TRAFFIC RECORDS ASSESSMENT

PRE-ASSESSMENT QUESTIONNAIRE

General Directions. The purpose of the Pre-Assessment Questionnaire is to provide the assessment team with as much state-specific information as possible prior to their visit so that they can utilize the time available in the most effective way. There are several "Questionnaires" which address the various sections of the *Traffic Records Advisory* and are directed at the appropriate responding agency or organization, such as the following:

        State Highway Safety Office
        Crash File Manager
        State Highway Department
        Local Public Works or Transportation Department/City Traffic Engineer
        Law Enforcement - State
        Law Enforcement - Local
        Department of Motor Vehicles
        Courts and Court Management
        State Department of Health/Other Agencies involved with injury control programs
        Traffic Records Data Users, Analysts, Researchers, Planners, Program Managers, etc.

The State Highway Safety Office should distribute and obtain responses from as many respondents within each agency as they think feasible and reasonable. For example, several local law enforcement agencies might be polled representing a cross-section of sizes of city and county agencies.

The completed questionnaires should be forwarded to the assessment team members at least two weeks prior to the site visit.

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 1-A/2-A (Crash Information) Questions for:

HIGHWAY SAFETY OFFICE

1.   How do you access data from the various major traffic records files, especially the crash file?

2.   What types of output are available from the crash file, e.g., summary reports, special requests, direct retrieval? Do you receive information from other files, e.g., summary statistics regarding the state's driver and vehicle population?

What steps can be taken to improve the collection, processing, and availability of crash data?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 1-A/2-A (Crash Information) Questions for:

CRASH FILE MANAGER

General Information

1.   Is there a statutory requirement to report crashes?

2.   What agency has responsibility for maintenance of the official statewide crash file?

3.   Describe the process from receipt of the crash report through the entry of the data into the crash file. Are changes in this process being considered?

4.   What is the crash file structure? When was the last time the file structure was modified? How difficult is it to make changes to the crash records system? Are changes being considered to the file structure?

5.   When was the crash report form last revised? Is another revision being considered? When? What is the process for deciding what changes are to be made? Is there a committee of users, such as a statewide traffic records coordinating committee, involved in the process?

NOTE: Provide a copy of the crash report and instruction manual.

Data Content

6.   What location method is used? Is the location entered by the investigating officer or via automated means during file creation at data entry? Is the same location reference method used for crashes on all highways of the state and by all investigating agencies?

7.   Are the crashes classified according to First Harmful Event and do all investigating agencies classify crashes appropriately? Are crashes classified using ANSI D16.1 and MMUCC (i.e., first harmful event, school bus, work zone, occupant protection, non-motor vehicle crashes, etc.)?

8.   What is the reporting threshold for the state? Do all local agencies follow the state threshold?

9.   Are there provisions to record work zone crashes on the crash report?

10.	Is there a separate crash data collection for commercial motor vehicles?

11.	Does the state collect data on type of occupant protection used and is it collected for all vehicle occupants? Is seating position noted for all occupants whether injured or not?

12.	Are traffic citations, if issued, noted on the crash report?

13.	If alcohol or drugs are suspected, is that noted on the crash report? Is BAC entered into the crash file if noted on the crash report?

14.	Is information regarding EMS response noted on the crash report such as the agency identifier, the EMS run number, and the medical facility to which the victim was transported?

Data Quality

15.	What is the elapsed time from the time of a crash to its entry into the statewide crash file? Is there a mandated time period for submitting reports? Does this vary among jurisdictions? How soon after year's end is complete data available for statistical analysis and other reporting?

16.	Does the state require all crashes to be reported on a uniform crash report form or specify a uniform set of data elements to be collected? If so, do all agencies comply? Does the state use a separate form for commercial motor vehicles?

17.	What national guidelines and standards does the state use in capturing and classifying crash data (e.g., MMUCC, ANSI D16.1)?

18.	What localities maintain their own crash files? Is there a process in place to upload from any of these independently maintained files to create the statewide file, or do these localities submit the paper crash reports?

19.	Does any other state agency maintain a statewide crash file? If so, is it created via a duplicate data entry process using the same crash report form? Do the data editing procedures differ?

20.	Does the statewide crash file contain all reportable crashes from all jurisdictions?

21.	Are all entries on the crash report completed? What variables are most often omitted? What variables are most often incorrectly entered?

22. Is the police crash report the primary source of data for the statewide crash file? If not, what is the primary source? Are data ever extracted from operator reports? From other sources e.g., coroners, medical examiners? What are the sources of the crash data; i.e., other than the police report, are data extracted or merged from other records such as operator reports, medical examiner records (death certificates, toxicology reports), etc.?

23. Is there any procedure in place for monitoring incomplete or incorrect reporting and providing feedback to the reporting jurisdiction?

24. How are data accessed by the various users? Does the agency maintaining the statewide crash file provide users with direct access to the file or any means to extract data sets for analytical purposes?

25. What are the legal constraints/concerns of providing direct access to crash information for all users?

26. What files are linked to the crash file?

    a. Medical outcome data files (EMS, emergency room admission, and other hospital files)?
    b. Driver file (e.g., to merge data to analyze driver histories of crash involved drivers)? Is the driver history updated as an automated by-product from processing of the crash report?
    c. Roadway files, especially for analysis of high crash locations?
    d. Citation files?
    e. Any locally maintained systems?

27. What are the common linkage elements for any of these files? What linkage elements could be used to link the crash data with other information sources, with special emphasis on the following:

    a. Linkage to vehicle records; e.g., Plate or VIN?
    b. Linkage to driver records; e.g., driver license number or some combination of date of birth, crash date and time?
    c. Linkage to roadway files; e.g., roadway location identification?
    d. Linkage to citation files; e.g., ticket number, crash case identifier? D.L. number?
    e. Linkage to EMS and other medical outcome information sources; e.g., EMS run number, ID number for medical facility? Note if probabilistic methods are used to link crash and medical outcome data.

28. Does the state have a capability in place to electronically retrieve and merge pertinent data from the driver and/or vehicle files into the crash record during the update process thus eliminating the need for the officer to record those data on the crash report; e.g., name, date of birth, vehicle make/model?

Data Output

29. What are the outputs from the crash file, both periodic and ad hoc? Who uses them? How are they produced and/or accessed? Are the data or reporting function Internet accessible?

What improvements would you recommend for the collection and processing of crash data?

TRAFFIC RECORDS ASSESSMENT QUESTIONS

Section 1-A/2-A (Crash Information) Questions for:

LAW ENFORCEMENT - STATE

Data Collection

1.   Describe the process of crash reporting (a) from the crash event, (b) through the completion of the police report, (c) through the supervisory review, and (d) submission to the cognizant state agency.

2.   What types of technology are used for crash data collection; e.g., PC's, GPS technology, CDPD, RF Linkage, Magnetic stripe, Bar Code, Voice Data Capture, GIS?

Data Content

3.   How is crash location information entered on the crash report form by the officer? Are the locations identified in the same way for state highways as local streets and highways?

4.   What is the threshold for reporting crashes?

5.   Is there a separate crash data collection for commercial motor vehicles?

6.   Are there provisions to record work zone crashes on the crash report?

7.   Are data collected on type of occupant protection used, and is it collected for all vehicle occupants? Is seating position noted for all occupants whether injured or not?

8.   Does the officer indicate types of violations and citations issued on the crash report?

9.   Does the officer indicate whether alcohol or drugs are suspected? Is BAC entered into the crash file when obtained?

10   Does the state capture information regarding the EMS agency responding to the crash; such as the agency identifier, the EMS run number, and the medical facility to which the victim was transported?

Data Output

11. If the state law enforcement agency maintains a crash file (see question 4 above), what are the outputs from this crash file? Who uses them? For what purpose? Are data used to identify high incident locations for resource allocation? If a crash file is maintained, can it be linked with a citation file?

Data Quality

12. Is there a mandated time period for submitting reports? Is this generally met?

13. Are crashes reported on a uniform crash report form?

14. Are all entries on the crash report completed? What variables are most often omitted? What variables are most often incorrectly entered?

15. Are incomplete or incorrect reports sent back to the investigating officer?

16. Are these common reporting problems emphasized during crash investigation and reporting training? What type of crash reporting training is provided?

Additional Questions:

17. How do officers view the collection of crash data? Do they regard it merely as a statutory requirement? Something only done for insurance purposes? Something which may contribute to reducing crashes?

18. Does the state enforcement agency maintain a file of crashes it investigates? If it does, are paper copies of the crash reports, or an electronic copy of the file, forwarded to the cognizant agency (assuming this is not the "official" file)? Does it differ in content (data variables, threshold of crash) from the "official" state file?

What steps can be taken to improve the collection, processing, and availability of crash data?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 1-A/2-A (Crash Information) Questions for:

LAW ENFORCEMENT - LOCAL

Name of City/County:_____

<u>Data Collection</u>

1.   Describe the process for crash reporting (a) from the crash event, (b) through the completion of the police report, (c) through the supervisory review, and (d) submission to the cognizant state agency.

2.   What types of technology are used for crash data collection; e.g., PC's, GPS technology, CDPD, RF Linkage, Magnetic stripe, Bar Code, Voice Data Capture, GIS?

<u>Data Content</u>

3.   How is crash location information entered on the crash report form by the officer? Are the locations identified in the same way for state highways as local streets and highways?

4.   What is the threshold for reporting crashes?

5.   Is there a separate crash data collection for commercial motor vehicles?

6.   Are there provisions to record work zone crashes on the crash report?

7.   Are data collected on type of occupant protection used, and is it collected for all vehicle occupants? Is seating position noted for all occupants whether injured or not?

8.   Does the officer indicate types of violations and citations issued on the crash report?

9.   Does the officer indicate whether alcohol or drugs are suspected? Is BAC entered into the crash file when obtained?

10.   Is information captured regarding the EMS agency responding to the crash such as the agency identifier, the EMS run numbe, and the medical facility to which the victim was transported?

Data Output

11.   If the local law enforcement agency maintains a crash file, what are the outputs from this crash file? Who uses them? For what purpose? Are data used to identify high incident locations for resource allocation? If a locally maintained crash file does not exist, how are crash data for the locality obtained? If a crash file is maintained, can it be linked with a citation file?

Data Quality

12.   Is there a mandated time period for submitting reports? Is this generally met?

13.   Are crashes reported on a uniform crash report form?

14.   Are all entries on the crash report completed? What variables are most often omitted? What variables are most often incorrectly entered?

15.   Are incomplete or incorrect reports sent back to the investigating officer?

16.   Are these common reporting problems emphasized during crash investigation and reporting training? What type of crash reporting training is provided?

Additional Questions:

17.   How do officers view the collection of crash data? Do they regard it merely as a statutory requirement? Something only done for insurance purposes? Something which may contribute to reducing crashes?

18.   Does the local law enforcement agency maintain a file of crashes it investigates? If it does, are paper copies of the crash reports, or an electronic copy of the file, forwarded to the state agency which maintains the "official" statewide file? Does it differ in content (data variables, threshold of crash) from the "official" state file?

What steps can be taken to improve the collection, processing, and availability of crash data?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Sections 1-B and 2-B (Roadway Information) Questions for:

STATE HIGHWAY DEPARTMENT

<u>General</u>

1.   Is the traffic records system used to guide the development of short/long-range construction/maintenance programs? If so, how? If not, why not? What other ways could traffic records systems be used in construction programs?

2.   Is there a specific program developed to correct suspect or problem locations identified through the traffic records system?

3.   How are crash locations identified? What location referencing system is used?

4.   Does the location referencing system cover all state-maintained roadways?

5.   Does the location referencing system apply to other roadways that are not maintained by the state? If not, what other location referencing system is used?

6.   How are roads classified?

7.   Can the system classify roads as on the National Highway System or Non-NHS?

8.   Can the system classify roads by functional class (as defined by FHWA)?

9.   Does classification system include all public roads (state and non-state highways)?

<u>Data Content</u>

10.   What inventory files are maintained (e.g., pavement, signs, traffic volumes, bridges, geometric, maintenance logs, roadside hardware, skid)?

11.   What inventory data elements are collected? Specific data elements (e.g., in a pavement file -- paved-on date, pavement type, pavement friction tests (#, date), coverage). Provide examples?

12. Do video log files exist for the roadway system? Can they be linked to the inventory?

13. Are VMT data available and on what basis (e.g., vehicle type, roadways)? How are these data used?

Data Output

14. Can all roadway inventory files be linked? In what manner? What linking variables are used?

15. Which roadway files are linked together? How are they linked - does the state have a GIS?

16. Can state system and local system files be linked?

17. Has any statewide analysis based on file linkage resulted in specific programs for roadway improvements?

18. What output reports are produced? In what form (periodic, on-demand)? For whom?

Data Quality

19. How frequently are roadway inventory files updated when changes occur (new traffic signs/controls, redesigned features and characteristics, etc.)?

20. Are the data that are maintained similar among the various classes of highways in the state? Are data comparable from one year to the next, particularly for high crash location analysis?

21. Does the state maintain files only for the state-maintained roadways? Do localities maintain their own roadway files, and are they linked to the state system?

22. What is the accuracy of the location referencing system within the various roadway inventory files (nearest .01 mile, other)?

23. Is the referencing system physically posted (e.g., milepost or reference markers)?

24. Are all roadway inventory files maintained to the same accuracy?

25. How does the state rate the accuracy of the data collected for state highways, for local streets and highways? What methods are employed for collecting data for updating the files?

26.   How are data from the various files accessed? What periodical reports
        are produced?

27.   How do the users generally rate the quality of the roadway data? What
        improvements would be desirable?

28.   Can the roadway files be linked to the crash files? Any other files?

29.   How is historical roadway data maintained? What methods are available
        for linking historical crash information with the appropriate historical
        roadway information?

        What improvements to the roadway files are recommended?

TRAFFIC RECORDS ASSESSMENT QUESTIONS

Section 1-B/2-B (Roadway Information) Questions for:

LOCAL HIGHWAY DEPARTMENT/CITY TRAFFIC ENGINEER

Name of City/County:_____

1.   Is there a specific program developed to correct suspect or problem locations (e.g., high crash locations) identified through the use of traffic records data?

2.   Do you use the state traffic records system, in particular the state crash file, or do you operate a separately maintained crash file?

3.   How are crash locations identified? What location referencing method is used?

4.   Can work zone-related crashes be identified?

5.   If you rely on data from state maintained files, what output reports do you receive? In what form (periodic, on-demand)? How do you obtain data from state files, and what problems do you experience in obtaining it?

6.   If you use data from state maintained files, what is your assessment of the quality of the data in terms of accuracy, completeness, consistency, timeliness, accessibility, etc?

7.   What recommendations would you offer to make the state data more useful or more compatible with your own locally operated traffic records data system?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Sections 1-C and 2-C (Vehicle Information) Questions for:

DEPARTMENT OF MOTOR VEHICLES/VEHICLE INFORMATION

Data Content

1.   Are data available for VIN, vehicle type and configuration, legal status and registration, and use characteristics for each vehicle registered in the state?

2.   How are vehicle types classified and on what basis (e.g, use, weight, configuration) Are these same classifications used in crash reporting?

3.   Does the state capture odometer readings, e.g., at time of registration renewal, inspection, or by some other means?

4.   How and where is information on commercial vehicles maintained and integrated with other systems?

Data Output

5.   Are summaries produced relative to the makeup of the state's vehicle population?

6.   Can vehicle data be linked to crash data? Linked to other files? What is the linkage element(s)?

7.   Can the state normalize crash experience with respect to type of vehicle, e.g., compare percentage of crashes a vehicle type is involved in to percentage of total vehicle population for that vehicle type? Can the state normalize crash experience by vehicle miles traveled by type of vehicle?

8.   What use is made of the vehicle information beyond administration of the state's vehicle registration/titling functions? Is vehicle data used for any type of analysis? Are reports produced from the vehicle file containing summary information regarding the state's vehicle population?

9.   Who uses vehicle file data other than those engaged in the routine vehicle

activities of the state, and how do they obtain the data? Do users have the ability to query and access vehicle data electronically?

10.   What legal and policy restrictions apply to the use of vehicle registration data?

11.   Is the information on the vehicle file linked with any other files? For what purposes: operational only? Statistical report production? What are the linkage elements?

Data Quality

12.   How frequently is the vehicle registration data updated so that a database of all registered vehicles in the state is available? How is information on salvage vehicles obtained and recorded?

13.   How often is information on temporary registrations and stolen vehicles updated?

14.   What standards or guidelines are used in the classification and description of vehicles?

15   Does the vehicle file contain complete identifying data on registered vehicles; e.g., class, type, VIN?

16.   What quality controls are in place? Does the state use any VIN conversion program to derive information from the VIN? Does the state use VIN software in the field to capture more accurate VIN data?

17.   What technologies are used to capture vehicle information in the field by law enforcement, e.g., bar codes, scanning?

        What suggestions do you have for improvements to the vehicle file?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Sections 1-D and 2-D (Driver Information) Questions for:

DEPARTMENT OF MOTOR VEHICLES/DRIVER INFORMATION

<u>Data Elements</u>

1.   Does the state maintain information necessary to administer its driver licensing and control activities (e.g., driver identification and descriptive information, convictions, license suspensions and revocations, and crashes)?

2.   Does the state have a graduated licensing law? Are records on learner permits and provisional licenses maintained?

3.   Are records from previous state of licensure obtained and incorporated when licensing new residents?

4.   Is driver education information maintained in the driver record?

5.   Are convictions received and entered from all courts and for all types of convictions?

6.   Are crash involvements entered on the driver record? For all involvements or only upon issuance of a citation?

7.   Do records on crash involvements and traffic convictions include BAC data? If so, is that entered?

8.   Are notes of crash involvement or crash records entered manually or as an automated byproduct from creation of the crash file?

9.   Can driver data be automatically updated from other data files (e.g., update driver address from crash or citation files; remove driver from file based on death listed on the state's vital statistics file?)

<u>Data Output</u>

10.   Are data from the driver files used for purposes other than the administration of the state's driver licensing and control functions; e.g., statistical analyses to develop profiles of crash involved driver?

11. How are driver data, if used, accessed or received? Do such users rely on periodic summaries produced from the files, receive summaries on a request basis, or are they able to access the files directly?

12. What legal and policy restrictions apply to the use of driver information?

13. Is there any linkage to other files; e.g., crash file, citation file, vehicle file, etc.? What are the linkage elements?

Data Quality

14. How soon after adjudication are adverse actions (license suspensions/revocations, traffic convictions, etc.) received from the adjudicating agency? How soon are they entered into the driver history record?

15. Does the adjudicated case include the original offense for which the citation was issued and, if so, is this entered into the driver history record?

16. Can any of the adjudicating agencies electronically transmit dispositions?

17. Can any of the adjudicating agencies electronically access the driver history file to retrieve a driver's history prior to sentencing?

18. Are law enforcement queries for license status processed against the most current version of the file?

19. Are the data on the driver file compatible for exchange with NDR and CDLIS?

20. Are the data compatible for interstate exchange via the AAMVANet, particularly the coding of traffic convictions and license status?

21. Do all adjudicating agencies submit all dispositions, or do they have discretionary authority to divert convictions from being entered on a driver's record, e.g., attending a driver improvement school or performing community service?

22. Does the state belong to the Driver Licensing Agreement (formerly the Driver License Compact and the Non-Resident Violators Compact)? Are out-of-state convictions for resident drivers posted? Are "Failure to Appear" notices from other states for resident drivers processed as if they occurred in state?

23. When licensing a new resident, are the adverse action records from the previous state of licensure, if any, incorporated into the initial driver record?

24. Are records on non-resident and/or unlicensed drivers' convictions and suspensions created? Are juvenile offenses recorded?

25. Are all crash involvements posted regardless of whether a citation was issued?

26. What technologies are used to capture driver information in the field by law enforcement, e.g., bar codes, scanning, etc.?

27. How are records matched to ensure actions are posted to the correct driver record?

    What suggestions do you have for improvements?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 1-E/2-E (Enforcement/Adjudication) Questions for:

COURTS/COURTS MANAGEMENT

1. Does the state have an administrative judicial oversight function vested in one of the state agencies (e.g., a state office of court administration)?

2. Is there a central record-keeping function which tracks each citation from its printing, to its distribution to an enforcement agency and an individual officer, to its issuance to an offender, and to its final disposition by an adjudicating agency?

3. Does the state have information to compare the violation for which a citation is issued to the violation for which the offender was eventually convicted? Do any adjudicating agencies maintain this information in a form that can be summarized?

4. Can statewide statistics be compiled on the total number of citations and/or convictions by type?

5. Can the state identify all adjudications by adjudicating agency?

6. Can the state identify all citations by police agency?

7. Do the adjudicating agencies forward notices of dispositions to the issuing enforcement agencies?

8. Are all convictions forwarded by all adjudicating agencies? Are some convictions withheld through certain discretionary powers of the adjudicating agencies (e.g., deferred adjudication)?

9. Do procedures exist for tracking pending citations through the court system?

10. How are citation and/or conviction data accessed by an adjudicating agency for routine use, e.g., to obtain driver history data prior to sentencing?

11. Are citation and/or conviction data used for statistical or analytical use? Where and how are they obtained?

12. Is there any quality control to assure that citations are acceptable within

the adjudication system?

13. Does the state require use of a uniform citation form by all enforcement agencies? What is level of compliance?

14. Does the court experience any trouble in obtaining timely and accurate driver histories when they are needed for judicial proceedings?

What steps can be implemented to improve the processing of citations within the court system?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 1-E/2-E (Enforcement/Adjudication) Questions for:

LAW ENFORCEMENT AGENCIES (STATE & LOCAL)

1.   Are citations issued on a uniform citation form?

2.   Does the enforcement agency maintain a system for control and tracking of citations it issues?

3.   Are notices of case dispositions received from the courts and is the disposition entered into this system? How soon after a case is adjudicated are data received and entered?

4.   Are statistics compiled for internal use or for external distribution? Can information from these systems be aggregated to compile statewide statistics for citations and convictions ?

5.   Does this system contain BAC data from DUI citations?

6.   What technologies are used to capture citation information in the field?

7.   Can the data from any state or local citation system be linked to other data, especially crash data? What are the linkage elements?

What steps can be implemented to improve the collection, processing and availability of citation data?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Sections 1-F and 2-F (Injury Surveillance Systems) Questions for:

HEALTH DEPT./ OTHER INJURY CONTROL AGENCIES

General

1.   Is there a statewide Injury Surveillance System (ISS) in place?

2.   If so, who administers it and under what type of mandate?

3.   Are there local ISSs in place?

4.   If so, what jurisdictions and under what leadership?

5.   Are the state-level and local systems integrated?

6.   Are there technical resources available to support these systems?

7.   Is the ISS used by both the traffic safety and health communities?

8.   Has the ISS been used to:

     a.   identify populations at risk?
     b.   determine costs of injuries?
     c.   evaluate the impact of injury control programs?
     d.   measure efficiency of EMS systems?
     e.   respond to public policy issues?

9.   Has the ISS been used for problem identification, countermeasure strategies, and program evaluation within the Safe Community Programs?

10.   What components are included within the ISS;

     a.   EMS Run reports?
     b.   Hospital ED data?
     c.   Hospital admissions?
     d.   Hospital discharge data?
     e.   Treatment costs?
     f.   Long-term care data?
     g.   Traffic crash events?

       h.   Crime events?

11. Is there a mechanism in place, such as an advisory group, which oversees state and local injury surveillance systems?

12. How is this group related or connected to the statewide traffic records coordinating committee and any safety management system (SMS) committee?

13. Does the ISS incorporate Insurance Industry data and representation?

<u>Data Quality</u>

14. What is the typical processing delay of ISS data for:

       a.   EMS Run data?
       b.   Hospital ED/Admission data?
       c.   Hospital discharge data?
       d.   Long-term rehabilitation data?

15. How does this compare to timeliness of traffic crash and crime data?

16. Does local/state EMS run data follow standards such as an EMS Data Dictionary?

17. Are ICD-9-CM E-codes available for all hospital ER/admissions?

18. Is the Injury Severity Scale utilized?

19. Are there state standards for reporting these data?

20. Is there a census of all injuries available in the ISS, as opposed to a sample or only the more severe injuries (e.g., a trauma registry)?

21. Are data available for the entire state?

22. What trauma registries exist in the state? Do they report to the state and do they share data? What segment of the injuries do these registries represent?

23. Is there a system in place for training and certifying hospital coders in the use of ICD-9-CM?

24. Is there a system in place to train or assist the users in the use of the ISS data?

25. What quality control procedures are in place to assure the accuracy of information within the ISS?

26. What form of control is placed upon the reporting of ISS data?

27. What restrictions are placed upon the use and distribution of data?

28. What controls are in place to assure patient and institutional confidentiality?

29. Who governs the decisions relative to confidentiality? Is there is a board or committee? Who sits on that group?

30. Are there provisions for providing custom, targeted reports, and/or data extracts?

31. Is there a public use file and how is it accessed or obtained?

32. Has the state successfully linked or integrated the ISS data with traffic crash and/or crime data? What are some examples?

33. How is linked data used (applications, types of users, purposes)?

34. Are there common identifiers in the various sub-systems to facilitate linkage? What are these linkage variables?

35. If linkage has not been attempted to date, what steps have been taken, or are being taken, to facilitate future linkage efforts?

36. Is GIS technology being used to integrate injury data with exposure data (e.g., population density, socio-economic factors) or with roadway and traffic crash data?

37. Has ISS data, linked with other systems, been used by Safe Community programs to identify injury problems, select countermeasures, or evaluate programs, countermeasures or medical outcomes? What are some examples of this use?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 1-G (Other Information) Questions for:

HIGHWAY SAFETY OFFICE

1.   Does the state have data from any of the following supporting components: GIS data, Criminal Justice data, Injury Surveillance data, Insurance data, Safety Program Evaluation data, program-specific data, and demographic data?

2.   Does the state:

   a.   Have an inventory of state and local sources for highway safety information?
   b.   Produce performance level data as defined above?
   c.   Make cost data available for safety program management purposes?
   d.   Maintain and use demographic data in its analysis of crash data?

3.   Has the state implemented any ITS activities?

   a. If so, what activities have been implemented?
   b. If so, what state agency has oversight for the implementation?
   • If so, has implementation been coordinated with other state agencies? If so, who?

4.   If the state has not implemented ITS activities, does it plan to do so?

   a.   If so, what activities are being planned?
   b. If so, what state agency will have oversight for the implementation?
   • If so, has planning been coordinated with other state agencies? If so, who?

What types of data would you like to have that are currently not available?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 3-A (Program Management & Evaluation) Questions for:

PROGRAM MANAGERS/HIGHWAY SAFETY OFFICE

1. Are crash data used to evaluate highway safety projects and countermeasures? If so, how and by whom? Have colleges, universities, and other researchers been involved in the evaluation of highway safety programs?

2. Are safety programs routinely evaluated? Who is responsible for monitoring and evaluation?

3. Are the data provided by the traffic records system timely and sufficient to monitor and evaluate programs and countermeasures?

4. Are output reports routinely provided for highway safety programs and projects?

5. Are highway safety data accessible at the local level or program level for program management and evaluation?

6. Are any improvements recommended?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 3-B (Research/Program Development) Questions for:

RESEARCHERS/PLANNERS

1.   Are data from the traffic records system used in the highway safety planning process? If so, what types and how?

2.   What performance measures have been developed and from which sources of data? How have the performance measures been used?

3.   What state and local agencies use highway safety data to identify problems and develop safety programs? How is this information used?

4.   What research capacity and technical expertise exists in the highway safety program and other agencies? Have colleges, universities, and other researchers been involved in safety analysis, problem identification and countermeasure development?

5.   Is there a department or group that coordinates R&D activities?

6.   Are highway safety data available via the Internet or other on-line technologies?

7.   Are standard or ad hoc reports generated to identify trends and provide baseline measures for program development and evaluation?

8.   What are the users perceptions of the adequacy of highway safety data for research and planning purpose?

9.   Are any improvements recommended?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 3-C (Policy Development) Questions for:

POLICY MAKERS/HIGHWAY SAFETY OFFICE

1.   Are highway and safety policy and priority setting decisions based on traffic records systems data?

2.   Is the traffic records system capable of promptly responding to legislative requests with reliable data? Has the state used traffic records data to evaluate the impact of legislative initiatives?

3.   Which department or agency is primarily responsible for responding to legislative requests for highway safety information?

4.   Are standard output reports, trend, or baseline data routinely supplied to policy makers? How are such reports used to form policy?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 3-D (Private/Public Requests) Questions for:

CRASH FILE MANAGER

1.   How are requests from the private sector and the public handled? Are file extracts made available, and what restrictions are made on them? How are decisions made regarding the release and dissemination of data and reports to the public and private sectors?

2.   What reports are made available on a regular basis?
a) crash reports?
b) location analysis?

3.   Are ad hoc reports provided?

4.   Are there requests for information which cannot be provided? If so, is there a method to correct this deficiency?

5.   Are file extracts made available in response to public requests? In what format? What restrictions are placed on them?

6.   How are decisions made regarding the release and dissemination of data and reports to the public and private sectors?

What improvements are recommended?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 3-D (Private/Public Requests) Questions for:

HIGHWAY SAFETY OFFICE

1.   Is there a central point of contact for highway safety information? Is technical assistance/ training provided?

2.   What reports are made available on a regular basis?
a) crash reports?
b) location analysis?
c) demographics?
d) economic loss?

3.   Are ad hoc reports provided?

4   Are there requests for information which cannot be provided? If so, is there a method to correct this deficiency?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 3-D (Private/Public Requests) Questions for:

DATA USERS (PRIVATE/PUBLIC SECTOR)

Name of User Organization: _____

1.   How are requests for information from the public and private sectors handled, and by whom?

2.   What reports are made available on a regular basis?
a) crash reports?
b) location analysis?
c) demographics?
d) economic loss?

3.   Are ad hoc reports provided?

4.   Are there requests for information which cannot be provided? If so, is there a method to correct this deficiency?

5.   Are file extracts made available in response to public requests? In what format? What restrictions are placed on them?

6.   How are decisions made regarding the release and dissemination of data and reports to the public and private sectors?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 4-A (Coordination) Questions for:

HIGHWAY SAFETY OFFICE

1.   Is there a Statewide Traffic Records Coordinating Committee (STRCC)? Is there a working group and an executive/policy oversight group?

2.   What is the mandate for the STRCC?

3.   How often do they meet?

4.   How long have they been in existence?

5.   What is the representation on the committee?

6.   Is there any coordination with other committees, e.g., those dealing with medical-related data issues?

7.   What legal and policy restrictions apply to the formation of a committee with representation from other public and private groups, e.g., local government agencies, private sector vendors?

TRAFFIC RECORDS ASSESSMENT QUESTIONS:

Section 4-B (Strategic Planning) Questions for:

HIGHWAY SAFETY OFFICE

1.   Does there exist a strategic plan for improving the traffic records system?

2.   What components of the system does the strategic plan cover?

3.   What state or local agencies does it address?

4.   Does the strategic plan address data reporting standards?

5.   Does it provide a work plan for implementation? What funding and resources are available?

6.   Who is responsible for the strategic plan? What is the role of the STRCC in the strategic planning process?

7.   When was the strategic plan developed?

8.   When was it last revised? Is there a mechanism for updating the plan?

9.   Does the strategic plan address the identification and adoption of new technology?

10.   Does the plan address implementation of national standards and guidelines (e.g., MMUCC)?

11.   Does the plan identify and promote the integration of state and local data systems?

12.   What were the original recommendations, and what is the status of implementation?

13.   Does the plan acknowledge the existence of local systems and promote their use and improvement?

14.   To what extent has the plan been endorsed by stakeholder agencies, owners of the data systems, and others?

15.   To what extent does the plan incorporate baseline performance measures?

What suggestions do you have for improvement?

TRAFFIC RECORDS ASSESSMENT QUESTIONS

Section 4-C (Training/Staff Capabilities) Questions for:

DATA ANALYSTS/HIGHWAY SAFETY OFFICE

1.   Does there exist a training needs assessment for the state and local agencies?

2.   What technical and analytical assistance is in place for state and local agency personnel?

3.   Is there a mechanism in place to secure analytical support (through contractors or elsewhere) for state and local personnel? Have NHTSA data analysis and support contractor resources been utilized?

4.   What training has been provided in the past two years?

5.   Is there a training plan and delivery mechanism?

6.   What mechanisms exist for making the traffic safety community aware of the available data and analytical resources?

7.   What are the available data and analytical resources to support the traffic safety community?

Recommendations for improving training of staff?