

Table 3.1 Action Plan for the 2017-2021 Florida Traffic Records Strategic Plan

GOAL 1: COORDINATION

Provide ongoing coordination in support of multi-agency initiatives and projects which improve traffic records information systems.

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader	FY2018 Update
<p>1.1 The TRCC Executive Board will meet four times per year with 70 percent participation from representative agencies.</p>	<ul style="list-style-type: none"> ▪ Conduct Executive Board meetings no fewer than four times each calendar year. <ul style="list-style-type: none"> – Examine current TRCC Charter to determine membership qualifications and expectations – Establish and implement pre-meeting procedures to ensure 70 percent membership participation in each full Executive Board meeting – Develop procedure for designating alternates for Executive Board members – Identify data managers for agencies with systems to participate in the TRCC – Include percent of member participation in the minutes for each Executive Board meeting 	<p>Number of TRCC Executive Board meetings each year with 70 percent participation</p> <p>Number of TRCC data manager meetings each year w/70% participation</p>	<p>Quarterly</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>TRCC Chairperson</p> <p>TRCC Coordinator</p>	<p>TRCC Executive Board Meeting were held in: FY16/17- 12/16/2016; 4/7/2017; 8/11/2017; FY17/18- 12/8/2017; 4/13/2018; Sept. 7, 2018; 3 Roadway Data System Managers added Meeting minutes approved by Executive Board for all dates up to Dec. 8, 2017</p>

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader	FY2018 Update
<p>1.2 Establish roles and responsibilities for the TRCC Executive Board and subcommittees.</p>	<ul style="list-style-type: none"> ▪ Ensure TRCC membership includes agencies and organizations representing key data collectors, managers and users or members who are positioned to share traffic data information with pertinent organizations. <ul style="list-style-type: none"> – Review current TRCC membership to identify missing data systems or agencies with data interests not currently represented <ul style="list-style-type: none"> » Add local Roadway representation – Identify similar working groups (e.g., Safe Mobility for Life/ Aging Road Users Coalition) with strategic plans which include a data component and ensure the TRCC includes representatives from those groups, or that a TRCC member shares traffic data information between the two groups. – Promote and market TRCC work through information sharing <ul style="list-style-type: none"> » Establish a master calendar of potential participation opportunities » Coordinate and communicate data needs among data collectors, managers and users » Report on outreach efforts to other groups – Promote linkage with the Strategic Highway Safety Plan ▪ Establish roles and responsibilities for TRCC Executive Board. <ul style="list-style-type: none"> – Identify present Executive Board roles and responsibilities – Discuss and develop Executive Board roles and responsibilities with input from all members 	<p>Gaps in representation identified</p> <p>Additional members invited</p> <p>Similar working groups with traffic data goals or projects identified.</p> <p>Mechanism to share traffic data information established among similar working groups</p> <p>Master calendar established</p> <p>Outreach efforts conducted and reported</p> <p>Executive Board roles and responsibilities established</p>	<p>Established deadline</p> <p>Ongoing</p> <p>Ongoing</p> <p>Established deadline</p>	<p>TRCC Coordinator</p> <p>TRCC Coordinator TRCC Coordinator</p> <p>TRCC Coordinator</p> <p>TRCC Chairperson</p>	<p>Added a TRCC Executive Board member to represent the Florida Sheriff's Association and EMS (DOH).</p> <p>Identified the need for Roadway Data System Representation: 3 managers added.</p> <p>Calendar maintained on TRCC website</p> <p>Complete: TSIS 2017-2021</p>

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<p>1.2 Establish roles and responsibilities for the TRCC Executive Board and subcommittees.</p>	<ul style="list-style-type: none"> ▪ Establish roles and responsibilities for Executive Board assigned subcommittees. <ul style="list-style-type: none"> – Identify past/present subcommittees roles and responsibilities – Develop subcommittees roles and responsibilities with input from all members ▪ Establish at least one data subcommittees under the Executive Board. ▪ Establish reporting responsibilities for TRCC working group Chairpersons. ▪ Establish reporting mechanism/protocols for subcommittees Chairpersons. <ul style="list-style-type: none"> – Subcommittees Chairpersons follow established protocols and report to the Executive Board ▪ Executive Board monitors the progress of subcommittees activities. 	<p>Working group roles and responsibilities established</p> <p>Data subcommittee established</p> <p>Reporting responsibilities established</p> <p>Reporting protocols established</p> <p>Number of reports/briefings provided in compliance with protocol</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Executive Board</p> <p>Executive Board</p>	<p>Application Subcommittee established on March 23, 2017.</p> <p>Formally initiated: 3/29/18</p>
<p>1.3 Develop a 5-year Traffic Records Information System (TRIS) Strategic Plan by <u>FY2017</u>.</p>	<ul style="list-style-type: none"> ▪ Develop a Traffic Records Information System (TRIS) Strategic Plan. <ul style="list-style-type: none"> – Ensure all TRCC members participate in the development of the TRIS Strategic Plan and selection and prioritization of the projects in the Plan – Address other needs identified by canvassing collectors, managers, and users of each traffic records system component – Develop TRIS Action Plan – Identify performance measures for the TRIS Action Plan – Identify performance measures for each system and project based on guidelines in NHTSA's Model Performance Measures for State Traffic Records Systems 	<p>5-year TRIS Strategic Plan developed</p> <p>TRIS Action Plan developed</p> <p>TRIS Action Plan performance measures identified</p>	<p>Established deadline</p> <p>Updated Annually</p> <p>Ongoing</p>	<p>Executive Board</p>	<p>Complete. The TRCC developed a five year Traffic Safety Information System Strategic Plan for years 2017 through 2021; Approved 4/7/2017</p>

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<p>1.4 Track progress quarterly of TRIS Strategic Plan implementation through December 31, 2021.</p>	<ul style="list-style-type: none"> ▪ Implement the Traffic Records Information System Strategic Plan. <ul style="list-style-type: none"> – Establish reporting mechanism and protocols to track progress quarterly of the performance measures for each system and project in the TRIS Strategic Plan – Track progress of performance measures for each system and project in the TRIS Strategic Plan ▪ Report progress on meeting performance measure goals to the TRCC quarterly. 	<p>Reporting mechanism established</p> <p>Protocols established</p> <p>Project activity reported</p> <p>Progress reports submitted to TRCC Executive Board quarterly</p>	<p>Established deadline</p> <p>Quarterly</p> <p>Quarterly</p>	<p>Executive Board / Project Directors</p> <p>Project Directors</p> <p>Executive Board / Project Directors</p>	<p>Reporting mechanism and protocols established: Updates provided at each TRCC meeting;</p> <p>Goal leaders reported on quarterly progress.</p>
<p>1.5 Ensure the Section 405(c) grant application is approved and submitted to FDOT by June 1st annually.</p>	<ul style="list-style-type: none"> ▪ Report on progress in achieving TRIS Strategic Plan goals and objectives at each TRCC Executive Board Meeting. <ul style="list-style-type: none"> – Include items on each TRCC meeting agenda regarding progress reports on each system and project – Include items in each TRCC meeting agenda regarding status of quality measures for each system and project ▪ Submit an interim progress report to NHTSA prior to annual submission deadline. ▪ Submit a TRCC approved Section 405(c) Application to FDOT by July 1st annually. 	<p>Progress documented in meeting minutes</p> <p>Interim Progress Report</p> <p>405(c) grant application submitted by July 1st</p>	<p>Each Meeting</p> <p>Established deadline</p> <p>July 1st (annually)</p>	<p>Executive Board / Project Directors</p> <p>TRCC Coordinator</p> <p>TRCC Coordinator</p>	<p>Quarterly updates reported at all TRCC meetings.</p> <p>Interim progress report submitted to NHTSA in April/May 2017; Next Progress Report in development.</p>

GOAL 2: DATA QUALITY

Develop and maintain complete, accurate, uniform, and timely traffic records data.

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader	FY2018 Update
<p>2.1 Improve completeness of traffic records systems by December 2021.</p>	<ul style="list-style-type: none"> ▪ Improve the completeness of the Crash Data System by expanding collection of crash reports to include collection of Short Form Reports. <ul style="list-style-type: none"> – Establish and maintain complete data collection of local crash reports, both long form and short form reports for ALL participating law enforcement agencies (LEAs) - Develop an analytical approach (scorecard) that identifies the root cause of the common errors discovered and reasons for incomplete crash reports. <ul style="list-style-type: none"> » Establish performance measurements (baselines) based on 2015 crash data for crash report accuracy and completeness. » Analyze number of reports in the crash data base that would fail one or more of the measures established for accuracy. » Disseminate conclusions by conducting LEA trainings to reduce error rates by 5 percent each year. – Establish and maintain a viable communication plan with vendors, agencies and other stakeholders <ul style="list-style-type: none"> » Establish a process for formalizing feedback to LEAs » Establish and maintain current contact information on key players (vendors, agencies, OPS, DHSMV) » Develop and maintain an online crash manual that is relevant with current practices, policies, and procedures 	<p>Percent of crash records with no missing critical data elements</p> <p>Improve accuracy and completeness of crash reports from 2015 baseline data.</p> <p>Number of crash reports in the crash data base that would fail established baselines due to validation errors</p> <p>Contact Information updated</p> <p>Online crash manual developed</p> <p>Manual reviewed for updates</p>	<p>Completed July 1, 2012</p> <p>January 2017 (Complete)</p> <p>January 2017 (Complete)</p> <p>September 2019</p> <p>Annually</p> <p>Annually</p>	<p>DHSMV</p>	<p>DHSMV to conduct 6 regional crash and UTC report trainings to further educate LEAs on what constitutes as an accurate and complete reporting.</p> <p>Contacts updated – January 2018</p> <p>Online crash report manual completed and published on 12/15/17</p>

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<p>2.1 Improve completeness of traffic records systems by December 2021.</p>	<ul style="list-style-type: none"> ▪ Improve completeness of the Roadway Data System by reaching out to local governments and community safety organization for coordination on roadway data-gathering for roads under local jurisdiction not covered by the Department's Roadway Characteristics Inventory (RCI). <ul style="list-style-type: none"> – Establish a plan to collect additional public roadway data to include local roadway data <ul style="list-style-type: none"> » Evaluate / Review current available data for completeness » Work with local governments to establish relationships for the sharing of local roadway data » Gather an inventory of existing data from local governments, MPOs or transportation planning organizations » Meet with at least 5 new local governments, MPOs or other transportation planning agencies each quarter for the purpose of identifying and including authoritative sources of local roadway information in local roads map – Establish a plan to collect the Model Inventory of Roadway Elements (MIRE) Fundamental Data Elements (FDE) <ul style="list-style-type: none"> » Review current inventory in existing SSO and Roadway Databases » Identify MIRE FDE to include in RCI Rewrite – Evaluate potential base map considerations <ul style="list-style-type: none"> » ARNOLD; ARBM; NavTeq (HERE); RCI LRS – Publicize the Department's local roads map and encourage use of the map by local governments in their own applications and data interfaces <ul style="list-style-type: none"> » Develop software tools for internal use to create links between local roadway/map data and the FDOT's local roadway dataset – Identify and evaluate current FDOT Roadway data dictionaries 	<p>Number of local relationships established</p> <p>Number of characteristics collected</p> <p>Established inventory</p>	<p>December 2021 with census update</p> <p>Quarterly</p> <p>May 2018</p> <p>December 2021</p>	<p>FDOT: State Safety Office (SSO) and Transportation Data and Analytics Office (TDA)</p> <p>SSO and TDA Traffic Ops; Roadway Design;</p> <p>SSO and Traffic Ops</p> <p>SSO and TDA</p>	<p>FDOT has met with MPOAC to coordinate SHSP safety goals.</p> <p>ARNOLD Data Set consists of a layer of all public roads Submitted to FHWA to meet federal requirements. Additional work still needed to fully merge local roads data with current FDOT linear referencing system. Safety Office continues to update the All Roads Basemap based on NavTeq dataset</p> <p>TBD</p>

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<p>2.1 Improve completeness of traffic records systems by December 2021.</p>	<ul style="list-style-type: none"> ▪ Improve completeness of the Citation/Adjudication System by monitoring data elements and identifying those elements which are 'critical' and increase the completeness of these fields by 5 percent annually. <ul style="list-style-type: none"> – Review and evaluate existing data; identify critical elements by data mining to compare completeness of data <ul style="list-style-type: none"> » Compare DUI conviction data from the court's dispositions to Driver Record Conviction data to identify incomplete records. » Establish a baseline for UTC completeness » Maintain training on how to complete the UTC 	<p>Percent of citation records with no missing critical data elements (target – 5% increase per year).</p> <p>Establish a baseline</p>	<p>Annually</p> <p>December 2021</p>	<p>DHSMV</p>	<p>DHSMV to conduct 6 regional crash and UTC report trainings to further educate LEAs on what constitutes as an accurate and complete reporting.</p> <p>Grant requested for FY2018 to increase completeness / accuracy of crash and citation reporting.</p> <p>UTC Completeness baseline was established on 01/05/2018</p>
	<ul style="list-style-type: none"> ▪ Improve completeness of the EMS System by continuing to work to increase the number of emergency runs submitting to the state EMSTARS repository. <ul style="list-style-type: none"> – Work on identifying high-volume agencies on their aggregate system and transition agencies to EMSTARS – Assist agencies with mapping issues, software, etc. – Review and refine the list of critical data elements – Reduce the number of missing critical elements (blank elements) 	<p>Percent of emergency runs contributing to the statewide database</p> <p>Number of critical data elements monitored</p> <p>Percent of EMS records with no missing critical data elements</p>	<p>Quarterly</p> <p>December 2018</p> <p>Quarterly</p>	<p>DOH</p>	<p>195 agencies reporting to EMSTARS.</p> <p>Currently monitoring 2 critical data elements.</p> <p>97% are reporting with no missing critical data elements</p>

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<p>2.1 Improve completeness of traffic records systems by December 2021.</p>	<ul style="list-style-type: none"> ▪ Improve completeness of the Trauma System. <ul style="list-style-type: none"> – Increase the number of acute care hospitals submitting to the Trauma System – Quarterly reporting of compliance to Trauma Centers 	<p>Percent of Trauma centers reporting complete and timely data</p>	<p>Quarterly</p>	<p>DOH</p>	<p>Requested grant funding to conduct training to educate local EMS agencies on data collection standards.</p>

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<p>2.2 Improve accuracy of traffic records systems by December 31, 2018.</p>	<ul style="list-style-type: none"> ▪ Improve accuracy of the Crash Data System by reducing errors by 5 percent per year. <ul style="list-style-type: none"> – Develop an analytical approach (scorecard) that identifies the root cause of the common errors discovered and reasons for inaccurate crash reports. <ul style="list-style-type: none"> » Establish baselines for data accuracy based on 2015 crash report data. » Analyze number of reports in the crash data base that would fail one or more of the measures established for accuracy. » Disseminate conclusions by conducting LEA trainings to reduce error rates by 5 percent each year. » Establish and maintain current contact and contact information on key players (vendors, agencies, OPS, DHSMV) » Continue to pursue improving the efficiency of the location coding process, including use of up-to-date maps and utilities » Obtain data on scheduled intervals for evaluation » Coordinate among the various providers to complete a mapping of all crash systems to identify any redundancies in crash systems and how they relate to one another. » Develop and maintain an online crash manual that is relevant with current practices, policies and procedures 	<p>Number of crash reports within the existing database that fail the accuracy test.</p> <p>Improve accuracy and completeness of crash reports from 2015 baseline data.</p> <p>Number of crash reports in the crash data base that would fail established baselines due to validation errors</p> <p>Promote Signal 4 and Geolocation tool</p> <p>Percent of crashes locatable using roadway location coding method</p> <p>Identify system owners, gathered data and data process.</p> <p>Online crash manual developed and maintained</p>	<p>January 2017 (Completed)</p> <p>January 2017 (Completed)</p> <p>Annually</p> <p>December 2017</p> <p>Annually</p> <p>December 2017</p> <p>December 2018</p> <p>Annually</p>	<p>DHSMV</p>	<p>DHSMV to conduct 6 regional crash and UTC report trainings to further educate LEAs on what constitutes as an accurate and complete reporting.</p> <p>Contacts updated – January 2018</p> <p>DHSMV sent memo (12/21/2016) to LEA in regards to using S4/Geolocation tool and held meetings with each of the state approved vendors</p> <p>GoTeam Project Phase I completed.</p> <p>Online crash report manual completed (3/8/2018)</p>

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2.2 Improve accuracy of traffic records systems by December 2021.	<ul style="list-style-type: none"> - Reduce the occurrence of illegitimate null values from mailed in reports. <ul style="list-style-type: none"> » Check for missing fields » Review excessive use of "unknown" and/or "other", decreasing the use of these options by 2 percent annually » Implement a quality control process to ensure the accuracy and completeness of crash reports submitted via mail. 	Reduce number of crash reports returned to Agency.	Annually December 2021 December 2018	DHSMV	DHSMV to conduct 6 crash / UTC report training events (2018). DHSMV working with vendor to implement quality control process
	<ul style="list-style-type: none"> • Improve accuracy of the Roadway Data System by constant review and improvement in the QA/QC processes for the roadway dataset. <ul style="list-style-type: none"> - Expand coverage of data quality checks to include maps <ul style="list-style-type: none"> » Annually review dataset edits and find ways to improve the monitoring of date error-correction - Perform a Quality Assurance Review Program for all Districts within 2 years - Perform District Quality Evaluations to ensure Districts are meeting deadlines (RCI, HPMS, RITA, SLDs, Key Sheets, etc.) 	Number of new edits implemented Number of District reviews conducted Number of Evaluations completed	TBD Quarterly Biannual	FDOT: Conducted by multiple Traffic Data Offices.	TBD

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<p>2.2 Improve accuracy of traffic records systems by December 2021.</p>	<ul style="list-style-type: none"> ▪ Improve accuracy of the Driver Records System by identifying and reviewing the use of inconsistent codes, comparing internal data with an independent standard and reducing the frequency of duplicate record entries. <ul style="list-style-type: none"> – Review, evaluate, and analyze driver data to find errors, duplicates and missing data entry elements <ul style="list-style-type: none"> » Track the number of duplicate record entries and reduce those entries by 6 percent in five years » Improve integrity of data by identifying and implementing a means to electronically receive and post-conviction codes for all serious and/or major offenses used by AAMVA/FMCSA so that driver record is accurate and consistent when transferred to other jurisdictions » Continue to participate in workshops with AAMVA to achieve data accuracy 	<p>Number of driver records with missing data elements.</p> <p>Percent reduction in duplicate record entries (target – 1.2% per year)</p> <p>Track the number of improvements based on federal or state laws.</p> <p>Number of AAMVA workshops attended</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p>	<p>DHSMV</p>	<p>New citation inventory system handles duplicate citation numbers.</p> <p>DHSMV documenting conviction data edit requirements to increase accuracy.</p> <p>Modernization Project to improve Issuance system by redefining codes / business rules to unify four systems: DL / tag / title / and citation (Dec. 2021)</p>

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<p>2.2 Improve accuracy of traffic records systems by December 2021.</p>	<ul style="list-style-type: none"> ▪ Improve accuracy of the Vehicle Data System by expanding use of Vehicle Identification Number (VIN) decoding through the Florida Real-Time Vehicle Information System (FRVIS) application and its remaining subsystems. <ul style="list-style-type: none"> – Request programming plan to implement VIN decoding throughout remaining motor vehicle applications – Route plan through the agency’s governance process 	<p>Percent of vehicle records with no errors in critical data elements</p> <p>Percent of VINs successfully validated with VIN checking software</p>	<p>Annually</p> <p>Annually</p>	<p>DHSMV</p>	<p>DHSMV has not implemented VIN decoding in FRVIS but plan to implement this technology in Electronic Filing System (EFS). EFS project is completed.</p> <p>DHSMV is unable to provide the percentage of vehicle records with no errors in critical data elements at this time.</p> <p>DHSMV has begun documentation gathering for FRVIS modernization project (6-7 year project).</p>

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2.2 Improve accuracy of traffic records systems by December 2021. (cont.)	<ul style="list-style-type: none"> ▪ Improve accuracy of the Citation/Adjudication System by developing and implementing approval processes for e-citation vendors and monitoring the submission of citations with missing data elements. <ul style="list-style-type: none"> » Establish baseline for UTC accuracy » Review existing data standards and make necessary modifications » Track the number of duplicates submitted and reduce duplicate submissions by 5 percent through the use of the Citation Inventory System » Work with Clerks of Court to reduce TCATs submission errors » Monitor the accuracy of selected Disposition/Adjudication data elements (ex: DOB, DL number) 	Baseline established Percent reduction in duplicate record entries Percent of TCATS records with no errors in critical data elements Percent of charge disposition records with no errors in critical data elements	Annually Annually Annually	DHSMV	The UTC Accuracy Baseline was established on 1/5/2017. Completed Grant requested for FY2018 to increase completeness / accuracy of crash and citation reporting. DHSMV to conduct 6 regional crash and UTC report trainings to further educate LEAs on what constitutes as an accurate and complete reporting.
	<ul style="list-style-type: none"> ▪ Improve accuracy of the EMS System by implementing three data quality measures. <ul style="list-style-type: none"> – Define three data quality measures – Implement Measures – Monitor measurements for error in critical data elements on a quarterly basis ▪ Improve accuracy of the Trauma System by updating business rule validations on edit checks <ul style="list-style-type: none"> – Improve accuracy by developing quality performance errors for Trauma data – Develop accuracy performance measures 	Number of data quality measures defined Number of measures implemented Performance measures established	Quarterly	DOH	Draft definitions have been created for data quality measures which are consistent with State EMS Strategic Plan. Those measures to be finalized in 2 nd qtr. Once final, the implementation of quality reporting will begin. Also utilizing the NEMSIS Data Quality Reports to track national measures

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<p>2.3 Improve uniformity of traffic records systems by December 2021.</p>	<ul style="list-style-type: none"> ▪ Improve uniformity of the Crash Data System by continuing to comply with MMUCC Standard and Compliance. <ul style="list-style-type: none"> – Continue review of DHSMV processes and MMUCC Standards to ensure consistency and uniformity <ul style="list-style-type: none"> » Perform an analysis on stance of new MMUCC Standards to create baselines on a National Standard. » Create an implementation plan for MMUCC Compliance » Develop and maintain an online crash manual that is relevant with current practices, policies and procedures 	<p>Maintain Federal MMUCC compliance percentage.</p> <p>Crash Report comparison to National MMUCC standards.</p> <p>Online crash manual developed</p>	<p>September 2018</p> <p>December 2021</p> <p>Annually</p>	<p>DHSMV</p>	<p>MMUCC goal: 90% compliant</p> <p>MMUCC standards analysis to be completed in 2018.</p> <p>Uniformity baseline established in December 2017.</p> <p>Request grant funding to review manual and add MMUCC definitions by Sept. 2018.</p> <p>Online crash report manual completed and published on 12/15/17</p>

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<p>2.3 Improve uniformity of traffic records systems by December 2021.</p>	<p>Improve uniformity of the Roadway Data System by working with internal FDOT offices and local governments:</p> <ul style="list-style-type: none"> » Monitor the process on updating Data Inventory Applications (RCI rewrite) to improve uniformity and integration » RCI rewrite in development to provide a modified process of data collection methods and adding the MIRE Fundamental Data Elements to be collected » RCI rewrite will provide uniform data in LRS format <ul style="list-style-type: none"> - Evaluate potential basemap considerations 	<p>TBD</p>	<p>June 2018</p>	<p>FDOT: SSO Civil Integrated Management Office</p>	<p>FDOT is coordinating internally to expand the collection of RCI data to local roads (RCI rewrite) The Civil Integrated Management Office is pursuing a procurement for an Integrated Roadway Asset Identification System project that will acquire a commercial off the shelf system to replace the RCI application and database. Tentative award date is May 2018.</p>
	<ul style="list-style-type: none"> ▪ Improve uniformity of Driver Records System by focusing on driver record data fields not electronically provided via TCATS. <ul style="list-style-type: none"> - Review TCATS data collection and submission process and target specific data elements for improvement for the new ICD6.0.5. - Compare targeted fields with data record requirements - Establish common rules for data elements (i.e. Naming conventions, address, zip code, etc.) 		<p>September 2018 December 2021</p>	<p>DHSMV</p>	<p>Current grant project to focus on improving completeness/accuracy of crash and citation reporting. Requesting grant funding to target data elements for improvement. Modernization project will create uniformity by creating common rules.</p>

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<p>2.3 Improve uniformity of traffic records systems by December 31, 2021. (cont.)</p>	<ul style="list-style-type: none"> ▪ Improve uniformity of the Vehicle Data System by completing a data reconciliation/synchronization project with the American Association of Motor Vehicle Administrators (AAMVA) and the National Motor Vehicle Title Information System (NMVTIS) to ensure a uniform data exchange between the two entities. <ul style="list-style-type: none"> – Conduct a comparison and correction (data synchronization) to ensure the data Florida provides is accurate, reliable, and complies with NMVTIS uniform titling standards that will aid in preventing the processing of stolen vehicles in other states. <ul style="list-style-type: none"> » Engage in a project with the American Association of Motor Vehicle Administrators (AAMVA) to synchronize our data with NMVTIS » Initiate one to one file comparison to determine the root cause of any data discrepancies and correct the data » Ensure an analysis/comparison of Florida's active and cancelled title records 	<p>The percentage of NMVTIS standards-compliant data elements in the Vehicle Data System</p>	<p>Annually</p>	<p>DHSMV</p>	<p>The NMVTIS project has produced the following improvements:</p> <p>Identified the primary reason sending duplicate VIN's. The issue was corrected and we have seen a significant drop in the number of duplicate records being reported to NMVTIS.</p> <p>Reviewing a daily report and removing duplicate records from NMVTIS when applicable. (manual process)</p> <p>Received AAMVA tool (SWI) to correct current / older records.</p> <p>System updates most current title records based on files received from AAMVA (based on states that supply data to AAMVA).</p>

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<p>2.3 Improve uniformity of traffic records systems by December 31, 2021. (cont.)</p>	<ul style="list-style-type: none"> ▪ Improve uniformity of the Citation/Adjudication System by focusing on citation data fields that are required to be electronically provided via TCATS. <ul style="list-style-type: none"> – Review citation data collection processes and compare data collected by DHSMV to standards set by the TCATS ICD Version 6.0.1. <ul style="list-style-type: none"> » Monitor the collection of select data elements to establish the effectiveness of Department mandated state-wide data standards – Establish a baseline for UTC uniformity <ul style="list-style-type: none"> » Continuously review data collection requirements in Appendix C and make enhancements to ensure law enforcement have current violation codes available. » Communicate and train on Appendix C and ICD changes to law enforcement and Clerks of Court 	<p>Percent of ICD Version 6.0 compliant data elements t (target – 4% increase per year)</p> <p>Report out on enhancements made</p> <p>Number of training classes held</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p>	<p>DHSMV</p>	<p>DHSMV to conduct 6 regional crash and UTC report trainings to further educate LEAs on what constitutes as an accurate and complete reporting.</p> <p>DHSMV has not established a UTC Uniformity baseline at this time.</p>
	<ul style="list-style-type: none"> ▪ Improve uniformity of the EMS System by transitioning agencies to most current NEMSIS compliance standard. <ul style="list-style-type: none"> – Maintain data dictionary in compliance with current NEMSIS standards – Implement training on current data dictionary standards – Track the percent of EMS runs that are in compliance with the current standard 	<p>Percent of EMS runs that are NEMSIS compliant</p> <p>Number of trainings conducted</p>	<p>Annually</p>	<p>DOH</p>	<p>89% of EMS run reports in Florida are submitted to the state in a NEMSIS format. The state is in transition to the most current NEMSIS standard. Of the current 194 agencies submitting, 42% are submitting in V3. Florida remains the largest V3 submitting state to NEMSIS</p>

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader	FY2018 Update
2.4 Improve timeliness of traffic records systems by December 31, 2017.	<ul style="list-style-type: none"> ▪ Improve timeliness of the Crash Data System by increasing the number of crash reports received within 10 days. <ul style="list-style-type: none"> » Develop outreach program and provide training with LEAs to increase their interest in electronic submissions » Decrease time from crash date to date of crash submission by scan and data entry process by 5 percent annually 	Percent of crash reports submitted electronically (baseline is 60 percent; target – 10% increase yearly) Number of training classes with LEAs conducted Percentage of crash records aged more than 10 days	Annually Annually Annually	DHSMV	297 agencies are submitting crash reports electronically. 74.91% of Crash reports are being received within the 10-day requirement. DHSMV to conduct 6 crash / UTC report training events (2018) to encourage timeliness.
	<ul style="list-style-type: none"> ▪ Improve timeliness of the Roadway Data System: <ul style="list-style-type: none"> – Perform a Quality Assurance Review Program for all Districts within 2 years – Perform District Quality Evaluations to ensure Districts are meeting deadlines (RCI, HPMS, RITA, SLDs, Key Sheets, etc.) 	Number of District reviews conducted Number of Evaluations completed	Quarterly Biannual	FDOT	

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader	FY2018 Update
2.4 Improve timeliness of traffic records systems by December 31, 2017. (cont.)	<ul style="list-style-type: none"> ■ Improve timeliness of the Driver Records System by measuring both the internal and external average of the length of time between the occurrence of adverse action by a driver and the time it takes for that information to appear in the DHSMV database. <ul style="list-style-type: none"> – Reduce the average time required for disposition information to be added to the driver record <ul style="list-style-type: none"> » Establish a baseline for the length of time it takes an adverse action by a driver to be entered into the DHSMV database (external measure) » Establish a baseline for the length of time it takes for disposition information to be added to the driver record (internal measure) 	Average number of days from the date of a driver's adverse action to the date the adverse action is entered into the database (target – 2% reduction per year) Average number of days from the date of citation disposition notification by the driver repository to the date the disposition report is entered into the database	Annually Annually	DHSMV	Requested grant to work on improving TCATS submissions September 2018. A baseline has not been established; however we are addressing in our UTC Process Improvement.
	<ul style="list-style-type: none"> ■ Improve timeliness of the Citation/Adjudication System by reducing the time between citation issuance and disposition. <ul style="list-style-type: none"> – Establish a baseline for timeliness – Increase the number of Clerk of Courts submitting citations electronically <ul style="list-style-type: none"> » Identify counties/agencies with longer average processing times between the issuance of a citation and the disposition; work with these counties/agencies to reduce average processing time » Continue education efforts on the benefits of electronic data submission to the Clerks » Continue outreach program with Law Enforcement Agencies to increase their interest in and awareness of e-citation programs 	Percent of Clerks submitting electronically Average number of days between citation issuance and disposition Number of LEAs educated on e-citation programs	Annually Annually Annually	DHSMV / Clerks Clerks	A baseline for Timeliness has not been established. Currently, 31 COCs do not accept E-Citation processing. There are 295 Law Enforcement agencies using E-Citations. DHSMV to conduct 6 crash / UTC report training events to encourage electronic reporting.

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader	FY2018 Update
<p>2.4 Improve timeliness of traffic records systems by December 31, 2018. (cont.)</p>	<ul style="list-style-type: none"> ▪ Improve timeliness of the EMS System by continuing to monitor timeliness of submission indicators. <ul style="list-style-type: none"> – Continue to define timeliness measures and monitor quarterly ▪ Improve timeliness of the Trauma System by establishing timeliness performance measure 	<p>Percent of EMS run reports sent within less than 15, less than 10 or less than 2 days of incident.</p> <p>Performance measures established</p>	<p>Quarterly</p> <p>December 2018</p>	<p>DOH</p>	<p>42% of EMS run reports sent within 10 days of incident (up by 10%)</p> <p>58% of EMS run reports sent within 30 days of incident (these agencies are in compliance with state deadlines but have not moved to V3 submissions)</p>

GOAL 3: INTEGRATION

Provide the ability to link traffic records data.

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader	FY2018 Update
<p>3.1 Understand the needs of end users that require linked data by December 2021.</p>	<ul style="list-style-type: none"> ▪ NHTSA Go Team to identify users/uses, contributors, linkages, and duplications of crash data systems. <ul style="list-style-type: none"> – Establish user needs by conducting crash data survey – Create a framework for all system user needs based on survey – Form a subcommittee of data system representatives 	<p>Develop a framework for all systems</p> <p>Committee established representing data system owners.</p>		<p>FDOT / DHSMV</p> <p>Data System Owners</p> <p>FDOT State Safety Office TRCC Coordinator</p>	<p>Applied for Go Team Phase II funding to explore linkage possibilities.</p>
<p>3.2 Define the framework by identifying key data fields needed to facilitate linking traffic records information systems by December 2021.</p>	<ul style="list-style-type: none"> ▪ Identify key data fields which should exist in all traffic records information systems. <ul style="list-style-type: none"> – Subcommittee (from Objective 3.1) will identify: <ul style="list-style-type: none"> » Key data fields which will be linked among the data systems, » Name for each key data field which will be used across the data systems, and » Definition for each key data field which will be used across the data systems ▪ Progress update will be provided at quarterly TRCC meetings. 	<p>Key data fields identified</p> <p>Progress reports provided</p>	<p>December 2021</p> <p>Quarterly</p>	<p>Objective 3.1 subcommittee</p>	<p>TBD</p> <p>Applied for Go Team Phase II funding to explore linkage possibilities.</p>

GOAL 4: ACCESSIBILITY

Facilitate access to traffic records data.

Objectives	Strategies/Action Steps	Measurement of Progress	Timeline	Leader	FY2018 Update
<p>4.1 Identify high priority user needs and develop a strategy to improve accessibility by December 2021.</p>	<ul style="list-style-type: none"> ▪ NHTSA Go Team to conduct needs assessment survey for Crash Data Systems <ul style="list-style-type: none"> – Identify agency to lead needs assessment – Create a framework based on survey results – Apply framework to all other systems 	<p>Needs assessment conducted (survey)</p> <p>Final assessment report delivered to TRCC Executive Board</p> <p>Develop framework for all systems</p>	<p>December 2021</p>	<p>FDOT / DHSMV</p>	<p>Applied for Go Team Phase II funding to explore linkage possibilities.</p>
<p>4.2 Improve accessibility to data for all systems by December 2018.</p>	<ul style="list-style-type: none"> ▪ Increase public record data availability through online access. <ul style="list-style-type: none"> – Assist agencies with public facing websites to make data available through online access – Provide access to real-time summary data reports ▪ Implement web development standards to make data accessible as public data based on needs assessment. ▪ Provide federal, state, and local agencies with access to the linkable data among traffic safety information system databases. 	<p>Number of users accessing traffic records data</p> <p>Number of users accessing real-time summary data reports</p> <p>User satisfaction with (a) the quality of traffic records data, and (b) their ability to obtain the data when, where, and in the form needed.</p>	<p>December 2018</p>	<p>Executive Board / Data Owners</p> <p>Executive Board</p>	<p>Minimally Initiated</p>

GOAL 5: UTILIZATION

Promote the use of traffic records data.

Objectives	Strategies/Action Steps	Performance Measure and Method	Timeline	Leader	FY2018 Update
5.1 Increase users understanding of what is available and its use/importance (systems, grant funding, etc.) by December 2021.	<ul style="list-style-type: none"> ▪ Maintain a metadata resource that describes available data and how it can be accessed. ▪ Post metadata resource on respective agency websites. 	Publish on TRCC Website.	Ongoing	TRCC Coordinator	Information published to TRCC website
5.2 Educate users on what systems are available and how to use them by December 2021.	<ul style="list-style-type: none"> ▪ Conduct user training. 	Number of training sessions, type, frequency, online tutorials, PowerPoints	Annually	Executive Board / Data Owners	The following trainings are to be conducted in FY2018: Crash and Citation / Adjudication: - DHSMV to conduct 6 trainings - FDOT Crash Data Academy Initiated in 2016 - TraCS to conduct 25 user trainings - Signal 4 and Geo-location to conduct 27 webinars
5.3 Monitor utilization of traffic records data by December 2021.	<ul style="list-style-type: none"> ▪ Monitor utilization of traffic records data. ▪ Monitor utilization of web-based system. ▪ Report utilization results by month at quarterly TRCC meetings 	Reports provided	Annually	Data Owners	TBD

