Team targeted technical assistance or training

Following a kickoff meeting that explains the assessment process, schedule, and confirms question assignments, each respondent is sent an email with a token enabling them to log onto STRAP and answer assessment questions that had been assigned to them. The respondents may (a) answer a question, (b) answer the question and refer that question to another person to answer it as well, (c) refer the question—decline the question and send the question to someone else to answer—or (d) decline the question.

The traffic records assessment is an iterative process that includes three question-answer cycles. In each, State respondents have the opportunity to answer each question assigned to them before the assessors examine their answers and supporting evidence, at which point the

assessors rate each response. The second and third question and answer cycles are used to clarify responses and provide the most accurate rating for each question. In an attempt to prioritize the capabilities of each system being assessed, each question is ranked as "very important," "somewhat important" or "less important." To assist the State in responding to each question, the *Advisory* also provides State respondents with standards of evidence that identify the specific information necessary to answer each assessment question.

A group of qualified independent assessors rates the responses and determines how closely a State's capabilities match those of the ideal system outlined in the *Advisory*. Each system component is evaluated independently by two or more assessors, who reach a consensus on the ratings. Specifically, the assessors rate each response and determine if a State (a) meets the description of the ideal traffic records system, (b) partially meets the ideal description, or (c) does not meet the ideal description. The assessors write a brief narrative to explain their rating for each question.

In order for NHTSA to accept and approve an assessment each question must have an answer. When appropriate, however, a State may answer questions with "no, we do not have this capability/use this practice" etc. These responses constitute an acceptable answer and will receive a "does not meet" rating. An assessment with unanswered or blank questions will not be acceptable and cannot be used to qualify for §405 grant funds.

The complete traffic records assessment process is outlined in Figure 5 below.

States are encouraged to use the conclusions of this report as a basis for the State data improvement program strategic planning process, and are encouraged to review the conclusions at least annually to gauge how the State is addressing the items in this report. NHTSA can provide support in addressing these conclusions by means of GO Teams. NHTSA's Traffic Records GO Team program helps States improve their traffic records systems by deploying teams of subject matter experts to deliver tailored technical assistance and training based on States' actual needs.

Figure 4: State Schedule for the Traffic Records Assessment

Kickoff	September 16, 2015
Begin first Q&A Cycle	September 16, 2015
End first Q&A Cycle	October 02, 2015
Begin second Q&A Cycle	October 15, 2015
End second Q&A Cycle	October 30, 2015
Begin third Q&A Cycle	November 13, 2015
End third Q&A Cycle	November 27, 2015
Assessors' Final Results Complete	December 08, 2015
Final Report Due	December 21, 2015
Debrief	January 04, 2016

Figure 5: State Traffic Records Assessment Process

Flow (top to bottom, left to right):

State GR submits written request to NHTSA Region → NHTSA Region forwards written request to NHTSA TR Team → NHTSA TR Team confirms State request & schedules calls → NHTSA TR team hosts initial call (~4 months prior to kickoff)

Facilitator hosts call (1 month prior to kickoff) → STRAP Tech Support hosts State Coordinator training webinar → STRAP Tech Support sends State Coordinator STRAP tokens → State Coordinator sends Respondent info & assigns questions

Facilitator leads **ASSESSMENT KICKOFF MEETING** → STRAP Tech Support launches data collection & analysis phases → STRAP Tech Support Sends Respondent STRAP tokens → State Respondents answer assigned questions & supply evidence **x3**

Assessors review answers & evidence; provide findings & ratings → STRAP Tech Support sends Assessor STRAP tokens

Answers that meet the ideal are not returned to respondents in subsequent rounds

Assessors confirm final findings, ratings and summaries → Facilitator review; forwards to NHTSA TR Team → NHTSA TR Team generates Final Report; sends to State → Facilitator leads **ASSESSMENT REPORT OUT WEBINAR**

Legend:
State Leadership | NHTSA Region | NHTSA TR Team | Facilitator
STRAP Support | State Respondents | Assessors

Results

For each question, a rating was assigned based on the answers and supporting documentation provided by the State. The ratings are shown as three icons, depicting 'meets', 'partially meets', or 'does not meet'.

Legend:

Meets	Partially meets	Does not meet

Traffic Records Coordinating Committee Management

Florida TRCC Summary

Florida is generally well served by an active and fully supported Traffic Records Coordinating Committee (TRCC) with buy-in, oversight, and regular participation by executives at the highest levels of traffic records management and who have the power to direct the agencies' resources for their respective areas of responsibility. The Florida TRCC Charter clearly establishes an Executive Board that meets at least three times a year and the State is to be commended on establishing this core group of experts, managers, and policy-makers that have made traffic records data systems a priority in Florida highway safety.

Florida has representation at the Executive level and one subcommittee focused on grant-funded (405c) projects review and recommendation. The Executive Council comprises eight members and the Application Review Committee comprises four members, one of whom is also on the Executive Board. The Application Review Committee's function is to review, comment and make recommendations to the Executive Board on applications to receive funding for traffic records systems projects. Based on recommendations from the subcommittee, the Executive Board votes to approve, amend, or deny funding for proposed projects.

There are only 11 current and active TRCC members, which is an indication that Florida has an opportunity to grow its TRCC to include more technical level expertise, either by creating a named TRCC technical 'board' or committee, or through the creation of another subcommittee focused on some technical aspect of traffic records in the State. The Executive Board can establish technical subcommittees per the Charter and there was a technical level subcommittee established in 2012, though since disbanded, which could be reconstituted to create corresponding technical membership to match and support the executive membership. Stakeholders are mentioned as having a place at the table in the TRCC, but the roster and minutes indicates minimal numbers of participants at each meeting.

Florida has a designated TRCC Coordinator that is responsible for the scheduling and facilitation of TRCC meetings and monitoring of TRCC goals and funded project progress. Florida also utilizes the services of a contractor to support the TRCC and the TRCC Coordinator. This support system is a critical component to the continual functionality of oversight of federal funding and strategic planning handled by the TRCC. Florida is to be commended for its commitment to a functional and active TRCC that demonstrates accountability and transparency in the management of federal funding and the traffic records program.

Florida has an opportunity after this assessment to write a new plan and to expand the membership of the TRCC. Given the breadth of technical projects funded through the 405c program, and the depth of investment in technologies to improve the records systems, an opportunity to recruit members from Information Technology (IT) groups to serve on the TRCC and provide formal consultation in the evaluation and awarding of funding for software and hardware upgrades and maintenance should be considered. Continual monitoring of these projects to ensure a healthy return on investment can occur within the TRCC with greater input and participation of IT personnel throughout the year and the life of the strategic plan. The

Application Review Committee does a thorough and impressive review of projects to ensure they are in line with the strategic plan and are a sound investment of federal funds, and adding IT specialists to this subcommittee could provide an additional check and balance to ensure the projects comply with other IT initiatives planned around the State that could improve the efficacy of traffic records projects. Including appropriate IT agents would help ensure that technical projects approved by the TRCC will function within the technological framework and long-range planning of other systems in Florida, especially those that encompass or interface with the traffic records systems.

Florida has a TRCC Charter, recently revised and signed by the TRCC Chair and Governor's Representative for Highway Safety, establishing an Executive Board responsible for the State's Traffic Records Strategic Plan, a five-year plan based on recommendations from the most recent Traffic Records Assessment and the needs of the member agencies to improve their records systems. The TRCC is clearly involved in all levels of the strategic planning process, and great detail is provided on the strategies and projects the TRCC has prioritized in the five-year plan. The Florida Traffic Records Strategic Plan, and the Action Plan therein, consists of strategies to improve all the core systems in the traffic records program. Included for each strategy, and subsequent actions steps, are performance measures and the methods for calculating the measures. Each measure is evaluated annually and is included in a status report as part of the annual update to the strategic plan. There are performance measures for all the core systems, and a status update is included for each annually. Measures showing progress that qualifies the State for subsequent federal funding are also included in the annual plan update. The action plan is an easy-to-read and straightforward document that any inside or outside observer can reference to understand the state of traffic records projects in Florida and how the TRCC tracks progress to meet the objectives of the strategic plan.

The Executive Board of the TRCC is responsible solely for the approval and allocation of NHTSA 405c funds that are significant amounts of funds altogether. There is a formal process of review indicating the amounts of funds allocated for each project in the 405c program, and evidence is provided showing the deliberative process for the most recent year's federal funding allocations. At this time, the Florida TRCC is not casting a wide net in applying for and allocating additional federal funding to traffic records projects. Given the well-established and commendable process for allocating 405c funds, Florida is poised to also leverage additional funding to further support the strategic plan objectives and have greater success in investing in technologies to move the State forward. The State is encouraged to consider forming a subcommittee, or to designate a meeting or two each year, to review all possible available funds and serve to at least indicate favorable or unfavorable guidance on the use of a wider range of funds to support the State's strategic plan and priority projects therein.

The TRCC is fully engaged in ensuring that the process for monitoring and allocating federal funding is appropriate and efficient, and deliberate time is established to improve the function of the TRCC itself. Project directors are included in the meetings to provide brief updates, but there does not appear to be very many other participants in the meetings bringing issues to the table for discussion and problem-solving. While not all stakeholders are bringing a wide range of items to the TRCC, the meetings are focused intently on the projects and funding that have been given the highest priority for the year (and for the five years encompassing the current strategic plan). While more stakeholders should ideally be represented and participating (something that can and should occur in subcommittees and working groups), it is evident that the Executive Board is fully committed to the most critical functions of the TRCC. Reforming the technical committee or

establishing another technical working group that would involve more stakeholders would enable meaningful coordination among stakeholders and serve as a forum for the discussion of Florida's traffic records programs, challenges, and investments. The involvement of a wider range of members would also help the TRCC Coordinator identify needs for more technical assistance and training within stakeholder agencies.

The Florida TRCC itself does not maintain an inventory of all traffic records systems; however, each individual agency maintains an inventory of their own systems. The State TRCC Chair and/or Coordinator could obtain the individual inventories or pursue obtaining data dictionaries from each of the core system owners to help identify gaps in systems or opportunities for compliance reviews with federal standards, such as MMUCC. The TRCC, as the central authority in the State for traffic records systems, should maintain documentation pertaining to each of the core systems. An inventory of all systems will help the TRCC identify which systems would qualify for future funding and benefit from projects aimed at integrating the systems. As Florida's systems are upgraded and transitioned more fully to electronic collection and maintenance, opportunities for improving the data systems through integration will abound and an inventory will be crucial to identifying areas of potential integration and help support the prioritization of system improvements.

The Florida TRCC is not directly involved in the monitoring of a quality control program and indicates only indirect involvement through the members of the Executive Board member agencies that have their own quality control programs. The Florida TRCC has developed performance measures for the objectives and strategies in its plan that covers most of the core traffic records systems but only indicates an annual update of the measures as it is required to do for the submission of the 405c requirements in the Highway Safety Plan. Quarterly monitoring of the measures would allow the State to establish benchmarks for each measure to determine if progress will be achieved by the time of the annual review. Devoting a portion of the agenda at each of its three meetings would allow the TRCC Executive Board to check in on progress, and also encourage greater participation on the TRCC by the agencies in charge of the systems being measured.

Question 1:

Does the State have both an executive and a technical TRCC?

Standard of Evidence:

Provide a charter and/or MOU. Also provide a roster with all members' names, affiliations, and titles for both the executive and technical TRCC.

Question Rank:
Very Important

Assessor conclusions:

The State's TRCC Charter clearly establishes an Executive Board that meets annually and a TRCC that meets at least three times a year. The Executive Board can establish technical subcommittees. The evidence provided indicates only one other component to the TRCC: an Application Review Subcommittee consisting of four TRCC members (including the TRCC Coordinator). Additional supporting documentation indicates there was a technical level subcommittee established in 2012, since disbanded, and the State's response indicates that stakeholders have a voice on the Executive Board, which also includes law enforcement representatives; however, the current state of the TRCC and the membership list provided do not indicate a wide depth chart of participation beyond the chief executive members. Therefore, the State does meet the ideal for an Executive council, but does not meet the ideal for Technical level membership. Stakeholders are mentioned in the response, but a corresponding roster indicating formal participation by said stakeholders is not provided.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 2:

Do the executive TRCC members have the power to direct the agencies' resources for their respective areas of responsibility?

Standard of Evidence:

Provide a charter and/or memorandum of understanding (MOU). Also provide a roster with all members' names, affiliations, and titles for the executive TRCC.

Question Rank:
Very Important

Assessor conclusions:

The Executive Board consists of the Chiefs responsible for the six major systems that comprise a traffic records system. The responsibilities of the TRCC and its members are enumerated in the Charter and the first item describes the authoritative function of the Executive members. The Florida TRCC executive board members have the power to direct the agencies' resources for their respective areas of responsibility, as indicated in the "Committee Functions" of the TRCC charter.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 3:

Does the executive TRCC review and approve actions proposed by the technical TRCC?

Standard of Evidence:

Provide a narrative example of recent actions or programs approved by the executive TRCC (e.g., an approved project or funding proposal).

Question Rank:
Very Important

Assessor conclusions:

There is one technical subcommittee in the State and its function is to review and comment and make recommendations to the Executive Board on applications to receive funding for traffic records systems projects. Based on recommendations from the subcommittee, the Executive Board votes to approve, amend, or deny funding for proposed projects. The Executive TRCC does review and approve the proposed actions of the technical TRCC. The attached minutes of the Executive Board meeting describing the approvals and discussions at the meeting are sufficient documentation.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 4:

Does the TRCC include representation from the core data systems at both the executive and technical levels?

Standard of Evidence:

Identify the executive and technical TRCC members that represent the core data systems: crash, driver, vehicle, roadway, citation and adjudication, and injury surveillance.

Question Rank:
Very Important

Assessor conclusions:

The State has representation at the Executive level and one subcommittee focused on grant-funded (405c) projects review and recommendation. The State indicates that their answer is final and indicates they have representation at both levels but the supporting documentation does not indicate a wide range of technical representatives. The Executive Council comprises 8 members and the Application Review Committee comprises 4 members, one of whom is also on the Executive Board. The documentation therefore shows only 11 TRCC members, which is an indication that the State has an opportunity to grow its TRCC to include more technical level expertise, either by creating a named TRCC Technical 'Board' or committee, or through the creation of another subcommittee focused on some technical aspect of traffic records in the State. The State does have representation from the each of the core systems at the Executive level but does not provide evidence that the same technical representation exists.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 5:

Does the TRCC consult with the appropriate State IT agency or offices when planning and implementing technology projects?

Standard of Evidence:

Provide a narrative example of the TRCC's process of consulting the appropriate IT agency or offices. Identify the appropriate agency or offices and their responsibilities.

Question Rank:
Somewhat Important

Assessor conclusions:

The TRCC does not formally consult the State IT officials when planning and implementing projects, but IT personnel are members of the TRCC, attend meetings, and participate on some level in guidance of the State traffic records technical projects. The State provides no formal documentation of a process for IT specialists to review and monitor technical projects under the stewardship of the TRCC. The Application Subcommittee as a body could incorporate IT personnel as part of its review to ensure that projects will meet not only the objectives of the strategic plan but also are in line with state technical requirements and standards. The Subcommittee does a thorough review of projects to ensure they are in line with the plan and are a sound investment of federal funds, and adding IT specialists to this Subcommittee could provide an additional check and balance to ensure the projects comply with other IT initiatives planned around the State that could affect the efficacy of the traffic records projects. In other words, including appropriate IT agents would help ensure that technical projects approved by the TRCC will function within the technological framework and long-range planning of other systems in the State, especially those that encompass or interface with the traffic records systems.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 6:

Is there a formal document authorizing the TRCC?

Standard of Evidence:

Provide the authorizing document (e.g. MOU, charter).

Question Rank:
Very Important

Assessor conclusions:

The State has a Charter, recently revised and signed by the TRCC Chair and Governor's Representative, establishing an Executive Board and complementary Technical Committees. The Chart succinctly describes the mission, governance, membership, purpose, and functions of the TRCC. The Executive Board clearly includes representatives from the major traffic records systems in the State.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 7:

Does the TRCC provide the leadership and coordination necessary to develop, implement, and monitor the TRCC strategic plan?

Standard of Evidence:

Provide a narrative describing the TRCC's role in developing the TRCC strategic plan as well as implementation of a project detailed in the plan.

Question Rank:
Very Important

Assessor conclusions:

The State's Strategic Plan is a five-year plan based on recommendations from the most recent Assessment and the needs of the member agencies to improve their records systems. The detailed explanation and attachments provide evidence that the TRCC provides the leadership necessary to develop, implement and monitor the TRCC Strategic Plan. The State creates a new plan every five years and updates it annually as shown in the attached evidence with the current updated plan and the original TRCC Strategic Plan. Further explanation and evidence shows the participation of the entire TRCC and committees. The five-year plan includes an action plan that is monitored annually. Included is a clear and detailed process the TRCC conducts annually to prioritize the strategies and action steps of the plan, and to identify and approve the projects meant to improve the systems identified as priorities. The TRCC is clearly involved in all levels of the strategic planning process, and great detail is provided on the strategies and projects the TRCC has prioritized in the five-year plan.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 8:

Does the TRCC influence policy decisions that impact the State's traffic records system?

Standard of Evidence:

Provide a narrative describing a specific example of how the TRCC is engaged by component agencies in the course of their decision-making processes.

Question Rank:
Somewhat Important

Assessor conclusions:

The TRCC Charter identifies the member agencies that have the authority to oversee the core data systems in the State and Executive members in their capacity as administrators of the core systems act as policy influencers and makers; however, the State cites no specific examples where the TRCC exacted its policy-level authority, only responding in the narrative that the Executive Board individual members are policy leaders within their respective agencies.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 9:

Does the TRCC allocate federal traffic records improvement grant funds?

Standard of Evidence:

Specify what funds the TRCC is responsible for allocating (e.g., §405(c)) and provide a narrative describing how the TRCC allocated the most recent program year's funding.

Question Rank:
Very Important

Assessor conclusions:

The Executive Board of the TRCC is responsible solely for the approval and allocation of NHTSA 405c funds which is a significant amount of funds altogether. There is a formal process of review indicating the amount of funds allocated for each project in the 405c program and evidence is provided showing the deliberative process for the most recent year's federal funding allocations.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 10:

Does the TRCC identify core system performance measures and monitor progress?

Standard of Evidence:

Provide at least one performance measure for each of the six core systems and describe how the TRCC identified it and has tracked its progress over time.

Question Rank:
Very Important

Assessor conclusions:

The State Traffic Records Strategic Plan, and the Action Plan therein, consists of strategies to improve all the core systems in the traffic records program. Included for each strategy, and subsequent actions steps, are performance measures and the methods for calculating the measures. Each measure is evaluated annually and is included in a status report as part of the annual update to the strategic plan. There are performance measures for all the core systems and a status update is included for each annually. Measures showing progress that qualify the State for subsequent federal funding are also included in the annual plan update.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 11:

Does the TRCC enable meaningful coordination among stakeholders and serve as a forum for the discussion of the State's traffic records programs, challenges, and investments?

Standard of Evidence:

Provide the charter or MOU and minutes from the two most recent technical TRCC meetings.

Question Rank:
Somewhat Important

Assessor conclusions:

The meeting minutes from three recent meetings indicate the State TRCC has a full and robust agenda covering the highest priority items in the strategic plan and the active and proposed projects monitored by the TRCC. The TRCC is fully engaged in ensuring the process for monitoring and allocating federal funding is appropriate and efficient, and deliberate time is established to improve the function of the TRCC itself. Project directors are included in the meeting to provide brief updates, but there does not appear to be many other participants in the meetings bringing issues to the table for discussion and problem-solving. While not all stakeholders are bringing a wide range of items to the TRCC, the meetings are focused intently on the projects and funding that have been given the highest priority for the year (and for the five years encompassing the current strategic plan). While more stakeholders should ideally be represented and participating, something that can and should occur in subcommittees and working groups, it is evident that the Executive Board is fully committed to the most critical functions of the TRCC.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 12:

Does the TRCC have a traffic records inventory?

Standard of Evidence:

Provide the traffic records inventory.

Question Rank:
Somewhat Important

Assessor conclusions:

The State indicates the TRCC itself does not maintain an inventory of all traffic records systems; however, each individual agency maintains an inventory of their own systems. The State TRCC Chair and/or Coordinator could obtain the individual inventories or pursue obtaining data dictionaries from each of the core system owners to help identify gaps in systems, or opportunities for compliance reviews with federal standards, such as MMUCC. The TRCC, as the central authority in the State for traffic records systems, should maintain documentation pertaining to each of the core systems. An inventory of all systems will help the State identify which systems would qualify for future funding and benefit from projects aimed at integrating the systems. As the State systems are upgraded and transitioned more fully to electronic collection and maintenance, opportunities for improving the data systems through integration will abound and an inventory will be crucial to identifying areas of potential integration and help support the prioritization of system improvements.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 13:

Does the technical TRCC have a designated chair?

Standard of Evidence:

Provide a position description, identify the individual, and describe the chair's responsibilities.

Question Rank:
Very Important

Assessor conclusions:

The State indicates there is a TRCC Chair and provides evidence showing the person designated in this role and a Charter signed by the Chair. The only responsibility explicitly indicated for the Chair is to manage the motions to vote for the Executive Board; however, as a member of the TRCC, it is presumed the Chair also participates in the outlined general functions and purposes defined in the Chart.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 14:

Does the TRCC have a designated coordinator?

Standard of Evidence:

Provide a position description, identify the individual, and describe the coordinator's responsibilities.

Question Rank:
Very Important

Assessor conclusions:

The State has a designated TRCC Coordinator that is responsible for the scheduling, facilitation of TRCC meetings, and monitoring of TRCC goals and funded project progress. The State also utilizes the services of a contractor to support the TRCC and the TRCC Coordinator.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 15:

Does the executive TRCC meet at least once annually?

Standard of Evidence:

Provide a schedule of executive meeting dates from the past two program years.

Question Rank:
Somewhat Important

Assessor conclusions:

The State's TRCC Executive Board's most critical meeting occurs in May of each year. At this meeting, proposed projects for the upcoming Federal Fiscal Year are presented, prioritized, and submitted to a vote for approval or disqualification. The Executive Board has an impressive review and prioritization process and clearly devotes significant time (a full-day meeting) to this critical TRCC function.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 16:

Does the technical TRCC meet at least quarterly?

Standard of Evidence:

Provide a schedule of technical TRCC meeting dates for the past program year. If the TRCC has topical sub-committees, identify these groups, their purposes, and meeting dates as well.

Question Rank:
Somewhat Important

Assessor conclusions:

The State TRCC in the past year met three times. Supporting documentation of meeting minutes from three Executive Board meetings is included, supporting the ideal of at least an annual meeting by the Executive Board. The only technical subcommittee identified is an Application Submission Committee, and no evidence is provided regarding meetings held by this subcommittee, only a document with recommendations from the subcommittee to the Executive Board, presented at the Executive Board meeting in May. The State does not have a true two-tiered system of Executive and Technical bifurcation, but rather an Executive Board that meets three times a year with only a subcommittee focused on grant applications that provides guidance to the Executive Board. Meetings held three times a year show participation of 4-7 members in the meeting minutes. The State indicates there have been technical committees in the past however that were formed, and since disbanded, based on need. The TRCC Executive Board is an open forum with the ability to form technical committees when those of specific skill sets are needed to create a product or provide input to the group.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 17:

Does the TRCC oversee quality control and quality improvement programs impacting the core data systems?

Standard of Evidence:

Provide meeting minutes or reports that document the quality control activities that the TRCC undertakes regularly.

Question Rank:
Very Important

Assessor conclusions:

The State TRCC is not directly involved in the monitoring of a quality control program and indicates only indirect involvement through the members of the Executive Board member agencies that have their own quality control programs. The State does not provide any evidence that the TRCC oversees the quality control or quality improvement programs, but the State's TRCC Strategic Plan includes many quality improvement measures that are updated annually. The State would do well to discuss these measures at each meeting throughout the year, or at least check in on the status of the measures twice a year. An annual update of the measures is a good benchmark to determine the progress of the overall plan, and monitoring measures throughout the year will be a good way for the State to determine if the priority projects selected are moving toward the annual goals.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 18:

Does the TRCC address technical assistance and training needs?

Standard of Evidence:

Document TRCC discussion of technical assistance and training needs with meeting agendas or minutes.

Question Rank:
Somewhat Important

Assessor conclusions:

The State's TRCC does not provide technical assistance or training to its members or constituents.

Respondents assigned	1	Responses received	1	Response rate	100%

Question 19:

Does the TRCC use a variety of federal funds to strategically allocate resources for traffic records improvement projects?

Standard of Evidence:

Provide an inventory of federal funds used to support traffic records improvement projects in the last program year.

Question Rank:
Very Important

Assessor conclusions:

The State's TRCC only oversees funding from the NHTSA 405c program and has no role in the oversight of other available federal funds for traffic records systems. The State is encouraged to consider forming a subcommittee, or designating a meeting or two each year, to review all possible available funds and at least indicate favorable or unfavorable guidance on the use of the wider range of funds to support the State's strategic plan and priority projects therein. To meet the advisory ideal, the State is encouraged to review and consider other available local, state and federal funds to support the State's strategic plan and projects.

Respondents assigned	1	Responses received	1	Response rate	100%

Strategic Planning

Florida Strategic Plan Summary

The Florida Traffic Records Coordinating Council is the State's Traffic Records Coordinating Committee (TRCC), and it is responsible for the development and maintenance of a strategic plan. The Florida Strategic Plan is a 5-year plan that is updated annually to include funded project's efforts to advance the strategic objectives. The current plan was developed by the TRCC at the conclusion of the prior NHTSA Traffic Records Assessment and a FHWA CDIP evaluation. The recommendations from those evaluations were the basis of an internal SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis of Florida's traffic records systems undertaken by the TRCC. The TRCC developed the vision and mission, goals and objectives (performance measures), and the strategies and action steps of the five-year plan.

In addition to the multi-year vision, the Action Plan component of the Strategic Plan indicates a timeline/deadline and responsible party for every objective and most of the strategies and action steps. The Strategic Plan addresses many of the performance measures for each of the core systems but does not specifically include a strategy for each of the six measures across all six systems. The TRCC has prioritized improvements to each of the systems that can be reasonably accomplished in five years.

The TRCC is charged with monitoring the Plan annually and approving funding. The TRCC employs the four-box analysis process in determining the priorities for projects seeking federal funds to meet the objectives in the Strategic Plan. Initial projects in the development of the current plan were identified through this process, and subsequent annual reviews use the same process along with a two-tiered system of subcommittee review of projects, recommendations to the Executive Board, and Executive Board approval.

The Plan includes detailed project allocations and descriptions of how each funded project is addressing traffic records systems deficiencies and strategic priorities. The Plan documents a formal, deliberative process being used by the TRCC to allocate NHTSA funding, as the TRCC provides oversight to the Traffic Safety Data Improvement funds. However the Strategic Plan provides little coordination with other federal funding sources for various traffic record systems from other non-NHTSA agencies, such as FHWA, HHS (Department of Health and Human Services), etc.

The TRCC is not involved directly with addressing any impediments to coordination with the traffic systems components, because those are handled directly by the responsible agency. The State indicates that it has no major issues with coordination or interfacing with federal data systems. However the TRCC Strategic Plan shows minimal consideration for additional, proactive interfaces between federal data systems. Also, the TRCC strategic planning considerations have been somewhat focused on those systems for which the TRCC provides funding for improvement. While the agencies responsible for interfacing with all federal systems are active participants on the TRCC, there have not been any requests from these agencies to make system improvements, nor have any been identified. A consideration of future TRCC Strategic Plans could include a proactive, comprehensive survey of the state's traffic record systems, their

inter-connectivity, and opportunities for enhancing interfaces.

The State indicates that an evaluation of technological functionality and advances are included in the deliberation process for projects approved and monitored by the TRCC. The TRCC technical committee reviews applications for funding and makes suggestions for funding based on the lifecycle of current equipment in addition to the quality (expected lifecycle) of new equipment.

Beyond the specific funded projects, the TRCC does not directly address technical assistance and training needs. There is not a process in the TRCC's Strategic Plan for holistically providing such assistance and training support. The specific agency responsible for the data system provides the required technical assistance and training needs.

The TRCC Strategic Plan acknowledges the needs of all stakeholders, however those needs are identified only through the word of mouth from advocates on the TRCC who bring up local needs and concerns.

Overall the Florida TRCC Strategic Plan is comprehensive was and developed by a robust TRCC based on outside assessments and internally identified needs. The Strategic Plan is a best-practice example of documenting the relationships of funded projects and their identified strategic goals.

The strategic goals are used as a basis for funding decisions, and progress is measured in comparison with those goals. The Strategic Plan focuses on data system needs that receive funding from the TRCC and are responsive to identified needs and deficiencies. Additionally, while the TRCC has a strong statewide focus and the data systems are statewide, feedback from locals and other user-level stakeholders would improve the perspective of the plan especially with respect to technical assistance and training. Overall the Florida TRCC Strategic Plan meets a majority of the advisory ideals.

Question 20:

Does the TRCC develop the TRCC strategic plan?

Standard of Evidence:

Document the process undertaken by the TRCC in developing the strategic plan.

Question Rank:
Very Important

Assessor conclusions:

After the conclusion of the NHTSA Traffic Records Assessment and the FHWA CDIP evaluation, the TRCC Executive Board and other member agencies developed the current strategic plan, which is a five-year plan. The TRCC developed the vision and mission, goals and objectives (performance measures), and the strategies and action steps of the five-year plan. Further, the TRCC is charged with monitoring the plan annually and approving funding.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 21:

Does the TRCC strategic plan address existing data and data systems deficiencies and document how these deficiencies are identified?

Standard of Evidence:

Identify, with appropriate citations, how the strategic plan addresses existing data and data systems deficiencies and documents how they were identified.

Question Rank:
Very Important

Assessor conclusions:

The State identified its traffic records system deficiencies identified by both the prior NHTSA Traffic Records Assessment and an FHWA CDIP evaluation. The recommendations from those evaluations were the basis of an internal SWOT analysis of Florida's traffic records systems undertaken by the TRCC.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 22:

Does the TRCC strategic plan identify strategies that address the timeliness, accuracy, completeness, uniformity, integration, and accessibility of the six core data systems?

Standard of Evidence:

Identify, with appropriate citations, how the strategic plan identifies strategies that address the timeliness, accuracy, completeness, uniformity, integration, and accessibility of the six core data systems.

Question Rank:
Very Important

Assessor conclusions:

The State's Strategic Plan addresses many of the performance measures for each of the core systems, but does not specifically include a strategy for each of the six measures across all six systems. The TRCC has prioritized improvements to each of the systems for what can be reasonably accomplished in five years.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 23:

Does the TRCC strategic plan indicate what funds are used to undertake efforts detailed in the plan and describe how these allocations contribute to the plan's stated goals?

Standard of Evidence:

Identify, with appropriate citations, how efforts detailed in the plan are funded and explain how these allocations address the plan's stated goals as specified in the strategic plan.

Question Rank:
Very Important

Assessor conclusions:

The State's strategic plan indicates only how the NHTSA 408/405c funds are allocated, but in the plan are very detailed project allocations and descriptions of how each project is addressing traffic records systems deficiencies and strategies priorities in the plan. The plan documents a formal, deliberative process being used by the TRCC to allocate NHTSA funding. However the strategic plan provides little coordination with other federal funding sources for various traffic record systems from other non-NHTSA agencies, such as FHWA, DOH, etc.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 24:

Does the TRCC have a process for prioritizing traffic records improvement projects in the TRCC strategic plan?

Standard of Evidence:

Identify, with appropriate citations, how the TRCC prioritizes traffic records improvement projects as specified in the strategic plan.

Question Rank:
Very Important

Assessor conclusions:

The TRCC employs the four-box analysis process in determining the priorities for projects seeking federal funds to meet the objectives in the strategic plan. Initial projects in the development of the current plan were identified through this process, and subsequent annual reviews use the same process along with a two-tiered system of subcommittee review of projects, recommendations to the Executive Board, and Executive Board vote for approval.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 25:

Does the TRCC have a process for identifying performance measures and corresponding metrics for the six core data systems in the TRCC strategic plan?

Standard of Evidence:

Identify, with appropriate citations, how the TRCC identifies performance measures and any corresponding metrics for each of the six core data systems as specified in the strategic plan.

Question Rank:
Very Important

Assessor conclusions:

The Action Plan contained within the State's Strategic Plan clearly outlines a matrix that includes objectives, strategies and action steps, performance measures and method, timeline, ownership, and an annual update.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 26:

Does the TRCC have a process for identifying and addressing technical assistance and training needs in the TRCC strategic plan?

Standard of Evidence:

Identify, with appropriate citations, how the TRCC identifies and addresses technical assistance and training needs as specified in the strategic plan.

Question Rank:
Somewhat Important

Assessor conclusions:

The TRCC does not directly address technical assistance and training needs. There is not a process in the TRCC's strategic plan for providing such assistance and training support. The agency responsible for the data system provides the required technical assistance and training needs.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 27:

Does the TRCC have a process for leveraging federal funds and assistance programs in the TRCC strategic plan?

Standard of Evidence:

Identify, with appropriate citations, how the TRCC leverages federal funds and assistance programs as specified in the strategic plan.

Question Rank:
Somewhat Important

Assessor conclusions:

The TRCC provides oversight to the Traffic Safety Data Improvement funds. The TRCC board members are aware of other federal funding programs utilized by their respective agencies; however they are not formally coordinated by the TRCC in the TRCC Strategic Plan.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 28:

Does the TRCC have a process for establishing timelines and responsibilities for projects in the TRCC strategic plan?

Standard of Evidence:

Identify, with appropriate citations, how the TRCC establishes timelines and responsibilities for projects in the plan.

Question Rank:
Very Important

Assessor conclusions:

The State's Action Plan component of the Strategic Plan clearly indicates a timeline/deadline and responsible party for every objective and a majority of the strategies and action steps.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 29:

Does the TRCC have a process for integrating State and local data needs and goals into the TRCC strategic plan?

Standard of Evidence:

Identify, with appropriate citations, how the TRCC integrates State and local data needs and goals into the TRCC strategic plan.

Question Rank:
Very Important

Assessor conclusions:

Assessment recommendations and stakeholder needs are the basis for the performance measures set forth in the TRCC 5 year strategic plan. Accessibility is explicitly included in the STRCC plan's Goals 1 and 4.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 30:

Does the TRCC consider the use of new technology when developing and managing traffic records projects in the strategic plan?

Standard of Evidence:

Identify, with appropriate citations, a project or projects in the strategic plan whose development included the application or consideration of new technology.

Question Rank:
Somewhat Important

Assessor conclusions:

The State indicates that an evaluation of technological functionality and advances are included in the deliberation process for projects approved and monitored by the TRCC.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 31:

Does the TRCC consider lifecycle costs in implementing improvement projects?

Standard of Evidence:

Identify, with appropriate citations, a project or projects in the strategic plan whose development included consideration of lifecycle costs.

Question Rank:
Somewhat Important

Assessor conclusions:

The TRCC technical committee reviews applications for funding and makes suggestions for funding based on lifecycle of current equipment in addition to the quality (expected lifecycle) of new equipment.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 32:

Is the strategic plan responsive to the needs of all stakeholders, including local users?

Standard of Evidence:

Identify, with appropriate citations, specific instances demonstrating that local stakeholder needs are incorporated into the TRCC's strategic plan.

Question Rank:
Somewhat Important

Assessor conclusions:

The TRCC Strategic plan values the needs of all stakeholders, however those needs are only identified through the word of mouth of advocates on the TRCC who bring up local needs and concerns.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 33:

Does the strategic plan make provisions for coordination with key federal traffic records data systems?

Standard of Evidence:

Provide a narrative demonstrating how the strategic plan coordinates with key federal traffic records data systems. Provide citations from the strategic plan if appropriate.

Question Rank:
Somewhat Important

Assessor conclusions:

The State provides evidence of compliance and actions to be taken to submit NEMSIS data to the federal system; however, no other federal systems are cited with plans to improve submission and/or interfacing with these systems, such as MCMIS or FARS or the FHWA's HPMS. Although the agencies responsible for interfacing with federal systems are active participants on the TRCC, there have not been any requests from these agencies to make system improvements nor have any been identified. As such, coordination with key federal traffic records data systems are not identified in the strategic plan.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 34:

Does the TRCC have a process for identifying and addressing impediments to coordination with key Federal traffic records data systems?

Standard of Evidence:

Provide a narrative detailing the processes used by the TRCC to identify and address impediments to coordination with key Federal traffic records data systems. Provide citations from the strategic plan if appropriate.

Question Rank:
Very Important

Assessor conclusions:

The State indicates that it has no major issues with coordination or interfacing with federal data systems, and references the EMSTARS project as addressing NEMSIS compliance and identifies the DHMSV as responsible for FARS coordination. The TRCC is not involved directly with addressing any impediments to coordination with the traffic systems, as they are handled directly by the responsible agency.

Respondents assigned	2	Responses received	1	Response rate	50%

Question 35:

Is the TRCC's strategic plan reviewed and updated annually?

Standard of Evidence:

Provide a narrative detailing the frequency and depth of strategic plan reviews and updates. Identify the stakeholder agencies represented in the review process. Provide a schedule or cite the plan itself if appropriate.

Question Rank:
Very Important

Assessor conclusions:

The Florida TRCC strategic plan is an 5-year plan that is updated annually to include funded project's efforts to advance the strategic objectives

Respondents assigned	2	Responses received	1	Response rate	50%

Crash

Florida Crash Summary

The Florida Crash System is consolidated into a single database housed within the Florida Department of Highway Safety and Motor Vehicles. The data is then shared with the Florida Department of Transportation and with local law enforcement agencies and traffic safety professionals via the FIRES web portal. Data accessibility via the FIRES web portal allows local agencies quick and easy access to their crash data and provides data analytics and geospatial analysis capabilities to help facilitate making data-driven decisions and to prioritize law enforcement and engineering efforts.

Florida has made positive strides in recent years and currently stands at 82% electronic crash reporting statewide. Grant funding continues to be utilized to help increase the level of electronic reporting and to eliminate paper reporting. However, there does not appear to be a formal plan or timeline for 100% electronic crash reporting. It would be beneficial for the State to establish a timeline with agency-by-agency goals for adoption of electronic crash reporting. It would also be helpful to identify obstacles that may be hindering each respective agency's transition to full electronic reporting and could be used to help guide decision-makers at all levels.

Florida utilizes MMUCC, ANSI D-16, and D-20 as primary sources for defining its crash system. It has been several years since a review has been conducted comparing Florida's data elements and attributes to the MMUCC standards. A more current analysis of Florida's crash system against MMUCC standards may be beneficial to the State and help determine if further improvements or revisions to the crash report form are needed or desired. NHTSA recently released MMUCC Mapping Guidelines to help states with this process. This document can be found at http://www-nrd.nhtsa.dot.gov/Pubs/812184.pdf.

There is an opportunity to improve and expand the performance measures used by Florida's crash system by making use of NHTSA resources and the FHWA CDIP program. Performance measures should be designed to provide important actionable information to the data system managers. The "NHTSA Model Performance Measures for State Traffic Records Systems" document is a good resource for identifying and implementing measures for all the traffic records datasets. It can be found at http://www-nrd.nhtsa.dot.gov/Pubs/811441.pdf. There will also be opportunities to utilize NHTSA Go-Teams to help improve traffic records systems processes following the completion of the assessment. Strengthening performance measures and performance measure reporting is an important aspect of a successful crash system.

Because of the variety of different ways in which crash data and reports are submitted to the crash system, it would be extremely helpful to establish performance measures, to use audits, and to have a more robust quality control program, for improving completeness, timeliness, and accuracy. Crash reports can still be submitted on paper, through TraCS, and via a number of different 3rd party vendors. Improved performance measures and oversight in these areas will help ensure the completeness, timeliness, and accuracy of all crash data in the State's repository.

Population of data elements in the crash system from other traffic records systems such as Driver,

Injury Surveillance, or Roadway can have great advantages. Discussion regarding opportunities for improvement or expansion of data linkages, interfaces, and integration amongst the state traffic records systems should begin with the TRCC where all core traffic records systems managers and stakeholders are represented. As traffic records systems data becomes more widely used, system interfaces and data integration will be crucial. Improved data linkage will assist in streamlining processes, improve data quality, reduce duplication of effort, and allow data to be more fully utilized to make roadways safer. Expansion of the Electronic License and Vehicle Information System (ELVIS) initiative is definitely a step in the right direction, and its promotion and use has potential to be of great benefit.

Overall, the Florida Crash System seems to be functioning well under its current structure, with continued increases in the percentage of electronic crash reporting and with flexible data accessibility options and data analytics for end users via the FIRES web portal.

Opportunities for crash system growth in the coming years include: establishing a formal plan and targeted timeline to achieve 100% electronic crash reporting prior to the next traffic records assessment, expanding system interfaces and data integration efforts to improve data quality across core component traffic records systems, and instituting a more formal performance measurement program with meaningful measures that can be actively monitored and reported regularly to stakeholders.

Question 36:

Is statewide crash data consolidated into one database?

Standard of Evidence:

Provide a description of the statewide database and specify how the data is consolidated.

Question Rank:
Somewhat Important

Assessor conclusions:

Statewide crash data in Florida is collected into a single consolidated database referred to as the CRSCAN. This system includes all versions of the crash report form including the long and short forms. Reports must be submitted within 10 days per state statute 316.066. Paper and electronic crash records are consolidated into a single repository. The data is then disseminated from the centralized CRSCAN to other State and federal entities accordingly.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 37:

Is the statewide crash system's organizational custodian clearly defined?

Standard of Evidence:

Identify what agency has the custodial responsibility for the statewide crash system, detail the extent of the agency's role, and provide all relevant statutes.

Question Rank:
Very Important

Assessor conclusions:

Florida Statute 316.066 authorizes the Department of Highway Safety and Motor Vehicles as the custodian of statewide crash data and requires the investigating law enforcement officer to complete and submit the report to the Department within 10 days.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 38:

Does the State have criteria requiring the submission of fatal crashes to the statewide crash system?

Standard of Evidence:

Provide the fatal crash inclusion criteria for the statewide crash system.

Question Rank:
Very Important

Assessor conclusions:

The State requires the submission of fatal crashes to the Department of Highway Safety and Motor Vehicles under Florida Statute 316.066 which requires all traffic crashes resulting in death of personal injury to be reported. Florida Statute 316.027 further defines specific reporting requirements and definitions for crashes involving death and personal injury.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 39:

Does the State have criteria requiring the submission of injury crashes to the statewide crash system?

Standard of Evidence:

Provide the injury crash inclusion criteria for the statewide crash system.

Question Rank:
Very Important

Assessor conclusions:

The State requires the submission of injury crashes to the Department of Highway Safety and Motor Vehicles under Florida Statute 316.066 which requires all traffic crashes resulting in death of personal injury to be reported. Florida Statute 316.027 further defines specific reporting requirements and definitions for crashes involving death and serious bodily injury.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 40:

Does the State have criteria requiring the submission of PDO crashes to the statewide crash system?

Standard of Evidence:

Provide the PDO crash submission criteria for the statewide crash system.

Question Rank:
Very Important

Assessor conclusions:

Submission of crash reports to the State system occurring in non-Trafficways is up to each law enforcement agency. The State collects and maintains the crash report for any non-Trafficway crashes submitted to the crash reporting database. Per the data dictionary provided, non-trafficway crashes are identified in the "Location At Time of Crash Code" data element on the crash report form. Codes used to identify non-Trafficway crashes are as follows: 8-sidewalk, 10-Driveway Access, 11-Shared Use Path or Trail, 12-Non-Trafficway Area, along with several other related codes.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 41:

Does the statewide crash system record crashes occurring in non-trafficway areas (e.g., parking lots, driveways)?

Standard of Evidence:

Provide the non-trafficway reporting criteria for the statewide crash system.

Question Rank:
Somewhat Important

Assessor conclusions:

Submission of crash reports to the State system occurring in non-trafficways is up to each law enforcement agency. The State collects and maintains the crash report for any non-trafficway crashes submitted to the crash reporting database. Per the data dictionary provided, non-Trafficway crashes are identified in the "Location At Time of Crash Code" data element on the crash report form. Codes used to identify non-Trafficway crashes are as follows: 8-sidewalk, 10-Driveway Access, 11-Shared Use Path or Trail, 12-Non-Trafficway Area, along with several other related codes.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 42:

Is data from the crash system used to identify crash risk factors?

Standard of Evidence:

Provide example reports and/or analyses that examine locations, roadway features, behaviors, driver characteristics, or vehicle characteristics as they relate to crash risk. If referencing large documents like the SHSP, please cite relevant page numbers.

Question Rank:
Very Important

Assessor conclusions:

There are many instances where crash data is being used to identify crash risk factors in Florida by FHSMV, FDOT, and other entities. The availability of crash data via the FIRES portal allows for easy accessibility for local law enforcement partners and traffic safety professionals. The data is utilized by law enforcement and transportation engineers to target resources at high risk areas.

Respondents assigned	16	Responses received	3	Response rate	18.8%

Question 43:

Is data from the crash system used to guide engineering and construction projects?

Standard of Evidence:

Describe the State's network screening and countermeasure selection processes. Describe how construction projects are funded based on the analysis of crash data. If referencing large documents like the SHSP, please cite relevant page numbers.

Question Rank:
Very Important

Assessor conclusions:

Data from the crash system in Florida is utilized by transportation engineers and professionals to identify necessary countermeasure programs and high risk crash locations where resources should be allocated. Many different analyses are conducted by FDOT to guide safety improvement efforts. Documents provided by the State indicate that crash data is analyzed for roadway projects including roadway segment and intersection analyses.

Respondents assigned	17	Responses received	3	Response rate	17.6%

Question 44:

Is data from the crash system regularly used to prioritize law enforcement activity?

Standard of Evidence:

Provide a sample location-based analysis and any associated law enforcement activities. If a State DDACTS program exists, provide details.

Question Rank:
Very Important

Assessor conclusions:

Data from the crash system is used regularly in Florida to prioritize law enforcement efforts, particularly within the Florida Highway Patrol. Operation PEDS was recently conducted in Fort Myers focusing on pedestrian and bicycle related violations, including those by motorists. In addition, each of the FHP troops/districts utilize monthly statistical analysis and geocoded crash data which they apply to enforcement efforts in their particular regions. Law enforcement may also utilize the online tools provided by the Signal 4 Analytics program which help prioritize enforcement based on available crash data and analytics.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 45:

Is data from the crash system used to evaluate safety countermeasure programs?

Standard of Evidence:

Describe how crash data is used to evaluate safety countermeasure programs. If referencing large documents like the SHSP, HSP, or Crash Facts, please cite relevant page numbers.

Question Rank:
Very Important

Assessor conclusions:

The effectiveness of countermeasure programs are primarily evaluated using data from the Crash Reporting and Analysis System Hub (CRASH). District Safety Engineers input projects to the system which automatically analyzes before and after crashes based on crash locations uploaded from the SSO database. Operation HEAT and Operation PEDS were also provided as examples of countermeasure programs. Evaluations regarding the effectiveness of these programs are still in progress. Performance measures for countermeasure programs included in the SHSP are updated and provided to FDOT executive staff quarterly. These reports in particular are utilized by executive staff to evaluate progress towards statewide highway safety goals and help determine the overall effectiveness of countermeasure programs.

Respondents assigned	16	Responses received	4	Response rate	25%

Question 46:

Is MMUCC a primary source for identifying what crash data elements and attributes the State collects?

Standard of Evidence:

Provide a narrative description of the process by which MMUCC was used to identify what crash data elements and attributes are included in the crash database and on the Police Accident Report (PAR).

Question Rank:
Very Important

Assessor conclusions:

Florida utilize MMUCC recommendations as a primary source for identifying crash data elements and attributes collected by the State. The State used MMUCC during the revision of their crash form in 2009. A review of the form in 2011 shows that MMUCC standards are used in the majority of the crash data elements. It appears that it has been several years since the MMUCC compliance of Florida's crash report forms were measured. It is recommended that Florida conduct a more recent analysis of MMUCC compliance, using the most recent version of MMUCC available. This will allow Florida to determine if further improvements or revisions could be made to their crash report form.

Respondents assigned	16	Responses received	1	Response rate	6.3%

Question 47:

Are the ANSI D-16 and ANSI D-20 used as sources for the definitions in the crash system data dictionary?

Standard of Evidence:

Provide a narrative description of the process by which ANSI D-16 and ANSI D-20 were used to define data elements in the crash system's data dictionary and user manual.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida utilizes MMUCC as well as ANSI D-16 and D-20 to derive crash system data definitions for their crash data dictionary. Several examples were provided illustrating linkages between crash system data definitions and ANSI.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 48:

Does the data dictionary provide a definition for each data element and define that data element's allowable values?

Standard of Evidence:

Provide a copy of the crash system data dictionary.

Question Rank:
Very Important

Assessor conclusions:

The data dictionary provided by the State showed the data elements and allowable values. While it defines the allowable values for each respective data element, it some cases it does not provide any additional description of how those values should be defined. However, those additional definitions can be found in the Crash Instruction Manual. In order to get the full list of data elements, allowable values, and complete definitions, one would need to review both the data dictionary as well as the crash instruction/coding manual, the latter of which provides the more in-depth details and definitions.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 49:

Does the data dictionary document the system edit checks and validation rules?

Standard of Evidence:

Provide a copy of the crash system data dictionary. If the crash system edit checks and validation rules are documented elsewhere, provide the appropriate document.

Question Rank:
Somewhat Important

Assessor conclusions:

While the data dictionary itself does not document the system edit checks and validation rules, there exists established edit and validation rules which can be found in a separate "Edit Rules" document. Good documentation of edit checks and validation rules are essential to a crash system to ensure a high level of data quality, uniformity, and completeness.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 50:

Is the data dictionary up to date and consistent with the field data collection manual, coding manual, crash report, and any training materials?

Standard of Evidence:

Describe the processes to update the crash system's data dictionary, field data collection manual, coding manual, crash report, and training manuals. Specify which of the documents exist and describe processes to keep them consistent with each other.

Question Rank:
Very Important

Assessor conclusions:

The crash program area is responsible for updates to the data dictionary, coding manual, crash reports, and training materials and ensure they are remain consistent with one another. Updates are based on input from law enforcement officers, traffic safety stakeholders and quality assurance processes. Proposed recommendations are reviewed and approved by the crash program manager. While the crash program area is designated as owner of these documents, it appears the process for ensuring continuity across supporting documents is largely informal. A more detailed policy or set of procedures or checks to verify that all materials remain updated and consistent would be beneficial to the State and help to ensure continuity across all documents.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 51:

Does the crash system data dictionary indicate the data elements populated through links to other traffic records system components?

Standard of Evidence:

Provide a list of data elements that are populated in the crash system through linkages to other traffic records system components (e.g., the driver file, the vehicle file, the roadway inventory, or statewide mapping system).

Question Rank:
Somewhat Important

Assessor conclusions:

While data is concatenated from several different sources, including the crash and roadway systems, for the purpose of analyses, Florida does not appear to populate any data elements in the crash system from links to other traffic records systems components such as Driver, Injury Surveillance, or Roadway. It seems that roadway and crash data are combined within the roadway system, but roadway system data is not sent to or stored within the FHSMV crash system repository.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 52:

Do all law enforcement agencies collect crash data electronically?

Standard of Evidence:

Provide a list of all reporting agencies and specify their data collection methods. Specify any State plans for achieving 100% electronic in-field data collection.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida has achieved 82% electronic crash reporting. The CRP shows the YTD totals for each agency identifying how many paper versus electronic crash reports were received. Florida tracks which agencies are still submitting paper and those in testing or transition from paper to electronic. They utilize the monthly CRP to track progress and communicate regularly to encourage local agencies to switch from paper to the State's free TraCS crash reporting software. They also continue to actively pursue grant funding to increase the number of electronically reporting agencies, with the goal of achieving 100% electronic crash reporting. There does not appear to be a timeline to attain 100% of the agencies nor 100% completeness of those already submitting. It may be helpful to establish some goals and objectives regarding a timeline, in addition to the 5% increase requirement indicated in the grant.

Respondents assigned	16	Responses received	3	Response rate	18.8%

Question 53:

Do all law enforcement agencies submit their data to the statewide crash system electronically?

Standard of Evidence:

Describe—using a narrative or flow diagram—all data submission processes used to transmit data from collecting agencies to the statewide crash data system. Include the percentage of total data submitted for each specified method.

Question Rank:
Very Important

Assessor conclusions:

Eighty-two percent of crash data in Florida is collected electronically in the field and is submitted to the State system electronically via the TraCS software or 3rd party vendors. The remaining eighteen percent is collected on paper forms in the field and is converted to electronic data and images centrally, once received by the DHSMV and is stored in the central crash repository. A flow chart was provided to show the process of submitting crash data electronically.

Respondents assigned	16	Responses received	3	Response rate	18.8%

Question 54:

Do all law enforcement agencies collecting crash data electronically apply validation rules that are consistent with those in the statewide crash system prior to submission?

Standard of Evidence:

Describe the validation processes used by the collecting agencies. Specify if the validation rules are applied to the data prior to submission to the statewide crash system. Include, in the description, how the validation rules are distributed to the collecting agencies and how the State checks the submitted data for consistency to rules in the statewide crash system.

Question Rank:
Very Important

Assessor conclusions:

All crash reporting agencies submitting electronically apply validation rules to their crash data at the time of data collection, whether using the state collection tool, TraCS, or utilizing a 3rd party vendor. All crash data, including the data submitted by 3rd party vendors must pass over 200 system validation rules prior to acceptance. Any failed records are rejected and accompanied by an error report returned to the submitting agency.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 55:

Does the State maintain accurate and up to date documentation detailing the policies and procedures for key processes governing the collection, reporting, and posting of crash data—including the submission of fatal crash data to the State FARS unit and commercial vehicle crash data to SafetyNet?

Standard of Evidence:

Provide a process flow diagram (preferred) or narrative description documenting key processes governing the collection, reporting, and posting of crash data—including the submission of fatal crashes to the State FARS unit and commercial vehicle crashes to SafetyNet.

Question Rank:
Very Important

Assessor conclusions:

The flow chart provided accurately shows the process for how crash data is collected and disseminated. The Crash Reporting Instruction Manual describes key procedures for defining the collection and classification of crash data, including specific instruction relating to fatal, commercial vehicle, and overall crash investigation. FARS and SafetyNet are represented on the flow chart, and FHSMV utilizes the FMCSA schema for data transmission from the crash system to SafetyNet.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 56:

Are the processes for managing errors and incomplete data documented?

Standard of Evidence:

Provide a process flow diagram (preferred) or narrative description documenting the processes for managing errors and incomplete data.

Question Rank:
Very Important

Assessor conclusions:

A document that was proviced referenced the workflow for the rejection of a paper crash report. Also the processes for managing errors and incomplete data derived from electronically submitted crash reports both from TraCS and 3rd party vendor submissions was described in detail. It appears that Florida has good policies and procedures in place to handle errors arising from the various methods of crash submission. The ability for their analysts to oversee errors, rejections, and re-submissions of crash reports allows for higher data quality in the crash system as a result of these protocols.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 57:

Do the document retention and archival storage policies meet the needs of safety engineers and other users with a legitimate need for long-term access to the crash data reports?

Standard of Evidence:

Provide a copy of the retention policy.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida has a formal records retention policy requiring retention of crash reports for 10 years. This records retention schedule seems to meet most of the needs of safety professionals and engineers in the State. No indications of dissatisfaction regarding data retention or accessibility have been noted.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 58:

Does the crash system interface with the driver system?

Standard of Evidence:

Provide narrative description of the crash-to-driver system interfaces that enable: verification and validation of the driver's personal information, access to driver records, identification of inconsistencies between the crash and driver records, and/or identification of the driver's prior crash involvement?

Question Rank:
Somewhat Important

Assessor conclusions:

Florida's crash system does interface with the driver system for purposes of reporting drivers in crashes without insurance coverage to the driver system and to streamline any suspension of driving privileges. Some 3rd party crash collection software can query the driver database through FCIC to auto-populate fields. However, the not yet available ELVIS initiative will provide an additional interface between the two systems to allow for auto-population of data in crash report fields for TraCS and other crash reporting software. It is recommended that the ELVIS initiative be expanded to all electronic reporting crash systems and other opportunities for system integration continue to be explored.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 59:

Does the crash system interface with the vehicle system?

Standard of Evidence:

Provide narrative descriptions of the crash-to-vehicle system interfaces that enable: verification and validation of the vehicle information, access to vehicle records, and/or identification of inconsistencies between the crash and vehicle records.

Question Rank:
Somewhat Important

Assessor conclusions:

The Florida crash system does not currently integrate with the vehicle system.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 60:

Does the crash system interface with the roadway system?

Standard of Evidence:

Provide narrative descriptions of the crash-to-roadway interfaces that enable: verification and validation of the roadway information, and/or identification of inconsistencies between the crash and roadway records.

Question Rank:
Somewhat Important

Assessor conclusions:

After crash data is successfully captured in Florida's crash system, the system transfers data and report images electronically to the FDOT Crash Analysis Reporting (CAR) database and Roadway Characteristics Inventory (RCI) roadway systems where crash location data can be linked to roadway inventory elements. The State indicates interfaces between the crash data and several files within the roadway data system. Roadway attributes and FDOT LRS data are not transmitted or linked back to the crash system.

Respondents assigned	17	Responses received	3	Response rate	17.6%

Question 61:

Does the crash system interface with the citation and adjudication systems?

Standard of Evidence:

Provide narrative descriptions of the crash-to-citation and -adjudication interfaces that enable: verification and validation of citations and/or alcohol or drug test information in the crash record; identification of any inconsistencies between crash and citation records; and access to criminal history, contact history, and location history.

Question Rank:
Somewhat Important

Assessor conclusions:

Crash and citation data are now stored in the same data warehouse and appear to be captured on both the citation and the crash report (such as citation number and crash report number). They have the possibility of linkage, but here does not appear to be any integration or transmission of data between the two systems.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 62:

Does the crash system interface with the injury surveillance system?

Standard of Evidence:

Provide narrative descriptions of the crash-to-injury surveillance interfaces that enable: verification and validation of EMS information, and identification of inconsistencies between crash and EMS records.

Question Rank:
Somewhat Important

Assessor conclusions:

The Florida crash system does not currently interface with the injury surveillance system.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 63:

Are there automated edit checks and validation rules to ensure that entered data falls within a range of acceptable values and is logically consistent among data elements?

Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks or validation rules ensure entered data falls within the range of acceptable values and is logically consistent between fields.

Question Rank:
Very Important

Assessor conclusions:

Florida has automated edit checks in place for both the paper and electronic crash reporting processes. Data submitted electronically or by paper must pass through over 200 edit checks. Edit checks for TraCS occur on the front end as officers are completing the form at the time of investigation, as well as when the report is submitted to the database. Third party vendor electronic submissions also must pass validation checks. Error reports are generated and reports rejected when certain rules are not met.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 64:

Is limited state-level correction authority granted to quality control staff working with the statewide crash database to amend obvious errors and omissions without returning the report to the originating officer?

Standard of Evidence:

Provide the formal methodology or describe the process by which limited state-level correction authority is granted to quality control staff working with the statewide crash database.

Question Rank:
Somewhat Important

Assessor conclusions:

The Crash Program Manager in Florida has the authority to make corrections to a crash record if there is no response from the investigating agency or officer. Data corrections are sent to the crash system vendor and Information Systems Administrators for database corrections.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 65:

Are there formally documented processes for returning rejected crash reports to the originating officer and tracking resubmission of the report in place?

Standard of Evidence:

Provide the formal methodology or describe the process by which rejected crash reports are returned to the originating officer and then resubmitted to the statewide crash database.

Question Rank:
Very Important

Assessor conclusions:

Florida has formal processes in place for returning rejected crash reports to the investigating officer. The flow chart provided illustrates the process for paper crash reports submitted to FIRES. A daily report is sent to TraCS agencies daily notifying them of rejected reports, and 3rd party submitted reports also are returned along with error reports to the investigating agencies. The Department's crash system staff monitors reports returned with errors, tracks DHSMV report numbers, and oversees corrections and resubmissions to the crash system.

Respondents assigned	16	Responses received	3	Response rate	18.8%

Question 66:

Are there timeliness performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of crash system timeliness measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

Florida produces a spreadsheet available to local law enforcement agencies and the general public to monitor the crash report submission timeframes identified by state statute. Although timeliness is tracked, the State has not listed actual performance measures with baselines and goals to determine if progress is being achieved.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 67:

Are there accuracy performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of crash system accuracy measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

Florida produces a report monitoring statewide accuracy of paper versus electronically submitted crash reports. The State has just begun measuring for accuracy and completeness and intends to use 2nd quarter data as a baseline. Given the response provided, the performance measure and goals regarding accuracy are still unclear. It is also unclear what the data provided actually reflects as accuracy and completeness are grouped together. Accuracy reflects the degree to which the data is error-free, satisfies internal consistency checks, and does not exist in duplicate within a single database.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 68:

Are there completeness performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of crash system completeness measures the State uses, including the most current baseline and actual values for each.
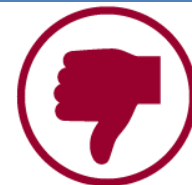
Question Rank:
Very Important

Assessor conclusions:

The State has just begun measuring for accuracy and completeness and intends to use 2nd quarter data as a baseline. No evidence has been provided regarding the method or frequency of communication nor are there formal performance measures or goals in place. It is also unclear what the data provided actually reflects because accuracy and completeness are grouped together. Performance measures relating to the success of first, second, and subsequent submission attempts by users could prove beneficial, particularly given the number of differing vendors submitting crash reports to the system on behalf of local law enforcement. Based on the way the State currently tracks rejected reports and re-submissions, it seems likely that they collect the necessary data needed to formulate solid performance measures and track completeness.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 69:

Are there uniformity performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of crash system uniformity measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

Florida does not have uniformity performance measures currently in place.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 70:

Are there integration performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of crash system integration measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

Florida does not currently have integration performance measures in place.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 71:

Are there accessibility performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of crash system accessibility measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida does not currently have accessibility performance measures in place.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 72:

Has the state established numeric goals—performance metrics—for each performance measure?

Standard of Evidence:

Provide the specific, State-determined numeric goals associated with each performance measure in use.

Question Rank:
Very Important

Assessor conclusions:

The State did not provide numeric goals—performance metrics—for each performance measure.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 73:

Is there performance reporting that provides specific timeliness, accuracy, and completeness feedback to each law enforcement agency?

Standard of Evidence:

Provide a sample report, list of receiving law enforcement agencies, and specify the frequency of issuance.

Question Rank:
Very Important

Assessor conclusions:

The State reports crash reporting timeliness for each law enforcement agency who submits crash reports and this report is made available to all agencies utilizing the FIRES web portal. It is currently unclear if accuracy and completeness reporting is conducted and whether it is disseminated to anyone other than state-level stakeholders. While data and statistical reporting are available on the FIRES web portal, it is unclear if the timeliness report, or other reports, are provided regularly to agencies that do not access the portal.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 74:

Is the detection of high frequency errors used to generate updates to training content and data collection manuals, update the validation rules, and prompt form revisions?

Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to generate new training content and data collection manuals, update the validation rules, and prompt form revisions.

Question Rank:
Very Important

Assessor conclusions:

In the coming year, the State indicates that the crash instructional manual will be updated based on an assessment and identification of common errors. The manual will be used to update training materials. They use an operations management analyst to monitor for high frequency errors across the different crash submission platforms. This analyst is charged with identifying errors, troubleshooting, and analyzing the root cause and then making recommendations for new validation rules, edit checks, updates to training materials, and software changes. The analyst works closely with trainers, crash management, and the IT Division to ensure issues regarding high frequency errors are addressed and satisfactorily resolved.

Respondents assigned	16	Responses received	3	Response rate	18.8%

Question 75:

Are quality control reviews comparing the narrative, diagram, and coded contents of the report considered part of the statewide crash database's data acceptance process?

Standard of Evidence:

Provide the formal methodology or describe the process by which quality control reviews comparing the narrative, diagram, and coded contents of the report are considered part of the statewide crash database's data acceptance process.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida does not currently have quality control reviews in place for the crash system data acceptance process that compare the narrative, diagram, and coded data elements. The validation rules require narratives and diagrams to be attached to the report. Fatal crash reports are reviewed by the program manager more rigorously to ensure consistency and accuracy, and feedback is received from FDOT when issues with location identifiers are discovered.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 76:

Are independent sample-based audits periodically conducted for crash reports and related database contents?

Standard of Evidence:

Describe the formal audit methodology, provide a sample report or other output, and specify the audits' frequency.

Question Rank:
Somewhat Important

Assessor conclusions:

Independent sample-based audits are not currently conducted on Florida's crash system. However, there are monthly reconciliation reports run to ensure crash data is being properly exchanged between the CRSCAN and FIRES systems.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 77:

Are periodic comparative and trend analyses used to identify unexplained differences in the data across years and jurisdictions?

Standard of Evidence:

Describe the analyses, provide a sample report or other output, and specify the analyses' frequency.

Question Rank:
Very Important

Assessor conclusions:

Florida produces an annual crash facts report that provides stakeholders with statistics concerning the crash data itself and includes some limited analyses. However, no evidence has been provided to indicate that the system's owners utilize this report or other analyses to look for and resolve unexplained anomalies in the crash data.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 78:

Is data quality feedback from key users regularly communicated to data collectors and data managers?

Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform changes.

Question Rank:
Somewhat Important

Assessor conclusions:

An example was provided illustrating an issue that arose when a 3rd party vendor began submitting reports with errors regarding crash report numbers that were accepted by the crash system and transmitted to FDOT. FDOT communicated that there was a data quality issue to FHSMV and the issue was subsequently resolved. While this is a good example of an isolated incident involving data quality, it is still unclear whether there are formal processes or avenues for regular communication between key users and system managers for reporting and discussing data quality issues.

Respondents assigned	16	Responses received	2	Response rate	12.5%

Question 79:

Are data quality management reports provided to the TRCC for regular review?

Standard of Evidence:

Provide a sample quality management report and specify how frequently they are issued to the TRCC.

Question Rank:
Very Important

Assessor conclusions:

While data quality data performance measures are reported in the annual updates to the Florida Traffic Safety Information System Strategic Plan, they are not reported on a regular basis to the TRCC. Data managers for each of the core systems provided high-level updates on the status of traffic records projects at each TRCC meeting, however no data quality reports or analyses are regularly provided. A consistent, regular review of data quality helps keep the TRCC informed so that it may identify needed projects and propose and seek funding for overall improvements to the traffic records system.

Respondents assigned	16	Responses received	3	Response rate	18.8%

Vehicle

Florida Vehicle Summary

The Department of Highway Safety and Motor Vehicles (DHSMV) is the custodian of the Florida vehicle data system. The Florida Real-time Vehicle Information System (FRVIS) stores the records of registered vehicles that contain identification and ownership information, vehicle make, model, year of manufacture, body type, and adverse vehicle history (title brands).

Florida is a 'step 6 - blue' PRISM participating state and is an active NMVTIS participant. The State's vehicle data system, FRVIS, sends title information to NMVTIS during title transactions (real-time). When NMVTIS is unavailable during the title transactions or when title transactions are finalized, NMVTIS transactions are submitted in a nightly batch process. The State incorporates brand information on the vehicle record that are recommended by AAMVA. The vehicle data system has a documented definition for each data field, as evident in the provided data dictionary and the Motorist Services Data Dictionary Addendum.

The vehicle system flags and identifies vehicles reported as stolen to law enforcement authorities. The vehicle system is updated nightly in a batch process receiving information on stolen vehicles. Law enforcement agencies use their data system to receive text and audible alerts when they query a vehicle that has been reported as stolen. The text alert shows up as white text on a red background at the top of the officer's screen. Stolen vehicle checks are performed each time an officer queries a vehicle, and stolen vehicle checks are performed both by tag number and VIN number when available. Stolen vehicle checks through ELVIS are performed statewide through FCIC and nationally through NCIC. The vehicle data system removes flags when a stolen vehicle has been recovered or junked. Law enforcement agencies report initial information for flag removal, and the stolen vehicle flag is removed from the vehicle data system through a nightly batch process. This end-to-end process is exemplary and Florida is a good example in this area for other states to reference.

The Florida vehicle system data can be used to verify and validate the vehicle information during initial creation of a citation or crash report. Law enforcement agencies using the state funded FCIC/NCIC system, ELVIS, have access to the vehicle and driver system through queries of tag numbers, VIN numbers, decal numbers, title numbers, and driver license numbers while they are creating initial crash and citation forms.

Florida does not print a barcode on registration documents, but law enforcement obtains the vehicle information effectively. Queries performed through ELVIS return real time information from the vehicle and driver systems of all 50 states and Canada, allowing the officer to verify and validate the responses while on scene with the vehicles and drivers present. This information can also be automatically populated onto crash and citation forms using the State-funded crash and citation reporting software, TraCS.

Florida grants authority to quality control staff working with the statewide vehicle system to amend obvious errors and omissions. Regional office administrators/supervisors also have the authority to amend other types of errors and omissions in the vehicle data system.

To provide oversight, Florida preforms some transaction analyses and audits five percent of driver license and motor vehicle transactions to ensure the accuracy of the processed data. Also, the State uses its the Performance Accountability Measurement System (PAMS) report to track some of the transaction processes such as the average appointment wait time or the total number of stakeholder outreach events.

In addition, the State uses several procedures to detect high frequency errors and to update training materials. Transactional reviews are performed, and common errors are analyzed when detected. Any procedural updates or revisions that may contribute to reducing the error are suggested to the Bureau responsible for updating manuals and procedures. Also, if it is determined that enhanced training is needed to assist in mitigating these frequent errors, recommendations are made to the training development area. Data quality feedback from key users is communicated through State's Work Request Authorization and Prioritization (WRAP) process, the Technical Assistance Center (TAC), and the field support desk. WRAPs are then prioritized through DHSMV's Tier I, II and III governance process. Technical alerts are sent out to all tax collector personnel for any changes made to the system or advising of any known issues. This is another category that Florida has done very well in and is a good example for other states.

Overall the Florida systems are meeting and excelling in a number of key advisory ideals. There are, however, some categories that have room for improvement.

Opportunities

A barcode on the registration document would be helpful if ELVIS were not accessible or for other States that have barcode readers. The 2D PDF417 standard endorsed by the American Association of Motor Vehicle Administrators is recommended.

The data dictionary would be improved if it contained edit checks and data collection rules.

Documentation covering steps from initial event to final entry into the vehicle data system would be improved with a process flow diagram depicting the vehicle data system.

Performance measures for the recommended quality controls would enable managers to determine areas needed improvement.

Question 80:

Does custodial responsibility of the identification and ownership of vehicles registered in the State—including vehicle make, model, year of manufacture, body type, and adverse vehicle history (title brands)—reside in a single location?

Standard of Evidence:

Provide the custodial agency's name.

Question Rank:
Somewhat Important

Assessor conclusions:

The Department of Highway Safety and Motor Vehicles has custodial responsibility for the Florida vehicle data system. The vehicle records contain identification and ownership information, vehicle make, model, year of manufacture, body type, and adverse vehicle history (title brands) and are stored in the Florida Real-time Vehicle Information System (FRVIS).

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 81:

Does the State or its agents validate every VIN with a verification software application?

Standard of Evidence:

Describe the circumstances in which the VIN is validated and used.

Question Rank:
Less Important

Assessor conclusions:

Decoding of the VIN using applications like RL Polk's PCVINA is highly recommended to ensure accuracy of the data entered. VIN decoding should be implemented for extration of embedded vehicle characteristics and specification.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 82:

Are vehicle registration documents barcoded—using at a minimum the 2D standard—to allow for rapid, accurate collection of vehicle information by law enforcement officers in the field using barcode readers or scanners?

Standard of Evidence:

Provide a sample document, and identify the information encoded.

Question Rank:
Very Important

Assessor conclusions:

While Florida has good methods for data imports for Florida enforcement personnel, other States may need to scan and easily utilize registration data. It is recommended that Florida adopt 2D barcode standards on its registration documents.

Respondents assigned	11	Responses received	2	Response rate	18.2%

Question 83:

Does the vehicle system provide title information data to the National Motor Vehicle Title Information System (NMVTIS) at least daily?

Standard of Evidence:

Explain how and how often the State uploads data to NMVTIS, specifying the manner of transmittal and its frequency (e.g., real-time, nightly, weekly).

Question Rank:
Somewhat Important

Assessor conclusions:

The State vehicle data system, FRVIS, sends title information to NMVTIS during title transactions (real-time). NMVTIS is also notified through a nightly batch process when NMVTIS is unavailable during the title transactions or when title transactions are finalized.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 84:

Does the vehicle system query the National Motor Vehicle Title Information System (NMVTIS) before issuing new titles?

Standard of Evidence:

Provide the NMVTIS query processing instructions or provide a screen print of the query tool.

Question Rank:
Very Important

Assessor conclusions:

The State queries the National Motor Vehicle Title Information System (NMVTIS) before issuing new titles. As evidence, the State provided the NMVTIS inquiry screenshot.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 85:

Does the State incorporate brand information on the vehicle record that are recommended by AAMVA and/or received through NMVTIS, whether or not the brand description matches the State's brand descriptions?

Standard of Evidence:

Provide the list of the State's title brands and their definitions.

Question Rank:
Very Important

Assessor conclusions:

The State incorporates brand information on the vehicle record that are recommended by AAMVA. The State provided a document that contains a list of the Florida's title brands.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 86:

Does the State participate in the Performance and Registration Information Systems Management (PRISM) program?

Standard of Evidence:

Provide the PRISM processing instructions or a screen print.

Question Rank:
Very Important

Assessor conclusions:

Florida is a 'step 6 - blue' PRISM participating state according to the information provided.

Respondents assigned	12	Responses received	2	Response rate	16.7%

Question 87:

Does the vehicle system have a documented definition for each data field?

Standard of Evidence:

Provide a narrative description of the data dictionary and provide an extract.

Question Rank:
Somewhat Important

Assessor conclusions:

The vehicle data system has a documented definition for each data field, as evident in provided data dictionary and the Motorist Services Data Dictionary Addendum.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 88:

Does the vehicle system include edit check and data collection guidelines that correspond to the data definitions?

Standard of Evidence:

Provide a narrative description of the data dictionary's edit check and data collection guidelines and provide an extract.

Question Rank:
Somewhat Important

Assessor conclusions:

Edit checks and data collection rules are performed as part of the vehicle data system update processes. However, these processes are not currently formally documented and the State did not provide a narrative description of the edit check and data collection guidelines. Florida has undertaken an effort to modernize the vehicle data system, and it will include document edit checks and data collection rules.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 89:

Are the collection, reporting, and posting procedures for registration, title, and title brand information formally documented?

Standard of Evidence:

Provide a narrative description of the data dictionary's procedure for applying title brands and provide a copy of the brands applied.

Question Rank:
Very Important

Assessor conclusions:

A document was provided that properly describes the associated brand conditions for vehicles in Florida. The corresponding brand information is also accessible in the supplied document.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 90:

Is there a process flow diagram describing the vehicle data system?

Standard of Evidence:

Provide the process flow diagram.

Question Rank:
Somewhat Important

Assessor conclusions:

The State does not have a process flow diagram describing the vehicle data system. However, as part of DHSMV's Motorist Modernization efforts, the State is in the process of creating a process flow diagram.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 91:

Does the vehicle system flag or identify vehicles reported as stolen to law enforcement authorities?

Standard of Evidence:

Provide a narrative description of the procedures for flagging and identifying vehicles reported as stolen. Provide the appropriate excerpt from the instruction manual.

Question Rank:
Very Important

Assessor conclusions:

The vehicle system flags and identifies vehicles reported as stolen to law enforcement authorities. The vehicle system is updated nightly in a batch process receiving information on stolen vehicles. Law enforcement agencies use the ELVIS system to receive text and audible alerts when they query a vehicle that has been reported as stolen. The text alert shows up as white text on a red background at the top of the officer's screen. Stolen vehicle checks are performed each time an officer queries a vehicle, and stolen vehicle checks are performed both by tag number and VIN number when available. Stolen vehicle checks through ELVIS are performed state-wide through FCIC and nationally through NCIC.

Respondents assigned	12	Responses received	2	Response rate	16.7%

Question 92:

If the vehicle system does flag or identify vehicles reported as stolen to law enforcement authorities, are these flags removed when a stolen vehicle has been recovered or junked?

Standard of Evidence:

Provide a narrative description of how the flags are removed. Provide the appropriate excerpt from the instruction or procedures manual.

Question Rank:
Very Important

Assessor conclusions:

The vehicle data system removes flags when a stolen vehicle has been recovered or junked through a nightly batch process or through bypass. Law enforcement agencies report initial information for flag removal procedures and the stolen vehicle flag is removed from the vehicle data system through a nightly batch process.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 93:

Does the State record and maintain the title brand history (previously applied to vehicles by other States)?

Standard of Evidence:

Provide a narrative description of how title brand information is applied.

Question Rank:
Very Important

Assessor conclusions:

The State records and maintains the title brand history (previously applied to vehicles by other States). Title brands from previous states are carried forward when a Florida title is issued and are stored in the Florida vehicle data system as well as Florida generated brands.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 94:

Are the steps from initial event (titling, registration) to final entry into the statewide vehicle system documented in a process flow diagram?

Standard of Evidence:

Provide the process flow diagram. If diagram does not exist, provide a narrative describing the process in detail.

Question Rank:
Very Important

Assessor conclusions:

The steps from initial event to final entry into the vehicle data system are not documented in a process flow diagram. However, the State provided a narrative indicating that Florida's titling and registration information entered into the Florida vehicle system is real-time updated for view only. The title transaction is completed in four days. If a customer requests a fast title transfer for titles that do not have a lien holder, the transaction is completed immediately.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 95:

Is the process flow diagram or narrative annotated to show the time required to complete each step?

Standard of Evidence:

Provide the process flow diagram. If diagram does not exist, provide a narrative describing the process in detail.

Question Rank:
Somewhat Important

Assessor conclusions:

The State does not have a process flow diagram that shows the time required to complete each step. However, a narrative is provided that contained the overall timing as indicated for the previous question.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 96:

Does the process flow diagram or narrative show alternative data flows and timelines?

Standard of Evidence:

Provide the process flow diagram that specifies alternative data flows and timelines. If diagram does not exist, provide a narrative describing the process in detail.

Question Rank:
Somewhat Important

Assessor conclusions:

The State does not have a process flow diagram or narrative that shows alternative data flows and timelines.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 97:

Does the process flow diagram or narrative include processes for error correction and error handling?

Standard of Evidence:

Provide the process flow diagram that specified the processes for error correction and error handling. If diagram does not exist, provide a narrative describing the process in detail.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida has an appropriately documented error correction process in place as it pertains to the public. It is recommended though that any internal procedures be documented accordingly if they pertain to error correction.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 98:

Does the process flow diagram or narrative explain the timing, conditions, and procedures for purging records from the vehicle system?

Standard of Evidence:

Provide the process flow diagram that specifies the schedule and process for purging records. If diagram does not exist, provide a narrative describing the process in detail.

Question Rank:
Somewhat Important

Assessor conclusions:

The State does not have the process flow diagram or narrative related to the timing, conditions, and procedures for purging records from the vehicle system. The ongoing vehicle system modernization effort will consider this issue. It may be possible to archive records that are no longer active and maintain access to those records.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 99:

Are the driver and vehicle files unified in one system?

Standard of Evidence:

Provide a narrative description of the unified system's main components and identify the variables that link the vehicle and driver files.

Question Rank:
Somewhat Important

Assessor conclusions:

Ideally the two systems would be in one database to reduce data entry and increase accuracy. Many states cannot do this due to custodial responsibility residing in separate agencies. It is good though that Florida has appropriate field linkages (DL number) between the two systems.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 100:

If the driver and vehicle files are separate, is personal information entered into the vehicle system using the same conventions used in the driver system?

Standard of Evidence:

When the driver and vehicle systems are separate, provide extracts from the driver and vehicle system manuals detailing the data entry conventions for each.

Question Rank:
Very Important

Assessor conclusions:

Personal information (e.g., name, date of birth, and driver license number) entered into the State's vehicle data system uses the same conventions that are used in the State's driver data system.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 101:

Can vehicle system data be used to verify and validate the vehicle information during initial creation of a citation or crash report?

Standard of Evidence:

Provide a narrative description of the procedures governing the use of vehicle system data to verify and validate vehicle information during initial creation of a citation or crash report. ALTERNATIVE EVIDENCE: Describe how the vehicle system is accessed, if it is, to validate and verify vehicle information during crash report creation.

Question Rank:
Somewhat Important

Assessor conclusions:

The Florida vehicle system data can be used to verify and validate the vehicle information during initial creation of a citation or crash report. Law enforcement agencies using the state funded FCIC/NCIC system, ELVIS, have access to the vehicle and driver system through queries of tag numbers, VIN numbers, decal numbers, title numbers, and driver license numbers while they are creating initial crash and citation forms. Queries performed through ELVIS return real-time information from the vehicle and driver systems of all 50 states and Canada, allowing the officer to verify and validate the responses while on scene with the vehicles and drivers present. This information can also be automatically populated onto crash and citation forms using the State funded crash and citation reporting software, TraCS.

Respondents assigned	12	Responses received	2	Response rate	16.7%

Question 102:

When discrepancies are identified during data entry in the crash data system, are vehicle records flagged for possible updating?

Standard of Evidence:

Provide an appropriate extract from the vehicle system manual that details the process for addressing a record flagged by the crash system.

Question Rank:
Less Important

Assessor conclusions:

When discrepancies are identified during data entry in the crash data system, the vehicle records are not flagged for possible updating. Ideally data discrepancies from crash reports would be used to flag possible vehicle registration system issues.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 103:

Are VIN, title number, and license plate number the key variables used to retrieve vehicle records?

Standard of Evidence:

Identify the key variables used to retrieve vehicle records.

Question Rank:
Very Important

Assessor conclusions:

VIN, title number, and license plate number are the key variables used to retrieve vehicle records. Florida has the appropriate methods in place to utilize the key data fields for retrieval.

Respondents assigned	11	Responses received	2	Response rate	18.2%

Question 104:

Is the vehicle system data processed in real-time?

Standard of Evidence:

Provide a narrative statement explaining the answer.

Question Rank:
Very Important

Assessor conclusions:

The vehicle system data is processed in real-time. All information processed through the vehicle system is real-time updated for view only. For Electronic Lien holder retrieval, it is a four-day process before title transaction is completed. For titles that do not have a lien holder, it is still a four day process unless the customer requests a fast title transfer, which then happens immediately. The customer pays an additional fee to have title processed and printed at the office. This service is only available to titles without lien holders.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 105:

Are there automated edit checks and validation rules to ensure that entered data falls within a range of acceptable values and is logically consistent among data elements?

Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks or validation rules ensure entered data falls within the range of acceptable values and is logically consistent between fields.

Question Rank:
Very Important

Assessor conclusions:

The State has automated edit checks and validation rules to ensure that entered data falls within a range of acceptable values and is logically consistent among data elements. The State is currently in process of documenting those rules as part of undergoing modernization efforts. The State did not provide the formal methodology or description of the existing automated edit checks and validation processes/rules that ensure that entered data falls within the range of acceptable values and is logically consistent between fields.

Respondents assigned	12	Responses received	1	Response rate	8.3%

Question 106:

Is limited state-level correction authority granted to quality control staff working with the statewide vehicle system to amend obvious errors and omissions?

Standard of Evidence:

Name the authority that allows quality control staff to correct the statewide vehicle database.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida grants authority to quality control staff working with the statewide vehicle system to amend obvious errors and omissions. The State provided relevant documentation that indicates that title number corrections are handled by the Correction Unit of the Division of Motorist Services. Regional office administrators/supervisors have the authority to amend other types of errors and omissions in the vehicle data system.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 107:

Are there timeliness performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of vehicle system timeliness measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

Florida has appropriate timeliness metrics in places that are tailored to meet the needs of the system users.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 108:

Are there accuracy performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of vehicle system accuracy measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State preforms some transaction analyses and audits 5% of driver license and motor vehicle transactions to ensure the accuracy of the processed data. Also, the State creates the Performance Accountability Measurement System (PAMS) report tracking some transaction processing measures such as the average appointment wait time or the total number of stakeholder outreach events. Since these are the accuracy performance measures, Florida has chosen to target them when they meet this advisory ideal.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 109:

Are there completeness performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of vehicle system completeness measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

There are not any completeness performance measures of the vehicle data system tailored to the needs of data managers and data users, as defined in the advisory.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 110:

Are there uniformity performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of vehicle system uniformity measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State responded that there are currently no uniformity performance measures in place. It would be ideal if Florida could establish uniformity performance metrics in the future.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 111:

Are there integration performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of vehicle system integration measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

There are not any integration performance measures of the vehicle data system tailored to the needs of data managers and data users. It would be ideal if Florida could establish integration performance measures in the future.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 112:

Are there accessibility performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of vehicle system accessibility measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Somewhat Important

Assessor conclusions:

Accessibility is measured in terms of customer satisfaction. The accessibility of the database or sub-file is determined by obtaining the users' perceptions of how well the system responds to their requests. There are not any accessibility performance measures of the vehicle data system tailored to the needs of data managers and data users.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 113:

Has the State established numeric goals—performance metrics—for each performance measure?

Standard of Evidence:

Provide the specific, State-determined numeric goals associated with each performance measure in use.

Question Rank:
Very Important

Assessor conclusions:

The State does not have established numeric goals - performance metrics - for each performance measure.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 114:

Is the detection of high frequency errors used to generate updates to training content and data collection manuals, update the validation rules, and prompt form revisions?

Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to generate new training content and data collection manuals, update the validation rules, and prompt form revisions.

Question Rank:
Very Important

Assessor conclusions:

The State uses several procedures to detect high frequency errors and to update training materials. Transactional reviews are performed and common errors are analyzed when detected. Any procedural updates or revisions that may contribute to reducing the error are suggested to the Bureau responsible for updating manuals and procedures. Additionally, if it is determined that enhanced training is needed to assist in mitigating these frequent errors, then recommendations are made to the training development area.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 115:

Are independent sample-based audits conducted periodically for vehicle reports and related database contents for that record?

Standard of Evidence:

Describe the formal audit methodology, provide a sample report or other output, and specify the audits' frequency.

Question Rank:
Somewhat Important

Assessor conclusions:

After motor vehicle documents are scanned into the FRVIS, an audit is conducted on 5% of the boxes scanned to identify whether there are any missing documents. A report is then prepared addressing the findings and the issuing agency is contacted in an effort to locate the documents.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 116:

Are periodic comparative and trend analyses used to identify unexplained differences in the data across years and jurisdictions?

Standard of Evidence:

Describe the analyses, provide a sample report or other output, and specify the analyses' frequency.

Question Rank:
Very Important

Assessor conclusions:

Periodic comparative and trend analyses are not used to identify unexplained differences in the vehicle system data across years and jurisdictions.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 117:

Is data quality feedback from key users regularly communicated to data collectors and data managers?

Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform changes.

Question Rank:
Somewhat Important

Assessor conclusions:

Data quality feedback from key users is communicated through State's Work Request Authorization and Prioritization (WRAP) process, the Technical Assistance Center (TAC), and the field support desk. WRAPS are then prioritized through DHSMV's Tier I, II and III governance process. Technical alerts are sent out to all tax collector personnel for any changes made to the system or advising of any known issues.

Respondents assigned	11	Responses received	1	Response rate	9.1%

Question 118:

Are data quality management reports provided to the TRCC for regular review?

Standard of Evidence:

Provide a sample quality management report and specify how frequently they are issued to the TRCC.

Question Rank:
Very Important

Assessor conclusions:

Florida has some communication of quality metrics with their TRCC but ideally regular communication of reports to the TRCC would take place even though they do not have authority over the data.

Respondents assigned	12	Responses received	2	Response rate	16.7%

Driver

Florida Driver Summary

The Department of Highway Safety and Motor Vehicles (DHSMV) has custodial responsibility of the Florida Driver License Information System (FDLIS). The driver data system maintains records of all Florida drivers with critical information such as the driver's license number, license type, license status, conviction history, and crash involvement.

Florida captures and retains the dates of original issuance for all permits, licenses, and endorsements. The State maintains the Traffic Citation Accounting Transmission System (TCATS). Driving under the influence (DUI) and other traffic citations are reported from TCATS to FDLIS. In addition, the State has a data system that tracks education, enforcement, and treatment information related to DUI offenders. The Florida driver system contains detailed driver's traffic violation information, and the system captures the course type and the date of completion of driver improvement courses. However, the State's driver data system does not capture information on novice drivers' training histories.

The State's driver data system interacts with the National Driver Register's Problem Driver Pointer System (PDPS) and the Commercial Driver's License Information System (CDLIS). The contents of the Florida driver data system are documented with data definition for each data field. Edit checks and data collection rules are performed as part of the driver data system update processes. Florida is in the process of documenting those rules through the Motorist Modernization efforts. The data dictionary is updated as needed due to, for instance, legislative changes or requests from data system users.

Florida maintains the Driver License Operations Manual with detailed information related to the licensing, permitting, and endorsement issuance procedures. The State maintains process flow documents detailing the reporting and recording of relevant citations and convictions. Ninety percent of citations and convictions are submitted electronically from TCATS to the driver data system. Florida has a process flow diagram outlining the driver data system's key process flows and performs both automated and manual error correction or error handling processes. The State also has documented procedures and rules for purging data from the driver data system.

Florida has complied with Federal Real ID requirements since January 2010. The State has established extensive procedures to detect false identity licensure fraud for all driver licenses including commercial driver licenses (CDL). Florida has a DL Fraud Unit for complaints of possible fraudulent activity and the Quality Assurance Program which conducts reviews of driver license and motor vehicle transactions to determine compliance with federal, state laws, regulations, and policies. Policies and procedures to maintain appropriate system and information security are well established, as well as laws, rules, and procedures that regulate proper access and release of driver information from the driver data system.

Separate from the use of various systems (e.g., Driver and Vehicle Information Database) for interface between them, the Florida driver and crash data systems are not directly linked. However, there are direct linkages between Florida driver data system and the State's citation

and adjudication systems. In addition, there is an interface link between the driver system and the Problem Driver Pointer System (PDPS), the Commercial Driver License Information System (CDLIS), the Social Security Online Verification (SSOLV) and the Systematic Alien Verification for Entitlements (SAVE) system. The State's law enforcement agencies can have granted access to the driver data system through the Driver and Vehicle Information Database (DAVID). Florida also has the capability to grant access to information in the driver system through DAVID to authorized court personnel and authorized personnel from other States.

Florida does not have a formal, comprehensive data quality management program for the driver system, as envisioned in the Advisory. However, the State has the Quality Assurance Unit which performs quality assurance processes for data management and produces reports, for specific jurisdictions, indicating the number and the percentage of specific driver system data elements (e.g., name, DOB, etc.) that are processed completely, accurately, or in compliance with DHSMV's policies and procedures. Florida has edit checks and validation rules for the driver data system. In addition, several methods are used to identify errors such as quality assurance reviews, customer complaints, and member contact with the procedure group. The Quality Assurance Program conducts independent reviews at the request of law enforcement and DHSMV and/or Tax Collector personnel for improper issuance or non-compliance with DHSMV policies or procedures. The State does not have established performance measures and numeric goals for timeliness, accuracy, completeness, uniformity, integration, and accessibility of the driver data system.

Opportunities

Florida should establish procedures to capture novice drivers' training histories, including provider names and types of education. Likewise, the driver data system should capture detailed information on driver improvement training history. The State should also establish a link between crash and driver data system.

Although many components and characteristics of the Florida driver data system are impressive, the State should consider start developing a formal data quality control program. Such a program will allow the State a greater ability to fully understand the quality of their driver data system. Establishing performance measures such as timeliness, accuracy, completeness, uniformity, integration, and accessibility, will be a great tool for data managers and data users to quickly and easily recognize areas in the driver system that need improvement. In addition, the State should consider performing periodic independent sample-based audits to examine driver reports and conducting periodic comparative and trend analyses to identify unexplained differences in data across years and jurisdictions. Finally, data quality reports based on performance measures should be created and provided to the State's TRCC committee for regular review.

Question 119:

Does custodial responsibility for the driver system—including commercially-licensed drivers—reside in a single location?

Standard of Evidence:

Provide a narrative identifying the custodial agency.

Question Rank:
Very Important

Assessor conclusions:

The Department of Highway Safety and Motor Vehicles has custodial responsibility of the Florida driver data system, which resides in a single location and includes commercially licensed drivers.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 120:

Can the State's DUI s data system be linked electronically to the driver system?

Standard of Evidence:

Provide a narrative explanation of a State's linking protocols that demonstrated how a citation on the DUI data system is linked to a record on the driver system. Include identification of the linkage portal and organizations responsible for maintaining the link and the linking fields used.

Question Rank:
Very Important

Assessor conclusions:

The State has a data system that tracks education, enforcement, and treatment information related to DUI offenders. In addition, the State has the Traffic Citation Accounting Transmission System (TCATS). Traffic citations and DUIs are reported from TCATS to Florida Driver License Information System (FDLIS). However, the State did not provide requested evidence pertaining to linking protocols between data systems containing DUI related information and Florida's driver data system.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 121:

Does the driver system capture novice drivers' training histories, including provider names and types of education (classroom or behind-the-wheel)?

Standard of Evidence:

Provide a narrative documenting the availability of novice driver training history (including motorcycle and commercial license training), and specify the pertinent data fields and audit checks in the data dictionary or provide a sample system report.

Question Rank:
Less Important

Assessor conclusions:

The State's driver data system does not contain information pertaining to novice driver training history including provider names and types of education. The sample driver record that the State provided shows the presence of DUI school data completion (which is different from novice driver training program) and it shows information related to exam results for driver license issuance.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 122:

Does the driver system capture drivers' traffic violation and/or driver improvement training histories, including provider names and types of education (classroom or behind-the-wheel)?

Standard of Evidence:

Provide a narrative documenting the availability of traffic violation and/or driver improvement training history, including motorcycle and commercial license training, by specifying the pertinent data fields and audit checks in the data dictionary or provide a sample report.

Question Rank:
Less Important

Assessor conclusions:

The State driver system contains detailed driver's traffic violation information. However, the driver improvement history information includes only the course type and the date of completion.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 123:

Does the driver system capture and retain the dates of original issuance for all permits, licensing, and endorsements (e.g., learner's permit, provisional license, commercial driver's license, motorcycle license)?

Standard of Evidence:

Provide a narrative documenting the availability of original issuance dates for all permits, licensing, and endorsements by specifying the pertinent data fields and audit checks in the data dictionary or provide a sample report.

Question Rank:
Somewhat Important

Assessor conclusions:

The driver data system captures the original issuance date for all licensing, permits, and endorsements.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 124:

Is driver information maintained in a manner that accommodates interaction with the National Driver Register's Problem Driver Pointer System (PDPS) and the Commercial Driver's License Information System (CDLIS)?

Standard of Evidence:

Demonstrate functional integration with the PDPS and CDLIS. AAMVA audit reports can be provided as supporting documentation.

Question Rank:
Very Important

Assessor conclusions:

The Florida driver data system accommodates interaction with the National Driver Register's Problem Driver Pointer System (PDPS) and the Commercial Driver's License Information System (CDLIS).

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 125:

Are the contents of the driver system documented with data definitions for each field?

Standard of Evidence:

Provide, at a minimum, a table of contents and sample elements from the data dictionary or a sample data dictionary report.

Question Rank:
Very Important

Assessor conclusions:
The contents of the Florida driver data system are documented with data definitions for each data field.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 126:

Are all valid field values—including null codes—documented in the data dictionary?

Standard of Evidence:

Provide sample valid data field values from the data dictionary.

Question Rank:
Very Important

Assessor conclusions:
All valid field values - including null codes - are documented in the Florida driver data system.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 127:

Are there edit checks and data collection guidelines for each data element?

Standard of Evidence:

Provide an example edit check and data collection guideline.

Question Rank:
Very Important

Assessor conclusions:
Edit checks and data collection rules are performed as part of the driver data system update processes. The State is in the process of documenting those rules through the Motorist Modernization efforts. An example or narrative description of current edit checks or data collection guideline was not provided.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 128:

Is there guidance on how and when to update the data dictionary?

Standard of Evidence:

Provide a narrative explanation of the controls and procedures that ensure the data dictionary is kept up to date.

Question Rank:
Very Important

Assessor conclusions:

Data dictionary is updated when changes to the driver system are needed due to legislative mandates or requests from driver system users and stakeholders. Stakeholders include the Florida Department of Law Enforcement (FDLE), the Department of Revenue (DOR), Lifelink (Organ Donor), the Department of Veteran Affairs, and the Department of State (DOS).

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 129:

Does the custodial agency maintain accurate and up to date documentation detailing the licensing, permitting, and endorsement issuance procedures (manual and electronic, where applicable)?

Standard of Evidence:

Provide a process flow document for this specific process area, or provide a narrative explaining how these processes are documented and how that documentation is maintained. Include the percentage of reporting that is accomplished manually and electronically.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida maintains the Driver License Operations Manual in electronic format that contains detailed information related to the licensing, permitting, and endorsement issuance procedures.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 130:

Does the custodial agency maintain accurate and up to date documentation detailing the reporting and recording of relevant citations and convictions (manual and electronic, where applicable)?

Standard of Evidence:

Provide a process flow document for this specific process area, or provide a narrative explaining how these processes are documented and how that documentation is maintained. Include the percentage of reporting that is accomplished manually and electronically.

Question Rank:
Somewhat Important

Assessor conclusions:

The State maintains process flow documents detailing the reporting and recording of relevant citations and convictions. All citations and convictions are submitted through Traffic Citation Accounting Transmission System (TCATS) and posted to driver record. A small percentage are manually added. Ninety percent is electronic and ten percent is manual. This includes out of state convictions.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 131:

Does the custodial agency maintain accurate and up to date documentation detailing the reporting and recording of driver education and improvement course (manual and electronic, where applicable)?

Standard of Evidence:

Provide a process flow document for this specific process area, or provide a narrative explaining how these processes are documented and how that documentation is maintained. Include the percentage of reporting that is accomplished manually and electronically.

Question Rank:
Somewhat Important

Assessor conclusions:

Driver education and improvement courses are processed through the Driver Improvement Certificate Issuance System (DICIS) and the Third Party Administration testing program for the Department of Education. Course completions from the DICIS are updated to driver records electronically. Paper documents are not accepted. The waivers from the Third Party Administration testing for the Department of Education are kept until the student applies for and is issued a driver license. The information on how these processes are documented and how that documentation is maintained was not provided by the State.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 132:

Does the custodial agency maintain accurate and up to date documentation detailing the reporting and recording of other information that may result in a change of license status (manual and electronic, where applicable)?

Standard of Evidence:

Provide a process flow document for this specific process area, or provide a narrative explaining how these processes are documented and how that documentation is maintained. Include the percentage of reporting that is accomplished manually and electronically.

Question Rank:
Somewhat Important

Assessor conclusions:

The original license date, current license issue date, current license expiration date, and date of address changes are maintained as part of the driver record. Change of license status is maintained both manually and electronically. Electronic/Manual changes of status are recorded in the system and driver history.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 133:

Does the custodial agency maintain accurate and up to date documentation detailing any change in license status (e.g., sanctions, withdrawals, reinstatement, revocations, and restrictions)?

Standard of Evidence:

Provide a narrative or flow diagram describing the processes and procedures governing the actual change to the license status, including timelines for each type of change.

Question Rank:
Somewhat Important

Assessor conclusions:

Any change of license status is maintained and recorded on the driver data system both manually and electronically. When dispositions are sent through batch programs, a change in license status occurs the day after the disposition is received. Business rules that regulate this procedure are built in the citation system. Manual license actions are completed within two to three business days from the date the order is received. More specific information related to processes and procedures pertaining to changes in license status would improve this rating (e.g., in what circumstances are license actions recorded manually).

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 134:

Is there a process flow diagram that outlines the driver data system's key data process flows, including inputs from other data systems?

Standard of Evidence:

Provide the process flow diagram.

Question Rank:
Very Important

Assessor conclusions:

The State has a process flow diagram that outline the driver data system's key data process flows.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 135:

Are the processes for error correction and error handling documented for: license, permit, and endorsement issuance; reporting and recording of relevant citations and convictions; reporting and recording of driver education and improvement courses; and reporting and recording of other information that may result in a change of license status?

Standard of Evidence:

Provide the documentation or flow diagram that describes the processes and procedures for error correction and error handling in each of the listed process areas.

Question Rank:
Somewhat Important

Assessor conclusions:

The State performs either automated or manual processes for error correction and error handling for: license, permit, and endorsement issuance; reporting and recording of relevant citations and convictions; reporting and recording of driver education and improvement courses; and reporting and recording of other information that may result in a change of license status.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 136:

Are there processes and procedures for purging data from the driver system documented?

Standard of Evidence:

Provide the documentation or flow diagram that describes the processes and procedures for purging data and the timelines for these actions.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida has documented procedures and rules for purging data from the driver data system, as indicated in the provided evidence.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 137:

In States that have the administrative authority to suspend licenses based on a DUI arrest independent of adjudication, are these processes documented?

Standard of Evidence:

Provide the documentation or flow diagram that describes the processes and procedures for administrative license suspension.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida has documentation for the process of suspending licenses on DUI arrests independent of adjudication, as evident from the provided documentation.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 138:

Are there established processes to detect false identity licensure fraud?

Standard of Evidence:

Provide a narrative describing the systems or processes used to detect individuals attempting licensure under a new identity.

Question Rank:
Very Important

Assessor conclusions:

The State has established policies and procedures to detect false identity license fraud. Florida complies with Federal Real ID requirements that have been implemented on January 2010 by requiring all applicants, including U.S. Citizens, to establish identity, proof of legal residence in the United States, and dates of birth. The State is currently 73% Real ID compliant. Also, the State has a DL Fraud Unit within the Division of Motorist Services, Bureau of Motorist Services Support, in which law enforcement, Florida Department of Highway Safety and Motor Vehicle, Tax Collector personnel, and customers can provide complaints of possible fraudulent activity.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 139:

Are there established processes to detect internal fraud by individual users or examiners?

Standard of Evidence:

Provide a narrative describing the systems or processes used to detect internal fraud by individual users or examiners.

Question Rank:
Very Important

Assessor conclusions:

The State has the Quality Assurance Program within the Division of Motorist Services, Bureau of Motorist Services Support, which conducts reviews of driver license and motor vehicle transactions to determine compliance with federal, state, and Department laws, regulations, policies, and procedures. Any instances of possible fraud are forwarded for appropriate follow-up or investigation. The implementation of a multi-faceted approach to combat fraud is quite admirable.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 140:

Are the established processes to detect CDL fraud (including hazmat endorsements)?

Standard of Evidence:

Provide a narrative describing the systems or processes used to detect commercial driver's license fraud, including for hazmat endorsements.

Question Rank:
Very Important

Assessor conclusions:

The same fraud prevention procedures are followed for all driver licenses issued in the State including CDL. In addition, for hazmat endorsement, Florida collects all required background information including the application and fingerprints. For the CDL skills test, Florida has the Commercial Skills Test Information Management System (CSTIMS) for scheduling and recording test results and the Paperless Waiver System (PWS) to record the exam results for Florida driver license offices.The information on both of these systems is reviewed and inspected annually. Florida has eight compliance officers that perform these inspections, make site visits, co-score tests, and perform random inspections.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 141:

Are there policies and procedures for maintaining appropriate system and information security?

Standard of Evidence:

Provide copies of the relevant policies and procedure manuals.

Question Rank:
Very Important

Assessor conclusions:

Florida has well established policies and procedures to maintain appropriate system and information security. The State maintains the Information Security Policy Manual that specifies both general use and technical/advanced security policies. In addition, the State provided a narrative description of some procedures pertaining to this purpose such as logon and password granting processes, annual Information System and Security training, etc.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 142:

Are there procedures in place to ensure that driver system custodians track access and release of driver information adequately?

Standard of Evidence:

Provide copies of the relevant procedures or manuals.

Question Rank:
Very Important

Assessor conclusions:

The State has established laws, regulations, policies, and procedure that regulate proper access and release of driver information from the driver data system. The Quality Assurance Program within the Division of Motorist Services, Bureau of Motorist Services Support, conducts reviews of driver license transactions to determine compliance with federal, state, and Florida laws, regulations, policies, and procedures. Public record requests are tracked through a GovQA software program. The Customer Service Unit uses a system called Expert that tracks all information that was provided to a customer over the telephone. Telephone calls are recorded and monitored.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 143:

Can the State's crash system be linked to the driver system electronically?

Standard of Evidence:

Provide a narrative explanation of a State's linkage protocols that demonstrates how records in the crash system are linked to the driver record. Include identification of the linkage portal and the organization responsible for maintaining the link and the linking fields used.

Question Rank:
Very Important

Assessor conclusions:

The State uses multiple systems and procedures for interface between driver and crash data systems. For example, CTS_America, a vendor representing over 30% of the field crash reports use Florida Crime Information Center inquiries into the database. Florida also uses DAVID (Driver and Vehicle Information Database) a roadside and investigative query system to integrate the driver and crash records by including a crash search and links from the driver history page into the crash database for Financial Responsibility cases and crashes. Although there is a crash search screen on DAVID, crashes are not listed without the search but is an activity that can be performed roadside. There is an initiative to use ELVIS system for the interface from driver license database to the field crash collection systems. However, there is no evidence that driver and crash data systems are linked as defined in the Advisory.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 144:

Can the State's citation system be linked to the driver system electronically?

Standard of Evidence:

Provide a narrative explanation of a State's linkage protocols that demonstrates how records in the citation system are linked to the driver record. Include identification of the linkage portal and the organization responsible for maintaining the link and the linking fields used.

Question Rank:
Very Important

Assessor conclusions:

The State's citation system can be linked to the driver system electronically. The Florida Department of Highway Safety and Motor Vehicles is responsible for maintaining the link. The linking fields are name, date of birth, and driver license number.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 145:

Can the State's adjudication system be linked to the driver system electronically?

Standard of Evidence:

Provide a narrative explanation of a State's linkage protocols that demonstrates how records in the adjudication system are linked to the driver record. Include identification of the linkage portal and the organization responsible for maintaining the link and the linking fields used.

Question Rank:
Very Important

Assessor conclusions:

The State's adjudication system can be linked to the driver system electronically. The Florida Department of Highway Safety and Motor Vehicles is responsible for maintaining the link. The linking fields are name, date of birth, and driver license number.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 146:

Is there an interface link between the driver system and: the Problem Driver Pointer System, the Commercial Driver Licensing System, the Social Security Online Verification system, and the Systematic Alien Verification for Entitlement system?

Standard of Evidence:

Provide a narrative description of the policy for checking the PDPS, CDLIS, SSOLV, and SAVE for licensing commercial and non-commercial drivers (both original issuances and renewals).

Question Rank:
Very Important

Assessor conclusions:

The Florida Driver License Issuance System (FDLIS) interfaces with PDPS, CDLIS, SSOLV and VLS (a form of SAVE). When an examiner enters the customer's name, DOB and gender into FDLIS, the system validates that information against PDPS, CDLIS and SSOLV. This is done prior to the start of a transaction. If a negative response is provided, the examiner is required to enter the customer's alien information provided from the USCIS documents. The information is validated against the SAVE system and a response is returned. If a positive response is provided, the credential is issued over-the-counter to the customer. If the response is invalid, a secondary verification is initiated and the customer receives a temporary permit until validation is acquired.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 147:

Does the custodial agency have the capability to grant authorized law enforcement personnel access to information in the driver system?

Standard of Evidence:

Provide a narrative description of the protocols granting authorized law enforcement personnel access to information in the driver system.

Question Rank:
Very Important

Assessor conclusions:

The State has the capability to grant authorized law enforcement personnel access to information in the driver and motor vehicle system through the Driver and Vehicle Information Database (DAVID) system. The requesting agency must have an active Memorandum of Understanding (MOU) to grant access to law enforcement personnel. The MOU requires that they keep the information secure and use of the system is audited by DHSMV Field Liaisons once every two years to ensure compliance of MOU.

Respondents assigned	15	Responses received	2	Response rate	13.3%

Question 148:

Does the custodial agency have the capability to grant authorized court personnel access to information in the driver system?

Standard of Evidence:

Provide a narrative description of the protocols granting authorized law enforcement personnel access to information in the driver system.

Question Rank:
Very Important

Assessor conclusions:

DHSMV has the capability to grant authorized court personnel access to information in the driver and motor vehicle system through the Driver and Vehicle Information Database (DAVID) system. The requesting agency must have an active Memorandum of Understanding (MOU) to grant access to court personnel. The MOU requires that they keep the information secure and must submit yearly certifications and attestations regarding proper use of system every 3 years.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 149:

Does the custodial agency have the capability to grant authorized personnel from other States access to information in the driver system?

Standard of Evidence:

Provide a narrative description of the protocols granting authorized law enforcement personnel access to information in the driver system.

Question Rank:
Very Important

Assessor conclusions:

DHSMV has the capability to grant access to authorized personnel from other states to the driver and motor vehicle system through the Driver and Vehicle Information Database (DAVID) system; however, there are no outstanding Memorandums of Understanding (MOUs) in place at this time with individual states. There are federal agencies that have access. States can obtain driver information through AAMVA programs such as CDLIS and PDPS.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 150:

Is there a formal, comprehensive data quality management program for the driver system?

Standard of Evidence:

Provide a narrative description of the driver system's data quality management programs and the most recent data quality reports issued.

Question Rank:
Very Important

Assessor conclusions:

The State's Quality Assurance Unit performs quality assurance processes for data management. This unit produces report showing compliance review results, for specific jurisdictions, measured by the number and the percentage of specific driver system data elements (e.g., name, DOB, proof of SSN, etc.) that are processed completely, accurately, or in compliance with DHSMV's policies and procedures. However, this quality assurance program does not include all aspects of the data quality management program for the driver data system that are defined in the Advisory.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 151:

Are there automated edit checks and validation rules to ensure entered data falls within a range of acceptable values and is logically consistent among data elements?

Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks or validation rules ensure entered data falls within the range of acceptable values and is logically consistent between fields.

Question Rank:
Very Important

Assessor conclusions:

Florida has edit checks and validation rules for the driver data system to ensure that entered data falls within the range of acceptable values and is logically consistent between fields for the driver data system.

Respondents assigned	15	Responses received	3	Response rate	20%

Question 152:

Are there timeliness performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of driver system timeliness measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State does not have established any timeliness performance measures for the driver data system, as defined in the Advisory. Florida has established performance measures for State's driver license examiners. However, these performance measures do not reflect how timely is driver data entered into the driver data system.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 153:

Are there accuracy performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of driver system accuracy measures the State uses, including the most current baseline and actual values for each.
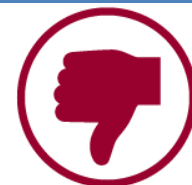
Question Rank:
Very Important

Assessor conclusions:

The State does not have established any accuracy performance measures for the driver data system, as defined in the Advisory. Florida has established performance measures for State's driver license examiners. However, these performance measures do not reflect how accurate is data in the State's driver data system.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 154:

Are there completeness performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of driver system completeness measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State has not established any completeness performance measures for the driver data system, as defined in the Advisory.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 155:

Are there uniformity performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of driver system uniformity measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State does not have established any uniformity performance measures for the driver data system, as defined in the Advisory. Florida has established performance measures for State's driver license examiners. However, these performance measures do not reflect uniformity performance measures such as the number or the percentage of standard-compliant data elements entered into the driver system.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 156:

Are there integration performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of driver system integration measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State does not have established any integration performance measures for the driver data system, as defined in the Advisory.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 157:

Are there accessibility performance measures tailored to the needs of data managers and data users?

Standard of Evidence:

Provide a complete list of driver system accessibility measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Somewhat Important

Assessor conclusions:

The State has not established any accessibility performance measures for the driver data system, as defined in the Advisory.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 158:

Has the state established numeric goals—performance metrics—for each performance measure?

Standard of Evidence:

Provide the specific, State-determined numeric goals associated with each performance measure in use.

Question Rank:
Very Important

Assessor conclusions:

The State does not have established numeric goals—performance metrics—for each performance measure. However, the State has established some overall performance measures such as the percent of driver license transactions completed successfully and timely and the percent of customer services timely completed.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 159:

Is the detection of high frequency errors used to generate updates to training content and data collection manuals, update the validation rules, and prompt form revisions?

Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to generate new training content and data collection manuals, update the validation rules, and prompt revisions.

Question Rank:
Very Important

Assessor conclusions:

The State uses several methods to identify errors such as quality assurance reviews, customer complaints, member contact with the help desk, member contact with training, and member contact with the procedure group. Once the error and the probable cause is identified, a plan is developed to correct the error. The solution often depends on the cause of the error and may include some of the following: adding detail to policy notices, developing or updating training material and forms in use. The last step in the process is to evaluate the error trend to measure the effectiveness of the correction. This is often done with the quality assurance and the other methods used to identify trends. If the error has not been corrected, the error is re-evaluated, and a revised plan for correcting the error is implemented.

Respondents assigned	15	Responses received	3	Response rate	20%

Question 160:

Are independent sample-based audits conducted periodically for the driver reports and related database contents for that record?

Standard of Evidence:

Describe the formal audit methodology, provide a sample report or other output, and specify the audits' frequency.

Question Rank:
Somewhat Important

Assessor conclusions:

The Quality Assurance Program conducts independent reviews at the request of law enforcement and Department and/or Tax Collector personnel for improper issuance or non-compliance with Department policies or procedures.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 161:

Are periodic comparative and trend analyses used to identify unexplained differences in the data across years and jurisdictions?

Standard of Evidence:

Describe the analyses, provide a sample report or other output, and specify the analyses' frequency.

Question Rank:
Very Important

Assessor conclusions:

It is not evident from the State's response that periodic comparative and trend analyses are performed to identify unexplained differences in the driver system data across years and jurisdictions.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Question 162:

Is data quality feedback from key users regularly communicated to data collectors and data managers?

Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform changes.

Question Rank:
Somewhat Important

Assessor conclusions:

Data quality feedback is communicated through State's Work Request Authorization and Prioritization (WRAP) process and the Technical Assistance Center (TAC) as well as the field support desk. WRAPS are then prioritized through DHSMV's Tier I, II and III governance process. Information related to various issues and enhancements are communicated with key users of the driver data system.

Respondents assigned	14	Responses received	1	Response rate	7.1%

Question 163:

Are data quality management reports provided to the TRCC for regular review?
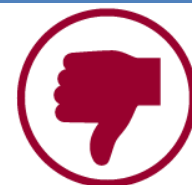
Standard of Evidence:

Provide a sample quality management report and specify how frequently they are issued to the TRCC.

Question Rank:
Very Important

Assessor conclusions:

There are not any data quality management reports provided to the TRCC for regular review.

Respondents assigned	14	Responses received	2	Response rate	14.3%

Roadway

Florida Roadway Summary

The custodian of Florida's roadway data system is the Florida Department of Transportation (FLDOT). Currently FLDOT collects only a limited amount of data on higher functional classes of roadways. FDOT does not currently collect local roadway data, and local agencies do not currently have the ability to submit roadway data to the State's statewide roadway data system. Specifically, the roadway inventory only covers state maintained centerline miles and roads functionally classified above "local", which accounts for approximately 25% of the total roadway centerline miles. Also, only the state-maintained roadways are in the location referencing system; they are less than 10% of the centerline miles of public roadways within the state.

The State has indicated that not all of the MIRE Fundamental Data Elements are collected for all public roads, and any additional collected data elements do not conform to the data elements included in MIRE.

The State has the ability to identify crash locations using a referencing system which is compatible with the one used for roadways for State-maintained roadways. The FDOT State Safety Office processes crash locations by referencing the feature data on actively maintained roadways and determines crash coordinates within the linear-referencing framework. Crash data is incorporated into the enterprise roadway information system for State-maintained roadways. The FDOT State Safety Office locates all crashes reported on a Florida Traffic Crash Report long form and incorporates location references into the Roadway Characteristics Inventory linear referencing.

Since the roadway system does not include local system data, there are no performance measures for the quality of the local system data. Additionally, FLDOT did not have a documented accessibility performance measure nor a performance measure for data integration with other data systems. FLDOT has established performance measures for timeliness, accuracy, completeness, and uniformity. For the data collected, there are hundreds of pre-determined data quality checks for consistency and accuracy that are run by the data collectors, by District Statistics Administrators, and by quality control personnel as needed. The State has not reported a formal, regular process to run these reports periodically.

The State additionally has well-documented procedures in the RCI Handbook and User Manual. This document should continue to be kept up-to-date. This documentation should also be expanded to include a data dictionary that includes all data elements and to process updates to the data dictionary as needed.

Collected roadway data is automatically archived by FDOT to allow for historic querying.

Overall, the system functionality meets the advisory ideals; however, it is limited to the data collected on State-maintained roadways. Meeting the advisory would require the inclusion of data for all public roadways and to have performance measures applied to the entire system. In addition to including local data, consideration should be given to interfacing with regional and

local data custodians, such as MPOs. The collected data elements should be updated for inclusion of the MIRE FDEs. Finally, a review of the data dictionary should be made with the addition of any data elements that might be needed to apply to the inclusion of roadway data for non-State-maintained roadways.

Question 164:

Are all public roadways within the State located using a compatible location referencing system?

Standard of Evidence:

Provide a map displaying all public roads that represents the system's statewide capabilities. Identify what percentage of the public road system is State owned or maintained. Explain whether the State uses a single compatible location referencing system for all public roads or if it has a set of compatible location referencing systems. Prior reports are acceptable.

Question Rank:
Very Important

Assessor conclusions:

Florida does not have all public roadways within the State located using a location referencing system. Florida state only actively maintains 9.9% of centerline miles of public roadways in the state. FDOT inventories all of the actively maintained mileage as well as all roads functionally classified above "local" which amount to approximately 25% of the roadways total. The remaining 75% of centerline miles ar enot inventoried by the FDOT.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 165:

Are the roadway and traffic data elements located using a compatible location referencing system (e.g., LRS, GIS)?

Standard of Evidence:

Provide a map displaying roadway features and traffic volume (FDEs) for all public roads (State and non-State routes) that is representative of the system's statewide capabilities. Explain whether the State uses a single compatible location referencing system for all public roads or if it has a set of compatible location referencing systems. Prior reports are acceptable.

Question Rank:
Very Important

Assessor conclusions:

Roadway and traffic data elements are displayed in the TraCS system to a certain degree. The system is not complete in reference to displaying roadway and traffic elements since only a small percentage of the roadways in Florida are maintained by FDOT.

Respondents assigned	4	Responses received	2	Response rate	50%

Question 166:

Is there an enterprise roadway information system containing roadway and traffic data elements for all public roads?

Standard of Evidence:

Describe the enterprise roadway information system, which should enable linking between the various roadway information systems including: roadway, traffic, location reference, bridge, and pavement data.

Question Rank:
Very Important

Assessor conclusions:

The State only actively maintains 9.9% of center-line miles of public roadways in the state. FDOT inventories all of the actively maintained mileage as well as all roads functionally classified above "local", which amounts to about 25% of the roadways in the state.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 167:

Does the State have the ability to identify crash locations using a referencing system compatible with the one(s) used for roadways?

Standard of Evidence:

Provide a map displaying crash locations on all public roads that is representative of the system's statewide capabilities. Explain whether the State uses a single compatible location referencing system for crash, roadway features, and traffic volume on all public roads or if it has a set of compatible location referencing systems. Prior reports are acceptable.

Question Rank:
Very Important

Assessor conclusions:

The State has the ability to identify crash locations using a referencing system which is compatible with the one used for roadways. The FDOT State Safety Office processes crash locations by referencing the feature data on actively maintained roadways and determines crash coordinates within the linear-referencing framework.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 168:

Is crash data incorporated into the enterprise roadway information system for safety analysis and management use?

Standard of Evidence:

Describe how the crash data is incorporated into the enterprise roadway information system and provide an example of how it is used for safety analysis.

Question Rank:
Very Important

Assessor conclusions:

Crash data is incorporated into the enterprise roadway information system for state maintained roadways. The FDOT State Safety Office locates all crashes reported on a Florida Traffic Crash Report long form and incorporates into the Roadway Characteristics Inventory linear referencing system if it occurred on the actively state-maintained roadways.

Respondents assigned	5	Responses received	1	Response rate	20%

Question 169:

Are all the MIRE Fundamental Data Elements collected for all public roads?

Standard of Evidence:

Provide a list of FDEs collected and their definitions. Specify if the data collected is for all public roads or State roads only. If the State wishes to cite the data dictionary directly, please identify the FDEs.

Question Rank:
Somewhat Important

Assessor conclusions:

The State has indicated that not all of the MIRE Fundamental Data Elements are collected for all public roads.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 170:

Do all additional collected data elements for any public roads conform to the data elements included in MIRE?

Standard of Evidence:

Provide a list of additional MIRE data elements collected beyond the FDEs. Specify if the data elements are collected for all public roads or State roads only.

Question Rank:
Somewhat Important

Assessor conclusions:

The state has indicated that any additional collected data elements do not conform to the data elements included in MIRE.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 171:

Are all the MIRE Fundamental Data Elements for all public roads documented in the enterprise system's data dictionary?

Standard of Evidence:

Identify, with appropriate citations, the MIRE FDE-related contents of the enterprise system's data dictionary. Specify if the data dictionary applies to all public roads or to State roads only.

Question Rank:
Somewhat Important

Assessor conclusions:

The state has indicated that MIRE Fundamental Data Elements are not documented in the data dictionary.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 172:

Are all additional (non-Fundamental Data Element) MIRE data elements for all public roads documented in the data dictionary?

Standard of Evidence:

Identify, with appropriate citations, the additional (non-FDE) MIRE data elements included in the data dictionary. Specify if the data dictionary applies to all public roads or to State roads only.

Question Rank:
Somewhat Important

Assessor conclusions:

The state has indicated that additional data elements which may be collected, are not documented in the data dictionary.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 173:

Does roadway data imported from local or municipal sources comply with the data dictionary?

Standard of Evidence:

Provide a narrative statement explaining, how and if any roadway data are accepted and included in the statewide roadway database from local or municipal sources. Describe if the data from local or municipal sources meet the data dictionary standards.

Question Rank:
Very Important

Assessor conclusions:

The State has indicated that roadway data imported from local or municipal sources do not comply with the data dictionary.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 174:

Is there guidance on how and when to update the data dictionary?

Standard of Evidence:

Provide a narrative explanation of the controls and procedures that ensure the data dictionary is kept up to date.

Question Rank:
Very Important

Assessor conclusions:

The State has indicated that it manages the updates to the data dictionary; however it has not provided a narrative explanation of specific controls or procedures in place.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 175:

Are the steps for incorporating new elements into the roadway information system (e.g., a new MIRE element) documented to show the flow of information?

Standard of Evidence:

Provide documentation or a narrative explaining the process for adding new data elements (e.g., a new MIRE element) to the roadway system. Identify who is responsible for each step in the process.

Question Rank:
Very Important

Assessor conclusions:

The steps for adding a new element into the roadway information system have been documented to clearly show the steps that need to be taken.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 176:

Are the steps for updating roadway information documented to show the flow of information?

Standard of Evidence:

Provide documentation or a narrative explaining the process for updating data elements in the roadway system. Identify who is responsible for each step in the process.

Question Rank:
Very Important

Assessor conclusions:

Florida State does have a process and steps for updating roadway information and it is documented in their handbook.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 177:

Are the steps for archiving and accessing historical roadway inventory documented?

Standard of Evidence:

Provide documentation or a narrative explaining the process of archiving and accessing historical roadway data. Identify who is responsible for each step in the process.

Question Rank:
Somewhat Important

Assessor conclusions:

Collected roadway data is automatically archived by FDOT. The steps for accessing historical roadway inventory are well documented. Historical data is available online through the interface. Steps to obtain any roadway characteristic available are clearly defined and documented in their FDOT RCI User Manual.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 178:

Are the procedures that local agencies (e.g., county, MPO, municipality) use to collect, manage, and submit roadway data to the statewide inventory documented?
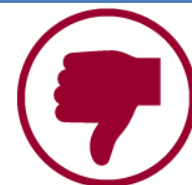
Standard of Evidence:

Provide documentation or a narrative explaining the local agency procedures for collecting, managing, and submitting data to the State roadway inventory. Identify who is responsible for each step in the process.

Question Rank:
Somewhat Important

Assessor conclusions:

Local agencies do not currently submit any roadway data to the State's statewide roadway data system.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 179:

Are local agency procedures for collecting and managing the roadway data compatible with the State's enterprise roadway inventory?

Standard of Evidence:

Provide official documentation or a narrative explanation of how compatibility between local data systems and the State roadway inventory is achieved. Identify who is responsible for each step in the process.

Question Rank:
Very Important

Assessor conclusions:
FDOT does not currently collect local roadway data.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 180:

Are there guidelines for collection of data elements as they are described in the State roadway inventory data dictionary?

Standard of Evidence:

Provide the guidelines and cite an example of data collection pursuant to the data dictionary.

Question Rank:
Very Important

Assessor conclusions:
There are guidelines for collection of data elements as they are described in the RCI Handbook and Manual.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 181:

Are the location coding methodologies for all State roadway information systems compatible?

Standard of Evidence:

Describe the location referencing system and the information systems that use it. If there is more than one location referencing system in use, list each and the associated systems.

Question Rank:
Very Important

Assessor conclusions:

The location coding methodologies for all State roadway information systems are compatible. The systems that use State roadway information use the linear-referencing established in the Roadway Characteristics inventory.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 182:

Are there interface linkages connecting the State's discrete roadway information systems?

Standard of Evidence:

Provide a narrative that describes the interface links connecting the State's roadway information systems. Provide the result of a single query (e.g., table, view) that includes both roadway features and traffic data for a segment of road.

Question Rank:
Very Important

Assessor conclusions:

Currently there are no interface linkages connecting the State's discrete roadway information systems. The integration is limited at the interface level.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 183:

Are the location coding methodologies for all regional and local roadway systems compatible?

Standard of Evidence:

Provide a narrative describing the location referencing system and the associated regional and local roadway systems. If there is more than one location referencing system in use, list each and the associated regional and local systems.

Question Rank:
Somewhat Important

Assessor conclusions:

Currently, FDOT does not have complete information on what individual local governments are doing with their roadway data. Therefore, there is no way to know whether the systems are compatible.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 184:

Do roadway data systems maintained by regional and local custodians (e.g., MPOs, municipalities) interface with the State enterprise roadway information system?

Standard of Evidence:

Provide a narrative that describes the interface links connecting the regional or local roadway information systems to the State's enterprise roadway information system. Provide the result of a single query (e.g., table, view) that includes both roadway features and traffic data for a local road segment.

Question Rank:
Somewhat Important

Assessor conclusions:

Roadway data systems maintained by regional and local custodians do not currently interface with the State enterprise roadway information system.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 185:

Does the State enterprise roadway information system allow MPOs and local transportation agencies on-demand access to data?

Standard of Evidence:

Provide a narrative that describes the system or process that enables localities to query the data system.

Question Rank:
Somewhat Important

Assessor conclusions:

Currently the State's roadway information system does not allow on-demand access to MPOs and locals.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 186:

Do Roadway system data managers regularly produce and analyze data quality reports?

Standard of Evidence:

Provide a sample report and specify the release schedule for the reports.

Question Rank:
Very Important

Assessor conclusions:

There are hundreds of pre-determined data quality checks for consistency and accuracy which are run by the data collectors and by District Statistics Administrators and quality control personnel as needed. The State has not noted a formal, regular process to periodically run these reports.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 187:

Is the overall quality of information in the Roadway system dependent on a formal program of error/edit checking as data is entered into the statewide system?

Standard of Evidence:

Describe the formal program of error/edit checking, to include specific procedures for both automated and manual processes.

Question Rank:
Very Important

Assessor conclusions:

FLDOT regularly runs edit routines to ensure the accuracy of submitted roadway data.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 188:

Are there procedures for prioritizing and addressing detected errors?

Standard of Evidence:

Describe the procedures for prioritizing and addressing detected errors in both automated and manual processes. Please specify where these procedures are formally documented.

Question Rank:
Very Important

Assessor conclusions:
There is a hierarchical sequence of accuracy and completeness check routines.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 189:

Are there procedures for sharing quality control information with data collectors through individual and agency-level feedback and training?

Standard of Evidence:

Describe all the procedures used for sharing quality control information with data collectors.

Question Rank:
Very Important

Assessor conclusions:
FLDOT maintains a website for on demand training. Data collector usage is reviewed through formal quality assurance reviews, and users with problems are directed to additional training as needed.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 190:

Is there a set of established performance measures for the timeliness of the State enterprise roadway information system?

Standard of Evidence:

Provide the metrics used.

Question Rank:
Very Important

Assessor conclusions:
Yes, FLDOT has established performance measures for timeliness in the Procedure for General Interest Roadway Data.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 191:

Is there a set of established performance measures for the timeliness of the roadway data maintained by regional and local custodians (municipalities, MPOs, etc.)?

Standard of Evidence:

Provide the metrics used.

Question Rank:
Somewhat Important

Assessor conclusions:

FLDOT does not have any performance measures for local-system roadway data.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 192:

Is there a set of established performance measures for the accuracy of the State enterprise roadway information system?

Standard of Evidence:

Provide the metrics used.

Question Rank:
Very Important

Assessor conclusions:
Yes, FLDOT has established performance measures for accuracy documented in their handbooks and Procedure for General Interest Roadway Data.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 193:

Is there a set of established performance measures for the accuracy of the roadway data maintained by regional and local custodians (municipalities, MPOs, etc.)?

Standard of Evidence:
Provide the metrics used.

Question Rank:
Somewhat Important

Assessor conclusions:

FLDOT does not have any performance measures for local-system roadway data.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 194:

Is there a set of established performance measures for the completeness of the State enterprise roadway information system?

Standard of Evidence:

Provide the metrics used.

Question Rank:
Very Important

Assessor conclusions:

Yes, FLDOT has established performance measures for completeness in the Procedure for General Interest Roadway Data. Addationally data gap checks are periodically run to identify missing data.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 195:

Is there a set of established performance measures for the completeness of the roadway data maintained by regional and local custodians (municipalities, MPOs, etc.)?

Standard of Evidence:

Provide the metrics used.

Question Rank:
Somewhat Important

Assessor conclusions:

FLDOT does not have any performance measures for local-system roadway data.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 196:

Is there a set of established performance measures for the uniformity of the State enterprise roadway information system?

Standard of Evidence:

Provide the metrics used.

Question Rank:
Very Important

Assessor conclusions:

Yes, FLDOT has established performance measures for uniformity in the District Quality Evaluations, and coordinated by a designated staff-person.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 197:

Is there a set of established performance measures for the uniformity of the roadway data maintained by regional and local custodians (municipalities, MPOs, etc.)?

Standard of Evidence:

Provide the metrics used.

Question Rank:
Somewhat Important

Assessor conclusions:

FLDOT does not have any performance measures for local-system roadway data.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 198:

Is there a set of established performance measures for the accessibility of State enterprise roadway information systems?

Standard of Evidence:

Provide the metrics used.

Question Rank:
Very Important

Assessor conclusions:
The State respondent was unaware of any roadway data accessibility performance measures used by FDOT.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 199:

Is there a set of established performance measures for the accessibility of the roadway data maintained by regional and local custodians (municipalities, MPOs, etc.)?

Standard of Evidence:
Provide the metrics used.

Question Rank:
Somewhat Important

Assessor conclusions:

FDOT does not have any performance measures for local-system roadway data.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 200:

Is there a set of established performance measures for the integration of State enterprise roadway information systems and other critical data systems?

Standard of Evidence:

Provide the metrics used.

Question Rank:
Very Important

Assessor conclusions:

FDOT does not have established performance measures for roadway data integration with other data systems.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 201:

Is there a set of established performance measures for the integration of the roadway data maintained by regional and local custodians (municipalities, MPOs, etc.) and other critical data systems?

Standard of Evidence:

Provide the metrics used.

Question Rank:
Very Important

Assessor conclusions:

FDOT does not have established performance measures for roadway data integration with other data systems.

Respondents assigned	4	Responses received	1	Response rate	25%

Citation / Adjudication

Florida Citation/Adjudication Summary

The State of Florida has established itself as a leader in the field of data collection and use related to traffic citations and their adjudication. One of the best ways to address traffic enforcement, in order to ensure that it is well-executed, provides ample return on investment, and is fairly and equitably adjudicated, is through a statewide citation tracking system. Florida has had such a system for several years--the Traffic Citation and Accounting Transmission System (TCATS). This system allows the State to track each citation through its lifecycle, from assignment of a number to issuance to a violator to transmission to court, through the adjudication of charges and, if appropriate, to the driver history file. This tracking provides a great deal of useful information to traffic safety professionals. The data can be used to monitor the effectiveness of enforcement in preventing or mitigating the severity of crashes and is used in the State of Florida to identify the best way to design educational campaigns and directed enforcement activities.

The Florida Department of Highway Safety and Motor Vehicles (DHSMV) is responsible for centralized citation numbering for both paper and electronic citations. This oversight prevents duplicate numbers and sets up a means by which to ensure that citations, once issued, are tracked throughout their lifecycles, no matter whether the prosecutor declined to file the charges, or while charges are pending during a deferral period.

Court data is kept in a single system as well, using the Court Clerk Information System (CCIS) that includes all data from all courts. Also, these excellent systems are supported by robust data dictionaries that serve to assure that data collection is uniform and that data users are adequately informed about the quality of the data they analyze. The TCATS system updates are followed by additional training about the changes and by updates to the documentation for users. The State appears to use the newest versions of software available for it's Court Management systems.

While Florida's state-of-the-art systems are very commendable, there remain several opportunities to improve. Information regarding dismissed charges and pending charges related to deferrals is not captured on the driver history file, a fact which limits analysis of driver behavior.

Having the ability to track impaired drivers could be improved through the development of a comprehensive DUI tracking system. Such systems should be interactive, available to all those who provide services to DUI violators and prevent reinstatement of driving privileges until all court-ordered or administrative sanctions have been fulfilled. Additionally, such a tracking system should include fees and fines paid by impaired drivers.

The ability to record all types of education (and curricula), treatment, assessment, sanctions (such as ignition interlock) and therapy assigned to these drivers allows the State to assess what types of programs and sanctions are most effective in preventing recidivism and allowing the drivers to become compliant and re-enter the system, which gives more incentive to remain compliant with requirements and laws.

The State has wisely elected to audit on request and provide data to individual agencies related to

their timeliness and accuracy. This is a means of encouraging law enforcement agencies to maximize their efforts to provide excellent data and assures that State systems managers have an indication of the health of their data systems. The State would be well served to develop and measure other system aspects, such as completeness, integration, uniformity and accessibility. While having most citations issued electronically does positively impact uniformity and completeness, measurements help to insure that these aspects of the data remain optimal. Even when edits catch incomplete data fields, it is important to measure and calculate which fields are problematic to determine why the problem exists. Then solutions to solve the problem(s) can occur. Even with excellent data quality, some aspects of data may at times degrade. Having a means to measure and keeping track of such measures insures that degradation of data quality may be quickly uncovered and equally quickly addressed. Florida's citation and adjudication appears to be excellent and measures help to make that fact clear.

Question 202:

Is there a statewide system that provides real-time information on individuals' driving and criminal histories?

Standard of Evidence:

Provide a narrative description of the statewide system that provides realtime information on individuals' driving and criminal histories.

Question Rank:
Very Important

Assessor conclusions:

Law enforcement agencies using the Electronic License and Vehicle Information System (ELVIS) portal may query real-time information on individuals' driving and criminal histories for all 50 states and Canada.

Respondents assigned	19	Responses received	3	Response rate	15.8%

Question 203:

Do all law enforcement agencies, parole agencies, probation agencies, and courts within the State participate in and have access to a system providing real-time information on individuals driving and criminal histories?

Standard of Evidence:

Name the groups that have real time access and describe the system that these agencies use to access driver or criminal histories, i.e., police dispatch, direct system access, telephone help desk.

Question Rank:
Very Important

Assessor conclusions:

All appropriate State personnel have access to both criminal and driver histories through one or more systems.

Respondents assigned	19	Responses received	3	Response rate	15.8%

Question 204:

Is there a statewide authority that assigns unique citation numbers?

Standard of Evidence:

Identify the agency responsible and describe the protocols used to generate and assign unique citation numbers. Provide a copy of the relevant statute or gubernatorial order.

Question Rank:
Very Important

Assessor conclusions:

Pursuant to State Statute 316.650, the Florida Department of Highway Safety and Motor Vehicles (DHSMV) is the agency given responsibility for assignment of citation numbers throughout the State for both Paper citations and Electronic citations and systems have been developed to support this function.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 205:

Are all citation dispositions—both within and outside the judicial branch—tracked by the statewide data system?

Standard of Evidence:

If a statewide data tracking system exists, describe the means by which citation dispositions are transmitted and posted. If the system is the driver history file, note if deferrals or dismissals are posted. If the statewide system is managed through the courts, indicate whether all courts that handle traffic violations report to the same tracking system.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida has a statewide citation tracking system to which 100 percent of traffic dispositions must be submitted. This system should provide a comprehensive picture of the effectiveness of enforcement activity throughout the State; however, one missing feature is that it only captures final dispositions and does not have information regarding charges that prosecutors decline to file, or those that are deferred or dismissed. It would be beneficial to add the charges to the driver history for deferred sentencing and to the citation tracking system for deferred adjudication and sentencing. Having pending dispositions on the driver file and the citation file will help to ensure that officers and judges in all jurisdictions are aware of pending charges if and when additional charges are brought. Knowledge of the extent and effect of deferrals also provides additional information about the effectiveness of enforcement overall.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 206:

Are final dispositions (up to and including the resolution of any appeals) posted to the driver data system?

Standard of Evidence:

Provide a flow chart or audit report documenting how all types of dispositions are posted to the driver file.

Question Rank:
Somewhat Important

Assessor conclusions:

All final dispositions, including updates, are posted to the driver system electronically and a small percentage are added manually.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 207:

Are the courts' case management systems interoperable among all jurisdictions within the State (including local, municipal and State)?

Standard of Evidence:

Provide the number of case management systems in use in the State and detail which are interoperable. Indicate if the State has a unified judicial system and if municipal or other local level courts share the same case management system.

Question Rank:
Very Important

Assessor conclusions:

The Florida Court Clerks' data system (CCIS) serves as the equivalent to the interoperable case management system described in the Advisory as part of an ideal traffic records system, since it contains all case data from all courts within the State.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 208:

Is citation and adjudication data used for traffic safety analysis to identify problem locations, areas, problem drivers, and issues related to the issuance of citations, prosecution of offenders, and adjudication of cases by courts?

Standard of Evidence:

Provide an example analysis and describe the policy or enforcement actions taken as a result.

Question Rank:
Very Important

Assessor conclusions:

The Department of Highway Safety Motor Vehicle utilizes citation data analysis to identify Highway Safety Education Campaigns and Enforcement programs throughout the State of Florida and provides statistics to Federal and other State agencies to compare trends and/or for outreach programs.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 209:

Do the appropriate components of the citation and adjudication systems adhere to the National Crime Information Center (NCIC) data guidelines?

Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the NCIC guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Less Important

Assessor conclusions:

Florida uses NCIC standard data elements for its system, which is queried through the Florida Department of Law Enforcement.

Respondents assigned	18	Responses received	2	Response rate	11.1%

Question 210:

Do the appropriate portions of the citation and adjudication systems adhere to the Uniform Crime Reporting (UCR) Program guidelines?

Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the UCR program guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida's reporting meets UCR guidelines.

Respondents assigned	18	Responses received	2	Response rate	11.1%

Question 211:

Do the appropriate portions of the citation and adjudication systems adhere to the National Incident-Based Reporting System (NIBRS) guidelines?

Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the NIBRS guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida does not report traffic convictions to the National Incident-Based Reporting System.

Respondents assigned	18	Responses received	2	Response rate	11.1%

Question 212:

Do the appropriate portions of the citation and adjudication systems adhere to the National Law Enforcement Telecommunications System (NLETS) guidelines?

Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the NLETS guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

The appropriate data elements from the citation and adjudication systems are provided to NLETS.

Respondents assigned	18	Responses received	2	Response rate	11.1%

Question 213:

Do the appropriate portions of the citation and adjudication systems adhere to the National Law Enforcement Information Network (LEIN) guidelines?

Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the LEIN guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida does not comply with LEIN guidelines, as these are specific to Michigan. Ratings for all states are uniform on this question, reflecting this limitation.

Respondents assigned	18	Responses received	2	Response rate	11.1%

Question 214:

Do the appropriate portions of the citation and adjudication systems adhere to the Functional Requirement Standards for Traffic Court Case Management?

Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the Functional Requirement Standards for Traffic Court Case Management. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

While Florida courts do not specifically rely on the Functional Requirement Standards for Traffic Court Case Management, the State does comply with similar standards which are cited in Florida statutes. Thus, the State complies with the spirit of this question.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 215:

Do the appropriate portions of the citation and adjudication systems adhere to the NIEM Justice domain guidelines?

Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the NIEM Justice domain guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida has its own set of guidelines for the Traffic Citation and Accounting Transmission System (TCATS). The State generally complies with NIEM guidelines even though for the citation system, its own specific guidelines and requirements are followed.

Respondents assigned	18	Responses received	2	Response rate	11.1%

Question 216:

Does the State use the National Center for State Courts guidelines for court records?

Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to NCSC guidelines for court records. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

The National Center for State Courts standards are the basis for the standards set by the Florida Courts Technology Commission, which provides technical governance for the State's courts.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 217:

Does the State use the Global Justice Reference Architecture (GRA)?

Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to GRA guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

The State of Florida is using a newer version of the Global Justice Reference Architecture (Electronic Courts Filing 4.0), to which the Advisory has not yet caught up. Thus, the State certainly meets the spirit of this question.

Respondents assigned	18	Responses received	2	Response rate	11.1%

Question 218:

Does the State have an impaired driving data tracking system that meets the specifications of NHTSA's Model Impaired Driving Records Information System (MIDRIS)?

Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to MIDRIS guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

While Florida can almost certainly track its DUI arrests, the purpose of a MIDRIS-type system is connectivity of all those who interact with DUI offenders, in order to provide seamless services to and processing of the impaired driver, such as alcohol evaluators, probation officers, providers of DUI education and therapy, and the driver licensing authority. The purpose of the system is to ensure that no violator's driving privilege is reinstated prior to completion of or compliance with court sanctions, as well as to ascertain, over time, the effectiveness of various treatment or sanction options for impaired drivers. A model impaired driving system also records costs, fees, and fines that impaired drivers are required to submit.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 219:

Does the citation system have a data dictionary?

Standard of Evidence:

Provide the data dictionary for the Statewide citation tracking system if one exists. If not, provide the data dictionary for the most widely used court case management system.

Question Rank:
Very Important

Assessor conclusions:

Citation systems, whether populated by manual or electronic processes, have thorough data dictionaries.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 220:

Do the citation data dictionaries clearly define all data fields?

Standard of Evidence:

If a statewide citation tracking system exists, does its data dictionary clearly define all data fields. If there are two or more repositories of citation data, provide data dictionaries for the two largest. NOTE: This response does not require data dictionaries from individual law enforcement agencies that track their own citations—it refers to a statewide system or one used by multiple agencies.

Question Rank:
Very Important

Assessor conclusions:

The data dictionary provided for the citation system has complete and comprehensive data definitions.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 221:

Are the citation system data dictionaries up to date and consistent with the field data collection manual, training materials, coding manuals, and corresponding reports?

Standard of Evidence:

Provide a narrative describing the process—including timelines and the summary of changes—used to ensure uniformity in the field data collection manuals, training materials, coding manuals, and corresponding reports.

Question Rank:
Very Important

Assessor conclusions:

All systems are kept up to date so that the TCATS system operates properly and information successfully updates the driver license histories. The Florida DHSMV provides appropriate documentation to all jurisdictions. Technical advisories and regional workshop training are provided when standards are updated and counties are tested on compliance. DHSMV's Uniform Traffic Citation manual is updated as changes occur.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 222:

Do the citation data dictionaries indicate the data fields that are populated through interface linkages with other traffic records system components?

Standard of Evidence:

Provide a list of data fields populated through interface linkages with other traffic records system components.

Question Rank:
Very Important

Assessor conclusions:

The Advisory ideal is met for this question. A major component of the TCATS systems are automated interfaces between law enforcement agencies and the local Clerk. Law enforcement agencies such as the Florida Highway Patrol (FHP) issue electronic citations and this electronic data populates the Clerk's Case Systems. These Case systems then provide electronic data to DHSMV and populates the Driver History system. So unless Law Enforcement issues a paper citation, nearly all data in the system (TCATS ICD Data) is populated electronically.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 223:

Do the courts' case management system data dictionaries provide a definition for each data field?

Standard of Evidence:

Provide a list of Case Management Systems used by both State and local level courts and note if a data dictionary is available for each one. Provide a data dictionary for one State, one county/district, and one local (municipal) court if they do not use the same case management systems.

Question Rank:
Very Important

Assessor conclusions:

All systems use the TCATS data dictionary which provides a definition for each data field.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 224:

Do the courts' case management system data dictionaries clearly define all data fields?

Standard of Evidence:

Use the data dictionaries provided in response to Question 223.

Question Rank:
Somewhat Important

Assessor conclusions:

The Courts' portion of the Traffic Citation and Accounting Transmission System data dictionary has definitions for each element. It is well-written and thorough.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 225:

Do the courts' case management system data dictionaries indicate the data fields populated through interface linkages with other traffic records system components?

Standard of Evidence:

Provide a list of data fields populated through interface linkages with other traffic records system components.

Question Rank:
Somewhat Important

Assessor conclusions:

The TCATS data dictionary includes information about data that is provided to courts through electronic citations and it is evident when a data element is populated through an interface linkage.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 226:

Do the prosecutors' information systems have data dictionaries?

Standard of Evidence:

Provide a data dictionary for the State prosecutors' office (State level courts that handle the most traffic violations). Indicate whether local prosecutors (cities, counties) have one or numerous types of data systems.

Question Rank:
Somewhat Important

Assessor conclusions:
All prosecutors' systems have data dictionaries.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 227:

Can the State track citations from point of issuance to posting on the driver file?

Standard of Evidence:

Provide a flow diagram documenting citation lifecycle process that identifies key stakeholders. Ensure that alternative flows are included (e.g., manual and electronic submission).

Question Rank:
Very Important

Assessor conclusions:
The electronic citation system TCATS allows for tracking of each citation though its lifecycle, from its inception at the time of the violation through to its posting on the driver history file. The data flow is generally self-evident and straightforward.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 228:

Does the State measure compliance with the process outlined in the citation lifecycle flow chart?

Standard of Evidence:

Provide a narrative describing how the State measures compliance with the citation lifecycle process specified in the flow chart. If there are official guidance documents, provide them.

Question Rank:
Somewhat Important

Assessor conclusions:

The State process lends itself to tracking for the citation lifecycle. The State is also willing and able to conduct audits by law enforcement agency to determine timeliness of individual agency processes.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 229:

Is the State able to track DUI citations?

Standard of Evidence:

Provide a flow chart that documents the criminal and administrative DUI processes, identifies all key stakeholders, and includes disposition per the criminal and administrative charges.

Question Rank:
Very Important

Assessor conclusions:

DUI citations are tracked by the same process and methodology as other traffic citations.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 230:

Does the DUI tracking system include BAC and any drug testing results?

Standard of Evidence:

If no statewide DUI tracking system is in place, indicate whether the driver history record contains the BAC test results.

Question Rank:
Very Important

Assessor conclusions:

Toxicology results are not linked to the citation itself, but are linked with the adjudication records for each applicable citation.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 231:

Does the State have a system for tracking administrative driver penalties and sanctions?

Standard of Evidence:

Provide a narrative describing the protocol for reporting (posting) the penalty and/or sanction to the driver and/or vehicle file.

Question Rank:
Very Important

Assessor conclusions:

The Department tracks administrative actions that are taken following citation disposition. This is an automated process. It is assumed that administrative sanctions that result from activity that is not criminal in nature or not the result of court action (such as driver license application fraud) are tracked in the same manner.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 232:

Does the State have a system for tracking traffic citations for juvenile offenders?

Standard of Evidence:

Provide a flow chart that documents the processing of juvenile offenders' traffic citations, specifying any charges or circumstances that cause juveniles to be processed as adult offenders.

Question Rank:
Very Important

Assessor conclusions:

The state's traffic citations are processed using the Traffic Citation & Accounting Transmission System (TCATS). There is no differentiation between tickets for any age level offender. However, if needed, filter by birth date can be applied and juvenile records can be segregated.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 233:

Does the State distinguish between the administrative handling of court payments in lieu of court appearances (mail-ins) and court appearances?

Standard of Evidence:

Provide a flow chart documenting the processing of administrative handling of court payments (mail-ins).

Question Rank:
Somewhat Important

Assessor conclusions:

Coding for those charges that require court appearances is readily discernable, so that it is possible to differentiate between charges which can be handled administratively and those which require court appearance.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 234:

Does the State track deferral and dismissal of citations?

Standard of Evidence:

Provide a flow chart documenting the deferral and the dismissal of citations.

Question Rank:
Somewhat Important

Assessor conclusions:

The system tracks violations that are deferred or dismissed. However, the State should also consider tracking this information on the driver history (not the public driver record) which would allow for a more thorough analysis of driver behavior because it would provide a clear picture of violations committed, not just those of which a driver has been convicted, and could prevent drivers being treated as first offenders multiple times when violations have been dismissed after deferrals.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 235:

Are there State and/or local criteria for deferring or dismissing traffic citations and charges?

Standard of Evidence:

Provide the criteria for deferring or dismissing traffic citations and charges.

Question Rank:
Somewhat Important

Assessor conclusions:

The State allows discretion on the part of the prosecutor / judge in terms of deferral of charges.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 236:

If the State purges its records, are the timing conditions and procedures documented?

Standard of Evidence:

Provide a narrative documenting whether or not the State purges records. If so, list the types of records the State purges and provide the criteria for doing so.

Question Rank:
Somewhat Important

Assessor conclusions:

Retention periods are either set in statute or are allowed pursuant to statute to be approved by the Department of State, which keeps a retention schedule for all administrative documents.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 237:

Are the security protocols governing data access, modification, and release officially documented?

Standard of Evidence:

Provide the official security protocols governing data access, modification, and release.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida has a broad public records law. Traffic citations are not protected under law and the information and data is available upon request at the court and clerk level. DHSMV, however, is governed by the federal Driver Privacy Protection Act and certain data held in the driver license records is not available upon request. Security protocols for driver data were described thoroughly.

Respondents assigned	18	Responses received	2	Response rate	11.1%

Question 238:

Is citation data linked with the driver system to collect driver information, to carry out administrative actions (e.g., suspension, revocation, cancellation, interlock) and determine the applicable charges?

Standard of Evidence:

Describe how citation, adjudication and driver data are linked and by what means administrative actions are carried out or posted using these linkages.

Question Rank:
Very Important

Assessor conclusions:

The driver and citation systems are linked to facilitate determination of appropriate administrative sanctions and their application to the driver record.

Respondents assigned	19	Responses received	1	Response rate	5.3%

Question 239:

Is adjudication data linked with the driver system to collect certified driver records and administrative actions (e.g., suspension, revocation, cancellation, interlock) to determine the applicable charges and to post the dispositions to the driver file?

Standard of Evidence:

Provide the results of a sample query and describe how the linked information is used to collect certified driver records and administrative charges and to post dispositions to the driver file.

Question Rank:
Very Important

Assessor conclusions:

Court actions are posted to the driver file and the system automatically makes determinations about applicable sanctions to be applied, whether points suspensions or Habitual Traffic Offender designations.

Respondents assigned	19	Responses received	1	Response rate	5.3%

Question 240:

Is citation data linked with the vehicle file to collect vehicle information and carry out administrative actions (e.g., vehicle seizure, forfeiture, interlock)?

Standard of Evidence:

Provide the results of a sample query and describe how the linked information is used to collect vehicle information and carry out administrative actions.

Question Rank:
Somewhat Important

Assessor conclusions:

Citation and vehicle data are not linked for purposes of carrying out administrative actions.

Respondents assigned	19	Responses received	1	Response rate	5.3%

Question 241:

Is adjudication data linked with the vehicle file to collect vehicle information and carry out administrative actions (e.g., vehicle seizure, forfeiture, interlock mandates and supervision)?

Standard of Evidence:

Provide the results of a sample query and describe how the linked information is used to collect vehicle information and carry out administrative actions.

Question Rank:
Somewhat Important

Assessor conclusions:

Adjudication data is not directly linked with vehicle data, although vehicle suspensions are triggered from the driver file, to which the adjudication data is linked.

Respondents assigned	19	Responses received	1	Response rate	5.3%

Question 242:

Is citation data linked with the crash file to document violations and charges related to the crash?

Standard of Evidence:

Provide the results of a sample query and describe how the linked information is used to document violations and charges related to the crash.

Question Rank:
Somewhat Important

Assessor conclusions:

There is a crash / citation linkage; however, it is for determination of insurance coverage, which would result in a citation for failure to carry proper coverage and a financial responsibility sanction. This action serves to document only one type of violation, not any violation that may have been a causative factor in the crash.

Respondents assigned	19	Responses received	1	Response rate	5.3%

Question 243:

Is adjudication data linked with the crash file to document violations and charges related to the crash?

Standard of Evidence:

Provide the results of a sample query and describe how the linked information is used to document violations and charges related to the crash.

Question Rank:
Somewhat Important

Assessor conclusions:

Linkages between crash, driver and adjudication records are possible, using the crash number.

Respondents assigned	19	Responses received	1	Response rate	5.3%

Question 244:

Is there a set of established performance measures for the timeliness of the citation systems?

Standard of Evidence:

If there is a statewide citation tracking system in the State, provide timeliness measures used. If there are two or more centralized citation tracking systems, provide timeliness measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

The Department measures timeliness and reports monthly back to those who submit data.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 245:

Is there a set of established performance measures for the accuracy of the citation systems?

Standard of Evidence:

Provide accuracy measures for the statewide citation tracking system. If there are several citation tracking systems, provide accuracy measures for one of them.

Question Rank:
Very Important

Assessor conclusions:

The Department measures accuracy data and reports it back to the submitting entities.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 246:

Is there a set of established performance measures for the completeness of the citation systems?

Standard of Evidence:

Provide completeness measures for the statewide citation tracking system. If there are several citation tracking systems, provide completeness measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

While the Department has edits in place in the electronic system to facilitate citation completeness, it does not have specific completeness performance measures. Completeness relates both the completeness of the individual citations' data elements as well as to the completeness of the entire database, so that it should be possible to determine if some issued citations are missing from the file. It appears that the State has the capability of determining whether any citations are missing from its TCATS system--information which would potentially serve as an effective completeness measure.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 247:

Is there a set of established performance measures for the uniformity of the citation systems?

Standard of Evidence:

Provide uniformity measures for the statewide citation tracking system. If there are several citation tracking systems, provide uniformity measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

While the State has indicated it has uniformity measures, they have not been submitted as documentation / evidence with this question.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 248:

Is there a set of established performance measures for the integration of the citation systems?

Standard of Evidence:

Provide integration measures for the statewide citation tracking system. If there are several citation tracking systems, provide integration measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

The Department does not have integration measures for citation systems. This is a relatively simple measure to develop and maintain. An example of an integration measure for citation systems is: The number of other core traffic records data systems with which the citation data is integrated, linked or interfaced.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 249:

Is there a set of established performance measures for the accessibility of the citation systems?

Standard of Evidence:

Provide accessibility measures for the statewide citation tracking system. If there are several citation tracking systems, provide accessibility measures for one of them.

Question Rank:
Less Important

Assessor conclusions:

The Department has no accessibility measures for the citation system. A simple measure for this system would be the number (or percentage) of requests for aggregate data that are made which the Department is able to fulfill, or something similar.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 250:

Is there a set of established performance measures for the timeliness of the adjudication systems?

Standard of Evidence:

Provide timeliness measures for the statewide adjudication tracking system. If there are several adjudication tracking systems, provide timeliness measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

Timeliness of court reporting of dispositions is measured by the State.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 251:

Is there a set of established performance measures for the accuracy of the adjudication systems?

Standard of Evidence:

Provide accuracy measures for the statewide adjudication tracking system. If there are several adjudication tracking systems, provide accuracy measures for one of them.

Question Rank:
Very Important

Assessor conclusions:

The Department measures and reports accuracy by county, and audits law enforcement agencies, upon request, for accuracy.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 252:

Is there a set of established performance measures for the completeness of the adjudication systems?

Standard of Evidence:

Provide completeness measures for the statewide adjudication tracking system. If there are several adjudication tracking systems, provide completeness measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

There are no completeness measures for the adjudication system. Even with the extensive tracking done by the State, it is beneficial to measure completeness of the individual citations data elements and the system as well, to ensure that edits work as intended and that any degradation of completeness is immediately brought to light and corrected.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 253:

Is there a set of established performance measures for the integration of the adjudication systems?

Standard of Evidence:

Provide integration measures for the statewide adjudication tracking system. If there are several adjudication tracking systems, provide integration measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

There are no integration performance measures for the adjudication system.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 254:

In States that have an agency responsible for issuing unique citation numbers, is information on intermediate dispositions (e.g., deferrals, dismissals) captured?

Standard of Evidence:

Provide documentation detailing the numbers of citations issued from the 10 largest law enforcement agencies and the number of dispositions for those citations that are in the driver file over a three month period.

Question Rank:
Very Important

Assessor conclusions:

Intermediate dispositions are tracked in TCATS in Citation Inventory during the deferral period.

Respondents assigned	18	Responses received	1	Response rate	5.6%

Question 255:

Do the State's DUI tracking systems have additional quality control procedures to ensure the accuracy and timeliness of the data?

Standard of Evidence:

Provide a narrative description of the additional quality control measures for the DUI tracking systems and specify which systems use which measures.

Question Rank:
Somewhat Important

Assessor conclusions:

The DUI system interacts with the driver license number to ensure that the violation is placed on the correct record. If an error is returned the system generates a report back to the DUI program that submitted the incorrect information.

Respondents assigned	18	Responses received	1	Response rate	5.6%

EMS / Injury Surveillance

Florida EMS/ISS Summary

An ideal statewide Injury Surveillance System (ISS) is comprised of data from five core components: pre-hospital emergency medical services (EMS), trauma registry, emergency department, hospital discharge, and vital records. This data provides more detailed information on the nature and extent of injuries sustained in a motor vehicle crash than can be found in other components of the traffic records system. Consequently, this information is invaluable when determining the severity, cost, and clinical outcomes of the individuals involved and can be used to support injury prevention programs on the State and local level.

Overall, Florida collects and maintains information on all five components; the Emergency Medical Services Tracking and Reporting System (EMSTARS), the Florida Trauma Registry and vital records system maintained by the Florida Department of Health and Environment; and the emergency department and hospital discharge data maintained by the Agency for Health Care Administration. While this data has been used to provide basic information related to motor vehicle crashes in the State, there is an opportunity for more extensive coordination and use of these resources.

Emergency Medical Services
Florida's EMSTARS is a NEMSIS compliant database of patient incident records submitted by the majority of EMS agencies in the State. Since aggregate reporting of EMS data is mandated (by Florida Administrative Code 64J-1.014), participation in EMSTARS is voluntary. The system was developed to bring the State into NEMSIS compliance and to allow EMS providers the ability to collect incident level data that can be used to improve health care delivery and support injury prevention activities. The ability to collect information, develop benchmarks, and assess trends in Florida's EMS system is critical to ensuring the protection, promotion and improvement of the health for all people in Florida. Florida is currently the highest-ranking state in total number of records submitted to NEMSIS.

The Emergency Medical Services Section encourages the use of EMS data for the advancement of medical research as well as for local, regional, and State-level quality improvement efforts. Aggregated State-level reports and data request forms can be found on the Department of Health's website.

The Emergency Medical Oversight Continuum of Care Data Warehouse currently hosts data from the EMSTARS patient care records that are linked with hospital discharge and emergency department data from the Agency for Health Care Administration. A comprehensive data warehouse business strategy is under development to enhance this capability to ensure valid health information is accessible to researchers and providers in the State. This linkage provides a wealth of information and consideration should be given to adding additional traffic record components, notably crash, to the warehouse.

Trauma Registry
The Florida Trauma Registry collects patient data from the State's 27 trauma centers as

authorized by Florida Statute. Additionally, as of January 2015, data is also collected on trauma cases that are treated at the State's acute care hospitals. The State's trauma registry is based on the National Trauma Data Standard with the addition of several State-specific fields. The trauma registry data manual describes the data elements, the inclusion criteria, and the reporting requirements.

Performance reporting is conducted through quarterly compliance reports created for each trauma center. The report tracks the number of records submitted, the number of late records, and the number of records exceeding the error threshold. An annual report summarizing the reasons for rejecting records is also produced. Data quality and reporting issues are addressed regularly between the Department of Health and individual trauma centers.

The trauma registry data is used by the individual trauma centers to support a variety of activities, including performance improvement, outcomes research, and resource utilization. Data is also used by the Department of Health to support statewide planning and injury prevention initiatives.

Emergency Department and Hospital Discharge Data Systems
The Agency for Health Care Administration collects and maintains data for all inpatient, emergency department, ambulatory surgery, and outpatient services from 269 of the State's 294 facilities. Approximately 2.5 million inpatient records and 5.5 million emergency department records are collected each year.

Hospital data can be requested through the Florida Center for Health Information and Policy Analysis. The Center also maintains a website, FloridaHealthFinder.gov, that contains data dictionaries, data use agreements, and a query tool. In 2014, there were 17,739 persons admitted to a hospital as the result of a motor vehicle crash. The average charge for these patients was $116,971.

Vital Records
The Florida Department of Health's Bureau of Vital Statistics collects and maintains all vital records for the State, including mortality data. Vital records are used regularly to identify problems related to motor vehicle crashes including a recent report describing fatal and non-fatal injuries sustained by children under 5 years of age. Data may be requested from the Bureau of Vital Statistics with an approved data use agreement.

With the system components that are in place, there are some considerations that may help the State maximize the use of its injury surveillance system to support its highway safety efforts. First, all ISS components should have representation on the TRCC. At the very least, communication should be enhanced to identify opportunities to increase the use of ISS data as is currently being done with the trauma registry. Second, to evaluate and improve data quality of these systems, performance measures for each should be established. While States generally have guidelines related the timeliness, accuracy, and completeness of reports, performance measures can be used to regularly keep track of each system's function, progress, and success. The 'Model Performance Measures for State Traffic Records Systems' publication provides example performance measures for each attribute and data system. Third, efforts should be made to require submission of record level data to the State and to obtain data from 100% of the State's ambulance services into EMSTARS. Fourth, use the ICD codes in the hospital databases to derive a severity score. Using hospital data to define serious injuries is more objective than using

the KABCO score from the crash report. Finally, as mentioned earlier, crash data should be included in the Continuum of Care Data Warehouse if feasible. Florida should be commended for continuing its efforts to develop its core injury surveillance data into an important resource to define, evaluate, and support highway safety programs and projects.

Question 256:

Does the injury surveillance system include EMS data?

Standard of Evidence:

Provide an injury surveillance report that illustrates the use of EMS data and data from other injury surveillance systems.

Question Rank:
Very Important

Assessor conclusions:

The State has provided several screenshots and documents from its injury surveillance website. One of the documents, EMS Crash Injury, demonstrates the the EMS data can be analyzed as an individual tool. The other documents, and the website, indicate that multiple data systems - including EMS data - are included as part of their injury surveillance system.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 257:

Does the injury surveillance system include emergency department (ED) data?

Standard of Evidence:

Provide an injury surveillance report that illustrates the use of emergency department (ED) data and data from other injury surveillance systems.

Question Rank:
Very Important

Assessor conclusions:

Reports using emergency department data, inpatient hospital data, and EMS data are available through the FloridaHealth website as part of the State's injury surveillance system.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 258:

Does the injury surveillance system include hospital discharge data?

Standard of Evidence:

Provide an injury surveillance report that illustrates the use of hospital discharge data and data from other injury surveillance systems.

Question Rank:
Very Important

Assessor conclusions:

Reports using emergency department data, inpatient hospital data, and EMS data are available through the FloridaHealth website as part of the State's injury surveillance system.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 259:

Does the injury surveillance system include trauma registry data?

Standard of Evidence:

Provide an injury surveillance report that illustrates the use of trauma registry data and data from other injury surveillance systems.

Question Rank:
Very Important

Assessor conclusions:

The attached document, the Trauma Service Area Assessment contains information from the State's trauma registry. While a specific report combining trauma registry data with data from other injury surveillance systems is not provided, the FloridaHealth website serves as a resource for reports generated from each of these data systems.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 260:

Does the injury surveillance system include rehabilitation data?

Standard of Evidence:

Provide an injury surveillance report that illustrates the use of rehabilitation data and data from other injury surveillance systems.

Question Rank:
Very Important

Assessor conclusions:
The injury surveillance system does not include rehabilitation data at this time.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 261:

Does the injury surveillance system include vital records data?

Standard of Evidence:

Provide an injury surveillance report that illustrates the use of vital data and data from other injury surveillance systems.

Question Rank:
Very Important

Assessor conclusions:
Vital statistics reports are available on the FloridaHealth website along with reports from other injury surveillance systems.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 262:

Does the injury surveillance system include other data?

Standard of Evidence:

List any other databases or sources included in the injury surveillance system and provide a sample report using data from each of these sources. Additional data resources may include medical examiner reports, payer-related databases, traumatic brain injury registry, and spinal cord injury registry.

Question Rank:
Very Important

Assessor conclusions:

The FloridaHealth website includes reports related to drug overdoses and traumatic brain injury.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 263:

Does the EMS system track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the State?

Standard of Evidence:

Provide the most recent motor vehicle-related incident counts for the EMS system, any injury severity categorizations applied, and the provider's primary impression (if applicable).

Question Rank:
Very Important

Assessor conclusions:

Florida EMSTARS is not a population based data set so only estimates can be calculated. A report was provided that showed the distribution of types of motor vehicle crashes along with the provider's impression of whether or not an injury was sustained.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 264:

Does the emergency department data track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the State?

Standard of Evidence:

Provide the most recent motor vehicle-related incident counts for the emergency department data, any injury severity categorizations applied (e.g., Abbreviated Injury Score, Injury Severity Scale), and principal diagnosis.

Question Rank:
Very Important

Assessor conclusions:

No evidence was provided to indicate that emergency department data can be used to describe the nature and severity of injuries sustained as the result of a motor vehicle crash. Generally this can be done through the use of ICD-9 codes included in a State's emergency department/hospital discharge dataset.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 265:

Does the hospital discharge data track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the State?

Standard of Evidence:

Provide the most recent motor vehicle-related incident counts for the hospital discharge data, any injury severity categorizations applied (e.g., Abbreviated Injury Score, Injury Severity Scale), and principal diagnosis.

Question Rank:
Very Important

Assessor conclusions:

The State provided data on nonfatal injury hospitalizations by intent, age, and mechanism. No information was provided on injury scores or principal diagnosis. This data can be requested from the Department of Health - Office of Injury Prevention.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 266:

Does the trauma registry data track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the State?

Standard of Evidence:

Provide the most recent motor vehicle-related incident counts for the trauma registry data, any injury severity categorizations applied (e.g., Abbreviated Injury Score, Injury Severity Scale), and principal diagnosis.

Question Rank:
Very Important

Assessor conclusions:

The trauma registry can track the frequency, nature, and severity of injuries sustained during motor vehicle crashes. Reports show the distribution of ISS scores and the top 100 motor vehicle crash related injury diagnoses were provided.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 267:

Does the vital records data track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the State?

Standard of Evidence:

Provide the most recent motor vehicle-related incident counts from the vital records data and the cause of death.

Question Rank:
Very Important

Assessor conclusions:

The vital records data has been used to calculate the frequency of deaths related to motor vehicle crashes. The death data has not been used to track the severity and nature of injuries.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 268:

Is the EMS data available for analysis and used to identify problems, evaluate programs, and allocate resources?

Standard of Evidence:

Provide a sample report or narrative description of a highway safety project that utilized EMS data to identify a problem, evaluate a program, or allocate resources.

Question Rank:
Very Important

Assessor conclusions:

While EMS data has not been used to support a specific highway safety project, the data can be accessed and queried in a number of ways. The TRCC should explore ways to use EMS data to support planning and analysis efforts.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 269:

Is the emergency department data available for analysis and used to identify problems, evaluate programs, and allocate resources?

Standard of Evidence:

Provide a sample report or narrative description of a highway safety project that utilized emergency department data to identify a problem, evaluate a program, or allocate resources.

Question Rank:
Very Important

Assessor conclusions:

The emergency department data is available to the Department of Health - Office of Injury Prevention but no evidence of it being used as part of a highway safety project was provided.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 270:

Is the hospital discharge data available for analysis and used to identify problems, evaluate programs, and allocate resources?

Standard of Evidence:

Provide a sample report or narrative description of a highway safety project that utilized hospital discharge data to identify a problem, evaluate a program, or allocate resources.

Question Rank:
Very Important

Assessor conclusions:

The inpatient discharge data is available to the Department of Health - Office of Injury Prevention but no evidence of it being used as part of a highway safety project was provided.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 271:

Is the trauma registry data available for analysis and used to identify problems, evaluate programs, and allocate resources?

Standard of Evidence:

Provide a sample report or narrative description of a highway safety project that utilized trauma registry data to identify a problem, evaluate a program, or allocate resources.

Question Rank:
Very Important

Assessor conclusions:

The trauma registry data is used to evaluate the State's trauma system and allocate resources at the individual trauma centers. The trauma registry has not been used in support of a highway safety project.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 272:

Is the vital records data available for analysis and used to identify problems, evaluate programs, and allocate resources?

Standard of Evidence:

Provide a sample report or narrative description of a highway safety project that utilized vital records data to identify a problem, evaluate a program, or allocate resources (e.g., research in support of helmet or GDL legislation).

Question Rank:
Very Important

Assessor conclusions:

A report showing that motor vehicle crashes account for 6% of deaths for children aged 1 to 5 years was provided. No information was provided on how this or other information has been used to support a highway safety project.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 273:

Does the State have a NEMSIS-compliant statewide database?

Standard of Evidence:

Demonstrate submission to the nationwide NEMSIS database and provide any relevant State statutes or regulations. If not compliant, provide narrative detailing the State's efforts to achieve NEMSIS compliance.

Question Rank:
Very Important

Assessor conclusions:

EMSTARS is the repository for both the NEMSIS 2.2.1 and 3.3.4 standards.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 274:

Does the State's emergency department and hospital discharge data conform to the most recent uniform billing standard?

Standard of Evidence:

Provide the data dictionaries for both the emergency department and hospital discharge data as appropriate as well as any relevant State statutes or regulations.

Question Rank:
Very Important

Assessor conclusions:

The ambulatory and emergency department data adhere to the HCFA 1500 billing standard and the inpatient discharge data adhere to the UB04 billing standard.

Respondents assigned	7	Responses received	2	Response rate	28.6%

Question 275:

Does the State's trauma registry database adhere to the National Trauma Data Standards?

Standard of Evidence:

Provide the trauma registry data dictionary and any relevant State statutes or regulations.

Question Rank:
Very Important

Assessor conclusions:

Florida's Trauma Registry adheres to the National Trauma Data Standards according to State statutes and regulations.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 276:

Are Abbreviated Injury Scale (AIS) and Injury Severity Scores (ISS) derived from the State emergency department and hospital discharge data for motor vehicle crash patients?

Standard of Evidence:

Provide a distribution of AIS and ISS scores for the most recent year available.

Question Rank:
Somewhat Important

Assessor conclusions:

AIS and ISS are available in the trauma registry but the hospital discharge and emergency department datasets do not derive these measures.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 277:

Are Abbreviated Injury Scale (AIS) and Injury Severity Scores (ISS) derived from the State trauma registry for motor vehicle crash patients?

Standard of Evidence:

Provide a distribution of AIS and ISS scores for the most recent year available.

Question Rank:
Very Important

Assessor conclusions:

Abbreviated Injury Scale(AIS) and Injury Severity Scores (ISS) are collected by the Florida Trauma Registry for motor vehicle crash patients treated at a State trauma center. AIS information is not a requirement for acute care hospitals. They are able to obtain ISS through a translation of ICD-9 codes.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 278:

Does the State EMS database collect the Glasgow Coma Scale (GCS) data for motor vehicle crash patients?

Standard of Evidence:

Provide a distribution of GCS scores for motor vehicle crash patients for the most recent year available.

Question Rank:
Less Important

Assessor conclusions:

EMSTARS collects total Glasgow Coma Scale (GCS) scores from motor vehicle crash (MVC) patients.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 279:

Does the State trauma registry collect the Glasgow Coma Scale (GCS) data for motor vehicle crash patients?

Standard of Evidence:

Provide a distribution of GCS scores for motor vehicle crash patients for the most recent year available.

Question Rank:
Less Important

Assessor conclusions:

The supplied report provides a distribution of GCS scores from the trauma registry.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 280:

Are there State privacy and confidentiality laws that supersede HIPAA?

Standard of Evidence:

Provide the applicable State laws and describe how they are interpreted—including the identification of situations that may impede data sharing within the State and among public health authorities.

Question Rank:
Very Important

Assessor conclusions:

Several statutes were provided demonstrating Florida's privacy laws surrounding health care data.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 281:

Does the EMS system have a formal data dictionary?

Standard of Evidence:

Provide the data dictionary including, at a minimum, the variable names and definitions.

Question Rank:
Very Important

Assessor conclusions:

The Bureau of EMSO has data dictionaries for each of the NEMSIS 2.2.1 and NEMSIS 3.3.4 systems.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 282:

Does the EMS system have formal documentation that provides a summary dataset—characteristics, values, limitations and exceptions, whether submitted or user created—and how it is collected, managed, and maintained?

Standard of Evidence:

Provide a user's manual or other form of documentation of the EMS data collection system. Such documentation should include a list of the dataset's variables and a description of how the data is collected, managed and maintained.

Question Rank:
Very Important

Assessor conclusions:

The Florida EMS Data Dictionary 1.4 and Florida EMS Data Dictionary 3 serves as the source document for all data definitions, descriptions, field values, data validation rules, and other relevant attributes for each data element in the Florida EMS data set. Both data dictionaries were provided.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 283:

Does the emergency department dataset have a formal data dictionary?

Standard of Evidence:

Provide the data dictionary including, at a minimum, the variable names and definitions.

Question Rank:
Very Important

Assessor conclusions:

A data dictionary is available on the Florida Health Finder website. The evidence provided was a summary of the changes made to both the hospital discharge and emergency department databases that became effective in 2010.

Respondents assigned	7	Responses received	2	Response rate	28.6%

Question 284:

Does the emergency department dataset have formal documentation that provides a summary dataset—characteristics, values, limitations and exceptions, whether submitted or user created—and how it is collected, managed, and maintained?

Standard of Evidence:

Provide the documentation.

Question Rank:
Very Important

Assessor conclusions:

The ACHA Patient Data Submission Guide provides a summary description of the elements and attributes included in the State's hospital discharge and emergency department databases.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 285:

Does the hospital discharge dataset have a formal data dictionary?

Standard of Evidence:

Provide the data dictionary including, at a minimum, the variable names and definitions.

Question Rank:
Very Important

Assessor conclusions:

The document provided was a summary of the changes made to the hospital discharge and emergency department databases that became effective in 2010. Including the full data dictionary in the system would help to complete a library of the State's traffic records system inventory.

| Respondents assigned | 7 | Responses received | 3 | Response rate | 42.9% |

Question 286:

Does the hospital discharge dataset have formal documentation that provides a summary dataset—characteristics, values, limitations and exceptions, whether submitted or user created—and how it is collected, managed, and maintained?

Standard of Evidence:

Provide the documentation.

Question Rank:
Very Important

Assessor conclusions:

The AHCA Patient Data Submission Guide provides a summary of the data elements and attributes for the hospital discharge and emergency department datasets.

| Respondents assigned | 7 | Responses received | 3 | Response rate | 42.9% |

Question 287:

Does the trauma registry have a formal data dictionary?

Standard of Evidence:

Provide the data dictionary including, at a minimum, the variable names and definitions.

Question Rank:
Very Important

Assessor conclusions:

The trauma registry uses three formal data dictionaries - the Florida Trauma Registry Data Dictionary, the NTDS Data Dictionary, and the Florida Acute Care Data Dictionary. All three dictionaries were provided.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 288:

Does the trauma registry dataset have formal documentation that provides a summary dataset—characteristics, values, limitations and exceptions, whether submitted or user created—and how it is collected, managed, and maintained?

Standard of Evidence:

Provide the documentation.

Question Rank:
Very Important

Assessor conclusions:

The trauma registry has documentation that describes the data collected, acceptable values, and the limitation and exceptions for each field. There is an XML schema which also provides the requirements for each field.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 289:

Does the vital records system have a formal data dictionary?

Standard of Evidence:

Provide the data dictionary including, at a minimum, the variable names and definitions.

Question Rank:
Very Important

Assessor conclusions:

A screenshot of the vital records webpage indicating the availability of a data dictionary was provided. Both code books and training manuals are available to assist with the analysis of vital records data.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 290:

Does the vital records system have formal documentation that provides a summary dataset—characteristics, values, limitations and exceptions, whether submitted or user created—and how it is collected, managed, and maintained?

Standard of Evidence:

Provide the documentation.

Question Rank:
Very Important

Assessor conclusions:

A code book for the vital records data is available on their web page. A screen shot indicating the presence of the documentation was provided.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 291:

Is there a single entity that collects and compiles data from the local EMS agencies?

Standard of Evidence:

Identify the State agency or third party to which the EMS data is initially submitted.

Question Rank:
Very Important

Assessor conclusions:

The Florida Department of Health's Bureau of Emergency Medical Oversite is the State entity that collects and compiles all EMS data.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 292:

Is there a single entity that collects and compiles data on emergency department visits from individual hospitals?

Standard of Evidence:

Identify the State agency or third party to which the data on emergency department visits is initially submitted.

Question Rank:
Very Important

Assessor conclusions:

The Agency for Health Care Administration is responsible for collecting and maintaining hospital discharge and emergency department data. Analysis is conducted through the Department of Health-Office of Injury Prevention.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 293:

Is there a single entity that collects and compiles data on hospital discharges from individual hospitals?

Standard of Evidence:

Identify the State agency or third party to which the data on hospital discharges is initially submitted.

Question Rank:
Very Important

Assessor conclusions:

The Agency for Health Care Administration collects and maintains hospital discharge and emergency department data. Analysis is conducted by the Department of Health-Office of Injury Prevention.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 294:

Is there a process flow diagram that outlines the EMS system's key data process flows, including inputs from other systems?

Standard of Evidence:

Provide the flow diagram. Alternatively, provide a narrative description of the EMS data process flows from dispatch to submission of the report to the State EMS repository.

Question Rank:
Very Important

Assessor conclusions:

Agencies participating in EMSTARS must upload the demographic and incident level records that are extracted from the provider agency's software system to an XML file for upload to the EMSTARS system. Local EMS agency key data workflows can vary by agency and are not prescribed by the State.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 295:

Is there a process flow diagram that outlines the emergency department data's key data process flows, including inputs from other systems?

Standard of Evidence:

Provide the flow diagram. Alternatively, provide a narrative description of the emergency department data process flows from patient arrival to submission of the uniform billing data to the State repository.

Question Rank:
Very Important

Assessor conclusions:
No process flow diagram is available for emergency department data.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 296:

Is there a process flow diagram that outlines the hospital discharge data's key data process flows, including inputs from other systems?

Standard of Evidence:

Provide the flow diagram. Alternatively, provide a narrative description of the hospital discharge data process flows from patient arrival to submission of the uniform billing data to the State repository.

Question Rank:
Very Important

Assessor conclusions:
No process flow diagram is available for hospital discharge data.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 297:

Is there a process flow diagram that outlines the trauma registry's key data process flows, including inputs from other systems?

Standard of Evidence:

Provide the flow diagram. Alternatively, provide a narrative description of the hospital discharge data process flows, from trauma activation to submission of the trauma data to the State registry.

Question Rank:
Very Important

Assessor conclusions:
The process flow diagram was provided for the trauma registry.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 298:

Are there separate procedures for paper and electronic filing of EMS patient care reports?

Standard of Evidence:

Provide a copy of the procedures for paper and electronic filing or a narrative describing the procedures.

Question Rank:
Less Important

Assessor conclusions:

The Bureau of EMS has two reporting methods for Florida licensed EMS agencies to report prehospital data - aggregate data reporting and incident level reporting.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 299:

Are there procedures for collecting, editing, error-checking, and submitting emergency department and hospital discharge data to the statewide repository?

Standard of Evidence:

Provide a copy of the procedures or a narrative describing the process of collecting, editing and submitting emergency department and hospital discharge data to the statewide repository.

Question Rank:
Very Important

Assessor conclusions:

There are several hundred data quality and consistency checks that occur when a hospital submits its inpatient and emergency department data sets. Hospitals are provided with a report should any errors be detected in their submission. If a file fails the upload process the hospital is required to resubmit its data until the file is clean and the data is certified.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 300:

Does the trauma registry have documented procedures for collecting, editing, error checking, and submitting data?

Standard of Evidence:

Provide a copy of the procedures or a narrative describing the process for collecting, error-checking and submitting trauma registry data.

Question Rank:
Very Important

Assessor conclusions:

The trauma registry data dictionaries describe the process for collecting, editing, error checking, and submitting data.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 301:

Are there procedures for collecting, editing, error-checking, and submitting data to the statewide vital records repository?

Standard of Evidence:

Provide a copy of the procedures or a narrative describing the process for collecting, error-checking and submitting data to the vital records repository.

Question Rank:
Very Important

Assessor conclusions:

The Bureau of Vital Statistics provides system users with a Vital Records Registration Handbook, an Electronic Death Reporting System Manual, and online tutorials for funeral directors and physicians that are required before becoming an online user.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 302:

Are there documented procedures for returning data to the reporting EMS agencies for quality assurance and improvement (e.g., correction and resubmission)?

Standard of Evidence:

Provide a copy of the procedures or a narrative describing the process for returning data to the reporting EMS agencies for correction and resubmission.

Question Rank:
Very Important

Assessor conclusions:

Reports are generated that allow submitting agencies to see which reports have been rejected. Agencies can download the information into a spreadsheet so that they can correct the report and resubmit.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 303:

Are there documented procedures for returning data to the reporting emergency departments for quality assurance and improvement (e.g., correction and resubmission)?

Standard of Evidence:

Provide a copy of the procedures or a narrative that describes the process for returning data to the reporting emergency departments for correction and resubmission.

Question Rank:
Very Important

Assessor conclusions:

There are several hundred data quality and consistency checks that occur when a hospital submits its inpatient and emergency department files. Should any errors be detected, the hospital is provided with a data quality report and must resubmit the data until it is free of errors.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 304:

Are there documented procedures for returning hospital discharge data to the reporting hospitals for quality assurance and improvement (e.g., correction and resubmission)?

Standard of Evidence:

Provide a copy of the procedures or a narrative describing the process for returning data to the reporting hospitals for correction and resubmission.

Question Rank:
Very Important

Assessor conclusions:

Hospitals are required to resubmit data until it clears the edit check process and is certified.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 305:

Are there documented procedures for returning trauma data to the reporting trauma center for quality assurance and improvement (e.g., correction and resubmission)?

Standard of Evidence:

Provide a copy of the procedures or a narrative describing the process for returning data to the reporting trauma center for correction and resubmission.

Question Rank:
Very Important

Assessor conclusions:

Submitted records are required to meet a specified quality threshold in order to be accepted. Hospitals are required to correct rejected records by the submission deadline.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 306:

Are there documented procedures for returning data to the reporting vital records agency for quality assurance and improvement (e.g., correction and resubmission)?

Standard of Evidence:

Provide a copy of the procedures or a narrative describing the process for returning data to the reporting vital records agency for correction and resubmission.

Question Rank:
Very Important

Assessor conclusions:

Vital records staff do not have direct authority to change information provided by users. Instead there is an official amendment process for making changes to both demographic and medical information.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 307:

Is aggregate EMS data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?

Standard of Evidence:

Provide a copy of the data access policy, data use agreement, or link to appropriate data access website. Alternatively, provide a description of how outside parties may obtain access to the EMS data for analytical purposes.

Question Rank:
Very Important

Assessor conclusions:

EMSTARS data can be made available through the submission of a Data Use Agreement. If the request is approved it will undergo Department of Health IRB review. The use of the State's EMS data is encouraged.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 308:

Is aggregate emergency department data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?

Standard of Evidence:

Provide a copy of the data access policy, data use agreement, or link to appropriate data access website. Alternatively, provide a description of how outside parties may obtain access to the emergency department data for analytical purposes.

Question Rank:
Very Important

Assessor conclusions:

The Florida Center for Health Information and Policy Analysis can be contacted to request data. The current contact information was provided but there was no description of data access policies or data use agreements that should also be in place.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 309:

Is aggregate hospital discharge data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?

Standard of Evidence:

Provide a copy of the data access policy, data use agreement, or link to appropriate data access website. Alternatively, provide a description of how outside parties may obtain access to the hospital discharge data for analytical purposes.

Question Rank:
Very Important

Assessor conclusions:

Data can be requested from the Florida Center for Health Information and Policy Analysis. A point of contact was provided but no additional detail on the type of data that can be requested or samples of data use agreements that are usually required for access to this type of patient information.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 310:

Is aggregate trauma registry data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?

Standard of Evidence:

Provide a copy of the data access policy, data use agreement, or link to appropriate data access website. Alternatively, provide a description of how outside parties may obtain access to the trauma registry data for analytical purposes.

Question Rank:
Very Important

Assessor conclusions:

There is currently not a process to allow aggregate trauma registry data to be made available outside parties.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 311:

Is aggregate vital records data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?

Standard of Evidence:

Provide a copy of the data access policy, data use agreement, or link to appropriate data access website. Alternatively, provide a description of how outside parties may obtain access to the vital records data for analytical purposes.

Question Rank:
Very Important

Assessor conclusions:

Vital records are available to outside parties. Rules associated with data access is provided on the FloridaHealth website.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 312:

Is there an interface among the EMS data and emergency department and hospital discharge data?

Standard of Evidence:

Provide a narrative description of the interface link between the EMS data and the emergency department and hospital discharge data. If available provide the applicable data exchange agreement.

Question Rank:
Somewhat Important

Assessor conclusions:

The EMS and emergency department data are integrated on a regular basis using date, time and social security number as their linkage variables. While this is not an interface as described in the Advisory, the State is to be commended for the development and maintenance of this project.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 313:

Is there an interface between the EMS data and the trauma registry data?

Standard of Evidence:

Provide a narrative description of the interface link between the EMS data and the trauma registry data. If available provide the applicable data exchange agreement.

Question Rank:
Very Important

Assessor conclusions:

The EMS and trauma registry data are integrated using the AHCA data as an intermediate step. While not an interface as defined in the Advisory, this process will provide a valuable resource for analysts.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 314:

Is there an interface between the vital statistics and hospital discharge data?

Standard of Evidence:

Provide a narrative description of the interface link between the vital statistics and hospital discharge data. If available provide the applicable data exchange agreement.

Question Rank:
Somewhat Important

Assessor conclusions:

The Bureau of Vital Statistics does not have an interface with the hospital data system. They do however, interface with funeral directors and medical examiners as part of their electronic data collection system.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 315:

Are there automated edit checks and validation rules to ensure that entered data falls within a range of acceptable values and is logically consistent among data elements?

Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks and validation rules ensure entered data falls within the range of acceptable values and is logically consistent among fields.

Question Rank:
Very Important

Assessor conclusions:

Submitted records must adhere to the published XML standard. Records must clear a set of edit requirements, acceptable values and business rules. These are all published in the EMSTARS XML Schema and Florida EMS Data Dictionary.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 316:

Is limited state-level correction authority granted to quality control staff working with the statewide EMS database in order to amend obvious errors and omissions without returning the report to the originating entity?

Standard of Evidence:

Provide the formal methodology or describe the process by which limited state-level correction authority is granted to quality control staff working with the statewide EMS database.

Question Rank:
Somewhat Important

Assessor conclusions:

Florida statute allows no State level correction of EMS data. This process is conducted at the agency level.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 317:

Are there formally documented processes for returning rejected EMS patient care reports to the collecting entity and tracking resubmission to the statewide EMS database?

Standard of Evidence:

Provide the formal methodology or describe the process by which rejected EMS patient care reports are returned to the collecting agency and tracked through resubmission to the statewide EMS database.

Question Rank:
Very Important

Assessor conclusions:

Records submitted through EMSTARS to the State which fail the XSD validation are not processed. The submitting agency must correct the report and resubmit. Files which contain business rule warnings are processed and the violations are recorded as warnings. The submission report contains the results to submissions, failures and acceptance rates. Agencies can track the number of records that were not initially processed for internal QC processes.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 318:

Are there timeliness performance measures tailored to the needs of EMS system managers and data users?

Standard of Evidence:

Provide a complete list of timeliness performance measures for the EMS system and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The EMSTARS submission report tracks the percent of records submitted within 10 days, within 30 days, and longer than 30 days. These performance measures are included in their EMS Field Data Collection grant application.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 319:

Are there accuracy performance measures tailored to the needs of EMS system managers and data users?

Standard of Evidence:

Provide a complete list of accuracy performance measures for the EMS system and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The Missing Critical Data Report tracks the percent of records missing SSN and Primary Impression and may be more appropriate for a completeness measure. Accuracy performance measures (reducing the number of errors from the previous report) are included in their Field Data Collection grant application.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 320:

Are there completeness performance measures tailored to the needs of EMS system managers and data users?

Standard of Evidence:

Provide a complete list of completeness performance measures for the EMS system and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The percent of agencies submitting to EMSTARS is used as a completeness measure. Another example is the percent of EMS runs captured by EMSTARS. Both measures, with their respective goals, are included in their Field Data Collection grant application.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 321:

Are there uniformity performance measures tailored to the needs of EMS system managers and data users?

Standard of Evidence:

Provide a complete list of uniformity performance measures for the EMS system and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

Uniformity measures included in their grant application: Transition 80% of submitting agencies to new NEMSIS version 3 standard by September 30, 2016 The total runs submitted and accepted to the NEMSIS database.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 322:

Are there integration performance measures tailored to the needs of EMS system managers and data users?

Standard of Evidence:

Provide a complete list of integration performance measures for the EMS system and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

Linkage efforts are planned for the 15/16 grant year. Performance measures will include number of data sources linked to EMSTARS with a goal of adding one additional data system during the 15/16 federal fiscal year.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 323:

Are there accessibility performance measures tailored to the needs of EMS system managers and data users?

Standard of Evidence:

Provide a complete list of accessibility performance measures for the EMS system and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The number of agencies accessing reports is used for the accessibility performance measure.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 324:

Has the State established numeric goals—performance metrics—for each EMS system performance measure?

Standard of Evidence:

Provide specific numeric goals and related performance measures for each attribute as determined by the State.

Question Rank:
Somewhat Important

Assessor conclusions:

Numeric measures are used to judge the quality of agency submitted data, the number of corrected records resubmitted within 60 days, and percent of records with missing data in critical fields.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 325:

Is there performance reporting for the EMS system that provides specific timeliness, accuracy, and completeness feedback to each submitting entity?

Standard of Evidence:

Provide a sample report, list of receiving agencies, and specify frequency of issuance.

Question Rank:
Very Important

Assessor conclusions:

Performance reporting is conducted via a dashboard which provides a submission report addressing timeliness, accuracy, and completeness.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 326:

Are high frequency errors used to update EMS system training content, data collection manuals, and validation rules?

Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to update EMS system training content, data collection manuals, and validation rules.

Question Rank:
Very Important

Assessor conclusions:

Agencies are supplied with submission reports that detail errors that are identified when the data is uploaded.   Additionally, the State EMS Data manager reviews high frequency errors and provides findings to the EMSAC Data Committee who has the ability to update training materials and employ new data checks and edit specifications.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 327:

Are quality control reviews conducted to ensure the completeness, accuracy, and uniformity of injury data in the EMS system?

Standard of Evidence:

Provide a sample quality control review of injury records that details the system's data completeness.

Question Rank:
Somewhat Important

Assessor conclusions:

The Submission Report generated by EMSTARS from each agency's data upload provides information on the timeliness and completeness of their records. Additionally, the State EMS Data Manager conducts an informal review of data quality and may share the findings with the EMSAC Data Committee. While local agencies are counted on to do their own quality control reviews, the available reports provide an opportunity for the State to develop a set of performance measures that can be used by local agencies to measure improvements in their data systems.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 328:

Are periodic comparative and trend analyses used to identify unexplained differences in the EMS data across years and agencies?

Standard of Evidence:

Describe the analyses, provide a sample record or output, and specify their frequency.

Question Rank:
Less Important

Assessor conclusions:

The State prepares an annual report which provides the Florida Emergency Medical Services information regarding the total incidents, total patient contacts, and total transports. Additional comparative benchmark reports are available on the EMSTARS website.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 329:

Is data quality feedback from key users regularly communicated to EMS data collectors and data managers?

Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform program changes.

Question Rank:
Somewhat Important

Assessor conclusions:

The EMSAC Data Committee, a group of providers and key constituency members provides feedback on data quality to the State EMS Data Manager.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 330:

Are EMS data quality management reports produced regularly and made available to the State TRCC?

Standard of Evidence:

Provide a sample quality management report and specify frequency of transmission to the State TRCC.

Question Rank:
Somewhat Important

Assessor conclusions:

The EMS data performance measures are shared with the TRCC at each meeting. In addition, a scorecard report for agencies submitting to EMSTARS has been shared with the TRCC.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 331:

Are there automated edit checks and validation rules to ensure that entered data falls within a range of acceptable values and is logically consistent among data elements?

Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks and validation rules ensure entered data falls within the range of acceptable values and is logically consistent among fields.

Question Rank:
Very Important

Assessor conclusions:

A number of audits are performed on the hospital discharge and emergency data when uploaded. The audit tables are reviewed quarterly and updated as needed.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 332:

Is limited state-level correction authority granted to quality control staff working with the statewide emergency department and hospital discharge databases in order to amend obvious errors and omissions without returning the report to the originating entity?

Standard of Evidence:

Provide the formal methodology or describe the process by which limited state-level correction authority is granted to quality control staff working with the statewide emergency department and hospital discharge databases.

Question Rank:
Somewhat Important

Assessor conclusions:

There is no State level authority for quality control staff to amend obvious errors. if errors are found post-certification hospitals are required to resubmit corrected data.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 333:

Are there formally documented processes for returning rejected emergency department and hospital discharge records to the collecting entity and tracking resubmission to the statewide emergency department and hospital discharge databases?

Standard of Evidence:

Provide the formal methodology or describe the process by which rejected emergency department and hospital discharge records are returned to the collecting agency and tracked through resubmission to the statewide emergency department and hospital discharge databases.

Question Rank:
Very Important

Assessor conclusions:

Submitting hospitals receive a series of reports and correspondences regarding the submission of data files. If a file is rejected the hospital is required to correct and resubmit.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 334:

Are there timeliness performance measures tailored to the needs of emergency department and hospital discharge database managers and data users?

Standard of Evidence:

Provide a complete list of timeliness performance measures for the emergency department and hospital discharge databases and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

Hospitals are required to submit and certify their data in accordance with a published reporting schedule. Having submission deadlines is not the same as having timeliness performance measures. Performance measures are tools used to gauge the performance of a specific system in one of the six core areas (timeliness, accuracy, completeness, uniformity, integration, and accessibility). For example - 90% of the State's hospitals submitting data within 30 days of the end of the quarter.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 335:

Are there accuracy performance measures tailored to the needs of emergency department and hospital discharge database managers and data users?

Standard of Evidence:

Provide a complete list of accuracy performance measures for the emergency department and hospital discharge databases and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

Several reports are regularly produced that allow the hospitals to do a quality review of their data. These are important tools in the QA/QC process but provide more of a 'report card' for the data system rather than setting goals through the use of performance measures.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 336:

Are there completeness performance measures tailored to the needs of emergency department and hospital discharge database managers and data users?

Standard of Evidence:

Provide a complete list of completeness performance measures for the emergency department and hospital discharge databases and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

No completeness performance measures are available.

Respondents assigned	7	Responses received	2	Response rate	28.6%

Question 337:

Are there uniformity performance measures tailored to the needs of emergency department and hospital discharge database managers and data users?

Standard of Evidence:

Provide a complete list of uniformity performance measures for the emergency department and hospital discharge databases and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

No uniformity performance measures are available for the hospital data system.

Respondents assigned	7	Responses received	2	Response rate	28.6%

Question 338:

Are there integration performance measures tailored to the needs of emergency department and hospital discharge database managers and data users?

Standard of Evidence:

Provide a complete list of integration performance measures for the emergency department and hospital discharge databases and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

No integration performance measures were reported for the hospital data system.

Respondents assigned	7	Responses received	2	Response rate	28.6%

Question 339:

Are there accessibility performance measures tailored to the needs of emergency department and hospital discharge database managers and data users?

Standard of Evidence:

Provide a complete list of accessibility performance measures for the emergency department and hospital discharge database and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

No accessibility performance measures were reported for the hospital data system.

Respondents assigned	7	Responses received	2	Response rate	28.6%

Question 340:

Has the State established numeric goals—performance metrics—for each emergency department and hospital discharge database performance measure?

Standard of Evidence:

Provide specific numeric goals and related performance measures for each attribute as determined by the State.

Question Rank:
Somewhat Important

Assessor conclusions:

No performance metrics were reported for the hospital data systems.

Respondents assigned	7	Responses received	2	Response rate	28.6%

Question 341:

Is there performance reporting for the emergency department and hospital discharge databases that provides specific timeliness, accuracy, and completeness feedback to each submitting entity?

Standard of Evidence:

Provide a sample report, list of receiving agencies, and specify frequency of issuance.

Question Rank:
Very Important

Assessor conclusions:

All submitting facilities receive Norm and Threshold reports that provide a 'report card' based on their previous four quarters' submissions. Facilities also receive an aggregated summary report of their submitted data. AHCA analysts provided feedback, as needed, to the reporting facilities.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 342:

Are high frequency errors used to update emergency department and hospital discharge database training content, data collection manuals, and validation rules?

Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to update emergency department and hospital discharge database training content, data collection manuals, and validation rules.

Question Rank:
Very Important

Assessor conclusions:

Hospitals are provided with numerous resources to aid submissions. The resource webpage contains FAQs, audit error dictionary, data guide, and helpful links.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 343:

Are quality control reviews conducted to ensure the completeness, accuracy, and uniformity of injury data in the emergency department and hospital discharge databases?

Standard of Evidence:

Provide a sample quality control review of injury records that details the system's data completeness.

Question Rank:
Somewhat Important

Assessor conclusions:

Each hospital's data goes through a series of audits which identify errors and discrepancies. Error reports are provided to the hospital for correction and resubmission. This process continues until the hospital's data is certified. No additional processes outside of this automated process were described.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 344:

Are periodic comparative and trend analyses used to identify unexplained differences in the emergency department and hospital discharge data across years and agencies?

Standard of Evidence:

Describe the analyses, provide a sample record or output, and specify their frequency.

Question Rank:
Less Important

Assessor conclusions:

Each quarter a series of checks and queries are performed on the emergency department and hospital discharge databases. Any anomalies discovered are researched and may result in a request for resubmission.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 345:

Is data quality feedback from key users regularly communicated to emergency department and hospital discharge data collectors and data managers?

Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform program changes.

Question Rank:
Somewhat Important

Assessor conclusions:

Data collection administrators hold quarterly data standards meetings that provide facilities the forum to discuss problems. These meetings are open to all users and vendors.

Respondents assigned	7	Responses received	3	Response rate	42.9%

Question 346:

Are emergency department and hospital discharge data quality management reports produced regularly and made available to the State TRCC?

Standard of Evidence:

Provide a sample quality management report and specify frequency of transmission to the State TRCC.

Question Rank:
Somewhat Important

Assessor conclusions:

Data quality management reports from the hospital discharge and emergency department data sets are not shared with the TRCC.

Respondents assigned	7	Responses received	2	Response rate	28.6%

Question 347:

Are there automated edit checks and validation rules to ensure that entered data falls within a range of acceptable values and is logically consistent among data elements?

Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks and validation rules ensure entered data falls within the range of acceptable values and is logically consistent among fields.

Question Rank:
Very Important

Assessor conclusions:

Incoming data are checked to ensure that it follows the expected structure, adheres to the NTDB SDK, and against predefined integrity checks.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 348:

Is limited state-level correction authority granted to quality control staff working with the statewide trauma registry in order to amend obvious errors and omissions without returning the report to the originating entity?

Standard of Evidence:

Provide the formal methodology or describe the process by which limited state-level correction authority is granted to quality control staff working with the statewide trauma registry.

Question Rank:
Somewhat Important

Assessor conclusions:

While the Department of Health staff provides assistance to hospitals in determining the source of errors and provides steps to resolution, they do not make changes to obvious errors and omissions. The trauma registry manual indicates that it is the responsibility of the reporting trauma center to correct errors and resubmit the data.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 349:

Are there formally documented processes for returning rejected data to the collecting entity and tracking resubmission to the statewide trauma registry?

Standard of Evidence:

Provide the formal methodology or describe the process by which rejected data is returned to the collecting agency and tracked through resubmission to the statewide trauma registry.
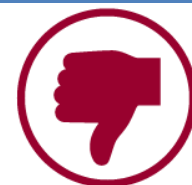
Question Rank:
Very Important

Assessor conclusions:

Records flagged with too many errors or high level errors are returned to the submitting facility. The submitting hospital has until the end of the submitting period to fix and resubmit the data. Records that aren't submitted by the deadline are not included in the data set. A report showing showing the rejected records is provided on a regular basis.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 350:

Are there timeliness performance measures tailored to the needs of trauma registry managers and data users?

Standard of Evidence:

Provide a complete list of timeliness performance measures for the trauma registry and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

Reporting requirements are in place (99.2% of the records were received in a 'timely' manner) and there are financial incentives for a facility to submit records by the due date. These processes are used in lieu of performance measures.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 351:

Are there accuracy performance measures tailored to the needs of trauma registry managers and data users?

Standard of Evidence:

Provide a complete list of accuracy performance measures for the trauma registry and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The standard for a trauma center is to have less than one level 3 error and less than 15 level 4 errors. Records that do not meet this criteria will not count towards the trauma center's caseload volume. The performance standard for acute care hospitals is to have a five or less errors per records. This standard must be met for 90% of the records submitted.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 352:

Are there completeness performance measures tailored to the needs of trauma registry managers and data users?

Standard of Evidence:

Provide a complete list of completeness performance measures for the trauma registry and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The number of fields having 90% non-NULL values is used as a completeness performance measure.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 353:

Are there uniformity performance measures tailored to the needs of trauma registry managers and data users?

Standard of Evidence:

Provide a complete list of uniformity performance measures for the trauma registry and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

All submitted records must adhere to the National Trauma Data Standard.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 354:

Are there integration performance measures tailored to the needs of trauma registry managers and data users?

Standard of Evidence:

Provide a complete list of integration performance measures for the trauma registry and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The trauma registry data may be integrated with other data systems, notably EMS but no performance measures are in place to measure the success of that process.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 355:

Are there accessibility performance measures tailored to the needs of trauma registry managers and data users?

Standard of Evidence:

Provide a complete list of accessibility performance measures for the trauma registry and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

There are no accessibility performance measures for the trauma registry.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 356:

Has the State established numeric goals—performance metrics—for each trauma registry performance measure?

Standard of Evidence:

Provide specific numeric goals and related performance measures for each attribute as determined by the State.

Question Rank:
Somewhat Important

Assessor conclusions:

While specific performance metrics have not been established, a trauma scorecard is being created which will be used to evaluate the performance of the State Trauma System.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 357:

Is there performance reporting for the trauma registry that provides specific timeliness, accuracy, and completeness feedback to each submitting entity?

Standard of Evidence:

Provide a sample report, list of receiving agencies, and specify frequency of issuance.

Question Rank:
Very Important

Assessor conclusions:

Performance reporting is conducted through quarterly compliance reports created for each trauma center. The reports track the number of records submitted, the number of late records, and the number of records exceeding the error threshold. An annual report summarizing the reasons for rejecting records is also produced.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 358:

Are high frequency errors used to update trauma registry training content, data collection manuals, and validation rules?

Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to update trauma registry training content, data collection manuals, and validation rules.

Question Rank:
Very Important

Assessor conclusions:

High frequency errors are monitored for specific fields in the Florida trauma registry and training information is updated accordingly.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 359:

Are quality control reviews conducted to ensure the completeness, accuracy, and uniformity of injury data in the trauma registry?

Standard of Evidence:

Provide a sample quality control review of injury records that details the system's data completeness.

Question Rank:
Somewhat Important

Assessor conclusions:

Data quality meetings between the Department of Health and each trauma center were held at the conclusion of the first reporting year to discuss issues with data quality and performance.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 360:

Are periodic comparative and trend analyses used to identify unexplained differences in the trauma registry data across years and agencies?

Standard of Evidence:

Describe the analyses, provide a sample record or output, and specify their frequency.

Question Rank:
Less Important

Assessor conclusions:

The only trend analysis that is currently being used from the trauma registry data relates to the mortality rate of trauma patients.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 361:

Is data quality feedback from key users regularly communicated to trauma registry data collectors and data managers?

Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform program changes.

Question Rank:
Somewhat Important

Assessor conclusions:

Data quality and reporting issues are addressed regularly between the Department of Health and individual trauma centers. There is no description of how users of the data provide feedback to the State or the trauma centers to identify data concerns.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 362:

Are trauma registry data quality management reports produced regularly and made available to the State TRCC?

Standard of Evidence:

Provide a sample quality management report and specify frequency of transmission to the State TRCC.

Question Rank:
Somewhat Important

Assessor conclusions:

A summary of the 2014 trauma registry data was presented to the TRCC at its September 16, 2015 meeting. This was a one-time occurrence although, moving forward, reports will be provided as appropriate.

Respondents assigned	6	Responses received	2	Response rate	33.3%

Question 363:

Are there automated edit checks and validation rules to ensure that entered data falls within a range of acceptable values and is logically consistent among data elements?

Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks and validation rules ensure entered data falls within the range of acceptable values and is logically consistent among fields.

Question Rank:
Very Important

Assessor conclusions:

The Vital Records Handbook indicates that the Electronic Death Reporting System contains several validation and consistency checks to improve data quality as it is entered.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 364:

Is limited state-level correction authority granted to quality control staff working with vital records in order to amend obvious errors and omissions without returning the report to the originating entity?

Standard of Evidence:

Provide the formal methodology or describe the process by which limited state-level correction authority is granted to quality control staff working with vital records.

Question Rank:
Somewhat Important

Assessor conclusions:

The Bureau of Vital Statistics does not have the authority to change information provided by the users. Rather, there is an official amendment process in place to allow changes to the document.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 365:

Are there formally documented processes for returning rejected data to the collecting entity and tracking resubmission to vital records?

Standard of Evidence:

Provide the formal methodology or describe the process by which rejected data is returned to the collecting agency and tracked through resubmission to vital records.

Question Rank:
Very Important

Assessor conclusions:

The medical examiner reviews the cause of death for approximately 50% of the death records. There are also edit checks embedded within the system to prevent errors. No information was provided of the process used when records are rejected.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 366:

Are there timeliness performance measures tailored to the needs of vital records managers and data users?

Standard of Evidence:

Provide a complete list of timeliness performance measures for vital records and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

While State statute requires death certificates to be filed within five days, having submission guidelines is not the same as a performance measure. Performance measures (i.e. 90% of death certificates are filed within 5 days) allow the State to track system improvements.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 367:

Are there accuracy performance measures tailored to the needs of vital records managers and data users?

Standard of Evidence:

Provide a complete list of accuracy performance measures for vital records and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The Vital Records Handbook describes standards and acceptable values for all elements in the vital records data system. A screen shot of Florida State Statute was also provided. Neither of these provided information on accuracy performance measures that are used in the State.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 368:

Are there completeness performance measures tailored to the needs of vital records managers and data users?

Standard of Evidence:

Provide a complete list of completeness performance measures for vital records and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The Vital Records Handbook describes standards and acceptable values for all elements in the vital records data system. A screen shot of Florida State Statute was also provided. Neither of these provided information on completeness performance measures that are used in the State.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 369:

Are there uniformity performance measures tailored to the needs of vital records managers and data users?

Standard of Evidence:

Provide a complete list of uniformity performance measures for vital records and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The Vital Records Handbook describes standards and acceptable values for all elements in the vital records data system. A screen shot of Florida State Statute was also provided. Neither of these provided information on uniformity performance measures that are used in the State.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 370:

Are there integration performance measures tailored to the needs of vital records managers and data users?

Standard of Evidence:

Provide a complete list of integration performance measures for vital records and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The Vital Records Handbook describes standards and acceptable values for all elements in the vital records data system. A screen shot of Florida State Statute was also provided. Neither of these provided information on integration performance measures that are used in the State.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 371:

Are there accessibility performance measures tailored to the needs of vital records managers and data users?

Standard of Evidence:

Provide a complete list of accessibility performance measures for vital records and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The Vital Records Handbook describes standards and acceptable values for all elements in the vital records data system. A screen shot of Florida State Statute was also provided. Neither of these provided information on accessibility performance measures that are used in the State. The statute provided did not included information on accessibility.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 372:

Has the State established numeric goals—performance metrics—for each vital records performance measure?

Standard of Evidence:

Provide specific numeric goals and related performance measures for each attribute as determined by the State.

Question Rank:
Somewhat Important

Assessor conclusions:

The Vital Records Handbook describes standards and acceptable values for all elements in the vital records data system. A screen shot of Florida State Statute was also provided. Neither of these provided information on numeric performance measures that have been established for the State's vital records system.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 373:

Is there performance reporting for vital records that provides specific timeliness, accuracy, and completeness feedback to each submitting entity?

Standard of Evidence:

Provide a sample report, list of receiving agencies, and specify frequency of issuance.

Question Rank:
Very Important

Assessor conclusions:

The Vital Records Handbook and Florida State Statute that were provided did not describe how feedback on performance measures was provided to the contributing agency.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 374:

Are high frequency errors used to update vital records training content, data collection manuals, and validation rules?

Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to update vital records training content, data collection manuals, and validation rules.

Question Rank:
Very Important

Assessor conclusions:

Data issues that are identified are addressed through additional training (including updating the training manuals) and email directives to the users. While few details were provided, high frequency errors are identified and used to improve the data quality and collection process.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 375:

Are quality control reviews conducted to ensure the completeness, accuracy, and uniformity of injury data in the vital records?

Standard of Evidence:

Provide a sample quality control review of injury records that details the system's data completeness.

Question Rank:
Somewhat Important

Assessor conclusions:

Edit checks are embedded within the system to ensure that the appropriate entities are notified when an injury related death occurs. No evidence of data quality reviews being conducted on the injury related information within the vital records data system is provided.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 376:

Are periodic comparative and trend analyses used to identify unexplained differences in the vital records data across years and agencies?

Standard of Evidence:

Describe the analyses, provide a sample record or output, and specify their frequency.

Question Rank:
Less Important

Assessor conclusions:

The Bureau of Vital Statistics produces periodic reports on the vital records data. BVS also receives reports from the National Center for Health Statistics (NCHS) regarding data quality. NCHS will also assist with detecting anomalies in the data.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 377:

Is data quality feedback from key users regularly communicated to vital records data collectors and data managers?

Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform program changes.

Question Rank:
Somewhat Important

Assessor conclusions:

There is a help desk where users of the vital records system can call for assistance. No description of data quality feedback being requested from data users, not data suppliers, is provided.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 378:

Are vital records data quality management reports produced regularly and made available to the State TRCC?

Standard of Evidence:

Provide a sample quality management report and specify frequency of transmission to the State TRCC.

Question Rank:
Somewhat Important

Assessor conclusions:

No quality management reports related to vital statistics data are provided to the TRCC.

Respondents assigned	5	Responses received	2	Response rate	40%

Data Use and Integration

Florida Data Integration Summary

The State of Florida has been very successful in the area of Data Use and Integration. There is access to crash and citation data through an Internet portal that contains ad hoc reporting and the ability to create some analytics capability. In addition, behavioral program managers have access to a robust crash system portal that maps and classifies crashes by type and circumstance.

Successful linkages of various data sources were reported. In particular, citation and adjudication data, driver data, vehicle data, Florida Highway Patrol activity data have been integrated into a singular data warehouse at DHSMV where analytics can be performed. Ad-hoc analysis is performed for legislative needs, grant purposes, and research through the DHSMV performance management office. Analyses were provided that link driver demographics, vehicle type, and citation data. Crash data is integrated with vehicle data for purposes of analysis and has been used to determine the crash involvement of vehicles with the title brand "rebuilt" in crashes. Reports were provided covering analyses of crash incidences involving newer versus older vehicles and involving rebuilt vehicles.

Opportunities exist to explore additional linkages. Roadway and crash data have not yet been linked, nor have crash and injury surveillance data.

Question 379:

Do behavioral program managers have access to traffic records data and analytic resources for problem identification, priority setting, and program evaluation?

Standard of Evidence:

Identify the data source(s), (crash, roadway, driver, vehicle, citation adjudication, injury surveillance), discuss and provide examples of program specific analysis (e.g., reports, fact sheets, web pages, ad hoc analyses.

Question Rank:
Very Important

Assessor conclusions:

There is access to crash data through the FIRES portal that contains ad hoc reporting and the ability to create some analytics capability, but there is no indication of a general purpose analytics capability with the FIRES portal. In addition, behavioral program managers have access to a robust crash system portal that maps and classifies crashes by type and circumstance. They do not, however, have access to citation/adjudication data. This lack of enforcement data access prevents both effective determination of countermeasure effectiveness for directed enforcement activity, and the ability to determine whether variations in adjudication results occurred in different geographic locations within the State or in some courts. The lack of access to driver and injury files also limits the scope of analysis of driver behavior and crash outcome analysis.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 380:

Does the State have a data governance process?

Standard of Evidence:

Provide a narrative detailing the State's data governance process, identifying the personnel involved and describing how it supports traffic safety data integration and formal data quality management.

Question Rank:
Somewhat Important

Assessor conclusions:

The State allows data governance to be determined by each individual data system. While this approach provides for autonomy and addressing individualized issues, it also stymies the value of a statewide data governance process for facilitating effective integration and data linkages which are based on uniform data element definitions and formats.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 381:

Does the State have a formal traffic records system inventory that identifies linkages useful to the State and data access policies?

Standard of Evidence:

Provide a copy of the system inventory specifying all traffic records data sources, system custodians, data elements and attributes, linkage variables, linkages useful to the State, and data access policies.

Question Rank:
Very Important

Assessor conclusions:

A Comprehensive traffic records inventory includes data dictionaries, data elements, system custodians, platforms and software used for all core data systems in the State's traffic records system. It is not clear to what extent Florida meets this Advisory ideal since no documentation has been added to the written response.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 382:

Does the TRCC promote data integration by aiding in the development of data governance, access, and security policies for integrated data?

Standard of Evidence:

Identify, with appropriate citations, the TRCC strategic plan sections that demonstrate the promotion of data integration.

Question Rank:
Somewhat Important

Assessor conclusions:

The Traffic Records Coordinating Committee is a great venue for the discussions and interactions between data users, collectors and system managers about the potentials for use and linkages of traffic data for safety analysis. The fact that the TRCC in Florida is addressing this issue is a primary step forward in ensuring that coordination, interest and cooperation needed to create useful and useable traffic safety analyses which address behavioral, engineering, educational and emergency medical issues.

Respondents assigned	5	Responses received	2	Response rate	40%

Question 383:

Is driver data integrated with crash data for specific analytical purposes?

Standard of Evidence:

Document an integrative crash-driver link, the linkage variables, and example analysis, and the frequency of linkage. Example analyses could include an assessment of graduated drivers' license (GDL) law effectiveness or of crash risk associated with motorcycle rider training, licensing, and behavior.

Question Rank:
Very Important

Assessor conclusions:

Crash and driver data have been co-located into a data warehouse for the purpose of performing analyses related to driver behavior and its relation to and impact on crash incidence. However, no analyses have been performed using this linkage.

Respondents assigned	6	Responses received	1	Response rate	16.7%

Question 384:

Is vehicle data integrated with crash data for specific analytical purposes?

Standard of Evidence:

Document an integrative crash-vehicle link, the linkage variables, and example analysis, and the frequency of linkage. Example analyses could include crash trends among vehicle types or vehicle weight restriction by road classification.

Question Rank:
Very Important

Assessor conclusions:

Crash data is integrated with vehicle data for purposes of analysis and has been used to determine the crash involvement of vehicles with the title brand "rebuilt" in crashes. Reports of analyses of crash incidence involving newer versus older vehicles and involving rebuilt vehicles were provided.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 385:

Is roadway data integrated with crash data for specific analytical purposes?

Standard of Evidence:

Document an integrative crash-roadway link, the linkage variables, and example analysis, and the frequency of linkage. Example analyses could include the identification of high crash locations and locations with similar roadway attributes or an assessment of engineering countermeasures' effectiveness.

Question Rank:
Very Important

Assessor conclusions:

The answer to this question was non-responsive. Additional information is needed for a rating of the State's capabilities.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 386:

Is citation and adjudication data integrated with crash data for specific analytical purposes?

Standard of Evidence:

Document an integrative crash-citation or adjudication link, the linkage variables, and example analysis, and the frequency of linkage. Example analyses could include an assessment of the relationship between illegal actions and crashes for specific driver subpopulations (e.g., older drivers) or of crash-involved DUI offenders' adjudications.

Question Rank:
Very Important

Assessor conclusions:

The data integration has taken place, but not the analysis. Citation and crash location can be layered to determine the effect of directed enforcement countermeasures on a particular problem.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 387:

Is injury surveillance data integrated with crash data for specific analytical purposes?

Standard of Evidence:

Document an integrative crash-injury surveillance link, the linkage variables, and example analysis, and the frequency of linkage. Example analyses could include injury outcomes by specific crash type or injuries associated with occupant protection.

Question Rank:
Very Important

Assessor conclusions:

No evidence was provided for a linkage between crash and injury surveillance data.

Respondents assigned	7	Responses received	2	Response rate	28.6%

Question 388:

Are there examples of data integration among crash and two or more of the other component systems?

Standard of Evidence:

Document an integrative link among crash and multiple data systems, the linkage variables, and example analysis, and the frequency of linkage. Example analyses could include an assessment of the safety impact of differential speed limits for different vehicle types.

Question Rank:
Somewhat Important

Assessor conclusions:

The citation and adjudication data, driver data, vehicle data, Florida Highway Patrol activity data, insurance data, computer-aided dispatch and the crash data have been integrated into a singular data warehouse and additional data stores at HSMV where analytics can be performed. Ad-hoc analysis is performed for legislative purposes, grant purposes and research through the DHSMV performance management office. In the revised response, linkage between crash, driver and vehicle databases was used to create an analysis relating to crash causation. As a result, the Advisory ideal is met for this question.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 389:

Is data from traffic records component systems—excluding crash—integrated for specific analytical purposes?

Standard of Evidence:

Document an integrative link using at least two traffic record component systems excluding the crash system. Include the systems, their linkage variables, example analysis, and the frequency of linkage. Example analyses could include an assessment of recidivism among specific driver populations.

Question Rank:
Somewhat Important

Assessor conclusions:

The citation and adjudication data, driver data, vehicle data, Florida Highway Patrol activity data have been integrated into a singular data warehouse at HSMV where analytics can be performed. Ad-hoc analysis is performed for legislative purposes, grant purposes and research through the DHSMV performance management office. In the revised response, analyses have been provided that link driver demographics, vehicle type, and citation data.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 390:

Do decision-makers have access to resources—skilled personnel and user-friendly access tools—for the use and analysis of integrated datasets?

Standard of Evidence:

Identify the analytical resources available: personnel, software, or online resources. Specify the decision-makers who have access to these resources.

Question Rank:
Somewhat Important

Assessor conclusions:

All Decision Makers have access to two units within HSMV staffed with highly skilled personnel to utilize for analysis of integrated datasets.

Respondents assigned	4	Responses received	1	Response rate	25%

Question 391:

Does the public have access to resources—skilled personnel and user-friendly access tools—for the use and analysis of integrated datasets?

Standard of Evidence:

Identify the analytical resources available to the public: personnel, software, or online resources. Specify how the public has access to these resources.

Question Rank:
Somewhat Important

Assessor conclusions:

Crash and Citation data are available to public users via internet portal for ad hoc and dynamic reporting.

Respondents assigned	4	Responses received	1	Response rate	25%

Appendix A

Assessment Participants

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State and Local Respondents

The following State and Local staff assisted in the Assessment by providing responses to the Advisory criteria and questions.

Name	Agency	Title
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Ryan Burchnell	Florida Department of Highway Safety and Motor Vehicle	Major
Ms. Brenda Clotfelter	Florida Department of Health	EMSTARS Project Manager
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Mr. Joseph Santos PE	Florida Department of Transportation	Transportation Safety Engineer
Mr. Joshua Sturms	Bureau of Emergency Medical Oversight	Unknown
Zoe Williams	Electronic License and Vehicle Information System	Program Manager

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Ms. Carrie Silcox
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Appendix B

National Acronyms and Abbreviations

AADT	Average Annual Daily Traffic
AAMVA	American Association of Motor Vehicle Administrators
AASHTO	American Association of State Highway and Transportation Officials
ACS	American College of Surgeons
AIS	Abbreviated Injury Score
ANSI	American National Standards Institute
ATSIP	Association of Transportation Safety Information Professionals
BAC	Blood Alcohol Concentration
CDC	Center for Disease Control
CDIP	NHTSA's Crash Data Improvement Program
CDLIS	Commercial Driver License Information System
CODES	Crash Outcome Data Evaluation System
DDACTS	Data Driven Approaches to Crime and Traffic Safety
DHS	Department of Homeland Security
DMV	Department of Motor Vehicles
DPPA	Drivers Privacy Protection Act
DOH	Department of Health
DOJ	Department of Justice
DOT	Department of Transportation
DOT-TRCC	The US DOT Traffic Records Coordinating Committee
DRA	Deputy Regional Administrator (NHTSA)
DUI	Driving Under the Influence
DUID	Driving Under the Influence of Drugs
DWI	Driving While Intoxicated
ED	Emergency Department
EMS	Emergency Medical Service
FARS	Fatality Analysis Reporting System
FDEs	Fundamental Data Elements
FHWA	Federal Highway Administration
FMCSA	Federal Motor Carrier Safety Administration
GCS	Glasgow Coma Scale
GDL	Graduated Driver Licensing
GES	General Estimates System
GHSA	Governors Highway Safety Association
GIS	Geographic Information System
GJXDM	Global Justice XML Data Model
GPS	Global Positioning System
GRA	Government Reference Architecture
HIPAA	Health Information Privacy and Accountability Act
HPMS	Highway Performance Monitoring System
HSIP	Highway Safety Improvement Plan
HSP	Highway Safety Plan

ICD-10	International Classification of Diseases and Related Health Problems
IRB	Institutional Review Board
ISS	Injury Severity Score
IT	Information Technology
JIEM	Justice Information Exchange Model
LEIN	Law Enforcement Information Network
MADD	Mothers Against Drunk Driving
MCMIS	Motor Carrier Management Information System
MIDRIS	Model Impaired Driving Records Information System
MIRE	Model Inventory of Roadway Elements
MMUCC	Model Minimum Uniform Crash Criteria
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
NAPHSIS	National Association for Public Health Statistics and Information Systems
NCHIP	National Criminal History Improvement Program
NCHS	National Center for Health Statistics
NCIC	National Crime Information Center
NCSC	National Center for State Courts
NDR	National Driver Register
NEMSIS	National Emergency Medical Service Information System
NGA	National Governor's Association
NHTSA	National Highway Traffic Safety Administration
NIBRS	National Incident-Based Reporting System
NIEM	National Information Exchange Model
NLETS	National Law Enforcement Telecommunication System
NMVTIS	National Motor Vehicle Title Information System
NTDS	National Trauma Data Standard
PAR	Police Accident Report
PDPS	Problem Driver Pointer System
PDO	Property Damage Only
PII	Personally Identifiable Information
RA	Regional Administrator (NHTSA)
RDIP	FHWA's Roadway Data Improvement Program
RPM	Regional Program Manager (NHTSA)
RTS	Revised Trauma Score
RMS	Records Management System
RPC	Regional Planning Commission
SaDIP	FMCSA's Safety Data Improvement Program
SAVE	Systematic Alien Verification for Entitlements
SHSP	Strategic Highway Safety Plan
SME	Subject Matter Expert
SSOLV	Social Security Online Verification
STRAP	State Traffic Records Assessment Program
SWISS	Statewide Injury Surveillance System
TCD	Traffic Control Devices
TRA	Traffic Records Assessment
TRIPRS	Traffic Records Improvement Program Reporting System
TRCC	Traffic Records Coordinating Committee
TRS	Traffic Records System

UCR Uniform Crime Reports
VIN Vehicle Identification Number
VMT Vehicle Miles Traveled
XML Extensible Markup Language

State-Specific Acronyms and Abbreviations

CARS	Crash Analysis Reporting
CCIS	Court Clerk Information System
CRASH	Crash Reporting and Analysis System Hub
CSTIMS	Commercial Skills Test Information Management System
DAVID	Driver and Vehicle Information Database
DHSMV	Department of Highway Safety and Motor Vehicles
ELVIS	Electronic License and Vehicle Information System
FCIC	Florida Crime Information Center
FDLIS	Florida Driver License Issuance System
FDOT	Florida Department of Transportation
FRVIS	Florida Real-time Vehicle Information System
PAMS	Performance Accountability Measurement System
PWS	Paperless Waiver System
RCI	Roadway Characteristics Inventory
SWOT	Strengths, Weaknesses, Opportunities, and Threats
TAC	Technical Assistance Center
TCATS	Traffic Citation and Accounting Transmission System
WRAP	Work Request Authorization and Prioritization