Traffic Records Coordinator Cheat Sheet

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Traffic Records Requirements and Funding

Section 405 National Priority Safety Program

Under the FAST Act, Section 405 is the National Priority Safety Program, which provides grant funding to address selected national priorities for reducing highway deaths and injuries. Each program is authorized as a separate section or tier within Section 405, and each has its own eligibility criteria. States must satisfy the eligibility criteria of each tier in order to receive funding for that tier. States must submit their Section 405 applications on July 1 as part of the consolidated application process.

Section 405(c): State Traffic Safety Information System Improvements

Eligible states have to have a Traffic Records Coordinating Committee, a designated traffic records coordinator, an assessment within the last five years and a traffic records strategic plan. States would also have to show quantifiable progress in improving their traffic records systems according to six specific measures.

From <https://www.ghsa.org/about/federal-grant-programs/405>

What is 1300.22?

Uniform procedures for Section 405(c) State traffic safety information system improvements grants.

(a) Purpose. This section establishes criteria, in accordance with 23 U.S.C. 405(c), for grants to States to develop and implement effective programs that improve the timeliness, accuracy, completeness, uniformity, integration, and accessibility of State safety data needed to identify priorities for Federal, State, and local highway and traffic safety programs; evaluate the effectiveness of such efforts; link State data systems, including traffic records and systems that contain medical, roadway, and economic data; improve the compatibility and interoperability of State data systems with national data systems and the data systems of other States; and enhance the agency's ability to observe and analyze national trends in crash occurrences, rates, outcomes, and circumstances.

(b) Qualification criteria. To qualify for a grant under this section in a fiscal year, a State shall submit as part of its HSP the following documentation, in accordance with part 2 of appendix B:

(1) Traffic records coordinating committee (TRCC). The State shall submit -

(i) At least three meeting dates of the TRCC during the 12 months immediately preceding the application due date;

(ii) Name and title of the State's Traffic Records Coordinator;

(iii) List of TRCC members by name, title, home organization and the core safety database represented, provided that at a minimum, at least one member represents each of the following core safety databases:

(A) Crash;

(B) Citation or adjudication;

(C) Driver;

(D) Emergency medical services or injury surveillance system;

(E) Roadway; and

(F) Vehicle.

(2) State traffic records strategic plan. The State shall submit a Strategic Plan, approved by the TRCC, that -

(i) Describes specific, quantifiable and measurable improvements, as described in paragraph (b)(3) of this section, that are anticipated in the State's core safety databases, including crash, citation or adjudication, driver, emergency medical services or injury surveillance system, roadway, and vehicle databases;

(ii) Includes a list of all recommendations from its most recent highway safety data and traffic records system assessment;

(iii) Identifies which recommendations identified under paragraph (b)(2)(ii) of this section the State intends to address in the fiscal year, the countermeasure strategies and planned activities, at the level of detail required under § 1300.11(d), that implement each recommendation, and the performance measures to be used to demonstrate quantifiable and measurable progress; and

(iv) Identifies which recommendations identified under paragraph (b)(2)(ii) of this section the State does not intend to address in the fiscal year and explains the reason for not implementing the recommendations.

(3) Quantitative improvement. The State shall demonstrate quantitative improvement in the data attribute of accuracy, completeness, timeliness, uniformity, accessibility, or integration of a core database by providing -

(i) A written description of the performance measures that clearly identifies which performance attribute for which core database the State is relying on to demonstrate progress using the methodology set forth in the “Model Performance Measures for State Traffic Records Systems” (DOT HS 811 441), as updated; and

(ii) Supporting documentation covering a contiguous 12-month performance period starting no earlier than April 1 of the calendar year prior to the application due date, that demonstrates quantitative improvement when compared to the comparable 12-month baseline period.

(4) State highway safety data and traffic records system assessment. The State shall identify the date of the assessment of the State's highway safety data and traffic records system that was conducted or updated within the five years prior to the application due date and that complies with the procedures and methodologies outlined in NHTSA's "Traffic Records Highway Safety Program Advisory" (DOT HS 811 644), as updated.

(c) Requirement for maintenance of effort. The State shall submit the assurance in part 2 of appendix B that the lead State agency responsible for State traffic safety information system improvements programs shall maintain its aggregate expenditures for State traffic safety information system improvements programs at or above the average level of such expenditures in fiscal years 2014 and 2015.

(d) Use of grant funds. A State may use grant funds awarded under 23 U.S.C. 405(c) to make quantifiable, measurable progress improvements in the accuracy, completeness, timeliness, uniformity, accessibility, or integration of data in a core highway safety database.

Traffic Records Coordinator Roles and Responsibilities

State Highway Safety Office (SHSO)

- Traffic records champion
- Point of contact for traffic records funding and issues
- Liaison with Federal agencies regarding strategic plan
- Outreach and Education to "Sell the Vision"
    - Website
    - Conference presentations
    - Training
- Request Technical Assistance

For more information on the Traffic Records Program Coordinator position description, refer to the Governors Highway Safety Association Sample Position Descriptions.

Traffic Records Coordinating Committee (TRCC)

- Member of TRCC Technical Committee and subcommittee(s)
- Supports TRCC Executive Committee
- Oversee planning and improvement of State's traffic records systems
- Develop, implement, and monitor the traffic records strategic plan
- Approve traffic records strategic plan and implementation plan annually
- Identify performance measures and monitor progress
- Provide meaningful coordination among stakeholders

Traffic Records Coordinating Committee (TRCC)

What is a Traffic Records Coordinating Committee (TRCC)?

TRCC members are stakeholders in traffic safety and in traffic records data. They are the data collectors, managers, and users of traffic safety information. Participants need to be "engaged" in the work of the TRCC. As individuals representing an agency they need to understand why they are there, and what the benefits are to sharing their agency's plans and its resources in an attempt to improve all of the State's traffic records systems, not just the ones that they or their agency manage.

TRCCs can be self-directed or have their purpose and role defined by upper level managers in the stakeholder agencies (i.e., by the executive TRCC). The Traffic Records Program Assessment Advisory says that "the ideal TRCC is— at both the executive and technical level— formally chartered by memorandum of understanding [MOU], charter or other foundational document that describes the powers and duties of each as specified in enabling State legislation." In practice, States do not establish their TRCC as a result of enabling legislation, but rather by agreement among the agencies that have ownership of the core traffic records system components. The MOU or charter then lists the authority under which each participating agency enters into the agreement. Foundational documents are those which establish the TRCC and charge the committee with specific responsibilities.

Critical features of an ideal TRCC

1. Establish a TRCC

   The ideal TRCC is sufficiently representative to possess both the staff-level technical expertise and executive-level decision-making capabilities required to ensure the TRCC can adequately coordinate and influence the State's traffic records system. In practice, the ideal TRCC includes executives—or their designees—who are empowered to establish policy, direct resources within their areas of responsibility, and set the vision and mission for the TRCC. The TRCC also includes technical staff representatives from all stakeholder groups and organizations and is responsible—as defined by the TRCC Chair—for the oversight and coordination of the State's traffic records system. The specifics of how the ideal TRCC is organized will vary—some will have separate executive committees, others will have single sitting bodies including both executive and technical representatives.

2. Ensure TRCC Membership is Representative

   The ideal TRCC is composed of members representing the interests of traffic safety data collectors, managers, and users. At a minimum, membership includes the State agencies or entities responsible for the core data systems—crash, driver, vehicle, roadway, citation and adjudication, and injury surveillance. The TRCC includes executive-level individuals that have resource allocation responsibilities within each of the custodial agencies. Specifically, these entities include at least: crash (State law enforcement, DMV, DOT, SHSO), driver (licensing agency), roadway (DOT), citation and adjudication (State and local law enforcement, Administrative Office of the Courts), and injury surveillance (EMS, State DOH, public health).

   The TRCC ideally also includes technical staff tasked with the oversight and coordination of the traffic records system's components. Specifically, these individuals represent all appropriate stakeholder entities, including those on the TRCC and some or all the following: State IT agency

and offices, State Fatality Analysis Reporting System analyst, metropolitan and regional planning agencies, Federally recognized Indian Tribes, county/city engineers, judges, prosecutors, university researchers, and non-governmental safety advocates such as Mothers Against Drunk Driving. Appropriate Federal liaisons—including FHWA, FMCSA, and NHTSA at a minimum—are included as non-voting members. States containing National Parks, U.S. Park Police jurisdictions, or Federally recognized Indian Tribes should coordinate with Department of Interior agencies that have a role in managing traffic records (National Park Service Rangers, Bureau of Land Management enforcement, and Bureau of Indian Affairs Law Enforcement Services). The ideal composition of a TRCC will vary depending on a State's unique circumstances. These circumstances should be considered in seeking additional TRCC representatives.

3. Obtain Formal TRCC Authorization

   The ideal TRCC is formally chartered by a memorandum of understanding, charter, or another foundational document that describes the powers and duties of the committee as specified in enabling State legislation. This authorization empowers each member to officially participate in the State's TRCC and leverage resources, streamline processes, integrate systems, and focus on strategic investments.

4. Institutionalize TRCC Responsibilities

   The TRCC (1) provides the leadership and coordination necessary to develop, implement, and monitor the State Traffic Records Strategic Plan; (2) influences agency policy decisions that impact the State's traffic records system; (3) advises the SHSO regarding the allocation of Federal funding as appropriate; (4) identifies performance measures and monitors progress; (5) serves as a forum for the discussion of the State's traffic records investments and challenges; and (6) provides meaningful coordination among stakeholders.

   The TRCC oversees traffic records improvement projects under its direct responsibility. The TRCC also monitors other projects to ensure coordination among the traffic records system's component organizations and assess system-wide impacts. For example, when a custodial agency considers making changes to its traffic records-related systems, the TRCC should be briefed so the TRCC can assess potential impacts on other systems and identify potential opportunities to leverage investments. The TRCC also coordinates the development of a traffic records inventory. By consolidating the discrete systems documentation maintained by custodial agencies into a coherent whole, the TRCC-maintained traffic records inventory can improve accessibility and analysis for all stakeholders.

5. Designate TRCC Leadership

   There are two primary leadership roles within the TRCC: the TRCC chair and the TRCC coordinator. These roles may, in some cases, be assumed by the same individual. The TRCC chair provides leadership for committee activities as specified in the State Traffic Records Strategic Plan. The ideal individual is employed by the SHSO or one of the other key custodial agencies and has rank and authority sufficient to advise the executive TRCC on matters pertaining to technical TRCC efforts. Like all TRCC leadership positions, the chair's term should be specified in the charter, a memorandum of understanding (MOU), or appropriate foundational document. The TRCC coordinator is designated by the committee to aid the TRCC chair. The coordinator may be an employee of a key custodial agency or a contractor. Specific duties include coordination of the TRCC at the direction of the chair; coordination of the development,

implementation, and maintenance of the State Traffic Records Strategic Plan; and providing secretariat support for the executive TRCC.

6. Conduct Regular Meetings

   The TRCC meets regularly—at least quarterly to maintain optimal organizational performance. The TRCC creates working sub-committees to address specific issues or projects as they arise. These sub[1]committees may need to meet independently and/or separately from the primary TRCC.

7. Oversee Quality Control and Data Improvements

   The TRCC prioritizes, promotes, and coordinates quality control and data improvement programs that impact the core traffic records systems. The presentation of quality control metrics should be part of the TRCC's regular meetings. The TRCC encourages the implementation of information quality best practices and use of NHTSA's Model Performance Measures for State Traffic Records Systems.

8. Oversee Training and Technical Assistance for Traffic Records Data Improvement

   The TRCC promotes the deployment of training needs assessments and works to address identified training and technical assistance needs. Presentations detailing these needs and participation in relevant training are a part of the technical TRCC's regular meetings. The TRCC monitors and encourages the deployment and promotion of training programs and training sessions held at the annual International Forum on Traffic Records and Highway Safety Information Systems.

9. Coordinate Grant Funds

   The TRCC advises the SHSO on the allocation of NHTSA grant funds dedicated to traffic records data improvement and monitors traffic records programs supported by other Federal funds. The TRCC serves as a critical forum for the coordination, and efficient leveraging of funds used to improve the collection, processing, management, and analysis of State traffic records data. Specifically, the TRCC is responsible for creating and approving the States' Traffic Records Strategic Plan. The TRCC discusses how to optimally invest available traffic records improvement funds and coordinate the use of these resources—in particular, DOT grant funds that can be used for State traffic records systems data improvement projects.

For additional information and recommendations regarding effective TRCC conduct, refer to State Traffic Records Coordinating Committee Noteworthy Practices.

Noteworthy Practices for an Effective TRCC Management

Foundational Documents: Effective TRCCs have a clear mission and vision. These are shared by all member agencies represented on the TRCC and established cooperatively at the highest levels of the participating agencies. Formal agreements among agencies help to set the charge for the TRCC and give the committee authority for specific actions such as developing a strategic plan, selecting projects for funding, and monitoring project completion.

Relationship Building: Effective TRCCs establish productive modes of communication, reducing conflict and fostering cooperation among the agencies. This reduces "silos" where agencies and

the data systems they manage fail to share data. Effective TRCCs purposefully set a tone of respectful communication and build trust through successful interactions among peers.

Strategic Planning: Effective TRCCs own their State's Traffic Records Strategic Plan. The TRCC sets the update cycle for the plan, deliberates on the plan's contents, and approves the final version of the plan. TRCC members promote the plan in their own agencies and help to make it a statewide resource endorsed by all of the participating agencies.

Traffic Records Assessments: Effective TRCCs help manage this process and are involved in answering questions and providing supporting materials for the sections related to traffic records data management, the TRCC itself, and strategic planning. More importantly, effective TRCCs incorporate the recommendations from the Assessment into the strategic plan in the form of specific strategies, goals, projects, and data quality performance targets.

Self-Assessment: Effective TRCCs spend time reviewing their own effectiveness and identify ways that the TRCC can improve. Noteworthy practices include funding a full time TRCC Coordinator and developing subcommittees tasked with specific advisory roles on key issues.

Performance Measurement: Effective TRCCs accept the role of data quality performance measurement advisors and managers. This role extends to the project level (where the TRCC judges the impact of specific programs on data quality) and the system level (where the TRCC advises on monitoring the timeliness, accuracy, completeness, uniformity, integration, and accessibility of each traffic records resource).

From <TRCC Noteworthy Practices Guide final september 2015.pdf (transportation.gov)>

Traffic Records Assessment Process

What is a Traffic Record System Assessment?

Federal statute requires States to certify that "an assessment of the State's highway safety data and traffic records system was conducted or updated during the preceding 5 years" to qualify for a State traffic safety information system improvements grant, per 23 U.S.C. §405(c). NHTSA regulations in 23 C.F.R. §1300.22(b)(4) require that the assessment comply with "procedures and methodologies" outlined in the Traffic Records Program Assessment Advisory.

NHTSA believes it is important to provide States with flexibility in meeting the requirement to conduct an assessment of the State's highway safety data and traffic records system. Therefore, the Advisory provides guidance on three different assessment processes so that States may choose the process that best fits their needs.

First, States may design their own assessment of their traffic safety information systems. NHTSA regulations require States to list all recommendations from their most recent highway safety data and traffic records system assessment and identify whether and how they intend to address those recommendations. 23 CFR §1300.22(b)(2) (ii-iv). A State's assessment should, therefore, result in a comprehensive set of recommendations that will improve the State traffic safety information systems

and inform the State's traffic records strategic plan. The Advisory lays out noteworthy practices that States may wish to consider when assessing their data systems.

Second, NHTSA has developed a self-assessment tool that States may use. The assessment tool consists of a series of questions developed by NHTSA, with the input of subject matter experts, which will generate recommendations based on the States' responses. This assessment tool is available online at Traffic Records Assessment Self-Assessment Tool. The questions are in Appendix E of the Advisory.

Third, States may opt to participate in NHTSA's State Traffic Records Assessment Program (STRAP) at no cost to the State. STRAP is a peer assessment process using the questions from NHTSA's assessment tool. Qualified independent assessors will evaluate the State's responses and provide recommendations; specific and actionable considerations; and a final report. An experienced facilitator supports this process, which includes two onsite meetings and a webinar report-out.

Full Traffic Records Program Assessment Advisory

From <https://www.nhtsa.gov/data/traffic-records>

NHTSA GO Teams

What are NHTSA GO Teams?

NHTA's Traffic Records Team established the GO Team project in 2012 to serve as a follow-up companion to the redesigned traffic records assessments. In the assessment, States would learn of opportunities for improving their traffic records system. If a State determined that it needs help addressing any aspect of its traffic records system (whether or not that need is pointed to in its most recent traffic records assessment), the State can complete a GO Team application that details the nature of issue and the type of assistance requested.

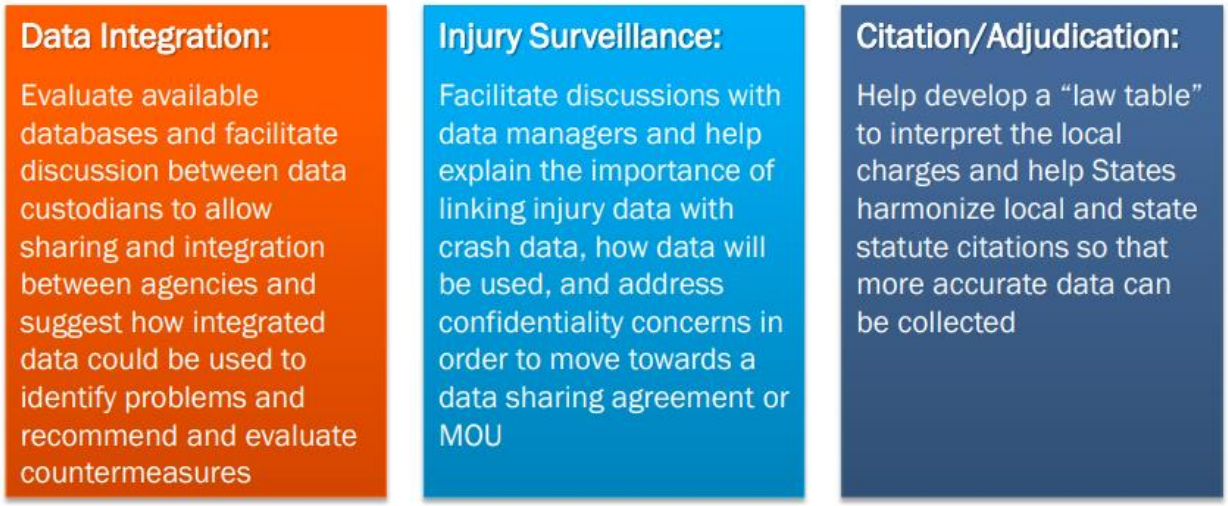
Two main types of assistance are offered: technical assistance and training. For technical assistance, NHTSA will provide a team of subject matter experts with experience addressing the specific issue that the State raises in its application. The experts will work with the State to plan a project, deliver the requested technical assistance, and provide a final report and recommendations (as appropriate). For training assistance, NHTSA will identify existing sources or identify a qualified team to develop and deliver the requested training to the State. The application process requires States to liaise with their NHTSA Regional representative, and all projects are subject to approval of the NHTSA Traffic Records Team.

Application Requirements

- Describe the issue in sufficient detail
- Submitted by state-designated representative via TRIPRS
- Approved by SHSO and TRCC
- Accepted on rolling basis
- First-come, first-served

Source: "A New Method for Assessing State Traffic Records", presentation by Dr. John Siegler, 2011 Traffic Records Forum, Charlotte, NC, August 1, 2011.

Example GO Team Topics



Source: NHTSA, "Requesting a NHTSA Go Team", October 2012

Traffic Records Coordinator Tools

- Create a TRCC Survey
- Develop a Traffic Records Grants Request for Proposal (RFP)
- Implement a Planning Calendar
    - Grant Cycles & Due Dates for Traffic Records Grants
    - HSP Appendix D 405c Application Due Dates
    - Conferences
    - Trainings
- Identify potential projects
- Create a Partner/Agency Contact List
- Suggest one of the core databases present to the TRCC
- Develop an orientation or refresher training for traffic records grantees
- Request a GO Team for technical assistance or training
- Request a STRAP Assessment – can be conducted outside of the 5-year requirement

Resources

Traffic Records Specific:

US Traffic Records Coordinating Committee (TRCC):
https://www.transportation.gov/trcc

US TRCC Noteworthy Practices Guide:
https://www.transportation.gov/government/traffic-records/state-traffic-records-coordinating-committee-noteworthy-practices

NHTSA / NCSA Traffic Records (information on TR assessments, data standards, GO Teams, and CDIP)
https://www.nhtsa.gov/data/traffic-records

Traffic Records Program Assessment Advisory, 2018 Edition
https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812601

Model Performance Measures for State Traffic Records Systems
https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/811441

State TRCC Strategic Planning Guide
https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812773A

State TRCC Strategic Planning Toolbox
https://crashstats.nhtsa.dot.gov/Api/Public/Publication/812773B

State Data Information Resources
https://www.nhtsa.gov/traffic-records/state-data-information-resources

Federal Agencies:

National Highway Traffic Safety Administration (NHTSA)
http://www.nhtsa.gov/

NHTSA / National Center for Statistics and Analysis (NCSA)
https://www.nhtsa.gov/data/national-center-statistics-and-analysis

Federal Motor Carrier Safety Administration (FMCSA)
https://www.fmcsa.dot.gov/

Federal Highway Administration (FHWA)
http://www.fhwa.dot.gov/

DOT Transportation Safety Institute (TSI):
https://tsi-dot.csod.com/client/tsi-dot/default.aspx?ReturnUrl=https%3a%2f%2ftsi-dot.csod.com%2fLMS%2fBrowseTraining%2fBrowseTraining.aspx#f=1&s=534&d1=06/11/2020&d2=09/30/2020&o=1&h=5

National and International Agencies:

Governors Highway Safety Association (GHSA)
http://www.ghsa.org/

Association of Transportation Safety Information Professionals (ATSIP)
http://www.atsip.org/

Insurance Institute for Highway Safety
http://www.iihs.org/

American Association of State Highway and Transportation Officials (AASHTO)
http://www.transportation.org/

National Safety Council
http://www.nsc.org/pages/home.aspx

Conferences:

International Forum on Traffic Records and Highway Safety Information Systems (AKA "Traffic Records Forum")
https://www.atsip.org/traffic-records-forum/

Governors Highway Safety Association (GHSA) Annual Meeting and other events
http://www.ghsa.org/events/Upcoming

Lifesavers National Conference on Highway Safety Priorities
https://lifesaversconference.org/

Data Resources:

NHTSA / NCSA Tools, Publications, and Data
https://cdan.dot.gov/

Fatality and Injury Reporting System Tool (FIRST)
https://cdan.nhtsa.gov/query

Fatality Analysis Reporting System (FARS) Data Tables:
http://www-fars.nhtsa.dot.gov/Main/index.aspx

NHTSA State Traffic Safety Information (STSI):
https://cdan.nhtsa.gov/stsi.htm

NHTSA Traffic Safety Facts Annual Report Tables
https://cdan.nhtsa.gov/tsftables/tsfar.htm

FHWA State Safety Performance Targets
https://safety.fhwa.dot.gov/hsip/spm/state_safety_targets/

ANSI D-16: Manual on Classification of Motor Vehicle Traffic Crashes (National standard crash terminology)
https://www.transportation.gov/government/traffic-records/updated-ansi-d16-manual-classification-motor-vehicle-traffic-crashes

Model Minimum Uniform Crash Criteria (MMUCC) (The minimum data elements on crash report forms):
https://www.nhtsa.gov/mmucc-1

NHTSA / NCSA Crash Data Collection Systems
https://www.nhtsa.gov/data/crash-data-systems

FMCSA Information Systems
https://www.fmcsa.dot.gov/mission/information-systems/information-systems

Manual on Uniform Traffic Control Devices (MUTCD):
http://mutcd.fhwa.dot.gov/

Model Inventory of Roadway Elements (MIRE):
http://safety.fhwa.dot.gov/rsdp/mire.aspx

National Emergency Medical Services Information System (NEMSIS)
https://nemsis.org/

National Information Exchange Model (NIEM)
http://www.niem.gov/

NHTSA Model Impaired Driving Records Information System (MIDRIS):
http://www.nhtsa.gov/staticfiles/nti/pdf/811489.pdf

Data Driven Approaches to Crime and Traffic Safety (DDACTS):
https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/811185_ddacts_opguidelines.pdf

Miscellaneous Resources:

American Traffic Safety Services Association
http://www.atssa.com/Home.aspx

National Annual Vehicle-Miles of Travel:
http://www.fhwa.dot.gov/policyinformation/statistics/vm03.cfm

Centers for Disease Control and Prevention
http://www.cdc.gov/