

**Part IV: REPORTS**

**Quarterly Progress Report Narrative for the FIRST quarter.**

Project Title: Supporting Electronic Crash Reporting by Local Agencies

Project Number: K9-11-18-04

Implementing Agency: Florida Department of Highway Safety and Motor Vehicles

Project Director: Jim Hage

Describe the subgrant activities that took place during the quarter. Attach newspaper clippings, press releases, photos and other items that document activities. Use additional sheets if necessary. The *Quarterly Progress Report of Performance Indicators* should be sent to the DOT Safety Office along with the narrative within 30 days of the end of each quarter.

In this quarter OPS programmers were secured.

For the 1st quarter of the grant (Oct 1 – Dec 31) 74,622 long form crash reports were entered into the database. 25,553 were electronic; or 34.2%. As expected, this shows no real change from the quarter before. During this period all 12 agencies that were reporting electronically successfully migrated to the new crash report as of Dec 31. Another 56 law enforcement agency ftp accounts were established so they could begin sending reports electronically.

Worked with 3 new vendors regarding the testing of their XML export (crash reports) to the Department in preparation of the mandatory change to the new crash report (HSMV 90010S) Jan 1, 2011. Worked with another 5 vendors on applications to create an approved crash report that replicated crash report (HSMV 90010 S) to be mailed to the Department also in preparation of the Jan 1 deadline.

Work continued on the final stages of automating an on-line fatality report.

## QUARTERLY PROGRESS REPORT OF PERFORMANCE INDICATORS for the FIRST quarter.

Project Title: <u>E-Citation Preparation Standards</u>						
Project Number: <u>K9-11-18-05</u>						
Implementing Agency: <u>Florida Department of Highway Safety and Motor Vehicles</u>						
Project Director: <u>Bonnie Scott-Walls</u>						
Performance Indicators	Milestones Accomplished					
	Quarter Ending December 31	Quarter Ending March 31	Six-Month Totals	Quarter Ending June 30	Quarter Ending September 30	Project Totals
Number of law enforcement agencies submitting electronic crash reports.	12	0	<b>12</b>	0	0	<b>12</b>
Number of reports submitted to the crash data base within 2 days	25553	0	<b>25553</b>	0	0	<b>25553</b>
Number of law enforcement agencies with whom programmers are working to facilitate electronic reporting of crashes.	104	0	<b>104</b>	0	0	<b>104</b>
Number of new law enforcement agencies that have begun submitting crash reports electronically.	1	0	<b>1</b>	0	0	<b>1</b>
Number of crash reporting software programs for which capability to transmit crash forms electronically has been established.	5	0	<b>5</b>	0	0	<b>5</b>

**Part IV: REPORTS****Quarterly Progress Report Narrative for the SECOND quarter.**Project Title: Supporting Electronic Crash Reporting by Local AgenciesProject Number: K9-11-18-04Implementing Agency: Florida Department of Highway Safety and Motor VehiclesProject Director: Jim Hage

Describe the subgrant activities that took place during the quarter. Attach newspaper clippings, press releases, photos and other items that document activities. Use additional sheets if necessary. The *Quarterly Progress Report of Performance Indicators* should be sent to the DOT Safety Office along with the narrative within 30 days of the end of each quarter.

For the 2nd quarter (Jan 1, 2011 – March 31, 2011) 50,777 long form crash reports were entered into the database. 36,530 were electronic; or 71.94%. As expected, this showed a significant gain from the quarter before where electronic reports accounted for 34.2%. With the release of the new mandatory crash report Jan 1 the number of law enforcement agencies reporting electronically climbed from 12 to 81 during the 2nd quarter. This increase can also be recognized in the timeliness of reports. 56.88 % of crash reports were available in the production database within 10 days of the crash date and all (100%) of these were submitted electronically.

There were however issues with training of law enforcement officers to properly fill out the new crash report which caused some difficulties. First for the number of returned printed/mailed reports returned and for the vendor entering crash data from those reports. As a result the total number of long form crash reports were approximately 20,000 less than the quarter before. This underreporting is in both printed/mailed and electronically submitted. There are approximately 20 agencies who have committed to electronic reporting that have not been able to submit because of technical difficulties. We expect to resolve these problems in the upcoming quarter as mutual troubleshooting efforts continue.

During the quarter we also worked with 3 more vendors to test and approve their electronic submission process. This too is ongoing. We continued to work on pull programs for the distribution of the new crash report data to other stakeholders including DOT, FDOT, and county and traffic engineering, and Metro-planning organizations.

(Jan 1, 2011 – March 31, 2011) Long form crash reports loaded into the production database\*

Electronically submitted 36530

Printed/Mailed 14247

Total 50777

Percentage of electronically submitted during the quarter 71.94%

Long forms available in the database within 10 days of the crash date 56.88 % (28886 long forms)

Percent from electronically submitted crash reports 100%

Percent from printed/mailed crash reports 0%

Long forms available in the database within 30 days of the crash date 68.29 % (34678 long forms)

Percent from electronically submitted crash reports 99.40%

Percent from printed/mailed crash reports 0.58%

Long forms available in the database within 60 days of the crash date 87.20 % (44,287 long forms)

Percent from electronically submitted crash reports 80.88%

Percent from printed/mailed crash reports 19.11%

\*Percentages of electronically submitted crash reports are inflated. A new crash report was rolled out Jan 1, 2011. This slowed the keypunching of crash data during the transition phase as issues with the vendor for keypunching were resolved.

Work continued on final stages of automating daily fatality report.

## QUARTERLY PROGRESS REPORT OF PERFORMANCE INDICATORS for the SECOND quarter.

Project Title: <u>E-Citation Preparation Standards</u>						
Project Number: <u>K9-11-18-05</u>						
Implementing Agency: <u>Florida Department of Highway Safety and Motor Vehicles</u>						
Project Director: <u>Bonnie Scott-Walls</u>						
Performance Indicators	Milestones Accomplished					
	Quarter Ending December 31	Quarter Ending March 31	Six-Month Totals	Quarter Ending June 30	Quarter Ending September 30	Project Totals
Number of law enforcement agencies submitting electronic crash reports.	12	69	<b>81</b>	0	0	<b>81</b>
Number of reports submitted to the crash data base within 2 days	25553	36530	<b>62083</b>	0	0	<b>62083</b>
Number of law enforcement agencies with whom programmers are working to facilitate electronic reporting of crashes.	104	43	<b>147</b>	0	0	<b>147</b>
Number of new law enforcement agencies that have begun submitting crash reports electronically.	1	69	<b>70</b>	0	0	<b>70</b>
Number of crash reporting software programs for which capability to transmit crash forms electronically has been established.	5	0	<b>5</b>	0	0	<b>5</b>

## Part IV: REPORTS

### Quarterly Progress Report Narrative for the THIRD quarter.

Project Title: E-Citation Preparation Standards

Project Number: K9-11-18-05

Implementing Agency: Florida Department of Highway Safety and Motor Vehicles

Project Director: Bonnie Scott-Walls

Describe the subgrant activities that took place during the quarter. Attach newspaper clippings, press releases, photos and other items that document activities. Use additional sheets if necessary. The *Quarterly Progress Report of Performance Indicators* should be sent to the DOT Safety Office along with the narrative within 30 days of the end of each quarter.

During the third quarterly reporting period an OPS Operations Analyst was successfully interviewed and hired, the fourth E-Citation Preparation Workgroup was successfully planned and executed; structure testing needs and solutions to the barriers of e-citation use were the primary issues discussed. Preparations have also been made to conduct a law enforcement education training as well as a clerk specific workgroup.

The following activities have taken place during this reporting period:

Jeremy Peacock, employed in the OPS Operations Analyst position, was released from the position effective April 29, 2011. Cassie Wheeler was employed effective April 15, 2011, in the OPS Operations Analyst position following Jeremy Peacock's release.

The Department continued to plan and conduct the final E-Citation Workgroup as well as law enforcement education and clerk specific trainings. Various E-Citation stakeholders including representatives from the Florida Association of Court Clerks and Comptrollers (FACC), Clerks of Court (COC), Law Enforcement (LE) Agencies and E-Citation Vendors were invited to attend the final E-Citation Preparation Standards Workgroup meeting. Lessons learned from previous Workgroups resulted in changes to the structure and agenda of the final meeting which in turn resulted in the generation of constructive feedback. This feedback has culminated in changes to the interface control document (ICD), which has advanced the goal of a standardized uniform traffic citation (UTC).

The fourth E-Citation Preparation Standards Workgroup meeting was held on April 25, 2011, at the Neil Kirkman Building in Tallahassee, Florida from 9:00am-3:30pm. Representatives from the following stakeholders attended the Workgroup: Bay County Clerk of Court, Duval County Clerk of Court, Leon County Clerk of Court, Marion County Clerk of Court, Miami-Dade Clerk of Court, Volusia County Clerk of Court, Tallahassee Police Department, Alamonte Springs Police Department, Wakulla County Sheriff's Office, Bay County Sheriff's Office, Jacksonville Sheriff's Office, Florida Highway Patrol, Advanced Public Safety (APS), Florida Department of Transportation (FDOT), TraCS, FACC and DHSMV. See attached documents for details of the fourth workgroup.

A law enforcement education E-Citation preparation standards training was conducted from May 17-19, 2011, at the Neil Kirkman Building in Tallahassee, Florida. The training focused on compiling the information and feedback gathered from participants in the E-Citation Preparation Standards Workgroups and creating an educational document to be distributed to Law Enforcement Agencies showcasing the benefits of using E-Citations.

Materials accumulated from both the workgroups and law enforcement education E-Citation preparation standards training were used to create a training module used by regional field supervisors to conduct trainings for Law Enforcement Agencies on both the usage and benefits of E-Citations. Education was geared toward training officers and gaining valuable feedback from Law Enforcement regarding barriers and any future needs that may arise. Six trainings were conducted by field staff between June 14th and June 22nd across Florida. The trainings took place in Lake City, Tampa, Ft. Myers, Lauderdale Lakes, Panama City and Orlando.

The results of the initial E-Citation survey are being reviewed in order to ensure accurate contact information for

stakeholders who will be recipients of the follow-up E-Citation survey to be released later this year. This is being done in an effort to ensure that no stakeholders are overlooked in evaluating the effectiveness of the grant. This training will be presented at regional Law Enforcement specific workgroups.

In addition, Grant Manager Bonnie Scott-Walls will attend the 2011 Annual Education Program: Conference of County Court Judges of Florida held in Boca Raton, FL. In accordance with outreach efforts stipulated by the grant, the conference forum will be used to further advance the education of clerks, judges and law enforcement officers on the benefits of E-Citation usage as well as the paperless process.

Development Manager Gary Axtell from FACC has reported that the website has been created and is functional. There are currently minor issues regarding sending files through the validation engine though these issues are expected to be resolved shortly. A meeting to discuss the current status of the testing and any other concerns was held on May 20, 2011. Beta testing began the week of May 23, 2011 with TraCS agreeing to participate in the testing. Structure testing is currently on track to be completed by the end of the grant period.

A budget modification, entitled 'Budget Modification #2' was submitted to DOT and approved June 7, 2011. The alteration consisted of a verbiage modification which allowed funds to be moved from the contractual services portion of the budget to the expenses portion, resulting in an increased allotment in the funds designated for travel expenses as well as incorporating educational, training and survey materials into the budget.

The continued interaction between DHSMV, Law Enforcement Agencies, E-Citation Vendors, Clerks of Court, FDLE and FACC members has helped promote the use of E-Citations. Currently two counties (Alachua and Marion) have participated in the Paperless Pilot with the goal of eliminating the use of paper Uniform Traffic Citations. The counties of Leon, Dade and Duval are currently scheduled to be the next participants in the program. The information being gathered from the paperless pilot along with the feedback from the workgroups has helped identify issues and solutions to increase use and the creation of a solid foundation for an efficient E-Citation program.

## QUARTERLY PROGRESS REPORT OF PERFORMANCE INDICATORS

for the THIRD quarter.

Project Title: <u>E-Citation Preparation Standards</u>						
Project Number: <u>K9-11-18-05</u>						
Implementing Agency: <u>Florida Department of Highway Safety and Motor Vehicles</u>						
Project Director: <u>Bonnie Scott-Walls</u>						
Performance Indicators	Milestones Accomplished					
	Quarter Ending December 31	Quarter Ending March 31	Six-Month Totals	Quarter Ending June 30	Quarter Ending September 30	Project Totals
Number of law enforcement agencies submitting electronic crash reports.	12	81	<b>81</b>	107	0	<b>107</b>
Number of reports submitted to the crash data base within 2 days	25553	36530	<b>62083</b>	38048	0	<b>100131</b>
Number of law enforcement agencies with whom programmers are working to facilitate electronic reporting of crashes.	104	43	<b>147</b>	0	0	<b>147</b>
Number of new law enforcement agencies that have begun submitting crash reports electronically.	1	69	<b>70</b>	26	0	<b>96</b>
Number of crash reporting software programs for which capability to transmit crash forms electronically has been established.	5	0	<b>5</b>	0	0	<b>5</b>