Traffic Records Coordinating Committee Meeting Report

December 8, 2017

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	☒
Tom Austin	Management Analyst	DHSMV	THOMASAUSTIN@FLHSMV.GOV	☒
Seth Bartee	Support Specialist	TraCS	SETHB@TRACSFLORIDA.ORG	☒
Ilir Bejliri	Associate Professor	UF	ILIR@UFL.EDU	☒
David Brand	Law Enforcement Coordinator	FL Sheriffs Association	Dbrand@flsheriffs.org	☐
Connie Clark	IT Business Consultant	DOH	Connie.clark@flhealth.gov	☐
Brenda Clotfelter	EMSTARS Project Manager	DOH	Brenda_Clotfelter@doh.state.fl.us	☒
Chris Craig	Traffic Safety Admin.	FDOT	CHRIS.CRAIG@DOT.STATE.FL.US	☒
Major Jeffery Dixon	Troop Commander	FHP / DHSMV	Jeffreydixon@flhsmv.gov	☒
Stephanie Duhart	Bureau Chief	DHSMV	STEPHANIEDUHART@FLHSMV.GOV	☒
Richie Frederick	Program Manager	DHSMV	RICHIEFREDERICK@FLHSMV.GOV	☒
Melissa Gonzalez	TRCC Coordinator	FDOT	MELISSA.GONZALEZ@DOT.STATE.FL.US	☒
Lora Hollingsworth	Chief Safety Officer	DOT	LORA.HOLLINGSWORTH@DOT.STATE.FL.US	☒
Major Gary Howze	FHP Executive Officer	FHP/DHSMV	GARYHOWZE@FLHSMV.GOV	☒
Ben Jacobs	Crash Records and Research Admin.	FDOT	BENJAMIN.JACOBS@DOT.STATE.FL.US	☒
Maureen Johnson	NHTSA Contractor	Traffic Safety Analysis System & Services, Inc.	Mjohnsonhighwaysafety@gmail.com	☐
Danielle King	Operation Coordinator	FDOT	DANIELLE.KING@DOT.STATE.FL.US	☒
Robert Kynoch	Division Director	DHSMV	ROBERTKYNOCH@FLHSMV.GOV	☐
April Langston	UTC Field & Inventory Manager	DHSMV	Aprillangston@flhsmv.gov	☐
Steve McCoy	EMS Administrator	DOH	STEVE.MCCOY@FLHEALTH.GOV	☐
Amy Pontillo	Program Manager	TraCS	AMYC@TRACSFLORIDA.ORG	☒
Thomas Rast	Inventory Control Manager	DHSMV	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	TraCS / ELVIS	SPAINHOU@ENG.FSU.EDU	☒
Doris Stanley	Program Coordinator	TraCS / ELVIS	DORISS@TRACSFLORIDA.ORG	☒
Joshua Sturms	Section Administration	DOH	JOSHUA.STURMS@FLHEALTH.GOV	☐
Timothy Swiggett	Developer	TraCS	Timothys@tracsflorida.org	☐
Deborah Todd	Program Manager	DHSMV	DEBORAHTODD@FLHSMV.GOV	☒
Zoe Williams	Program Manager	ELVIS / TraCS	ZWILLIAMS@ELVISFLORIDA.ORG	☒

Others In Attendance:

- Tina Hatcher, FDOT
- Nathaniel Wingfield, UF

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 members to review the meeting minutes from the previous meeting. Members requested additional time to review the meeting minutes. Melissa recommended to move through the agenda and come back to the approval of the minutes toward the end of the meeting. The members reviewed the meeting minutes, provided minor grammatical edits, and approved them unanimously.

Florida GoTeam Project   **Lead: Melissa Gonzalez**

Melissa introduced the Go Team Phase II scope (See appendix A). She noted that the second phase will focus on user needs to establish where each data system stands in regards to:

- What users need and expect;
- What data is being used/requested;
- Crash system comparison;
- Integration;
- Systems costs analysis; and
- Data sharing.

Phase II is expected to provide a clear understanding on the capabilities and impact of each crash system as well as insight on where improvements in timeliness, accuracy, completeness, uniformity, accessibility, and integration of crash data need to be made. Phase II will include the following steps:

1. Identify User Needs/Expectations
2. Crash Systems Comparison
3. Integration
4. Identify/analyze costs for each system (i.e. annual maintenance, IT support, data hosting, etc.)
5. Data sharing

6. Share finding
7. Finalize report

Phase II is currently under review by the National Highway Traffic Safety Administration.

Traffic Safety Information System Strategic Plan 2017-2021   **Lead: Melissa Gonzalez**

Melissa advised that the Action Plan within the Strategic Plan needs to be updated. She noted that both plans were last updated and approved in 2017. Melissa suggested that Danny Shopf, Cambridge Systematics, share the Action Plan with TRCC members in January so they could review the plan and provide information on progress made since the last update. Danny will follow up with committee members in January and allow them two weeks to review the Action Plan and provide their updates.

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

Signal Four Analytics and the Geo-Location Tool: UF

Dr. Ilir Bejliri, University of Florida (UF), gave an update on the Geolocation Database developed by the university. UF has developed a certification process for vendors to ensure they are using the tool properly. Currently, 85 of 200 agencies are using the Geolocation tool and 15 agencies have made use of the geolocation tool mandatory. The geolocation tool can be integrated into TraCS and the goal is to make its use 100 percent mandatory for TraCS users.

Nathaniel Wingfield, UF, provided a short demonstration of new Signal4 crash reporting capability.

- Richie Fredrick, Department of Highway Safety and Motor Vehicles (DHSMV), recommended changing the categories for timeliness to reflect the statute as 10 days rather than seven to better align with reporting requirements.

Crash & UTC Data Improvement: DHSMV

Richie Fredrick gave a presentation on Crash and Uniform Traffic Citation data accuracy and completeness. He noted DHSMV is focused on improving accuracy and completeness by five percent in 2018. DHSMV will conduct five Train the Trainer workshops and one virtual workshop in 2018. DHSMV is also developing a formal performance measurement for crash data uniformity and will use 2016 crash data to establish a baseline.

Field Data Collection for NEMSIS Compliance: DOH

Brenda Clotfelter, Department of Health (DOH), provided an update on field data collection for the National Emergency Medical Services Information System (NEMSIS) compliance. Currently, 71 percent of agencies are submitting data to the Emergency Medical Services Tracking and Reporting System (EMSTARS) which make up nearly 90 percent of the emergency runs. She noted the goal is to have 95 percent of emergency runs through EMSTARS by September 2018. DOH is working with NEMSIS to identify additional data quality measures such as injury information and clinical information. Version 3.5 of the NEMSIS Data Dictionary is being developed and DOH is continuing to work with vendors to transition to NEMSIS Version 3. Vendors using NEMSIS Version 3 are able to submit data within two hours instead of within a few days or weeks.

Committee members requested a demonstration of the Biospatial Implementation during the next TRCC meeting.

ELVIS: FSU

Zoey Williams, Electronic License and Vehicle Information System (ELVIS), gave a report on recent activities by ELVIS. ELVIS has added 1,000 new users since the last TRCC meeting and has performed a major user interface overhaul that includes new "quick query" features. ELVIS will work on adding additional security features so the application can more easily integrate with existing law enforcement agency security standards.

TraCS: FSU

Seth Bartee, Traffic and Criminal Software (TraCS), reported on TraCS activities and noted there are currently 18,230 TraCS users across 190 agencies. There was a total of 189,179 TraCS generated crash reports submitted electronically (approximately 28% of total statewide crashes). Load success rate is currently at 99.5 percent and the average days to load is 8.5 days. TraCS has been approved by DHSMV to submit the revised crash form starting on January 1, 2018. Panama City PD will be testing this for one week starting January 1st and other hosted agencies will receive the update January 8th. All agencies not hosted by TraCS will receive the update after January 8th as requested. TraCS has started publishing training videos on their YouTube channel and encourages agencies to consult those videos regularly when they have questions. Currently 16 agencies (18 percent of users) are using the Geolocation Tool developed by UF. By September 2018, all TraCS users will be required to use the Geolocation tool and any new agency that begins using TraCS in 2018 will be required to use the Geolocation tool. Lastly, Seth provided an overview of the final recommendations that were made after TraCS underwent an assessment of the current state of their core data, network and security infrastructure. Questions from the TRCC members included:

- If an agency does not request the revised crash form update, will TraCS force an upgrade?
  - Yes, TraCS will continually review what version agencies are using and inform them when they are due to be upgraded.
- Does the system run more slowly with the Geolocation tool included?
  - The GeoLocation tool is an internet based tool so the speed will depend on the signal strength. If users are in an area with poor internet connectivity, it is possible to enter Geolocation information manually when connectivity is restored.
  - This isn't a common complaint. It may be a training issue because there are capabilities in TraCS to be used without the internet that should make the application run faster.
- Is there an incentive for users to use GeoLocation tool for citation as well?
  - The state is working toward mapping all citations so that is the biggest incentive. This will help streamline that process and allow LEAs to target enforcement
- Is there a heavy stress on accuracy when using the GeoLocation tool?
  - The tool brings up a street view map and users can pinpoint on a map where the crash happened. Accuracy is within a few feet.
- Street View sometimes has a long lag between when the picture was taken and what actually exists. Is that an issue?
  - In situations where something is out of date, officers are always able to manually adjust addresses or locations to ensure accuracy.

Central Repository for Traffic Data: FCCC

Beth Allman, Florida Court Clerks and Comptrollers (FCCC), discussed the central repository for traffic data. She noted that FCCC will need to add a private contractor to work on the central repository and once that position is filled, the central repository should be available.

Other updates on Crash:

Richie Fredrick noted that DHSMV is in the process of updating the crash reports to include more options for accurately tracking drugged driving. The new crash report format will now collect drug test result data in accordance with the MMUCC 5th Edition. Secondly the agency is working with FHP to distribute used laptops to small agencies that need equipment. DHSMV is identifying agencies that submit more than 100 paper crash reports and doing targeted outreach to see if they would be interested in using the donated equipment. An agency receiving the donated laptop(s) is responsible for purchasing a new hard drive (about $100).

Other Data Systems Updates and Requests   **Lead: Melissa Gonzalez**

Citations: Distractive Driving Data – Melissa noted that distracted driving is not included as a required violation code that vendors must provide to pass the DHSMV mandated structure testing.   Response to statement:

- Distracted driving hasn't been legislatively mandated yet. DHSMV is currently reviewing the crash report form to ensure it is aligned with legislative mandates and because distracted driving is not a legislative mandate, it is unlikely to be included on the crash form.
- It was noted that driver distraction is difficult for an officer to determine unless the officer sees it or the driver reports it, so this is a field that would likely be underreported.
- TraCS has the capability to quickly add additional fields like distracted driving. While this will not be available in all crash reporting, it will be available to a large portion of the state which is a good start.

Driving Under the Influence (DUI) Diversion Tracking – Melissa shared a request from the Florida Impaired Driving Coalition (FIDC) with the TRCC regarding DUI Diversion Programs. These programs are implemented through Florida's State Attorney's Offices and generally require the defendant to complete DUI classes; undergo alcohol treatment; submit to random urine tests; and/or complete a specified amount of community service in exchange for having the DUI charges reduced or dropped.

The FIDC has found that there are no standards for record keeping across Florida's DUI Diversion Programs. The result is that offenders can and do complete DUI Diversion Programs in multiple counties as a first offender because their records do not retain the initial alcohol-related offense. Melissa asked the TRCC for recommendations on how to better track an offender's participation in a DUI Diversion Program. The following responses were provided:

- FL statute allows attorneys to perform a pre-trial diversion program for more than just DUI. In these situations, there is no case so there are no records in the courts for these diversion programs.

- If the offender is required to go to a DUI school, we should have those records. The DUI Schools may be a place to start.
- Ray Graves, DHSMV, is looking into a DUI Tracking program.
  - o FDOT will set up a separate meeting with DHSMV and FCCC (and potentially key members for the DUI Diversion Subcommittee) to discuss DUI Diversion in January 2018.

Uniform Case Numbering System for Citations – Melissa said there is currently no way to link criminal case numbers to the citation numbers and State Attorneys cannot easily find this information. She asked the TRCC for recommendations on how to create a uniform case numbering system.

- A uniform case numbering system could help to resolve the issues with DUI Diversion tracking. This topic should be brought up in the meeting with FCCC, FDOT, and the DUI Diversion Subcommittee in January 2018.

Next Steps   **Lead: Melissa Gonzalez**

Future meetings were discussed and scheduled for the following dates:
- March 23, 2018 (Tallahassee)– Subcommittee Meeting for Application Review
- April 13, 2018 (Tallahassee) – Executive Board Voting Meeting
- September 7, 2018 (Tallahassee) - Status of Fiscal Year 2018 Projects and Critical Updates on Current TR Projects

Adjourn

- Meeting was adjourned at 11:06 am.

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

Appendix A:

Go Team
Phase II, Scope II

Direction:

Phase II will focus on user needs to establish where each data system stands in regards to:

- What users need and expect
- What data is being used / requested
- Crash system comparison
- Integration
- Analyze system costs
- Data Sharing

This can provide a clear understanding on the capabilities and impact each crash system meets to provide the data being requested. It can also provide insight on where improvements need to be made to improve timeliness, accuracy, completeness, uniformity, accessibility and integration of crash data.

1) Identify User Needs / Expectations
   - Determine registered users for each system
   - Review data use agreements for each system
   - Questionnaire
     - Job roles/responsibilities
     - Access levels
     - Reports and data used and needed
     - Functionality (tools, appearance, field visibility, difficulties, satisfaction, etc.)
     - IT Support
     - Training
     - Other information needed but not available

2) Crash System comparison
   - Determine similar fields in each system
   - Identify current potential analytic data within each system
   - Conduct GAP Analysis

3) Integration
   - Identify specific linkages on best practices for integration in crash systems
   - Identify potential roadblocks to integration
     - Establish framework

4) Identify/analyze costs for each system (i.e. annual maintenance, IT Support, data hosting, data exchange, etc.)

5) Data Sharing
   - Current data sharing
   - Opportunities
   - Replication

- Potential roadblocks to data sharing
- Location

6) Share Findings
   - Facilitate decision making session (FL system owners and stakeholders)

7) Finalize Report