Illinois Traffic Records Planning and Support GO Team

Work Plan

Background

The National Highway Traffic Safety Administration (NHTSA) is focused on reducing the frequency, severity, and economic costs of traffic crashes. To achieve this mission, NHTSA relies on data from six core data systems: crash, roadway, driver, vehicle, citation and adjudication, and injury surveillance. Together, these make up the traffic records system. NHTSA's Traffic Records Team focuses on the quality, utility, and management of State traffic records systems in support of safety decision making. GO Team projects are NHTSA's primary mechanism for providing traffic records technical assistance to States. GO Team projects give States access to well-qualified subject matter experts (SMEs) tasked with reviewing the status of a specific traffic records program area, developing suggested actions for the State to consider in addressing their most pressing needs, and developing a report that the State can use to support their resulting actions.

Illinois has requested a GO Team for technical assistance in training and supporting State personnel in developing a traffic records strategic plan and general traffic records coordination. The State has recently hired a traffic records coordinator and is interested in training additional TRCC members to help develop a strategic plan. The State participated in the NHTSA Region 5 Traffic Records Strategic Planning Workshop in November 2020 and completed a STRAP assessment earlier that year. During the State's 2020 STRAP assessment, a GO Team was recommended to help provide technical assistance to key stakeholders considering recent personnel changes. This GO Team will provide training and support that will help the State address recommendations made during the State's 2020 Traffic Records Assessment and build upon information shared during the NHTSA Region 5 Traffic Records Strategic Planning Workshop. In addition to the core request for strategic planning support, the training may include familiarization with traffic records resources, traffic records coordinating committee (TRCC) effectiveness, and other shared experiences from the SMEs that can assist the newly hired traffic records coordinator.

Team

VHB proposes Kathleen Haney as the GO Team lead, with Jessica Riley and Courtney Ruiz as GO Team members. The SME team has extensive experience and direct knowledge related to the training needs identified by the State. Members of the SME team helped develop NHTSA's strategic planning workshop and have worked directly with many of the States' traffic records programs. All members have experience as successful State traffic records coordinators and have shared their knowledge with peers.

This GO Team will operate virtually through use of web conferencing technologies—no travel is anticipated for this task. VHB will support the SMEs with logistics, compiling materials, report preparation, and general oversight.

Task Descriptions

1. Draft GO Team Work Plan

Following the receipt of NHTSA's approval of a State's technical assistance application, VHB coordinated with the COR (TO) to schedule an initial conference call with the State. VHB conducted a preliminary meeting with Illinois, NHTSA Regional Staff, and the NHTSA Traffic Records Team on September 17th, 2021, to discuss the technical assistance request. VHB used the State's technical assistance application and notes from the call to create the draft GO Team work plan.

Upon approval by the COR (TO), VHB will engage potential SMEs to confirm interest and availability. Within two weeks of NHTSA approving the draft work plan, VHB will contract with approved SMEs to deliver the technical assistance to the State.

Deliverables:

Draft GO Team Work Plan

2. Pre-Kickoff Meeting

The purpose of this meeting will be to review the draft work plan and reach an agreement on the tasks, deliverables, and schedule. VHB will host a remote, web-based pre-kickoff meeting with the State contacts, NHTSA Regional and Traffic Records Program staff, and other invited stakeholders to discuss the GO Team work plan within two weeks of COR (TO) approval of the draft work plan, subject to the State's availability.

VHB will facilitate the pre-kickoff to include the following items:

- Explain the draft work plan to the State;
- Answer the State's questions about the proposed approach;
- Request more information about the specific issues the State would like to address to refine the draft work plan;
- Agree on scheduling and logistics (e.g., virtual meeting platform); and
- Identify additional points of contact.

Deliverables:

Pre-Kickoff Meeting Notes (Decisions and Action Items)

3. Revised GO Team Work Plan

Within one week following the pre-kickoff meeting VHB will submit a revised GO Team work plan to the NHTSA COR (TO). The revised plan will address feedback from the State, NHTSA, GO Team SMEs, and other pertinent information collected at the pre-kickoff meeting. After approval by the COR (TO), VHB will seek written (email) agreement from the State point of contact that the revised work plan meets the technical assistance needs. If there are no changes or adjustments made, the revised work plan shall be considered final. The final work plan will serve as the guide for all subsequent work to be performed by the GO Team in support of the technical assistance request.

Deliverables:

Revised and Final GO Team Work Plan

4. GO Team Activities

The GO Team will work with the State traffic records coordinator and TRCC to help the State prepare to update its traffic records strategic plan. The GO Team will also work with the coordinator to help identify noteworthy practices that Illinois can adapt and adopt to support their traffic records program. Throughout the GO Team project, the team will work with the Illinois traffic records coordinator to help orient the newly hired individual to the many opportunities to promote improved safety through the traffic records program and the TRCC.

VHB will support the GO Team SMEs' work, manage final report production, and coordinate logistics for a report-out meeting. VHB and the SMEs will have regular communication on progress and check-ins as the project approaches deadlines and milestones. The GO Team will engage the State point of contact, NHTSA COR (TO), NHTSA Traffic Records Team Representative, NHTSA Regional Program Manager, VHB Project Manager, and GO Team members on essential correspondence.

The GO Team will accomplish the objectives of the GO Teams technical assistance request in the following sub-tasks:

4.1 GO Team Kickoff Meeting

The purpose of this task is to formally kickoff the GO Team activities. The GO Team lead will coordinate with the State point of contact to set up a kickoff meeting. The GO Team kickoff meeting will include GO Team SMEs, VHB staff, the NHTSA COR (TO), the State POC and other invited stakeholders, and NHTSA regional staff.

To facilitate the kickoff meeting, the GO Team will prepare a PowerPoint presentation detailing the tasks and how the GO Team will complete the work. The meeting participants will have an opportunity to ask questions; however, the COR (TO) and the GO Team lead will have finalized the work plan before the kick-off meeting takes place.

4.2 Traffic Records Coordination Orientation

The purpose of this task is to provide a series of opportunities that will help the newly hired traffic records coordinator become familiar with noteworthy practices in traffic records program management. This will include familiarization with various websites, source documents, guides, data descriptions, and other resources that supply information and example practices. The GO Team members are all experienced State traffic records program managers who can offer first-hand experience specific to their job and the relevant NHTSA requirements (i.e., 405c).

The GO Team will coordinate with the traffic records coordinator and supporting personnel to schedule a series of three two-hour training or working sessions. The TRCC Strategic Planning Training in Task 4.3 will occur after the first or second session. Later sessions may be used to cover desired elements in Task 4.3. The GO Team will also conduct 30-minute check-in calls with the coordinator and staff to discuss current tasks or questions during weeks where no session is held.

Deliverables:

List of resources

4.3 Traffic Records Strategic Plan Development

The purpose of this task is to provide training and hands-on assistance to help Illinois work through the process of developing a new traffic records strategic plan. This will include the following activities:

a) Documentation review: The GO Team will review the most recent Traffic Records Assessment recommendations, the most recent traffic records strategic plan, data quality performance measures reports, and any pre-existing project descriptions already submitted for consideration by the TRCC for inclusion in the updated strategic plan.

b) TRCC Strategic Planning Training: The GO Team will facilitate a three-hour training session for the Illinois TRCC. The training will provide an overview of the traffic records strategic planning process described in *NHTSA's State Traffic Records Coordinating Committee Strategic Planning Guide (DOT HS 812 773a).*

c) Provide a template and communicate feedback on the draft strategic plan: The GO Team will provide a template for a new Illinois traffic records strategic plan. The GO Team will assist the traffic records coordinator and TRCC as the State works to produce a draft traffic records strategic plan suitable for submission as part of the State's 405c application. The plan will include the following components:

   a. Cover
   b. Signature page
   c. Table of Contents
   d. Description of data improvement needs and source(s)
   e. Prioritization process description
   f. Traffic records data quality performance measures
   g. Strategic plan goals, objectives, and projects (with project descriptions)
   h. Cross-reference table linking projects to listed needs
   i. Summary

d) Interviews: The GO Team will help the traffic records coordinator develop an interview format and plan for interviewing key stakeholders as identified by the State POC to include TRCC members, traffic records system custodians, and traffic records improvement project sponsors (or potential sponsors). The purpose of the interviews will be to refine the list of data improvement needs, define performance measures, and develop project ideas for inclusion in the updated strategic plan. The GO Team will assist the traffic records coordinator with documenting the needs, measures, and project ideas.

e) Create project descriptions: The GO Team will provide a project description template and work with the traffic records coordinator to develop example project descriptions. The traffic records coordinator will then work with project sponsors (State personnel serving as project champions) to develop standardized project descriptions for submission to the TRCC in advance of the strategic planning session.

f) Facilitate strategic a planning session: The GO Team will facilitate a strategic planning session with the Illinois TRCC. The session will be structured as a remote collaborative session. The strategic planning session will be scheduled as a half-day session of the full TRCC membership, with other interested stakeholders invited as desired by the State.

Deliverables:

Facilitated session materials

Draft strategic plan template

Interview plan

Project description template

Draft plan feedback

4.4 GO Team Report Out

Upon request, the GO Team members will facilitate a report out for the State at the conclusion of the GO Team project. VHB will provide the draft GO Team report out presentation and materials for COR (TO) review and approval at least two weeks prior to the report out.

Deliverables:

GO Team Report Out Presentation and Materials

4.5 GO Team Final Report

Within one month of the GO Team report out, the project manager will submit a draft GO Team final report to the NHTSA COR (TO) summarizing the tasks performed by the GO Team. VHB will work with the GO Team SMEs to develop a report that meets the needs of the requesting State and meets the quality and branding requirements of the NHTSA Traffic Records Program.

VHB will submit the GO Team final report to the COR (TO). Within two weeks of receiving NHTSA's comments, VHB will send the final version to the State for acceptance. Within one month of receiving comments from the State, VHB will submit a final version to the COR (TO) for approval and distribution.

Deliverables:

Draft and Final GO Team Report

5. GO Team Evaluation

At the completion of the GO Team, the project manager will send the State/requesting entity a feedback form that will record responses from excellent (5) to poor (1) to evaluate the GO Team technical assistance. The GO Team will be evaluated on the following six sections:

- Participant Information
- GO Team Work Plan
- GO Team Technical Assistance
- GO Team Report
- GO Team Report Out (if applicable)
- GO Team Program

For each section, the State and NHTSA Region will have the opportunity to enter ratings and provide additional comments about their experiences. Schedule

The table below provides a schedule for the completion of each GO Team task outlined in the draft GO Team work plan. Dates will be updated in the final work plan and are dependent on State participant and GO Team availability.

Task #	Task Description	Schedule (Range or Completion Date)
1	Draft GO Team Work Plan	11.23.2021
2	Pre-Kickoff Meeting	12.1.2021 – 12.10.2021
3	Revised GO Team Work Plan	12.13.2021
4	GO Team Activities	12.13.2021 – 5.20.2022
4.1	GO Team Kickoff Meeting	12.13.2021 – 12.21.2021
4.2	Traffic Records Coordination Orientation	12.13.2021 – 5.20.2022
4.3	Traffic Records Strategic Plan Development	1.3.2022 – 4.1.2022
4.4	GO Team Report Out	4.1.2022 – 4.8.2022
4.5	GO Team Final Report	5.20.2022
5	GO Team Evaluation	6.10.2022