Florida Traffic Records Coordinating Committee
Executive Board Meeting

Tuesday, May 7, 2013, 9:00 am - 4:30 pm
Florida Department of Transportation
Burns Building Auditorium
605 Suwannee Street, Tallahassee

Agenda

TIME	DESCRIPTION	LEAD
9:00 AM	**Welcome and Introductions**	**Danielle King**
	BACKGROUND: Introduction of TRCC Executive Board Members, Technical Committee Members and guests.	
	NOTES: Executive Board Members present at the meeting include the following: John Bixler, DOH Cheryl Stewart, Police Chief's Association Dana Reiding, DHSMV Lt. Col. Kelly Hildreth, FHP Joe Santos, FDOT (proxy for Lora Hollingsworth)	
9:15 AM	**Section 405(c) Funding Request Presentations – Expanding Accessibility, Utilization and Data Integration of Signal Four Analytics**	**University of Florida – Ilir Bejleri**
	BACKGROUND: Funding requested for FY2014: $139,950 The State of Florida has invested considerable resources in the development of Signal Four Analytics, a statewide crash analysis system that allows local, regional, and state agencies to map, analyze, and create statistical reports of crashes in a consistent, uniform, and timely fashion. Leveraging the unified statewide GIS basemap and loaded with complete crash records for 2006 thru 2012, and FHP-only for 2013-to-date, Signal Four Analytics currently supports nearly 880 users representing 120 different agencies, a huge jump from the 300 users and 20 agencies reported last year. This project will include the following functional enhancements: 1) Make the system more useful by establishing proactive alerts; 2) Extend the spatial analysis capabilities by including additional GIS layers such as Law Enforcement Zones, Law Enforcement Facilities, EMS Rescue Service Zones, Fire/Rescue Service Zones, and School Zones; 3) Develop analytical capabilities for traffic citations; 4) Address the backlog of user-requested enhancements; and 5) Implement data, hardware, and software infrastructure improvements to ensure the availability, accessibility, and reliability of the system.	
	NOTES: The detailed budget for this project is as follows: Personnel - $117,835, Expenses, $9,392, Overhead - $12,723 Cheryl Stewart asked how many years UF has been receiving grant funding for this project, what their plans are for continued sustainability, and what would happen to the system if they did not receive funding. UF has received at least 3 years of funding for the project, but this is the first year of full statewide implementation. If they do not receive a grant, the system would go away. Local agencies (Metroplan Orlando and Brevard and Alachua counties) provide a small amount of funding for assistance with geocoding their short form crashes, but not enough	

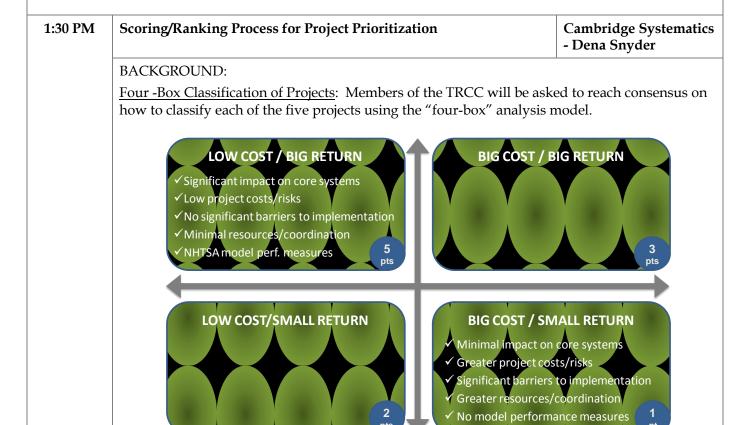| TIME	DESCRIPTION	LEAD
	to keep the system up and running. The system could be transferred over to DHSMV or any other agency, but there needs to be a plan for long-term sustainability. Dana Reiding noted that UF has been successful in developing a relatively inexpensive system, and that DHSMV does not have the resources to sustain this type of system. For the next grant application, she would like to see user stories on how people are using the system to ensure it is of value. For example, are agencies changing their staffing patterns, adjusting traffic patterns, or making any other concrete changes? APRISS is under a no-cost contract to perform online crash reporting and analytics, and she is concerned that there is potential crossover with the work they are doing. What coordination is taking place between UF and APRISS? Ilir became involved with the project to improve geolocation of crash data and provide a tool for local agencies to evaluate specific locations where crashes are occurring. He will coordinate with APRISS to investigate the feasibility of a single system.	
9:45 AM	**Section 405(c) Funding Request Presentations – Field Data Collection for NEMSIS Compliance**	**Florida Department of Health – Brenda Clotfelter**
	BACKGROUND: Funding Requested for FY 2014: $334,820 Florida is in compliance with NEMSIS version 2.2.1 but is beginning to transition existing submitting agencies to NEMSIS version 3 to enable continued compliance with the current version until it is phased out and to ensure completion of the new state compliance process for NEMSIS version 3 by the end of 2014. Resources (contractual services) are required to assist in this transition of developing and maintaining complete, accurate, uniform, and timely EMS data as a major component of the Traffic Record Information System (TRIS). The resources will concentrate on improvement of the completeness of Florida's EMS system data by continuing to increase the number of agencies submitting to the state repository in compliance with the current National EMS Information System (NEMSIS version 2.2.1) program, and continuing with the transition of agencies to be in compliance with the new NEMSIS version 3 required standards. Both of these objectives further the implementation of the Prehospital Data Collection and Reporting System and enables greater usage of the EMS Data Mart for linkages and integration with other data sets.	
	NOTES: Brenda noted that DOH received a letter of support for their grant request from Dr. Mann at NEMSIS. NEMSIS also asked Florida for a copy of their business rules on data quality and is using it as a national best practice example. Danielle King noted that there is no other national source of funding for EMS records; Section 405c is the only funding source available.	
10:15 AM	**Section 405(c) Funding Request Presentations – Crash Records Data Improvement Plan**	**Department of Highway Safety and Motor Vehicles – Maureen Johnson**
	BACKGROUND: Funding requested for FY 2014: $116,305 This project would continue to address deficiencies related to the accuracy and completeness of crash reports and crash data stored by DHSMV. The proposed project includes funding for an OPS operations/management analyst to perform the following tasks: 1) oversee and assist DOT/TRCC contracted programmers in expanding software (parsing engine) to validate e-	

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	crash reports; 2) expand different rule types and oversee incorporation into the cross-field validation rules document; 3) identify the best means for providing agencies and vendors access to the parsing engine; and 4) work with vendors and law enforcement agencies to increase the number of agencies submitting crash reports electronically, including maintaining/expanding the user base of the parsing engine to validate crash report accuracy before being electronically submitted to HSMV and providing feedback to specific agencies via a mechanism designed in the FY13 grant year.	
	NOTES: This is the second and last year of grant funding for this project. The detailed budget of $116,000 covers personnel costs for a business analyst. There are no contractor costs included in the budget. DHSMV anticipates that the tool will be available for future use, with minor maintenance updates as needed. Mike Randall noted that they are going to try to incorporate the cross field rules into vendor software. One of the business analyst's responsibilities will be to coordinate with the nine vendors in the state to make the changes and go through testing. DHSMV will start including a data element warning list of the error reports it sends back to vendors, which will also encourage them to comply with the changes. DHSMV also has an option to start rejecting reports on some data elements.	
10:45 AM	**Section 405(c) Funding Request Presentations – A Unified and Sustainable Solution to Improve Geo-Location Timeliness and Accuracy and HSMV Crash Data Quality**	**University of Florida – Ilir Bejleri**
	BACKGROUND: Funding Requested for FY2014: $118,932 Florida has a unified basemap and a unified crash form but is missing a unified crash geolocation and validation method. A statewide long term unified and sustainable solution is critically needed. This project will solve the geo-location problem and eliminate the majority of the recurring cost, improve the timeliness and increase the accuracy of location data by creating a unified geo-location and validation service that can be accessed via the internet by any electronic crash data collection system of any vendor in Florida. A working prototype of a web service solution to accomplish the geo-location and validation of the location using the Florida unified basemap is being developed in FY13. In year two, the prototype will be converted to an operational system. This project also involves developing validation procedures that can be used by agencies that submit electronic crash data to HSMV prior to submission. A limited functionality proof-of-concept that demonstrates the use of the baseline rule set for performing automated cross-field validation is XML crash reports is being developed in FY13. In year two, the proof-of-concept will be expanded to include many more cross-field validation and business rules as cited in the October 2011 CDIP Final Report and recommended by the DHSMV analyst.	
	NOTES: Danielle King inquired whether this project was necessary for the DHSMV Crash Records Data Improvement Plan Phase II project to be successful. Yes, it is. Cheryl Stewart noted that she liked the project concept and feels it will resolve a lot of issues on the law enforcement side. Mike Randall noted that there will always be challenges with updating data from the field, but that having a single source for updating is a great approach compared to what other states are doing.	

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11:15 AM	**Section 405(c) Funding Request Presentations – Event Specific Patient Tracking Number**	**University of Florida – Tom Benton, Raymond Issa, Linda Papa (via telecom)**
	BACKGROUND: Funding Requested for FY 2014: $128,806 This project involves: 1) the development of an Event Specific Patient Tracking Number (ESPTN) to support deterministic (exact) linkage for crash data acquisition and analysis processes; 2) development of a HIPSS-compliant methodology to link the ESPTN to each Trauma patient and move the ESPTN (at little or no extra cost) among crash assistance providers (e.g., law enforcement, EMS, Trauma Center(s), and Medical Examiner; and 3) porting of the ESPTN system first to the MetroOrlando area (proposed testbed), then across the State of Florida using inexpensive and widely available wireless technology. This effort is designed to facilitate widespread crash data integration and analysis by multiple agencies, whether or not the TRIP or DASH software is employed.	
	NOTES: Dana Reiding asked how the performance measures for this project align with the strategic plan. The project incorporate the TRCC's goals/performance measures related to integration. Have any other states done projects like this? The focus is on prehospital data, and the final emphasis will be on linking legal and medical data. Dr. Papa noted that they have begun reaching out to stakeholders and have achieved a lot of success. This is an important effort relative to the new health care system and making Florida a prototype model for other states. TRCC members commended the proposal team on differentiating the effort from the DASH/TRIP project. Probabilistic linking (like that done for CODES) hasn't been all that successful. This project would explore what the linking methods could be, examine linkage opportunities, and identify implementation impacts across agencies. This project could identify lessons learned and what the issues are. At the national level, NEMSIS has a recognized need for this linkage, but there have been no specific recommendations for implementation. John Bixler inquired about the breakdown on expenses. They are primarily personnel costs, with some expenses for travel support.	
11:45 AM	**Section 405(c) Funding Request Presentations – E-Citation Policy Development**	**University of Florida – Ilir Bejleri**
	BACKGROUND: Funding Requested for FY 2014: $59,800 Under the authority of Florida Statute 316.650, the DHSMV administers the Uniform Traffic Citation system, including oversight of those citations created by electronic means. Comprehensive agency policy guides all aspects of UTC procurement, issuance, and disposition. While necessary additions to the UTC policy have occurred in recent years to accommodate e-citations, some gaps remain. The project team will work with the DHSMV to assist the agency in creating an e-citation policy that guides present and future deployment of e-citations in Florida. A set of tasks will be developed in collaboration with the DHSMV to reach the objective of assisting the agency to formulate a comprehensive e-citation policy. Tasks associated with the project are anticipated to include a comprehensive literature review, survey of other US state motor vehicle administrators to identify best practices; meetings with DHSMV UTC administrators; consultations with e-citation vendors; discussions with other stakeholders;	

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	evaluation of e-citation audit procedures; and evaluation of commercially available policy software.	
	NOTES: Ilir envisions that the lessons learned from this project could be used to develop an eCrash policy next year. Dana Reiding noted that Florida Statute 316.650 grants DHSMV the authority to oversee citations and develop procedures for eCitations. The data elements, requirements for data edits, auditing procedures, and training for officers using/writing citations differ significantly between written versus electronic format citations. This project will align Florida with where they want to be. DHSMV is supporting this project and would need UF to conduct the work. Danielle King asked if about the priority of eCitation versus eCrash policy development. DHSMV has statutory authority and latitude for developing a policy for eCitations only. They have a manual in place for eCrash, but it hasn't fully incorporated the electronic reporting aspect.	
	12:15 to 1:30 pm ***** LUNCH BREAK *****	
1:30 PM	**Scoring/Ranking Process for Project Prioritization**	**Cambridge Systematics - Dena Snyder**
	BACKGROUND: Four -Box Classification of Projects: Members of the TRCC will be asked to reach consensus on how to classify each of the five projects using the "four-box" analysis model. 	

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	<u>Impact on Deficiencies and TSIS Strategic Plan Goals/Objectives</u>: Each participant should then consider each project in terms of its expected impact upon deficiencies, potential contribution towards TSIS Strategic plan goals/objectives/strategies, and potential for project performance measures to contribute to Florida's statewide reporting on Interim Progress to NHTSA. Members of the TRCC will be asked to assign a 1-5 (5 being highest) point value for each project.
	
	      5 pts – Very Significant Impact
	      4 pts – Significant Impact
	      3 pts – Some Impact
	      2 pts – Little Impact
	      1 pt – No Impact	

	NOTES: Dena Snyder, CS, provided an overview of the project ranking/prioritization process and responded to Board member questions. Dana Reiding noted that it is sometimes difficult to characterize projects using the four box analysis process in light of all the factors to be considered. Dena suggested that the Board could consider using a more detailed scoring approach in which all factors are scored separately for next year.	
1:45 PM	**Board Discussion & Scoring/Ranking of Projects**	**TRCC Executive Board**
	BACKGROUND: Discussion of any remaining questions/concerns regarding project presentations and grant proposals.	
	NOTES: There was no additional discussion. Board members scored/ranked projects using the two methods presented above.	
2:15 PM	**Board Discussion & Approval of Prioritization Results**	**TRCC Executive Board**
	BACKGROUND: The ballots will be tallied by the TRCC Coordinator, and the prioritization results will be presented to the Board. There will be an opportunity for discussion and Board approval of the results.	
	NOTES: The projects were prioritized/ranked as follows: 1. A Unified and Sustainable Solution to Improve Geo-Location Timeliness and Accuracy and HSMV Crash Data Quality ($118,932) 2. Crash Records Data Improvement Plan ($116,305) 3. Field Data Collection for NEMSIS Compliance ($344,820) 4. Expanding Accessibility, Utilization and Data Integration of Signal Four Analytics ($139,950) 5. Miami-Dade Police Department eCrash Equipment Project* ($485,482) 6. City of Miami Police Department (MPD) eCitation Project ($72,000) 7. Tampa PD Deployment of electronic crash and citation reporting*** ($333,000) 8. Palm Bay PD Implementation of e-crash/e-citation program ($49,900) 9. E-Citation Policy Development ($59,800) 10. Event Specific Patient Tracking Number ($128,806) 11. Treasure Island Police Department E-Crash/E-Citation Enhancement ($39,830) The Board approved the first eight projects for Section 405(c) funding, with final amounts	

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	pending the total Section 405(c) grant funding received by the State.	
	*Funding for the Miami-Dade PD project is pending clarification from the agency on the information provided: How many units are to be installed this Fiscal Year? What is the volume of citations handled by those units? How they are choosing who to deploy to (rank or priority)? They do have a plan for this, and Danielle will share it with the TRCC. Additional clarification on citations, as they are inconsistent with UTCC stats.	
	***Funding for the Tampa Bay PD project was approved up to $333,000, which includes $258,750 operating capital outlay + $74,250 expenses (3 month supply of paper for 450 units)	
2:45 PM	**Critical Updates on TSIS Strategic Plan Goals & Objectives**	**Goal Leaders**
	BACKGROUND: Goal leaders will update the TRCC on quarterly progress in achieving TSIS Strategic Plan goals and objectives. ***Only critical updates to be provided*** • TRCC Coordination: Danielle King, FDOT • Crash, Driver, Citation/Adjudication Data Systems: Bonnie Scott-Walls, DHSMV • Roadway Data Systems: Joe Santos, Florida DOT • EMS/Trauma Data Systems: Stephanie Daugherty, DOH	
	NOTES: Crash Data System. The on-line crash report manual is 65% complete, and implementation scheduled for 9/2013. The volume of electronic reporting decreased from 68% to 65%. For timeliness, 190 agencies are submitting crash reports electronically, and 54% of Crash reports are being received within the 10 day requirement. Citation Data System. The new ICD version will be implemented on June 30th. It will include the new business rules for processing critical data fields, as well as the new citation numbering process (including an "e" for electronic or "p" for paper-based citation). DHSMV implemented new citation numbering format with an E on the end of the number for E-Citations and a P on the end for paper citations. This new format will help them track E-citation usage. Roadway Data System. FDOT is committed to maintaining use of Navteq data as a statewide basemap, so it will be a reliable source of roadway data moving forward. Regarding the strategy to increase the frequency of traffic volume data collection on all Federal roadways, FDOT is moving forward with capturing intersection traffic volume data. They recently advertised an RFP for collecting traffic, pedestrian, and bicyclist volumes at 400 intersections statewide. The data will be calibrated for safety use. FDOT is coordinating internally to expand the collection of roadway characteristics inventory data to local roads. Navteq was previously funded by the TRCC, now they are now using safety related funds to maintain the system. EMS/Trauma Data Systems. On completeness, 153 agencies (56%) are reporting electronically (up 6%) and 64% of EMS runs have no critical data missing (up 2%). On accuracy, the current average is 93% on the validation score (no change in 2nd quarter), and 97% of records with no missing data. On uniformity, 64% of EMS run reports in the database are NEMSIS compliant (up 2%). Florida is #1 in the nation with submissions to the national database. On timeliness, 15% are reporting within 10 days, and 45% are reporting within 30 days. Danielle King provided an update on the goal related to utilization. The Safety Office wants to	

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	do an outreach effort to increase users' understanding of the traffic records resources available to them and their use/importance. She also discussed the possibility of the TRCC funding ad hoc TRCC projects between October 1 and June 30 of each year, which is an approach used by several other States. Dana Reiding expressed an interest in knowing what types of projects other states are funding. This data is available in TRIPRS, and the TRCC requested that CS conduct research in this area. This will be included as an agenda item for the August meeting. Danielle also presented an update on the TRCC Website development, which will update TRCC members on current project status (and TraCS). CS will be contacting project directors to obtain summary information for each project (i.e., what project directors want people to know about the system). The following information will be made available on the website, and it will be up and running by the next TRCC meeting: - Quarterly progress reports - Traffic Records Strategic Plan - Action Plan with quarterly updates - TRCC meeting minutes and agendas - Calendar with TRCC scheduling. Danielle would like to include a link to DHSMV training opportunities as part of this calendar. Danielle would like to be present at any training opportunities to market the TRCC as a resource as part of fulfilling the marketing/outreach objectives. TRCC Board Members discussed including the following resources on the website: - FDOT has their own crash data system called CAR. One of the challenges is that they have to go back to DHSMV when they receive requests for general information or for a specific roadway corridor. Users need to be aware of the different data sources available, and FDOT would like to see this information incorporated into the website. For example, for I-95, they will rely on the best tool to get information. - Florida Crash Metadata – A Florida Crash Metadata update list has already been developed by the Data Subcommittee. The TRCC would like to see this list updated and the data made available in more user friendly, drop down list format. - FIRES Portal - The portal has a spreadsheet to do timeliness reporting for all agencies across the state. This report is useful in analyzing where Florida stands with regards to timeliness of reporting statewide.	
3:15 PM	**Action Items and Next Steps**	**Danielle King**
	BACKGROUND: Danielle will discuss next steps in preparing Florida's Section 405(c) grant application and annual update of the TSIS Strategic Plan.	
	NOTES: The following action items resulted from this meeting: - CS will conduct research on other State TRCC projects and report back during the next TRCC meeting. - Project directors will submit summary information on their projects to CS.	

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	• Goal leaders will submit updates on strategies, action steps, and performance measures to CS by May 15th. • Danielle will follow up with Miami Dade PD to obtain the following clarification on their proposal: How many units are to be installed this Fiscal Year? What is the volume of citations handled by those units? How they are choosing who to deploy to (rank or priority)? Additional clarification on citations, as they are inconsistent with UTCC stats. • Danielle will sent Miami-Dade's plan for deployment to TRCC Executive Board members. • TRCC members are requested to contact Danielle regarding any upcoming training opportunities at which she could conduct marketing/outreach on TRCC resources. • Data owners are requested to review the information contained in the Florida Crash Metadata document and provide any updates for their data systems. The meeting adjourned at 3:15 PM.	