



# Florida Traffic Records Coordinating Committee Executive Board Meeting

Tuesday, March 11, 2014, 1:30 - 4:30 pm  
 Florida Department of Highway Safety & Motor Vehicles  
 Auditorium  
 2900 Apalachee Parkway, Tallahassee

## Agenda

TIME	DESCRIPTION	LEAD
<b>1:30 PM</b>	<b>Welcome and Introductions</b>	<b>Danielle King</b>
	BACKGROUND: Introduction of TRCC Executive Board Members, Technical Committee Members and guests.	
	Executive Board Members present at the meeting include the following: <ul style="list-style-type: none"> <li>• John Bixler, DOH</li> <li>• David Brand, Florida Sheriff's Association</li> <li>• Dana Reiding, DHSMV</li> <li>• Lora Hollingsworth, FDOT</li> <li>• Mark Welch (for Lt. Col. Kelly Hildreth), Florida Highway Patrol</li> </ul>	
<b>1:35 PM</b>	<b>Update on TRCC Local Agency Projects</b>	<b>Danielle King</b>
	BACKGROUND: The TRCC Coordinator will provide a brief update on progress on local agency projects.	
	Danielle King reported that the Marion County Clerk's Office will not be using grant funding, since they decided to move forward with a different case maintenance system. They asked if they could use grant funds to offset the overall cost of the new system since it includes an e-citation module. Danielle informed them that funding could only be used for the portion of the system related to traffic records.	
	The E-Citation Expansion project was given approval to move forward if the University of Florida wants to proceed given the 6 month schedule. Ilir Bejlari indicated they are committed to doing the project, but they would have to compress the schedule and either reduce the amount of work or increase the amount of labor on the project.	
Maureen Johnson requested a list of the law enforcement agencies that are receiving Section 405 grant funding, since DHSMV provides similar grant funding to agencies for motor carrier data improvements.		
Danielle reported that she has received questions from law enforcement agencies regarding eligibility for Section 405 funding if the agency is also receiving funding from DHSMV. Cambridge Systematics is developing a list of frequently asked questions to include on the TRCC website.		
<b>1:45 PM</b>	<b>Critical Updates on TSIS Strategic Plan Goals &amp; Objectives</b>	<b>Goal Leaders</b>
	BACKGROUND: Goal leaders will update the TRCC on quarterly progress in achieving TSIS	



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	<p>Strategic Plan goals and objectives. ***Only critical updates to be provided***</p> <ul style="list-style-type: none"> <li>• TRCC Coordination: Danielle King</li> <li>• Crash, Driver, Citation/ Adjudication Data Systems: DHSMV</li> <li>• Roadway Data Systems: Florida DOT</li> <li>• EMS/Trauma Data Systems: DOH</li> </ul>	
	<p><u>Crash, Driver, Citation/ Adjudication Data Systems:</u></p> <p>Deborah Todd, DHSMV, reported that SaDIP has received 33 applications from law enforcement agencies to purchase hardware to support electronic commercial vehicle crash reporting. They are approving 18 applications that meet the criteria for the grant. They are also conducting 5 training sessions this year.</p> <p>Mark Welch, FHP, noted that the electronic crash reporting system will not accept 'unknown' as a vehicle type. Hit and run crashes aren't showing up because they can't select it as a commercial vehicle related crash. Maureen stated that Tom Austin is working with David Hestle on data checks, and she suggested that her and Mark talk offline.</p> <p>DHSMV will be conducting 14 workshops with clerk courts to provide training on TCATS &amp; data resolution. They are also conducting Train the Trainer sessions with liaisons who will contact local clerks and work with them on special issues. DHSMV will be providing training materials for them to pass out.</p> <p>APRISS reported that they are now on-site at DHSMV and are working to close out the crash database. The contract with University of Florida has been amended to allow UF to send APRISS the crash geolocation codes. The long term goal is for the FIRES portal to be the location for storing crash statistical data. Danielle inquired about the ability for FIRES to do adhoc reporting. The FIRES portal can be used for ad hoc reporting upon request, and users also have the capability to query data.</p> <p>DHSMV will send Danielle the list of 18 agencies receiving grant funding.</p> <p><u>Roadway</u></p> <p><b>Benjamin Jacobs</b> reported that FDOT is considering changes to the Roadway Characteristics Inventory, but they are still looking into the issues. For crash data, they currently have a project to update the database structure to accept the new format. They will be testing it in 2 to 3 weeks and then move into production. They expect it to be in place by the end of the fiscal year.</p> <p>An attendee inquired whether the database will accept short forms. Theoretically it could, but the capability won't be in place until next year after an assessment of the required work load has been completed.</p> <p><u>EMS/Trauma</u></p> <p>Brenda Clotfelter reported that DOH is working to create mandatory reporting requirements for</p>	



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	<p>EMS data. Current submittals are on a voluntary basis only. There will be two workshops on mandatory participation, and then they hope to move forward with the rule making. They hope to have the rule to require mandatory EMS reporting finalized by the end of summer. Steve McCoy reported that the Trauma Registry has been up and running since January 1, 2014. The registry is nationally compliant. They are conducting workshops with acute care hospitals to submit trauma data.</p>	
2:15 PM	<p><b>Critical Updates on Statewide TR Projects</b></p>	<p><b>Project Directors</b></p>
	<p>BACKGROUND: Project directors will update the TRCC on significant progress on statewide TR projects. ***Only brief, high level updates (5-10 min) to be provided.</p> <ul style="list-style-type: none"> <li>• A Unified and Sustainable Solution to Improve Geo-Location Timeliness and Accuracy and HSMV Crash Data Quality: U. Florida</li> <li>• Crash Records Data Improvement Plan: DHSMV</li> <li>• Field Data Collection for NEMSIS Compliance: DOH</li> <li>• Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics: U. Florida</li> </ul>	
	<p><u>A Unified and Sustainable Solution to Improve Geo-Location Timeliness and Accuracy and HSMV Crash Data Quality (Iilir Bejleri)</u></p> <p>There are two parts to the project: 1) geolocation, and 2) working with DHSMV to improve data quality. Part 2 will be conducted in the last part of the fiscal year because of the amount of coordination involved. For Part 1, they are working with TRACS staff and went live with 3 TRACS agencies (Panama City, Central Florida, and Palm Bay). These three agencies have mandatory use of TRACS. They have been able to geolocate 208 crash reports, and they hope to achieve 1,000+ by May. They want to create a training webinar to post online, and they will be working in collaboration with TRACS. CTS America (FHP vendor) will start implementation in June, and they also started discussions with iyeTek. They will then reach out to the remaining vendors.</p>	
	<p><u>Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics (Iilir Bejleri)</u></p> <p>There have been 225 new users across 41 new agencies in the last 5 months, contributing to a total current user base of almost 1400 users and 208 agencies. UF follows up on unusually large downloads of crash reports. They are working with FHP on a pilot for citations, and they are also working to export crash points to DHSMV/APRISS. Next steps include the following: Update Unified Roadway Basemap to 2013 version, finalize citation queries database, integrate GIS layers, add additional analytical functions, and add proactive alerts (high number of crashes in certain location). USDOT will have a full workshop on Signal Four Analytics at the next Traffic Records Forum. Users have continued to provide feedback on data errors and requests for new functionality. It is a large user base, so the system will need a long-term plan</p>	



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	<p>for continued support.</p> <p><u>Field Data Collection for NEMSIS Compliance (Brenda Clotfelter)</u></p> <p>Brenda reported on current progress in performance measurement. 57% of agencies (155 agencies) are reporting electronically, which accounts for 76% of runs (10 million). Timeliness of runs has increased substantially, with 16% submitted within 10 days (up 3.5% from 2012) and 58% submitted within 30 days (up 13.5% from 2012). Florida is still ranked #1 in national compliance. They will transition agencies currently reporting to EMSTARS in April. Other agencies ready to transition will be done in July. The vendor has become NEMSIS certified, which is critical for the transition to the new state system. The NEMSIS revised timeline has been extended to December 2015 (previously December 2014), which will give local agencies more time for the transition.</p> <p><u>Crash Records Data Improvement Plan (Maureen Johnson)</u></p> <p>The objective of the project is to establish a baseline for crash report long form accuracy and completeness, and to increase performance in these areas by 5% per year. For the 2011 crash report long form, the baselines for accuracy and completeness are 73.24% and 44.32%, respectively. Cross-edit check criteria were presented for each performance area. For the 2013 crash report long form, accuracy increased to 88.5% and completeness increased to 56.54%. They are adding e-crash agencies, and a new vendor, Southern Software, was approved for electronic submission. Five law enforcement agencies were transitioned to electronic submissions, which was a 2.5% gain for the quarter in the number of LEAs electronically submitting crash reports. From July 1 – Sept. 30, 2013, 69.32% of crash reports were electronic. This past quarter, Oct. 1 – Dec. 31, 75.66% of crash reports were electronic.</p>	
<b>2:55 PM</b>	<p><b>Update on Traffic Records Funding</b></p> <p>BACKGROUND: The TRCC Coordinator will provide an update on funding for FY14.</p> <ul style="list-style-type: none"> <li>• Status of FY14 funding</li> <li>• Subgrant applicants who turned down funding</li> <li>• Priority areas for FY15 funding</li> </ul>	<b>Danielle King</b>
	<p>Danielle King reported that Florida received \$2.9M in traffic records funding in FY14 under MAP-21. The TRCC awarded \$1.6M in grant funding in Round 1, and \$700k in Round 2. We anticipate receiving \$1.6 to \$2M in funding for FY15.</p> <p>The TRCC was asked to consider how they wanted to change the grant application process in the future. Danielle discussed some of the changes to the grant announcement and application forms for FY15. We received several incomplete applications, so we changed the announcement to state that proposals from LEAs will be disqualified if they don't submit the supplemental application form. Some agencies were confused by the application form requiring details for</p>	



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	<p>multiple year budget projects, and inquired if that meant that the agency was approved for multiple years of funding. The application form was modified to include whether the agency plans to apply for single or multiple years, and the detailed budget for years 2 and 3 was removed.</p> <p>DOH inquired about how the TRCC will handle EMS agency funding requests, since they will begin applying for funding this next fiscal year. Danielle noted that this could be handled through a supplemental application form for EMS agencies; however, the process will remain the same for FY15 since the grant announcement/forms have already been sent out.</p> <p>The TRCC discussed whether to separate out pots of money for different emphasis areas. Some issues are bigger issues, and projects in these areas would have greater impact. Do we want to identify specific priorities or fund everything? In the past, the TRCC stated their goals/objectives, and grant funding was awarded to projects that matched those. The strategic goals are all equally important, but they are not sure where they are at with each goal. The SHSP has emphasis areas; would it help the TRCC to do the same? ***CS will compile an update on the action plan that identifies where we are with the goals/objectives.</p> <p>By May, the TRCC will have email discussions to vote on the priority areas and determine what the flag will be for focused funding. Dana Reiding made a motion that the TRCC evaluate where we are, and then conduct an email vote on priority areas for FY15 funding. David Brand seconded the motion; all were in favor, none opposed.</p> <p>Brenda inquired about how to weight accuracy, completeness, timeliness, uniformity, etc. Danielle responded that we would need to drill down to the objectives level.</p> <p>DHSMV will reach out to court clerks and LEAs regarding the TR grant announcement. Applications are due March 31<sup>st</sup>.</p> <p>In moving forward, the TRCC needs a plan on how to make better decisions. Dana suggested that this be a topic for future discussion. She cited that the new driver license system will impact data collection at the local agency level and require data strip/MAG stripe readers to implement. Also, it took 4 years to implement the new crash report form; does this mean we need to begin discussing changes to crash forms now (e.g., how to handle red light cameras on the crash form). There are lots of issues with data, and DHSMV can't drill down to conduct certain types of analysis because there is no way to collect the data at the crash level.</p> <p>Funding of paper for e-citation/e-crash projects was another issue in FY14.</p> <p>Dana Reiding also inquired about the possibility of DHSMV seeking funding for e-crash/e-citation hardware from the TRCC, and then have agencies apply for funding through them. This is similar to DOH's statewide project for local EMS agency funding, as well as what DHSMV does with FMCSA grant funding.</p> <p>TRCC members noted that they would like earlier notification for FY16. DOH is planning to submit a project requesting funding for local agencies.</p> <p>Danielle requested that TRCC members consider what type of supplemental information would be needed for Clerks of Court, law enforcement agencies, and EMS agencies. This is a homework assignment for the FY16 grant application forms.</p>	



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3:10 PM	<b>FY2015 Concept Papers &amp; Prioritization Process</b>	<b>Danielle King/ Dena Snyder</b>
	<p>BACKGROUND: The TRCC Executive Board will discuss the subgrant application process for FY15, including whether to have multiple application rounds, timeline for applications, and the prioritization process to be used in evaluating/prioritizing concept papers for FY15. An alternative prioritization/ranking process will be presented by Cambridge Systematics, Inc.</p>	
	<p>Dena Snyder (Cambridge Systematics ) presented a proposed method for evaluating/prioritizing concept papers for FY15. TRCC Executive Board Members would assign points for each of the criteria of the Four Box Analysis Process individually, rather than assigning a single point value based on consideration of all the criteria. Four Box Analysis criteria includes impact on core deficiencies, project cost, risk of failure, potential barriers, stakeholder coordination, and performance measures (5 points each, for a total of 30 points). In addition, statewide projects would be evaluated based on the criteria included in the "Impact on Deficiencies &amp; TSIS Strategic Plan Goals/Objectives. Again, points would be awarded for each of the criteria individually. These criteria include impact on deficiencies, impact on TSIS Strategic Plan Objectives/Strategies, and Reporting on Progress (5 points each, for a total of 30 points). Local agency projects would not be evaluated on this criteria, but rather on a separate set of criteria that includes local impact on electronic submittals, statewide impact on electronic submittals, and proposal cost allocation (project cost relative to agency e-crash/e-citation rates) (5 points each, for a total of 15 points). Finally, proposals would be awarded 5 points total for meeting certain administrative requirements, including all sections of the proposal form are complete; the requested amount is consistent with the detailed budget; the detailed budget math is correct; the proposal is signed; the supplemental application form is submitted (law enforcement agencies only); and the proposal is submitted prior to the deadline. If they don't meet these criteria, the proposal would be disqualified.</p> <p>Dena requested feedback on the criteria for local agency projects, and whether it would put smaller agencies at a disadvantage. Maureen Johnson noted that the criteria seem fair, and that similar criteria are used to evaluate SaDIP grant funding applications.</p> <p>Dana Reiding noted the need for the scoring sheet to be broader now and not just include crashes/citations. She inquired whether Roadway was still a focus for the TRCC to meet local needs. The TRCC funded the purchase of the Unified Roadway Basemap, and funding has now been taken over by FHWA. FDOT monitors traffic volumes on state roads using modeling. In addition, needs are being met through Signal Four Analytics.</p> <p>TRCC members agreed to use the proposed ballot 'as is' on a trial basis in May to evaluate FY15 grant applications. For the FY16 prioritization ballot, we need to add error rates to the criteria to be evaluated. Agencies may not know this information, but DHSMV can provide it. We also need to add criteria for EMS agencies.</p>	



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4:15 PM	<b>Other Business</b>	<b>Danielle King</b>
	BACKGROUND: The TRCC Executive Board will discuss other business as needed.	
	<p>The TRCC discussed the importance of educating law enforcement offices at the local level on the value of data. Overall, they are not getting the level of data collection needed because officers aren't aware of the importance of data and what it is used for. Danielle asked Cambridge Systematics to develop an outreach video on the value of data and to reinforce the importance of filling out forms accurately and completely. She plans to present the video at DUI and IPTM symposiums, since lots of officers attend these events.</p> <p>DOH Trauma reported that they plan to focus on analytics in 2014. They completed the data warehouse in January, and they are hiring analysts to draft the requirements for analytics. They are sitting on lots of data and would like to begin advertising and using it more. They also hired a biostatistician to begin working on the linkages. The National Association of EMS Officials spoke with them about their initiatives.</p> <p>APRISS reported DHSMV will have better access to APRISS staff by bringing Justin on site to assist with data analysis. They are also working on enhancements to the FIRES Portal, including the ability to handle ad hoc requests and canned reports. They would like to see some of Tom's data on accuracy, timeliness, completeness so agencies can view their own statistics.</p>	
4:30 PM	<b>Adjourn</b>	
	The next TRCC meetings will be on Friday, May 9 <sup>th</sup> from 9:00 a.m. to 4:30 p.m. and on August 12 <sup>th</sup> from 1:30 to 4:30 p.m.	

### Action Items:

- CS will send DHSMV (Maureen Johnson) a list of law enforcement agencies that received FY2014 Round 2 funding. DHSMV will send Danielle the list of 18 agencies receiving SaDIP grant funding.
- CS will compile an update on the action plan that identifies where we are with the goals/objectives/measures.
- TRCC Executive Board members are to identify what types of supplemental information should be collected from Clerks of Court, law enforcement agencies, and EMS agencies as part of the FY16 grant application forms.



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- For the FY16 prioritization ballot, we need to add error rates to the criteria to be evaluated. Agencies may not know this information, but DHSMV can provide it. We also need to add criteria for EMS agencies.