



State of Montana

Traffic Records Assessment

June 17, 2014

National Highway Traffic Safety Administration

Technical Assessment Team





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Executive Summary

Out of 391 assessment questions, Montana met the Advisory ideal for 142 questions, or 36.3% of the time; partially met the Advisory ideal for 68 questions, or 17.4% of the time, and did not meet the Advisory ideal for 181 questions or 46.3% of the time.

As Figure 1 illustrates, within each assessment module, Montana met the criteria outlined in the *Traffic Records Program Assessment Advisory* 57.9% of the time for Traffic Records Coordinating Committee Management, 68.8% of the time for Strategic Planning, 31.8% of the time for Crash, 56.4% of the time for Vehicle, 73.3% of the time for Driver, 13.2% of the time for Roadway, 25.9% of the time for Citation / Adjudication, 26% of the time for EMS / Injury Surveillance, and 0% of the time for Data Use and Integration.

Figure 1: Rating Distribution by Module

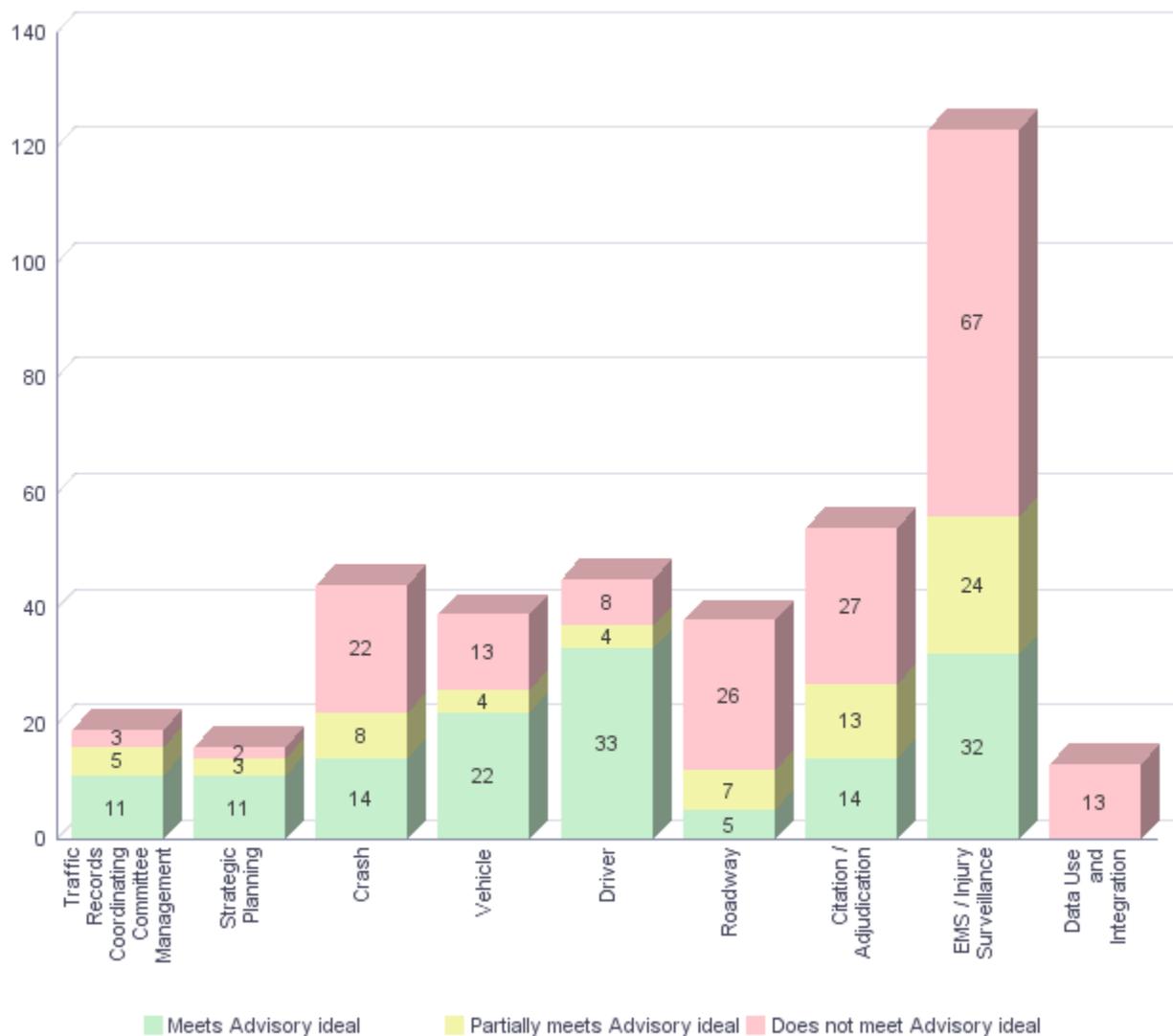




Figure 2: Assessment Section Ratings

	 Crash	 Vehicle	 Driver	 Roadway	 Citation / Adjudication	 EMS / Injury Surveillance
Description and Contents	100.0%	100.0%	90.0%	60.0%	80.7%	68.6%
Applicable Guidelines	66.7%	100.0%	100.0%	83.3%	71.9%	73.7%
Data Dictionaries	33.3%	90.5%	91.7%	46.7%	52.4%	93.3%
Procedures / Process Flow	72.9%	77.3%	96.1%	75.0%	67.9%	68.9%
Interfaces	46.7%	63.6%	90.5%	33.3%	45.2%	33.3%
Data Quality Control Programs	42.8%	64.2%	70.9%	35.7%	37.2%	44.7%
Overall	61.4%	75.2%	86.0%	48.3%	59.0%	58.6%

	Overall
Traffic Records Coordinating Committee Management	82.7%
Strategic Planning for the Traffic Records System	86.5%
Data Use and Integration	33.3%

Recommendations

Figure 2 shows the aggregate ratings by data system and assessment module. Each question's score is derived by multiplying its rank and rating (very important = 3, somewhat important = 2, and less important = 1; meets = 3, partially meets = 2, and does not meet = 1). The sum total for each module section is calculated based upon the individual question scores. Then, the percentage is calculated for each module section as follows:

$$\text{Section average (\%)} = \frac{\text{Section sum total}}{\text{Section total possible}}$$

The cells highlighted in red indicate the module sub-sections that scored below that data system's weighted average. The following priority recommendations are based on improving those module subsections with scores below the overall system score.

According to 23 CFR Part 1200, §1200.22, applicants for State traffic safety information system improvements grants are required to





“Include(s) a list of all recommendations from its most recent highway safety data and traffic records system assessment; identifies which such recommendations the State intends to implement and the performance measures to be used to demonstrate quantifiable and measurable progress; and for recommendations that the State does not intend to implement, provides an explanation.”

Montana can address the recommendations below by implementing changes to improve the ratings for the questions in those section modules with lower than average scores. Montana can also apply for a NHTSA Traffic Records GO Team, for targeted technical assistance.

Crash Recommendations

Improve the data dictionary for the Crash data system that reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the interfaces with the Crash data system that reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the data quality control program for the Crash data system that reflect best practices identified in the Traffic Records Program Assessment Advisory.

Vehicle Recommendations

Improve the interfaces with the Vehicle data system that reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the data quality control program for the Vehicle data system that reflect best practices identified in the Traffic Records Program Assessment Advisory.

Driver Recommendations

Improve the data quality control program for the Driver data system that reflect best practices identified in the Traffic Records Program Assessment Advisory.

Roadway Recommendations

Improve the data dictionary for the Roadway data system that reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the interfaces with the Roadway data system that reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the data quality control program for the Roadway data system that reflect best practices identified in the Traffic Records Program Assessment Advisory.





Citation / Adjudication Recommendations

Improve the data dictionary for the Citation and Adjudication systems that reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the interfaces with the Citation and Adjudication systems that reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the data quality control program for the Citation and Adjudication systems that reflect best practices identified in the Traffic Records Program Assessment Advisory.

EMS / Injury Surveillance Recommendations

Improve the interfaces with the Injury Surveillance systems that reflect best practices identified in the Traffic Records Program Assessment Advisory.

Improve the data quality control program for the Injury Surveillance systems that reflect best practices identified in the Traffic Records Program Assessment Advisory.

Data Use and Integration Recommendations

Improve the traffic records systems capacity to integrate data that reflect best practices identified in the Traffic Records Program Assessment Advisory.





Introduction

A traffic records system consists of data about a State's roadway transportation network and the people and vehicles that use it. The six primary components of a State traffic records system are: Crash, Driver, Vehicle, Roadway, Citation/Adjudication, and Injury Surveillance. These components address driver demographics, licensure, behavior and sanctions; vehicle types, configurations, and usage; engineering, education, enforcement measures; crash-related medical issues and actions; and how they affect highway traffic safety.

Quality traffic records data exhibiting the six primary data quality attributes—timeliness, accuracy, completeness, uniformity, integration, and accessibility—is necessary to improve traffic safety and effectively manage the motor vehicle transportation network, at the Federal, State, and local levels. Such data enables problem identification, countermeasure development and application, and outcome evaluation. Continued application of data-driven, science-based management practices can decrease the frequency of traffic crashes and mitigate their substantial negative effects on individuals and society.

State traffic records systems are the culmination of the combined efforts of collectors, managers, and users of data. Collaboration and cooperation between these groups can improve data and ensure that the data is used in ways that provide the greatest benefit to traffic safety efforts. Thoughtful, comprehensive, and uniform data use and governance policies can improve service delivery, link business processes, maximize return on investments, and improve risk management.

Congress has recognized the benefit of independent peer reviews for State traffic records data systems. These assessments help States identify areas of high performance and areas in need of improvement in addition to fostering greater collaboration among data systems. In order to encourage States to undertake such reviews regularly, Congress' Moving Ahead for Progress in the 21st Century (MAP-21) legislation requires States to conduct or update an assessment of its highway safety data and traffic records system every 5 years in order to qualify for §405(c) grant funding. The State's Governor's Representative must certify that an appropriate assessment has been completed within five years of the application deadline.

Background

In 2012, the National Highway Traffic Safety Administration published an updated *Traffic Records Program Assessment Advisory* (Report No. DOT HS 811 644). This *Advisory* was drafted by a group of traffic safety experts from a variety of backgrounds and affiliations, including: State highway safety offices, the Governors Highway Safety Association (GHSA) and the Association of Transportation Safety Data Professionals (ATSIP), as well staff from NHTSA, FMCSA, and FHWA. The *Advisory* provides information on the contents, capabilities, and data quality of effective traffic records systems by describing an ideal that supports quality data driven decisions and improves highway safety. In addition, the *Advisory* describes in detail the importance of quality data in the identification of crash causes and outcomes, the development of effective interventions, implementation of countermeasures that prevent crashes and improve crash outcomes, updating traffic safety programs, systems, and policies, and evaluating progress in reducing crash frequency and severity.





The *Advisory* is based upon a uniform set of questions derived from the ideal model traffic records data system. This model and suite of questions is designed to be used by independent subject matter experts in their assessment of the systems and processes that govern the collection, management, and analysis of traffic records data in a given State.

Methodology

A State initiates the assessment process by submitting a formal request to its NHTSA Regional Administrator. Once that request is passed onto the NHTSA National Center for Statistics and Analysis Traffic Records Team, it appoints an assessment facilitator to work with the State Governor's Representative to identify a State assessment coordinator and appropriate State respondents for each assessment question. Respondents enter the data into NHTSA's State Traffic Records Assessment Program (STRAP), the Web-based application for the assessment. The assessment facilitator works with the State assessment coordinator to plan dates and prepare for the assessment that is consistent with the general schedule outlined in Figure 3. Actual schedules may vary as dates can be altered to accommodate specific State needs.





Figure 3: Traffic Records Assessment Time Table

Upon NHTSA TR Team receipt of request		Initial pre-assessment conference call
1 month prior to kickoff meeting		Facilitator introduction pre-assessment conference call
Between facilitator conference call and kickoff		State Coordinator assigns questions, enters contact information into STRAP, and builds initial document library
Assessment	Monday, Week 1	On-site kickoff meeting
	Tuesday, Week 1 – 12pm EST, Friday, Week 3	Round 1 Data Collection: State answers standardized assessment questions
	Friday, Week 3 – Wednesday, Week 5	Round 1 Analysis: Assessors review State answers and rate the responses and, if needed, request necessary clarifications
	Thursday, Week 5 – 12pm EST, Friday, Week 7	Round 2 Data Collection: State responds to the assessors' initial ratings and requests for more information and clarification
	Friday, Week 7 – Wednesday, Week 9	Round 2 Analysis: Assessors review additional information from the State and, if needed, adjust initial ratings
	Thursday, Week 9 – 12pm EST, Friday, Week 11	Round 3 Data Collection: State provides final response to the assessors' ratings
	Friday, Week 11 – Monday, Week 13	Round 3 Analysis: make final ratings
	Tuesday, Week 13 – Monday, Week 14	Facilitator prepares final report
Week 15		NHTSA delivers final report to State and Region
(After completion of assessment, date set by State)		NHTSA hosts webinar to debrief State participants
(After completion of assessment)		(OPTIONAL) State may request GO Team targeted technical assistance or training

Following a kickoff meeting that explains the assessment process, schedule, and confirms question assignments, each respondent was sent an email with a token enabling them to log onto STRAP and answer assessment questions that had been assigned to them. The respondents may (a) answer a question, (b) answer the question and refer that question to another person to answer it as well, (c) refer the question—decline the question and send the question to someone else to answer—or (d) decline the question.

The traffic records assessment is an iterative process that includes three question-answer cycles. In each, State respondents have the opportunity to answer each question assigned to them before the assessors examine their answers and supporting evidence, at which point the





assessors rate each response. The second and third question and answer cycles are used to clarify responses and provide the most accurate rating for each question. In an attempt to prioritize the capabilities of each system being assessed, each question is ranked as “very important,” “somewhat important” or “less important.” To assist the State in responding to each question, the *Advisory* also provides State respondents with standards of evidence that identify the specific information necessary to answer each assessment question.

A group of qualified independent assessors rates the responses and determines how closely a State’s capabilities match those of the ideal system outlined in the *Advisory*. Each system component is evaluated independently by two or more assessors, who reach a consensus on the ratings. Specifically, the assessors rate each response and determined if a State (a) meets the description of the ideal traffic records system, (b) partially meets the ideal description, or (c) does not meet the ideal description. The assessors write a brief narrative to explain their rating for each question.

In order for NHTSA to accept and approve an assessment each question must have an answer. When appropriate, however, a State may answer questions with “no, we do not have this capability/use this practice” etc. These responses constitute an acceptable answer and will receive a “does not meet” rating. An assessment with unanswered or blank questions will not be acceptable and cannot be used to qualify for §405 grant funds.

The complete traffic records assessment process is outlined in Figure 5 below.

States are encouraged to use the conclusions of this report as a basis for the State data improvement program strategic planning process, and are encouraged to review the conclusions at least annually to gauge how the State is addressing the items in this report. NHTSA can provide support in addressing these conclusions by means of GO Teams. NHTSA’s Traffic Records GO Team program helps States improve their traffic records systems by deploying teams of subject matter experts to deliver tailored technical assistance and training based on States’ actual needs.

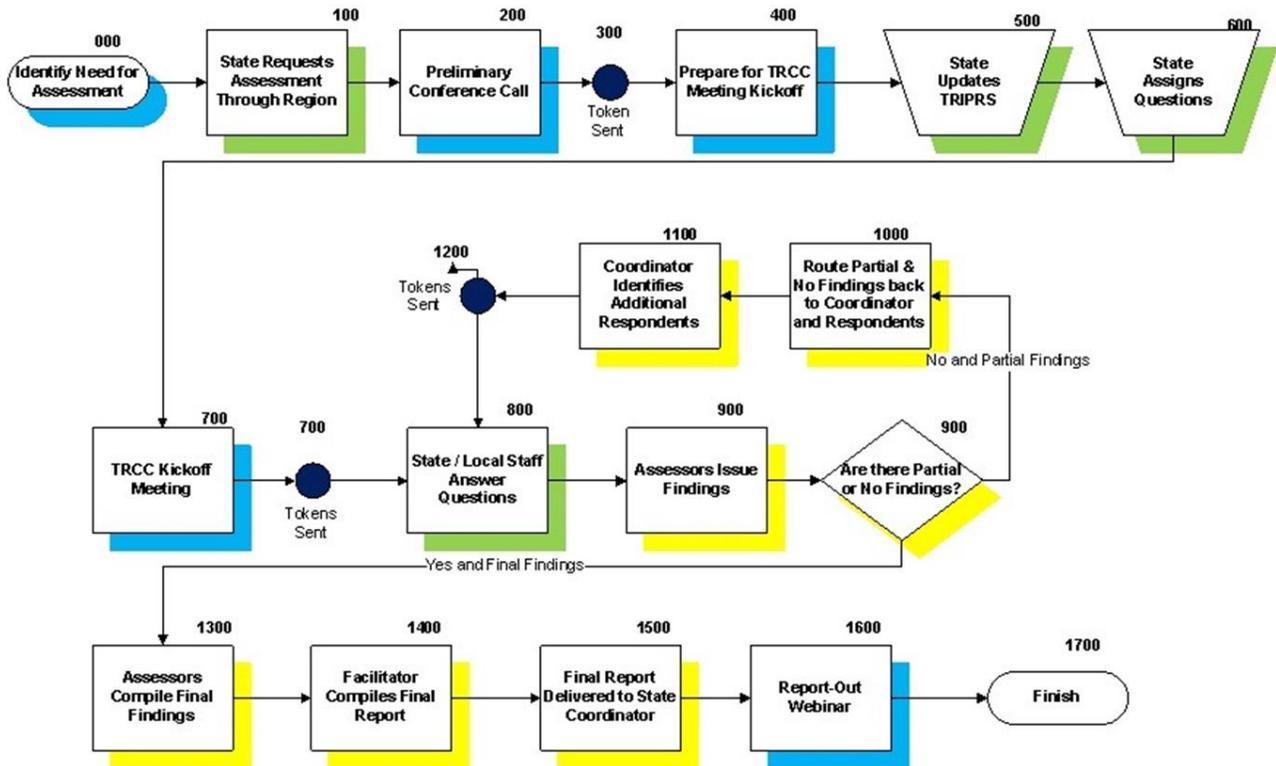
Figure 4: State Schedule for the Traffic Records Assessment

Kickoff	March 17, 2014
Begin first Q&A Cycle	March 17, 2014
End first Q&A Cycle	April 04, 2014
Begin second Q&A Cycle	April 17, 2014
End second Q&A Cycle	May 02, 2014
Begin third Q&A Cycle	May 15, 2014
End third Q&A Cycle	May 30, 2014
Assessors’ Final Results Complete	June 10, 2014
Final Report Due	June 13, 2014
Debrief	June 17, 2014





Figure 5: State Traffic Records Assessment Process



Results

For each question, a rating was assigned based on the answers and supporting documentation provided by the State. The ratings are shown as three icons, depicting 'meets', 'partially meets', or 'does not meet'.

Legend:



Meets



Partially meets



Does not meet



Traffic Records Coordinating Committee Management

Montana's Traffic Records Coordinating Committee (TRCC) is formally established through a Charter and has a two-tiered structure. The executive level committee is referred to as the Steering Committee and is represented by three persons. The Steering Committee is comprised of members who represent most of the core data systems of the traffic records system in the State and these individuals are responsible for approving all spending by the TRCC. While the TRCC has no designated Chairperson, the State does have a traffic records coordinator. There appear to be several opportunities to substantially improve the coordination and collaboration that the TRCC is meant to establish.

First, all stakeholders in traffic records should have equal and effective representation on the TRCC. Members from local government are deemed to be strategic partners, but have no voting rights. The furtherance of traffic safety through the effective use of traffic data is the responsibility of all stakeholders, which would require that local partners have an equal say in system decisions.

While Information Technology oversight occurs, that oversight is not carried out as a part of the TRCC's function. State level oversight is generally very effective from an IT perspective, but without the influence of the TRCC, it would not necessarily recognize the inter-relationships between all the systems that provide data to traffic safety initiatives and integration, interfaces, and linkages might not be provided the same level of attention and effort that they would receive if the IT oversight were made part of the TRCC coordination.

The State does not have a comprehensive traffic records inventory which is held in a single location, readily available, and kept up to date. Such an inventory helps to encourage data sharing and can highlight where data improvement efforts are most cost-effective. Additionally, a readily available traffic records inventory is one of the best means by which to ensure that all system builds and upgrades can easily take advantage of potential interfaces between the core datasets.

State responses noted that each agency responsible for core databases is independent. While this is true, it is the responsibility of the TRCC to ensure that all decisions made about these databases are made with the full understanding and input of the various stakeholders and data users. Data is an expensive and resource-intensive commodity in today's business world and its optimal usage, integration and sharing are means by which the taxpayers can best be served by the efforts and expense of data collection and storage.

The Steering Committee does not appear to include representation of the Injury Surveillance data systems. Costs and outcomes of crashes are an important and foundational means by which to inform policy-makers and legislators of the impacts of traffic crashes and the potentials for mitigation of those impacts, particularly in terms of saving lives.

Finally, all data systems should have a core set of performance measures. The regular review of such measures at the TRCC meetings is a means by which the Committee can best prioritize funded projects and such review provides the foundation for the State's traffic records strategic plan. It is the job of the TRCC to break down the barriers that exist between the data owners,





managers, and collectors of the various datasets, so that the data can be fully utilized to make decisions that benefit the level of safety on the State's roadways, particularly those evolving circumstances that may be specific to the State. Montana highway safety has experienced a transition and evolution in the past few years as a result of oil exploration and recovery, making it imperative that traffic safety data is timely, accurate and complete enough to address degradation of road safety quickly and effectively.

All of the functions of the TRCC need static and involved leadership. Having a dedicated TRCC Chair can help delineate responsibility and authority and can galvanize the data representatives toward results-oriented efforts. A Chair should be named, even for a temporary timeframe, in order to improve coordination of traffic data improvement efforts. As the State prepares to update its strategic plan, a dedicated chairperson could be effective in moving the effort forward in an organized fashion, ensuring that all stakeholders are involved and that prioritization of projects is based on the needs of the entire traffic safety community.

Question 1:

Does the State have both an executive and a technical TRCC?



Standard of Evidence:

Provide a charter and/or MOU. Also provide a roster with all members' names, affiliations, and titles for both the executive and technical TRCC.

Question Rank:
Very Important

Assessor conclusions:

Montana has provided a Charter and a list of members that includes their departmental titles in the Strategic Plan. The State appears to have two committee levels. The steering committee has only three members according to the document provided. The Departments of Justice and Transportation and the Court Administrative Office are represented. It would appear that most of the core data systems would be managed by these departments, with the exception of the Injury Surveillance System. All core data systems should be represented on both working and executive level committees.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 2:

Do the executive TRCC members have the power to direct the agencies' resources for their respective areas of responsibility?



Standard of Evidence:

Provide a charter and/or memorandum of understanding (MOU). Also provide a roster with all members' names, affiliations, and titles for the executive TRCC.

Question Rank:
Very Important

Assessor conclusions:

The executive committee is comprised of State officials who operate at levels which would have budgetary decision-making authority.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 3:

Does the executive TRCC review and approve actions proposed by the technical TRCC?



Standard of Evidence:

Provide a narrative example of recent actions or programs approved by the executive TRCC (e.g., an approved project or funding proposal).

Question Rank:
Very Important

Assessor conclusions:

The response indicates that funding cannot be expended until the Steering Committee has approved the decision.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 4:

Does the TRCC include representation from the core data systems at both the executive and technical levels?



Standard of Evidence:

Identify the executive and technical TRCC members that represent the core data systems: crash, driver, vehicle, roadway, citation and adjudication, and injury surveillance.

Question Rank:
Very Important

Assessor conclusions:

The State indicates that local government entities are represented on the TRCC. The Strategic Plan, however, lists all local representatives as strategic partners. While represented in fact, true representation would require that they too are voting members.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 5:

Does the TRCC consult with the appropriate State IT agency or offices when planning and implementing technology projects?



Standard of Evidence:

Provide a narrative example of the TRCC's process of consulting the appropriate IT agency or offices. Identify the appropriate agency or offices and their responsibilities.

Question Rank:
Somewhat Important

Assessor conclusions:

While all IT projects are generally overseen by State IT managers, the TRCC is also responsible for development of plans for, and oversight of, projects that impact the traffic records system as a whole. An effective strategic plan should include all current and potential projects that would serve to help the State reach its long-term strategic goals for traffic records improvement. Every project that is part of the strategic plan should, in some way, serve to improve traffic records. As such, the State should develop some measures that will serve to gauge how well each project meets its objective of traffic records improvement. These measures should be determined as part of the project plan and should not be output measures, such as time to program or develop software, or milestones that are part of the implementation plan, but measures that will serve to demonstrate that the project, once implemented, has served to improve the state of traffic records within Montana. All new development and upgrades to current databases should include consideration of the potentials for integration of the core system with the other traffic records core systems. These are issues which a state IT oversight might not consider and thus, the TRCC must be involved.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 6:

Is there a formal document authorizing the TRCC?



Standard of Evidence:

Provide the authorizing document (e.g. MOU, charter).

Question Rank:
Very Important

Assessor conclusions:

The TRCC Charter, which was originally developed in 2009 and updated in March of 2013, was attached.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 7:

Does the TRCC provide the leadership and coordination necessary to develop, implement, and monitor the TRCC strategic plan?



Standard of Evidence:

Provide a narrative describing the TRCC's role in developing the TRCC strategic plan as well as implementation of a project detailed in the plan.

Question Rank:
Very Important

Assessor conclusions:

The strategic plan contains some listed goals and objectives, but it appears that local safety personnel are not voting members of the TRCC. In order to have a truly collaborative and coordinated group, there must be a clear vision that is agreed upon by all stakeholders. The traffic records system is a combination of State- and local-level personnel and datasets that are shared by all in order to have data that is of sufficient quality to become the foundation of the State's traffic safety decision-making. Nothing in the strategic plan points to the determination of how to realize the objectives set forth, which are broad traffic safety objectives, rather than objectives that specify how to improve data quality and data use. The State responded that the TRCC does provide the necessary coordination for traffic safety analysis; however, the strategic plan does not demonstrate how that is going to be, or is being accomplished.

A later question included the Annual Element for the Strategic Plan which includes the project list and a notation of the money associated with each project, whether federal or State. Strategic thinking and planning should first be accomplished outside the arena of the budget and funding. The projects should represent all projects that need to be accomplished to meet the strategic goals, in priority order. Then the available funding should be layered onto this list and those high priority projects which can be funded or partially funded should go forward. For very important projects for which funding is not currently available, efforts should be made to find available funds through federal grants or State surplus funds. Lack of funding should not remove those projects from the list or lower their priority order, but funding should be applied as effectively as possible to accomplish the most important of the projects that can be accommodated with available funding.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 8:

Does the TRCC influence policy decisions that impact the State's traffic records system?



Standard of Evidence:

Provide a narrative describing a specific example of how the TRCC is engaged by component agencies in the course of their decision-making processes.

Question Rank:
Somewhat Important

Assessor conclusions:

The response indicates that agencies within State government are independent and establish policy for their own systems. The basic reasoning for the TRCC, and for its two-tiered membership, is that these siloed policies and data decisions have neither served to improve data nor facilitated effective data-driven decisions for all of the data systems and the State as a whole. The purpose of the committee is to develop communication, coordination and consensus. Certainly State agencies have policy decisions to make that relate to their own operations, but as it relates to traffic safety and the interest of six core components, some sort of coordination, in terms both of direction and policy, serves to improve policy for all involved while making it clear to the legislature and citizens that the efforts being made in the name of traffic safety are being accomplished efficiently and effectively. The Montana Strategic Plan and TRCC appears to confine its efforts strictly to the projects that it funds.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 9:

Does the TRCC allocate federal traffic records improvement grant funds?



Standard of Evidence:

Specify what funds the TRCC is responsible for allocating (e.g., §408) and provide a narrative describing how the TRCC allocated the most recent program year's funding.

Question Rank:
Very Important

Assessor conclusions:

The Annual Element addition to the Strategic Plan for Traffic Records outlines the expenditure of various funding for traffic records improvements.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 10:

Does the TRCC identify core system performance measures and monitor progress?



Standard of Evidence:

Provide at least one performance measure for each of the six core systems and describe how the TRCC identified it and has tracked its progress over time.

Question Rank:
Very Important

Assessor conclusions:

The projects listed within the Annual Element list performance measures. In project MT-P-00028 the TRCC identifies the need for the project, implementation, and evaluation by way of an annual timeline. However, it is less clear that each data system has a core set of performance measures for the system as a whole that are regularly reported to and monitored by the TRCC.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 11:

Does the TRCC enable meaningful coordination among stakeholders and serve as a forum for the discussion of the State's traffic records programs, challenges, and investments?



Standard of Evidence:

Provide the charter or MOU and minutes from the two most recent technical TRCC meetings.

Question Rank:
Somewhat Important

Assessor conclusions:

The minutes of the most recent TRCC meeting indicate that discussion in general takes places, but did not indicate discussion of individual projects or of performance measures.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 12:

Does the TRCC have a traffic records inventory?



Standard of Evidence:

Provide the traffic records inventory.

Question Rank:

Somewhat Important

Assessor conclusions:

The State does not have a traffic records inventory. Such an inventory serves to ensure that all projects (new systems or upgrades) related to traffic records can take advantage of any linkage or integration opportunities. Additionally, ready availability of all data elements and data dictionaries for each core system works to increase the ease and possibility of data-sharing amongst traffic safety stakeholders.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 13:

Does the technical TRCC have a designated chair?



Standard of Evidence:

Provide a position description, identify the individual, and describe the chair's responsibilities.

Question Rank:

Very Important

Assessor conclusions:

The State indicates that there is no designated chairperson of the Traffic Records Coordinating Committee, technical/voting member group.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 14:

Does the TRCC have a designated coordinator?



Standard of Evidence:

Provide a position description, identify the individual, and describe the coordinator's responsibilities.

Question Rank:
Very Important

Assessor conclusions:

The TRCC Charter identifies the Traffic Records Program coordinator. Since there is no designated TRCC Chairperson, it would appear that the coordinator would be a logical choice for that responsibility.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 15:

Does the executive TRCC meet at least once annually?



Standard of Evidence:

Provide a schedule of executive meeting dates from the past two program years.

Question Rank:
Somewhat Important

Assessor conclusions:

The response indicates that the steering committee meets as necessary, but no meeting minutes or dates were provided to indicate that they have met at least one time per year.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 16:

Does the technical TRCC meet at least quarterly?



Standard of Evidence:

Provide a schedule of technical TRCC meeting dates for the past program year. If the TRCC has topical sub-committees, identify these groups, their purposes, and meeting dates as well.

Question Rank:
Somewhat Important

Assessor conclusions:

The TRCC provided documentation of meetings. The strategic plan states they meet every six weeks.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 17:

Does the TRCC oversee quality control and quality improvement programs impacting the core data systems?



Standard of Evidence:

Provide meeting minutes or reports that document the quality control activities that the TRCC undertake regularly.

Question Rank:
Very Important

Assessor conclusions:

The TRCC does not appear to review performance measures for all the core data systems regularly.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 18:

Does the TRCC address technical assistance and training needs?



Standard of Evidence:

Document TRCC discussion of technical assistance and training needs with meeting agendas or minutes.

Question Rank:
Somewhat Important

Assessor conclusions:

The Montana TRCC discusses technical assistance and training only when brought to the committee by its members. Meeting minutes provided indicated discussion of WBRC training. The TRCC does in fact address these issues; however, since technical assistance and training are two of the core functions of the TRCC, this should be a standard agenda item and a training needs assessment would be a good starting point.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 19:

Does the TRCC use a variety of federal funds to strategically allocate resources for traffic records improvement projects?



Standard of Evidence:

Provide an inventory of federal funds used to support traffic records improvement projects in the last program year.

Question Rank:
Very Important

Assessor conclusions:

The Annual Element included projects with funding from federal sources other than NHTSA, including homeland security and other DOT sources.

Respondents assigned	2	Responses received	1	Response rate	50%
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Strategic Planning

Strengths

Montana's most recent Traffic Records Strategic Plan 2011 (TRSP) is based on the information systems and data collection deficiencies identified through a number of processes, the primary of these being the Traffic Records Assessment (TRA) conducted in March 2009 which provided a comprehensive critique of current data and processes. In addition to the TRA findings, ongoing work of the Comprehensive Highway Safety Plan's Traffic Records Emphasis Area implementation team brought new ideas for improvement.

During the summer of 2009, the Montana Department of Transportation (MDT) conducted a Safety Information Management System (SIMS) Feasibility Study, the goal of which was to identify and document business and technical requirements surrounding the current Safety Management System (SMS). One of the key objectives was to identify current and future requirements and potential data flow changes. The Federal Highway Administration sent a technical assistance team to Montana in August 2010 to conduct a comprehensive data quality assessment of the traffic records crash database and recommend measures to improve overall quality of the crash data reporting system. Also, interviews were conducted in July and September 2010 by the Section 408 Program Manager and the MDT Information Systems Division Program Manager with each of the traffic record system owners to include their input into a needs assessment to improve the Traffic Records System. This process provided the Traffic Records Coordinating Committee with a blueprint to improve the State's traffic records system.

A critical element of any strategic plan is the portfolio of projects that capture the strategies set forth in the plan. These are presented in the TRSP Annual Element. The TRSP Annual Element will be maintained and updated annually by the TRCC to provide documentation and updates for Montana's existing traffic safety programs and to report the status of the TRSP implementation, including an updated timeline. This task is especially important as technology advances are made and critical systems are developed.

The TRSP and the TRSP Annual Element clearly describe and detail the vision, mission and goals of Montana's Traffic Records system and a list of projects that would assist in meeting the goals.

Weaknesses

The primary weaknesses are the deficiency of clarification in the responses to the assessment questions on this subject. The title page of the TRSP (The Plan) indicates that the report was prepared for the Traffic Records Coordinating Committee (TRCC) but does not indicate the author.

The strategic planning process should include persons who represent each data system to discuss the contents and processes and make suggestions about what needs to be improved. Input from the data users should also be incorporated, especially as it relates to problems that they've encountered and recommendations for solutions. In that vein, strategic planning can help the TRCC to increase its basic knowledge and understanding of the entire system, which would





further the true purpose of the TRCC, which is coordination and collaboration.

It is very important that the TRSP be a TRCC-driven process and that the involvement of the TRCC members imparts a deeper understanding of the strategic planning process and the projects developed.

Question 20:

Does the TRCC develop the TRCC strategic plan?



Standard of Evidence:

Document the process undertaken by the TRCC in developing the strategic plan. (Pre-populate with most recent strategic plan.)

Question Rank:
Very Important

Assessor conclusions:

The submitted Traffic Records Strategic Plan (February 2011) and accompanying TRSP Annual Element documents the process undertaken by the TRCC in developing, amending, and approving the Plan.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 21:

Does the TRCC strategic plan address existing data and data systems deficiencies and document how these deficiencies are identified?



Standard of Evidence:

Identify, with appropriate citations, how the strategic plan addresses existing data and data systems deficiencies and documents how they were identified. (Pre-populate with most recent strategic plan.)

Question Rank:
Very Important

Assessor conclusions:

The Comprehensive Highway Safety Plan and the SIMS project address identifying and addressing data deficiencies. The Strategic Plan also refers to the most recent Traffic Records Assessment as its primary source of traffic records data and system deficiencies.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 22:

Does the TRCC strategic plan identify strategies that address the timeliness, accuracy, completeness, uniformity, integration, and accessibility of the six core data systems?



Standard of Evidence:

Identify, with appropriate citations, how the strategic plan identifies strategies that address the timeliness, accuracy, completeness, uniformity, integration, and accessibility of the six core data systems. (Pre-populate with most recent strategic plan.)

Question Rank:
Very Important

Assessor conclusions:

The 2011 Traffic Records Strategic Plan does not specifically address the six quality metrics in relation to the core traffic records component systems. However, the TRSP Annual Supplement identifies the impact of all active projects on the six quality metrics. The State's active projects include five of the six traffic records system components.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 23:

Does the TRCC strategic plan indicate what funds are used to undertake efforts detailed in the plan and describe how these allocations contribute to the plan's stated goals?



Standard of Evidence:

Identify, with appropriate citations, how efforts detailed in the plan are funded and explain how these allocations address the plan's stated goals as specified in the strategic plan. (Pre-populate with most recent strategic plan.)

Question Rank:
Very Important

Assessor conclusions:

The Traffic Records Strategic Plan (TRSP) addresses the general project funding while the TRSP Annual Element specifically identifies funding sources for each project.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 24:

Does the TRCC have a process for prioritizing traffic records improvement projects in the TRCC strategic plan?



Standard of Evidence:

Identify, with appropriate citations, how the TRCC prioritizes traffic records improvement projects as specified in the strategic plan. (Pre-populate with most recent strategic plan.)

Question Rank:
Very Important

Assessor conclusions:

The Traffic Records Strategic Plan defines a priority setting scheme that includes a vote of the entire TRCC.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 25:

Does the TRCC have a process for identifying performance measures and corresponding metrics for the six core data systems in the TRCC strategic plan?



Standard of Evidence:

Identify, with appropriate citations, how the TRCC identifies performance measures and any corresponding metrics for each of the six core data systems as specified in the strategic plan. (Pre-populate with most recent strategic plan.)

Question Rank:
Very Important

Assessor conclusions:

The Traffic Records Strategic Plan (TRSP) generally defines a process for identifying performance measures. The TRSP Annual Element specifically identifies performance measures for the active, planned and proposed projects included in the document.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 26:

Does the TRCC have a process for identifying and addressing technical assistance and training needs in the TRCC strategic plan?



Standard of Evidence:

Identify, with appropriate citations, how the TRCC identifies and addresses technical assistance and training needs as specified in the strategic plan. (Pre-populate with most recent strategic plan.)

Question Rank:
Somewhat Important

Assessor conclusions:

The Traffic Records Annual Element which should be considered as part of the TRSP, identifies and addresses technical assistance and training needs.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 27:

Does the TRCC have a process for leveraging federal funds and assistance programs in the TRCC strategic plan?



Standard of Evidence:

Identify, with appropriate citations, how the TRCC leverages federal funds and assistance programs as specified in the strategic plan. (Pre-populate with most recent strategic plan.)

Question Rank:
Somewhat Important

Assessor conclusions:

Several of the active and proposed projects in the TRSP Annual Element show the use of various funding sources both state and federal.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 28:

Does the TRCC have a process for establishing timelines and responsibilities for projects in the TRCC strategic plan?



Standard of Evidence:

Identify, with appropriate citations, how the TRCC establishes timelines and responsibilities for projects in the plan. (Pre-populate with most recent strategic plan.)

Question Rank:
Very Important

Assessor conclusions:

The Traffic Records Strategic Plan and the accompanying Annual Element indicates timelines and responsibilities for all projects in the Plan.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 29:

Does the TRCC have a process for integrating State and local data needs and goals into the TRCC strategic plan?



Standard of Evidence:

Identify, with appropriate citations, how the TRCC integrates State and local data needs and goals into the TRCC strategic plan. (Pre-populate with most recent strategic plan.)

Question Rank:
Very Important

Assessor conclusions:

The Traffic Records Strategic Plan identifies local data needs. However, officials from local law enforcement, Tribal agencies, and MPO's are not members of the TRCC. Instead, they serve as a reference source to the TRCC. A review of the projects in the TRSP Annual Element does not include these agencies as partners in any of the projects with the exception of the Tribal Crash Data Collection project with a local partner involvement.

No local entities are voting members of the TRCC. Though projects in the Annual Element directly benefit the State the projects do have a benefit for local agencies.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 30:

Does the TRCC consider the use of new technology when developing and managing traffic records projects in the strategic plan?



Standard of Evidence:

Identify, with appropriate citations, a project or projects in the strategic plan whose development included the application or consideration of new technology. (Pre-populate with most recent strategic plan.)

Question Rank:
Somewhat Important

Assessor conclusions:

The projects listed in the TRSP Annual Element employ new technology in the area of data collection and data transfer.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 31:

Does the TRCC consider lifecycle costs in implementing improvement projects?



Standard of Evidence:

Identify, with appropriate citations, a project or projects in the strategic plan whose development included consideration of lifecycle costs. (Pre-populate with most recent strategic plan.)

Question Rank:
Somewhat Important

Assessor conclusions:

Life-cycle cost analysis is a tool to determine the most cost-effective option among different competing alternatives to do a project, when each is equally appropriate to be implemented on technical grounds. Although the State reports that they consider life-cycle costs there is no evidence in the projects to demonstrate this.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 32:

Is the strategic plan responsive to the needs of all stakeholders, including local users?



Standard of Evidence:

Identify, with appropriate citations, specific instances demonstrating that local stakeholder needs are incorporated into the TRCC's strategic plan. (Pre-populate with most recent strategic plan.)

Question Rank:
Somewhat Important

Assessor conclusions:

The needs of the State agency stakeholders may be given more consideration than local needs since no local agency representative is a member of the TRCC. The Annual Element SIMS project does identify a Tribal Crash Data Collection project with Tribal and Indian Affairs personnel as partners.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 33:

Does the strategic plan make provisions for coordination with key federal traffic records data systems?



Standard of Evidence:

Provide a narrative demonstrating how the strategic plan coordinates with key federal traffic records data systems. Provide citations from the strategic plan if appropriate.

Question Rank:
Somewhat Important

Assessor conclusions:

The Traffic Records Strategic Plan addresses several federal traffic records data systems. A NHTSA official from the regional office is a TRCC member and the FHWA and FMCSA are listed as a reference source. The TRCC advises and supports efforts to build coordination. FARS is cited as one example however, there is no narrative as to how the Strategic Plan coordinates with any other key federal data systems.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 34:

Does the TRCC have a process for identifying and addressing impediments to coordination with key Federal traffic records data systems?



Standard of Evidence:

Provide a narrative detailing the processes used by the TRCC to identify and address impediments to coordination with key Federal traffic records data systems. Provide citations from the strategic plan if appropriate.

Question Rank:
Very Important

Assessor conclusions:

The State provided no evidence demonstrating the process for identifying and addressing impediments with key federal traffic records data systems.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 35:

Is the TRCC's strategic plan reviewed and updated annually?



Standard of Evidence:

Provide a narrative detailing the frequency and depth of strategic plan reviews and updates. Identify the stakeholder agencies represented in the review process. Provide a schedule or cite the plan itself if appropriate.

Question Rank:
Very Important

Assessor conclusions:

A Traffic Records Strategic Plan Annual Element is prepared from the basic tenets of the Strategic Plan itself.

Respondents assigned	1	Responses received	1	Response rate	100%
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Crash

The crash data is the bedrock for all decisions made within a highway safety system. This data is necessary for all aspects of the six components that comprise a state traffic records system. The crash data is required to identify traffic safety problems, to manage implemented countermeasure activities, and to reduce and eliminate fatal, injury and property damage traffic crashes.

The official crash file for the State of Montana is operated and maintained by the Montana Highway Patrol (MHP). This data is then transferred to the Montana Department of Transportation (MDT). The MDT database is used for most highway safety decisions with the MHP database being used mainly by law enforcement agencies. The two separate databases do not have the same functionality and are not kept synchronized.

Montana's reporting threshold for motor vehicle traffic crashes are those crashes involving death or injury or property damage in excess of \$1000 and must be reported within ten days. Currently, Montana receives approximately 60% of collision reports electronically. Their electronic report was designed to be MMUCC compliant. However, the paper report was not and Montana has no plans to update the paper collision report. Instead, the focus is on increasing the electronic reporting from the local law enforcement agencies. The State is focusing on increasing electronic reporting from the local law enforcement agencies.

Montana is in the process of developing a new crash data system that will increase the functionality of the current system. There are several parts of the current system that could use improvement. This assessment has identified the following areas of opportunities.

Montana has the opportunity to increase electronic reporting from 60% to the goal of 100% by encouraging local agencies to discontinue use of the paper reporting form. Alternatively, the State could update the paper form to bring it in line with the electronic report. While this option would not help the State achieve its goal, it would improve the uniformity of the statewide data.

Montana has a data dictionary that includes the entire file layout and database structure. However, this is not a true data dictionary. This document does include the defined data elements and allowable values needed in a data dictionary. It also needs written documentation of the crash system edit checks and validation rules. In addition to this, documentation for any and all data links to other system should be included.

There is no documentation for the key processes governing the collection, reporting, and posting of crash data. This documentation is needed to prevent confusion in the future due to changes in personnel or policy. Documentation for the transfer of the crash data to the state FARS unit and SafetyNet should be established to set clear guidelines and responsibilities.

Montana has a clear law to establish the MHP as the collector and keeper of the crash database. However, the MDT clearly has a second database that is used primarily for the use of crash data analysis for highway safety. The opportunity here is to establish clear and defined documentation on the roles and responsibilities between the two separate crash database systems between the MHP and MDT and how to keep them synchronized.





Montana has few databases that interfaces with the crash system. There is an opportunity to develop additional linkages and data interfaces to other data systems. There are no direct links for populating data elements such as the vehicle, roadway and driver records files to the MHP and very limited links on the MDT crash database. These links could increase accuracy and problem identification. Montana’s system could benefit from data interfaces between the core component systems. These interfaces should be two-way interfaces to benefit both connected systems.

Currently, Montana does not have any performance measures for their crash data systems. There is a need to develop numeric goals reflecting the desired metrics for timeliness, accuracy, completeness, uniformity, integration, and accessibility of the crash data. The development of these performance measures will assist Montana in the continued enhancements of their system.

Montana could see benefits with the development and enhancement of quality control processes for high frequency errors, comparing the narrative, diagram, and coding content. This could increase the quality of the crash data.

The development of sample based audits for reports and databases would assist the State in identifying and locating both small and large data issues.

The development of periodic comparative and trend analyses would assist with understanding the data's history both past and present.

User input and feedback is critical in maintaining a healthy and useful data system. The system needs to stay abreast of users, collectors and managers needs by including the development of a feedback loop between these entities. This would assist Montana in determining needed changes for any aspect of the crash data collection process.

Question 36:

Is statewide crash data consolidated into one database?



Standard of Evidence:

Provide a description of the statewide database and specify how the data is consolidated.

Question Rank:
Somewhat Important

Assessor conclusions:

The State has a system that allows for electronic submission of crash reports through a web based program, manual input from paper reports, and digitally through Smart Cop.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 37:

Is the statewide crash system's organizational custodian clearly defined?



Standard of Evidence:

Identify what agency has the custodial responsibility for the statewide crash system, detail the extent of the agency's role, and provide all relevant statutes.

Question Rank:
Very Important

Assessor conclusions:

Clear evidence of custodial responsibility for the crash system was provided.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 38:

Does the State have criteria requiring the submission of fatal crashes to the statewide crash system?



Standard of Evidence:

Provide the fatal crash inclusion criteria for the statewide crash system.

Question Rank:
Very Important

Assessor conclusions:

Montana requires all fatal, injury and property damage of excess of \$1000 to be reported immediately and a report submitted within 10 days after the accident per MCA 61-7-109.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 39:

Does the State have criteria requiring the submission of injury crashes to the statewide crash system?



Standard of Evidence:

Provide the injury crash inclusion criteria for the statewide crash system.

Question Rank:
Very Important

Assessor conclusions:

Montana requires all fatal, injury and property damage of excess of \$1000 to be reported immediately and a report submitted within 10 days after the accident per MCA 61-7-109.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 40:

Does the State have criteria requiring the submission of PDO crashes to the statewide crash system?



Standard of Evidence:

Provide the PDO crash submission criteria for the statewide crash system.

Question Rank:
Very Important

Assessor conclusions:

Montana requires all fatal, injury and property damage of excess of \$1000 to be reported immediately and a report submitted within 10 days after the accident per MCA 61-7-109.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 41:

Does the statewide crash system record crashes occurring in non-trafficway areas (e.g., parking lots, driveways)?



Standard of Evidence:

Provide the non-trafficway reporting criteria for the statewide crash system.

Question Rank:
Somewhat Important

Assessor conclusions:

Montana MCA 61-7-108 &109 requires an accident meeting the established criteria to be reported. There is no distinction made between non-trafficway or trafficway. Thus, all collision locations are covered.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 42:

Is data from the crash system used to identify crash risk factors?



Standard of Evidence:

Provide example reports and/or analyses that examine locations, roadway features, behaviors, driver characteristics, or vehicle characteristics as they relate to crash risk. If referencing large documents like the SHSP, please cite relevant page numbers.

Question Rank:
Very Important

Assessor conclusions:

Montana has provided example reports meeting the requirement for the identification of crash risk factors used within the Department of Transportation. However, Montana Highway Patrol appear to have a more difficult time providing this level of analyses for law enforcement. There is some information in regards to the driver behaviors, driver characteristics, and vehicle characteristics but not a lot of detail is provided. The State's crash report does include elements dealing with driver information, vehicle information, and behavior characteristics. This information is available to the supervisory personnel at MHP.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 43:

Is data from the crash system used to guide engineering and construction projects?



Standard of Evidence:

Describe the State's network screening and countermeasure selection processes. Describe how construction projects are funded based on the analysis of crash data. If referencing large documents like the SHSP, please cite relevant page numbers.

Question Rank:
Very Important

Assessor conclusions:

Montana has described its network screening and countermeasure selection processes as well as how their construction projects are prioritized utilizing crash data.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 44:

Is data from the crash system regularly used to prioritize law enforcement activity?



Standard of Evidence:

Provide a sample location-based analysis and any associated law enforcement activities. If a State DDACTS program exists, provide details.

Question Rank:
Very Important

Assessor conclusions:

Montana provided a sample of their "STET" contract which included their targeted enforcement corridors with location-based analysis used by the MHP.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 45:

Is data from the crash system used to evaluate safety countermeasure programs?



Standard of Evidence:

Describe how crash data is used to evaluate safety countermeasure programs. If referencing large documents like the SHSP, HSP, or Crash Facts, please cite relevant page numbers.

Question Rank:
Very Important

Assessor conclusions:

The Montana Department of Transportation Highway Safety Improvement Program (HSIP) Evaluation Guidelines gave a detailed explanation of the evaluation of the safety countermeasure program for the State.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 46:

Is MMUCC a primary source for identifying what crash data elements and attributes the State collects?



Standard of Evidence:

Provide a narrative description of the process by which MMUCC was used to identify what crash data elements and attributes are included in the crash database and on the Police Accident Report (PAR).

Question Rank:
Very Important

Assessor conclusions:

Montana's electronic reporting tool is MMUCC compliant; however, the paper report is not. The State collects up to 60% of the reports with the MMUCC compliant system. This leaves the remaining 40% as non-MMUCC compliant reports. There is reportedly no plan to update the paper report. The State is focusing on training and access to the electronic reporting tool.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 47:

Are the ANSI D-16 and ANSI D-20 used as sources for the definitions in the crash system data dictionary?



Standard of Evidence:

Provide a narrative description of the process by which ANSI D-16 and ANSI D-20 were used to define data elements in the crash system's data dictionary and user manual.

Question Rank:
Somewhat Important

Assessor conclusions:

Montana reported that the ANSI D-16 and D-20 were used in the establishment of the crash software as it relates to the MMUCC standards and that the State continues to reference these documents. However, they currently have not developed a crash system data dictionary or implemented it into the user's manual.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 48:

Does the data dictionary provide a definition for each data element and define that data element's allowable values?



Standard of Evidence:

Provide a copy of the crash system data dictionary.

Question Rank:
Very Important

Assessor conclusions:

Montana does not currently have a data dictionary that includes a list of defined elements and allowable values.

Montana provided a document called the MDT Crash Data Dictionary. This document lists all the tables within the crash database and the corresponding data structure for each element. However, this is not a true data dictionary as the document did not include the individual data element values and the definitions for those elements and values. A more complete data dictionary is reportedly under development.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 49:

Does the data dictionary document the system edit checks and validation rules?



Standard of Evidence:

Provide a copy of the crash system data dictionary. If the crash system edit checks and validation rules are documented elsewhere, provide the appropriate document.

Question Rank:
Somewhat Important

Assessor conclusions:

Based on the information provided, Montana does not have a written document for the edit checks and validation rules that are built into the crash data system.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 50:

Is the data dictionary up to date and consistent with the field data collection, manual coding manual, crash report, and any training materials?



Standard of Evidence:

Describe the processes to update the crash system's data dictionary, field data collection manual, coding manual, crash report, and training manuals. Specify which of the documents exist and describe processes to keep them consistent with each other.

Question Rank:
Very Important

Assessor conclusions:

No description of the processes used to update the crash system/systems data collection manual, coding manual, crash report or training materials was provided. Montana law designates the Montana Highway Patrol as the custodians of the State's crash database. In practice, it was reported that the Montana Department of Transportation database is viewed as the official crash database. No information was provided on how the two systems are coordinated.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 51:

Does the crash system data dictionary indicate the data elements populated through links to other traffic records system components?



Standard of Evidence:

Provide a list of data elements that are populated in the crash system through linkages to other traffic records system components (e.g., the driver file, the vehicle file, the roadway inventory, or statewide mapping system).

Question Rank:
Somewhat Important

Assessor conclusions:

The State's system does not allow for data fields to be populated through links to other traffic records systems at this time.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 52:

Do all law enforcement agencies collect crash data electronically?



Standard of Evidence:

Provide a list of all reporting agencies and specify their data collection methods. Specify any State plans for achieving 100% electronic in-field data collection.

Question Rank:
Somewhat Important

Assessor conclusions:

Montana is receiving approximately 60% of their crash reports electronically. I commend them for this level of electronic reporting and applaud their continued effort to educate law enforcement agencies on the importance of electronic reporting.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 53:

Do all law enforcement agencies submit their data to the statewide crash system electronically?



Standard of Evidence:

Describe—using a narrative or flow diagram—all data submission processes used to transmit data from collecting agencies to the statewide crash data system. Include the percentage of total data submitted for each specified method.

Question Rank:
Very Important

Assessor conclusions:

Montana is receiving approximately 60% of their crash reports electronically using one web based application. The State is also working on other means to extract crash data from other agencies' existing RMS's. Efforts to educate law enforcement agencies on the importance of electronic reporting should be continued.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 54:

Do all law enforcement agencies collecting crash data electronically apply validation rules that are consistent with those in the statewide crash system prior to submission?



Standard of Evidence:

Describe the validation processes used by the collecting agencies. Specify if the validation rules are applied to the data prior to submission to the statewide crash system. Include, in the description, how the validation rules are distributed to the collecting agencies and how the State checks the submitted data for consistency to rules in the statewide crash system.

Question Rank:
Very Important

Assessor conclusions:

The web based application applies the same rules as the MPH electronic reporting process. The State system requires that validation rules be followed prior to the submittal of any crash report. If any errors exist the agency will not be able to submit the report.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 55:

Does the State maintain accurate and up to date documentation detailing the policies and procedures for key processes governing the collection, reporting, and posting of crash data—including the submission of fatal crash data to the State FARS unit and commercial vehicle crash data to SafetyNet?



Standard of Evidence:

Provide a process flow diagram (preferred) or narrative description documenting key processes governing the collection, reporting, and posting of crash data—including the submission of fatal crashes to the State FARS unit and commercial vehicle crashes to SafetyNet.

Question Rank:
Very Important

Assessor conclusions:

No information was provided for a process flow diagram or narrative description documenting key processes governing the collection, reporting, and posting of crash data—including the submission of fatal crashes to the State FARS unit and commercial vehicle crashes to SafetyNet.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 56:

Are the processes for managing errors and incomplete data documented?



Standard of Evidence:

Provide a process flow diagram (preferred) or narrative description documenting the processes for managing errors and incomplete data.

Question Rank:
Very Important

Assessor conclusions:

Montana provided the required process flow diagram.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 57:

Do the document retention and archival storage policies meet the needs of safety engineers and other users with a legitimate need for long-term access to the crash data reports?



Standard of Evidence:

Provide a copy of the retention policy.

Question Rank:
Somewhat Important

Assessor conclusions:

Montana has submitted the retention plans for the Montana Department of Transportation, which meets their needs, but have not provided a copy of the retention policy for the Montana Highway Patrol, which would cover the needs of other users. State law establishes the Montana Highway Patrol as the custodian of the crash database. Montana uses two separate crash databases for different public safety applications.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 58:

Does the crash system interface with the driver system?

Standard of Evidence:

Provide narrative description of the crash-to-driver system interfaces that enable: verification and validation of the driver's personal information, access to driver records, identification of inconsistencies between the crash and driver records, and/or identification of the driver's prior crash involvement?

Assessor conclusions:

Montana's crash data system does not currently interface with the driver system.



Question Rank:
Somewhat Important

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 59:

Does the crash system interface with the vehicle system?

Standard of Evidence:

Provide narrative descriptions of the crash-to-vehicle system interfaces that enable: verification and validation of the vehicle information, access to vehicle records, and/or identification of inconsistencies between the crash and vehicle records.

Assessor conclusions:

The State's crash system does not interface with the vehicle system. Results of the vehicle registration queries can be cut and pasted into the crash report to help reduce entry errors and time.



Question Rank:
Somewhat Important

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 60:

Does the crash system interface with the roadway system?



Standard of Evidence:

Provide narrative descriptions of the crash-to-roadway interfaces that enable: verification and validation of the roadway information, and/or identification of inconsistencies between the crash and roadway records.

Question Rank:
Somewhat Important

Assessor conclusions:

Montana reported that the current and future crash system does interface with the roadway system. A description of the crash-to-roadway interface was also provided, however, this did not include how inconsistencies between the crash and roadway records may be identified.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 61:

Does the crash system interface with the citation and adjudication systems?



Standard of Evidence:

Provide narrative descriptions of the crash-to-citation and -adjudication interfaces that enable: verification and validation of citations and/or alcohol or drug test information in the crash record; identification of any inconsistencies between crash and citation records; and access to criminal history, contact history, and location history.

Question Rank:
Somewhat Important

Assessor conclusions:

The State's citation and adjudication systems are not interfaced with the crash system.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 62:

Does the crash system interface with the injury surveillance system?



Standard of Evidence:

Provide narrative descriptions of the crash-to-injury surveillance interfaces that enable: verification and validation of EMS information, and identification of inconsistencies between crash and EMS records.

Question Rank:
Somewhat Important

Assessor conclusions:

Montana's crash reporting system does not interface with the injury surveillance system.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 63:

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?



Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks or validation rules ensure entered data falls within the range of acceptable values and is logically consistent between fields.

Question Rank:
Very Important

Assessor conclusions:

Montana provided a list of current edit checks and described the process by which they are conducted.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 64:

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?



Standard of Evidence:

Provide the formal methodology or describe the process by which limited state-level correction authority is granted to quality control staff working with the statewide crash database.

Question Rank:
Somewhat Important

Assessor conclusions:

Montana does provide quality control staff for both the MHP and MDT databases with the ability to amend the data without returning the report. However, there was no formal methodology or description of this process provided.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 65:

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



Standard of Evidence:

Provide the formal methodology or describe the process by which rejected crash reports are returned to the originating officer and then resubmitted to the statewide crash database.

Question Rank:
Very Important

Assessor conclusions:

Montana does have a good process in place for the approval and rejection of the electronic report. However, a similar process to handle a rejected paper report is not in place.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 66:

Are there timeliness performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of crash system timeliness measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

Based on the information provided Montana, does not have any performance measures developed for timeliness. It was reported that they only have a quarterly report for reports that have not reached that approved status. It does not specifically state whether that is for the convenience of the data managers or just set as a specified time frame.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 67:

Are there accuracy performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of crash system accuracy measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

It appears by the information provided that the accuracy performance measures have not been evaluated to meet the needs of the data managers and data users.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 68:

Are there completeness performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of crash system completeness measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State does not refer to any specific completeness countermeasures that address the needs of data managers and users.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 69:

Are there uniformity performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of crash system uniformity measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State did not provide any performance measures related to uniformity.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 70:

Are there integration performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of crash system integration measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State did not provide any information on integration performance measures specifically tailored for data users/managers.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 71:

Are there accessibility performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of crash system accessibility measures the State uses, including the most current baseline and actual values for each.

Question Rank:

Somewhat Important

Assessor conclusions:

The State did not provide any documentation for any of their accessibility measures.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 72:

Has the state established numeric goals—performance metrics—for each performance measure?



Standard of Evidence:

Provide the specific, State-determined numeric goals associated with each performance measure in use.

Question Rank:

Very Important

Assessor conclusions:

The State cannot provide numeric goals associated with the performance measures currently in use.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 73:

Is there performance reporting that provides specific timeliness, accuracy, and completeness feedback to each law enforcement agency?



Standard of Evidence:

Provide a sample report, list of receiving law enforcement agencies, and specify the frequency of issuance.

Question Rank:

Very Important

Assessor conclusions:

The State does not currently have a specific reporting system.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 74:

Is the detection of high frequency errors used to generate updates to training content and data collection manuals, update the validation rules, and prompt form revisions?



Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to generate new training content and data collection manuals, update the validation rules, and prompt form revisions.

Question Rank:
Very Important

Assessor conclusions:

No formal methodology or description was provided of the process by which high frequency errors are used to generate new content or update rules. It was also reported that they have no formal, documented business practice related to the use of crash data.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 75:

Are quality control reviews comparing the narrative, diagram, and coded contents of the report considered part of the statewide crash database's data acceptance process?



Standard of Evidence:

Provide the formal methodology or describe the process by which quality control reviews comparing the narrative, diagram, and coded contents of the report are considered part of the statewide crash database's data acceptance process.

Question Rank:
Somewhat Important

Assessor conclusions:

Montana reported that quality control reviews are not in place as part of the data acceptance process. However, MDT advises that this is done on an ad hoc basis for a specific project or analysis.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 76:

Are independent sample-based audits periodically conducted for crash reports and related database contents?



Standard of Evidence:

Describe the formal audit methodology, provide a sample report or other output, and specify the audits' frequency.

Question Rank:

Somewhat Important

Assessor conclusions:

Montana reported that no independent sample-based audits are done. However, it was also reported that some audit capabilities will be included in the new MDT crash database and analysis system.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 77:

Are periodic comparative and trend analyses used to identify unexplained differences in the data across years and jurisdictions?



Standard of Evidence:

Describe the analyses, provide a sample report or other output, and specify the analyses' frequency.

Question Rank:

Very Important

Assessor conclusions:

MDT reported that they do not currently conduct systematic comparative and trend analyses. However, they did advise that this type of review is conducted as anomalies are discovered as part of the analysis process.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 78:

Is data quality feedback from key users regularly communicated to data collectors and data managers?



Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform changes.

Question Rank:

Somewhat Important

Assessor conclusions:

When the reports are electronically submitted the State has a better ability to communicate with the officer in regards to the report. When the report is submitted via paper there is a more limited means of communication and less feedback provided to the officer. If data is provided to other entities the feedback is not actively sought.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 79:

Are data quality management reports provided to the TRCC for regular review?



Standard of Evidence:

Provide a sample quality management report and specify how frequently they are issued to the TRCC.

Question Rank:

Very Important

Assessor conclusions:

Montana does not provide data quality management reports to the TRCC. However, they do report that once the new system is functional, these types of reports could be provided on a regular basis.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Vehicle

Vehicle titling in the State of Montana is performed by the Montana Department of Justice, Motor Vehicle Division. Vehicle registration activities are provided by the Motor Vehicle Division for non-commercial vehicles and the Montana Department of Transportation, Motor Carrier Services Division, who administers Interstate Reciprocity Plan (IRP) registration of Commercial Motor Vehicles (CMV).

Strengths

The vehicle registration and title transactions are conducted utilizing the Montana Enhanced Registration and Licensing Information Network (MERLIN) system. MERLIN processes transactions in real-time and contains a comprehensive system of edits as well as data and format validations for entering and processing records. CMV registration is performed via IRP and Montana is fully compliant with the Performance and Registration Information Systems Management (PRISM) standards.

MERLIN Interfaces with other systems to enhance the integrity of the data and to deter fraud in the issuance of motor vehicle titles issued by Montana. Data integrity of registration and title records is enhanced through automated Vehicle Identification Number (VIN) validation. Additionally, MERLIN is interfaced with the National Motor Vehicle Title Information System (NMVTIS) which is queried to determine if a vehicle has been reported stolen, salvaged, or rebuilt by another state.

The Montana vehicle registration and title program contains some of the elements of a data management program. There are established measures for record quality and timeliness of MERLIN records. There are procedures to identify errors and correct issues reported by users. Error correction is performed by authorized users who are approved to correct existing records within MERLIN. There is a structured method to receive user feedback regarding problems or suggestions for improvement of the MERLIN system.

Vehicle registration and title information is made available to law enforcement and can be queried utilizing either a VIN, title number, or a license plate number. Additionally, printed registration documents contain a standard bar code that may be decoded by law enforcement in vehicles with in-car computers to populate vehicle information on citation and crash reports.

Opportunities

The State of Montana could benefit from standardizing data elements that are contained in both vehicle and driver records. Items such as personal information should be entered using the same protocols to increase the ability to match vehicle and driver information.

The Montana vehicle registration and title system could benefit from the development and adoption of a comprehensive data management program. As mentioned above there are some system performance measures related to data quality and timeliness. However, no measures have been developed regarding data accuracy, completeness, uniformity, accessibility, and integration. Once performance measures are developed they would need to be base lined and





monitored on a regular basis. The development and monitoring of data management performance measures will enable the State to continually improve traffic record data and increase its availability and reliability. Additional data management program components the state should consider developing include creating a single data dictionary of the MERLIN system and creating process flow diagrams describing the main processes for MERLIN transactions as well as alternative and error correction flows. To ensure the integrity of vehicle data there should be periodic sample based data audits and to monitor performance over time there should be annual reports that are analyzed to identify trends or problem areas.

The State of Montana could benefit from vehicle record quality management reports being submitted to the TRCC for their review. Quality management reports can be used to share the types of data contained in vehicle record systems with other traffic safety professionals to improve the quality of the State's traffic records system as a whole.

Question 80:

Does custodial responsibility of the identification and ownership of vehicles registered in the State—including vehicle make, model, year of manufacture, body type, and adverse vehicle history (title brands)—reside in a single location?



Standard of Evidence:

Provide the custodial agency's name.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that the agency responsible for title of vehicles in Montana is the Montana Department of Justice, Motor Vehicle Division. The Motor Vehicle Division registers all non-commercial vehicles however, IRP registration of commercial motor vehicles is performed by the MDOT, Motor Carrier Services Division.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 81:

Does the State or its agents validate every VIN with a verification software application?



Standard of Evidence:

Describe the circumstances in which the VIN is validated and used.

Question Rank:
Less Important

Assessor conclusions:

The State responses indicate that VINs are validated in both the MDOT and MDT, MCS systems.

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Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 82:

Are vehicle registration documents barcoded—using at a minimum the 2D standard—to allow for rapid, accurate collection of vehicle information by law enforcement officers in the field using barcode readers or scanners?



Standard of Evidence:

Provide a sample document, and identify the information encoded.

Question Rank:
Very Important

Assessor conclusions:

The State responses and evidence provided indicate that standard 2D bar codes are included on registration documents.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 83:

Does the vehicle system provide title information data to the National Motor Vehicle Title Information System (NMVTIS) at least daily?



Standard of Evidence:

Explain how and how often the State uploads data to NMVTIS, specifying the manner of transmittal and its frequency (e.g., real-time, nightly, weekly).

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that Montana provides titling information to NMVTIS via a daily batch file.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 84:

Does the vehicle system query the National Motor Vehicle Title Information System (NMVTIS) before issuing new titles?



Standard of Evidence:

Provide the NMVTIS query processing instructions or provide a screen print of the query tool.

Question Rank:
Very Important

Assessor conclusions:

The State response and the evidence provided indicate that Montana queries the NMVTIS system before issuing new vehicle titles.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 85:

Does the State incorporate brand information on the vehicle record that are recommended by AAMVA and/or received through NMVTIS, whether or not the brand description matches the State's brand descriptions?



Standard of Evidence:

Provide the list of the State's title brands and their definitions.

Question Rank:
Very Important

Assessor conclusions:

The State response and the evidence provided indicate that standard title brands recommended by AAMVA are used in the Montana titling system.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 86:

Does the State participate in the Performance and Registration Information Systems Management (PRISM) program?



Standard of Evidence:

Provide the PRISM processing instructions or a screen print.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that Montana is fully PRISM compliant.

Respondents assigned	3	Responses received	3	Response rate	100%
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Question 87:

Does the vehicle system have a documented definition for each data field?



Standard of Evidence:

Provide a narrative description of the data dictionary and provide an extract.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that data definitions are contained within programming logs, state procedures, business process documents, Montana Enhanced Registration and Licensing Information Network (MERLIN) tables, County Treasurer's policy / procedural guides and employee desk manuals. However, I was unable to locate any data definitions in the attached documentation.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 88:

Does the vehicle system include edit check and data collection guidelines that correspond to the data definitions?



Standard of Evidence:

Provide a narrative description of the data dictionary's edit check and data collection guidelines and provide an extract.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response and evidence provided demonstrate that data edits and format validation are incorporated into the MERLIN transaction processing system. Additionally, the State provided an example of the processing document for changing a customer's legal name.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 89:

Are the collection, reporting, and posting procedures for registration, title, and title brand information formally documented?



Standard of Evidence:

Provide a narrative description of the data dictionary's procedure for applying title brands and provide a copy of the brands applied.

Question Rank:
Very Important

Assessor conclusions:

The processing procedure for titles was previously described. The State additionally provided the Montana Title Processing manual describing the title brands utilized.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 90:

Is there a process flow diagram describing the vehicle data system?



Standard of Evidence:

Provide the process flow diagram.

Question Rank:
Somewhat Important

Assessor conclusions:

The State provided a system flow diagram describing the MVD core applications and interfaces with other systems.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 91:

Does the vehicle system flag or identify vehicles reported as stolen to law enforcement authorities?



Standard of Evidence:

Provide a narrative description of the procedures for flagging and identifying vehicles reported as stolen. Provide the appropriate excerpt from the instruction manual.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that stolen vehicles are flagged in NMVTIS. No narrative of the process for flagging stolen vehicles was provided. Additionally, no excerpt from the instruction manual was provided as requested in the evidence requirement.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 92:

If the vehicle system does flag or identify vehicles reported as stolen to law enforcement authorities, are these flags removed when a stolen vehicle has been recovered or junked?



Standard of Evidence:

Provide a narrative description of how the flags are removed. Provide the appropriate excerpt from the instruction or procedures manual.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that stolen vehicle flags are removed from NMVTIS when a vehicle is recovered or is junked. Additionally, stolen vehicle brands are removed from the State title system.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 93:

Does the State record and maintain the title brand history (previously applied to vehicles by other States)?



Standard of Evidence:

Provide a narrative description of how title brand information is applied.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that title brands from previous jurisdictions are applied to Montana titles. In the future the previous jurisdiction title history will also be maintained in the Montana vehicle record.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 94:

Are the steps from initial event (titling, registration) to final entry into the statewide vehicle system documented in a process flow diagram?



Standard of Evidence:

Provide the process flow diagram. If diagram does not exist, provide a narrative describing the process in detail.

Question Rank:
Very Important

Assessor conclusions:

The State response and documentation provided describe steps for processing titling and registration events. The State provided copies of manuals and quick reference guides describing various titling and registration transactions.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 95:

Is the process flow diagram or narrative annotated to show the time required to complete each step?



Standard of Evidence:

Provide the process flow diagram. If diagram does not exist, provide a narrative describing the process in detail.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that there are no process flow diagrams describing the time required to complete each step in registration and/or titling transactions.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 96:

Does the process flow diagram or narrative show alternative data flows and timelines?



Standard of Evidence:

Provide the process flow diagram that specifies alternative data flows and timelines. If diagram does not exist, provide a narrative describing the process in detail.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that there are no alternative process flow diagrams including timelines for describing the registration and/or titling transactions.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 97:

Does the process flow diagram or narrative include processes for error correction and error handling?



Standard of Evidence:

Provide the process flow diagram that specified the processes for error correction and error handling. If diagram does not exist, provide a narrative describing the process in detail.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that there are no process flow diagrams describing error correction and error handling for registration and/or titling transactions.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 98:

Does the process flow diagram or narrative explain the timing, conditions, and procedures for purging records from the vehicle system?



Standard of Evidence:

Provide the process flow diagram that specifies the schedule and process for purging records. If diagram does not exist, provide a narrative describing the process in detail.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response advises that vehicle records are not purged.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 99:

Are the driver and vehicle files unified in one system?



Standard of Evidence:

Provide a narrative description of the unified system's main components and identify the variables that link the vehicle and driver files.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that currently vehicle and driver records are not merged. However, there is a process under development to merge customer aspects of the driver control system.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 100:

If the driver and vehicle files are separate, is personal information entered into the vehicle system using the same conventions used in the driver system?



Standard of Evidence:

When the driver and vehicle systems are separate, provide extracts from the driver and vehicle system manuals detailing the data entry conventions for each.

Question Rank:
Very Important

Assessor conclusions:

The State response and evidence provided indicate that driver and vehicle record personal information is not entered using the same protocols.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 101:

Can vehicle system data be used to verify and validate the vehicle information during initial creation of a citation or crash report?



Standard of Evidence:

Provide a narrative description of the procedures governing the use of vehicle system data to verify and validate vehicle information during initial creation of a citation or crash report. **ALTERNATIVE EVIDENCE:** Describe how the vehicle system is accessed, if it is, to validate and verify vehicle information during crash report creation.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that vehicle data can be accessed by law enforcement via in-car data terminals, bar code decryption, or voice from a police communications inquiry.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 102:

When discrepancies are identified during data entry in the crash data system, are vehicle records flagged for possible updating?



Standard of Evidence:

Provide an appropriate extract from the vehicle system manual that details the process for addressing a record flagged by the crash system.

Question Rank:
Less Important

Assessor conclusions:

The State response indicates that discrepancies are not flagged for updating when identified in crash data entry.

Respondents assigned	4	Responses received	4	Response rate	100%
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Question 103:

Are VIN, title number, and license plate number the key variables used to retrieve vehicle records?



Standard of Evidence:

Identify the key variables used to retrieve vehicle records.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that VIN, title number, and license plate number are the key elements to retrieve vehicle information.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 104:

Is the vehicle system data processed in real-time?



Standard of Evidence:

Provide a narrative statement explaining the answer.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that all vehicle system data is processed in real time.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 105:

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?



Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks or validation rules ensure entered data falls within the range of acceptable values and is logically consistent between fields.

Question Rank:
Very Important

Assessor conclusions:

The State response to Question #88 describes a comprehensive system of edits, data and format validations, and systems quality measures to ensure that data meets established requirements.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 106:

Is limited state-level correction authority granted to quality control staff working with the statewide vehicle system to amend obvious errors and omissions?



Standard of Evidence:

Name the authority that allows quality control staff authority to correct the statewide vehicle database.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that there are limited personnel with role based authorization to make quality control data corrections.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 107:

Are there timeliness performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of vehicle system timeliness measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State response and documentation provided indicate that numerous timeliness measures are employed to monitor vehicle system outputs.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 108:

Are there accuracy performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of vehicle system accuracy measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that there are no accuracy measures in place for vehicle systems.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 109:

Are there completeness performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of vehicle system completeness measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that no completeness measures are established but that completeness is monitored and reported. No baseline or actual value measures were provided.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 110:

Are there uniformity performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of vehicle system uniformity measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that no uniformity measures are established but that it is monitored and reported. No baseline or actual value measures were provided.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 111:

Are there integration performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of vehicle system integration measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that integration is measured with NMVTIS. However, no baseline or actual value measures were provided for NMVTIS or other integrated systems.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 112:

Are there accessibility performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of vehicle system accessibility measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that there are no accessibility performance measures for the vehicle system.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 113:

Has the state established numeric goals—performance metrics—for each performance measure?



Standard of Evidence:

Provide the specific, State-determined numeric goals associated with each performance measure in use.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that there are no numeric goals for the performance measures.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 114:

Is the detection of high frequency errors used to generate updates to training content and data collection manuals, update the validation rules, and prompt form revisions?



Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to generate new training content and data collection manuals, update the validation rules, and prompt form revisions.

Question Rank:
Very Important

Assessor conclusions:

The State response describes established procedures to monitor errors and correct issues reported by users.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 115:

Are independent sample-based audits conducted periodically for vehicle reports and related database contents for that record?



Standard of Evidence:

Describe the formal audit methodology, provide a sample report or other output, and specify the audits' frequency.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that sample based audits are not performed on vehicle information.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 116:

Are periodic comparative and trend analyses used to identify unexplained differences in the data across years and jurisdictions?



Standard of Evidence:

Describe the analyses, provide a sample report or other output, and specify the analyses' frequency.

Question Rank:
Very Important

Assessor conclusions:

The state response indicates that ad hoc inquiries and analyses are performed but are not documented.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 117:

Is data quality feedback from key users regularly communicated to data collectors and data managers?



Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform changes.

Question Rank:
Somewhat Important

Assessor conclusions:

The state response and the response to Question #114 describe a structured method for receiving and responding to user feedback to resolve problems and improve vehicle system performance.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 118:

Are data quality management reports provided to the TRCC for regular review?



Standard of Evidence:

Provide a sample quality management report and specify how frequently they are issued to the TRCC.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that no data quality management reports from the vehicle system are provided to the TRCC.

Respondents assigned	4	Responses received	3	Response rate	75%
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Driver

Driver licensing responsibilities in the State of Montana are conducted by the Montana Department of Justice. The information obtained from the assessment indicates that the Montana driver licensing program contains most of the elements described in the Advisory.

Strengths

The Montana driver licensing program contains many features creating a system with both reliability and integrity. The program consists of a fully documented driver licensing application that includes data definitions of all the fields contained in the database. Additionally, the system contains edit validation checks to ensure that accurate and logical data is entered into the system. The system is interfaced with the Commercial Driver License Information System (CDLIS), the Problem Driver Pointer System (PDPS), and the Social Security Online Verification System (SSOLV) to perform driver eligibility checks on Montana drivers.

The Montana driver licensing program employs several fraud prevention measures that either utilize technology or human oversight. Technologies used to deter fraud include facial recognition software with photo first comparisons and automated SSOLV and Systematic Alien Verification for Entitlements (SAVE) checks. Manual processes include: Fraudulent Document Recognition training; internal duplicate record checks; supervisory practices; spot checks by regional managers; reviewing card production reports; financial accounting/audit processes; and an investigative/audit unit. Suspicious activities indicating fraud are followed-up with external law enforcement reports. The Montana driver licensing program employs further Commercial Driver License (CDL) fraud deterrent measures including: an automated, electronic interface with the Transportation Safety Administration for security background checks; a CDL Auditor assigned to review all CDL applications, test results and test administration both overtly and covert; and regular oversight by the Division CDL HELP Desk.

The Montana driver licensing system contains driver histories for Montana licensed drivers. Driver records are linked to the Driving Under the Influence (DUI) tracking system to track intoxicated driver arrests and to ensure that driver information is available for administrative actions and to support enhanced sentencing of repeat offenders. The system also receives conviction reports for traffic offenses and court imposed driver sanctions and applies them to driving records. More than seventy percent (70%) of traffic convictions are posted to Montana driver records electronically. Access to driver record information is available to both the court personnel and law enforcement.

The Montana driver licensing system contains several performance measures to ensure data quality, timeliness, and accuracy. Specific data quality items checked and corrected include: CDLIS/PDPS pointers; image data conversion; and individual driver record correction. Timeliness measures include: production records, appointment scheduling timelines; card production reports; daily certified driver record trial requests; and driver record refund tallies. Some accuracy performance measures mentioned were: production data; "Review Summary Tallies of Dispositions Transferred by Court"; "Tally and Review Initial Match Rate (%)"; "Monitor Sent to DCS In- Process Queue to Check Driver Match and IT Function"; "Daily Review of MVD to





Court Error Reporting Process to Match or Correct Driver Data and Duplicate Record”; and “Review Unprocessed Dispositions for Mismatched/Unapplied Convictions/Sanctions Note”.

The Montana driver licensing system utilizes a comprehensive process for receiving notice of high frequency errors and using them to drive system updates to improve data quality. Some methods of error detection include user feedback, error reports, and management contacts. Additionally, comparative trend analyses are utilized to identify differences in data across years. Specific analyses include: CDL Issuance; call center reports; and renewal notice volumes.

Opportunities

The State of Montana could benefit from adding two elements to the driver records. Linking crash involvement data to the driver record would aid in evaluating driver information to determine the causes of crashes and lead to effective crash reduction countermeasures. Additionally, Montana could benefit from adding novice driver training information including information identifying the type and provider of the training. This information could be evaluated with crash data to determine the effectiveness of novice driver training and to identify courses or providers that might be ineffective and whose students have a high crash involvement rate.

The Montana driver licensing system could benefit from the development and adoption of a comprehensive data management program. As mentioned above there are some system performance measures related to data quality, timeliness and accuracy. However, no measures have been developed regarding data completeness, uniformity, accessibility, and integration. Once performance measures are developed they would need to be base lined and monitored on a regular basis. The development and monitoring of data management performance measures will enable the State to continually improve traffic record data and increase its availability and reliability. An additional element of a data management program would be the creation of a single data dictionary of the driver licensing system.

The Montana driver licensing system could benefit from the development and adoption of an error identification and resolution program. A formalized system for identifying, logging and resolving errors found in system records would enable the State to proactively identify system issues, problem policies, or training needs to reduce the occurrence of errors in the driver licensing system.

The State of Montana could also benefit from having driver record quality management reports being submitted to the TRCC for their review. Quality management reports can be used to share the types of data contained in driver record systems with other traffic safety professionals to improve the quality of the State’s traffic records system as a whole.





Question 119:

Does custodial responsibility for the driver system—including commercially—licensed drivers reside in a single location?



Standard of Evidence:

Provide a narrative identifying the custodial agency.

Question Rank:
Very Important

Assessor conclusions:

The State has provided a narrative identifying the custodial agency who is responsible for the driver system - including commercially - licensed drivers.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 120:

Can the State's DUI s data system be linked electronically to the driver system?



Standard of Evidence:

Provide a narrative explanation of a State's linking protocols that demonstrated how a citation on the DUI data system is linked to a record on the driver system. Include identification of the linkage portal and organizations responsible for maintaining the link and the linking fields used.

Question Rank:
Very Important

Assessor conclusions:

The State has provided a narrative explanation of the State's linking protocols that demonstrated how a citation on the DUI data system is linked to a record on the driver system. The State has also included identification of the linkage portal and organizations responsible for maintaining the link and the linking fields used.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 121:

Does the driver system capture novice drivers' training histories, including provider names and types of education (classroom or behind-the-wheel)?



Standard of Evidence:

Provide a narrative documenting the availability of novice driver training history (including motorcycle and commercial license training), and specify the pertinent data fields and audit checks in the data dictionary or provide a sample system report.

Question Rank:
Less Important

Assessor conclusions:

The State response indicates that novice driver training information is not captured or maintained as a part of the driver history.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 122:

Does the driver system capture drivers' traffic violation and/or driver improvement training histories, including provider names and types of education (classroom or behind-the-wheel)?



Standard of Evidence:

Provide a narrative documenting the availability of traffic violation and/or driver improvement training history, including motorcycle and commercial license training, by specifying the pertinent data fields and audit checks in the data dictionary or provide a sample report.

Question Rank:
Less Important

Assessor conclusions:

The State response and evidence provided indicate that conviction information as well as the details of driver improvement actions, including driver control requirements, and any other regulatory or enforcement actions that have been implemented as a result of a statutory requirement or order from a court are included on the driver history. Specific information regarding driver training providers and the type of training are not recorded.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 123:

Does the driver system capture and retain the dates of original issuance for all permits, licensing, and endorsements (e.g., learner's permit, provisional license, commercial driver's license, motorcycle license)?



Standard of Evidence:

Provide a narrative documenting the availability of original issuance dates for all permits, licensing, and endorsements by specifying the pertinent data fields and audit checks in the data dictionary or provide a sample report.

Question Rank:
Somewhat Important

Assessor conclusions:

The State has provided a narrative documenting the availability of original issuance dates for all permits, licensing, and endorsements by specifying the pertinent data fields and audit checks in the data dictionary and has provided a screen shot.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 124:

Is driver information maintained in a manner that accommodates interaction with the National Driver Register's Problem Driver Pointer System (PDPS) and the Commercial Driver's License Information System (CDLIS)?



Standard of Evidence:

Demonstrate functional integration with the PDPS and CDLIS. AAMVA audit reports can be provided as supporting documentation.

Question Rank:
Very Important

Assessor conclusions:

The State response and evidence provided indicate that driver information accommodates interaction with both DLIS and PDPS.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 125:

Are the contents of the driver system documented with data definitions for each field?



Standard of Evidence:

Provide, at a minimum, a table of contents and sample elements from the data dictionary or a sample data dictionary report.

Question Rank:
Very Important

Assessor conclusions:

The State response and evidence provided indicate that the contents of the driver system are documented and include data definitions for each field.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 126:

Are all valid field values—including null codes—documented in the data dictionary?



Standard of Evidence:

Provide sample valid data field values from the data dictionary.

Question Rank:
Very Important

Assessor conclusions:

The State has adequately provided enough evidence to determine if all valid field values - including null codes - are documented in the data dictionary.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 127:

Are there edit checks and data collection guidelines for each data element?



Standard of Evidence:

Provide an example edit check and data collection guideline.

Question Rank:
Very Important

Assessor conclusions:

The State response and the evidence provided indicate that there are edit checks and data collection guidelines in place. The specific example provided related to the entry of driver improvement action codes.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 128:

Is there guidance on how and when to update the data dictionary?

Standard of Evidence:

Provide a narrative explanation of the controls and procedures that ensure the data dictionary is kept up to date.

Assessor conclusions:

The State response indicates that data system updates are different for various categories of users. However, they report that no single data dictionary document exists for the driver system.



Question Rank:
Very Important

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 129:

Does the custodial agency maintain accurate and up to date documentation detailing the licensing, permitting, and endorsement issuance procedures (manual and electronic, where applicable)?

Standard of Evidence:

Provide a process flow document for this specific process area, or provide a narrative explaining how these processes are documented and how that documentation is maintained. Include the percentage of reporting that is accomplished manually and electronically.

Assessor conclusions:

The State response and evidence presented demonstrate that there are established licensing procedures.



Question Rank:
Somewhat Important

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 130:

Does the custodial agency maintain accurate and up to date documentation detailing the reporting and recording of relevant citations and convictions (manual and electronic, where applicable)?



Standard of Evidence:

Provide a process flow document for this specific process area, or provide a narrative explaining how these processes are documented and how that documentation is maintained. Include the percentage of reporting that is accomplished manually and electronically.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that the Records and Driver Control Bureau has process documents for posting citations and convictions based on the Global Justice XML Data Model. The State additionally indicated that 61% of convictions were reported electronically.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 131:

Does the custodial agency maintain accurate and up to date documentation detailing the reporting and recording of driver education and improvement course (manual and electronic, where applicable)?



Standard of Evidence:

Provide a process flow document for this specific process area, or provide a narrative explaining how these processes are documented and how that documentation is maintained. Include the percentage of reporting that is accomplished manually and electronically.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response and the evidence provided indicate that only driver improvement education is recorded. No basic driver education is recorded.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 132:

Does the custodial agency maintain accurate and up to date documentation detailing the reporting and recording of other information that may result in a change of license status (manual and electronic, where applicable)?



Standard of Evidence:

Provide a process flow document for this specific process area, or provide a narrative explaining how these processes are documented and how that documentation is maintained. Include the percentage of reporting that is accomplished manually and electronically.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response and the evidence provided indicate that documentation of actions that may result in a change of license are provided in the DLB Policies and Procedures Manual. All transactions are reported manually and information that results in the change of a driver record status is recorded manually.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 133:

Does the custodial agency maintain accurate and up to date documentation detailing any change in license status (e.g., sanctions, withdrawals, reinstatement, revocations, and restrictions)?



Standard of Evidence:

Provide a narrative or flow diagram describing the processes and procedures governing the actual change to the license status, including timelines for each type of change.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response and documentation provided indicate that documentation exists for the application and/or removal of license status modifications. The State provided processing instructions and flow charts describing the processes for DUI convictions, habitual offender cases, and non-compliance with court ordered actions.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 134:

Is there a process flow diagram that outlines the driver data system's key data process flows, including inputs from other data systems?



Standard of Evidence:

Provide the process flow diagram.

Question Rank:
Very Important

Assessor conclusions:

The State provided documentation indicating the interfaced data systems that share or provide information to the driver system.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 135:

Are the processes for error correction and error handling documented for: license, permit, and endorsement issuance; reporting and recording of relevant citations and convictions; reporting and recording of driver education and improvement courses; and reporting and recording of other information that may result in a change of license status?



Standard of Evidence:

Provide the documentation or flow diagram that describes the processes and procedures for error correction and error handling in each of the listed process areas.

Question Rank:
Somewhat Important

Assessor conclusions:

The State responded that there is no documentation for handling errors and making corrections. However, the response explained how errors are corrected when they are encountered in the license issuance and conviction reporting processes.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 136:

Are there processes and procedures for purging data from the driver system documented?



Standard of Evidence:

Provide the documentation or flow diagram that describes the processes and procedures for purging data and the timelines for these actions.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response describes the procedures and conditions for purging records from the driver system.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 137:

In States that have the administrative authority to suspend licenses based on a DUI arrest independent of adjudication, are these processes documented?



Standard of Evidence:

Provide the documentation or flow diagram that describes the processes and procedures for administrative license suspension.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response and evidence submitted indicates that Montana administratively suspends CDL licenses after a 0.04 BAC or greater is detected.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 138:

Are there established processes to detect false identity licensure fraud?



Standard of Evidence:

Provide a narrative describing the systems or processes used to detect individuals attempting licensure under a new identity.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that fraud deterrent measures employed include: Fraudulent Document Recognition training, facial recognition software with photo first comparisons, automated SSOLV / SAVE checks, internal duplicate record checks, and follow-up with external law enforcement reports

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 139:

Are there established processes to detect internal fraud by individual users or examiners?



Standard of Evidence:

Provide a narrative describing the systems or processes used to detect internal fraud by individual users or examiners.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that internal fraud deterrent measures are in place including: supervisory practices, spot checks by regional managers, card production reports, financial accounting/audit processes and an investigative/audit unit.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 140:

Are the established processes to detect CDL fraud (including hazmat endorsements)?



Standard of Evidence:

Provide a narrative describing the systems or processes used to detect commercial driver's license fraud, including for hazmat endorsements.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that in addition to the general fraud deterrent measures mentioned in the previous question. Montana employs further CDL fraud deterrent measures including: an automated, electronic interface with the Transportation Safety Administration security background check; a CDL Auditor assigned to review all CDL applications, test results and test administration (overt and covert); assistance from the MDT MCSAP program managers and the FMCSA State Division Administrator; and regular oversight by the Division CDL HELP Desk.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 141:

Are there policies and procedures for maintaining appropriate system and information security?



Standard of Evidence:

Provide copies of the relevant policies and procedure manuals.

Question Rank:
Very Important

Assessor conclusions:

The State response and evidence provided indicate that Montana has published information security policies and acceptable use policies. Additionally, employees are provided copies of the policies and are required to sign an information technology use agreement, and a confidentiality agreement.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 142:

Are there procedures in place to ensure that driver system custodians track access and release of driver information adequately?



Standard of Evidence:

Provide copies of the relevant procedures or manuals.

Question Rank:
Very Important

Assessor conclusions:

The State response indicate that Montana can track the access and release of driver information. These procedures include: written releases acquired and retained in conjunction with records retention schedules, signed registered user / restricted use agreements, administrative reports and system generated driver record annotations permanently recording who accessed the driver record, all in conjunction with standards established in the Montana Driver Privacy Protection Act.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 143:

Can the State's crash system be linked to the driver system electronically?



Standard of Evidence:

Provide a narrative explanation of a State's linkage protocols that demonstrates how records in the crash system are linked to the driver record. Include identification of the linkage portal and the organization responsible for maintaining the link and the linking fields used.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that crash data is not linked to the driver record for Montana crashes. The only crashes recorded on a Montana driver record are those Commercial Motor Vehicle crashes reported from other states through CDLIS.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 144:

Can the State's citation system be linked to the driver system electronically?



Standard of Evidence:

Provide a narrative explanation of a State's linkage protocols that demonstrates how records in the citation system are linked to the driver record. Include identification of the linkage portal and the organization responsible for maintaining the link and the linking fields used.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that the citation system is linked to the driver system electronically and process approximately 70% of all conviction reports. The records are matched on a three point criteria consisting of name, date of birth, and driver license number.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 145:

Can the State's adjudication system be linked to the driver system electronically?



Standard of Evidence:

Provide a narrative explanation of a State's linkage protocols that demonstrates how records in the adjudication system are linked to the driver record. Include identification of the linkage portal and the organization responsible for maintaining the link and the linking fields used.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that traffic conviction data is linked to the driver system

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 146:

Is there an interface link between the driver system and: the Problem Driver Pointer System, the Commercial Driver Licensing System, the Social Security Online Verification system, and the Systematic Alien Verification for Entitlement system?



Standard of Evidence:

Provide a narrative description of the policy for checking the PDPS, CDLIS, SSOLV, and SAVE for licensing commercial and non-commercial drivers (both original issuances and renewals).

Question Rank:
Very Important

Assessor conclusions:

The State response and evidence provided indicates that the system interfaces exist between the driver system and the Problem Driver Pointer System, the Commercial Driver Licensing System, and the Social Security Online Verification system. No system to system interface exists to SAVE however an internet access is utilized by driver license personnel for licensing purposes.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 147:

Does the custodial agency have the capability to grant authorized law enforcement personnel access to information in the driver system?



Standard of Evidence:

Provide a narrative description of the protocols granting authorized law enforcement personnel access to information in the driver system.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that real time data is furnished to law enforcement 24/7 via the Montana Criminal Justice Information Network (CJIN) (NLETS, NCIC).

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 148:

Does the custodial agency have the capability to grant authorized court personnel access to information in the driver system?



Standard of Evidence:

Provide a narrative description of the protocols granting authorized law enforcement personnel access to information in the driver system.

Question Rank:
Very Important

Assessor conclusions:

The State response and evidence provided indicate that the driver system is provided to authorized court personnel.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 149:

Does the custodial agency have the capability to grant authorized personnel from other States access to information in the driver system?



Standard of Evidence:

Provide a narrative description of the protocols granting authorized law enforcement personnel access to information in the driver system.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that other states have access to the driver file via the CJIN, the Mt.gov Registered User Driver History Record Service and other manual and electronic processes such as the Mt.gov File Transfer System.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 150:

Is there a formal, comprehensive data quality management program for the driver system?



Standard of Evidence:

Provide a narrative description of the driver system's data quality management programs and the most recent data quality reports issued.

Question Rank:
Very Important

Assessor conclusions:

The State response and the evidence provided describe a comprehensive annual data quality management program. Specific data quality items checked and corrected include: CDLIS/PDPS pointers, image data conversion, and individual driver record correction.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 151:

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



Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks or validation rules ensure entered data falls within the range of acceptable values and is logically consistent between fields.

Question Rank:
Very Important

Assessor conclusions:

The State response and evidence submitted indicate that the driver system has embedded edits to prevent the entry of improper values. Additionally, address information is verified via an external third party service.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 152:

Are there timeliness performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of driver system timeliness measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State response and the evidence provided indicate that several timeliness measures are in place and kept current. Some of these measures include: production records, appointment scheduling timelines, card production reports, daily certified driver record trial requests and driver record refund tallies.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 153:

Are there accuracy performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of driver system accuracy measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State response and evidence provided indicate that there are extensive accuracy performance measures in place though a detailed list does not exist. Specific reports mentioned in the response include: production data, Review Summary Tallies of Dispositions Transferred by Court, Tally and Review Initial Match Rate (%), Monitor Sent to DCS In- Process Queue to Check Driver Match and IT Function, Daily Review of MVD to Court Error Reporting Process to Match or Correct Driver Data and Duplicate Record, Review Unprocessed Dispositions for Mismatched / Unapplied Convictions / Sanctions Note. The performance measure entitled "Initial Match Rate" is used as a baseline to calculate the percentage of traffic convictions that are moved from the Full Court database and electronically matched to an existing driver history file. Initial Match Rate is useful for measuring the accuracy, completeness and timeliness of conviction entries on driver records, and the Motor Vehicle Division – Records and Driver Control Bureau has demonstrated steady improvements in this category.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 154:

Are there completeness performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of driver system completeness measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that no completeness measures exist.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 155:

Are there uniformity performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of driver system uniformity measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that no list of uniformity measures are available.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 156:

Are there integration performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of driver system integration measures the State uses, including the most current baseline and actual values for each.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that there are no data integration baseline or actual measures for system interfaces. However, data integration and error reporting exists for interfaces with AAMVA, CDLIS, and SSOLV.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 157:

Are there accessibility performance measures tailored to the needs of data managers and data users?



Standard of Evidence:

Provide a complete list of driver system accessibility measures the State uses, including the most current baseline and actual values for each.

Question Rank:

Somewhat Important

Assessor conclusions:

The State response indicates that there are no accessibility performance measures for the driver system.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 158:

Has the state established numeric goals—performance metrics—for each performance measure?



Standard of Evidence:

Provide the specific, State-determined numeric goals associated with each performance measure in use.

Question Rank:

Very Important

Assessor conclusions:

The State response indicates that there are no State-established metrics identified for any of the overall performance measures.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 159:

Is the detection of high frequency errors used to generate updates to training content and data collection manuals, update the validation rules, and prompt form revisions?



Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to generate new training content and data collection manuals, update the validation rules, and prompt revisions.

Question Rank:
Very Important

Assessor conclusions:

The State response describes a comprehensive process for receiving notice of high frequency errors and using them to drive system updates to improve data quality. Some methods of error detection include user feedback, error reports, and management contacts.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 160:

Are independent sample-based audits conducted periodically for the driver reports and related database contents for that record?



Standard of Evidence:

Describe the formal audit methodology, provide a sample report or other output, and specify the audits' frequency.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response and the evidence provided indicate that independent sample based audits are conducted. Some of the audits noted by the state include: CDL audits, AAMVA/PDPS audits, and MT legislative audits.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 161:

Are periodic comparative and trend analyses used to identify unexplained differences in the data across years and jurisdictions?



Standard of Evidence:

Describe the analyses, provide a sample report or other output, and specify the analyses' frequency.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that comparative trend analyses are utilized to identify differences in data across years. Specific analyses mentioned include: CDL Issuance; call center reports; and renewal notice volumes. In response to other questions throughout this assessment there were other analysis reports over time such as conviction reporting percentages.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 162:

Is data quality feedback from key users regularly communicated to data collectors and data managers?



Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform changes.

Question Rank:
Somewhat Important

Assessor conclusions:

The State response indicates that whenever a data quality problem emerges within the system or is reported by any user, the problem described is recreated, tested and confirmed by MVD or MTDOJ Information Technology Service Division staff members. Errors may be reported via a supervisor, the DOJ JITSD Service Desk, the MVD Help Desk or a standardized TRAC Ticket reporting process. If the problem is confirmed, the analyst reports the issue through established processes for rework in the driver system.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 163:

Are data quality management reports provided to the TRCC for regular review?



Standard of Evidence:

Provide a sample quality management report and specify how frequently they are issued to the TRCC.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates that no quality management reports are submitted to the TRCC for their review.

Respondents assigned	2	Responses received	1	Response rate	50%
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Roadway

Montana's roadway data system is the basis for development of an enterprise data system that would allow engineers to evaluate current and potential safety problems along the state-maintained network and all public roadways. This roadway data, in addition to crash, driver and vehicle data, facilitates sound engineering decisions regarding design, operation and safety of the State's roadway network. In the Moving Ahead for Progress in the 21st Century Act (MAP 21), the importance of using multiple data sources to understand highway safety issues has been recognized. Accordingly, resource allocation for safety should be based on informed decision-making.

The MAP 21 Act acknowledged that states should capture roadway inventory data for all public roads, not just state-maintained roads. While this is extremely labor-intensive, addressing traffic safety issues and problems effectively requires comprehensive and accurate data about the State's road systems. Effective use of limited funding demands data-driven decisions.

Montana maintains 15% of all the public roads utilizing a linear referencing system with a set of compatible location referencing methods (LRM's) for public roads. Any data elements captured use one of these LRM's. While the State currently does not capture data from localities, the use of the compatible LRM would provide an effective and efficient way to do so. State responses appeared to indicate that the Montana roadway system contains only data on state-maintained roads, with the exception of the inclusion of local road data on Highway Performance Monitoring System (HPMS) segments.

The State does collect most of the MIRE Fundamental Data Elements on State and other roadways as necessary. Three elements, however, are not being collected. Additionally, other MIRE elements are collected, but not for all public roads. Much of the future work required for creating a compatible database is slated to be implemented once the SIMS database/analyst is in place.

Information from the local roadway constituency was limited making it difficult to get an accurate picture of the workings of the roadway system and how it is being used for safety analysis. This lack of local information resulted in ratings that were less than optimal in terms of meeting the Advisory ideal. This review of Montana's current practices also identified a number of areas for improvement and opportunities. As there seems to be little interaction with the local government agencies/MPOs as to the collection of data, and seeing no local representation on the TRCC, it may be a benefit to engage their input and services in working towards an enterprise system that would encompass all public roadways and the associated attribute data. This is not a short term project but one that should be thoughtfully and thoroughly planned. However, once this system is in place (all roadway attribute data, crashes, speed, etc.) it can be the sole source for statewide planning. Effective planning and management of highway safety requires that 100% of all roadway data is captured.

It is imperative that the State have an inventory of all data elements captured and the percentage of the public road system that is represented by that data capture. A complete data dictionary is essential to knowing which elements are collected, how they are collected, update schedules,





responsible parties and where data is being housed and on what platforms. Formal procedures and processes should also be fully documented. Good flow charts and detailed information that can be understood at a glance are helpful in knowing where projects and data collections are in the overall enterprise system.

Performance measures that are monitored on an on-going basis are foundational to the success of Enterprise development. There are certain data mandates in place by both State and Federal agencies, but it would be a great benefit to have formal performance measures on all aspects of the system. These should cover the performance attributes of timeliness, accuracy, completeness, uniformity, integration, and accessibility. Performance measures should also cover and incorporate any data received from the counties and local agencies.

A recommended starting point for improving the State's roadway data system is a review the "Data Capabilities Assessment" conducted by the Federal Highway Administration. Each state was comprehensively assessed in terms of the collection, management, and use of roadway safety data. That document, in conjunction with the various findings from this assessment, can assist in identifying the strengths and opportunities for improvement presently available. A comprehensive roadmap is necessary to move forward and should be incorporated as part a part of the State's Traffic Records Strategic Plan.

Question 164:

Are all public roadways within the State located using a compatible location referencing system?



Standard of Evidence:

Provide a map displaying all public roads that represents the system's statewide capabilities. Identify what percentage of the public road systems is State owned or maintained. Explain whether the State uses a single compatible location referencing system for all public roads or if it has a set of compatible location referencing systems. Prior reports are acceptable.

Question Rank:
Very Important

Assessor conclusions:

Montana maintains 15% of all public roads. There is a linear referencing system that has a set of compatible location referencing methods (LRM's) for all public roads. All data elements captured use one of these LRM's.

Respondents assigned	2	Responses received	2	Response rate	100%
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Question 165:

Are the roadway and traffic data elements located using a compatible location referencing system (e.g., LRS, GIS)?



Standard of Evidence:

Provide a map displaying roadway features and traffic volume (FDEs) for all public roads (State and non-State routes) that is representative of the system's statewide capabilities. Explain whether the State uses a single compatible location referencing system for all public roads or if it has a set of compatible location referencing systems. Prior reports are acceptable.

Question Rank:
Very Important

Assessor conclusions:

The State response indicates they do have a set of compatible location referencing methods (LRM's) and all data elements utilize one of the LRM's.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 166:

Is there an enterprise roadway information system containing roadway and traffic data elements for all public roads?



Standard of Evidence:

Describe the enterprise roadway information system, which should enable linking between the various roadway information systems including: roadway, traffic, location reference, bridge, and pavement data.

Question Rank:
Very Important

Assessor conclusions:

It was reported that there is not an enterprise roadway information system in use in the State. With a compatible set of LRM's as indicated in previous questions there may have been some confusion as to whether or not all other public roadway attributes could have been merged.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 167:

Does the State have the ability to identify crash locations using a referencing system compatible with the one(s) used for roadways?



Standard of Evidence:

Provide a map displaying crash locations on all public roads that is representative of the system's statewide capabilities. Explain whether the State uses a single compatible location referencing system for crash, roadway features, and traffic volume on all public roads or if it has a set of compatible location referencing systems. Prior reports are acceptable

Question Rank:
Very Important

Assessor conclusions:

The State converts all crash locations to the DOT's reference system. The evidence showing a representation of the system's statewide capabilities was not available at them time of the assessment.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 168:

Is crash data incorporated into the enterprise roadway information system for safety analysis and management use?



Standard of Evidence:

Describe how the crash data is incorporated into the enterprise roadway information system and provide an example of how it is used for safety analysis.

Question Rank:
Very Important

Assessor conclusions:

It was reported that crash data is not incorporated in the enterprise roadway information system. Although from other responses, it appears as though crash and roadway data are used together for safety analysis.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 169:

Are all the MIRE Fundamental Data Elements collected for all public roads?

Standard of Evidence:



Provide a list of FDEs collected and their definitions. Specify if the data collected is for all public roads or State roads only. If the State wishes to cite the data dictionary directly, please identify the FDEs.

Question Rank:
Somewhat Important

Assessor conclusions:

The State collects MIRE Fundamental Data Elements (FDE) for all roads with the exception of three as listed in their response. The supporting documentation provided lists all of the data elements that are collected.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 170:

Do all additional collected data elements for any public roads conform to the data elements included in MIRE?

Standard of Evidence:



Provide a list of additional MIRE data elements collected beyond the FDEs. Specify if the data elements are collected for all public roads or State roads only.

Question Rank:
Somewhat Important

Assessor conclusions:

The list of non-FDE Mire Elements was provided indicating those for state only or all roads. A full answer could not be provided as the State is awaiting the new SIMS database/analyst to be implemented at MDT.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 171:

Are all the MIRE Fundamental Data Elements for all public roads documented in the enterprise system's data dictionary?



Standard of Evidence:

Identify, with appropriate citations, the MIRE FDE-related contents of the enterprise system's data dictionary. Specify if the data dictionary applies to all public roads or to State roads only.

Question Rank:
Somewhat Important

Assessor conclusions:

Additional documentation provided in previous question shows FDEs collected on state and other roadways. There are a minimal number not collected. While previous responses indicate there is no enterprise system, the elements are described and have been documented as having been collected.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 172:

Are all additional (non-Fundamental Data Element) MIRE data elements for all public roads documented in the data dictionary?



Standard of Evidence:

Identify, with appropriate citations, the additional (non-FDE) MIRE data elements included in the data dictionary. Specify if the data dictionary applies to all public roads or to State roads only.

Question Rank:
Somewhat Important

Assessor conclusions:

No specific information was provided regarding the inclusion of additional MIRE data elements in the data dictionary. However, the responses to previous questions indicate the documentation of the additional elements.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 173:

Does roadway data imported from local or municipal sources comply with the data dictionary?



Standard of Evidence:

Provide a narrative statement explaining, how and if any roadway data are accepted and included in the statewide roadway database from local or municipal sources. Describe if the data from local or municipal sources meet the data dictionary standards.

Question Rank:
Very Important

Assessor conclusions:

Previous responses indicate that local road data is contained in the State roadway database and/or road log. However, the data may not be submitted directly from the local agencies.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 174:

Is there guidance on how and when to update the data dictionary?



Standard of Evidence:

Provide a narrative explanation of the controls and procedures that ensure the data dictionary is kept up to date.

Question Rank:
Very Important

Assessor conclusions:

The requested narrative describing the procedures by which the data dictionary is maintained was not available. It is likely that this evidence will be addressed by the SIMS database/analyst.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 175:

Are the steps for incorporating new elements into the roadway information system (e.g., a new MIRE element) documented to show the flow of information?



Standard of Evidence:

Provide documentation or a narrative explaining the process for adding new data elements (e.g., a new MIRE element) to the roadway system. Identify who is responsible for each step in the process.

Question Rank:
Very Important

Assessor conclusions:

The evidence provided identifies the changes that take place with the roadway logs and information as new elements are incorporated.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 176:

Are the steps for updating roadway information documented to show the flow of information?



Standard of Evidence:

Provide documentation or a narrative explaining the process for updating data elements in the roadway system. Identify who is responsible for each step in the process.

Question Rank:
Very Important

Assessor conclusions:

The evidence provided describes the steps used for updating roadway information in the State.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 177:

Are the steps for archiving and accessing historical roadway inventory documented?



Standard of Evidence:

Provide documentation or a narrative explaining the process of archiving and accessing historical roadway data. Identify who is responsible for each step in the process.

Question Rank:
Somewhat Important

Assessor conclusions:

The State had a reported that annual copies of the roadway database are archived and accessible. However, a narrative describing this process was not available for review.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 178:

Are the procedures that local agency (e.g., county, MPO, municipality) use to collect, manage, and submit roadway data to the statewide inventory documented?



Standard of Evidence:

Provide documentation or a narrative explaining the local agency procedures for collecting, managing, and submitting data to the State roadway inventory. Identify who is responsible for each step in the process.

Question Rank:
Somewhat Important

Assessor conclusions:

No procedures were provided to describe how local agencies collect, manage, and submit roadway data to the statewide inventory.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 179:

Are local agency procedures for collecting and managing the roadway data compatible with the State's enterprise roadway inventory?



Standard of Evidence:

Provide official documentation or a narrative explanation of the how compatibility between local data systems and the State roadway inventory is achieved. Identify who is responsible for each step in the process.

Question Rank:
Very Important

Assessor conclusions:

It was reported that the local governments do not submit roadway data. All roadway information is collected by the State.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 180:

Are there guidelines for collection of data elements as they are described in the State roadway inventory data dictionary?



Standard of Evidence:

Provide the guidelines and cite an example of data collection pursuant to the data dictionary.

Question Rank:
Very Important

Assessor conclusions:

The State reported that field manuals for data collection are available. The supporting documentation was provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 181:

Are the location coding methodologies for all State roadway information systems compatible?



Standard of Evidence:

Describe the location referencing system and the information systems that use it. If there is more than one location referencing system in use, list each and the associated systems.

Question Rank:
Very Important

Assessor conclusions:

Previous responses to roadway data questions suggest that all the State roadway systems use compatible methodology for location coding. However, no supporting information was provided to ascertain the response.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 182:

Are there interface linkages connecting the State's discrete roadway information systems?



Standard of Evidence:

Provide a narrative that describes the interface links connecting the State's roadway information systems. Provide the result of a single query (e.g., table, view) that includes both roadway features and traffic data for a segment of road.

Question Rank:
Very Important

Assessor conclusions:

It was reported that MDT is currently in the process of implementing the linkages between the State's discrete roadway information systems. However, no supporting narrative was provided to describe this process.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 183:

Are the location coding methodologies for all regional and local roadway systems compatible?



Standard of Evidence:

Provide a narrative describing the location referencing system and the associated regional and local roadway systems. If there is more than one location referencing system in use, list each and the associated regional and local systems.

Question Rank:
Somewhat Important

Assessor conclusions:

Whether the local road agencies submit the road data or the State collects this data it is important to know if the LRM's or LRS are compatible. Although it appears that a degree of compatibility between the location reference systems for State and local road data exist, no supporting documentation was provided. Even if the State collects all local road data (which is not clear) the ability of local safety agencies to use this information in concert with the data in their Records Management Systems is an important consideration.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 184:

Do roadway data systems maintained by regional and local custodians (e.g., MPOs, municipalities) interface with the State enterprise roadway information system?



Standard of Evidence:

Provide a narrative that describes the interface links connecting the regional or local roadway information systems to the State's enterprise roadway information system. Provide the result of a single query (e.g., table, view) that includes both roadway features and traffic data for a local road segment.

Question Rank:
Somewhat Important

Assessor conclusions:

No additional information was provided to ascertain whether or not local road information system can interface with the State's roadway information system.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 185:

Does the State enterprise roadway information system allow MPOs and local transportation agencies on-demand access to data?



Standard of Evidence:

Provide a narrative that describes the system or process that enables localities to query the data system.

Question Rank:
Somewhat Important

Assessor conclusions:

It was reported that the State's enterprise roadway information system does not allow MPOs and local transportation agencies on-demand access to data.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 186:

Do Roadway system data managers regularly produce and analyze data quality reports?



Standard of Evidence:

Provide a sample report and specify the release schedule for the reports.

Question Rank:
Very Important

Assessor conclusions:

It was reported that data quality reports are regularly produced for analysis, however, no sample reports were provided for review.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 187:

Is the overall quality of information in the Roadway system dependent on a formal program of error/edit checking as data is entered into the statewide system?



Standard of Evidence:

Describe the formal program of error/edit checking, to include specific procedures for both automated and manual processes.

Question Rank:
Very Important

Assessor conclusions:

The State reports that there are data entry validation processes in place, however, supporting documentation or a brief narrative describing the process was not available.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 188:

Are there procedures for prioritizing and addressing detected errors?



Standard of Evidence:

Describe the procedures for prioritizing and addressing detected errors in both automated and manual processes. Please specify where these procedures are formally documented.

Question Rank:
Very Important

Assessor conclusions:

It was reported that errors are corrected as they are detected however, there no description was provided for prioritizing and addressing those detected errors through either an automated or manual processes.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 189:

Are there procedures for sharing quality control information with data collectors through individual and agency-level feedback and training?



Standard of Evidence:

Describe all the procedures used for sharing quality control information with data collectors.

Question Rank:
Very Important

Assessor conclusions:

The State reported that current data collectors are trained and attend annual refresher workshops however, there was no evidence presented relating to the procedures used for sharing quality control information. These areas of quality control are very important to assure a level of quality in the various components of the Traffic Records Systems administered at the state level.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 190:

Is there a set of established performance measures for the timeliness of the State enterprise roadway information system?



Standard of Evidence:

Provide the metrics used.

Question Rank:
Very Important

Assessor conclusions:

No performance measures related to the timeliness of the State's enterprise roadway system were provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 191:

Is there a set of established performance measures for the timeliness of the roadway data maintained by regional and local custodians (municipalities, MPOs, etc.)?



Standard of Evidence:

Provide the metrics used.

Question Rank:
Somewhat Important

Assessor conclusions:

It was reported that all roadway data is collected by the State, therefore, no performance measures related to the timeliness of the roadway data maintained by the regional and local custodians were provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 192:

Is there a set of established performance measures for the accuracy of the State enterprise roadway information system?



Standard of Evidence:

Provide the metrics used.

Question Rank:
Very Important

Assessor conclusions:

While it was reported that manual reviews and/or automated validation checks are established, the set of performance measures related to the accuracy of the data were provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 193:

Is there a set of established performance measures for the accuracy of the roadway data maintained by regional and local custodians (municipalities, MPOs, etc.)?



Standard of Evidence:

Provide the metrics used.

Question Rank:

Somewhat Important

Assessor conclusions:

It was reported that all roadway data is collected by the State, therefore, no performance measures related to the accuracy of the roadway data maintained by the regional and local custodians were provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 194:

Is there a set of established performance measures for the completeness of the State enterprise roadway information system?



Standard of Evidence:

Provide the metrics used.

Question Rank:

Very Important

Assessor conclusions:

It was reported that there are validation measures in place but there are no established performance measures for the completeness of the roadway information system.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 195:

Is there a set of established performance measures for the completeness of the roadway data maintained by regional and local custodians (municipalities, MPOs, etc.)?



Standard of Evidence:

Provide the metrics used.

Question Rank:

Somewhat Important

Assessor conclusions:

It was reported that all roadway data is collected by the State, therefore, no performance measures related to the completeness of the roadway data maintained by the regional and local custodians were provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 196:

Is there a set of established performance measures for the uniformity of the State enterprise roadway information system?



Standard of Evidence:

Provide the metrics used.

Question Rank:

Very Important

Assessor conclusions:

While there are data entry validation checks in place, no performance measures related to the uniformity of the State enterprise roadway data were provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 197:

Is there a set of established performance measures for the uniformity of the roadway data maintained by regional and local custodians (municipalities, MPOs, etc.)?



Standard of Evidence:

Provide the metrics used.

Question Rank:

Somewhat Important

Assessor conclusions:

It was reported that all roadway data is collected by the State, therefore, no performance measures related to the uniformity of the roadway data maintained by the regional and local custodians were provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 198:

Is there a set of established performance measures for the accessibility of State enterprise roadway information systems?



Standard of Evidence:

Provide the metrics used.

Question Rank:

Very Important

Assessor conclusions:

It was reported that State policies have been established relating to the accessibility of the State's roadway data however, specific performance measures were not available.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 199:

Is there a set of established performance measures for the accessibility of the roadway data maintained by regional and local custodians (municipalities, MPOs, etc.)?



Standard of Evidence:

Provide the metrics used.

Question Rank:

Somewhat Important

Assessor conclusions:

It was reported that all roadway data is collected by the State, therefore, no performance measures related to the accessibility of the roadway data maintained by the regional and local custodians were provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 200:

Is there a set of established performance measures for the integration of State enterprise roadway information systems and other critical data systems?



Standard of Evidence:

Provide the metrics used.

Question Rank:

Very Important

Assessor conclusions:

The State responded that MDT was in the process of establishing the integration of State enterprise data and other critical systems. No specific performance measures related to integration were identified.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 201:

Is there a set of established performance measures for the integration of the roadway data maintained by regional and local custodians (municipalities, MPOs, etc.) and other critical data systems?



Standard of Evidence:

Provide the metrics used.

Question Rank:
Very Important

Assessor conclusions:

It was reported that all roadway data is collected by the State, therefore, no performance measures related to the integration of the roadway data maintained by the regional and local custodians were provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Citation / Adjudication

Montana does not have a unified court system. This makes it difficult to gain a perspective of traffic related activity and enforcement at a state level. The majority of the courts are using the same vendor throughout the State. This makes the integration and sharing of information between courts easier. The case management system vendor is actively involved with State and National level committees who are responsible for data standards and guidelines. Justice Systems Incorporated is NIEM compliant with all exchanges used within the system and also participates and follows guidelines set forth by the National Center for State Courts. Future planned upgrades in Montana will allow for the courts across the State to use a service bus to share NIEM XML across the systems. Most dispositions are sent to the Motor Vehicle Division electronically. Once disposed, the driver information is available; however any pending violations are not. The Highway Patrol does have a linkage between crash and citation data internally to their department. There is no linkage at a State level between the official crash file for the State and the driver, vehicle and courts files.

There are few linkages between the different systems within the State. While there are some State level systems, the majority of the traffic and adjudication portions are left at a local level. Leveraging standards in place for the majority of the systems and coordinating the accessibility of the data throughout the various systems will allow the State to gain a better perspective of what is available. Subsequently, the State could begin taking steps towards making the data more accessible. The concept of open data sharing throughout the State and local jurisdictions will benefit everyone who uses the traffic data. The local courts will be able to view pending cases throughout the State and make better informed decisions on adjudication. Using the adjudication data in conjunction with other traffic records systems also allows for better analysis to better respond to trends and identify problem areas throughout the State.

Although the State has no formal stand-alone citation tracking system, it does depend heavily on court and DMV records for its data. Unless data from every court that adjudicates traffic violations were to be submitted, it is impossible to ascertain information and metrics on the handling of traffic cases statewide. Sample metrics include: the number of citations that are submitted by law enforcement, but not filed by prosecutors; the amount of plea bargaining that takes place; and whether there are regional variations in conviction rates of serious cases. These are all important aspects of traffic safety data that are not readily accessible from the driver file since that is a repository of convictions, rather than citations. Having a citation tracking system that incorporates the entire life cycle of a citation will allow the State to evaluate the metrics mentioned.

A DUI tracking system is not present in Montana. There is no central repository for tracking a DUI citation from the time it is issued to the disposition. Without the ability to track citations for DUI offenses to this level, it makes it more difficult to determine problem areas not only within the states geographic areas for enforcement and education, but also within adjudicating DUI offenses. When a DUI tracking system is in place across the State, metrics and measures can be monitored more efficiently.

Performance measures are not in place for Montana citation and adjudication systems. With performance measures in place, the State will be able to identify degradation of system





processes. Performance measures also help identify areas of improvement across multiple system interfaces. These measures are meant to assist in decision making, resource allocation and system performance. They are not meant to determine how fast data is received from other sources or evaluate outside agency performance, but to evaluate the internal processes of the specific system and how it may relate to other traffic records systems.

Question 202:

Is there a statewide system that provides real-time information on individuals' driving and criminal histories?



Standard of Evidence:

Provide a narrative description of the statewide system that provides realtime information on individuals' driving and criminal histories.

Question Rank:
Very Important

Assessor conclusions:

Criminal and driver history information is available to law enforcement through the Criminal Justice Information Network and through the law enforcement telecommunications system.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 203:

Do all law enforcement agencies, parole agencies, probation agencies, and courts within the State participate in and have access to a system providing real-time information on individuals driving and criminal histories?



Standard of Evidence:

Name the groups that have real time access and describe the system that these agencies use to access driver or criminal histories, i.e., police dispatch, direct system access, telephone help desk.

Question Rank:
Very Important

Assessor conclusions:

While law enforcement has direct access, other criminal justice agencies (such as courts) may have to depend on other agencies for criminal history and driver history records.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 204:

Is there a statewide authority that assigns unique citation numbers?



Standard of Evidence:

Identify the agency responsible and describe the protocols used to generate and assign unique citation numbers. Provide a copy of the relevant statute or gubernatorial order.

Question Rank:
Very Important

Assessor conclusions:

Montana Department of Justice and Motor Vehicle Division centrally manage citations which are numbered so that they identify the issuing agency and prevent duplicate citation numbers.

Respondents assigned	4	Responses received	2	Response rate	50%
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Question 205:

Are all citation dispositions—both within and outside the judicial branch—tracked by the statewide data system?



Standard of Evidence:

If a statewide data tracking system exists, describe the means by which citation dispositions are transmitted and posted. If the system is the driver history file, note if deferrals or dismissals are posted. If the statewide system is managed through the courts, indicate whether all courts that handle traffic violations report to the same tracking system.

Question Rank:
Somewhat Important

Assessor conclusions:

Montana does not appear to have a statewide citation tracking system, which monitors each citation from printing and issuance to a police agency to court disposition and then to the driver history file. However, citations are entered into the court case management systems (CMS) and deferrals and convictions are sent from the CMS to the driver history file for posting. While this meets the Advisory ideal, it may not account for citations that are written but either not filed with the court or that the prosecutor chooses not accept.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 206:

Are final dispositions (up to and including the resolution of any appeals) posted to the driver data system?



Standard of Evidence:

Provide a flow chart or audit report documenting how all types of dispositions are posted to the driver file.

Question Rank:
Somewhat Important

Assessor conclusions:

Although there is no supporting documentation for this question, responses to a previous question indicated that most dispositions are sent electronically to the MVD to be posted on driver history records.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 207:

Are the courts' case management systems interoperable among all jurisdictions within the State (including local, municipal and State)?



Standard of Evidence:

Provide the number of case management systems in use in the State and detail which are interoperable. Indicate if the state has a unified judicial system and if municipal or other local level courts share the same case management system.

Question Rank:
Very Important

Assessor conclusions:

Due to the structure of its court system, Montana's court case management systems may be inter-operable, but data is not shared between the various courts, even though there are only two systems in use. As such, prior courts cases statewide would be available from the driver history file, if the charges were already disposed. However, pending charges in another court would not be available. If deferrals are not posted and maintained on the driver history, it would be possible for a violator to be convicted of a first violation, even in cases where he has multiple prior offenses of the same charge.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 208:

Is citation and adjudication data used for traffic safety analysis to identify problem locations, areas, problem drivers, and issues related to the issuance of citations, prosecution of offenders, and adjudication of cases by courts?



Standard of Evidence:

Provide an example analysis and describe the policy or enforcement actions taken as a result.

Question Rank:
Very Important

Assessor conclusions:

Analytical study of citation and adjudication data is limited to DUI task forces. Much broader use of such data could help law enforcement develop countermeasures for other violations, such as speeding, particularly when combined with crash data. Other opportunities for use of citation/adjudication data include the analysis of any differentiation of adjudication regionally or by court or individual judge.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 209:

Do the appropriate components of the citation and adjudication systems adhere to the National Crime Information Center (NCIC) data guidelines?



Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the NCIC guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Less Important

Assessor conclusions:

The State adheres to NCIC guidelines.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 210:

Do the appropriate portions of the citation and adjudication systems adhere to the Uniform Crime Reporting (UCR) Program guidelines?



Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the UCR program guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

Montana Board of Crime Control receives 63 incident crime data elements that are forwarded onto the FBI, that is assimilated into the UCR

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 211:

Do the appropriate portions of the citation and adjudication systems adhere to the National Incident-Based Reporting System (NIBRS) guidelines?



Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the NIBRS guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

It was reported that Montana adheres to the National Incident-Based Reporting System guidelines but no evidence was provided.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 212:

Do the appropriate portions of the citation and adjudication systems adhere to the National Law Enforcement Telecommunications System (NLETS) guidelines?



Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the NLETS guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

The National Law Enforcement Telecommunications System requires testing and compliance prior to allowing use of the system. The State uses NLETS, which indicates compliance has been met.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 213:

Do the appropriate portions of the citation and adjudication systems adhere to the National Law Enforcement Information Network (LEIN) guidelines?



Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the LEIN guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

It is unknown from the respondents whether or not the state adheres to LEIN.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 214:

Do the appropriate portions of the citation and adjudication systems adhere to the Functional Requirement Standards for Traffic Court Case Management?



Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the Functional Requirement Standards for Traffic Court Case Management. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

The standards are put out by a joint technology committee of COSCA/NACM, both of which the CMS vendor is in affiliation. The courts CMS vendor maintains professional industry affiliations and is committed to the trends, standards, and technologies that drive the justice system industry.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 215:

Do the appropriate portions of the citation and adjudication systems adhere to the NIEM Justice domain guidelines?



Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to the NIEM Justice domain guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

Current data exchanges from the Court's case management system are NIEM compliant. Because of the importance of integration and information sharing the vendor strives to be NIEM compliant. A core component of a future case management system refresh will include an Enterprise Services Bus which is designed specifically to support NIEM-conformant XML message formats.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 216:

Does the State use the National Center for State Courts guidelines for court records?



Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to NCSC guidelines for court records. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

Justice Systems Incorporated, the vendor for the FullCourt case management system is actively involved with the the National Center for State Courts.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 217:

Does the State use the Global Justice Reference Architecture (GRA)?



Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to GRA guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

There has been no information provided about Global Justice Reference Architecture.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 218:

Does the State have an impaired driving data tracking system that meets the specifications of NHTSA's Model Impaired Driving Records Information System (MIDRIS)?



Standard of Evidence:

Provide a narrative statement detailing the systems and their adherence to MIDRIS guidelines. If not, specify if a comparable guideline is being used.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reports that it does not have a DUI tracking system that meets the Model Impaired Driving Record Information System standards.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 219:

Does the citation system have a data dictionary?



Standard of Evidence:

Provide the data dictionary for the Statewide citation tracking system if one exists. If not, provide the data dictionary for the most widely used court case management system.

Question Rank:
Very Important

Assessor conclusions:

Although the State has no formal stand-alone citation tracking system, it does depend heavily on court and DMV records for its data. However, unless data from every court that adjudicates traffic violations were to be aggregated, it remains impossible to ascertain important facts about the handling of traffic cases statewide, such as the number of citations that are submitted by law enforcement, but not filed by prosecutors; the amount of plea bargaining that takes place; and whether there are regional variations in handling/conviction rates of serious cases, particularly impaired driving cases. These are all important aspects of traffic safety data that are not readily accessible from the driver file, due to its structure and the fact that it is a repository of convictions, rather than citations.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 220:

Do the citation data dictionaries clearly define all data fields?



Standard of Evidence:

If a statewide citation tracking system exists, does its data dictionary clearly define all data fields. If there are two or more repositories of citation data, provide data dictionaries for the two largest. NOTE: This response does not require data dictionaries from individual law enforcement agencies that track their own citations--it refers to a statewide system or one used by multiple agencies.

Question Rank:
Very Important

Assessor conclusions:

There is no statewide citation tracking system in Montana and thus no data dictionary is available.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 221:

Are the citation system data dictionaries up to date and consistent with the field data collection manual, training materials, coding manuals, and corresponding reports?



Standard of Evidence:

Provide a narrative describing the process—including timelines and the summary of changes—used to ensure uniformity in the field data collection manuals, training materials, coding manuals, and corresponding reports.

Question Rank:
Very Important

Assessor conclusions:

No data dictionary for a citation system was provided since there is no central citation tracking system in the State.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 222:

Do the citation data dictionaries indicate the data fields that are populated through interface linkages with other traffic records system components?



Standard of Evidence:

Provide a list of data fields from populated through interface linkages with other traffic records system components.

Question Rank:
Very Important

Assessor conclusions:

No data dictionary was provided. The State response indicates that some law enforcement officers are able to copy and paste information from driver or vehicle record inquiries on mobile data terminals into the citations. However, there is no direct interface or link.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 223:

Do the courts' case management system data dictionaries provide a definition for each data field?



Standard of Evidence:

Provide a list of Case Management Systems used by both State and local level courts and note if a data dictionary is available for each one. Provide a data dictionary for one state, one county/district, and one local (municipal) court if they do not use the same case management systems.

Question Rank:
Very Important

Assessor conclusions:

Each field in the data dictionary is defined as well as allowed entries.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 224:

Do the courts' case management system data dictionaries clearly define all data fields?



Standard of Evidence:

Use the data dictionaries provided in response to Question 223.

Question Rank:
Somewhat Important

Assessor conclusions:

The data dictionary that was supplied in the previous question had all data fields defined

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 225:

Do the courts' case management system data dictionaries indicate the data fields populated through interface linkages with other traffic records system components?



Standard of Evidence:

Provide a list of data fields from populated through interface linkages with other traffic records system components.

Question Rank:
Somewhat Important

Assessor conclusions:

The data dictionary does not specify which fields may be populated through linkages to other traffic records system databases. There are linkages between the DMV files and court files, for posting of convictions, and for correcting previous submissions.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 226:

Do the prosecutors' information systems have data dictionaries?



Standard of Evidence:

Provide a data dictionary for the State prosecutors' office (State level courts that handle the most traffic violations). Indicate whether local prosecutors (cities, counties) have one or numerous types of data systems.

Question Rank:
Somewhat Important

Assessor conclusions:

Data dictionaries for prosecutors' case management systems were not provided and it was reported that the prosecutors' offices use a variety of software for this purpose.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 227:

Can the State track citations from point of issuance to posting on the driver file?



Standard of Evidence:

Provide a flow diagram documenting citation lifecycle process that identifies key stakeholders. Ensure that alternative flows are included (e.g., manual and electronic submission).

Question Rank:
Very Important

Assessor conclusions:

Although no documentation was provided for this question, it appears from previous responses that tracking would be possible for citations in various parts of its lifecycle.

Respondents assigned	4	Responses received	2	Response rate	50%
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Question 228:

Does the State measure compliance with the process outlined in the citation lifecycle flow chart?



Standard of Evidence:

Provide a narrative describing how the State measures compliance with the citation lifecycle process specified in the flow chart. If there are official guidance documents, provide them.

Question Rank:
Somewhat Important

Assessor conclusions:

No information was provided related to the State's processes used during a citation's lifecycle.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 229:

Is the State able to track DUI citations?

Standard of Evidence:

Provide a flow chart that documents the criminal and administrative DUI processes, identifies all key stakeholders, and includes disposition per the criminal and administrative charges.

Assessor conclusions:

The courts track criminal charges but there is no evidence that there is any link between the criminal and administrative processes in the state. In the absence of a formal DUI Tracking System, tracking and linking DUI criminal and administrative per se charges provides an avenue for ensuring that all charges are being presented to the state and to the courts and are being adjudicated.



Question Rank:
Very Important

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 230:

Does the DUI tracking system include BAC and any drug testing results?

Standard of Evidence:

If no statewide DUI tracking system is in place, indicate whether the driver history record contains the BAC test results.

Assessor conclusions:

The response seems to indicate that the decision to enter the BAC is left up to the judges with the exception of the Highway Patrol. They enter it through their system and it gets sent to the court. However, it does not appear there is a DUI tracking system.



Question Rank:
Very Important

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 231:

Does the State have a system for tracking administrative driver penalties and sanctions?



Standard of Evidence:

Provide a narrative describing the protocol for reporting (posting) the penalty and/or sanction to the driver and/or vehicle file.

Question Rank:
Very Important

Assessor conclusions:

The Motor Vehicle Division does have a system for tracking administrative driver penalties and sanctions. There is documentation provided which includes information regarding the process, fields and information captured.

Respondents assigned	4	Responses received	2	Response rate	50%
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Question 232:

Does the State have a system for tracking traffic citations for juvenile offenders?



Standard of Evidence:

Provide a flow chart that documents the processing of juvenile offenders' traffic citations, specifying any charges or circumstances that cause juveniles to be processed as adult offenders.

Question Rank:
Very Important

Assessor conclusions:

The State responses indicate that citations for juvenile offenders are not tracked separately, but are adjudicated in courts of limited jurisdiction. For those cases that are adjudicated and sent to the DMV for driver history posting, it would be possible to collect such data for drivers based on their ages; however, this would be a subset of the entire juvenile citations issued -- only those resulting in convictions.

Respondents assigned	4	Responses received	2	Response rate	50%
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Question 233:

Does the State distinguish between the administrative handling of court payments in lieu of court appearances (mail-ins) and court appearances?



Standard of Evidence:

Provide a flow chart documenting the processing of administrative handling of court payments (mail-ins).

Question Rank:
Somewhat Important

Assessor conclusions:

The State reports that it does not differentiate between appearances and administrative payment of citations.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 234:

Does the State track deferral and dismissal of citations?



Standard of Evidence:

Provide a flow chart documenting the deferral and the dismissal of citations.

Question Rank:
Somewhat Important

Assessor conclusions:

The court case management tracks deferral and dismissal of charges. It is not clear if aggregate information regarding these practices is available.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 235:

Are there State and/or local criteria for deferring or dismissing traffic citations and charges?



Standard of Evidence:

Provide the criteria for deferring or dismissing traffic citations and charges.

Question Rank:
Somewhat Important

Assessor conclusions:

Individual prosecutors and judges have authority and discretion to defer or dismiss charges. There are no standard criteria used throughout the State

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 236:

If the State purges its records, are the timing conditions and procedures documented?



Standard of Evidence:

Provide a narrative documenting whether or not the State purges records. If so, list the types of records the State purges and provide the criteria for doing so.

Question Rank:
Somewhat Important

Assessor conclusions:

Courts do not purge records in the State. There is a retention schedule for cases attached explaining all case types and retention periods.

Respondents assigned	4	Responses received	2	Response rate	50%
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Question 237:

Are the security protocols governing data access, modification, and release officially documented?



Standard of Evidence:

Provide the official security protocols governing data access, modification, and release.

Question Rank:
Somewhat Important

Assessor conclusions:

Currently the Office of the Court Administrator does not have documented security policies governing data access, modification, and release of information; however, Courts do not provide access to their data since no release in the aggregate is allowed.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 238:

Is citation data linked with the driver system to collect driver information, to carry out administrative actions (e.g., suspension, revocation, cancellation, interlock) and determine the applicable charges?



Standard of Evidence:

Describe how citation, adjudication and driver data are linked and by what means administrative actions are carried out or posted using these linkages.

Question Rank:
Very Important

Assessor conclusions:

No linkages exist between driver and citation data.

Respondents assigned	4	Responses received	2	Response rate	50%
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Question 239:

Is adjudication data linked with the driver system to collect certified driver records and administrative actions (e.g., suspension, revocation, cancellation, interlock) to determine the applicable charges and to post the dispositions to the driver file?



Standard of Evidence:

Provide the results of a sample query and describe how the linked information is used to collect certified driver records and administrative charges and to post dispositions to the driver file.

Question Rank:
Very Important

Assessor conclusions:

The response indicated that pre-conviction adjudication data is not linked with driver data. Driver history records are provided to courts upon request. Officers do have access to the driver history to make decisions on applicable charges, but it does not appear the court has the linkage.

Respondents assigned	4	Responses received	2	Response rate	50%
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Question 240:

Is citation data linked with the vehicle file to collect vehicle information and carry out administrative actions (e.g., vehicle seizure, forfeiture, interlock)?



Standard of Evidence:

Provide the results of a sample query and describe how the linked information is used to collect vehicle information and carry out administrative actions.

Question Rank:
Somewhat Important

Assessor conclusions:

The courts indicate that they do not link with the vehicle file to post administrative vehicle sanctions based on certain traffic convictions.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 241:

Is adjudication data linked with the vehicle file to collect vehicle information and carry out administrative actions (e.g., vehicle seizure, forfeiture, interlock mandates and supervision)?



Standard of Evidence:

Provide the results of a sample query and describe how the linked information is used to collect vehicle information and carry out administrative actions.

Question Rank:
Somewhat Important

Assessor conclusions:

Vehicle information is not used except for insurance verification purposes.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 242:

Is citation data linked with the crash file to document violations and charges related to the crash?



Standard of Evidence:

Provide the results of a sample query and describe how the linked information is used to document violations and charges related to the crash.

Question Rank:

Somewhat Important

Assessor conclusions:

The Highway patrol's citation and crash data are linked. However, the official state crash file and the driver and courts files are not linked at this time, although a plan for such linkage is part of a system upgrade of the driver control files. The citation number entered on the crash report would allow the citation information to be linked.

Respondents assigned	4	Responses received	3	Response rate	75%
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Question 243:

Is adjudication data linked with the crash file to document violations and charges related to the crash?



Standard of Evidence:

Provide the results of a sample query and describe how the linked information is used to document violations and charges related to the crash.

Question Rank:

Somewhat Important

Assessor conclusions:

There is no evidence given to indicate there is adjudication data linked with the crash data.

Respondents assigned	3	Responses received	3	Response rate	100%
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Question 244:

Is there a set of established performance measures for the timeliness of the citation systems?



Standard of Evidence:

If there is a statewide citation tracking system in the State, provide timeliness measures used. If there are two or more centralized citation tracking systems, provide timeliness measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

While the response indicates that transmittal of citations to courts is timely, no performance measure has been developed. The current timelines could be the basis for a performance measure of the amount of time from citation issuance until it is available in the court case management system.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 245:

Is there a set of established performance measures for the accuracy of the citation systems?



Standard of Evidence:

Provide accuracy measures for the statewide citation tracking system. If there are several citation tracking systems, provide accuracy measures for one of them.

Question Rank:
Very Important

Assessor conclusions:

The response indicates that no accuracy measures are in place. While edits are in place in the electronic system, a more definitive measure of accuracy should be developed and reported over the long term. While edits are effective in reducing errors, they do not prevent all incorrect data from being entered into the system.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 246:

Is there a set of established performance measures for the completeness of the citation systems?



Standard of Evidence:

Provide completeness measures for the statewide citation tracking system. If there are several citation tracking systems, provide completeness measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

The State appears to rely on embedded edits for assurance of citation completeness in the electronic system. However, no formal performance measures have been developed.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 247:

Is there a set of established performance measures for the uniformity of the citation systems?



Standard of Evidence:

Provide uniformity measures for the statewide citation tracking system. If there are several citation tracking systems, provide uniformity measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

No performance measures have been established to measure the uniformity of the citation data systems.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 248:

Is there a set of established performance measures for the integration of the citation systems?



Standard of Evidence:

Provide integration measures for the statewide citation tracking system. If there are several citation tracking systems, provide integration measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

Montana has no performance measures related to system integration.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 249:

Is there a set of established performance measures for the accessibility of the citation systems?



Standard of Evidence:

Provide accessibility measures for the statewide citation tracking system. If there are several citation tracking systems, provide accessibility measures for one of them.

Question Rank:
Less Important

Assessor conclusions:

The State reported no accessibility performance measures.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 250:

Is there a set of established performance measures for the timeliness of the adjudication systems?



Standard of Evidence:

Provide timeliness measures for the statewide adjudication tracking system. If there are several adjudication tracking systems, provide timeliness measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

The response indicates that timeliness is based on statute of limitations. For purposes of gauging the effectiveness of traffic safety data in the state, timeliness measures should reflect a goal of best possible scenario, rather than worst. Timeliness measures could be something like: Average time from citation entry into the case management system until disposition. Continuous review of those numbers is helpful to note where caseloads are becoming untenable or where efficiencies in the court processes have improved services. Such tracking allows management, the citizenry, the legislature and the budget staff to determine when changes need to be made, staff needs to be added, technology needs to be upgraded, or processes have been successfully improved, etc.

Performance measures are used to gauge the effectiveness and efficiency of one's own system, not to set the bar for other agencies which impact the flow of data through the system. Such measures would help the courts determine, at the least, where performance is improving or degrading, providing the opportunity to seek ways to continue success or to mitigate regression.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 251:

Is there a set of established performance measures for the accuracy of the adjudication systems?



Standard of Evidence:

Provide accuracy measures for the statewide adjudication tracking system. If there are several adjudication tracking systems, provide accuracy measures for one of them.

Question Rank:
Very Important

Assessor conclusions:

There is a routine error report that is passed back to the courts from the DMV to ensure the information that was sent to the driver file is accurate. This may not be a performance measure that is quantitative, but does check for accuracy and allows information to be updated. Since errors are currently tracked related to DMV and Court transmissions, this would be a great place to develop a measure to check for ways to reduce errors and find solutions.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 252:

Is there a set of established performance measures for the completeness of the adjudication systems?



Standard of Evidence:

Provide completeness measures for the statewide adjudication tracking system. If there are several adjudication tracking systems, provide completeness measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

There is no measurement of the completeness of the data. There are required data elements entered, but no performance measures in place. There also isn't any tracking of missing citations from the law enforcement either to ensure all data is received.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 253:

Is there a set of established performance measures for the integration of the adjudication systems?



Standard of Evidence:

Provide integration measures for the statewide adjudication tracking system. If there are several adjudication tracking systems, provide integration measures for one of them.

Question Rank:
Somewhat Important

Assessor conclusions:

Performance measures are meant to help data managers determine the health of their own data systems, as well as to notify of decline or degradation in areas of accuracy or completeness, etc. For a traffic records system, which includes records from the driver and vehicle data systems, the crash and roadway data systems, and the citation/adjudication and injury surveillance systems, it is important to measure the number of these other core data systems with which the adjudication database is integrated. For example, if the citation data and the crash data are integrated, by examining the location and causes of crashes (speed, DUI, etc.), then applying targeted enforcement to those locations and later comparing the number of crashes related to speeding or DUI, it is possible to gauge the impact or effectiveness of the enforcement countermeasures.

Respondents assigned	3	Responses received	1	Response rate	33.3%
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Question 254:

In States that have an agency responsible for issuing unique citation numbers, is information on intermediate dispositions (e.g., deferrals, dismissals) captured?



Standard of Evidence:

Provide documentation detailing the numbers of citations issued from the 10 largest law enforcement agencies and the number of dispositions for those citations that are in the driver file over a three month period.

Question Rank:
Very Important

Assessor conclusions:

The response does not indicate that citation numbers within the State are unique and no information regarding intermediate dispositions was provided.

Respondents assigned	3	Responses received	2	Response rate	66.7%
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Question 255:

Do the State's DUI tracking systems have additional quality control procedures to ensure the accuracy and timeliness of the data?



Standard of Evidence:

Provide a narrative description of the additional quality control measures for the DUI tracking systems and specify which systems use which measures.

Question Rank:

Somewhat Important

Assessor conclusions:

The State reportedly does not have a DUI tracking system in place.

Respondents assigned	4	Responses received	2	Response rate	50%
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EMS / Injury Surveillance

Montana's Injury Surveillance System includes access to all data components which include a pre-hospital data collection system, a statewide trauma registry, emergency department and hospital discharge databases, and a vital records system. Collection and management of this data primarily resides within each respective agency. These include the direct management of EMS and trauma records by the Montana EMS & Trauma Systems, Department of Public Health and Human Services (DPHHS). The medical record data (hospital discharge and emergency department) are collected by the Montana Hospital Association (MHA) and transmitted to the State. And the vital records component is managed by the Montana Office of Vital Statistics (OVS). Through mutual agreements and dedicated focus among these data owners, there presently exists the capability to access and use these resources for system improvement.

The Montana EMS & Trauma Systems maintains all patient care reports from EMS agencies that are licensed to operate in the State and is compliant with version 2.0 of the National EMS Information System (NEMSIS). There are procedures and processes in place for the submission of required elements to the national NEMSIS data system. At this time, data accuracy and completeness are linked directly to the NEMSIS schema under data submission standards and are controlled primarily on record input. Although they do not currently conduct quality data checks or generate regular summary reports, the State is planning an upgrade to the system through the NEMSIS 3.x platform for implementation in the future. The State anticipates that with this implementation, guidelines and policy for data access will be developed accordingly. Specific focus will be on valid data sharing with all data requestors while maintaining appropriate patient and service confidentiality.

DPHHS has a memorandum of agreement with the MHA to receive a subset of hospital discharge data elements which are based on the Uniform Billing 2004 form (UB-04). Hospital data, including hospital discharge and emergency department records, does not contain individual identifiers so that hospital discharges cannot be linked directly to other data sets, and the data cannot be de-duplicated if individuals are admitted more than once during a time interval of interest. Data quality checks are conducted at the hospital level before submission to the State. The hospital data has a formal request means and results of shared access were shown to support ISS improvement initiatives in the past.

The Montana trauma registry is also maintained by the DPHHS, EMS & Trauma Services. The trauma registry utilizes the National Trauma Data Bank (NTDB) standard and as such has AIS, ISS and numerous other fields relevant to studies of motor vehicle crashes that can be reported upon. All hospitals utilize the same software package, a nationally recognized registry vendor (Digital Innovations, "Collector"), which includes a series of data checks and validation rules as specified under the NTDB standard. Trauma registry data is accessed solely by the EMS & Trauma System personnel and has statutory protection which permits only the production of aggregate summaries publicly. Feedback is discussed in bi-annual trauma registrar meetings and education directed towards registrars is provided as needed.

The vital records system is comprised of death records collected by the DPHHS' Office of Vital Statistics and contains a "Multiple Cause of Death" section. This data is provided to researchers





according to the guidelines of Montana statutory law (MCA 50-15-122). The OVS has stored electronic data abstracted from death certificates since 1954. Researchers, in order to obtain access to these records, must obtain a written and approved research agreement with the Health Policy and Safety Division (PHSD) that prohibits, under any circumstances, release of information identifying persons or institutions other than those provided for in the formal agreement. Death certificate data is submitted electronically into the state repository and is cleaned at that level. Frequent reports allow for data validation and cleaning upon upload.

The Montana Injury Surveillance System contains all of the components recommended in the Advisory and is upgrading the EMS data collection and maintenance processes. Montana has several opportunities to enhance the Injury Surveillance System. Those include the development of performance measures, the incorporation of State level data quality checks, and integration of data systems. There are no clear performance measures for any of the six metrics (accessibility, accuracy, completeness, integration, timeliness, uniformity). Performance measures are goals against which the data system may be evaluated and progress noted. Without performance measures, it is not possible to accurately assess the system and implement changes for improvement.

State level data quality checks rely upon the adherence to national standards. While this is an important first step in the assurance that quality data is managed and maintained, the incorporation of specific State-level audit means would be an important secondary step. Incorporating such checks and oversight into the EMS and hospital records systems will increase the internal consistency of those files beyond just file size and variable mapping metrics. State-level oversight is a valuable component of a successful data collection system.

The State is limited in the integration of hospital data (hospital discharge, emergency department) because no direct patient record identifiers are currently available. Reliance upon probabilistic matching would be the first option for integration with the trauma registry and other components of the traffic records system, especially the crash database.

Injury data is a vital piece of a State traffic records system and provides post-crash outcome information that no other system component contains. Incorporating the human outcomes and costs of crashes will enhance problem identification, program evaluation, resource allocation, and legislative efforts. In order to prevent crashes, injuries, and fatalities, one must understand the nature of all three.





Question 256:

Does the injury surveillance system include EMS data?



Standard of Evidence:

Provide a sample report using EMS data.

Question Rank:
Very Important

Assessor conclusions:

The State reported that the injury surveillance system does include EMS data, but a sample report supporting this as evidence was not provided. It should be noted that the MONTANA TRSP ANNUAL ELEMENT: 2013 report references the capability of producing EMS related reports (page 14).

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 257:

Does the injury surveillance system include emergency department (ED) data?



Standard of Evidence:

Provide a sample report using emergency department data.

Question Rank:
Very Important

Assessor conclusions:

The State reported that it has only recently been able to obtain ED data from the Montana Hospital Association. As a result they are unable to provide a sample report using ED data. It appears they have access to the data and could be able to fully meet the Advisory ideal in the near future.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 258:

Does the injury surveillance system include hospital discharge data?



Standard of Evidence:

Provide a sample report using hospital discharge data.

Question Rank:
Very Important

Assessor conclusions:

The State reported that the injury surveillance system includes hospital data, and this is confirmed by supporting evidence ("Motorcycle crashes in Montana" report and the MVC tables in "The Burden of Injury report").

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 259:

Does the injury surveillance system include trauma registry data?



Standard of Evidence:

Provide a sample report using trauma registry data.

Question Rank:
Very Important

Assessor conclusions:

The State reported that the injury surveillance system includes trauma registry data, and this is confirmed by supporting evidence ("Motorcycle crashes in Montana" report).

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 260:

Does the injury surveillance system include rehabilitation data?



Standard of Evidence:

Provide a sample report using rehabilitation data.

Question Rank:
Very Important

Assessor conclusions:

The State's injury surveillance system does not include rehabilitation data.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 261:

Does the injury surveillance system include vital records data?



Standard of Evidence:

Provide a sample report using vital records data.

Question Rank:
Very Important

Assessor conclusions:

Vital records data is included as part of the State's injury surveillance system, this is confirmed by the submitted supporting evidence ("Poisoning Deaths" report).

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 262:

Does the injury surveillance system include other data?



Standard of Evidence:

List any other databases or sources included in the injury surveillance system and provide a sample report using data from each of these sources. Additional data resources may include medical examiner reports, payer-related databases, traumatic brain injury registry, and spinal cord injury registry.

Question Rank:
Very Important

Assessor conclusions:

The State reported that the injury surveillance system does not include other data system(s).

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 263:

Does the EMS system track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the State?



Standard of Evidence:

Provide the most recent motor vehicle-related incident counts for the EMS system, any injury severity categorizations applied, and the provider's primary impression (if applicable).

Question Rank:
Very Important

Assessor conclusions:

The State reported having NEMSIS-complaint EMS software. The State also indicates that the EMS system is not currently being used to report on motor vehicle crashes, but that reports will be developed in the near future. At present, no required supporting evidence was provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 264:

Does the emergency department data track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the State?



Standard of Evidence:

Provide the most recent motor vehicle-related incident counts for the emergency department data, any injury severity categorizations applied (e.g., Abbreviated Injury Score, Injury Severity Scale), and principal diagnosis.

Question Rank:
Very Important

Assessor conclusions:

The State reported that access to Emergency Department data has recently been obtained, but at the present time no reports are available.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 265:

Does the hospital discharge data track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the State?



Standard of Evidence:

Provide the most recent motor vehicle-related incident counts for the hospital discharge data, any injury severity categorizations applied (e.g., Abbreviated Injury Score, Injury Severity Scale), and principal diagnosis.

Question Rank:
Very Important

Assessor conclusions:

The State indicated that the hospital data is useful for tracking MVC frequency of injuries, but less useful for tracking severity and nature of injury due to reporting limitations of E-codes. However, no supporting evidence was submitted.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 266:

Does the trauma registry data track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the State?



Standard of Evidence:

Provide the most recent motor vehicle-related incident counts for the trauma registry data, any injury severity categorizations applied (e.g., Abbreviated Injury Score, Injury Severity Scale), and principal diagnosis.

Question Rank:
Very Important

Assessor conclusions:

The State reported having the capability to produce reports on traffic crash-related trauma through a national recognized registry (Digital Innovations "Collector") which incorporates the National Trauma Data Bank standard and fields. As such they would have the capability to produce reports on traffic crashes. However, no supporting evidence was submitted.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 267:

Does the vital records data track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the State?



Standard of Evidence:

Provide the most recent motor vehicle-related incident counts from the vital records data and the cause of death.

Question Rank:
Very Important

Assessor conclusions:

Vital records death data is not used to track injuries resulting in deaths due to MVCs.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 268:

Is the EMS data available for analysis and used to identify problems, evaluate programs, and allocate resources?



Standard of Evidence:

Provide a sample report or narrative description of a highway safety project that utilized EMS data to identify a problem, evaluate a program, or allocate resources.

Question Rank:
Very Important

Assessor conclusions:

The State reported that at this time the EMS data is not being used for problem identification, program evaluation, or resource allocation. The reason for this is that access to the EMS data is limited (not all services are submitting) and completeness and validity testing must be done to ensure data quality.

While the State narrative indicates the potential for the submission of a sample report, none was submitted at this time.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 269:

Is the emergency department data available for analysis and used to identify problems, evaluate programs, and allocate resources?



Standard of Evidence:

Provide a sample report or narrative description of a highway safety project that utilized emergency department data to identify a problem, evaluate a program, or allocate resources.

Question Rank:
Very Important

Assessor conclusions:

The State appears to be using the ED data for problem identification and priority-setting based upon narrative submission for CHSP strategy development and planning. It should be noted that the database is relatively new and remains incomplete. Additionally, no specific example was provided as evidence.

Respondents assigned	2	Responses received	2	Response rate	100%
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Question 270:

Is the hospital discharge data available for analysis and used to identify problems, evaluate programs, and allocate resources?



Standard of Evidence:

Provide a sample report or narrative description of a highway safety project that utilized hospital discharge data to identify a problem, evaluate a program, or allocate resources.

Question Rank:
Very Important

Assessor conclusions:

The State reported that the hospital discharge data is available for analysis and used. This is confirmed by the submitted supporting evidence ("Motorcycle Crashes in Montana" and "Burden of Injury").

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 271:

Is the trauma registry data available for analysis and used to identify problems, evaluate programs, and allocate resources?



Standard of Evidence:

Provide a sample report or narrative description of a highway safety project that utilized trauma registry data to identify a problem, evaluate a program, or allocate resources.

Question Rank:
Very Important

Assessor conclusions:

The State provided evidence that trauma registry data is used for problem identification with "White Crosses", 2003 report. A recommendation for a more current demonstration can be made.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 272:

Is the vital records data available for analysis and used to identify problems, evaluate programs, and allocate resources?



Standard of Evidence:

Provide a sample report or narrative description of a highway safety project that utilized vital records data to identify a problem, evaluate a program, or allocate resources (e.g., research in support of helmet or GDL legislation).

Question Rank:
Very Important

Assessor conclusions:

The State provided evidence that vital records data is used for problem identification with the submission of the "The Work-Related Injury in Montana, Fall 2010" report.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 273:

Does the State have a NEMSIS-compliant statewide database?



Standard of Evidence:

Demonstrate submission to the nationwide NEMSIS database and provide any relevant State statutes or regulations. If not compliant, provide narrative detailing the State's efforts to achieve NEMSIS compliance.

Question Rank:
Very Important

Assessor conclusions:

The State reported that all EMS providers are required to report the minimum NEMSIS data elements to the State via State-provided software or third-party software on a quarterly basis. Patient care report data is being reported to the national database (NEMSIS). A link to the legislation governing the submission of those NEMSIS data elements to the State was provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 274:

Does the State's emergency department and hospital discharge data conform to the most recent uniform billing standard?



Standard of Evidence:

Provide the data dictionaries for both the emergency department and hospital discharge data as appropriate as well as any relevant State statutes or regulations.

Question Rank:
Very Important

Assessor conclusions:

The State's emergency department and hospital discharge data conform to the Uniform Billing - 2004 standard as stated in the MT Data Dictionary for Hospital Discharge Data. However, no supporting evidence was submitted under question response.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 275:

Does the State's trauma registry database adhere to the National Trauma Data Standards?



Standard of Evidence:

Provide the trauma registry data dictionary and any relevant State statutes or regulations.

Question Rank:
Very Important

Assessor conclusions:

The State reported that the trauma registry database conforms to the NTDS and provided a reference to the Administrative Rule governing trauma registry data collection.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 276:

Are Abbreviated Injury Scale (AIS) and Injury Severity Scores (ISS) derived from the State emergency department and hospital discharge data for motor vehicle crash patients?



Standard of Evidence:

Provide a distribution of AIS and ISS scores for the most recent year available.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that AIS and ISS are not derived from ED and hospital discharge data, and as such, the required data elements are unavailable.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 277:

Are Abbreviated Injury Scale (AIS) and Injury Severity Scores (ISS) derived from the State trauma registry for motor vehicle crash patients?



Standard of Evidence:

Provide a distribution of AIS and ISS scores for the most recent year available.

Question Rank:
Very Important

Assessor conclusions:

The State reported that AIS and ISS are included on the State trauma registry for motor vehicle crash patients. However, the required supporting evidence was not provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 278:

Does the State EMS database collect the Glasgow Coma Scale (GCS) data for motor vehicle crash patients?



Standard of Evidence:

Provide a distribution of GCS scores for motor vehicle crash patients for the most recent year available.

Question Rank:
Less Important

Assessor conclusions:

The State indicated that there is a field on the patient care form for the documentation of Glasgow Coma Scale (GCS) for injured persons. However, the completion of the GCS for injured persons is not required at the national level so a score may not be assigned. Any reports utilizing the GCS will be limited in usefulness. Additionally, no report was provided as evidence regardless of completeness of GCS.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 279:

Does the State trauma registry collect the Glasgow Coma Scale (GCS) data for motor vehicle crash patients?



Standard of Evidence:

Provide a distribution of GCS scores for motor vehicle crash patients for the most recent year available.

Question Rank:
Less Important

Assessor conclusions:

The State reported that Glasgow Coma Scale is collected on the trauma registry for motor vehicle crash patients. However, the required supporting evidence was not provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 280:

Are there State privacy and confidentiality laws that supersede HIPAA?



Standard of Evidence:

Provide the applicable State laws and describe how they are interpreted—including the identification of situations that may impede data sharing within the State and among public health authorities.

Question Rank:
Very Important

Assessor conclusions:

The State provided the Montana Code that protects the trauma registry data and is more stringent than the protections under HIPAA. However, the submitted response only addresses the trauma registry.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 281:

Does the EMS system have a formal data dictionary?



Standard of Evidence:

Provide the data dictionary including, at a minimum, the variable names and definitions.

Question Rank:
Very Important

Assessor conclusions:

The State indicated that the NEMSIS 2.2.1 data dictionary serves as their data dictionary. However, no required documentation was submitted in support of evidence. In final review the Advisory considered adherence to the NEMSIS existing standard to be an acceptable response.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 282:

Does the EMS system have formal documentation that provides a summary dataset—characteristics, values, limitations and exceptions, whether submitted or user created—and how it is collected, managed, and maintained?



Standard of Evidence:

Provide a user's manual or other form of documentation of the EMS data collection system. Such documentation should include a list of the dataset's variables and a description of how the data is collected, managed and maintained.

Question Rank:
Very Important

Assessor conclusions:

The formal documentation referenced by the State is exactly the information found on the NEMSIS website. The State did not address how the data is collected, (State-owned software and/or third party software) the collection means (web based or local client) or managed (dedicated State personnel or contractors) or maintained (by vendor or state).

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 283:

Does the emergency department dataset have a formal data dictionary?



Standard of Evidence:

Provide the data dictionary including, at a minimum, the variable names and definitions.

Question Rank:
Very Important

Assessor conclusions:

The State submitted a copy of the MONTANA HOSPITAL DISCHARGE DATA SYSTEM as evidence. This data dictionary addresses both inpatient (admissions) and emergency department visit (encounters) records for respective variable names and definitions.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 284:

Does the emergency department dataset have formal documentation that provides a summary dataset—characteristics, values, limitations and exceptions, whether submitted or user created—and how it is collected, managed, and maintained?



Standard of Evidence:

Provide the documentation.

Question Rank:
Very Important

Assessor conclusions:

The State submitted a copy of the MONTANA HOSPITAL DISCHARGE DATA SYSTEM as evidence. It provides details on data characteristics, values, limitations and exceptions, whether submitted or user created—and how it is collected, managed, and maintained.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 285:

Does the hospital discharge dataset have a formal data dictionary?



Standard of Evidence:

Provide the data dictionary including, at a minimum, the variable names and definitions.

Question Rank:
Very Important

Assessor conclusions:

The State submitted a copy of the MONTANA HOSPITAL DISCHARGE DATA SYSTEM as evidence. The data dictionary addresses both inpatient (admissions) and emergency department visit (encounters) records.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 286:

Does the hospital discharge dataset have formal documentation that provides a summary dataset—characteristics, values, limitations and exceptions, whether submitted or user created—and how it is collected, managed, and maintained?



Standard of Evidence:

Provide the documentation.

Question Rank:
Very Important

Assessor conclusions:

The State submitted a copy of the MONTANA HOSPITAL DISCHARGE DATA SYSTEM as evidence. It provides details on data characteristics, values, limitations and exceptions, whether submitted or user created—and how it is collected, managed, and maintained.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 287:

Does the trauma registry have a formal data dictionary?



Standard of Evidence:

Provide the data dictionary including, at a minimum, the variable names and definitions.

Question Rank:
Very Important

Assessor conclusions:

The State indicated that they adhere to the National Trauma Data Bank standards and provided a link to the NTDB data dictionary as their required evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 288:

Does the trauma registry dataset have formal documentation that provides a summary dataset—characteristics, values, limitations and exceptions, whether submitted or user created—and how it is collected, managed, and maintained?



Standard of Evidence:

Provide the documentation.

Question Rank:
Very Important

Assessor conclusions:

The State provided a link to the NTDB as the sole reference to the State's documentation. This resource focuses on standardized trauma registry content from the national level only. This link does not address the remainder of the question regarding State-specific data elements or how the hospitals submit data to the State. In the administrative rules, the collection of data at the State level is as follows: Regional trauma centers and area trauma hospitals must submit the data electronically, and community trauma facilities, trauma receiving facilities, and all other health care facilities treating trauma patients must submit the data using a paper format starts to explain the process.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 289:

Does the vital records system have a formal data dictionary?



Standard of Evidence:

Provide the data dictionary including, at a minimum, the variable names and definitions.

Question Rank:
Very Important

Assessor conclusions:

The State provided a copy of the MONTANA OFFICE OF VITAL STATISTICS DATA DICTIONARY FOR DEATH RECORDS as evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 290:

Does the vital records system have formal documentation that provides a summary dataset—characteristics, values, limitations and exceptions, whether submitted or user created—and how it is collected, managed, and maintained?



Standard of Evidence:

Provide the documentation.

Question Rank:
Very Important

Assessor conclusions:

The State provided a copy MONTANA OFFICE OF VITAL STATISTICS DATA DICTIONARY FOR DEATH RECORDS as evidence. This document includes an introduction that addresses data characteristics, values, limitations and exceptions, whether submitted or user created—and how the data are collected, managed, and maintained.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 291:

Is there a single entity that collects and compiles data from the local EMS agencies?



Standard of Evidence:

Identify the State agency or third party to which the EMS data is initially submitted.

Question Rank:
Very Important

Assessor conclusions:

The State identified the EMS & Trauma Systems, Department of Public Health and Human Services, as the single entity that collects and compiles data from the local EMS agencies.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 292:

Is there a single entity that collects and compiles data on emergency department visits from individual hospitals?



Standard of Evidence:

Identify the State agency or third party to which the data on emergency department visits is initially submitted.

Question Rank:
Very Important

Assessor conclusions:

The State identified the Montana Hospital Association as the single entity that collects and compiles data on emergency department visits from individual hospitals.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 293:

Is there a single entity that collects and compiles data on hospital discharges from individual hospitals?



Standard of Evidence:

Identify the State agency or third party to which the data on hospital discharges is initially submitted.

Question Rank:
Very Important

Assessor conclusions:

The State identified the Montana Hospital Association as the single entity that collects and compiles data on hospital discharges from individual hospitals.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 294:

Is there a process flow diagram that outlines the EMS system's key data process flows, including inputs from other systems?



Standard of Evidence:

Provide the flow diagram. Alternatively, provide a narrative description of the EMS data process flows from dispatch to submission of the report to the State EMS repository.

Question Rank:
Very Important

Assessor conclusions:

The State referenced the existence of an older process flow diagram, but was not included in their response because it was outdated. Additionally, there was no submission of a narrative describing the EMS data process flows.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 295:

Is there a process flow diagram that outlines the emergency department data's key data process flows, including inputs from other systems?



Standard of Evidence:

Provide the flow diagram. Alternatively, provide a narrative description of the emergency department data process flows from patient arrival to submission of the uniform billing data to the State repository.

Question Rank:
Very Important

Assessor conclusions:

The State reported that no flow diagram exists for the ED data system. Additionally, there was no submission of a narrative describing the ED data process flows.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 296:

Is there a process flow diagram that outlines the hospital discharge data's key data process flows, including inputs from other systems?



Standard of Evidence:

Provide the flow diagram. Alternatively, provide a narrative description of the hospital discharge data process flows from patient arrival to submission of the uniform billing data to the State repository.

Question Rank:
Very Important

Assessor conclusions:

The State reported that no flow diagram exists for the inpatient data system. Additionally, there was no submission of a narrative describing the hospital discharge data process flows.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 297:

Is there a process flow diagram that outlines the trauma registry's key data process flows, including inputs from other systems?



Standard of Evidence:

Provide the flow diagram. Alternatively, provide a narrative description of the hospital discharge data process flows, from trauma activation to submission of the trauma data to the State registry.

Question Rank:
Very Important

Assessor conclusions:

The State referenced that an older process flow diagram exists but was not provided in response to this question because it was outdated. Additionally, there was no submission of a narrative describing the trauma registry data process flows.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 298:

Are there separate procedures for paper and electronic filing of EMS patient care reports?



Standard of Evidence:

Provide a copy of the procedures for paper and electronic filing or a brief narrative describing the procedures.

Question Rank:
Less Important

Assessor conclusions:

The State indicated that all ambulance services are required to submit minimum data electronically. However, no supporting documentation was submitted as evidence under this question. In question #273, the State reported that all EMS providers are required to report the minimum NEMSIS data elements to the State. A link to the legislation governing the submission of those NEMSIS data elements to the State was provided there.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 299:

Are there procedures for collecting, editing, error-checking, and submitting emergency department and hospital discharge data to the statewide repository?



Standard of Evidence:

Provide a copy of the procedures or a brief narrative describing the process of collecting, editing and submitting emergency department and hospital discharge data to the statewide repository.

Question Rank:
Very Important

Assessor conclusions:

The State's response indicated that they have access to the data through an MOU, but that documentation was not included in the required evidence. Additionally, the State did not further address the specific question regarding the documentation of ED and hospital data collection, editing, and submission processes.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 300:

Does the trauma registry have documented procedures for collecting, editing, error checking, and submitting data?



Standard of Evidence:

Provide a copy of the procedures or a brief narrative describing the process for collecting, error-checking and submitting trauma registry data.

Question Rank:
Very Important

Assessor conclusions:

The State provided information by way of a narrative. There they identified that error checking is a function internal to the collection software residing in the hospitals. Files are submitted quarterly to the State trauma registry. Smaller hospitals will use a web-based collector that will submit the trauma data directly to the State repository.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 301:

Are there procedures for collecting, editing, error-checking, and submitting data to the statewide vital records repository?



Standard of Evidence:

Provide a copy of the procedures or a brief narrative describing the process for collecting, error-checking and submitting data to the vital records repository.

Question Rank:
Very Important

Assessor conclusions:

The State provided a copy of the Data Dictionary for Death Records in support of their response. The data dictionary contains standards for collection of the data, as well as instructions for those entering the data into the electronic data base—either at the source (funeral director's, coroner's, or doctor's office) or at OVS in the relatively few cases the record is not entered electronically.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 302:

Are there documented procedures for returning data to the reporting EMS agencies for quality assurance and improvement (e.g., correction and resubmission)?



Standard of Evidence:

Provide a copy of the procedures or a brief narrative describing the process for returning data to the reporting EMS agencies for correction and resubmission.

Question Rank:
Very Important

Assessor conclusions:

The State provided a brief narrative indicating data that is not NEMSIS compliant cannot be submitted and validation errors have to be fixed before final submission to the state repository.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 303:

Are there documented procedures for returning data to the reporting emergency departments for quality assurance and improvement (e.g., correction and resubmission)?



Standard of Evidence:

Provide a copy of the procedures or a brief narrative that describes the process for returning data to the reporting emergency departments for correction and resubmission.

Question Rank:
Very Important

Assessor conclusions:

The State reported that emergency department data is submitted by the hospitals to a third-party, which is responsible for data quality and improvement. The State is only an end-user of the data. There was no submission of those quality or improvement procedures under the required evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 304:

Are there documented procedures for returning hospital discharge data to the reporting hospitals for quality assurance and improvement (e.g., correction and resubmission)?



Standard of Evidence:

Provide a copy of the procedures or a brief narrative describing the process for returning data to the reporting hospitals for correction and resubmission.

Question Rank:
Very Important

Assessor conclusions:

The State indicated that hospital discharge data is submitted by the hospitals to a third-party, which is responsible for data quality and improvement. The State is only an end-user of the data. There was no submission of those quality or improvement procedures under the required evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 305:

Are there documented procedures for returning trauma data to the reporting trauma center for quality assurance and improvement (e.g., correction and resubmission)?



Standard of Evidence:

Provide a copy of the procedures or a brief narrative describing the process for returning data to the reporting trauma center for correction and resubmission.

Question Rank:
Very Important

Assessor conclusions:

The State indicated that most of the validation and cleaning is done at the user database level. Some validation occurs at the state level, but is minimal due to limited resources and time. However, they did not address what happens if data quality problems are found at the State level (when they do data validation).

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 306:

Are there documented procedures for returning data to the reporting vital records agency for quality assurance and improvement (e.g., correction and resubmission)?



Standard of Evidence:

Provide a copy of the procedures or a brief narrative describing the process for returning data to the reporting vital records agency for correction and resubmission.

Question Rank:
Very Important

Assessor conclusions:

The State provided a brief narrative describing the process for correction of vital records after initial submission. There they indicated that data is submitted electronically into the state repository and is cleaned at that level. Frequent reports allow for data validation and cleaning when it's in the state repository.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 307:

Is aggregate EMS data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?



Standard of Evidence:

Provide a copy of the data access policy, data use agreement, or link to appropriate data access website. Alternatively provide a brief description of how outside parties may obtain access to the EMS data for analytical purposes.

Question Rank:
Very Important

Assessor conclusions:

The State indicated that there exists only limited access to EMS data and that an access policy needs to be developed.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 308:

Is aggregate emergency department data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?



Standard of Evidence:

Provide a copy of the data access policy, data use agreement, or link to appropriate data access website. Alternatively provide a brief description of how outside parties may obtain access to the emergency department data for analytical purposes.

Question Rank:
Very Important

Assessor conclusions:

The State submitted the Internal Application for Access to Vital Statistics and Hospital Discharge Data documentation. Approved users may report only aggregate statistics based on data received from these systems, in compliance with the data suppression guidelines described in “Guidelines for the Release of Public Health Data Derived from Personal Health Information” released in September, 2011 by the OESS. These guidelines apply to both de-identified and identifiable data.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 309:

Is aggregate hospital discharge data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?



Standard of Evidence:

Provide a copy of the data access policy, data use agreement, or link to appropriate data access website. Alternatively provide a brief description of how outside parties may obtain access to the hospital discharge data for analytical purposes.

Question Rank:
Very Important

Assessor conclusions:

The State's response for hospital discharge data access was the same as the emergency department access response. The State submitted the Internal Application for Access to Vital Statistics and Hospital Discharge Data documentation. Approved users may report only aggregate statistics based on data received from these systems, in compliance with the data suppression guidelines described in “Guidelines for the Release of Public Health Data Derived from Personal Health Information” released in September, 2011 by the OESS. These guidelines apply to both de-identified and identifiable data.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 310:

Is aggregate trauma registry data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?



Standard of Evidence:

Provide a copy of the data access policy, data use agreement, or link to appropriate data access website. Alternatively provide a brief description of how outside parties may obtain access to the trauma registry data for analytical purposes.

Question Rank:
Very Important

Assessor conclusions:

The State responded that access to trauma registry data is limited by State statute. There is no access to the trauma registry data at this time by persons or entities outside of the Montana EMS and Trauma Systems agency. Additionally, the State indicated the need to develop better policy and procedures before allowing access to data.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 311:

Is aggregate vital records data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?



Standard of Evidence:

Provide a copy of the data access policy, data use agreement, or link to appropriate data access website. Alternatively provide a brief description of how outside parties may obtain access to the vital records data for analytical purposes.

Question Rank:
Very Important

Assessor conclusions:

The State indicated that most of the data is public information. They referenced the Internal Application for Access to Vital Statistics and Hospital Discharge Data documentation as a means for access.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 312:

Is there an interface among the EMS data and emergency department and hospital discharge data?



Standard of Evidence:

Provide a narrative description of the interface link between the EMS data and the emergency department and hospital discharge data. If available provide the applicable data exchange agreement.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that there is no interface between the emergency department and hospital discharge systems.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 313:

Is there an interface between the EMS data and the trauma registry data?



Standard of Evidence:

Provide a narrative description of the interface link between the EMS data and the trauma registry data. If available provide the applicable data exchange agreement.

Question Rank:
Very Important

Assessor conclusions:

The State indicated there was no interface between EMS and trauma registry with the exception of some focus reports that have been developed. However, no reports, descriptions or data exchange agreement were provided as evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 314:

Is there an interface between the vital statistics and hospital discharge data?



Standard of Evidence:

Provide a narrative description of the interface link between the vital statistics and hospital discharge data. If available provide the applicable data exchange agreement.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that there is no interface between the vital statistics and the hospital discharge systems.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 315:

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?



Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks and validation rules ensure entered data falls within the range of acceptable values and is logically consistent among fields.

Question Rank:
Very Important

Assessor conclusions:

The State explained that for the most part, all of their databases are developed within national standards and there's little modification. Data edit checks are done at the software level. Software has to be NEMESIS compliant and therefore only allows NEMESIS standard data format and responses.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 316:

Is limited state-level correction authority granted to quality control staff working with the statewide EMS database in order to amend obvious errors and omissions without returning the report to the originating entity?



Standard of Evidence:

Provide the formal methodology or describe the process by which limited state-level correction authority is granted to quality control staff working with the statewide EMS database.

Question Rank:
Somewhat Important

Assessor conclusions:

The State indicated that there is no capability to edit data in this version. This capability will be added when they go to version 3 in the next year or two.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 317:

Are there formally documented processes for returning rejected EMS patient care reports to the collecting entity and tracking resubmission to the statewide EMS database?



Standard of Evidence:

Provide the formal methodology or describe the process by which rejected EMS patient care reports are returned to the collecting agency and tracked through resubmission to the statewide EMS database.

Question Rank:
Very Important

Assessor conclusions:

The State reported that business rules present within the collection/management software ensure NEMSIS-compliant data prior to submission. However, there does not appear to be a process for the accounting of and accepting rejected records for re-submission.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 318:

Are there timeliness performance measures tailored to the needs of EMS system managers and data users?



Standard of Evidence:

Provide a complete list of timeliness performance measures for the EMS system and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported that timeliness measures are not currently measured and tracked.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 319:

Are there accuracy performance measures tailored to the needs of EMS system managers and data users?



Standard of Evidence:

Provide a complete list of accuracy performance measures for the EMS system and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported that accuracy measures are not currently measured and tracked. However, plans are in place to include these measures in the future.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 320:

Are there completeness performance measures tailored to the needs of EMS system managers and data users?



Standard of Evidence:

Provide a complete list of completeness performance measures for the EMS system and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported that completeness measures are not currently measured and tracked. However, plans are in place to include these measures in the future.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 321:

Are there uniformity performance measures tailored to the needs of EMS system managers and data users?



Standard of Evidence:

Provide a complete list of uniformity performance measures for the EMS system and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported that uniformity measures are not currently measured and tracked.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 322:

Are there integration performance measures tailored to the needs of EMS system managers and data users?



Standard of Evidence:

Provide a complete list of integration performance measures for the EMS system and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported that integration measures are not currently measured and tracked.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 323:

Are there accessibility performance measures tailored to the needs of EMS system managers and data users?



Standard of Evidence:

Provide a complete list of accessibility performance measures for the EMS system and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported that accessibility measures are not currently measured and tracked.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 324:

Has the State established numeric goals—performance metrics—for each EMS system performance measure?



Standard of Evidence:

Provide specific numeric goals and related performance measures for each attribute as determined by the State.

Question Rank:
Somewhat Important

Assessor conclusions:

The State indicated that measures have been drafted, but are in the early development stages of this system and that significant validation and completeness work must be completed first.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 325:

Is there performance reporting for the EMS system that provides specific timeliness, accuracy, and completeness feedback to each submitting entity?



Standard of Evidence:

Provide a sample report, list of receiving agencies, and specify frequency of issuance.

Question Rank:
Very Important

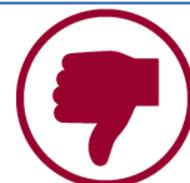
Assessor conclusions:

The State reported that there is no performance reporting to submitting entities.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 326:

Are high frequency errors used to update EMS system training content, data collection manuals, and validation rules?



Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to update EMS system training content, data collection manuals, and validation rules.

Question Rank:
Very Important

Assessor conclusions:

The State reported that high frequency errors are not used to update the EMS data system.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 327:

Are quality control reviews conducted to ensure the completeness, accuracy, and uniformity of injury data in the EMS system?



Standard of Evidence:

Provide a sample quality control review of injury records that details the system's data completeness.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that quality control reviews are just beginning. No draft or preliminary reports were provided as evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 328:

Are periodic comparative and trend analyses used to identify unexplained differences in the EMS data across years and agencies?



Standard of Evidence:

Describe the analyses, provide a sample record or output, and specify their frequency.

Question Rank:
Less Important

Assessor conclusions:

The State reported that analyses to identify unexplained differences in EMS across years and agencies are not presently conducted.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 329:

Is data quality feedback from key users regularly communicated to EMS data collectors and data managers?



Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform program changes.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that feedback activities are not currently in place, but will be implemented soon.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 330:

Are EMS data quality management reports produced regularly and made available to the State TRCC?



Standard of Evidence:

Provide a sample quality management report and specify frequency of transmission to the State TRCC.

Question Rank:

Somewhat Important

Assessor conclusions:

The State reported that no data quality feedback reports are presented to the TRCC.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 331:

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?



Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks and validation rules ensure entered data falls within the range of acceptable values and is logically consistent among fields.

Question Rank:

Very Important

Assessor conclusions:

The State reported that EMS software enforces NEMSIS compliance.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 332:

Is limited state-level correction authority granted to quality control staff working with the statewide emergency department and hospital discharge databases in order to amend obvious errors and omissions without returning the report to the originating entity?



Standard of Evidence:

Provide the formal methodology or describe the process by which limited state-level correction authority is granted to quality control staff working with the statewide emergency department and hospital discharge databases.

Question Rank:
Somewhat Important

Assessor conclusions:

The State is an end-user of the emergency department and hospital discharge data, not the repository. To that end, the State does not have the authority to amend obvious errors and omissions without returning the report to the submitting entity.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 333:

Are there formally documented processes for returning rejected emergency department and hospital discharge records to the collecting entity and tracking resubmission to the statewide emergency department and hospital discharge databases?



Standard of Evidence:

Provide the formal methodology or describe the process by which rejected emergency department and hospital discharge records are returned to the collecting agency and tracked through resubmission to the statewide emergency department and hospital discharge databases.

Question Rank:
Very Important

Assessor conclusions:

The State reported that there are no formally documented practices for returning rejected ED and hospital records and tracking re-submission.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 334:

Are there timeliness performance measures tailored to the needs of emergency department and hospital discharge database managers and data users?



Standard of Evidence:

Provide a complete list of timeliness performance measures for the emergency department and hospital discharge databases and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported that there are no timeliness performance measures for ED and hospital discharge data systems.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 335:

Are there accuracy performance measures tailored to the needs of emergency department and hospital discharge database managers and data users?



Standard of Evidence:

Provide a complete list of accuracy performance measures for the emergency department and hospital discharge databases and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

State reported there are no accuracy performance measures for ED and hospital data systems.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 336:

Are there completeness performance measures tailored to the needs of emergency department and hospital discharge database managers and data users?



Standard of Evidence:

Provide a complete list of completeness performance measures for the emergency department and hospital discharge databases and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported there are no completeness performance measures for ED and hospital discharge data systems.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 337:

Are there uniformity performance measures tailored to the needs of emergency department and hospital discharge database managers and data users?



Standard of Evidence:

Provide a complete list of uniformity performance measures for the emergency department and hospital discharge databases and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported there are no uniformity performance measure for ED and hospital discharge data systems.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 338:

Are there integration performance measures tailored to the needs of emergency department and hospital discharge database managers and data users?



Standard of Evidence:

Provide a complete list of integration performance measures for the emergency department and hospital discharge databases and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported there are no integration performance measures for ED and hospital discharge data systems.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 339:

Are there accessibility performance measures tailored to the needs of emergency department and hospital discharge database managers and data users?



Standard of Evidence:

Provide a complete list of accessibility performance measures for the emergency department and hospital discharge database and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported there are no accessibility performance measures for ED and hospital discharge data systems.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 340:

Has the State established numeric goals—performance metrics—for each emergency department and hospital discharge database performance measure?



Standard of Evidence:

Provide specific numeric goals and related performance measures for each attribute as determined by the State.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that it has no authority to establish performance metrics as the data is hospital-owned and submitted voluntarily.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 341:

Is there performance reporting for the emergency department and hospital discharge databases that provides specific timeliness, accuracy, and completeness feedback to each submitting entity?



Standard of Evidence:

Provide a sample report, list of receiving agencies, and specify frequency of issuance.

Question Rank:
Very Important

Assessor conclusions:

The State reported that there is no performance reporting for ED and hospital discharge data systems.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 342:

Are high frequency errors used to update emergency department and hospital discharge database training content, data collection manuals, and validation rules?



Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to update emergency department and hospital discharge database training content, data collection manuals, and validation rules.

Question Rank:
Very Important

Assessor conclusions:

The State reported that high-frequency errors are not used to update the ED and hospital discharge data systems.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 343:

Are quality control reviews conducted to ensure the completeness, accuracy, and uniformity of injury data in the emergency department and hospital discharge databases?



Standard of Evidence:

Provide a sample quality control review of injury records that details the system's data completeness.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that quality control reviews are not conducted for the ED and hospital discharge data systems.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 344:

Are periodic comparative and trend analyses used to identify unexplained differences in the emergency department and hospital discharge data across years and agencies?



Standard of Evidence:

Describe the analyses, provide a sample record or output, and specify their frequency.

Question Rank:
Less Important

Assessor conclusions:

The State reported that analyses are not performed to identify unexplained differences in ED and hospital discharge data over time and across agencies.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 345:

Is data quality feedback from key users regularly communicated to emergency department and hospital discharge data collectors and data managers?



Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform program changes.

Question Rank:
Somewhat Important

Assessor conclusions:

The State provided a brief narrative indicating that it's unknown as to what reports hospitals get back, but believes minimal comparative information is provided back to the users. Consequently, no description of informed program changes were submitted.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 346:

Are emergency department and hospital discharge data quality management reports produced regularly and made available to the State TRCC?



Standard of Evidence:

Provide a sample quality management report and specify frequency of transmission to the State TRCC.

Question Rank:

Somewhat Important

Assessor conclusions:

The State reports that ED and hospital discharge data system quality reports are not provided to the TRCC.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 347:

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?



Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks and validation rules ensure entered data falls within the range of acceptable values and is logically consistent among fields.

Question Rank:

Very Important

Assessor conclusions:

The State indicated that the software employed at the hospitals to collect the trauma data contains 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. These internal checks ensure the data comply with NTDB standards.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 348:

Is limited state-level correction authority granted to quality control staff working with the statewide trauma registry in order to amend obvious errors and omissions without returning the report to the originating entity?



Standard of Evidence:

Provide the formal methodology or describe the process by which limited state-level correction authority is granted to quality control staff working with the statewide trauma registry.

Question Rank:
Somewhat Important

Assessor conclusions:

The State indicated that once data is submitted into the state repository it can be cleaned at the state level. No description of what is done at the State level for "cleaning" was submitted as evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 349:

Are there formally documented processes for returning rejected data to the collecting entity and tracking resubmission to the statewide trauma registry?



Standard of Evidence:

Provide the formal methodology or describe the process by which rejected data is returned to the collecting agency and tracked through resubmission to the statewide trauma registry.

Question Rank:
Very Important

Assessor conclusions:

The State provided a narrative indicating that data cleaning is done at the data entry level and there is generally no need for subsequent validation and return to the user. They further state that education is always ongoing on issues and problems and the data user then chooses how much to clean their data.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 350:

Are there timeliness performance measures tailored to the needs of trauma registry managers and data users?



Standard of Evidence:

Provide a complete list of timeliness performance measures for the trauma registry and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported that quarterly data submission is required and that non-compliant hospitals are contacted and assistance provided. However, no specific timeliness performance measures were described or associated documentation submitted as evidence for use in decision making.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 351:

Are there accuracy performance measures tailored to the needs of trauma registry managers and data users?



Standard of Evidence:

Provide a complete list of accuracy performance measures for the trauma registry and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

It was reported that there are no accuracy performance measures in place for the trauma registry data.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 352:

Are there completeness performance measures tailored to the needs of trauma registry managers and data users?



Standard of Evidence:

Provide a complete list of completeness performance measures for the trauma registry and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State indicated that reporting to the State and regional committees demonstrated completeness. This association does not meet Advisory ideal regarding completeness performance measures or address how it has been used to inform decision-making processes.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 353:

Are there uniformity performance measures tailored to the needs of trauma registry managers and data users?



Standard of Evidence:

Provide a complete list of uniformity performance measures for the trauma registry and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State provided a brief description of uniformity measures between centers, but did not submit any specific uniformity performance measures for trauma registry data.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 354:

Are there integration performance measures tailored to the needs of trauma registry managers and data users?



Standard of Evidence:

Provide a complete list of integration performance measures for the trauma registry and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported that there are no integration performance measures in place for trauma registry data.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 355:

Are there accessibility performance measures tailored to the needs of trauma registry managers and data users?



Standard of Evidence:

Provide a complete list of accessibility performance measures for the trauma registry and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State did not describe nor document any accessibility performance measures for trauma registry data at this time.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 356:

Has the State established numeric goals—performance metrics—for each trauma registry performance measure?



Standard of Evidence:

Provide specific numeric goals and related performance measures for each attribute as determined by the State.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that over time different measures have been evaluated for periods - e.g. time in ER, time to survey, documentation, trauma team over and under triage. However, this description focuses on clinical care performance of the trauma system itself rather than of the associated data collection system. No performance metrics for the data system were reported.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 357:

Is there performance reporting for the trauma registry that provides specific timeliness, accuracy, and completeness feedback to each submitting entity?



Standard of Evidence:

Provide a sample report, list of receiving agencies, and specify frequency of issuance.

Question Rank:
Very Important

Assessor conclusions:

The State indicated that reporting to state and regional trauma committees does occur, and those reports indicate non-reporting facilities. This partially meets the Advisory ideal for timeless. It was further reported that completeness is dealt with on a case by case basis. However, examples of such reports were not submitted.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 358:

Are high frequency errors used to update trauma registry training content, data collection manuals, and validation rules?



Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to update trauma registry training content, data collection manuals, and validation rules.

Question Rank:
Very Important

Assessor conclusions:

The State provided a general description of quality feedback improvement processes for trauma registry data. However, no specific example of using high-frequency errors to update the data collection processes was provided.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 359:

Are quality control reviews conducted to ensure the completeness, accuracy, and uniformity of injury data in the trauma registry?



Standard of Evidence:

Provide a sample quality control review of injury records that details the system's data completeness.

Question Rank:
Somewhat Important

Assessor conclusions:

The State indicated that quality reviews are conducted but that they could occur more frequently and are presently limited due to time and available resources. While the State reports that limited quality control reviews occur, no sample quality control review or other supporting evidence was submitted.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 360:

Are periodic comparative and trend analyses used to identify unexplained differences in the trauma registry data across years and agencies?



Standard of Evidence:

Describe the analyses, provide a sample record or output, and specify their frequency.

Question Rank:
Less Important

Assessor conclusions:

The State indicated that numerous views of the trauma registry data are reported at least twice a year to each Regional Trauma Advisory Committee and the State Trauma Advisory Committee. Trend analysis is usually done at year end, including comparison of years past. However, no sample record or output regarding the narrative response was provided as evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 361:

Is data quality feedback from key users regularly communicated to trauma registry data collectors and data managers?



Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform program changes.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that data quality feedback is discussed in bi-annual trauma registrar meetings and education directed towards registrars is provided as needed. However, it is not clear from the response how key users of the data are involved in this process of change and improvement.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 362:

Are trauma registry data quality management reports produced regularly and made available to the State TRCC?



Standard of Evidence:

Provide a sample quality management report and specify frequency of transmission to the State TRCC.

Question Rank:

Somewhat Important

Assessor conclusions:

The State reported that quality reports for trauma registry data are not provided to the TRCC.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 363:

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?



Standard of Evidence:

Provide the formal methodology or describe the process by which automated edit checks and validation rules ensure entered data falls within the range of acceptable values and is logically consistent among fields.

Question Rank:

Very Important

Assessor conclusions:

The State indicated that most validation occurs at the software data entry level. In a previous response the State provided a vital records data dictionary. That documentation outlined the values enforced by the data collection software. However, that document does not serve as comprehensive documentation of the edit checking and validation processes.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 364:

Is limited state-level correction authority granted to quality control staff working with vital records in order to amend obvious errors and omissions without returning the report to the originating entity?



Standard of Evidence:

Provide the formal methodology or describe the process by which limited state-level correction authority is granted to quality control staff working with vital records.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that limited correction authority is granted, but did not either describe or supply documentation as required supporting evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 365:

Are there formally documented processes for returning rejected data to the collecting entity and tracking resubmission to vital records?



Standard of Evidence:

Provide the formal methodology or describe the process by which rejected data is returned to the collecting agency and tracked through resubmission to vital records.

Question Rank:
Very Important

Assessor conclusions:

The State reported that software enforces submission of valid data, but does not describe any process for returning rejected data and tracking re-submission.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 366:

Are there timeliness performance measures tailored to the needs of vital records managers and data users?



Standard of Evidence:

Provide a complete list of timeliness performance measures for vital records and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

State reports that timeliness performance measures exist but does not supply supporting evidence of the exact measures or explain how these measures are used to inform decision-making.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 367:

Are there accuracy performance measures tailored to the needs of vital records managers and data users?



Standard of Evidence:

Provide a complete list of accuracy performance measures for vital records and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported that software enforces data accuracy, but this is not the same thing as measuring accuracy. No list of accuracy performance measures was submitted or an explanation of how these measures are used to inform decision-making.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 368:

Are there completeness performance measures tailored to the needs of vital records managers and data users?



Standard of Evidence:

Provide a complete list of completeness performance measures for vital records and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State indicated that typical database rules apply as to required and optional fields. Records need to be complete in order to be successfully submitted.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 369:

Are there uniformity performance measures tailored to the needs of vital records managers and data users?



Standard of Evidence:

Provide a complete list of uniformity performance measures for vital records and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State indicated that reporting and use of the data by various users means provides and internal check and validation prior to its release. The State provides no evidence that uniformity performance measures exist.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 370:

Are there integration performance measures tailored to the needs of vital records managers and data users?



Standard of Evidence:

Provide a complete list of integration performance measures for vital records and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported no integration performance measures for vital records.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 371:

Are there accessibility performance measures tailored to the needs of vital records managers and data users?



Standard of Evidence:

Provide a complete list of accessibility performance measures for vital records and explain how these measures are used to inform decision-making.

Question Rank:
Very Important

Assessor conclusions:

The State reported no accessibility performance measures for vital records data.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 372:

Has the State established numeric goals—performance metrics—for each vital records performance measure?



Standard of Evidence:

Provide specific numeric goals and related performance measures for each attribute as determined by the State.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that performance metrics for vital records have not been established.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 373:

Is there performance reporting for vital records that provides specific timeliness, accuracy, and completeness feedback to each submitting entity?



Standard of Evidence:

Provide a sample report, list of receiving agencies, and specify frequency of issuance.

Question Rank:
Very Important

Assessor conclusions:

The State indicated that vital records performance reporting is tracked internally. However, no sample report was submitted as evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 374:

Are high frequency errors used to update vital records training content, data collection manuals, and validation rules?



Standard of Evidence:

Provide the formal methodology or describe the process by which high frequency errors are used to update vital records training content, data collection manuals, and validation rules.

Question Rank:
Very Important

Assessor conclusions:

The State reports that high frequency errors are used to update vital records data collection process, but provided no supporting evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 375:

Are quality control reviews conducted to ensure the completeness, accuracy, and uniformity of injury data in the vital records?



Standard of Evidence:

Provide a sample quality control review of injury records that details the system's data completeness.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that quality control reviews are conducted for vital records but provides no supporting evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 376:

Are periodic comparative and trend analyses used to identify unexplained differences in the vital records data across years and agencies?



Standard of Evidence:

Describe the analyses, provide a sample record or output, and specify their frequency.

Question Rank:
Less Important

Assessor conclusions:

The State reported that unexplained differences in vital records data across years and agencies are reviewed, but provides no supporting evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 377:

Is data quality feedback from key users regularly communicated to vital records data collectors and data managers?



Standard of Evidence:

Describe the process for transmitting and utilizing key users' data quality feedback to inform program changes.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported that data quality feedback from key users is communicated, but provides no supporting evidence.

Respondents assigned	2	Responses received	1	Response rate	50%
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Question 378:

Are vital records data quality management reports produced regularly and made available to the State TRCC?



Standard of Evidence:

Provide a sample quality management report and specify frequency of transmission to the State TRCC.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reported no sharing of vital records data quality information with the TRCC.

Respondents assigned	2	Responses received	1	Response rate	50%
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Data Use and Integration

Integration of the traffic records data system components (crash, roadway, vehicle, driver, citation/adjudication and injury surveillance) can significantly expand the possibilities for highway safety analysis. However, data system integration requires a considerable investment of resources that cannot be underestimated.

The integration of crash and medical outcomes data (emergency department, hospital inpatient) will help traffic safety professionals to understand the long-term effects of traffic crashes. Incorporating injury and cost information will enhance problem identification, program evaluation, and resource allocation efforts. Probabilistic record linkage enables states to integrate data systems despite lack of access to strong personally identifying information such as names and social security numbers.

There are currently no integration efforts underway in the Montana traffic safety community, so there is an opportunity for the State to explore and understand the benefits of data integration. The Montana TRCC may consider identifying potential partners with the technical expertise to perform data linkage - possibly in a University Engineering or Statistics Department - and inviting them to submit a Section 405 proposal for a pilot integration project. As indicated in the Traffic Record Program Assessment Advisory, the TRCC may also work on developing the data governance, access and security policies to support data integration.

Question 379:

Do behavioral program managers have access to traffic records data and analytic resources for problem identification, priority setting, and program evaluation?



Standard of Evidence:

Identify the data source(s), (crash, roadway, driver, vehicle, citation adjudication, injury surveillance), discuss and provide examples of program specific analysis (e.g., reports, fact sheets, web pages, ad hoc analyses).

Question Rank:
Very Important

Assessor conclusions:

The State reports that DOT has access to the crash database and a staff data analyst. No other data sources were mentioned and no examples of program-specific analyses were provided.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 380:

Does the State have a data governance process?



Standard of Evidence:

Provide a narrative detailing the State's data governance process, identifying the personnel involved and describing how it supports traffic safety data integration and formal data quality management.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reports that there is not a data governance process in place at this time.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 381:

Does the State have a formal traffic records system inventory that identifies linkages useful to the State and data access policies?



Standard of Evidence:

Provide a copy of the system inventory specifying all traffic records data sources, system custodians, data elements and attributes, linkage variables, linkages useful to the State, and data access policies.

Question Rank:
Very Important

Assessor conclusions:

The State reports that a formal traffic records system inventory has not been completed.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 382:

Does the TRCC promote data integration by aiding in the development of data governance, access, and security policies for integrated data?



Standard of Evidence:

Identify, with appropriate citations, the TRCC strategic plan sections that demonstrate the promotion of data integration. (Pre-populate with latest strategic plan.)

Question Rank:
Somewhat Important

Assessor conclusions:

The TRCC has not promoted the use of data integration methodologies among the traffic records systems.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 383:

Is driver data integrated with crash data for specific analytical purposes?



Standard of Evidence:

Document an integrative crash-driver link, the linkage variables, and example analysis, and the frequency of linkage. Example analyses could include an assessment of graduated drivers' license (GDL) law effectiveness or of crash risk associated with motorcycle rider training, licensing, and behavior.

Question Rank:
Very Important

Assessor conclusions:

While summary reports are merged for analysis, the State reports that driver and crash data are not integrated at this time.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 384:

Is vehicle data integrated with crash data for specific analytical purposes?

Standard of Evidence:

Document an integrative crash-vehicle link, the linkage variables, and example analysis, and the frequency of linkage. Example analyses could include crash trends among vehicle types or vehicle weight restriction by road classification.

Assessor conclusions:

While vehicle data for crashes is collected by the law enforcement agency and available for analysis as part of the crash database, this does not constitute integration between the crash and vehicle data systems.



Question Rank:
Very Important

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 385:

Is roadway data integrated with crash data for specific analytical purposes?

Standard of Evidence:

Document an integrative crash-roadway link, the linkage variables, and example analysis, and the frequency of linkage. Example analyses could include the identification of high crash locations and locations with similar roadway attributes or an assessment of engineering countermeasures' effectiveness.

Assessor conclusions:

While location data is available from the crash report, the roadway attributes file is not currently integrated with the State's crash database.



Question Rank:
Very Important

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 386:

Is citation and adjudication data integrated with crash data for specific analytical purposes?



Standard of Evidence:

Document an integrative crash-citation or adjudication link, the linkage variables, and example analysis, and the frequency of linkage. Example analyses could include an assessment of the relationship between illegal actions and crashes for specific driver subpopulations (e.g., older drivers) or of crash-involved DUI offenders' adjudications.

Question Rank:
Very Important

Assessor conclusions:

The State reports that crash and citation/adjudication systems are not integrated.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 387:

Is injury surveillance data integrated with crash data for specific analytical purposes?



Standard of Evidence:

Document an integrative crash-injury surveillance link, the linkage variables, and example analysis, and the frequency of linkage. Example analyses could include injury outcomes by specific crash type or injuries associated with occupant protection.

Question Rank:
Very Important

Assessor conclusions:

The State reports that injury surveillance and crash systems are not integrated.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 388:

Are there examples of data integration among crash and two or more of the other component systems?



Standard of Evidence:

Document an integrative link among crash and multiple data systems, the linkage variables, and example analysis, and the frequency of linkage. Example analyses could include an assessment of the safety impact of differential speed limits for different vehicle types.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reports no examples of data integration among crash and two or more other traffic records data systems.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 389:

Is data from traffic records component systems—excluding crash—integrated for specific analytical purposes?



Standard of Evidence:

Document an integrative link using at least two traffic record component systems excluding the crash system. Include the systems, their linkage variables, example analysis, and the frequency of linkage. Example analyses could include an assessment of recidivism among specific driver populations.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reports no integration among traffic records systems other than crash.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 390:

Do decision-makers have access to resources—skilled personnel and user-friendly access tools—for the use and analysis of integrated datasets?



Standard of Evidence:

Identify the analytical resources available: personnel, software, or online resources. Specify the decision-makers who have access to these resources.

Question Rank:
Somewhat Important

Assessor conclusions:

The State reports that data systems are not integrated although individual databases are available for analysis.

Respondents assigned	1	Responses received	1	Response rate	100%
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Question 391:

Does the public have access to resources—skilled personnel and user-friendly access tools—for the use and analysis of integrated datasets?



Standard of Evidence:

Identify the analytical resources available to the public: personnel, software, or online resources. Specify how the public has access to these resources.

Question Rank:
Somewhat Important

Assessor conclusions:

The public does have access to traffic records data but its dissemination varies by agency. The majority of data is based on individual data systems as the State reports no integration among its traffic records components.

Respondents assigned	1	Responses received	1	Response rate	100%
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Appendix A

Assessment Participants

State Highway Safety Office Representative(s)

Janet Kenny
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John N Siegler
National Highway Traffic Safety Administration
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State and Local Respondents

The following State and Local staff assisted in the Assessment by providing responses to the Advisory criteria and questions.

Name	Agency	Title
Mr. Jim DeTienne	Montana Department of Health and Human Services	Section Supervisor
Ed Ereth	MDT	Data & Statistics Bureau Chief
Mr. Dennis Hult	Montana Department of Transportation	Operations Bureau Chief
Mr. Mark Keeffe	Montana Department of Transportation	Safety Ops Research Analyst
Ms. Lisa Mader	Administrative Office of Courts	Information Technology Director
Mr. Kraig McLeod	Montana Department of Transportation	Traffic Safety Engineer
Mr. Gregory A Noose	MT Dept. of Justice - Motor Vehicle Division	Bureau Chief
Curt Rissmann	Montana Highway Patrol	Data Analyst
Calvin Schock	MHP	Trcc member





Assessment Team Members

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Appendix B

National Acronyms and Abbreviations

AADT	average annual daily traffic
AAMVA	American Association of Motor Vehicle Administrators
AASHTO	American Association of State Highway and Transportation Officials
ACS	American College of Surgeons
AIS	Abbreviated Injury Score
ANSI	American National Standards Institute
ATSIP	Association of Transportation Safety Information Professionals
BAC	Blood Alcohol Concentration
CDC	Center for Disease Control
CDIP	NHTSA's Crash Data Improvement Program
CDLIS	Commercial Driver License Information System
CODES	Crash Outcome Data Evaluation System
DDACTS	Data Driven Approaches to Crime and Traffic Safety
DHS	Department of Homeland Security
DMV	Department of Motor Vehicles
DPPA	Drivers Privacy Protection Act
DOH	Department of Health
DOJ	Department of Justice
DOT	Department of Transportation
DOT-TRCC	The US DOT Traffic Records Coordinating Committee
DRA	Deputy Regional Administrator (NHTSA)
DUI	driving under the influence
DUID	driving under the influence of drugs
DWI	driving while intoxicated
ED	Emergency Department
EMS	Emergency Medical Service
FARS	Fatality Analysis Reporting System
FDEs	Fundamental Data Elements
FHWA	Federal Highway Administration
FMCSA	Federal Motor Carrier Safety Administration
GCS	Glasgow Coma Scale
GDL	graduated driver licensing
GES	General Estimates System
GHSA	Governors Highway Safety Association
GIS	Geographic Information System
GJXDM	Global Justice XML Data Model
GPS	Global Positioning System
GRA	Government Reference Architecture
HIPAA	Health Information Privacy and Accountability Act
HPMS	Highway Performance Monitoring System
HSIP	Highway Safety Improvement Plan
HSP	Highway Safety Plan





ICD-10	International Classification of Diseases and Related Health Problems
IRB	Institutional Review Board
ISS	Injury Severity Score
IT	information technology
JIEM	Justice Information Exchange Model
LEIN	Law Enforcement Information Network
MADD	Mothers Against Drunk Driving
MCMIS	Motor Carrier Management Information System
MIDRIS	Model Impaired Driving Records Information System
MIRE	Model Inventory of Roadway Elements
MMUCC	Model Minimum Uniform Crash Criteria
MOU	memorandum of understanding
MPO	metropolitan planning organization
NAPHSIS	National Association for Public Health Statistics and Information Systems
NCHIP	National Criminal History Improvement Program
NCHS	National Center for Health Statistics
NCIC	National Crime Information Center
NCSC	National Center for State Courts
NDR	National Driver Register
NEMSIS	National Emergency Medical Service Information System
NGA	National Governor's Association
NHTSA	National Highway Traffic Safety Administration
NIBRS	National Incident-Based Reporting System
NIEM	National Information Exchange Model
NLETS	National Law Enforcement Telecommunication System
NMVTIS	National Motor Vehicle Title Information System
NTDS	National Trauma Data Standard
PAR	police accident report
PDPS	Problem Driver Pointer System
PDO	property damage only
PII	personally identifiable information
RA	Regional Administrator (NHTSA)
RDIP	FHWA's Roadway Data Improvement Program
RPM	Regional Program Manager (NHTSA)
RTS	Revised Trauma Score
RMS	records management system
RPC	Regional Planning Commission
SaDIP	FMCSA's Safety Data Improvement Program
SAVE	Systematic Alien Verification for Entitlements
SHSP	Strategic Highway Safety Plan
SME	subject matter expert
SSOLV	Social Security Online Verification
STRAP	State Traffic Records Assessment Program
SWISS	Statewide Injury Surveillance System
TCD	Traffic Control Devices
TRA	Traffic Records Assessment
TRIPRS	Traffic Records Improvement Program Reporting System
TRCC	Traffic Records Coordinating Committee
TRS	Traffic Records System





UCR	Uniform Crime Reports
VIN	Vehicle Identification Number
VMT	vehicle miles traveled
XML	Extensible Markup Language





State-Specific Acronyms and Abbreviations

CDL	Commercial Drivers License
DPHHS	Montana Department of Health and Human Services
FDE	Fundamental Data Element
IRP	Interstate Reciprocity Plan
LRS	Linear Referencing System
MDT	Montana Department of Transportation
MERLIN	Montana Enhanced Registration and Licensing Information Network
MHA	Montana Hospital Association
MHP	Montana Highway Patrol
OVS	Montana Office of Vital Statistics
PRISM	Performance and Registration Information Systems Management
SSOLV	Security Online Verification System

