

## **Alaska Traffic Records Coordinating Committee Minutes**

March 14, 2012

DPS Conference Room, 5700 E Tudor Road, Anchorage

1:30 am – 4:30 pm

Tele conf # 800-315-6338, meet me code 8532#

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### **Member Attendees:**

- Bonnie Walters, DOT&PF, TDG
- Michael Powell, proxy for Tony Piper, HSS, ASAP
- Joanna Reed, DOT&PF, AHSO, Rec Secretary
- Lt. Kat Peterson, proxy for Lt. Tom Dunn, DPS, AST
- Tiffany Thomas, DOA, DMV
- Troy Payne, proxy for Betty Monsour, UAA
- Anna Bosin, DOT&PF, HSIP

### **Members Absent:**

- Lt. Tom Dunn, DPS, AST
- Betty Monsour, UAA
- Helen Sharratt, ACS
- Chief John Lucking, Soldotna PD
- Tony Piper, HSS, ASAP
- Sgt. Justin Doll, Anchorage PD
- Ambrosia Bowlus, HSS

### **Guests On Phone:**

- Alice Rarig, HSS

### **Members On Phone:**

- Marcia Howell, AIPC, Chair
- Ulf Petersen, DOT&PF, MSCVE

Meeting begins at 1:36pm

## **I. Internal Committee Business**

### **A. Approval of meeting minutes from February 7 meeting**

- Kat Peterson makes a motion to approve the February 7 minutes. Bonnie Walters seconds the motion. All in favor except Joanna Reed and Marcia Howell who abstain from voting. The minutes are approved.

### **B. Section 408 Budget Spreadsheet (Joanna Reed)**

- The current 408 budget shows that \$134,115.58 has been expended, leaving a balance of \$642,981.64.

### **C. Presentation on the purpose of the ATRCC, Traffic Records, and Section 408 Funding (Joanna Reed)**

- Joanna Reed has posted this presentation on the Committee's web page for future viewing.
- Committee Members who were absent at this meeting should view the presentation.
- Joanna Reed reminds the Committee that it is important to answer the Traffic Records Assessment Questionnaire as completely as possible for the Assessment Team to give a comprehensive report

## **II. Updates on Action Items from Previous Meetings**

### **A. Proxy forms are still needed from Helen Sharratt, and John Lucking**

- Incomplete

**B. HSS and DMV adding APSIN ID to enable data linkage (Ambrosia Bowlus, Tiffany Thomas)**

- Joanna Reed reads an email from Committee Member Ambrosia Bowlus:

We had a Meeting Feb 22<sup>nd</sup>.

What I took away from the meeting is that all partners interested in the APSIN ID are going to complete a MOU with Kathryn Monfreda ([kathryn.monfreda@alaska.gov](mailto:kathryn.monfreda@alaska.gov)), in order to receive the ability to individually query personal identifiers to get the corresponding APSIN ID.

The MOU should address the following

- 1) The specified specific point of contact to resolve any concerns or developments in the exchange of data
- 2) A list of individuals, to include identifying information (date of birth and/or Social Security Number or APSIN ID or Driver's License number)
- 3) For the individuals that will have access to this data, they must complete the attached form and submit a set of fingerprints with the attached form. This can come separately from the MOU.
- 4) If possible, a timeline on when they believe they can begin work on this project, and who the point of contact is to coordinate the effort.

Although, I'm not sure how the Alaska Trauma Registry (ATR) fits into this – as my interest in the APSIN ID is to have a 'linkage' server in the background that can query many patients from the ATR to look for the APSIN ID. If a connection is found, have the APSIN ID attached on to the ATR record in the ATR dataset. This will help facilitate exact linkages between crash datasets, etc and the ATR.

**C. STSP Data Sub-committee status (Bonnie Walters)**

- Bonnie Walters will send out invitations.
- The sub-committee will hold a meeting soon

**D. Fairbanks Police Department crash data transfer status (Ulf Petersen)**

- This has not moved forward

**E. Suggestions for overall Performance Measures for the Strategic Plan (Joanna Reed).**

- Joanna Reed sent suggested performance measures out to the committee to review. They came directly from the NHTSA *Model Performance Measures for State Traffic Records Systems*
- The Performance Measures are for the overall TR System components rather than for the individual projects. The Committee needs to decide which ones to use, and revise them to make sense for our systems. We will need baseline data for each and they must be track-able over the next several years to see if our Plan is effective.
- Data Managers will look at the Performance Measures for their databases and modify them to make sense for AK's data systems

**F. Joanna Reed will post other states strategic plans as examples on the website, pointing out good methods and qualities to emulate.**

- Joanna Reed incorporated various ideas and charts into the plan. Added were a summary of AK's Traffic Records System, TR System Management, Model Data Element Status, and a vision for the future.
  - Because the Committee has had turnover since the original vision for the future was created (a centralized Traffic Records Portal), the current Committee must decide if this is still the vision that we want to move towards.
  - Committee Members need to review the Plan thoroughly and provide feedback
- G.** Joanna Reed still needs some additional updates to the Strategic Plan from other project managers, and Cindy Cashen's name needs to be removed
- Some projects still require updating
  - Cindy's name was removed
- H.** Bonnie Walters can work with Kat Peterson and Jack Stickel to look into funds for training the new 12-200
- Working with Jeff Jeffers to obtain HSIP funds. It is looking good. Jeff put together a proposal to submit to FHWA. Will hear in about a month.
- I.** Joanna Reed will contact the project manager of the Injury Surveillance Report project and let them know that the Section 408 funds for this grant will cease effective immediately, due to ineligible use of funds.
- The Project Manager was contacted
  - The Project Manager submitted a project revision to the current grant for committee consideration
  - A teleconference was held and a quorum was reached. The committee voted against accepting the project revision.
  - A letter to the Project Manager was created, and given to the AHSO Acting Administrator to sign and send to the Project Manager.
  - Waiting on the AHSO Acting Administrator to sign and send to Project Manager
- J.** Joanna Reed will post the HAS Crash Transition update on Committee's web site
- Not yet complete

### **III. Items for Discussion**

- A.** Funds for Training the new 12-200 (12-200 Revision Committee)
- See item II, H above.
- B.** Grant Applications for FFY2013 Section 408 Funding:
1. Trauma Registry Data Validation Project: Phase Two (HSS)
    - Break out costs in budget narrative
    - Is this conference for Ambrosia? Who is it for?
    - Problem needs statement needs data to justify the problem/need
    - Add the name of the contractor and their expertise in the Project Management
    - The committee agrees that this application meets section 408 criteria
  2. Crash Geo-location Project (DOT)

- Break out costs in the budget narrative
- Quantify the accuracy for the dataset, and describe what you will do if something is found to be inaccurate
- The committee agrees that this application meets section 408 criteria

### 3. Injury Data and Surveillance System Assessment (HSS)

- Joanna Reed will ask NHTSA to look at this request specifically and determine if it qualifies for 408
- Performance measures are not measureable. They must be measurable and track-able over the course of the grant. They must follow NHTSA's *Model Performance Measures for State Traffic Records Systems*.
- Performance measures must be the same in the goal/objective/timeline/performance measure table and the Performance measure data tables
- It is undetermined if this application meets 408 at this time and the committee will wait to hear from NHTSA

The Chair leaves the meeting at 4:00. The Recording Secretary leads the remainder of the meeting

### 4. TraCS Hardware Installation for Law Enforcement Agencies (DOT/SEF)

- Make the number of sites (agencies) consistent throughout the application
- Break down the budget narrative in each category
- The mounting hardware is not TraCS specific
- Need data in the problem needs statement
- Clarify the performance measures. Put statements in the form of "from XX in 20XX to XX in 20XX".
- Clarify if previous goals and performance measures were met
- Identify risks and how they will be managed
- Redo the Project management with the new project manager(s)
- Are the agencies on the list the same as the DPS intentions and how were these agencies decided?
- This project does meet the section 408 criteria because it is essential for the use of the TraCS software

### 5. TraCS User Group Meeting (DOT, AHSO)

- Move to April Meeting

### 6. Traffic Records License and maintenance Fees (DOT, AHSO)

- Move to April meeting

A teleconference will be scheduled to discuss the last two grant application.

### 7. Improve Court Case Management System Criminal and Minor Offense Records (ACS)

### 8. TraCS Statewide Training / TraCS Program (DPS)

**IV. Traffic Records Project Updates**

- A.** TraCS deployment diagram
- Move to April meeting

**V. Other Short Business**

- A.** None

**VI. Action Items as a Result of this Meeting**

- A.** Proxy forms are still needed from Helen Sharratt, and John Lucking
- B.** HSS and DMV adding APSIN ID to enable data linkage (Ambrosia Bowlus, Tiffany Thomas)
- C.** STSP Data Sub-committee status (Bonnie Walters)
- D.** Update on funds to train the new 12-200 (Bonnie Walters)
- E.** Look at Performance Measures per data component (Bonnie Walters, Tiffany Thomas, Ambrosia Bowlus, Tony Piper/Michael Powell, Tom Dunn/Kat Peterson, Helen Sharratt)
- F.** Review the Strategic Plan thoroughly and provide feedback (All Committee Members)
- G.** Joanna Reed will post the HAS Crash Transition update on Committee's web site
- H.** Joanna Reed will ask NHTSA to review the Injury Surveillance grant application to determine if it is eligible for Section 408 funds
- I.** Joanna Reed will schedule a teleconference to discuss the last two grant applications

Bonnie Walters moves to adjourn, and Anna Bosin seconds the motion. All in favor. The meeting adjourns at 4:30pm.

**Next meetings:**

- April 11, 2012
- May 9, 2012
- June 13, 2012
- July 11, 2012
- August 8, 2012
- September 12, 2012
- October 10, 2012
- November 14, 2012
- December 12, 2012

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, 1:30pm–4:30pm, unless otherwise stated