DRAFT STRCC Meeting Minutes

Project Name	State Traffic Records Coordinating Committee	Quarter	3rd
Date	March 23, 2021	Time	1pm-3pm
Location	Zoom Meeting	Prepared By	Annjenette Torres
Attendees:	Jeff Barela (STREOC Chair), Sophia Roybal-Cruz (STRCC Chair), Michael Archibeque (Advisor), Maureen Skowen UNM, John Baker NMDOT, Kimberly Wildharber TSD, Captain Joseph Romero NMSP, Captain Ben Romero NMDPS, Ana Gallant, Luis Melgoza FHWA, Gerasimos Razatos MVD, Chief Kirk Roberts Artesia PD, Sonia Abeyta DPS, Brian Bullard TraCS, Chris Smead TraCS, Kariann Blea DOT, Ilene Hall TRCC, Suzanne Winsor AOC, Genevieve Grant AOC, Jessica Bloom UNM, Dick Wilkinson CIO AOC, Jacqueline Miller UNM, Alicia Ortiz NMDOT, Roberta Vasquez NMDOT, Julie Krupcale DFA, Tomas Glover MVD, Charles Becvarik EMS DOH, Tessa Latson, Ferdi Serim, Annjenette Torres. NHTSA Guests Barbara Penny and Thomas Bragan		

Agenda Items
*Please refer to the following attachments: Agenda & Presentation

STRCC Meeting Minutes March 23, 2021

Agenda located in 3rd Quarter STRCC Meeting Presentation

Welcome & Introductions

Michael Archibeque, Jeff Barela, STREOC Chair and Sophia Roybal-Cruz, STRCC Chair, welcomed the members and introductions took place.

Jeff Barela, Director, Traffic Safety Division, NMDOT

Thanked everyone for their sustained and active participation on behalf of Secretary Sandoval and the entire NMDOT staff. He provided an update on the bills that passed through the 2021 Legislative Session. He also mentioned the cannabis legalization bill that will be reconsidered in a special session and thinking ahead to responding to impaired driving and enforcement considerations. Special thanks to Dick Wilkinson and the AOC for their collaboration and offers to assist during holidays and ride credit initiatives. Dick Wilkinson updated the committee that he has taken the request to run banners for ENDDWI/free rides on AOC webpages up to the Supreme Court.

Sophia Roybal-Cruz, STRCC Chair, Bureau Chief, Traffic Safety Division, NMDOT

Thanked everyone, especially module leaders who have been diligently compiling data and information for the assessment. She wanted to acknowledge all the work and the feedback from module leaders that the process has been very beneficial in examining current systems and opportunities for improvement. She provided helpful advice to everyone involved in providing responses and evidence to the assessment database. She mentioned the document library and documents already uploaded in STRAP. Clarification was provided about the second round and the goal of appropriate responses to every question. She mentioned incorporating recommendations from the assessment into the grant application. Strategic Plan updates need to be provided by June so that the members may vote on changes before the next quarterly meeting.

Michael Archibeque, Traffic Records Advisor, MA Strategies

Mentioned that unfunded projects still remain and encouraged the attending members from the STREOC to reach out and think about funding opportunities. Jeff Barela echoed the sentiment and stressed the support from the STREOC and the STRCC.

Chief Roberts mentioned the challenges that enforcement experiences with limited resources and he brought up some key points on implementation and traffic records. A short update on the NHTSA Assessment, Performance Measures and efforts around preparation was provided.

Michael Archibeque mentioned that everyone has done a tremendous amount of work in preparation for the Assessment. He went over the tool and the updated numbering system used in the 2021 system. How to download a document from the NM database system to the respondent's computer, then upload to STRAP. Michael Archibeque stressed that MA Strategies is available to help respondents.

Agenda & Minutes

Alicia Ortiz made a motion to approve the agenda as presented.
Gerasimos Razatos seconded the motion.
The motion passed and the Agenda was approved.

Michael Archibeque presented an overview of the second quarter minutes and he thanked everyone for their continued participation in both the STRCC and STREOC meetings.

Alicia Ortiz made a motion to approve the minutes.
Tomas Glover seconded the motion.
The motion passed and the Second Quarter Minutes were accepted.

| | | **Strategic Plan 2020-2022** |
| | | Mike Archibeque reiterated that any updates to the Strategic Plan be submitted before the next quarterly meeting. |

Proposed Meeting Schedule FFY2022

Quarter 1 Wednesday, October 13, 2021
Quarter 2 Wednesday, January 12, 2022
Quarter 3 Wednesday, April 13, 2022
Quarter 4 Wednesday, July 13, 2022

NHTSA 2021 Assessment Kick Off Meeting
Michael Archibeque welcomed the NHTSA Assessment Guests:
Chris Osbourne, Facilitator for NM Assessment
Kathleen Hainey, VHB NHTSA Contract for Assessments
Chelsea Palmateer, VHB

Thomas Bragan presented information on the 2021 Assessment and mentioned questions were reduced from over 390 to 328. The assessment is used as a yardstick to measure state systems to the ideal as identified in the Assessment Advisory. Each question has criteria that assessors use to gauge where NM stands in comparison to other states and to the ideals found in the Assessment Advisory.

He mentioned that the assessors discourage links and prefer documents and pdf versions of evidence uploaded into the system. Also, he explained the rating system of "Meets, Partially Meets and Does Not Meet."

Results from the last report presented opportunities for improvement for New Mexico and Mr. Bragan mentioned that the assessors are optimistic that notable improvements will be seen. The first round of data collection will end at 5pm April 9, 2021. The second round will end on April 23, 2021, and the check-in meeting will be scheduled between Sophia Roybal-Cruz and Kathleen Hainey in early May. At the end of the data collection and the analysis, the final report will be June 19th. The report-out will be by webinar and will be the week of June 21, 2021.

Kathleen Hainey shared an email (Token Email) from NHTSA that respondents need to look for in their email inbox and spam. A second authentication email message will follow and will have instructions that provide access to the assessment. She walked everyone through the process and how respondents navigate the modules and questions. If the respondent needs to attach a document, there is a "supporting documentation" tab and the

document library could be searched for the document. There is an option to "Add a Document" where the respondent will be able to upload a document not found in the document library. She emphasized updating responses with 2021 to indicate current responses. All documents and evidence will remain in the system (past and current assessments.) Once finished, press the save button. Once you submit the question after saving, the question is gone. So, she suggests just saving the question and then it will be automatically submitted when the round closes. This will allow respondents to examine and add to the questions if needed before final submission. April 9, 2021, is the last day to respond in the first round. A comprehensive assessment report will be available to view that will identify any questions that may not have been completed.

Chris Osbourne mentioned that with previous "Meets" ratings, assessors will be looking to see if the State has continued to meet the ideal over the last five years.

Michael Archibeque mentioned collaborating with IT for responding to questions.

Sophia Roybal Cruz asked if respondents would get new tokens and the answer was yes - new tokens for respondents.

Next Steps

Thomas Bragan covered Next Steps and key contacts for the Assessment Process.

There were no questions and Sophia Roybal-Cruz, Thomas Bragan, Chris Osbourne and Kathleen Hainey extended their offers to assist in any way possible.

Closing

Kathleen Hainey and Thomas Bragan closed with mentioning that the assessment is for New Mexico and ultimately that the final report will be used to improve traffic records, systems and strategic planning.

Alicia Ortiz made a motion to adjourn.

Tomas Glover seconded.

Motion passed and the meeting was adjourned at 2:58pm.

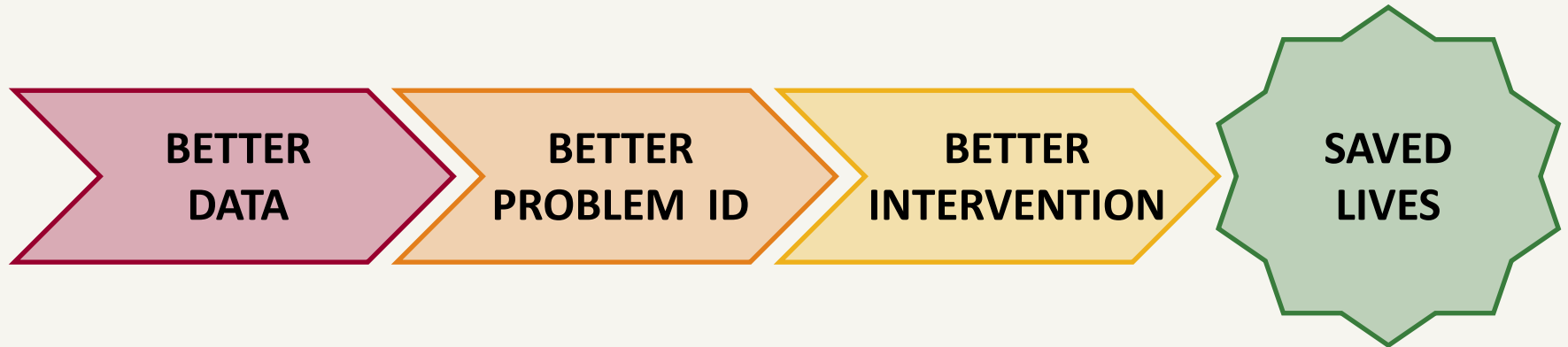**Adjourned at 2:58pm**

New Mexico
Traffic Records Assessment

Tom Bragan| March 23, 2020
Kickoff Briefing

Why Assess State TR Systems?

BETTER DATA makes BETTER DECISIONS possible.

BETTER DATA	BETTER PROBLEM ID	BETTER INTERVENTION	SAVED LIVES

The TR assessment helps States improve their data collection, maintenance, and analysis capabilities.
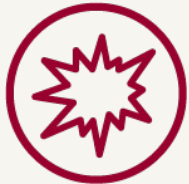
Data's Role in Decision-making

- **IDENTIFY** the causes and outcomes of crashes

- **DEVELOP** effective interventions

- **IMPLEMENT** countermeasures to prevent crashes and improve crash outcomes

- **UPDATE** traffic safety programs, systems, and policies

- **EVALUATE** progress in reducing crash frequency and severity

Scope of the Assessment

Six Core Data Systems

| CRASH | DRIVER | VEHICLE | ROADWAY | CITATION/ ADJUDICATION | INJURY SURVEILLANCE |

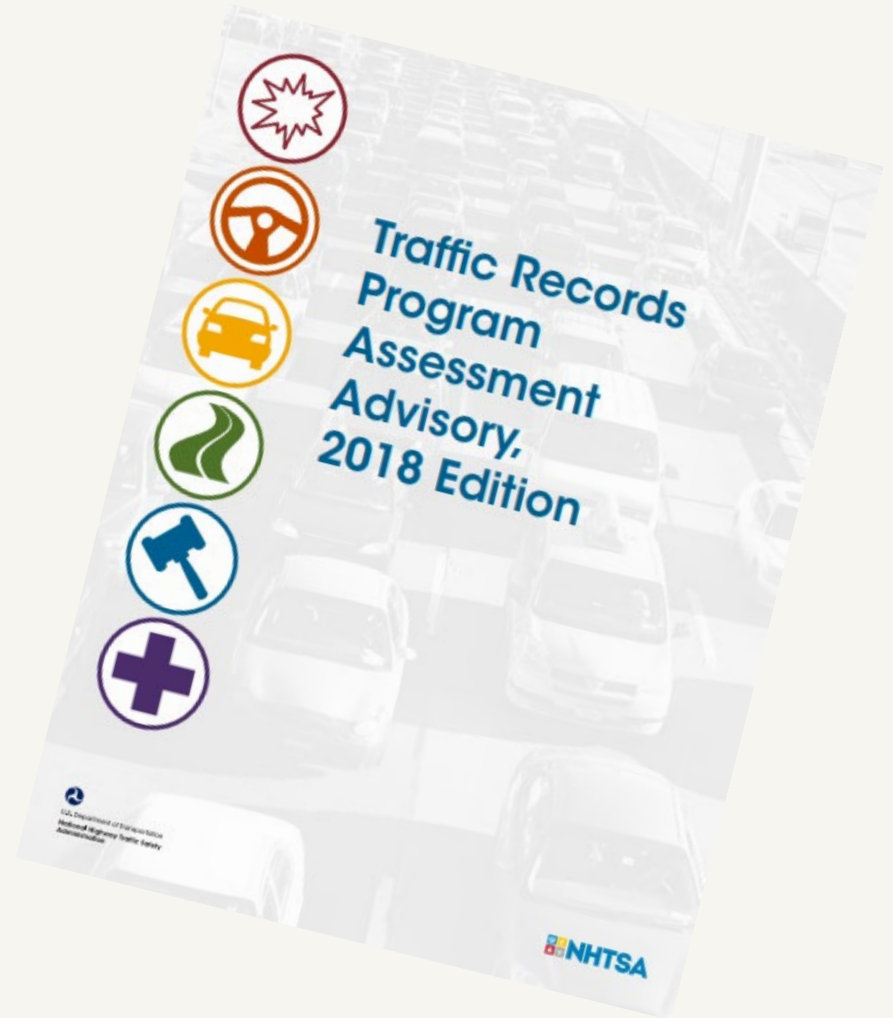**TRCC Management   Data Use & Integration   Strategic Planning**

Basis of the Assessment

- **Since 2012, NHTSA has assessed State traffic records systems using a standard set of questions and criteria.**

- **The questions and criteria are based upon the ideal traffic records system as defined by a broad group of SMEs in the *Traffic Records Program Assessment Advisory*.**

- **An updated *Advisory* was published in August 2018.**

Traffic Records Program Assessment Advisory, 2018 Edition

U.S. Department of Transportation
National Highway Traffic Safety Administration

NHTSA

Assessment Questions

TRCC Management	**16**
Strategic Planning	**11**
Crash	**48**
Driver	**41**
Vehicle	**36**
Roadway	**34**
Citation / Adjudication	**50**
Injury Surveillance	**80***
Data Use & Integration	**12**
Total	**328**

* **Injury Surveillance now includes sub-sections on EMS, Emergency Room, Hospital Discharge, Trauma Registry, and Vital Records**

The *Advisory* Ideal

The *Traffic Records Program Assessment Advisory* describes an ideal traffic records system, one that supports high-quality decisions that enable cost-effective improvements to highway and traffic safety.

This ideal is used to measure State performance uniformly, it is NOT a singular goal all States must work towards, nor is it expected that they do so.

Applying the *Advisory*

In posing a uniform set of questions directly based on the ideal, the *Advisory* enables assessors to:

- **Identify strengths and challenge areas**
- **Supply brief considerations for improvement**

DATA QUALITY CONTROL PROGRAMS FOR THE CRASH DATA SYSTEM

A formal, comprehensive crash data quality management program's review protocols cover the entire process—the collection, submission, processing, posting, and maintenance of crash data. Ideally, such a system includes the aspects enumerated below.

Automated edit checks and validation rules that ensure entered data falls within the range of acceptable values and is logically consistent between other fields. Edit checks are applied when data is added to the record. Many systems have a two-tiered error classification system, distinguishing critical errors that must be corrected before submission and non-critical error warnings that may be overridden.

Limited State-level correction authority is granted to quality control staff working with the statewide crash database to amend obvious errors and omissions without returning the report to the originating officer. Obvious errors include minor misspellings, location corrections, and directional values. Obvious omissions include missing values that can easily be obtained from the narrative or diagram.

Processes for returning rejected crash reports are in place to ensure the efficient transmission of rejected reports between the statewide data system and the originating officer as well as tracking the corrected report's submission.

Data Quality Control Programs for the Crash System

58. Are there automated edit checks and validation rules to ensure that entered data falls within a range of acceptable values and is logically consistent among data elements?

59. Is limited State-level correction authority granted to quality control staff working with the statewide crash database to amend obvious errors and omissions without returning the report to the originating officer?

60. Are there formally documented processes for returning rejected crash reports to the originating officer and tracking resubmission of the report in place?

Suggested Evidence

STRAP supplies suggested evidence for each question.

- **Describes the information needed to support State assertions that a traffic records system possesses the specific capability referred to in the question.**

- **Determined by subject matter expert panels with State, Federal, academic, and other representation.**

How to Answer Questions

- **Response**
  - Avoid "yes" or "no" and provide an explanation instead.
  - Review past response(s). Has anything changed in the last 5 years or do you have plans to change anything? Include this information.
  - Ideal described isn't something that is current practice? Even if your State doesn't do something, explain why or what you do instead.

- **Evidence**
  - Is documentation already in the system? Is it current or has something changed?
  - Documentation doesn't exist? Can you provide a detailed narrative instead?
 - Evidence via links? Make sure to provide a screenshot.

Assessment Ratings

Upon review, assessors will make a determination for each question that reflects how the State's traffic records systems are performing relative to the ideal detailed in the *Advisory*.

- **MEETS the description of the ideal traffic records system**

- **PARTIALLY MEETS the description of the ideal traffic records system**

- **DOES NOT MEET the description of the ideal traffic records system**
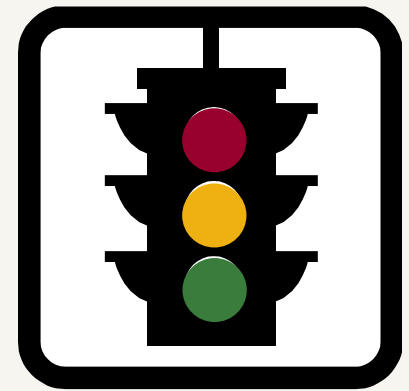
Assessment Final Report

- **Ratings summary for each section of the Advisory**
- **Recommendations and Considerations**
- **Ratings for each question and changes from last assessment**

2016 New Mexico Assessment Snapshot
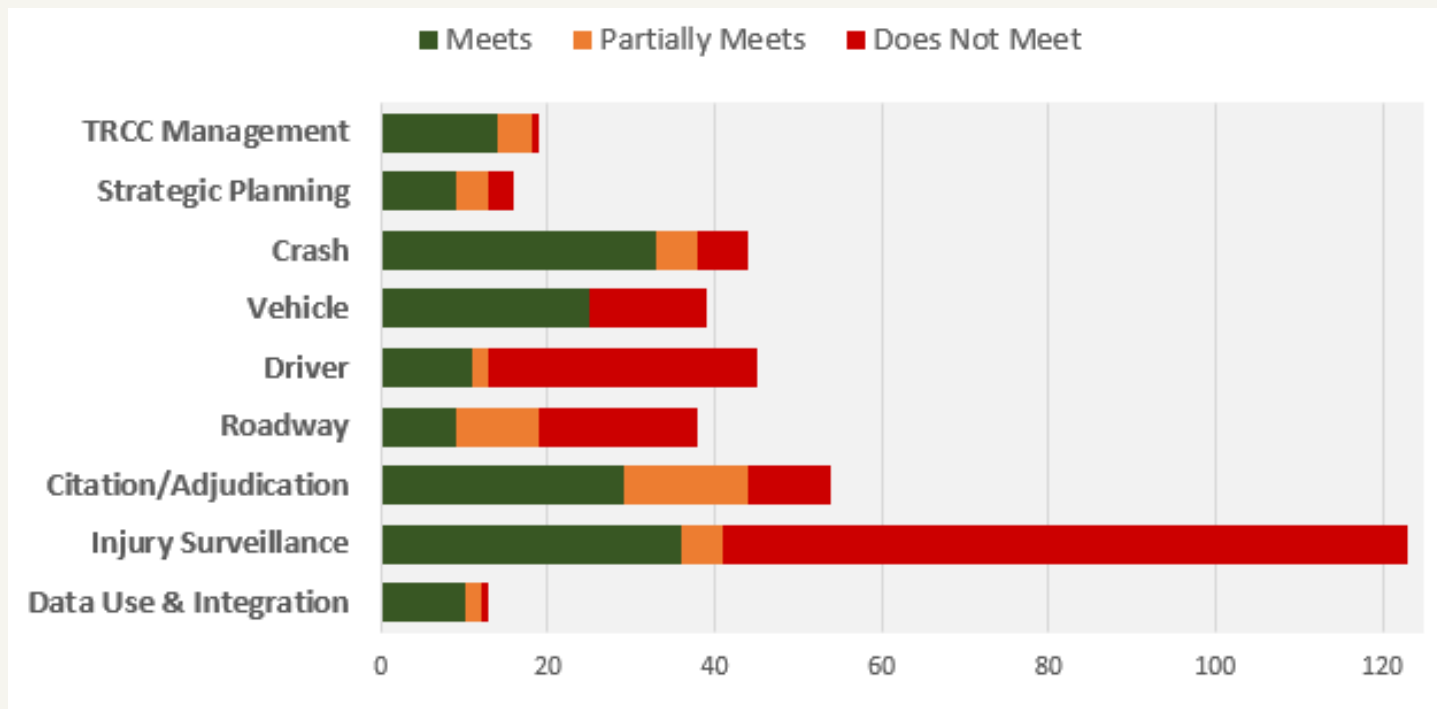
As of 03/22/2021

{ 56.6% }
Overall New Mexico Score

64.9%
55-State Average Score*

Legend: ■ New Mexico ■ 55-State Average*
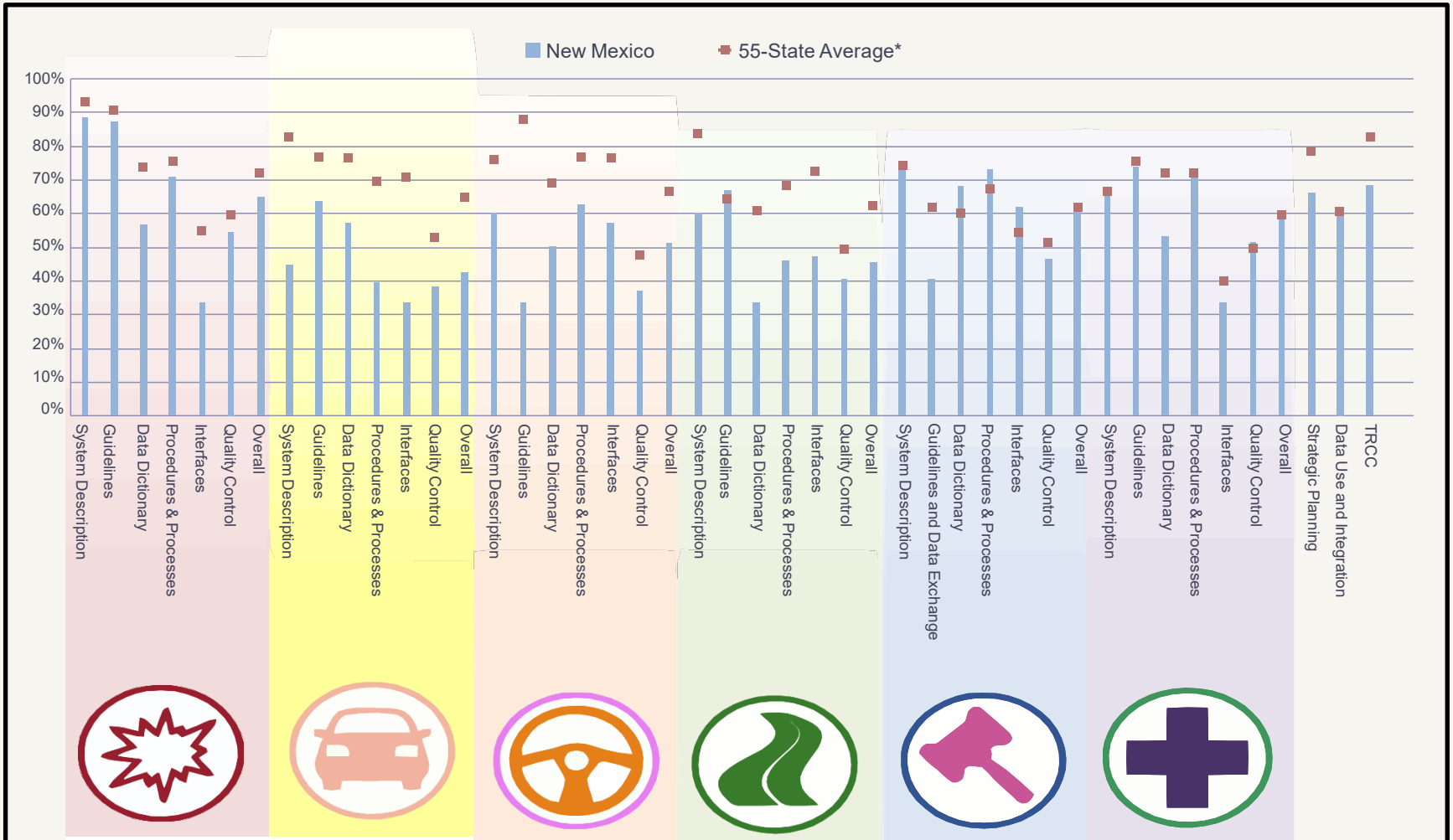
*Average score of States assessed using the Traffic Records Program Assessment Advisory DOT HS 811 644.

Assessment Schedule/ Process

	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
2021									
		1	2	3	4	5	6		
February	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		1-Month Call and Training
	28	1	2	3	4	5	6		
March	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		Kickoff Meeting
	28	29	30	31	1	2	3		Round 1 Data Collection
April	4	5	6	7	8	9	10		Round 1 Data Analysis
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		Prep for Check-in
	25	26	27	28	29	30	1		
May	2	3	4	5	6	7	8		Check-in Meeting
	9	10	11	12	13	14	15		Round 2 Data Collection
	16	17	18	19	20	21	22		Round 2 Data Analysis
	23	24	25	26	27	28	29		
	30	31	1	2	3	4	5		
June	6	7	8	9	10	11	12		Facilitator's Round
	13	14	15	16	17	18	19		NHTSA Review
	20	21	22	23	24	25	26		Report Out Webinar
	27	28	29	30	1	2	3		

STRAP Webinar Training

Click Here

Next Steps

Check your Inbox (and spam folder) for your token email

Confirm participation by clicking link and accessing the STRAP system

Use the token from the second email for authentication

Answer assigned questions by end of each round

Contact Assessment Coordinator or Facilitator with any questions

Points of Contact

NM Traffic Records Program Managers:

Sophia Roybal-Cruz, sophia.roybal-cruz@state.nm.us

Assessment Facilitator:

Chris Osbourn, chrisosbourn@yahoo.com

NHTSA RPM:

Barbara Penny: Barbara.penny@dot.gov

NHTSA Traffic Records:

Tom Bragan: tom.bragan@dot.gov

Questions?