

**ILLINOIS TRAFFIC RECORDS COORDINATING COMMITTEE
DATA QUALITY SUBCOMMITTEE MEETING**

DATE: February 26, 2014

LOCATION: Division of Traffic Safety, Conference Room B, 1340 North 9TH Street, Springfield, IL

TIME: 10:00 A.M. – 12:00 P.M.

TELECONFERENCE NUMBER: 1-888-494-4032; PASSCODE: 1335540116#

MEETING AGENDA

1. Introductions
2. Approval of minutes from October 11, 2012 meeting
3. Update on Electronic Crash Reporting in Illinois (MCR/XML)
4. Review status of recommendations from the ITRCC Strategic Plan:
 - a. **Formalize a plan to have data entry staff perform an expanded data quality improvement role:**
 - i. Review and correct location information and codes. Is this item still on-hold?
 - ii. Feedback to law enforcement regarding errors on crash reports. Does waiting for an increase in electronic crash reporting still resolve this issue? See Safety Portal Feature 12 – Common Errors in Filling Out SR1050 forms; See Safety Portal Feature 5 – Data Exception/Problem Reporting.
 - iii. Compile “error” lists to use in training law enforcement agencies. Does waiting for an increase in electronic crash reporting still resolve this issue? See Safety Portal Feature 12 – Common Errors in Filling Out SR1050 forms; See Safety Portal Feature 5 – Data Exception/Problem Reporting. See Safety Portal Feature 10 – Performance Dashboards/Reporting Levels
 - iv. Target crash reports for further review based on specific factors (e.g., poor narrative). Does waiting for an increase in electronic crash reporting still resolve this issue? See Safety Portal Feature 12 – Common Errors in Filling Out SR1050 forms; See Safety Portal Feature 10 – Performance Dashboards/Reporting Levels
 - v. Conduct audits on crash reports. Does waiting for an increase in electronic crash reporting still resolve this issue? See Safety Portal Feature 12 – Common Errors in Filling Out SR1050 forms; See Safety Portal Feature 10 – Performance Dashboards/Reporting Levels; See Safety Portal Feature 5 – Data Exception/Problem Reporting
5. Review Status of Data Quality Subcommittee Action Items (in previous rank order):
 - a. **Item #1 – Decrease the number of blank fields, “unknown” entries, and erroneous data in crash reports:**
 - i. As noted in the previous meeting’s minutes, this Action Item will be impacted by completing Action Items #4 and #6.

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- ii. **Recommendation:** Combine the three Action Items here forward, with Action Item #6 as the parent Item. Action Items #1 and #4 would be the expected results, or follow-on actions of achieving Item #6.
 - iii. As part of the follow-on action from completing and continuing to improve Action Item #6, will the new **Safety Portal** resolve the problems highlighted in Items #1 and #4? See Safety Portal Feature 12 – Common Errors in Filling Out SR1050 forms; See Safety Portal Feature 5 – Data Exception/Problem Reporting; See Safety Portal Feature 10 – Performance Dashboards/Reporting Levels; See Safety Portal Feature 8 – Outreach Needs/Collaboration Site
- b. **Item #2 – Conduct a survey to provide us with a GAP Analysis that would result in a diagram of TRCC data; identify who owns the data; and, what systems or processes are used by various agencies to collect/submit data:**
 - i. We want to include health/medical agencies in this survey to assist with our data linking project. Other data sources?
 - ii. **Recommendation:** Combine Action Items #5 and #8 with this Action Item here forward, with Action Item #2 as the parent Item, and Action Items #5 and #8 the expected results or follow-on actions after completing Action Item #2.
 - iii. Review draft survey.
- c. **Item #3 – Make sure edits and data validation procedures are adequate and in place for XML reported data:**
 - i. Discuss Division compliance approval scenarios for XML agencies and the impact on this Action Item.
 - ii. How does the **Safety Portal** impact this Action Item, if at all? **See Safety Portal Feature 10 – ERI – Electronic Reporting Initiative**
- d. **Item #4 – Provide feedback to law enforcement agencies on crash report data quality and routine errors:**
 - i. Combine with Action Item #1?
 - ii. Another consideration for Action Item #4 is whether the **Safety Portal** being developed will provide this capability. See Safety Portal Feature 12 – Common Errors in Filling Out SR1050 forms; See Safety Portal Feature 10 – Performance Dashboards/Reporting Levels
- e. **Item #5 – Compile data dictionaries for all traffic records systems:**
 - i. Follow-on action from data identified through the survey in Item #2?
- f. **Item #6 – Provide training to law enforcement agencies on the use of SR 1050, as well as on XML electronic reporting systems:**
 - i. Combine with Action Item #1?
 - ii. Can the **Safety Portal** be used for this purpose? See Safety Portal Feature 8 – Outreach Needs/Collaboration Site

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- g. **Item #7 – Develop legislation that would facilitate changes to traffic records systems.**
 - h. **Item #8 – Study all traffic records systems to identify their strengths and weaknesses (this item may require hiring a consultant):**
 - i. Follow-on action from data identified through the survey in Item #2?
 - i. **Item #9 – Develop a methodology for improving intersection coding (this is critical for the Safety Analyst application):**
 - i. Will converting to XML crash reporting format impact this Action Item?
 - j. **Item #10 – Simplify our Illinois Traffic Crash Report (SR 1050):**
 - i. Report was revised in CY 2013 and we had a print run completed in early CY 2014.
 - ii. Should we investigate bubble forms used by other state(s)? Other ideas?
 - k. **Item #11 – Review of changes made to the SR 1050 in the CY 2014 print run, including work zone information:**
 - i. Were we able to include enough information on the new SR 1050 report to provide us with the best data available for work zone crashes?
6. Closing Remarks – Ken Martin
7. Next Meeting Dates?