Texas Department of Transportation

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July 1, 2008

Ms. Linda Jones
Manager
Texas Department of State Health Services
1100 West 49th Street
Austin, Texas 78756-3199

Re: Traffic Records Coordinating Committee (TRCC) 408 Decision

Dear Ms. Jones:

Thank you for your application and interest in the Texas Department of Transportation 408 funding. The TRCC is the main body for developing and overseeing the Texas Traffic Records Strategic Plan and the selection of projects that receive 408 funding. Last year the Texas Department of State Health Services submitted a project to perform a Study and Recommend for improvements to the current Trauma Registry System. It is the TRCC's understanding that you have decided to proceed with a Survey and Review in lieu of a Study and Recommend. Due to this change in direction, the TRCC has decided not to fund the Survey and Review. However, in order to support your efforts, the TRCC did decide to fund an IT Project Manager and an IT Support Staff person. Please read the attached meeting minutes for further clarification.

If you need more information or have further questions, please contact Christy Perez at (512) 416-3169.

Sincerely,

Carol T. Rawson, P.E.

Carol T. Rawson, P.E., Deputy Director
Traffic Operations Division

Attachment

Save a Life
Texas Department of Transportation

TRCC

Tuesday, May 20, 2008

Sign in

PURPOSE

Traffic Records Coordinating Committee

PLEASE SIGN IN

NAME	TITLE	AGENCY
Christy Perez	Program Manager	TXDOT
Mike Wilson	MAJOR	TX DPS
Kristine Williams	Program Team Leader	TxDOT
Carol Rawson	Data Governance, TRF	TXDOT
Terry Pence	Traffic Safety Director, TRF	TXDOT
Tony Small	TRF/Crash Records	TxDOT
Casey Woodley	Consultant Cambridge Systematics	CS
[illegible]	Cambridge Systematics	CS

ATTENDEES

- ☑ Carol Rawson
- ☑ Terry Pence
- ☑ Linda Jones
- ☑ Tony Small
- ☐ Robert Burroughs
- ☐ David Hodges
- ☑ Michael Wilson
- ☑ Christy Perez
- ☐ Frank Marrero
- ☐ Sherrie Zgabay
- ☐ William Diggs
- ☑ Casey Woodley
- ☑ Roger Schiller

HANDOUTS

- ☑ Agenda
- ☑ Draft Strategic Plan
- ☑ Minutes from Last meeting

Texas Traffic Records Coordinating Committee (TRCC)

Meeting Minutes – May 20, 2008

TRCC Meeting Logistics

Meeting	**Texas Traffic Records Coordinating Committee (TRCC), 6th Meeting**
Date/Time	Tuesday, May 20, 2008; 1:30 p.m. - 4:30 p.m.
Sponsor	Texas Department of Transportation (TxDOT)
Facilitators	Christy Perez, Program Manager
Participants	Linda Jones, DSHS; Terry Pence, TxDOT; Christy Perez, TxDOT; Carol Rawson, TxDOT; Tony Small, TxDOT; Chris Willrich, TxDOT; Mike Wilson, TX DPS; Roger Schiller and Casey Woodley, Cambridge Systematics
Location	TxDOT, 118 East Riverside, Conference Room 43, Austin, TX

Agenda	• Welcome and Introductions – Christy Perez
	• Project Updates
	  • Status of CRIS – Carol Rawson
	  • Status of Trauma Registry - Linda Jones
	• Texas TRCC Four-Box Analysis and Project Prioritization Process Results – Casey Woodley
	  • Changes to Proposed Project Ideas – Open Discussion
	  • Final Confirmation of Prioritization
	• Review of the Draft Texas TSIS Strategic Plan – Casey Woodley
	• Status of Section 408 Grant Application and NHTSA Certification – Christy Perez
	  • Signatures Needed
	• Next Meeting – Date and Objective (outreach to OCA)

Next Meeting	Tentatively July 2008; Christy Perez to contact TRCC members to obtain signatures required for submittal of Section 408 grant application

Meeting Summary

Status of Section 408 Subgrantee Awards

Carol Rawson reported on the status of CRIS:

- As of 4/49/2008, all backlog records from 2003-2006 received by TxDOT and are in CRIS; HDI currently submitting 1,800-2,500 records per day.
- Traffic Operations decided to reprocess data from 2005-2007 to correct some data issues; the reprocessing timeframe remains 55+ days.
- Duplicate processing complete for 2005-2007; 2007 supplement processing is current; 2008 supplement processing is backlogged.
- Presented a timeframe for tracking the status of web data entry (WDE) initiative; timeframes for some tasks subject to change based on the scope included in the functional requirements specifications.
- Current top priority is establishing a steering committee; DPS responded with an additional name, and the team is making further contacts to expand the steering committee.
- As of 3/26/08, TxDOT delivered to DPS the CRIS records that meet the criteria established for the DL interface, except for 60,000 records from 2005.
- Next initiative is implementing the ability to correct a crash; HDI has completed all fatal corrections except for 2003; all known corrections will be complete by 8/1/08.
- Additional indexing, data, or tuning may be required as more users request data from CRIS.
- For the rest of this year, the business and technical teams will focus on software upgrades, replacing end of life software, development of the WDE rewrite, loading the new spatial layers, and deploying production fixes as required.

Linda Jones reported on the status of the Trauma Registry:

- DSHS is working on getting an IT employee who will fix bugs, reports and upgrades that need to be competed to allow outside users access and reporting. DSHS is debating over DIR vs. FTE for hiring; need long-term funding source; Section Director will grant FTE.
- Stakeholder group working to secure funding from the Legislature. (1)
- DSHS and GETAC decided to change the study and recommend to a 'Survey and Report' to find out what users want in the new system and talk to other states about their systems. Linda reports that they would use this information combined with DSHS knowledge of the current system to write the RFP for a new EMS/Trauma Registry software product.

- The TRCC discussed how this FTE would be funded and whether they would be able to find and hire a qualified person at the proposed salary; concerns were expressed about how the 'Study and Recommend' morphed into a 'Survey and Report'; and the Committee resolved that Section 408 funding should not be used to support the current Statement of Work for a Study and Report.

- The TRCC agreed on using Section 408 grants to support funding for IT Project Manager and IT Support Staff positions for DSHS for this year and next year; but urged DSHS to conduct a formal Study and Recommend as previously agreed. (2)

- Linda Jones expressed concern over how issuing an RFP to conduct a Study and Recommend would further delay the DSHS' ability to secure a new EMS/Trauma Registry system. TRCC members agreed there would have to be a delay, as the formal Study and Recommend process should be followed to ensure that all alternatives are properly examined and that the selected solution meets the needs of the greatest number of users (i.e., that it will have needed buy-in.

- TRCC members also said there should be some good faith deposit from DSHS to help fund and sustain the initiative, as TRCC funding won't be able to cover the needs of the agency long-term. (3)

- Linda Jones will submit a revised Scope of Work to TxDOT for use of FFY 2008 Section 408 funding and potential FFY 2009 funding to include an IT Support position and an IT Project Manager position for two years.

Texas TRCC Four-Box Analysis and Project Prioritization Process Results

- Casey Woodley reviewed the final ranking of the proposed projects as determined by the TRCC at the April meeting.
- TRCC members agreed that allow the scope of the EMS/Trauma Registry projects need to be revised, the eventual re-design or purchase of an off-the-shelf system should be included in the Strategic Plan as a future project.
- TRCC members confirmed that the ranking was final, pending the revised scopes from DSHS.

Review of the Draft Texas Traffic Safety Information System Strategic Plan

- Casey Woodley walked members through the draft plan (submitted to them electronically in advance of the meeting).
- The group made numerous editorial changes, but approved the plan pending final editing. There is a still a need for a description of the DLD reengineering project. Major Wilson will talk to Chief Burroughs about submitting that information.

Status of Section 408 Grant Application

- Christy Perez reported that the State's second year Section 408 grant application is 80 percent complete.

- Need to complete/obtain the following: Certification Letter, update traffic records system inventory, final strategic plan, new cover letter, and revised project descriptions from DSHS.

- TxDOT received a request from NHTSA for additional information regarding the State's achievement of measurable progress over the past year. Terry Pence, Carol Rawson, and Christy Perez were confident that they would be able to provide the justification requested by NHTSA. Casey Woodley prepared a draft response memo for TxDOT to fill-in and submit to NHTSA.

- The final application must be submitted to NHTSA by 6/15/08.

Next Meeting

- Next meeting will likely be scheduled in July, following completion of the grant application. At that time the TRCC will reach out to the OCA to learn more about the development of a statewide case management system.