Traffic Records Coordinating Committee Meeting Report

September 13, 2019

Prepared for

Florida Department of Transportation

Prepared by

Melissa Gonzalez, TRCC Coordinator

Meeting notes taken by:

Justin Haynes, 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	☒
Tom Austin	Management Analyst	FLHSMV	THOMASAUSTIN@FLHSMV.GOV	☒
Seth Bartee	Support Specialist	TraCS	SETHB@TRACSFLORIDA.ORG	☒
Ilir Bejliri	Professor/Principal Investigator	UF	ILIR@UFL.EDU	☒
David Brand	Law Enforcement Coordinator	FL Sheriffs Association	Dbrand@flsheriffs.org	☐
Blake Canter	Business Office Clerical	FSU	BLAKEC@TRACSFLORIDA.ORG	☒
Brenda Clotfelter	EMSTARS Project Manager	DOH	BRENDA.CLOTFELTER@FLHEALTH.GOV	☒
Chris Craig	Traffic Safety Admin.	FDOT	CHRIS.CRAIG@DOT.STATE.FL.US	☒
Major Jeffery Dixon	Troop Commander	FHP / FLHSMV	JEFFERYDIXON@FLHSMV.GOV	☐
Margaret Edwards	Systems Administrator	FSU	MEDWARDS@ELVISFLORIDA.ORG	☒
Richie Frederick	Bureau Chief of Records	FLHSMV	RICHIEFREDERICK@FLHSMV.GOV	☒
Rupert Giroux	Safety Data Coordinator	FDOT	RUPERT.GIROUX@DOT.STATE.FL.US	☒
Melissa Gonzalez	TRCC Coordinator	FDOT	MELISSA.GONZALEZ@DOT.STATE.FL.US	☒
Larry Gowen	Chief Performance Officer	FLHSMV	LARRY.GOWEN@FLHSMV.GOV	☒
Justin Haynes	Transportation Analyst	Cambridge Systematics	JHAYNES@CAMSYS.COM	☒
Lora Hollingsworth	Chief Safety Officer	DOT	LORA.HOLLINGSWORTH@DOT.STATE.FL.US	☒
Major Gary Howze	FHP Executive Officer	FHP/ FLHSMV	GARYHOWZE@FLHSMV.GOV	☒
Ben Jacobs	Crash Records and Research Admin.	FDOT	BENJAMIN.JACOBS@DOT.STATE.FL.US	☒
Danielle King	Operation Coordinator	FDOT	DANIELLE.KING@DOT.STATE.FL.US	☐
Robert Kynoch	Division Director	FLHSMV	ROBERTKYNOCH@FLHSMV.GOV	☐
Steve McCoy	EMS Administrator	DOH	STEVE.MCCOY@FLHEALTH.GOV	☒
Amy Pontillo	Program Manager	TraCS	AMYC@TRACSFLORIDA.ORG	☒
Thomas Rast	Inventory Control Manager	FLHSMV	thomasrast@flhsmv.gov	☐
Chief Virgil Sandlin	Police Chief	FL Chief's Association	vsandlin@cedarkeyfl.us	☐
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	FSU	SPAINHOU@ENG.FSU.EDU	☒
Joshua Sturms	Section Administration	DOH	JOSHUA.STURMS@FLHEALTH.GOV	☒
Timothy Swiggett	Developer	FSU	TIMOTHYS@TRACSFLORIDA.ORG	☐
Tina Thompson	Transportation App. Coordinator	FDOT	TINA.THOMPSON@DOT.STATE.FL.US	☐
Deborah Todd	Program Manager	FLHSMV	DEBORAHTODD@FLHSMV.GOV	☐
Zoe Williams	Program Manager	FSU	ZWILLIAMS@ELVISFLORIDA.ORG	☐
Joel Worrell	Transportation Data Inventory manager	FDOT	JOEL.WORRELL@DOT.STATE.FL.US	☐

Others in Attendance:

- Ian Anderson, Project Manager, FDLE

- Wilton Johnson, Program Manager, FLHSMV

- William Roseburgh, Business Intelligence Analyst, FHP

- Joey Gordon, Transportation Data Analysis Supervisor, FDOT

2.0   Presentation Notes

Welcome and Introductions   **Lead: Melissa Gonzalez**

Melissa Gonzalez, FDOT reviewed the agenda, asked the attendees to introduce themselves and the agency they represent. The next item was for the Executive Board members to review the minutes from the April 2019 meeting. A motion to approve was made by Steve McCoy, DOH with a second by Lora Hollingsworth, FDOT. The minutes were approved unanimously.

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

Field Data Collection for NEMSIS Compliance: DOH

Completeness – Brenda Clotfelter, DOH, began with an update on the Completeness objective which is to increase the percentage of EMS agencies submitting to the state incident level repository. Currently there are 203 (72%) EMS agencies submitting. DOH's intention is to increase the number of new agencies coming on board, but due to agencies dissolving and/or merging the number has stayed relatively static since the last update. Emergency run report submissions to the state repository is at 90% with the target being 95%for the year. DOH has conducted three of their quarterly NEMSIS Version 3 Data Dictionary Trainings and three EMS Advisory Council Data Committee Workshops with the fourth slated for October. Overall, the Completeness and Accuracy measure is at 89%, but they are seeking to track additional measures, such as geolocation, in the next fiscal year.

Uniformity – DOH will publish a NEMSIS Version 3.5 Data Dictionary, but the status to implement is undetermined. NEMSIS has extended implementation for V3.3.4 till 2021 and V3.4 to 2022. There was a 10% increase last quarter in moving agencies to V3.4 through an Overdose Prevention in States (OPIS) grant of approximately $608K. They are looking at using Rural Health Grants, for both hardware and software, to assist rural agencies with the transition to V3.4.

Timeliness – Initially the intention was to track reporting within as little as two hours, but that has been changed to daily monitoring. Currently 47% of the agencies are reporting within one day and an additional 21% are reporting between two and seven days, for a total of 68% reporting within one week.

Integration – Progress has been made towards Integration, with the opportunity to move the Trauma Data over into Biospatial. DOH is also working with Biospatial to address emergency vehicle defects. In addition, DOH has integrated with ESSENCE, a national surveillance system for EMS data t currently being utilized by the Epidemiology department. DOH invited representatives from Health Information Exchange of Florida (HIE) to attend their Data Committee meeting to figure out how to interface/share data, which will be very beneficial if approved by the Committee.

Brenda stated that with next year's grant, they aim to improve upon their current Goals and Objectives targets, as well as implement the data warehouse. An update will be provided at the next meeting. She also noted grant funding requests have increased by 73% for the next application.

Members had no questions.

Crash & UTC Data Improvement: FLHSMV

Wilton Johnson, FLHSMV, provided an update on the Crash and UTC Data Improvement Grant. Three mockup performance reports were drafted and feedback was obtained from law enforcement agencies (LEA). Regarding Crash objectives, an increase in accuracy, completeness and timeliness by five percent was established. For the month of August, accuracy, completeness, and timeliness objectives are being exceeded. Another objective was to hold eight TRCC Crash workshops. These were conducted across the state with 346 attendees from 118 agencies in Duval, Broward, Miami-Dade, Lee, Okaloosa, Hillsborough, Orange and Leon counties. Feedback collected on the revised crash report during workshops included autonomous vehicles- law enforcement officers (LEO) cannot determine if automated features were active therefore "unknowns" would be returned on submissions. LEOs were opposed to the suggested change for the intersection type, which is currently one field. The proposed change has three sub-fields— number of approaches, overall intersection geometry and overall traffic control device. The officers were supportive of proposed language changes to attributes such as required endorsements to more than the current "Yes/No/Unknown" as well as the addition of "Golf Cart" as a vehicle body type.

Wilton noted that existing issues with Accuracy and Completeness for UTC data have been identified. Error checks have been created to address the issues, but they have not been implemented. The six 2019 TRCC training workshops had 144 attendees from 64 agencies across the state and were conducted in Duval, Broward, Okaloosa, Hillsborough, Orange and Leon counties. Additionally, six virtual citation workshops were held between July 17 – 31, with 138 attendees from 64 agencies. Combined attendance at all workshops was 282, representing all 67 counties.

Melissa asked for clarification as to why the Completeness improvement measures have not been implemented. Richie responded that the business rules have been established and posted. FLHSMV is working with TraCS to implement them, but some issues were found regarding software validation. Based on this review, validations will be written for the Clerks. Wilton noted that four Clerk of Court software vendor reviews were conducted in Walton, Leon, Duval and Brevard counties. These four software vendors are used by 56 out of the 67 counties and all systems were subsequently validated.

Members had no questions following the presentation.

TraCS Support, Enhancement and Training: FSU

Amy Pontillo, TraCS, gave an update regarding the TraCS project. As a note, the third quarter (Q3) ended June 30th with 175 LEAs but additional agencies have come on board since July 1st. 34 agencies are hosting their own data with TraCS hosting the remaining 141. Over 19,353 users are using the system with a 99.9 percent load success rate. The most typical errors encountered are duplicate submissions, while overall validation is working very well. Approximately 30% (55,738) of the total statewide crashes were submitted to the state repository and successfully loaded into the database during Q3. The final count for the fiscal year will be provided at the December 2019 TRCC meeting. Regarding timeliness, it is difficult to get some agencies to submit promptly leaving timeliness around 9 days on average. They will begin tracking timeliness by LEA to see how many are submitting more promptly and then deal directly with the agencies taking longer to submit. Concerning the new revisions, Amy stated TCATS 6.1 and the new UTC

revisions have passed structure testing in November 2018. FLHSMV has provided feedback regarding the additional requirements for the violator copy, but input is still needed to finalize the Clerk of Court and Officer copies.

The crash report has been updated with the new crash portal website for all agencies. Some agencies have requested that it be removed to allow them to sell crash reports through LexisNexis. TraCS will not remove the new portal without support from FLHSMV and FDOT. Amy already informed the agencies that the Lexis Nexis website will not be on the crash report. FLHSMV stated they do not support removal; therefore, it will not be removed.

New TraCS agencies who have come on board since the last meeting include the following: Leon County Sheriff's Office, South Daytona Beach Police Department, Bay Harbor Islands Police Department, Melbourne Beach Police Department, Madison Police Department, and the Palm Beach County Sheriff's Office (PBSO). Initial feedback from Leon County has all been positive. PBSO will be going live any day now bringing an additional 1,871 users and will host their own data. Amy has been working with the PBSO very closely, visiting weekly, to ensure a smooth transition.

Amy stated that additional two to ten-minute training videos, are posted on their YouTube channel. She also informed the group that TraCS is set up to submit boating citations electronically to the Florida Fish and Wildlife Conservation Commission (FWC). Even though LEAs are using the boating citation option, this data is not being transferred to FWC. Regarding FDLE Data Sharing, TraCS has started submitting to the Law Enforcement Information Exchange (LInX) and the FINDER system.

Amy noted priorities for the new fiscal year include hiring support staff to assist with the influx of users. The position has been reposted with the hope to hire by October 15th. In addition, TraCS Web Mobile is in process, which will be in a programming language to allow for better utilization on devices such as mobile devices and tablets. Once TraCS Web Mobile is rolled out next fiscal year, it will be tested and then implemented.

Regarding data hosting, the sites in Panama City and Clermont are up and running. The failover has been tested multiple times and is working well. Ultimately, TraCS would prefer to get out of hardware/data hosting and focus on building software. Recently FHP approved DSM as a vendor for cloud data hosting. If this goes well for FHP, Amy would like to explore outsourcing data hosting for TraCS as well. Costs would not increase since there would no longer be internal expenses related to maintaining the data hosting equipment at both sites.

Amy said new forms would be implemented as time allows and asked if there were any questions. Members had the following questions and/or comments:

- FLHSMV could also provide agency focused timeliness information to TraCS so they can reach out to those agencies to encourage them to submit within 10 days.

- Can you provide an update on how the TraCS diagramming tool has been going?

    o Amy responded that it is going okay. OPS staff is being utilized to assist in migrating diagrams from Easy Street Draw, Visio, etc. and get them into the TraCS diagrams.

- Chris requested a debrief on the new forms, in particular the DRE form.

o   Iowa has already built the forms to the TraCS National Standards and they will be plug and play once distributed. Florida may want to add fields after implementation. Amy plans on having Florida's expert groups, such as the Impaired Driving Coalition, review the forms and suggest updates.

ELVIS Support and Enhancement: FSU

Margaret Edwards, ELVIS, provided the update on ELVIS project to the group. Current usage is up, gaining a minimum of two agencies per month, for a total of 176 agencies. With close to 17,000 users, almost 6 million queries have been run this fiscal year. Recent changes implemented after the April user forum include tabbed view for all queries, new action buttons for search results, expanded vehicle images, NHTSA VIN decoder, a new notification system, expanded log search functionality, as well as state parser fixes. After each conference and user forum, the biggest user request is if it is possible to retrieve Florida Driver History via FCIC/NCIC. ELVIS will work with FLHSMV to get this information integrated.

Current efforts are focused on one-click audit functionality (including the potential of automating and sending them to user emails), challenge-based authentication, or security questions, for logging into ELVIS, and creating a redundant/back up site in case of natural disaster/emergency.

Margaret reviewed growth over time since 2016 and noted that cost per user has gone down to an average of $30.61 since last year.

Members had no questions following the presentation.

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

Dr. Ilir Bejliri, UF, provided an update regarding the Improving Geo-Location Accuracy and Timeliness of Crashes and Citations Project. Version 2.3 (V2.3) went into operation on April 24th. Approximately 25% of daily crashes in Florida, or about 500 crashes per day are geolocated by the tool. Since April, the TraCS geolocation tool has been utilized for 72,359 crash reports, 50,336 traffic citations, and 13,063 "other" citations, such as traffic warnings and DUIs. Dr. Bejliri noted that some Clerks of Courts are removing the latitude/longitude data from the citations which prevents geocoding linkage between the crash/citation, but they are working with FLHSMV on a solution. The temporary workaround is to link citation IDs received from the FCCC to the citation ID from the geolocation database to retrieve the latitude/longitude data until a permanent solution is identified.

Dr. Bejliri reviewed the status of major vendors beginning with SmartCOP, which has completed implementation and certification of the geolocation tool. The Jacksonville Sherriff's Office is SmartCOP's pilot agency and is approximately 89% complete in implementing the tool for operation. He is hopeful that they will start to see SmartCOP agencies using the tool in the next few months. Almost no progress has been made with LexisNexis/IyeTEK and SunGard/OSSI.

Other ongoing tasks include technical support regarding specific cases for agencies/individual officers with networking issues in coordination with TraCS. Additional development is being done to add activity logging to help the bug issues that occur behind the scenes. Alternatives to Google Maps are being researched,

with the focus on restructuring the tool in the coming year to use ESRI's map services free of charge. This will require changes behind the scenes, but not for the end-user.

Members had the following questions and comments:

- How many agencies are currently on board with IyeTEK and OSSI?

    - OSSI consumes about 17% of crashes and IyeTEK is used by the Miami-Dade Sheriff's Office and the Orlando Police Department, which represents a large percentage of crash reports statewide and a higher percentage than SunGard users.

- Can you clarify the workaround for the deleted latitude/longitude information?

    - When the Citation ID is available, they can go back to the original citation and find the information in the original submission.

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

Dr. Bejliri also provided an update for the Signal Four Analytics Project. The main highlight is the FIRES users migration to Signal Four which began at the end of June. Three main areas have been identified to support the migration—user expansion, access to individual crash reports, and support for personal identifiable information (PII) related queries. Since June, 636 new users, which equates to 60 new agencies have migrated to Signal Four. This brings the total number of users to 3,832 (3,326 are active users, the highest number to date) from 821 agencies and vendors. Signal Four removed the "not an official copy" portion of the watermark on crash reports. Selective removal of the entire watermark is set up for State Attorney Circuit Offices since a number of these reports are used for court purposes —FLHSMV coordinates other requests on a case by case basis. Signal Four is also currently working on expanding access for LEAs to be able to see reports from other LEAs in the same and/or adjacent counties. Access would be granted on a case by case basis as approved by FLHSMV.

Support for PII-related queries:

In the past Signal Four did not store PII, currently they are working on developing database structure changes to allow for PII storage and expanding the user interface so users can obtain and filter by PII. A new "report search" function allowing users to search by a variety of inputs that were previously unavailable is also being developed and added for future implementation. Signal Four is also considering adding the ability to search by citation numbers. Dr. Bejliri clarified that all of the updates will be included in the next generation of Signal Four and hopefully will be made available in the next few months.

Some requests have been received to add FLHSMV crash report numbers and local LEA report numbers to citation queries which will assist in linking the citations in Signal Four. UF is working with FLHSMV to resolve some data quality issues which have been highlighted through this addition. Other activities UF is currently working on include the NextGen platform for HTML5, which will allow for geospatial searches by custom geographic areas, such as intersections, street segments, and specific networks/routes. This is a work in progress and updates will be provided in future meetings. They are also working on the NextGen version of the Bicycle and Pedestrian Crash Typing for incorporation. In addition, UF is working on migrating the batch geocoding to ESRI 10.x platform since the current software is out of date.

Members had no questions following the presentation.

Status of Fiscal Year 2020 Projects   **Lead: Melissa Gonzalez**

Melissa provided the update regarding the Fiscal Year 2020 TRCC projects. A total of nine projects were submitted at the last meeting, of these, three could not be funded (one being research based and two were a duplication of current efforts). Custom rejection letters will be provided for projects that were not approved.

Melissa also reviewed the approved funding awarded to each project:

Funding Provided Under Section 405(c) – Total: $1,981,534

- DOH –Field Data Collection for NEMSIS at $439,995

- FLHSMV – Crash and UTC Data Improvement at $124,594

- University of Florida – Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics at $377,418

- University of Florida – Unified and Sustainable Solution to Improve Geolocation Accuracy and Timeliness of Crashes and Citations at $168,567

- Florida State University – TraCS Support, Enhancement, and Training at $871,000

Funding Provided Under Section 402 – Total: $546,333

- Florida State University – ELVIS at $518,833 (Note, this amount will change pending approval for the secondary site, verbal confirmation has been received from FDLE. Additional funding of approximately $30,000 will be awarded via a Highway Safety Plan (HSP) amendment once FDLE submits approval in writing.

- TRCC Support - $27,500 (This allows for support provided by Cambridge Systematics).

Total funding for Fiscal Year 2020 TR projects is $2,527,867.

Melissa noted the HSP, Quantitative Progress Report, and 405(c) application were all approved by NHTSA. She reminded the group this year subgrants will be submitted through the new Highway Traffic Safety Subgrant Management System. Award letters were mailed out earlier this week and will also be available in the new system's inbox when it goes live—hopefully by next week. Melissa has received all submissions of the subgrant applications; they are currently in finance review and will be completed shortly. The modified drafts will be returned for review next week for subrecipient approval, once approved, Melissa will enter into to the system. Instructions for the new system are being finalized and will be provided as reference, but Melissa will be entering everything this year on behalf of the applicants.

Members had no questions following this presentation.

Agency Data Systems   **Lead: Melissa Gonzalez**

Melissa provided updates regarding the Crash Data System, beginning with the termination of the LexisNexis no cost contract as of June 30, 2019 due to unresolved contract deficiencies and performance. Some of the major functions lost, include: the BuyCrash.com portal, data entry and imaging of crash reports submitted on paper to FLHSMV, the ability to provide custom crash data queries and analytics to stakeholders and interested parties, and the public portal for self-reporting of crashes. LexisNexis also received a portion of the sales of the crash reports and had an agreement with Easy Street Draw that provided officers with tools to recreate the crash scene in the diagram portion of the crash report. Easy Street Draw received a small amount of compensation from the crash report sales in exchange for approximately 11,000 free licenses, of which 9,400 were TraCS users.

Discussions are ongoing regarding a replacement for Easy Street Draw. It is not feasible/in the budget to continue to utilize Easy Street Draw, they quoted a cost of $1.7 million for 35,000 licenses to cover Florida. TraCS National reached out to TraCS Florida and inquired if they would like improvements made to the Diagram Tool and asked for a list of requested improvements. This would be a potential option as a replacement, but the TraCS national model does charge for the license and per NHTSA regulations FDOT is not allowed to pursue this solution. Discussions began with UF to include a diagram tool with S4's Geolocation tool.

FLHSMV submitted a legislative budget request (LBR) to gain some of the functions lost, but it was denied. They are planning on submitting another LBR requesting support for the following functionalities and enhancements:

- Ability to analyze and respond to complex data requests (possibly Signal Four's permanent solution)
- Crash self-reporting application to be used by the public for reporting crashes
- CRSCAN enhancements to upgrade the loading and ingesting process for sharing data and images

There was a meeting on August 20th between FLHSMV and FDOT leadership to discuss the GoTeam considerations and findings, as well as future plans for the crash data system. The State Safety Office plans to fund the following projects to assist in the LBR's success (pending approval from NHTSA):

- Critical function of the crash self-reporting application—driver's exchange;
- Critical function on CRSCAN enhancements—loading and ingesting process, sharing of images;
- Additional web-based diagram tool—including importing the map into the tool; and
- Tools and ability to allow CAR staff to adopt Signal Four Analytics to locate crashes (and update analytical tools in CAR).

This topic will be covered in more detail at a future meeting. Most of these projects would be funded under Section 402.

During the August 20th meeting, FDOT and FLHSMV flagged revisions to the LBR to provide more background on the crash data systems and the need for data integration. They will highlight the capabilities of Signal Four that meet the critical function needs, the GoTeam findings regarding system

satisfaction, the cost savings to the state, context diagrams, aspirations and overall benefits to the state. The LBR will be a partnership between FDOT and FLHSMV.

The scopes for the above projects are currently in progress with a target date for completion in October, and an HSP amendment to support these by early November. Discussion will begin with Cambridge Systematics to provide contractual support to fulfilling these recommended revisions to the LBR.

Members had the following comment:

- Joe Santos brought up the multi-facets of CAR and complimented the Tableau reports that FLHSMV has compiled.

TraCS Research Project   **Lead: Melissa Gonzalez**

Melissa provided an overview of the TraCS Research project. Cambridge Systematics performed a nationwide study of TraCS in order to identify how TraCS is funded and managed in ten states. An online survey was developed and conducted to obtain information from state personnel, which was followed by phone interviews with TraCS representatives to acquire additional details. The final report will include recommendations for best practices that can be applied to TraCS Florida and will be distributed once approved.

Members had the following questions and comments:

- FDLE has similar challenges with grant funded projects for which they would like to have consistent funding. They are developing LBRs to support these systems and could coordinate with TraCS to see if there are systems they could integrate into TraCS and have it supported by the LBR.

- Is there something specific that FHP receives through their vendor that TraCS does not provide?

    o FHP wants control of their data and the ability to quickly make changes to the data collection software with their current vendor. Based on the report, many states have had success by integrating TraCS into major state police agencies.

Next Steps   **Lead: Melissa Gonzalez**

Melissa provided the following future meeting dates:

- December 6, 2019 – Critical updates on TR projects and upcoming TR assessment

- March 13, 2020 – FY 2021 Application Subcommittee meeting

- April 3, 2020 – Executive Board meeting/FY 2021 projects (voting meeting)

- September 11, 2020 – Status of FY20 TR projects and critical updates

Additional Comments:

- At the Traffic Records Forum in August, FLHSMV received accolades as one of the national best practices for the citation system, as well as having one of the most effective GoTeam processes.

Signal Four had five presentations at the Forum that were very well received. These presentations were conducted by Dr. Bejliri and his staff.

Adjourn

- Meeting was adjourned at 11:27 am.

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