Traffic Records Coordinating Committee Meeting Report

September 7, 2018

Prepared for

Florida Department of Transportation

Prepared by

Melissa Gonzalez, TRCC Coordinator

Meeting notes taken by:

Danny Shopf, Cambridge Systematics, Inc.

1.0   Attendees

The TRCC attendees are listed in Table 1.1.

Table 1.1 TRCC Meeting Attendees

Name	Title	Agency	Email	
Beth Allman	Senior Manager	FCCC	ALLMAN@FLCLERKS.COM	☐
Steve McCoy	EMS Administrator	DOH	STEVE.MCCOY@FLHEALTH.GOV	☒
Lora Hollingsworth	Chief Safety Officer	DOT	LORA.HOLLINGSWORTH@DOT.STATE.FL.US	☒
David Brand	Law Enforcement Coordinator	FL Sheriffs Association	Dbrand@flsheriffs.org	☐
Robert Kynoch	Division Director	DHSMV	ROBERTKYNOCH@FLHSMV.GOV	☒
Chief Virgil Sandlin	Police Chief	FL Chief's Association	vsandlin@cedarkeyfl.us	☐
Major Gary Howze	FHP Executive Officer	FHP/DHSMV	GARYHOWZE@FLHSMV.GOV	☐
Brenda Clotfelter	EMSTARS Project Manager	DOH	Brenda_Clotfelter@doh.state.fl.us	☒
Richie Frederick	Program Manager	DHSMV	RICHIEFREDERICK@FLHSMV.GOV	☐
Amy Cochran	Program Manager	TraCS	AMYC@TRACSFLORIDA.ORG	☒
Zoe Williams	Program Manager	ELVIS / TraCS	ZWILLIAMS@ELVISFLORIDA.ORG	☒
Ilir Bejliri	Associate Professor	UF	ILIR@UFL.EDU	☒
Joshua Sturms	Section Administration	DOH	JOSHUA.STURMS@FLHEALTH.GOV	☐
Chris Craig	Traffic Safety Admin.	FDOT	CHRIS.CRAIG@DOT.STATE.FL.US	☒
Danielle King	Operation Coordinator	FDOT	DANIELLE.KING@DOT.STATE.FL.US	☐
Melissa Gonzalez	TRCC Coordinator	FDOT	MELISSA.GONZALEZ@DOT.STATE.FL.US	☐
Tom Austin	Management Analyst	DHSMV	THOMASAUSTIN@FLHSMV.GOV	☒
Seth Bartee	Support Specialist	TraCS	SETHB@TRACSFLORIDA.ORG	☒
Connie Clark	IT Business Consultant	DOH	Connie.clark@flhealth.gov	☐
Major Jeffery Dixon	Troop Commander	FHP / DHSMV	Jeffreydixon@flhsmv.gov	☒
Stephanie Duhart	Bureau Chief	DHSMV	STEPHANIEDUHART@FLHSMV.GOV	☒
Ben Jacobs	Crash Records and Research Admin.	FDOT	BENJAMIN.JACOBS@DOT.STATE.FL.US	☒
Maureen Johnson	NHTSA Contractor	Traffic Safety Analysis System and Services, Inc.	Mjohnsonhighwaysafety@gmail.com	☐
Thomas Rast	Inventory Control Manager	DHSMV	thomasrast@flhsmv.gov	☐
Joe Santos	State Safety Engineer	FDOT	JOSEPH.SANTOS@DOT.STATE.FL.US	☒

Danny Shopf	Transportation Analyst	Cambridge Systematics	DSHOPF@CAMSYS.COM	☒
Lisa Spainhour	Professor / Principal Investigator	TraCS / ELVIS	SPAINHOU@ENG.FSU.EDU	☒
Timothy Swiggett	Developer	TraCS	Timothys@tracsflorida.org	☐
Deborah Todd	Program Manager	DHSMV	DEBORAHTODD@FLHSMV.GOV	☐

Others in Attendance:

- Joey Gordon, FDOT

- Justin Haynes, Cambridge Systematics

- Jared Causseaux, FDOT

- Ekaterina Fitos, FDEP

- Ernie Bradley, FDOT

- Hugh Cutchen, FHP

2.0   Presentation Notes

Welcome and Introductions   **Lead: Melissa Gonzalez**

Melissa Gonzalez asked everyone to introduce themselves and specify which agency they represent. She asked TRCC Executive Board members to review the meeting minutes from the previous meeting. The Executive Board reviewed the meeting minutes and approved them unanimously (motion made to approve by Lora Hollingsworth and a second by Steve McCoy).

Critical Updates on TRCC Projects   **Lead: Goal Leaders**

Crash & UTC Data Improvement: DHSMV
Tom Austin, DHSMV, provided an update on Crash and UTC improvement project:
- Six train-the-trainer workshops were conducted throughout Florida.
    - 517 law enforcement officers have attended across 211 agencies.
        - 303 of those officers were in attendance for the crash data trainings.
        - Workshops were well received and documented through satisfaction survey.
- A virtual training was developed in partnership with FDOT that is divided into 13 sections. The virtual training is currently being edited.
- DHSMV has reviewed three major data collection software vendors and will review a fourth before the end of the fiscal year.

Field Data Collection for NEMSIS Compliance: DOH
Brenda Clotfelter, DOH, provided an update on Field Data Collection for NEMSIS Compliance:
- 87% of the runs are submitted through EMSTARS.
    - The Strategic Plan has been updated to include a goal of 95% of runs being submitted through EMSTARS .
- A workshop was conducted on April 24, 2018 to discuss the proposed NEMSIS V3.5 data dictionary.
- NEMSIS Data Quality Measures overall score is 87% completeness and accuracy. Florida is the number one submitter to the national database.
- 51% of Florida agencies have transitioned to the NEMSIS Version 3 demonstrating a 6% increase this quarter.   Of the agencies submitting V3, 75% submit run reports within 8.4 hours; 50% submit within 3.3 hours and 25% submit within 2.3 hours. Those using the NEMSIS Version 1.4 can take up to 30-45 days.
- Currently integrating AHCA Out Patient/In Patient database and crash data from the National Collaboration for BioPreparedness.

ELVIS: FSU
Zoe Williams, ELVIS, provided an update on ELVIS:
- ELVIS continued to grow at a rate of 10% per quarter with 155 agencies and over 14,000 users.
- On discussing the concept of charging licensing fees to ELVIS users- positive feedback was received from users, especially due to the ability to request more customized features and support. Agencies are also interested in the stability provided by an additional funding source for ELVIS.

- Miami-Dade Police Department is coming on board and has shown interest in paying for the integration of ELVIS into their existing system for an easier transition for their officers. If this request can be accommodated, ELVIS will bring on an additional 5,000 users.
- The most requested additional feature for ELVIS is the ability to access DHSMV's driver history data.

TraCS: FSU

Amy Pontillo, TraCS, provided an update on TraCS:

- 202 agencies are using TraCS with over 19,014 users statewide.
- The Signal Four GeoLocation tool is integrated into TraCS with 56 agencies using the tool. 1000 users are required to use the tool on Uniform Traffic Citations and 6,971 are required for crash reports. Eventually, all users will be required to use the GeoLocation Tool which will be integrated with all forms, not just Crash and Citation.
- The primary TraCS network in Panama City was rebuilt.
  - o Downsized from 18 servers to 4; 5 storage devices down to 3;
  - o Data backups and transaction logs are available for recovery
- Seminole County is now live with eCitations meaning that all counties are now submitting electronic citations.
- Working on identifying and establishing a disaster recovery site for TraCS servers in 2019.
- As new agencies come on, text descriptions, narratives, and diagrams are reviewed to confirm the accuracy of the GeoLocation.

Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics: UF

Ilir Bejliri, University of Florida, provided an update on Signal 4 and the GeoLocation project:

- Eight webinars were conducted, recorded, and are available to all Signal 4 users.
- There is an average of 13,000 queries and over 65,000 crash records reviewed every month.
- Currently working on the next generation of Signal 4 with a focus on optimization to ensure large amounts of data can be efficiently summarized and displayed for users quickly.
- Citation queries are growing but still well below the number of crash queries due to the availability of the citation data. Currently Signal 4 has citation data from January 1, 2018 to present.
  - o Working with FCCC to get historic citation data incorporated.

A Unified and Sustainable Solution to Improve Geo-Location Accuracy and Timeliness of Crashes and Citations: UF

- 110 law enforcement agencies are using the GeoLocation tool.
  - o Over 8,000 crashes and 5,000 citations are mapped across all agencies using the tool every month.
- Currently working on reducing the time it takes to load the maps by identifying service areas for agencies using the tool and preloading them.
- The SmartCop vendor has implemented the tool and it is fully operational. Meeting scheduled with Jacksonville SO to deploy tool.

Current Status of FY 2019 Projects   **Lead: Melissa Gonzalez**

Melissa provided an update on the projects that were identified for FY 2019 at the April TRCC meeting. She noted the total amount requested for Traffic Records projects was $2,393,872 with $1,882,243

coming from Section 405(C) funding and $511,584 coming from Section 402 funding. Below is a summary of the awarded amounts for each project:

Agency	Project	Amount Awarded
Department of Health	Field Data Collection for NEMSIS Compliance	$366,555
Department of Highway Safety and Motor Vehicles	Crash and UTC Data Improvement	$118,114
University of Florida	Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics	$329,933
University of Florida	Unified and Sustainable Solution to Improve Geo-Location Accuracy and Timeliness of Crashes	$167,241
Florida State University	TraCS Support & Enhancement	$900,400
Florida State University	ELVIS (402 Funds)	$511,584

Melissa provided a recap of the Quantitative Progress Report that was submitted with the State 405(c) application in July of 2018. The table below demonstrates improvements made to the crash system in regards to the following performance areas: accurately located e-crash reports and timeliness of crash reports entered into the DHSMV Crash Master Database.

Performance Measure	Baseline 4/1/2016 to 3/31/2017	Baseline Average	Current 4/1/2017 to 3/31/2018	Current Average	Improvement
The average percent of accurately located e-crash reports submitted into the DHSMV Crash Master Database by LEAs using the Geo-Location tool.	E-Crash Reports Located: 56,763 of 661,245	8.58%	E-Crash Reports Located: 72,072 of 683,366	10.55%	**1.97%**
The percentage of crash reports entered into the DHSMV Crash master Database within 10 days after the crash.	Submitted within 10 days: 509,951 of 686,253	74.31%	Submitted within 10 days: 550,523 of 684,374	80.44%	**6.13%**

Go Team Project Phase II   **Lead: Melissa Gonzalez**

Melissa provided an update of the Go Team Phase II project. She reviewed the scope focusing on the Review and Evaluation of the User Survey, Crash System Comparison, Integration, Identify/Analyze costs for each system and Data Sharing Opportunities. She noted Jack Benac and Tim Kerns were selected to lead the Go Team. Mr. Benac has worked on Michigan's crash data system development and has experience with integration and data linkage. Mr. Kerns has previous Go Team experience and is highly involved in the Highway Safety Office and TRCC. He was also an assessor on Florida's most recent Traffic Records Assessment. Melissa noted the scope was ambitious but with the support of key TRCC members, it is achievable.

A subcommittee was identified to support the Go Team effort and includes:

- Brenda Clotfelter, DOH
- Josh Sturms, DOH
- Stephanie Duhart, DHSMV
- Richie Fredrick, DHSMV
- Tom Austin, DHSMV
- Ilir Bejleri, UF
- Ben Jacobs, FDOT

Melissa Reviewed important dates related to the Go Team Project, to include:

- Pre-Kick-Off Meeting: 7/16/18
- Kick-Off Meeting: 7/30/18
- User Survey timeframe: 9/17-9/28
    - Pre-Survey Email: 9/11
    - Subcommittee Survey "Pre-Test": 9/11 & 9/12
    - Reminders: 9/21 & 9/26
- On-Site Visit: 10/17/18-10/19/18 at the Florida Sheriff's Association
- Review and Evaluation of Findings: December (tentative)
- Draft Report: 1/31/2019
- Final Report: 2/28/2019

She noted that all stakeholders (data system owners/SMEs) and Go Team will meet for 3 days. This format will allow for clear understandings in the questions being asked and give everyone the opportunity to understand capabilities of each crash data system. This insight is critical to the GAP analysis.

A user survey was developed to identify user needs and expectations by determining the types of registered users for each system, their job roles and responsibilities, their access level, and the reports/data they use/need. Melissa reviewed the user survey and asked TRCC members to provide their input. TRCC Members had the following questions/comments:

- Consider changing to Acronyms and Definitions instead of just Acronyms
- Make sure to include text box options so users can fill in their response if they select "other"
- Instead of role, consider including an Area of Focus to get a more specific idea of what each respondent is responsible for.
- Should job role be a separate question with a text field.
- Make sure the software forces users to select only from the options provided in the previous questions to cut down on inconsistencies in the surveys when questions are connected to one another.
- Question 4 is actually two questions. Should we rephrase to ask "does it meet your needs" and remove the portion about restrictive. Change question to:
    - Is the MOU or access agreement currently in place too restrictive to meet your needs?
    - If Yes, Please describe
- Change question 7 to "Select all that apply" and update the question to "Do you Create any Custom Reports

- o Add – No, I use the standard reports
  - o Add formatted reports
  - o Add standard reports
  - o Clarify that Descriptive Detail reports are "(annual reports)"
  - o Clarify excel pivot tables and PDF reports
- Consider adding "Unknown" for question 12 for users that aren't able to assess how accurate the system is.
- Consider adding "Unknown" for question 13 for users that aren't able to assess how accurate the system is.
- Change 14 to include "to meet your needs"
- Add "for your purposes" to question 16
  - o Add DHSMV Analytical Warehouse to the list of options
- Add N/A to question 17
  - o Add Other as an option to the questions in this section
- Add DHSMV Analytical Data Warehouse to Question 18
- Remove CRSCAN from question 19
- Add DHSMV Analytical Data Warehouse to question 20
  - o Not a critical question so this could be removed if the survey needs to be shortened.
  - o Could be helpful for users that are unfamiliar with the system or the content in the system. This could be helpful for better understanding usability or interest in using a system.
- Add DHSMV Analytical Warehouse to Question 21
  - o Include Unknown as an option
- Add a N/A option to question 22.
- Add Unknown to question 23 and remove neutral
- Add Unknown to question 24 and remove neutral
  - o Change to satisfied instead of helpful
  - o Add DHSMV Analytical Data Warehouse
- Change to "Do you charge a fee when providing" on question 26
  - o Remove other, and add "If yes, please explain"

Agency Data Systems Updates   **Lead: Goal Leaders**

- Tom Austin, DHSMV, noted that DHSMV is still working on the modernization project.
- Brenda Clotfelter, DOH, said DOH is holding trainings on BioSpatial System and working on getting a more analytical warehouse for DOH.

Next Steps   **Lead: Melissa Gonzalez**

Future meetings were discussed and scheduled for the following dates:
- December 7, 2018 (Tallahassee)
  - FDOT Auditorium
- March 15, 2019 (Tallahassee)
  - Subcommittee meeting to review FY 2020 Project Proposals
- April 5, 2019 (Tallahassee)
  - Executive Board Voting Meeting for FY 2020 Projects

Adjourn

- Meeting was adjourned at 11:48 am.

All presentations can be found at http://www.fltrafficrecords.com/