
**State Traffic Records Coordinating Committee (TRCC)
Meeting Minutes**

Date: Thursday November 13, 2014
Time: 08:00am - 12:00pm
The Lodge at Santa Fe; Kachina Meeting Room
744 Calle Mejia, Santa Fe, NM 87501

24 people in attendance:

Anthony Apodaca - NMDOT	Luis Melgoza - FHWA
Keith Bergsten - APD	Santiago Jimmy Montoya - NMDOT
Jessica Bloom - UNM	Tawnya Rowland - Davis Innovations
Katie Bridgewater - Davis Innovations	Sophia Roybal-Cruz - NMDOT
Renee Cascio - AOC	Greg Saunders - AOC
Yolanda Duran - NMDOT	Ed Trimmer - MVD
Steve Eagan - NMDOT	Joseph Valdez - NMDOT
Steve Harrington for Trixi Bubemyre - AOC	Ana Vivar - NMDOT
Leslie Isengard - UNM	Michelle Wheeler - NMDOT
Joseph Lovato - NMDPS State Police	Kimberly Wildharber - NMDOT
Lolita Martinez - NMDOT Traffic Safety	Jack Yates - NMDOT
Ann McLaughlin - NMDOT	

Meeting participants received copies of the following:

- 1) Meeting Agenda
- 2) April 23, 2014 Meeting Minutes
- 3) Part 4: Appendices Check List
- 4) Traffic Records Assessment Request Letter to Ms. Duran

1. Welcome and Introduction

Katie Bridgewater / Yolanda Duran

- 1.1 Katie Bridgewater called the meeting to order at 09:00 am.
- 1.2 Participants introduced themselves.
- 1.3 Ms. Duran asked for review and approval of minutes from the April 23, 2014 meeting:
 - Motion to approve - Ann McLaughlin.
 - Second - Daniel Lovato.
 - Minutes approved.
- 1.4 The purpose of today's meeting is to provide updates from the State Records Traffic Coordinating Committee.
 - Data Management consists of three programs: Mr. Montoya goes by Santiago Montoya on his emails.
 - Thank you to all staff for their hard work.

2. Federal Requirement Updates

Yolanda Duran (Presentation 1)

- 2.1 There have been a lot of changes and retirements. Steve Eagan will be leaving December 19. He was thanked for all his hard work.
 - AOC has also had a few retirements.
- 2.2 MAP 21 Requirements will be covered at next meeting.
- 2.3 Focus today is on requirements for Traffic Records Program:
 - New Mexico Traffic Records Federal Requirement Update Presentation dated November 12, 2014 (Slide 1)
- 2.4 Map 21 Section 405 National Priority Safety Program Grants (Slide 2)
 - Section 405C Traffic Safety Information System Improvements
 - 23 Code of Federal Regulation (CFR) 1200.22
 - New Mexico received \$462,184.00
- 2.5 405C Traffic Safety Information System Improvements Requirements (Slide 3)
 - Traffic Records Coordinating Committee.
 - Traffic Records Strategic Plan.
 - Quantitative Improvement.
 - Traffic Record Assessment.
 - Use of funds to make a quantifiable, measurable progress improvement in accuracy, completeness, timeliness, uniformity, accessibility, or integration of data in a core highway safety database.
 - Very important - performance is measured on the above requirements.
 - Important for funding that we have a strategic plan and performance measures.
- 2.6 Traffic Records Coordinating Committee Requirements (Slide 4)
 - Chartered or legally mandated.
 - Meets at least 3 times annually.
 - Has a coordinator
- 2.7 TRCC Membership Requirements (Slide 5)
 - Owners, operators, collectors & users of the traffic records & public health injury control data systems.
 - Highway Safety.
 - Highway Infrastructure.
 - Law Enforcement.
 - Adjudication
 - Public Health
 - EMS
 - Injury Control
 - Driver Licensing
 - Motor Carrier Agencies and Organizations
 - The goal is to connect the integration of all the data systems so we can develop our performance plans.
 - All projects are data driven - FHWA funding requirement.
- 2.8 TRCC Function (Slide 6 and 7)
 - Authority to review State's Highway Safety Data and Traffic Records System and any changes to systems before the changes are implemented.

- Consider and coordinate views of organizations in the State that are involved in the collection, administration, and use highway safety data and TR systems, and represent those views to outside organizations.
 - Review and evaluate new technologies to keep the highway safety data and TR system current.
 - Approve annually the TRCC Membership, TRCC Coordinator, any changes to the State's Strategic Plan, and Performance Measures.
- 2.9 State Traffic Records Strategic Plan Requirements (Slide 8 and 9). The biggest need is the Strategic Plan. It includes performance measures and the progress of performance, and the following:
- Approved by the TRCC.
 - Describes specific, quantifiable and measureable improvements anticipated in the State's core safety databases, including crash, citation and adjudication, driver, EMS and injury surveillance systems, roadway, and vehicle database.
 - For any identified performance measure, uses formats set forth in the Model Performance Measures for State Traffic Records Systems.
 - Includes a list of all recommendations from the most recent TR Assessment.
 - Identifies which recommendations State intends to implement and performance measures to be used to demonstrate quantifiable and measureable progress.
 - Provides explanation for recommendations that State does not intend to implement.
 - Important to Robert Archuleta's program - dependent on data.
- 2.10 Requirements for Quantitative Improvement (Slide 10).
- Demonstrate quantitative improvements in the data attributes.
 - Accuracy, completeness, timeliness, uniformity, accessibility, integration.
 - Performance measures must be consistent in all plans.
 - By demonstrating an improved consistency within the State's record system or by achieving a higher level of compliance with a national mode inventory of data elements such as:
 - Model Minimum Uniform Crash Criteria (MMUCC)
 - Model Impaired Driving Records Information System (MIDRIS)
 - Model Inventory of Roadway Elements (MIRE)
 - National EMS Information System (NEMSIS)
- 2.11 Traffic Records Assessment Requirements (Slide 12)
- State shall have conducted or updated Traffic Records Assessment within 5 years prior to application date.
 - Approaching our 5-year deadline for application submittal.
 - Need documentation from all participating agencies.
 - NM Traffic Records Program submitted Assessment Request (see attached letter).
 - Request confirmed and NM Traffic Records Assessment will launch January 4, 2015.
 - Assessment schedule was emailed. The process starts December 2015 and ends April 11, 2016. It includes:
 - Requesting an assessment
 - Pre-assessment planning calls

- Initial Planning Calls
 - One Month Planning Call
 - Pre-Kickoff Preparation
 - Review and Assign Questions
 - State Document Library
 - Kickoff Meeting
 - Suggested Kickoff Meeting Outline
 - Conduct the Assessment
 - Round One Data Collection
 - Round One Analysis
 - Round Two Data Collection
 - Round Two Analysis
 - Round Three Data Collection
 - Round Three Analysis
 - Drafting the Final Report
 - Delivering the Final Report
 - Report Out Webinar
- Please refer to checklist in handout materials. There are three items checked off- we have to complete the rest of the checklist items.
 - Santiago Montoya will be taking the lead, and Davis Innovations will be working on the assessment.
 - As we move forward, we need to ensure the quality and integrity of our data.
 - Great partnership on integration - already had three meetings.

3. NMDOT Updates

3.1 Traffic Records Updates

Santiago Montoya (Presentation 2)

Welcome to new participants and thank you.

- 3.1.1 TRCC Presentation dated November 13, 2014 (Slide 1 and 2). FY 2015 projects in the Highway Safety Plan:
 - TraCs - Dona Ana, APD, Santa Fe PD, Rio Rancho PD, State Police.
 - AOC Citation and Adjudication Data Transfer - Dona Ana County.
 - Vehicle Registration Bar Code.
 - UCR Modification.
 - Traffic Citation Standardization - Davis Innovations working on this project with ex-law enforcement officers.
 - TRU/UNM Data Entry - Leslie supervises this program and employs UNM students to do data entry for crash reports.
 - TRU/UNM Statistics and Analytical Reporting - Jessica's group.
- 3.1.2 Pending Projects (Slide 3). EMS Software and Magistrate Court Electronic Abstracts.
- 3.1.3 2015 Highway Safety Plan (Slide 4) - Approved.
- 3.1.4 Traffic Records Assessment - January 4, 2016 (Slide 5)
- 3.1.5 Assessment (Slide 6) includes collection, management and analysis of NM's six core data systems:
 - Crash (NBMDOT)
 - Vehicle (NVD)
 - Driver (MVD)

- Roadway (NMDOT)
- Citation and Adjudication (AOC)
- Injury Surveillance (DOH)

3.1.6 Funding for the projects comes from Grants. This is how we fund the traffic records, AOC, EMS. The funding is driven by performance measures and integration of data.

3.2 Traffic Records Website Updates **Katie Bridgewater (Presentation 3)**

3.2.1 Davis Innovations is updating and improving the Traffic Records website. We have created new shell.

- Homepage has different departments currently in Traffic Records.
- UCR form is included.
- TraCS Program is included.
- Easy to navigate and read on mobile devices.
- Site is not live yet pending changes.
- Oversight committee - agendas and minutes from previous meetings.
- TRCC meeting minutes and agendas are also included.
- EOC included.
- Current projects are listed - 3 pages.
- Resources page contains all Federal funding agencies, and State resources.
- Contact page allows requests for information. Eventually there will be a tracking system that will monitor how long it takes from the date of request for DOT staff to respond to the request.
- Sophia was very helpful in putting the request page information together.
- If anything is missing, please let Ms. Bridgewater know.

3.2.2 Questions:

- There should be a link to the DOT site for the crash report.
 - There is a link but we will put it in red to make it more visible.
- Where is the data coming from?
 - Per Sophia - they process the requests.
- Is this site linked from the NMDOT website?
 - Once it goes live, there will be a link to the NMDOT website.
- Is there a TRCC Roster?
 - The Current membership is available. Do you want the members to be listed with contact information?
 - Just list the name and agency of the individual.
 - If email address is on website, it increases the amount of spam you will receive.
 - Renee Cascio - AOC has a webmaster email address that gets filtered by their staff. AOC would prefer the website list that email address.
 - We can make the site live or send you a link so you can review the website.
 - Preference is that a link be sent - Katie will take care of that.

3.3 TraCs Update

3.3.1 NMDPS State Police

Major Lovato

Certification was received.

- Had a problem internally with funding streams from DFA for servers and making purchases.
- Getting closer now to making needed purchases.
- Will hire a TraCs Program Manager within DPS.
- Will be rolling out program initially to officers in Las Cruces. Dona Ana agreed to assist with training. Training will happen in next few months.
- Will move to APD officers next.
- Will then roll program out to all officers in the State at some point within the next year.

3.3.2 NMDOT

Yolanda Duran

TraCs is software that collects citations and crash reports electronically. The main goal is to become a fully integrated TraCs program where we can electronically exchange traffic data.

3.3.3 APD

Keith Bergsten

Over the summer, APD updated all officers to TraCs 10.

- For those that were using TraCs 7, manual updates to the server had to be made.
- There were thousands of crashes that were not previously uploaded - only about 450 per month were being uploaded.
- With TraCs 10, there are now 1300 crashes being recorded per month.
- The police substations now offer crash reporting. If someone has been involved in a crash, they can go to any substation and pull up the reports.
- All supervisors can now access all crashes, review, and sign off on those crashes.
- Still printing out crashes because they have to be sent to NMDOT.
- In future, it will be an electronic transfer and no printing will be required.
- Citations will also be sent electronically to Metro Court - this will start sometime next year.
- UNM Police and Aviation Police want to join TraCs program.
- Also adding prebooking form and vehicle seizure form to the TraCs report.
- There is a criminal complaint form on TraCs - a lot of officers use it.

3.3.4 UCR Subcommittee

Sophia Roybal-Cruz

- UCR subcommittee tries to implement as many crash elements into the report as possible.
- Committee is made up of law enforcement, traffic records safety office, UNM, etc.
- Group looks at both sides of the coin - both data collection and data analysis people.
- MMUCC - at state and national level - provides a data set that describes crashes for motor vehicles that are in transport and generate information from those reports that will be necessary to do data analysis. Crash reports were created to get uniform data sets.

- MMUCC recommends 110 elements.
- Of these 110 elements, 77 elements are collected in the field on the crash report form.
- 10 remaining elements are derived from what is collected in the field.
- 23 other elements are obtained by linking to other systems MVD, etc.
- The subcommittee meets twice per month.
- At each meeting, they review 77 elements to see how the form can be improved - they have found areas for improvement for 30+ elements.
- They are able to link crash reports with DOT road data.
- Looking at field training for data collection.
- There is quite a bit of work ahead.
- Law enforcement is still using a variety of different reports.
- Some agencies are still using paper forms.
- A full set of recommendations from the subcommittee will be presented during a future TRCC meeting to determine the best implementation.
- In 7 to 9 months, we should have changes to present.
- We will ask all participants of this meeting to capture as much data as they can.
- Existing form changes were made by a Federal evaluator - these changes will also be incorporated.
- Major Lovato was able to get his field people to provide input into the data collection process.
- Contact Sophia if you are interested in providing input.

4. State Police Update

Major Lovato

- No additional updates.

5. MVD Updates

Edward Trimmer

Mr. Trimmer is now taking over for Adam.

5.1 Current Projects (Slide 3). there are two current projects: Uniform Traffic Citation Replacement, and Barcoding Added to Vehicle Registrations.

5.2 Uniform Traffic Citation (Slide 4) Overall Goal:

- Replace all older revisions of the UTC that are currently out in the field at no cost to the law enforcement agencies.
 - MVD currently receives about 15 different versions including some of the small form factor UTC's that were released in 1992
- What Problems will it solve?
 - Makes processing easier-both initial receipt and remittance
 - Standardized forms make it easier to be scanned and sorted by the OPEX high speed scanning and entered more accurately by data entry
- Timeline-Jan or Feb 2015

5.3 Summary of Current Process (Slide 5):

- OPEX 7200i -OPEX AS7200i is a high-volume production scanner with integrated mail extraction
- MVD receives several hundred of citations and court actions daily
- Processing these now takes one clerk 2 hours to complete

- All documents are stored automatically in a document management system
 - Used to be completed by a team of employees and would often take a week or more
 - Having only one version of the UTC will help further fine tune these processes
- 5.4 Current Payment Information (Slide 6):
- Having consistent, updated payment directions helps our customers pay on time decreasing the burden on all agencies
 - Most older versions of the UTC only have mail in information printed on the back.
 - Current payment information allows payment options.
 - Newer versions have all payment channels listed as shown below:

Pay the Jurisdiction below as Directed by the Officer

Officer - Mark here if State <input type="checkbox"/>	Officer - Mark here if Local (Court) <input type="checkbox"/>
<p style="text-align: center;">THREE WAYS TO PAY</p> <ul style="list-style-type: none"> • Online at www.mvd.newmexico.gov - click on Pay My Citation • CALL toll free 888-683-4636 - choose Option 2 • Mail to: Motor Vehicle Division NMPA Department P.O. Box 25130 Santa Fe, NM 87504-25130 	<p>Please remit payment amount indicated on face of this citation to:</p> <p style="text-align: center;">Town of Elida Municipal Court P.O. Box 208 Elida, NM 88116</p>

- 5.5 Collecting Revenue More Efficiently (Slide 7):
- Large gains through IVR and WEB, Mailed Payments Fall
 - Collecting revenue is now more efficient - don't have to do it manually. PRAs are like MVD Express.
- 5.6 Barcoding of Registrations (Slide 8 and 9):
- Insert barcoding on all passenger truck, and motorcycles registrations and eventually expand to all vehicle and vessels.
 - Barcodes will enable users with barcode readers the ability to scan the PDF417 barcode to any database
 - PDF417 is a 2D barcode that can support up to 800 characters and is currently on the back of every license.
 - Barcoding on registrations allows law enforcement instant access to driver information.
 - The information on the barcode contains just the driver's registration and drivers license information.
 - What Problems will it solve?
 - -Easy transfer of vehicle and driver information to traffic reports.
 - -Officer can spend less time on data entry and move on to the next order of business.
 - -Quick and accurate capture could also be used in TRACS.

- Timeline is January 2015
- 5.7 Tapestry is the internal name of the MVD's system modernization project (Slide 10).
- Replaces existing system which is 40+ years old
 - COTS (Commercial Off the shelf) system currently used in Arkansas, Utah, and being implemented in Tennessee
 - Built by FAST LLC, also known widely for tax systems in several states
 - Important Dates
 - May 26, 2015 Drivers Module goes live
 - September 5, 2016 Vehicles goes live
 - More communications coming as we approach go live
 - If you need more information- email OCM.Tapestry@state.nm.us
 - Trying to bring data into one database.
- 5.8 Possible Future Projects (Slide 11)
- Transfer of microfilm into electronic data
 - MVD has millions of microfilm records that are very difficult to research.
 - SRCA /Retention Guidelines require at least 55 years retention period on certain types.
 - TRACS
 - Would further refine process, reducing error rates and shortening posting timeframes
 - AOC/Metro/Magistrate/Muni Court Electronic Interfaces
 - Similar benefits as TRACS

6. Renee Cascio - Report

AOC is working with APD on their TraCs implementation to receive citations electronically and create cases for the court.

- Glad to hear that the State Police is implementing TraCs in Dona Ana County by State Police is a good thing.
- DOT is going to give her some funds for document imaging in Magistrate Courts. This means that a project that we have now where we are submitting disposition information to MVD can be expanded throughout the State.
- **Steve Harrington** - As AOC brings in law enforcement in on the electronic citations, there will be some work on their side, so it won't be instantaneous.

7. Katie Bridgewater

- Please send any suggestions for agenda items.
- Next meeting will be January 21, 2015 at the Lodge at Santa Fe.
- Meeting adjourned at 10:44am.