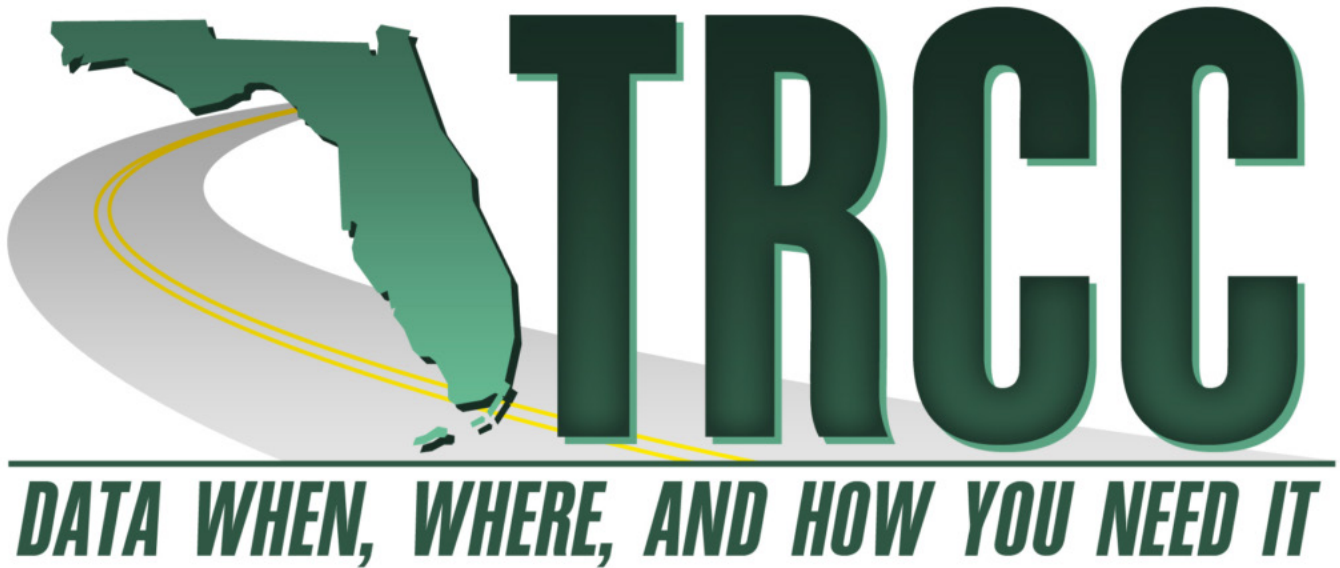# TRAFFIC RECORDS COORDINATING COMMITTEE MEETING REPORT

MARCH 29, 2024

Prepared For:

FLORIDA DEPARTMENT OF TRANSPORTATION

Prepared By:

CHRIS CRAIG, TRAFFIC SAFETY ADMINISTRATOR

Meeting Notes Taken By:

CAMBRIDGE SYSTEMATICS, INC.

ATTENDEES

NAME	TITLE	AGENCY	EMAIL	
TRCC EXECUTIVE BOARD				
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OTHERS IN ATTENDENCE

Gavin Burgess, Associate General Counsel, Florida State University

Bill Hunkapiller, Chief Security Officer, Florida State University

MEETING SUMMARY

WELCOME AND INTRODUCTIONS

Chris Craig, Florida Department of Transportation (FDOT), welcomed participants and thanked them for their attendance. He facilitated a round of introductions and provided an overview of the meeting's agenda items. Chris noted that the Executive Board would be voting on the submitted concept paper funding requests before providing background on the Traffic Records Coordinating Committee (TRCC). He reviewed the federal requirements for the committee to receive federal funds:

> The TRCC must meet at least three times a year, noting that four meetings are planned for every year in case one meeting is cancelled due to unforeseen events.

> The TRCC must include an Executive Board that votes on the funding amounts submitted as part of the Annual Grant Application (AGA).

> The TRCC must submit a Strategic Plan that is updated yearly as part of the AGA.

Chris said that approximately $2.5 million is received for traffic projects each Fiscal Year (FY) and that the TRCC's role is to facilitate a meeting of the minds to advance traffic records priorities that improve safety on Florida's roadways. Lora Hollingsworth, FDOT, encouraged participants to think about the format and content delivery of the meeting, and to share ideas and recommendations to potentially enhance the quality of the meetings moving forward.

DECEMBER 2023 MEETING MINUTES

Chris asked the Executive Board to approve the December 2023 Meeting Minutes. Lora made a motion to approve the December 2023 Meeting Minutes. Beth Allman, Florida County Clerks & Comptrollers (FCCC), seconded Lora's motion. The December 2023 Meeting Minutes were approved unanimously.

FY 2024 PROJECT UPDATES

CRASH AND UNIFORM TRAFFIC CITATION (UTC) DATA IMPROVEMENT: FLHSMV

Melissa Gonzalez, Florida Department of Highway Safety and Motor Vehicles (FLHSMV) presented an update on the Crash and UTC Data Improvement subgrant.

She reviewed the objectives for the UTC Data Improvement Subgrant.

Crash Objective 1- Establish a timeline for each remaining paper-submitting Law Enforcement Agency (LEA) to achieve full adoption of electronic crash reporting.
Melissa displayed a chart providing an overview of the status of LEAs transitioning from paper to electronic crash reporting. She said that of the remaining 19 agencies submitting paper crash reports, two agencies had successfully transitioned to fully adopting electronic crash reporting, eight were in progress, four have items and software needs, and an additional five are slated for outreach. Melissa noted that the Memorandum of Understanding (MOU) for laptop distribution is in the final stages of approval. Once approved, the outreach will continue.

Crash Objective 2 – Conduct four state-wide LEA Trainings on the importance of electronic crash reporting and data quality to improve crash data.
Melissa discussed the top errors collected from January 2023 through March 26, 2024. She said that the most common load error is coded as "missing original crash report" with 20,127 errors. A missing original crash report load error means a law enforcement agency is attempting to update a crash report, but there is no original report to update which results in an error message. One of the main reasons for the number of errors is that certain counties with many missing crash reports went undetected for too long. Some of this is due to vendor mistakes. This indicates that more attention needs to be paid to e-crash load and error reports.

To help facilitate better understanding on the importance of electronic reporting and data quality, the team is working with the Fatality Analysis Reporting System (FARS) and crash Subject Matter Experts (SMEs) to develop curriculum training for agencies and vendors for FARS reporting. FARS criteria are being used because those criteria are relied on to sync databases and publish the crash facts report. Melissa said that the team is looking for venues to book for the four statewide trainings.

UTC Objective 3 – Identify and resolve duplicate credentials to improve uniformity of driver history data.
Melissa noted that all 4 part-time OPS record technicians' positions have been filled, and that there are 1.7 million duplicates to resolve. She said that 31,045 duplicates have been resolved in the first quarter and 33,584 in the second quarter. There are two types of duplicates that come from new states on-boarding to the State to State (S2S) verification system and new customers being added to the system in real time. Melissa noted that 12 states will be onboarded to the S2S verification system, and that the number of duplicates will continue to increase as more states are on boarded. When Florida onboarded the S2S system there were 2.4 million duplicates. Since then, the S2S team has reduced the number of duplicates by over a million, in addition to reducing errors when the system cannot resolve duplicates. All states must go online with the S2S verification system by March 2025. Raymond Hemmes, FLHMSV, discussed the differences between the different versions of S2S software. He said that there is likely to be a significant increase in the number of duplicates in 2027 and 2028.

Participants had the following questions and comments:

- Beth asked if there are monthly goals to meet the deadline of March 2025?

    o The team has monthly goals, but the number of duplicates is going to increase as more states are onboarded. For context, Wisconsin was the first state to onboard and still has not resolved all of their duplicates.

- Beth asked if the records being submitted as part of the S2S verification system are partially electronic?

- o Raymond said FLHSMV only receives driver history under the 6.0 version when there is a change in the driver record. With version 6.2, driver record history will be readily accessible not just during changes. For paper submittals, changes have to be coded manually. Raymond reiterated that all states must be on version 6.0 by 2025.

- Amy Pontillo, Traffic and Criminal Software Support, Enhancement, and Training (TraCS), asks if an agency submits any electronic crash reports are they ineligible to submit for equipment assistance?

  - o No, but agencies must demonstrate need. Some paper-submitting agencies have pursued electronic crash reporting, but different vendors and varying management priorities have prevented further progress in some cases.

- Seth Bartee, TraCS, asked if the list displayed were the only agencies that have not transitioned to electronic crash reporting?

  - o Yes, the only agencies remaining have not transitioned to fully electronic crash reporting due to equipment barriers or have not been engaged by the FLHSMV team yet.

- Amy said that a load report could be a more useful format that can be used if any application rejects reports for errors. The FCC e-citation repository intakes and automatically loads rejected files. This could be a potential improvement to the model.

  - o The focus of the project is currently on the modernization of the electronic crash report. Electronic load reports, however, are fairly generic and sometimes when submissions abort, the crash report number is not indicated. Addressing and improving this is part of the modernization project.

DRIVER AND VEHICLE DATA QUALITY IMPROVEMENT SUBGRANT: FLHSMV

Asher Lucas, FLHSMV, presented on the Driver and Vehicle Data Quality Improvement subgrant. He discussed the subgrant objectives that include creating a project plan, developing performance measures, and identifying recommendations for the driver and vehicle data systems. He said the project plan was created in Quarter 1 (Q1) and that performance measures and their respective baselines, and targets have been established for all performance measures except for one. Asher noted that the recommendations' objective will not be marked complete until the final quarter of the subgrant year.

Driver Data Sets

Asher discussed the completeness, timeliness, accuracy, and uniformity measures for the Driver Data sets being improved under this subgrant. He noted that the completeness, timeliness, and accuracy performance measures overlap, particularly due to overlap in driver history records and the State Pointer Exchange Services (SPEXS) data.

Completeness

The number of missing dispositions is used as the completeness measure which allows for proper enforcement of driving privileges. The baseline for these measures is 55.3 percent with a target of 58.3 percent.

Timeliness

The number of days in the SPEXS que is used as the timeliness performance measure. The baseline is 110 days, and the target is pending, however it is improving as SPEXS stabilizes, and more states onboard to S2S.

Accuracy

The percentage of valid records not in error status in the SPEXS data is the accuracy performance measure. The baseline for these measures is 91.16 percent, and the target is 94.16 percent.

Uniformity

The percent of the American Association of Motor Vehicle Administrators (AAMVA) driver data elements present in the FLHSMV driver data system is the performance measure. Baselines and targets have not been set for these performance measures as FLHMSV are in the process of auditing the driver data elements. The process of matching the FLHSMV and AAMVA driver data elements is between 30 and 40 percent complete.

Vehicle Data Sets

Asher discussed the performances measures and their respective baselines and targets for the Vehicle Data sets that the Driver and Vehicle Data Quality Improvement Subgrant aims to enhance.

Accuracy

The percentage of title transactions where vehicles are within 50 percent of average weight or under 2,000 pounds is the performance measure. The baseline for this measure is 99.61 percent with a pending target. Asher track vehicle weight as electric vehicles may become more prevalent. Not having accurate vehicle weight data can increase roadway wear   that is not anticipated or forecasted.

Completeness

The percentage of title transactions with a fuel type is the completeness measure. The baseline is 6.56 percent, and the target is 9.56 percent. Asher noted that FLHSMV is working to bring additional data sources into the analytical data warehouse. He noted said that fuel type is important for disaster preparedness.

Participants had no questions for Asher.

FIELD DATA COLLECTION FOR NATIONAL EMERGENCY MEDICAL SERVICES INFORMATION SYSTEM (NEMSIS): FDOH

Brenda Clotfelter, Florida Department of Health (FDOH) gave an update on the Field Data Collection for National Emergency Medical Services Information System (NEMSIS) subgrant and associated objectives.

Completeness

Brenda said that 85 percent of Emergency Medical Services (EMS) agencies were submitting to the state incident level repository indicating a one percent increase from the previous TRCC meeting, which is on track to meet the 99 percent completeness objective by September 2024. She noted that 99 percent of EMS emergency run reports were submitted to the state repository. She said that some smaller agencies are operating under one larger agency's license which will be incorporated into the following fiscal year's objectives. Many of the remaining one percent of aggregate EMS emergency run report submissions are from agencies with aircraft.

The team participates in NEMSIS calls every month and are active participants in the National Association of State EMS Officials (NASEMSO). Luis Dominguez, FDOH, is attending the national NASEMSO meeting in May. Overall, FDOH will be attending three face to face meetings and two virtual meetings.

Uniformity

Brenda said the team is focused on increasing the percent of EMS emergency run reports submitted in compliance with NEMSIS Version 3.5 to 80 percent by the end of the fiscal year. She said that there was a 26.8 percent increase bringing the percentage of EMS emergency run reports in compliance with NEMSIS 3.5 to 63.1 percent. Brenda noted that compliance is somewhat dependent on the software vendors, 11 of which can submit to Version 3.5. The way that the vendors roll out compliance can play a role as well.

Uniformity/Accuracy

Brenda noted that monthly updates to the State Data set for the Florida Data Dictionary are being conducted and that the current business rules and changes for updating the Florida Data Dictionary for NEMSIS 3.5.1 are under review. She noted that this objective was made when NEMSIS 3.5.1 was thought to be finalized, but there are other changes that have resulted in the Florida Data Dictionary update to be slated for June 2024. Additionally, the team is reviewing the top percent of errors and warnings for rules that are not aligned between NEMSIS 3.5.1 and the Florida Data

Dictionary. The team is on target to have recommendations, but due to the additional changes, publication of an updated dictionary with business rules may occur later than September.

Accuracy

She said the average NEMSIS data quality score has remained the same at 90 percent with increases in quality for patient information and other incident information and decreases in injury information and clinical times recorded.

NEMSIS quality report checks certain elements with different values. Because of the difference in values, the team is looking at identifying more clinical measures that regional coordinators find indicative. The intent would be that quality would improve with more local exposure by regional representatives documenting each measure during their coordination trips around the state. This could provide summary statistics at the regional level. This could be worth reporting on regularly and may evaluate the effectiveness of utilizing clinical performance measures on data quality.

Brenda displayed the Data Quality Store Dashboard that is provided monthly to regional coordinators to review with agencies as needed. She said that Biospatial produces the score and facilitates more regional and agency level input as well.

Timeliness

Brenda noted that 74.37 percent of Version 3 EMS emergency run reports were received within 10 hours and 87.7 percent were received within 24 hours in Q1, meeting the goal of 70 percent within 10 hours. She also said that there was a decrease of 7.55 percent of agency demographic record resubmissions due to implementation of the new policy. Agencies submitted the first demographic file but did not resubmit on the newly established monthly basis. The team is reminding agencies and vendors to make the monthly resubmission automatic.

Integration

Brenda said that the MOU with FLHSMV to link crash data to the EMS state repository is in the process of being finalized. The integration with the Florida Stroke Registry is in progress with an executed data use agreement and export configuration completed.

Accessibility

The team continues to utilize Biospatial for repository and data accessibility noting an increase in provider utilization of Biospatial reporting from 10 to 50 percent. Brenda noted that there was a 75 percent increase in user logins in March 2024 alone.

Participants had the following questions and comments:

- Melissa asked if there is structure testing for validation of data elements between NEMSIS and the Data Dictionary?

  - FDOH does not do structure testing for validation, but the vendor does. Some NEMSIS standards and rules are organized in groups with some places where rules were implemented incorrectly. Some agencies have provided feedback reflecting this experience. Some of the standards and rules are not applicable within the technical structure. Biospatial is using a new schematron that unifies national level state dataset and allows vendors to see Florida data elements, procedures, and medications. That schemeatron is the technical implementation of the business rules.

- Melissa asked how many elements are being used to link to other databases and how many contain Personal Identifiable Information (PII)?

  - Only two data elements are related to the patient. The team is using time, facilities and agencies, but there may be others as the export just changed. The Stroke Registry is receiving date of birth as well.

TRAFFIC AND CRIMINAL SOFTWARE (TRACS) SUPPORT, ENHANCEMENT, AND TRAINING: FSU

Amy Pontillo, TraCS, gave an update on the Traffic and Criminal Software (TraCS) Support, Enhancement, and Training subgrant. She said TraCS currently has 29,032 users across 212 agencies.

Accuracy
Amy said that the objective to maintain the low number of load errors for crash reports submitted electronically to FLHSMV using TraCS to one percent was met in Q1 with 99.98 percent load accuracy.

Completeness
Amy said that TraCS represents 57.99 percent of all law enforcement agencies that conduct traffic safety activities in Florida. She said the team is working on moving all agencies to citation reporting to the most updated version of the Traffic Citation Accounting Transmission System (TCATS).

Uniformity
Amy said 200 agencies are using the crash form and 175 agencies are using the citation form within TraCS. Additionally, she said that 23 agencies are submitting paper and that the team is working on moving all agencies to citation reporting to the most updated version of the Traffic Citation Accounting Transmission System (TCATS), with 98 agencies on version 6.1, 58 agencies on version 6.0.1, and three agencies utilizing a proprietary submittal service. Additionally, there are 37 agencies that utilize TraCS submitting to the FCCC state citation repository and 138 agencies utilizing TraCS that are not submitting to the FCCC state citation repository. Of Florida's 67 counties there are 19 counties submitting to the FCCC and 30 counties utilizing TraCS that are not submitting to the FCCC.

Integration
Amy said that 190 TraCS agencies are using TraCS with the Electronic License and Vehicle Information System (ELVIS) and over 99 percent of agencies are using the Florida Crime information Center (FCIC) and National Crime Information Center (NCIC) interface. She said that all agencies using TraCS are mandated to use the Signal 4 (S4) Location Tool with 29,160 users mandated to use the tool for crash reports. Additionally, she said that 20 agencies are mandated to use the Signal 4 location tool on the citation form with 152 agencies not mandated to use the tool for citation forms. Amy noted that 143 agencies are currently using the S4 Diagram Tool out of the 200 agencies using TraCS for crash reporting.

Amy highlighted the roadway information, vehicle parameters, and non-motorist parameters that are passed from the location tool and crash report to the Diagram tool. She emphasized that the roadway information automatically updates on the crash report when updates are made to the location through the diagram tool.

Accessibility
Amy said that TraCS is currently the primary data hosting site for 184 agencies.

Timeliness
Amy said that the Q1 average delay between the initial crash date and when the data is entered into FLHSMV databases is on average 15.84 days.

Participants had the following questions and comments:

- Benjamin Jacobs, FDOT, asked if there is systematic training to use the tool to maintain accuracy?
    - There are training videos available at TraCS Florida. If there are specific recommendations for a training video, content can be incorporated into the training videos.

- Lora asked to clarify if there was a Central Florida database location?
    - There is a data site in Lakeland, FL and a database site in Panama City, FL.

- Chris asked for additional clarity on the back up sites.
  - Data is hosted in Lakeland and databases are located in Panama City. Neither of these locations are currently serving as a Disaster Recovery (DR) site.
  - Chris asked what is missing from the Panama City site that would be needed to make it a DR site?
    - Even though TraCS has databases in Panama City, that site is not a backup site and is not geographically situated to function as a DR site.
    - FDOT and TraCS will have a follow-up discussion to identify needs and challenges for data backup sites, database sites, and DR sites.
- Melissa asked how is TraCS integrating into the central repository of FCCC citation data?
  - In all 67 counties every law enforcement agency must deliver citations to the county clerk by mail, or a contracted vendor submits electronically to the county clerk. For TCATS submittals, TraCS cannot give compatible exports on older versions indicating a mismatch. FCCC, however utilizes the latest version which then sends it back to the county clerk, on the latest version of UTC. There is no way for TraCS to verify submittals to the county clerks, so it is better to transmit them to the state.

ELECTRONIC LICENSE AND VEHICLE INFORMATION SYSTEM (ELVIS): FSU

Zoe Williams, ELVIS, gave an update on the Electronic License and Vehicle Information System (ELIVS) subgrant. She said there are currently 35,217 users across 281 agencies using ELVIS. She said there were 9,185,917 queries run this fiscal year so far with nearly 1.53 million queries per month with an approximate increase of 200,000 queries per month since December 2023. Zoe emphasized the growth in the number of agencies and user accounts utilizing ELVIS over time starting with 39 agencies and 3,667 user accounts in 2016. Zoe concluded by saying that the average cost per user is $14.80.

Participants had no questions or comments for Zoe.

GEOLOCATION-BASED CRASH DIAGRAMMING AND FDOT CRASH MAPPING TO IMPROVE CRASH LOCATION, TIMELINESS AND QUALITY: UF

Xingjing Xu, University of Florida (UF), gave an update on the Geolocation and Crash Diagramming to Improve Crash Data Location, Timeliness, and Quality subgrant and its projects.

Geolocation for LE (S4 Geolocation)

Xingjing noted that 100 percent of TraCS agencies are mandated to use the geolocation tool for crash reporting and that 11 percent are mandated to use the geolocation tool for citations. She said that SmartCOP will complete the S4 Version 3 upgrade by April 15th. A roll-out of the tool through SmartCOP will follow the completion of that upgrade. Additionally, she said S4 is partnering with Central Square to integrate S4 into their One Solution e-crash software and with the City of Gainesville and MetroPlan Orlando to pilot it.

Crash Report Diagramming (S4 Diagram)

Xingjing reviewed the diagrams' purpose and noted that 123,000 TraCS crash reports have used the S4 Diagram since October 2022 with 71,600 TraCS reports using it since October 2023. She also said that 143 of 210 TraCS agencies are currently using the S4 Diagram tool. She said that recent activities include progress on capability to view the S4 diagram tool in S4 Analytics and the team is planning on adding the same capability to the Editor Geolocation tool.

Editor Geolocation (for FDOT & local governments)

Xingjing reviewed the project's purpose and provided a status update. She said the tool has been in use for about a year and half and the team is continuing to make refinements and improvements. Version 1.3.0 was released in March 2024 and included various bug fixes and new capabilities to improve the review process and usability.

Participants had no questions or comments for Xingjing.

EXPANDING ACCESSIBILITY, UTILIZATION, AND DATA INTEGRATION OF SIGNAL FOUR ANALYTICS: UF

Xingjing gave an update on the Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics project. She noted there have been 900 new users across 74 new agencies since January 2023 with 890 new users per month on average since October 2023. She said that on average there are about 18,600 queries or reports per month. Additionally, on average there are about 8,722 views per month on the public dashboard. The S4 team is finalizing system hosting and URL standardization across S4 services, improving security for access to crash reports, and finalizing capabilities to share queries to improve collaboration. New features include a Crash Report Viewer that allows for the user to search directly for crash reports by FLHSMV report number, crash type symbols are now displayed on the map when zoomed in, users can save queries within their agency, and a custom area feature supports the handling of complex shapes.

Participants had no questions or comments for Xingjing.

BOARD DISCUSSION AND FINAL APPROVAL OF FUNDING AMOUNTS FOR SUBMITTED CONCEPT PAPERS

Chris reviewed the concept papers and funding requests submitted to the TRCC for subgrant funding under the FY25 AGA. He compared the FY2024 funded amounts totaling $4,374,000 to the FY 2025 requested funding amounts totaling $5,193,705. Next, he reviewed and compared the budget items for each individual subgrant from the current and upcoming fiscal year. He reviewed which applications were submitted and what funding source. He asked for the voting members to begin the process of voting on the 405c budget total of $3,316,000. With five of the seven members of the Executive Board present a quorum was achieved. Major Lisa Barnett, Florida Highway Patrol (FHP), made a motion to approve the $3,3160,000 budgeted amount to be included in the FY2025 AGA that will be submitted to NHTSA by August 1, 2024. Mike Hall, FDOH, seconds the motion. The funding amounts for submitted concept papers passed unanimously.

PUBLIC COMMENT

There were no comments from the public.

WRAP UP AND NEXT STEPS

Chris discussed the possibility of undergoing a NHTSA Traffic Records Assessment. He said that a NHTSA assessment is not required, but the previous assessment was conducted on November 21, 2020. Chris said it would not be necessary to conduct the assessment this following fiscal year. Based on that the TRCC agreed not to conduct an assessment for FY25. He emphasized that the TRCC Strategic Plan is required to be updated on a yearly basis and to keep an eye out for an updated plan to review before the AGA submittal deadline.

Chris indicated future TRCC meetings will be held in person at the FDOT Auditorium, unless otherwise noted. He then displayed the following dates for the next TRCC scheduled meetings:

> ❯ June 21, 2024

> September 13, 2024

A doodle poll for the FY25 Q1 and Q2 meetings will be sent out:

> December 6th or 13th 2024

> March 21st or 28th 2025

The TRCC agreed that more demonstrations of what the committees' members' projects and a streamlining of the quarterly updates would be worthwhile enhancements to the quarterly meeting agenda and format.

Demonstration presentations ideas included:

> Improved features of S4

> Demonstration of ELVIS

> Demonstration of crash report in TraCS and ELVIS

> FCCC update on TCATS that covers central site and repository.

ADJOURN

The meeting was adjourned at 12:17pm.