US Virgin Islands

Traffic Records Assessment

June 08, 2022

National Highway Traffic Safety Administration

Technical Assessment Team

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Introduction

The U.S. Virgin Islands has made great steps forward in improving its traffic records systems over the past five years. Based on the assessment responses and conversations with the USVI team during our kickoff and mid-assessment meetings, there are exciting plans currently being set into motion. It will be very interesting to see how USVI traffic records systems continue to progress in the next few years as their plans come to fruition. These improvements clearly demonstrate the USVI traffic safety community's commitment to traffic records and its dedication to saving lives and reducing injuries on USVI roads.

The USVI TRCC has taken the proactive step of hiring an individual to help re-establish a Traffic Records Strategic Plan, after not having updated the plan since 2015. This project will help bring stakeholders to the table from different core component traffic records systems and should help foster relationships across agencies. Establishing useful data quality performance measures for traffic records systems is something that is a struggle for many States. The creation of a new plan will help identify a core set of performance measures for each data system which will help guide the TRCC and decision-makers as they implement and fund new improvement projects.

USVI is looking to implement a new TraCS system which will help modernize some of their existing traffic records data collection methods and may lead to improved interfaces and data integration across currently siloed traffic records datasets. This project has the potential to help improve data sharing across many agencies and increase data quality and accessibility for stakeholders and end-users. Discussions among TRCC members can help formulate ideas on how best to use data collected by these systems to benefit the Territory's highway safety community.

There is an opportunity across all USVI's traffic records systems to improve the existence and availability of traffic records systems documentation including data dictionaries, process and workflow charts, and user manuals. Such documentation is important and necessary to assist users with proper data collection methods and data analysis techniques, promoting accurate and reliable information from which to make traffic safety decisions. There are also areas where adding validation rules and edit checks to existing systems could improve data quality.

It is important to note that not all guidelines from the Traffic Records Advisory may apply to the U.S. Virgin Islands and its traffic records systems. As you digest the feedback received from this assessment, be sure to place it in proper context as it relates to your respective communities. Hopefully, you will find much of the feedback constructive, and it will help generate ideas on how you can make meaningful improvements to USVI traffic records systems in the coming years.

As evidenced by the increased ratings, there are several areas where USVI has made progress. Though there are still areas where there are opportunities for substantial improvement, particularly with the roadway system, injury surveillance systems, associating convictions to driving records, traffic records strategic planning, and establishment of system performance measures. USVI appears to be taking steps forward and is moving in the right direction with proposed work on the strategic plan and potential TraCS implementation. These projects should help create the partnerships needed to begin making progress in other areas as well. Overall, USVI should be satisfied with the progress made since the last assessment.

Assessment Results

A traffic records system consists of data about a State's or Territory's roadway transportation network and the people and vehicles that use it. The six primary components of a traffic records system are: Crash, Driver, Vehicle, Roadway, Citation/Adjudication, and Injury Surveillance. 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.

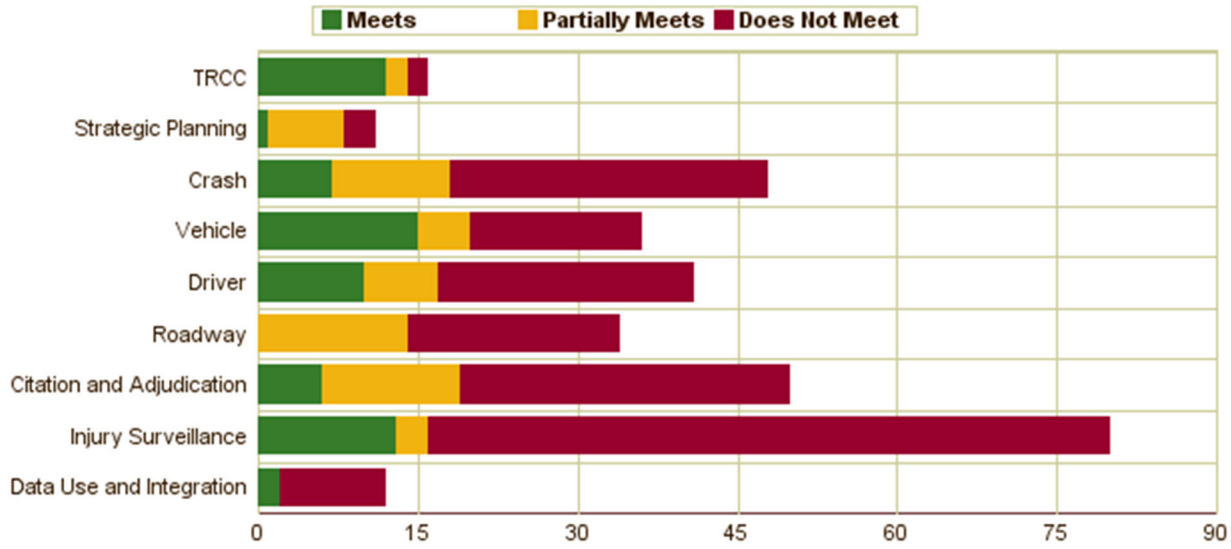
Traffic records systems are the culmination of the combined efforts of collectors, managers, and users of data. Collaboration and cooperation between these groups can improve data and ensure that the data is used in ways that provide the greatest benefit to traffic safety efforts. Thoughtful, comprehensive, 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 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' Fixing America's Surface Transportation Act (FAST ACT) 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 or Territory's Governor's Representative must certify that an appropriate assessment has been completed within five years of the application deadline.

Out of 328 assessment questions, Virgin Islands met the Advisory ideal for 66 questions (20%), partially met the Advisory ideal for 62 questions (19%), and did not meet the Advisory ideal for 200 questions (61%).

As Figure 1: Rating Distribution by Module illustrates, within each assessment module, Virgin Islands met the criteria outlined in the Traffic Records Program Assessment Advisory 75% of the time for Traffic Records Coordinating Committee Management, 9% of the time for Strategic Planning, 15% of the time for Crash, 42% of the time for Vehicle, 24% of the time for Driver, 0% of the time for Roadway, 12% of the time for Citation and Adjudication, 16% of the time for EMS / Injury Surveillance, and 17% of the time for Data Use and Integration.

Figure 1: Rating Distribution by Module



States are encouraged to use the recommendations, considerations and conclusions of this report as a basis for the State data improvement program strategic planning process, and are encouraged to review the report at least annually to gauge how the State is addressing the items outlined.

Recommendations & Considerations

According to 23 CFR Part 1200, §1200.22, applicants for State traffic safety information system improvements grants are required to maintain a traffic records strategic plan that—

> *"(3) Includes a list of all recommendations from its most recent highway safety data and traffic records system assessment; (4) Identifies which such recommendations the State intends to implement and the performance measures to be used to demonstrate quantifiable and measurable progress; and (5) For recommendations that the State does not intend to implement, provides an explanation."*

The following section provides Virgin Islands with the traffic records assessment recommendations and associated considerations detailed by the assessors. The broad recommendations provide Virgin Islands flexibility in addressing them in an appropriate manner for your Territory goals and constraints. Considerations are more detailed, actionable suggestions from the assessment team that the Territory may wish to employ in addressing their recommendations. GO Teams, CDIPs (Crash Data Improvement Program) and MMUCC Mappings are available for targeted technical assistance and training.

TRCC Recommendations

None

Considerations for implementing your TRCC recommendations

- Set a schedule for the technical TRCC and meet regularly. The executive TRCC meets regularly, and it can be good to have people with significant authority "around the table", but they may not

have the technical knowledge needed to make good system level decisions. The Territory could benefit from more technical staff – system managers and data users – meeting regularly to coordinate on system issues, provide feedback and updates, and identify areas for improvement. The technical staff could develop recommendations and have them approved by executive level to provide the authority to implement.

Summary

Given the logistical and staffing challenges of the past few years, the Territory has done a good job of maintaining the TRCC and working to move forward. The TRCC MOU clearly outlines the purpose, objectives, goals, roles, and responsibilities of both the technical and the executive level committees and leadership. They are making good efforts to create a strategic plan and qualify for 405(c) funds that they have missed out on in the past.

The TRCC meets regularly and has a very detailed note-taker, but there may be advantages to separating the executive meetings from more technical-level meetings. Based on meeting notes, there is no ongoing feedback on systems happening during TRCC meetings beyond managerial coordination. Taking the approach of having recommendations developed by TRCC technical staff and approved by the TRCC executive committee may enable a more effective path forward. Sometimes this can foster greater collaboration and discussion between technical level representatives.

Despite not having a Traffic Records Strategic Plan, the Territory has utilized the HSP to set three performance measures for the Crash system. This is a great start, and they could do the same to develop at least one performance measure for each of the remaining five systems.

Strategic Planning Recommendations

None

Considerations for implementing your Strategic Planning recommendations

- Establish a new Traffic Records Strategic Plan that encompasses all six core component traffic records systems with input from stakeholders from each system. The most recent plan was published in 2015, and processes are in motion to establish a new strategic plan following this assessment. The Territory is encouraged to continue this work until a new plan is completed.
- Develop, improve, and maintain meaningful and useful performance metrics for all six core component traffic records systems.
- Include training and technical assistance needs in the Traffic Records Strategic Plan to help monitor the needs of end users.

Summary

The Virgin Islands TRCC has not updated the Strategic Traffic Records Plan since 2015. The Territory does have a current Highway Safety Plan that includes some of the planning information for traffic records. A Traffic Records Plan that is updated annually will allow the Territory to understand its current data needs and plan the necessary improvements.

The current data systems exist and are briefly explained in the HSP. The crash and citation systems will gain improvement as the Territory adds TraCS for electronic reporting. All six data systems and current performance measures with the countermeasures for improvement will need to be included in the Strategic Traffic Records Plan.

The Territory will need to include the processes for prioritizing improvement projects and technical assistance for stakeholders in the Traffic Records Plan. This will allow them to continue to make improvements in all data systems with the available funding. Timelines and responsibilities will also keep the TRCC on track if documented in the plan.

Although the Territory is small and consists of only three islands, the TRCC needs to consider the needs of all data users and how they will update and use the data. New technologies allow data to be updated much more timely, accurately, and in a format that can be shared with all stakeholders. In addition to stakeholders, the TRCC would benefit from including provisions in the Strategic Traffic Records Plan to coordinate with all key Federal traffic records data systems as well.

The priority for the Territory is to include a process for updating the Strategic Traffic Records Plan annually and include all of the data systems while updating the existing plan.

Crash Recommendations

1. Improve the data quality control program for the Crash data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.
2. Improve the interfaces with the Crash data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Considerations for implementing your Crash recommendations

- Develop a set of edit checks and validation rules for the crash reporting system to ensure that the crash data is consistent and accurate.
- Improve the data dictionary for the crash data system by consolidating all data definition information into one comprehensive document.
- Develop a comprehensive quality control and assurance program. Include performance measures that provide actionable information and a process for error correction that includes law enforcement.
- Develop documentation for crash system processes and establish methods to better monitor data quality.

- Explore potential system interface and data integration possibilities with TRCC partners to improve data quality across core component traffic records systems.

Summary

Within the US Virgin Islands, there are only two agencies that investigate crashes - the Virgin Islands Police Department and Virgin Islands Port Authority. The VIPD also holds custodial responsibility for the official crash data system.

All three islands within the Territory use the ReportBeam electronic incident reporting system where officers collect and report the same data using the same definitions. Having 100 percent electronic collecting and submitting of crash data is quite an accomplishment and has improved the timeliness of the crash data available. Regrettably, the ReportBeam system has not had any upgrades made since implementation nor does it have any edit or validation rules in place that would address the quality of the data. Although ReportBeam is used throughout the Territory, each island houses a separate database for storage of their crash reports and it does not appear that there is a central database server that collects Territory-wide data for analysis.

No criteria or statute was provided that required the submission of a fatal, injury, property damage, or non-trafficway crash in the Territory. Although fatal and injury crashes are reported, it is unknown what threshold is used (if any) for submission of property damage crashes and non-trafficway crashes.

It is also unclear how detailed, how often, or who uses the crash data for analysis. If the data is not being used for analysis, this is unfortunate since providing accurate, timely and complete crash data can be used for prioritizing enforcement initiatives, guiding engineering projects and determining the effectiveness of engineering countermeasures. Given the importance of data accessibility for crash data users, it might be to the Territory's advantage to research how easily data analyses or reports could be provided to all stakeholders once the new traffic reporting system is installed.

The Territory provided a document of an approved project that will eventually move the crash records system from the ReportBeam electronic reporting system to the TraCS electronic reporting system. The TraCS system is anticipated to provide a more efficient solution for collecting and reporting crash and citation reports. The Territory should be commended for looking to different technologies that will capture quality data, support data-driven decision-making, and provide data integration and accessibility for all traffic safety stakeholders.

The Territory crash report was last updated in 2009. At that time, the Territory used the MMUCC 4th edition standards and ANSI D.16 classifications when defining the Crash Reporting System and the Crash Report. Both appear to be consistent with each other. Since the Territory is in the process of bringing on a new electronic reporting system, consideration could be given to compare the crash reporting system against the most current MMUCC standards and ANSI classifications as well as documenting the process by which the standards were used or implemented.

The current crash system as a whole seems to lack readily available documentation such as a comprehensive data dictionary or a quality control/assurance program with process and procedural documentation.

The data dictionary that was provided was the Crash Report User Instruction Manual and while it is a comprehensive user manual and includes some data attributes (e.g., field name and associated data acceptable values), it does not constitute a comprehensive data dictionary. In a data dictionary, it is important that all elements are available for analysis (which could include linked or derived elements NOT seen by the officer) are identified and defined. There was also no reference to or description of the database schema (the structure of the tables that make up the crash database). A data dictionary is best when it provides all data definition information in one place to give a complete reference with clear requirements. This documentation will be invaluable if the need arises to expand the existing system or when moving to the new electronic data collection platform.

Developing well-documented processes of the crash system with detailed policies and procedures for governing the collection, reporting, and posting of crash data would provide opportunities for system efficiencies and data quality enhancements. There should also be a mechanism to provide feedback to the officers and command staff of the two agencies. Without feedback information indicating what errors or issues are being found, they are not provided information that could be used to improve the quality of what they submit. Finally, developing a set of periodic and trend analyses, usage reports, sample-based audits, and other quality control reviews that can be shared with the stakeholders are also important functions that should be considered. The Territory might consider utilizing NHTSA Go-Teams to develop a QC/QA program for their traffic records system.

Given the rising importance of traffic safety data which often starts with the crash system, it is extremely helpful to establish and maintain useful performance measures for improving and monitoring accuracy, accessibility, completeness, integration, timeliness, and integration. The Territory has the beginnings of performance measures in that goals and metrics exist for “completeness” which measures the percentage of crash reports with no missing critical location data; and “timeliness” which measures the average number of days between the crash date and the date the crash was submitted. Strong performance measures and performance measure reporting is a vital aspect of a successful crash system. The “NHTSA Model Performance Measures for State Traffic Records Systems” is a good resource for identifying and implementing measures for all traffic records data sets.

The current crash report format collects data that would make interfaces possible with the other islands and other traffic record systems since one set of crash elements is used Territory-wide. The Territory is encouraged to pursue laying the groundwork that could be used with the current system or when the new TraCS system is implemented.

In closing, although the Territory may currently have areas that need improvement, they are working on a

complex solution to provide an improved data collection and reporting system. Hopefully, there will be many efficiencies gained due to the effort and ultimate implementation of TraCS.

Vehicle Recommendations

3. Improve the applicable guidelines for the Vehicle data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.
4. Improve the data quality control program for the Vehicle data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Considerations for implementing your Vehicle recommendations

- Develop a comprehensive quality control plan by developing performance measures and goals, then take measurements and report them to the TRCC regularly.
- Continue efforts to connect and report to NMVTIS.
- Develop process flow diagrams for titling and registration of vehicles, to ensure that each process is as efficient as possible and has no extra steps.

Summary

The vehicle data within the US Virgin Islands is managed by the Bureau of Motor Vehicles where the driver and vehicle data are combined in a single system. The Territory has some positive aspects in its management of vehicle data, such as the decoding of all vehicle identification numbers, barcoded registration documents, which can be easily used by law enforcement for data collection in crash and citation documents. The system is real-time and is supported by a thorough data dictionary that contains edits checks, samples of which were provided to the assessors.

The Territory retains a copy of any original title submitted for a USVI title in its system and thus retains the title brand information. Stolen vehicles are flagged within the system.

As with any good system, there are some areas for improvement. Because the Territory does not issue commercial driver licenses, there is no participation at this time in PRISM. The Territory is also not currently connected with NMVTIS but reports that it is working on attaining connectivity. Currently, it is not using standard brands on its titles.

The policy and procedures manual for the vehicle section is the computer user manual. While this works in many ways, it falls short in processes that are undertaken outside of the computer input screens and would be more thorough if procedures were memorialized in process flow documents as well. The Territory addresses high-frequency errors by updating validation rules. Developing process flow documents can sometimes help to determine if the errors are generated by forms that are difficult for customers to understand and are completed incorrectly, or other outside influences that cannot be corrected by edits or validations. While process flows can be time-consuming to develop, they also provide a means to ensure

that all staff understand all procedures and are performing them consistently, as well as provide a means to develop a continuous improvement process and ensure there are no repetitive steps in any procedure.

The vehicle section has no comprehensive data quality management program. A set of data quality performance measures should be developed. Once those measures are developed, baseline measures should be taken. When baselines are known, goals can be set. Then interim measures can be taken at some agreed upon interval, such as quarterly, to ensure that the quality of the data is remaining steady or improving. The data quality should be discussed at the TRCC meetings. Along with data quality, opportunities for interfaces or integration can be discussed, so that improvements in research and efficient use of the available data continues in the Territory for the best possible outcomes in traffic safety initiatives.

Driver Recommendations

5. Improve the applicable guidelines for the Driver data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.
6. Improve the data quality control program for the Driver data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.
7. Improve the procedures/ process flows for the Driver data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Considerations for implementing your Driver recommendations

- Develop performance measures for the driver system. Performance measures can provide important feedback about data quality and help prioritize investments in data system improvements, training, or interagency coordination and data exchange.
- Explore other methods of fraud prevention, not only for fraud by applicants but also for internal fraud by examiners.
- Interface with SSOLV and PDPS and capture and store driver history, including convictions for traffic offenses and driver improvement/education data.

Summary

The USVI Bureau of Information Technology is the custodial agent of the driver system. The Bureau of Motor Vehicles is the issuing agency. The driver system stores personal driver data as well as licensing data, including dates of issuance. This data is stored indefinitely, with no purging of records. Transactions are recorded showing when records are accessed and by whom. A data dictionary lists data fields and parameters, although field descriptions could be improved.

Examiners access the driver system use unique usernames and passwords and follow documented procedures for verification of an applicant's identity and issuance of licenses. Legal presence is verified through SAVE, with a second examiner approving final license issuance.

Since USVI does not issue commercial driver licenses, the driver system does not interface with CDLIS. However, the driver system also does not interface with SSOLV or PDPS, which are serious deficiencies in the issuance process.

The driver system uses basic data edit checks for consistency in data entry. Facial recognition is used at the time of issuance, comparing the driver's current photo with other photos in the USVI database.

Reports can be generated and monitored for potential fraudulent activity. However, fraud detection and prevention could be improved through the incorporation of regular data quality monitoring, the use of performance measures, random audits, enhanced user manuals and training, and similar methods.

While the release of data can be tracked through the reports noted above, it does not appear that procedures are in place specifying when a driver's personal data can be released or that protocols are used to protect personal data.

The driver system does not store driver improvement data or convictions and sanctions. The courts and/or law enforcement agencies do maintain this data and license issuance is blocked if a driver has an open sanction with the court. BMV is working to expand the driver system to include convictions that result in points. Lack of driver history is another serious deficiency in the driver system.

USVI does not exchange photos or driver history with other States of record, although an individual can request photo or driver information to provide to another State or Territory. The BMV can grant read-only access to the driver system to law enforcement or court personnel.

Data quality management can be improved through the use of performance measures and other practices, like random data audits and regular data quality reports to management or the Traffic Records Coordinating Committee. Performance measures help identify data issues and trends, which can help with the prioritization of system improvements, training, or interagency coordination. The BMV does produce a nice annual report that includes data trends by island, by issuance type, and by year.

Roadway Recommendations

8. Improve the applicable guidelines for the Roadway data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.
9. Improve the data quality control program for the Roadway data system to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Considerations for implementing your Roadway recommendations

- Establishing a single compatible location referencing system applicable to all roads is crucial to any

roadway file.

- Create links among the roadway, crash and other files to promote better use of data. Extensive use of MIRE could make this integration easier and more effective.
- Publishing a concise but comprehensive data dictionary for the roadway file would enhance data quality and make data maintenance easier.
- Establish an error check and edit process, with data quality reports. Publish these reports for the TRCC and data managers and users to promote roadway safety and maintenance. Performance measures could be written from the information in these reports.

Summary

The Territory has presented some interesting information for consideration. Many questions had a positive response but the evidence was lacking, making it difficult to decide the extent of the ideal/attribute's practical use. No additional information was added in the second round.

Establishing a single compatible location referencing system is crucial to any roadway file. There is an effective system for the major roads, but the extent of the coverage is unknown. Also, which data elements that are available, FDEs or other, is not known. The roadway information linked by the location referencing system appears limited. Expanding the integration and extensive use of the MIRE is suggested for future development of the roadway data system.

A concise but accurate and descriptive data dictionary is important in establishing, maintaining, expanding and linking any data system. It is unclear if USVI possesses one for the roadway data system; it was not available for review.

Data error checks with edit capability is important in maintaining accurate data, whether manual or automatic. It is suspected that there are data entry requirements included in the iWorQ software used. iWorQ appears to be an addition since the last assessment. Error checks could lead to data quality reports, which are planned. Publishing these reports to the TRCC and data managers and users could enhance the overall safety data systems. Performance measures can be helpful metrics for managers; unfortunately they usually are one of the weakest areas of most roadway assessments, including USVI. Performance measures are useful to report data improvements to NHTSA to satisfy their requirements.

Citation and Adjudication Recommendations

10. Improve the applicable guidelines for the Citation and Adjudication systems to reflect best practices identified in the Traffic Records Program Assessment Advisory.
11. Improve the data quality control program for the Citation and Adjudication systems to reflect best practices identified in the Traffic Records Program Assessment Advisory.
12. Improve the interfaces with the Citation and Adjudication systems to reflect best practices identified

in the Traffic Records Program Assessment Advisory.

Considerations for implementing your Citation and Adjudication recommendations

- Work with the TRCC to develop a useful and meaningful set of performance measures with numeric goals to help monitor performance and influence decision-making for the citation and adjudication systems.
- Develop a DUI tracking system including the collection of BAC and drug testing results. Also, explore associating traffic-related convictions with driving records.
- Provide data quality management reports to the Territory's TRCC for regular review. Ideally, custodial agencies should work together to establish and review the sufficiency of their data quality control programs and review this with your TRCC partners will help improve relationships and information sharing with stakeholders.
- Develop routine audits and validation checks for citation and adjudication data to assure the quality of specific critical data attributes.
- Report DUI convictions and traffic-related felonies to the Uniform Crime Reporting Program.

Summary

The citation and adjudication systems are governed by the Judiciary. There doesn't seem to be any real-time interfacing between the DMV system and the court systems or others. Although the probation system should have live access by the end of the year, law enforcement officers, prosecutors, parole officers, and judges all benefit from having real-time access to individuals' driving and criminal histories to appropriately cite, charge, adjudicate and impose penalties and sanctions. Ideally, all State and local courts participate in and have access to an interfaced network of data systems that provide this degree of information access. The C-track system was described as a tracking system for both citation and adjudication processes, and an extensive data dictionary was provided. However, these tracking processes were not explained. In addition, most of the explanations regarding integration or linkages referred to manual processes.

Although a Point System module on the Driver Data System is expected to allow for the collection and storage of dispositions, a more reliable system including the confirmed capability to collect and store disposition data would be ideal.

From the Territory's responses, it seems like there is an opportunity to better leverage their TRCC to strengthen relationships across agencies and collaborate on how to improve data sharing between stakeholders.

Some responses did not include enough detail to accurately convey if the Territory had certain processes or documentation in place. So, in some cases, it was difficult to support a higher rating.

The Territory has limited, if any, performance metrics in place for the citation and adjudication systems. There are many benefits to system owners and end users to having effective and useful performance

measures in place. The Territory is encouraged to work with the TRCC to develop and implement a more robust set of performance measures that will help decision-makers monitor and improve its systems.

The Territory has made several improvements in this area since their last assessment, and they should be commended for their incremental progress. A priority item for the Territory might be to implement a DUI tracking system. In addition, the Territory may consider expanding its citation tracking system to juvenile offenders and associate traffic-related convictions with driving records.

Injury Surveillance Recommendations

13. Improve the data quality control program for the Injury Surveillance systems to reflect best practices identified in the Traffic Records Program Assessment Advisory.
14. Improve the interfaces with the Injury Surveillance systems to reflect best practices identified in the Traffic Records Program Assessment Advisory.

Considerations for implementing your Injury Surveillance recommendations

- Formalize and document the processes and procedures for the lifecycle of the EMS data, including data collection, quality assurance (review, notification, correction, and resubmission), and use and disclosure of data to outside entities, among other functions. This provides for business continuity in the event of staff turnover and serves as an operational manual for staff.
- Track the issues that demote a patient care report (i.e., incomplete fields, inaccurate information in the critical data fields, etc.). Periodically evaluate the issues, identify high-frequency errors, and use that information to inform data collection manuals, training content, and software validation rules. You could also consider conducting periodic reviews of critical data elements within the EMS data to ensure identified high-frequency errors are being addressed and the overall health and integrity of the data is maintained.
- Set and monitor additional performance measures based on the individual reviews of patient care reports and the overall periodic reviews of the EMS data. Completeness, accuracy, and uniformity are the most straightforward and commonly evaluated and monitored performance measures. Any variation from the performance goal can be corrected prior to becoming a long-term problem.
- Evaluate the feasibility of an EMS to crash data linkage within the Office of Medical Services. Collaborate with the Virgin Islands Office of Highway Safety to determine if there are sufficient common identifiers for linkage and the quality of the identifiers. If there are sufficient identifiers and linkage is feasible, establish data sharing parameters, execute a data sharing agreement, and link the data using the method (probabilistic or deterministic) that befits the quality of the identifiers and produces a reliable, consistent linkage. "Data Integration: Linking It All Together" published by NHTSA in 2019 is an excellent resource.
- Engage one or both hospitals to gauge interest in data sharing with the eventual goal of data linkage to EMS data and potentially crash data. Adding emergency department and/or hospital discharge data, even as disparate data systems, gives traffic safety stakeholders more information for data-

driven decision-making.

Summary

Data integration and access to integrated traffic records data sets are important components of a comprehensive Traffic records system. Linking among the traffic records data sets can add detail to the understanding of each crash event, the roadway environment, and the individuals and vehicles involved. Integrated data expands the ability of States to identify and analyze problem areas and develop solutions to reduce crashes and prevent fatalities and injuries.

There is no territory-wide entity in the US Virgin Islands that quantifies the burden of motor vehicle injuries in the USVI using multiple injury surveillance datasets. Only the Territory's EMS data is used to quantify the burden of injuries due to motor vehicle crashes; the other five data systems are not collected or are not available for analysis.

The US Virgin Islands Department of Health, Office of Medical Services maintains the territory-wide repository for the EMS data and is the Territory's emergency medical services provider. This combination of a Territory agency and emergency medical services provider is unique and lends to less formal processes and procedures.

The electronic patient care reporting system, emsCharts, collects patient data that is NEMSIS v3 compliant; a data dictionary is maintained. The data collected is used to track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the Territory.

Automated edit checks and validation rules are inherent to the data collection system and submitted patient care reports must satisfy those checks and rules to be accepted into the system. Patient care reports are reviewed daily by district training officers and a data manager for quality assurance and improvement. Records with errors are demoted in the system and reviewers notify the crew. Correction must be made by the crew before the end of their shift or within 24 hours. The Territory maintains documented procedures for the submission of all patient care reports to the territory-wide EMS database but the review process, including correction and resubmission, is not as well documented. Quality control reviews are not conducted on the overall EMS database.

Numeric metrics and performance measures have been established for the timeliness of EMS data and reports are provided regularly to the VI Office of Highway Safety (VIOHS) and the Traffic Records Coordinator. The timeliness performance measures also serve as the basis for some comparison and trend analyses. Performance measures for accuracy, completeness, uniformity, integration, and accessibility have not been established. Validation rules and edit checks ensure completeness, accuracy, and uniformity to an extent but without periodic monitoring of critical data elements, one would not know if the system was performing as expected. Setting performance goals (based on statutory requirement, policy, or best practice), establishing a baseline, and monitoring the performance measures ensures the health and quality of EMS data.

Aggregate EMS data is available to outside parties and government agencies for analytical purposes. The VIOHS receives aggregate EMS data monthly and has used the data to identify high crash locations. EMS data must be requested in writing.

There is no feedback loop for users of the EMS data to provide data quality feedback to the data collectors and data managers. Many States collect this feedback through regular end-user group meetings, EMS program meetings, and other forums that bring together EMS data collectors and managers, end-users (i.e., VIOHS or the Mental Health and Substance Abuse Division), and others who may use the EMS data as part of injury surveillance and prevention programs and traffic safety programs.

There are two hospitals within the Territory; neither submit emergency department or hospital discharge data to a single entity.

The United States Virgin Islands does not have a trauma registry.

The United States Virgin Islands does not maintain a vital records database available for analysis.

The reliance on EMS data alone for injury surveillance limits the ability of traffic safety stakeholders to get the full picture of what happens to individuals involved in a crash and to estimate the financial burden of injuries and fatalities to the Territory.

Data Use and Integration Recommendations

None

Considerations for implementing your Data Use and Integration recommendations

- Integrate data from multiple datasets while implementing TraCS. TraCS is traditionally used to create an interface between data sets. Though, recently TraCS added the ability to integrate data between data sets. In data integration, cases are linked through common variables. While implementing TraCS it will be valuable to confirm with the contractor that the intention is truly to integrate datasets, and not just build an interface.
- Integrate injury surveillance data with crash data and develop performance measures at the same time. If the Territory does intend to integrate the injury data with the crash data, it would useful to establish integration performance measures early, such as the number of expected linkages (goal) versus actual linkages, or the strength of the linkages. The first year of linkage can serve as a baseline upon which the Territory can improve as they learn of any challenges affecting the linkage. This is valuable guidance for any new data set integrations in the future.
- Make additional traffic records datasets available for external analysis. The Territory makes crash data available for analysis. It was used by a safety-focused nonprofit to develop pedestrian safety interventions. This sets a useful example to encourage other data owners to make data available to

inform traffic safety initiatives. This will be especially important once datasets become integrated.

Summary

The Territory's TRCC actively promotes traffic data integration. It is currently contracting with a vendor to integrate multiple datasets with the implementation of TraCS. They are also currently in the process of creating a traffic records strategic plan that includes data integration across the six core data systems. The plan will also include interface recommendations.

Some responses to questions asking about dataset integration stated that there are integrated datasets. But the responses did not provide additional evidence or narrative to support the integration responses. Other answers stated that datasets are not currently integrated but the implementation of TraCS will include integration between datasets. TraCS has traditionally built interfaces between datasets, which are real-time connections from one dataset to another. An example is when Emergency Medical Services patient data, interfaces with Emergency Department data when the patient reaches the hospital.

TraCS has also developed integration abilities, and the Territory may be contracting with the vendor to include integration with TraCS implementation. Integration is when historical data from one system is linked to another through common variables. An example could be when crash data for an injured person is integrated (linked) to hospital discharge data using common variables like location of crash, birthdate of the patient, or date of crash. If integration is the plan for the future, it will provide rich opportunities for analysis and guidance for enhanced traffic safety interventions. If the true intention is to build interfaces from one dataset to another, that too is important, and perhaps integration can be considered for future development.

Assessment Rating Changes

For each question, a rating was assigned based on the answers and supporting documentation provided by the Territory. The ratings are shown as three icons, depicting 'meets', 'partially meets', or 'does not meet'. The table below shows changes in ratings from the last assessment for all the questions that were unchanged (N=223). This does not include new questions (N=21) and questions that can be partially mapped to questions from the last assessment (N=84).

Legend:

	Rating Changes from Last Assessment		
System	Meets	Partially Meets	Does not Meet
Traffic Records Coordinating Committee			
Traffic Records Coordinating Committee	+4	-1	-3
Strategic Planning for the Traffic Records System			
Strategic Planning for Traffic Records Systems	-1	+4	-3
Crash Data System			
Description and Contents of the Crash Data System	-2	+2	0
Applicable Guidelines for the Crash Data System	0	0	0
Data Dictionary for the Crash Data System	0	+2	-2
Procedures and Process Flows for Crash Data Systems	0	0	0
Crash Data Systems Interface with Other Components	0	0	0
Data Quality Control Programs for the Crash System	+2	+1	-3
Vehicle Data System			
Description and Contents of the Vehicle Data System	+2	0	-2
Applicable Guidelines for the Vehicle Data System	0	0	0
Vehicle System Data Dictionary	+2	+1	-3
Procedures and Process Flows for the Vehicle Data System	+1	+1	-2
Vehicle Data System Interface with Other Traffic Record System Components	+1	0	-1
Data Quality Control Programs for the Vehicle Data System	-1	+2	-1

Driver Data System			
Description and Contents of the Driver Data System	0	0	0
Applicable Guidelines for the Driver Data System	0	0	0
Data Dictionary for the Driver Data System	+2	+1	-3
Procedures and Process Flows for the Driver Data System	+1	+2	-3
Driver System Interface with Other Components	0	+1	-1
Data Quality Control Programs for the Driver System	+1	+1	-2
Roadway Data System			
Description and Contents of the Roadway Data System	0	+4	-4
Applicable Guidelines for the Roadway Data System	0	0	0
Data Dictionary for the Roadway Data System	0	+1	-1
Procedures and Process Flows for the Roadway Data System	0	+3	-3
Intrastate Roadway System Interface	0	+4	-4
Data Quality Control Programs for the Roadway Data System	0	0	0
Citation and Adjudication Systems			
Description and Contents of the Citation and Adjudication Data Systems	0	+1	-1
Applicable Guidelines and Participation in National Data Exchange Systems for the Citation and Adjudication Systems	0	0	0
Data Dictionary for the Citation and Adjudication Data Systems	+2	+1	-3
Procedures and Process Flows for the Citation and Adjudication Data Systems	0	+2	-2
Citation and Adjudication Systems Interface with Other Components	0	0	0
Quality Control Programs for the Citation and Adjudication Systems	0	0	0
Injury Surveillance Systems			
Emergency Medical Systems (EMS) Description and Contents	+2	-1	-9
EMS – Guidelines	0	0	-3
EMS – Data Dictionary	0	0	-4
EMS – Procedures & Processes	+2	-2	-8
Injury Surveillance Data Interfaces	-1	0	+1
EMS – Quality Control	+3	+1	-4
Emergency Department and Hospital Discharge – Quality Control	0	0	0
Trauma Registry – Quality Control	0	0	0
Vital Records – Quality Control	0	0	0
Emergency Department - System Description	0	0	+2
Emergency Department – Data Dictionary	0	0	+1
Emergency Department – Procedures & Processes	0	0	+2
Hospital Discharge – System Description	0	0	+3

Hospital Discharge – Data Dictionary	0	0	+1
Hospital Discharge – Procedures & Processes	0	0	+2
Emergency Department and Hospital Discharge – Guidelines	0	0	+1
Emergency Department and Hospital Discharge – Procedures & Processes	0	0	+1
Trauma Registry – System Description	0	0	+2
Trauma Registry – Guidelines	0	0	+2
Trauma Registry – Data Dictionary	0	0	+1
Trauma Registry – Procedures & Processes	0	0	+2
Vital Records – System Description	0	0	+1
Vital Records – Data Dictionary	0	0	+1
Vital Records – Procedures & Processes	0	0	+1
Injury Surveillance System	0	0	0
Data Use and Integration			
Data Use and Integration	+2	-1	-1
Total Change	***+22***	***+30***	***-52***

Methodology and Background

In 2018, the National Highway Traffic Safety Administration updated the *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, primarily personnel actively working in the myriad Territory agencies responsible for managing the collection, management, and analysis of traffic safety data. The *Advisory* provides information on the contents, capabilities, and data quality of effective traffic records systems by describing an ideal that supports data-driven decisions and improves highway safety. Note that this ideal is used primarily as a uniform measurement tool; it is neither NHTSA's expectation nor desire that States pursue this ideal blindly without regard for their own unique circumstances. 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 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 each State or Territory. The 2018 *Advisory* reduces the number of questions, eases the evidence requirements, and appends additional guidance to lessen the burden on Territory respondents.

As part of the 2018 update, the traffic records assessment process was altered as well. While it remains an iterative process that relies on the State Traffic Records Assessment Program (STRAP) for online data collection, the process has been reduced to two question-answer cycles. In each, Territory respondents can answer each question assigned to them before the assessors examine their answers and supporting evidence, at which point the assessors rate each response. At the behest of States who wanted increased face-to-face interaction, a second onsite review will now be held between the first and second rounds. The facilitator will lead this discussion and any input from this meeting will be entered into STRAP for the State's or Territory's review. The second and final question and answer cycle is used to clarify responses and provide the most accurate rating for each question following the onsite review. To assist the Territory in responding to each question, the *Advisory* also provides Territory respondents with suggested evidence that identify the specific information appropriate to answer each assessment question.

The assessment facilitator works with the Territory assessment coordinator to prepare for the assessment and establish a schedule consistent with the example outlined in Figure 1. Actual schedules may vary as dates may be altered to accommodate Territory-specific needs.

Independent assessors rate the responses and determines how closely a State's or Territory'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 determine if a Territory (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, as well as a summary for each section and any considerations—actionable suggestions for improvement—that will be included with the assessment's recommendations.

Figure 2: Sample 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	**Onsite Kickoff Meeting**
	Monday, Week 1 – 12pm EST, Friday, Week 3	**Round 1 Data Collection**: Territory answers standardized assessment questions
	Friday, Week 3 – Wednesday, Week 5	**Round 1 Analysis**: Assessors review Territory answers, rate all responses and complete all draft conclusions
	Thursday, Week 5 – Monday, Week 7	**Review Period**: Territory reviews the assessors' initial ratings in preparation for the onsite meeting.
	Tuesday, Week 7	**Onsite Review Meeting**: Facilitator and Territory respondents meet to discuss questions; clarifications entered into STRAP
	Wednesday, Week 7 – 12pm EST, Friday, Week 9	**Round 2 Data Collection**: Territory provides final response to the assessors' preliminary ratings and onsite clarifications
	Friday, Week 9 – Monday, Week 11	**Round 2 Analysis**: make final ratings
	Tuesday, Week 11 – Monday, Week 12	Facilitator prepares final report
Week 12		NHTSA delivers final report to Territory and Region
(After completion of assessment, date set by Territory)		NHTSA hosts webinar to debrief Territory participants
(After completion of assessment)		(OPTIONAL) Territory may request GO Team, CDIP or MMUCC Mapping, targeted technical assistance or training

In order for NHTSA to accept and approve an assessment each question must have an answer. When appropriate, however, a Territory may answer questions in the negative ("no," don't know," 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(c) grant funds.

Figure 3: Territory Schedule for the Traffic Records Assessment

Kickoff	March 14, 2022
Begin first Q&A Cycle	March 14, 2022
End first Q&A Cycle	April 01, 2022
Begin Review Period	April 19, 2022
Onsite Meeting	April 25, 2022
Begin second Q&A Cycle	April 25, 2022
End second Q&A Cycle	May 13, 2022
Assessors' Final Results Complete	May 30, 2022
Final Report Due	June 10, 2022
Debrief	June 15, 2022

Appendix A: Question Details, Ratings and Assessor Conclusions

This section presents the assessment's results in more granular detail by providing the full text, rating, and assessor analysis for each question. This section can be useful to Territory personnel looking to understand why specific ratings were given and further identify areas to target for improvement.

Questions, Ratings and Assessor Conclusions

Traffic Records Coordinating Committee

1. ***Does the TRCC membership include executive and technical staff representation from all six data systems?***

   Meets Advisory Ideal

   The TRCC has both a technical and executive committee, and a roster was provided listing members from multiple organizations that represent the various traffic records systems. Although it was not attached to this question, the HSP includes a TRCC executive roster with all members' names, affiliations, and titles that describe their responsibilities with the TRCC.

   Change Notes: Rating Improved.
   From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

2. ***Do the executive members of the TRCC regularly participate in TRCC meetings and have the power to direct the agencies' resources for their respective areas of responsibility?***

   Meets Advisory Ideal

   Per the charter, the TRCC executive members have the authority to allocate their agencies resources. They regularly attend meetings as shown on provided meeting minutes.

   Change Notes: Rating Improved.
   From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

3. ***Do the custodial agencies seek feedback from the TRCC members when major projects or system redesigns are being planned?***

   Partially Meets Advisory Ideal

   The TRCC is involved in the evaluation of major projects when they are being proposed for TRCC funding, which is good. However, based on meeting notes, there is no real on-going feedback on systems happening during TRCC meetings beyond logistical coordination.

   Change Notes: New Question.

4. ***Does the TRCC involve the appropriate Territory IT agency or offices when member agencies are planning and implementing technology projects?***

   Meets Advisory Ideal

   With the VI Bureau of Information Technology, as well as appropriate IT representatives from custodial agencies serving as members of the technical TRCC, they are well positioned to provide coordinated planning and implementation of technology projects.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

5. ***Is there a formal document authorizing the TRCC?***

Meets Advisory Ideal

The TRCC MOU clearly outlines the purpose, objectives, goals, roles and responsibilities of both the technical and the executive level committees.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

6. ***Does the TRCC provide the leadership and coordination necessary to develop, implement, and monitor the Territory Traffic Records Strategic Plan?***

Meets Advisory Ideal

The TRCC has demonstrated the leadership and coordination necessary to develop, implement, and monitor the Territory's Traffic Records Strategic Plan by hiring a vendor and beginning the process to update the outdated TRCC Strategic Plan. In the current FY2022 Highway Safety Plan, the TRCC has outlined this effort with problem IDs, strategies and projects to accomplish the objective.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

7. ***Does the TRCC advise the Territory Highway Safety Office on allocation of Federal traffic records improvement grant funds?***

Meets Advisory Ideal

There is an evaluation process for the TRCC to provide input on the proposed projects for 402 funds, and one can reasonably assume they would use the same evaluation process once VIOHS qualifies for 405c funds.

Change Notes: Rating Improved.
From 'Partially Meets Advisory Ideal' to 'Meets Advisory Ideal'.

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

Partially Meets Advisory Ideal

In the HSP, three performance measures for the crash system have been identified. This is a good start, and the TRCC would need to identify at least one performance measure for each of the remaining five systems to meet the ideal.

Change Notes: Rating Unchanged.

9. ***Does the TRCC enable meaningful coordination among stakeholders and serve as a forum for the discussion of the traffic records programs, challenges, and investments?***

Meets Advisory Ideal

Very detailed notes from two recent TRCC meetings demonstrate meaningful coordination among

stakeholders of the traffic records systems.

Change Notes: Rating Improved.
From 'Partially Meets Advisory Ideal' to 'Meets Advisory Ideal'.

10. Does the TRCC have a traffic records inventory?

Does Not Meet Advisory Ideal

The Territory does not have a current complete Traffic Records inventory document, but the provided list of systems and custodians was appreciated. They would benefit from continued development of the TRCC inventory to improve data knowledge and use in reducing traffic problems.

Change Notes: Rating Unchanged.

11. Does the TRCC have a designated chair?

Meets Advisory Ideal

The TRCC Chair is Brandon Manners, who also serves as the TR Coordinator, and his responsibilities to lead and support the TRCC are clearly outlined. The Territory could benefit from having a separate coordinator and TRCC Chair to keep the analysis and functioning of the TRCC separate from the leadership and authority with all members, but that is not a requirement.

Change Notes: Rating Improved.
From 'Partially Meets Advisory Ideal' to 'Meets Advisory Ideal'.

12. Is there a designated Traffic Records Coordinator?

Meets Advisory Ideal

The Traffic Records Coordinator is Brandon Manners, and his responsibilities to lead and support the TRCC are clearly outlined.

Change Notes: Rating Improved.
From 'Partially Meets Advisory Ideal' to 'Meets Advisory Ideal'.

13. Does the TRCC meet at least quarterly?

Meets Advisory Ideal

TRCC executive meetings are scheduled at least once per quarter, and held more frequently as needed.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

14. Does the TRCC review quality control and quality improvement programs impacting the core data systems?

Does Not Meet Advisory Ideal

Proposed projects are evaluated by the TRCC, but there is no evidence that demonstrates any review of quality control or quality improvement programs of the existing core data systems. Quality control reviews and quality improvement programs are done on data after it has already

been gathered by the systems.

Change Notes: Rating Unchanged.

15. ***Does the TRCC assess and coordinate the technical assistance and training needs of stakeholders?***

Meets Advisory Ideal

Projects usually include necessary training for the end users and administrators, as was the case for the VIPD e-Citation project which included training for law enforcement on how to effectively utilize the new software.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

16. ***Do the TRCC's program planning and coordination efforts reflect traffic records improvement funding sources beyond § 405(c) funds?***

Meets Advisory Ideal

The USVI OHS does not yet qualify for 405c funds, so they are using 402 funds to improve their Traffic Records systems. Those projects are listed with their funding source in the Highway Safety Plan, and coordinated through the TRCC.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

Strategic Planning for Traffic Records Systems

17. ***Does the Territory Traffic Records Strategic Plan address existing data and data systems areas of opportunity and document how these are identified?***

Partially Meets Advisory Ideal

The Territory has listed the data systems in the Highway Safety Plan. There are opportunities listed for the crash and citation data systems with explanation how the VIPD will be adding TraCS for electronic reporting and that they are currently using Report Beam for citation data. The Territory would benefit from updating the Strategic Traffic Records Plan and include the analysis of all six data systems with the outlined opportunities for improvement.

Change Notes: Rating Unchanged.

18. ***Does the Territory Traffic Records Strategic Plan identify countermeasures that address at least one of the performance attributes (timeliness, accuracy, completeness, uniformity, integration, and accessibility) for each of the six core data systems?***

Does Not Meet Advisory Ideal

The Territory TRCC has not updated the Strategic Traffic Records Plan to include the detail of each of the six data systems and the countermeasures to continue to improve each one. The Territory will benefit from including how each of the six countermeasure will improve each data system in the updated Strategic Plan.

Change Notes: Rating Changed.
From 'Meets Advisory Ideal' to 'Does Not Meet Advisory Ideal'.

19. ***Does the TRCC have a process for identifying at least one performance measure and the corresponding metrics for the six core data systems in the Territory Traffic Records Strategic Plan?***

Partially Meets Advisory Ideal

The Territory has just begun the process to improve the Traffic Records Plan that will include the performance measures for all six data systems however, three performance measures for the crash system were identified in the HSP, which is a good start. The performance measures will be valuable tools to gauge the performance of the specific systems in each of the six core areas.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

20. ***Does the TRCC have a process for prioritizing traffic records improvement projects in the Territory Traffic Records Strategic Plan?***

Partially Meets Advisory Ideal

The Territory does include the "Methods of Project Selection" on page 15 of the Highway Safety Plan. The process is explained as to how they plan to evaluate and select the projects. The Territory would benefit from including this process in the updated Strategic Traffic Records Plan.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

21. ***Does the TRCC identify and address technical assistance and training needs in the Territory Traffic Records Strategic Plan?***

Does Not Meet Advisory Ideal

The response stated that technical assistance is provided to each TRCC member during on-site visits and TRCC meetings. The Territory would benefit by adding the technical assistance description to the TRCC Plan that would outline how the need can be assessed and provided for all stakeholders.

Change Notes: Rating Changed.
From 'Meets Advisory Ideal' to 'Does Not Meet Advisory Ideal'.

22. ***Does the TRCC have a process for establishing timelines and responsibilities for projects in the Territory Traffic Records Strategic Plan?***

Does Not Meet Advisory Ideal

The TRCC does not have a coordinated process for establishing project timelines and responsibilities. It is done at the individual project level. The Territory would benefit from establishing timelines and responsibilities for all Traffic Records projects that are clearly defined in the Traffic Records Plan. This will allow the Territory to work towards analyzing the available data to improve traffic records that are needed for problem identification.

Change Notes: Rating Changed.
From 'Meets Advisory Ideal' to 'Does Not Meet Advisory Ideal'.

23. ***Does the TRCC have a process for integrating and addressing Territory and local (to include federally recognized Indian Tribes, where applicable) data needs and goals into the Territory Traffic Records Strategic Plan?***

Partially Meets Advisory Ideal

The TRCC doesn't have a formal process for integrating and addressing data needs and goals. Considering the Territory is divided into three islands that are all included in the analysis of data and planned improvement in systems, this should include all data needs. The Territory would need to include a process in the updated Strategic Traffic Records Plan to integrate the Territory and local data needs.

Change Notes: Rating Changed.
From 'Meets Advisory Ideal' to 'Partially Meets Advisory Ideal'.

24. ***Does the TRCC consider the use of new technology when developing and managing traffic records projects in the Territory Traffic Records Strategic Plan?***

Meets Advisory Ideal

The Territory has shown with detail, attached in the document library, the progress of law enforcement moving to electronic data collection with the TraCS Software and an electronic citation data system. The TRCC includes planning and discussion of the progress in the TRCC meeting minutes.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

25. ***Does the Territory Traffic Records Strategic Plan consider lifecycle costs in implementing improvement projects?***

Partially Meets Advisory Ideal

The TRCC reportedly considers lifecycle costs of all projects being implemented to determine if they can be self-sufficient after a few years of funding. The Territory could benefit from adding a lifecycle analysis to project development to ensure the TRCC would continue to function even without Federal grant funds. A standard process included in the updated Strategic Traffic Records Plan would ensure the analysis is consistent for all projects.

Change Notes: Rating Changed.
From 'Meets Advisory Ideal' to 'Partially Meets Advisory Ideal'.

26. ***Does the Territory Traffic Records Strategic Plan make provisions for coordination with key Federal traffic records data systems?***

Partially Meets Advisory Ideal

The Territory has current projects for improving the crash, driver and vehicle data systems including provisions for these systems to interact with SafetyNet and NMVTIS. In addition, the EMS data system currently reports directly to NEMSIS. The Territory would continue to increase the benefit to traffic records as these are completed, but could benefit even more by submitting

data to FARS and other Federal data systems.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

27. Is the TRCC's Territory Traffic Records Strategic Plan reviewed, updated and approved annually?

Partially Meets Advisory Ideal

The Traffic Records Strategic Plan has not been reviewed, updated, or approved since 2015. However, the Territory has included their Highway Safety Plan considerable information detailing the current planning with the new vendor hired to complete an up-to-date Strategic Traffic Records Plan. The Territory could also benefit from adding the planning of how the Traffic Records plan will be reviewed, updated and approved annually.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

Description and Contents of the Crash Data System

28. Is statewide crash data consolidated into one database?

Meets Advisory Ideal

The Territory uses ReportBeam to collect and store crash data and all crash data are consolidated in one Territory ReportBeam server. It seems like the data is stored in one crash database hosted by ReportBeam. Each island in the Territory has their own credentials when accessing the database and based on the user credentials and permissions, they can only access their island's data.

Change Notes: Rating Unchanged.

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

Partially Meets Advisory Ideal

The Virgin Islands Police Department has custodial responsibility for the territory-wide crash data system within the Territory. However, no documentation (MOUs, reports, legal reviews, etc.) was provided as evidence.

Change Notes: Rating Changed.
From 'Meets Advisory Ideal' to 'Partially Meets Advisory Ideal'.

30. Does the Territory have criteria requiring the submission of fatal crashes to the statewide crash system?

Does Not Meet Advisory Ideal

The Virgin Islands Office of Highway Safety (VIOHS) responded that there is no criteria or statue requiring the submission of fatal crashes to the crash system within the Territory.

Change Notes: Rating Unchanged.

31. ***Does the Territory have criteria requiring the submission of injury crashes to the statewide crash system?***

Does Not Meet Advisory Ideal

The VIOHS responded there is no criteria or statute for the submission of injury crashes to the crash system within the Territory.

Change Notes: Rating Changed.
From 'Meets Advisory Ideal' to 'Does Not Meet Advisory Ideal'.

32. ***Does the Territory have criteria requiring the submission of property damage only (PDO) crashes to the statewide crash system?***

Does Not Meet Advisory Ideal

The VIOHS responded there is no criteria or statue for the submission of property damage only crashes to the crash system within the Territory.

Change Notes: Rating Unchanged.

33. ***Does the Territory have statutes or other criteria specifying timeframes for crash report submission to the statewide crash database?***

Partially Meets Advisory Ideal

The VIOHS responded that the Police Commissioner's policy requires a crash report to be submitted to the crash database within 5 days of the crash. However, a statute or policy was not provided.

Change Notes: New Question.

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

Meets Advisory Ideal

The Territory crash database has the ability to capture and record crashes occurring in non-trafficway areas which meets the advisory ideal. However, non-traffic crashes are not part of any reporting or analysis.

Change Notes: Rating Improved.
From 'Partially Meets Advisory Ideal' to 'Meets Advisory Ideal'.

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

Partially Meets Advisory Ideal

The Territory's response indicates they use the crash data to substantiate and evaluate highway safety programs and countermeasure concerns including the identification of crash risk factors. However, there was no documentation nor evidence provided such as example reports or analyses that examine locations, roadway features, behaviors, driver or vehicle characteristics as they relate to crash risk.

Change Notes: Rating Unchanged.

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

Partially Meets Advisory Ideal

While the Territory does provide crash data to the Department of Public Works when requested which partially meets the advisory ideal, there was no documentation, evidence, or narrative demonstrating how the crash data is being used to guide engineering and construction projects.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Partially Meets Advisory Ideal

The Territory's response indicates that the crash data is regularly used to prioritize law enforcement activity. It was further stated that the crash data is used to support the enforcement initiatives such as DUI checkpoints, seatbelt and speeding enforcement mobilizations. However, no documentation or evidence such as a sample location-based analysis of law enforcement activities was provided.

Change Notes: Rating Unchanged.

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

Partially Meets Advisory Ideal

The Territory's response indicated that the crash data is used to evaluate safety countermeasure programs. During year end reporting, the data is collected and reviewed to determine whether or not targets were met. If targets were not met, corrective action measures and improvement strategies are developed to ensure that targets are met. However, there was no documentation or evidence provided.

Change Notes: Rating Changed.
From 'Meets Advisory Ideal' to 'Partially Meets Advisory Ideal'.

Applicable Guidelines for the Crash Data System

39. ***Is there a process by which MMUCC is used to help identify what crash data elements and attributes the Territory collects?***

Partially Meets Advisory Ideal

The Territory reported that a mapping tool was used to determine the percentage of MMUCC elements that are mapped to their current crash report which was last revised in 2009. However, the comparison used was against MMUCC 4th edition, not MMUCC 5th edition which are the latest guidelines being used and which include significant changes. It was also stated that MMUCC standards were used when improvements were needed to the crash report form (with the assumption that improvements have taken place since 2009) to ensure the Territory stayed current. Since no documentation or additional information was provided, it is unknown if changes were made to the 2009 Crash Report form. Additionally, no information regarding the process by which MMUCC was used to identify the crash data elements and attributes collected was provided.

Change Notes: Rating Changed.
From 'Meets Advisory Ideal' to 'Partially Meets Advisory Ideal'.

40. Is there a process by which ANSI D.16 is used to help identify the definitions in the crash system data dictionary?

Partially Meets Advisory Ideal

The Territory indicated that ANSI D.16 was used in defining information within their crash system data dictionary although the document provided was the Crash Report Instruction manual. The instruction manual provided some evidence that ANSI D-16 is referenced for at least some elements of the crash report (e.g., pole trailer) but no evidence or narrative describing the process by which ANSI D.16 is used to help identify the definitions in the crash system data dictionary was provided.

Change Notes: Rating Unchanged.

Data Dictionary for the Crash Data System

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

Partially Meets Advisory Ideal

The Territory provided a comprehensive Crash Report User Instruction manual that provides instructions on how to complete a crash report as well as some data attributes (e.g., field name and description) with associated data element values. However, the instruction manual is not a data dictionary that clearly defines all data attributes and element values of the crash database. In a data dictionary it is important to ensure that all elements available for analysis (which could include linked or derived elements NOT seen by the officer) are identified and defined for the analysts. There was also no reference to or description of the database schema (the structure of the tables that make up the crash database).

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

The Territory does not currently have a defined set of edit checks and validation rules to ensure the data's completeness and accuracy.

Change Notes: Rating Unchanged.

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

Partially Meets Advisory Ideal

While the Territory indicated their data dictionary was up-to-date and consistent with the field data collection manual, crash report, database schema and any training materials, no evidence was provided. The Territory provided a copy of their Crash Report Instruction manual and crash report

which are consistent but did not provide a copy of the crash database schema (data dictionary) or any other training materials.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

The Territory's crash system does not currently populate data from other systems through linkages at this time.

Change Notes: Rating Unchanged.

Procedures and Process Flows for Crash Data Systems

45. ***Does the Territory collect an identical set of data elements and attributes from all reporting agencies, independent of collection method?***

Meets Advisory Ideal

Within the Territory, all crash data is collected using the same crash reporting form. The crash data elements are identical across the Territory.

Change Notes: New Question.

46. ***Does the Territory reevaluate their crash form at regular intervals?***

Does Not Meet Advisory Ideal

The Territory indicated that at this time there is no process to reevaluate the crash form at regular intervals.

Change Notes: New Question.

47. ***Does the Territory 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 Territory FARS unit and commercial vehicle crash data to SafetyNet?***

Does Not Meet Advisory Ideal

At this time the Territory does not maintain accurate and up-to-date documentation detailing the policies and procedures for key processes. They also do not submit fatal crash data to FARS. There was no mention of submitting commercial vehicle crash data to SafetyNet.

Change Notes: Rating Unchanged.

48. ***Are the quality assurance and quality control processes for managing errors and incomplete data documented?***

Does Not Meet Advisory Ideal

The Territory does not currently have any documented quality assurance or quality control processes in place for managing errors and incomplete data.

Change Notes: Rating Unchanged.

49. ***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?***

Does Not Meet Advisory Ideal

At this time the Territory does not have any retention or archival storage policies in place.

Change Notes: Rating Unchanged.

50. ***Do all law enforcement agencies collect crash data electronically?***

Meets Advisory Ideal

Within the Territory, only the Virgin Islands Police Department and Virgin Islands Port Authority investigate crashes and they both use ReportBeam, an electronic crash reporting application.

Change Notes: Rating Unchanged.

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

Meets Advisory Ideal

Within the Territory only the Virgin Islands Police Department and Virgin Islands Port Authority investigate crashes and they both use ReportBeam, an electronic crash reporting application.

Change Notes: Rating Unchanged.

52. ***Do all law enforcement agencies collecting crash data electronically in the field apply validation rules consistent with those in the statewide crash system prior to submission?***

Does Not Meet Advisory Ideal

The Territory uses the same crash reporting application ReportBeam. At this time the application does not have any validation rules. However, if validation rules were created, they would be consistent across the Territory.

Change Notes: Rating Unchanged.

Crash Data Systems Interface with Other Components

53. ***Does the crash system have a real-time interface with the driver system?***

Does Not Meet Advisory Ideal

At this time the Territory's crash reporting application does not have a real-time interface with the driver system.

Change Notes: Rating Unchanged.

54. ***Does the crash system have a real-time interface with the vehicle system?***

Does Not Meet Advisory Ideal

At this time the Territory's crash reporting application does not have a real-time interface with the vehicle system.

Change Notes: Rating Unchanged.

55. ***Does the crash system interface with the roadway system?***

Does Not Meet Advisory Ideal

At this time the Territory's crash reporting application does not interface with the roadway system.

Change Notes: Rating Unchanged.

56. ***Does the crash system interface with the citation and adjudication systems?***

Does Not Meet Advisory Ideal

At this time the Territory's crash reporting application does not interface with the citation and adjudication systems.

Change Notes: Rating Unchanged.

57. ***Does the crash system have an interface with EMS?***

Does Not Meet Advisory Ideal

At this time the Territory's crash reporting application does not interface with the EMS system.

Change Notes: Rating Unchanged.

Data Quality Control Programs for the Crash System

58. ***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?***

Does Not Meet Advisory Ideal

At this time the Territory's crash reporting application does not have any edit checks and validation rules to ensure data falls within a range of acceptable values and is logically consistent between fields.

Change Notes: Rating Unchanged.

59. ***Is limited Territory-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?***

Does Not Meet Advisory Ideal

At this time the Territory does not have correction authority granted to quality control staff working to amend obvious errors and omissions without returning the report to the originating officer.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

At this time the Territory does not return rejected crash reports to the originating officer.

Change Notes: Rating Unchanged.

61. Does the Territory track crash report changes after the original report is submitted by the law enforcement agency?

Does Not Meet Advisory Ideal

The crash reporting application used in the Territory does track crash report changes after the original report is submitted by the law enforcement agency. However, the officers are asked to note changes within the narrative of their crash reports.

Change Notes: New Question.

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

Meets Advisory Ideal

The Territory does have a timeliness performance measure which measures the average number of days between the crash date and the date the crash was submitted to the Territory. This measure was provided from 2016-2020.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

At this time the Territory does not have accuracy performance measures in place.

Change Notes: Rating Unchanged.

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

Meets Advisory Ideal

The Territory does have a completeness performance measure which measures the percentage of crash reports with no missing critical location data. This measure was provided from 2015-2020.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

At this time the Territory does not have any uniformity performance measures in place.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

At this time the Territory does not have any integration performance measures in place.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

At this time the Territory has no accessibility performance measures in place.

Change Notes: Rating Unchanged.

68. ***Has the Territory established numeric goals-performance metrics-for each performance measure?***

Partially Meets Advisory Ideal

The Territory has established numeric goals and performance metrics for Timeliness (5 days for all reported crashes to be submitted) and Completeness (56% completed critical location data for total of submitted crashes).

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

At this time the Territory does not have performance reporting to provide specific timeliness, accuracy, and completeness feedback to each law enforcement agency.

Change Notes: Rating Unchanged.

70. ***Are detected high-frequency errors used to prompt revisions, update the validation rules, and generate updated training content and data collection manuals?***

Does Not Meet Advisory Ideal

At this time the Territory does not utilize detected high-frequency errors to prompt revisions, update the validation rules, or generate updated training content and data collection manuals.

Change Notes: Rating Unchanged.

71. ***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?***

Does Not Meet Advisory Ideal

At this time the Territory does not have quality control reviews comparing the narrative, diagram, and coded contents of the report considered part of the crash database's data acceptance process.

Change Notes: Rating Unchanged.

72. ***Are sample-based audits periodically conducted for crash reports and related database content?***

Does Not Meet Advisory Ideal

At this time the Territory does not perform sample-based audits periodically on their crash reports and related database content.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

At this time the Territory does not perform any periodic comparative and trend analyses to identify unexplained differences in the data across years and jurisdictions.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

At this time the Territory does not provide data quality feedback from key users to data collectors and data managers.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

At this time the territory does not provide data quality management reports to the TRCC for regular review.

Change Notes: Rating Unchanged.

Description and Contents of the Driver Data System

76. ***Does custodial responsibility for the driver data system-including commercially-licensed drivers-reside in a single location?***

Meets Advisory Ideal

The USVI's Bureau of Information Technology is the custodial agency of the USVI driver data. The USVI does not issue commercial driver licenses.

Change Notes: Rating Unchanged.

77. ***Does the driver data system capture details of novice driver, motorcycle, and driver improvement (remedial) training histories?***

Does Not Meet Advisory Ideal

The USVI driver data system does not capture novice driver or driver improvement training, although it is currently captured by the Virgin Islands Police and the Courts. Having such data in the driver records can be used to determine the value and impact of such training in the long term for the Territory's drivers.

Change Notes: Rating Unchanged.

78. ***Does the driver data 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)?***

Meets Advisory Ideal

Original dates of issuance for all licenses, endorsements and permits are captured by the driver license system. The screen that captures such data was provided as evidence.

Change Notes: Rating Unchanged.

Applicable Guidelines for the Driver Data System

79. ***Is driver information maintained in a manner that accommodates interaction with the National Driver Register's PDPS and CDLIS?***

Does Not Meet Advisory Ideal

The driver system does not interface with the Problem Driver Pointer System and the Commercial Driver Licensing Information System. This is less important for USVI, in terms of CDLIS, since the Virgin Islands does not issue commercial licenses.

Change Notes: Rating Unchanged.

Data Dictionary for the Driver Data System

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

Partially Meets Advisory Ideal

The data dictionary provided has a descriptor of each field. Some are shorthand explanations of the data within the field and would not qualify as definitions, per se.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

81. ***Are all valid field values-including null codes-documented in the data dictionary?***

Meets Advisory Ideal

The data dictionary specifies field values, including whether a field can be null.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

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

Partially Meets Advisory Ideal

The driver license system includes data checks that match the field parameters in the data dictionary. The data dictionary and example data edits were provided, including dates of birth that are incompatible with drivers' age and missing data. It is not clear from either the data dictionary or the examples how extensive and widely-applied the data edits are.

Change Notes: Rating Unchanged.

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

Meets Advisory Ideal

The BMV updates the data dictionary when the data model changes, usually after a required system update. We recommend that this process be documented in a procedure, with additional information to ensure regular reviews, perhaps annually after legislative session ends.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

Procedures and Process Flows for the Driver Data System

84. ***Does the custodial agency maintain accurate and up-to-date documentation detailing: the licensing, permitting, and endorsement issuance procedures; reporting and recording of relevant convictions, driver education, driver improvement course; and recording of information that may result in a change of license status (e.g., sanctions, withdrawals, reinstatement, revocations, cancellations and restrictions) including manual or electronic reporting and timelines, where applicable?***

Partially Meets Advisory Ideal

Licensing, permitting and endorsements are documented, but convictions, driver education and

driver improvement have not been implemented according to the Territory. These next steps are important in terms of ensuring that dangerous drivers' privileges can be withdrawn immediately and effectively when appropriate, and that staff understands the processes necessary to manage license withdrawal and reinstatement.

Change Notes: New Question.

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

Partially Meets Advisory Ideal

Process flow diagrams were provided for key data processes. The driver license system checks for eligibility against the vehicle system (for liens); however, it is not clear from the diagrams that the driver license system checks the court system for eligibility, although the respondent indicated it does. This is important, as the BMV does not track convictions that result in license sanction.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

86. ***Are the processes for error correction and error handling documented for: license, permit, and endorsement issuance; reporting and recording of relevant 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?***

Does Not Meet Advisory Ideal

The System User Manual provides step-by-step issuance procedures and does not address error handling. Additionally, this manual covers licensing transactions, but not posting of convictions to driver records and application of sanctions. USVI noted in a prior question that driver education is not stored on the driver record. The court notifies BMV of blocks on licenses; this process is not explained, nor is it explained how those blocks are removed from the driver record.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

Data is not purged from the driver license system. While data is not purged, it is archived when new information is captured. We encourage USVI to develop a process/procedure for purging data.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

The Virgin Islands suspends driver licenses only upon notification of conviction of DUI by the courts; thus, there is no administrative authority to suspend licenses in the Virgin Islands for DUI.

Change Notes: Rating Changed.
From 'Meets Advisory Ideal' to 'Does Not Meet Advisory Ideal'.

89. ***Are there established processes to detect false identity licensure fraud?***

Partially Meets Advisory Ideal

The BMV accesses SAVE and NCIC for verification of lawful status. However, the BMV User Guide does not include steps to access these systems upon issuance or renewal of a driver license. The guide does list required identification documents and examiners are expected to review the documents. No instructions or training are provided to the examiners related to fraudulent documents. Fraud prevention can also include facial recognition, collection of some sort of biometric like a fingerprint for comparison with the last issuance, AAMVA's fraud prevention program for employees, auditing of documents provided by applicants for licenses, audits or reviews of random transactions in offices, review of computer transactions that may be outside of normal business hours, and software to verify identity documents provided by applicants.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Meets Advisory Ideal

Each applicant is verified through SAVE if appropriate, and when the status is YES, a second customer service rep will verify the application and the documents provided, ensuring two employees have reviewed documentation provided by each applicant. There are other, better fraud prevention methodologies, including some software solutions, such as facial recognition and document verification solutions. It is also helpful to have supervisory review if the verification process is done by the same two employees on a regular basis.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

91. ***Are there established processes to detect CDL fraud?***

Does Not Meet Advisory Ideal

The USVI does not issue Commercial Driver Licenses, thus this rating is does not meet, per NHTSA standards.

Change Notes: Rating Unchanged.

92. ***Does the Territory transfer the Driver History Record (DHR) electronically to another State when requested due to a change in State of Record?***

Does Not Meet Advisory Ideal

A driver must request their abstract to be provided to another State, and only driver information is transferred as convictions are not stored.

Change Notes: New Question.

93. ***Does the Territory obtain the previous State of Record electronically upon request?***

Does Not Meet Advisory Ideal

The USVI does not participate in PDPS or otherwise request records electronically. Customers

must bring their own out-of-state driver abstracts.

Change Notes: New Question.

94. Does the Territory run facial recognition prior to issuing a credential?

Meets Advisory Ideal

The driver system does use facial recognition against prior photos in the USVI database. If a match is found, the record is flagged for the Fraud Alert List, which is reviewed by a supervisor.

Change Notes: New Question.

95. Does the Territory exchange driver photos with other Territory Licensing agencies upon request?

Does Not Meet Advisory Ideal

The driver licensing authority for the USVI only exchanges photos from the driver file with other Territory licensing authorities if requested by the individual in question.

Change Notes: New Question.

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

Meets Advisory Ideal

The driver license system is only accessible via the government domain with government issued IDs and complex passwords. Passwords must be changed regularly and access ends when an employee is terminated. Other information security protocols should also be considered (system back-up, redundancies, use of data encryption in data transfers between systems).

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

Access to records is tracked. The system logs when a user accesses a record and what data is entered or changed. Supervisors with privileges can access these logs. It would be helpful to understand how and when USVI staff release driver license records and whether the release of records meets the Driver Privacy Protection Act requirements and whether the provision of such a record is recorded. Any release of information should be tracked and monitored; otherwise, tracking is not proactive and would tend to be effective only when a complaint was made of inappropriate release of information.

Change Notes: Rating Unchanged.

Driver System Interface with Other Components

98. Does the Territory post at-fault crashes to the driver record?

Does Not Meet Advisory Ideal

USVI does not post at-fault crashes to the driver record; this information is not provided to the BMV. The driver license system will be upgraded to apply points related to traffic convictions.

Change Notes: Rating Unchanged.

99. Does the Territory's DUI tracking system interface with the driver data system?

Does Not Meet Advisory Ideal

The USVI does not have a DUI tracking system. The value of such a tracking system is that it can be made available to all those who interact with a DUI driver, including those who provide services like alcohol evaluations, education, therapy, probation, or ignition interlock providers and can help to ensure that the driver license is not reinstated before all court-ordered sanctions are complete.

Change Notes: Rating Unchanged.

100. Is there an interface between the driver data 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?

Partially Meets Advisory Ideal

The USVI does not issue CDLs and does not interface with CDLIS. SAVE is used to verify identification, although the BMV User Guide does not include this step. USVI does not participate in PDPS and SSOLV has not been fully implemented.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Meets Advisory Ideal

The Director of the Bureau of Motor Vehicles can grant read-only authorization to law enforcement to access the driver system upon request after completion of a non-disclosure agreement.

Change Notes: Rating Unchanged.

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

Meets Advisory Ideal

The BMV can grant access to court personnel, specifically marshals and court investigators, to the driver license system, much like the access for law enforcement. This requires a non-disclosure form.

Change Notes: Rating Unchanged.

Data Quality Control Programs for the Driver System

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

Does Not Meet Advisory Ideal

There are two responses to this question, one is yes, the other, no. A data quality management system includes measures of data quality for the system, which involves measurements of the attributes of data quality, which are timeliness, accuracy, completeness, uniformity, accessibility and integration. Baseline measurements should be taken of each of those attributes and thereafter, measurements should be taken at regular intervals to ensure that the data quality of each of the component systems of the traffic records system is improving or at least maintaining its integrity. Having embedded edit checks in the system is helpful in maintaining the accuracy or completeness of the data quality, but edit checks can be overcome and, thus, accuracy and completeness measures are needed to ensure the continued efficacy of such quality assurance efforts. A complete and comprehensive data quality management program should be undertaken.

Change Notes: Rating Unchanged.

104. ***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?***

Does Not Meet Advisory Ideal

No information was provided about edit checks for the driver data, and the evidence provided was for vehicle data.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

The responses were different to this question, but neither listed a timeliness measure for the driver data system. An example of a timeliness measure is: The number of days from the date of an adverse action against a driver license to the date that action is posted on the driver record. Examples of driver system timeliness measures, as well as performance measures for all attributes of the data quality in the driver system may be found in the publication, "Model Performance Measures for State Traffic Records Systems" (DOT HS 811 441), which can be found on NHTSA's website.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

No accuracy measurement for the driver system were provided.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

No completeness measures were provided for the USVI driver data system.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

No uniformity measures were provided for the USVI driver data system. One example of uniformity would be use of the ANSI D.20 standard for data elements. Usage of a single standard for the entire list of data elements would provide for a very high level of uniformity.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

No integration measures were provided for the USVI driver database. The Territory could measure the number of other component systems that the driver database is integrated or interfaced with.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

No accessibility measures were provided for the driver system database. A potential accessibility measure would be the percentage of courts' requests for access to the driver database that were fulfilled during the previous year.

Change Notes: Rating Unchanged.

111. ***Has the Territory established numeric goals-performance metrics-for each performance measure?***

Does Not Meet Advisory Ideal

The Territory has not developed performance measures for its data, thus it has no numeric goals or performance metrics.

Change Notes: Rating Unchanged.

112. ***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?***

Partially Meets Advisory Ideal

The response indicates that the Bureau of Motor Vehicles updates training materials and / or requests that the vendor updates its validation rules if needed when there are high frequency errors.

No information was provided as to how the BMV determines that it is experiencing a high frequency of any type of error. It would be helpful to develop a means to address and count errors (part of the performance measures noted in previous questions), then develop a way to ensure that errors are managed by remedial training of staff, improved forms or training manuals, or changes to the computer system, such as new edits or validation rules, and put that determination into a policy and procedure to be followed routinely.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

Sample based audits are not conducted, although reports can be generated and individual examiner activity can be monitored.

Change Notes: Rating Unchanged.

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

Meets Advisory Ideal

Trend analyses are conducted on driver data for the annual reports of the Bureau of Motor Vehicles. Such analyses help to track the Islands' demographic makeup and can be used in Transportation Office's Problem ID and in understanding the population demographic for the Territory in developing highway safety messaging.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

Feedback from users of driver data is not regularly communicated back to data collectors and managers. Feedback is important in terms of ensuring consistency and making the data more usable for researchers and regular users.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

No data quality management reports are provided to the TRCC regarding the driver data. The TRCC's job is to coordinate and communicate throughout the Traffic Safety community in the Territory about data within the Traffic Records System. It is the job of the TRCC to oversee the Strategic Plan for Traffic Records Improvement. It is impossible to manage improvement without a clear understanding of the current state of traffic records within the Territory. Additionally, discussion of the data within the various component systems in the TRCC meetings provides for a

better understanding among traffic safety professionals of the breadth of traffic safety data available and can help TRCC members to discover where common data elements exist and, thus, where opportunities exist for interfaces and integration between the various component systems, which can save time and resources. Regular measure of and reporting about data quality can help the Territory know where to put its resources to best meet the needs of the entire traffic records community in terms of improving data that can help to build a traffic safety data system that is the basis for developing sound countermeasures, effective messages to the community, directed enforcement, and safer roadways for all the Territory's citizens.

Change Notes: Rating Unchanged.

Description and Contents of the Vehicle Data System

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

Meets Advisory Ideal

The Virgin Islands Bureau of Motor Vehicles has the custodial responsibility of the identification and ownership of vehicles registered in the Territory, including vehicle make, model, year of manufacture, body type, and adverse vehicle history (title brands).

Change Notes: Rating Unchanged.

118. ***Does the Territory or its agents validate every VIN with a verification software application?***

Meets Advisory Ideal

All new Vehicle Identification Numbers in the system are verified using a VIN decoder software.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

119. ***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?***

Meets Advisory Ideal

Virgin Islands Title and Registration documents are barcoded so that law enforcement officials can use the barcode to scan vehicle data into their data systems quickly and accurately.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

Applicable Guidelines for the Vehicle Data System

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

Does Not Meet Advisory Ideal

The US Virgin Islands is not currently providing title information to NMVTIS daily but indicates that they are working to integrate their system with NMVTIS.

Change Notes: Rating Unchanged.

121. Does the vehicle system query NMVTIS before issuing new titles?

Does Not Meet Advisory Ideal

The Virgin Islands Bureau of Motor Vehicles does not yet have access to NMVTIS.

Change Notes: Rating Unchanged.

122. Does the Territory incorporate brand information recommended by AAMVA and/or received via NMVTIS on the vehicle record, whether the brand description matches the Territory's brand descriptions?

Does Not Meet Advisory Ideal

The USVI does not appear to use AAMVA-recommended brands on their titles. No brands are transferred via NMVTIS, as the Virgin Islands has no access to NMVTIS at this time. There is some confusion since there are two responses; one says yes and the other says no to incorporating brand information recommended by AAMVA and/or received via NMVTIS on the vehicle record. The yes response indicates that it depends on a VIN decoder. Brand descriptions are not part of the VIN. Therefore, it would appear brands from other jurisdictions are not incorporated.

Change Notes: Rating Unchanged.

123. Does the Territory participate in the Performance and Registration Information Systems Management (PRISM) program?

Does Not Meet Advisory Ideal

The USVI Territory, like other US Territories, does not participate in the Performance and Registration Information Systems Management.

Change Notes: Rating Unchanged.

Vehicle System Data Dictionary

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

Meets Advisory Ideal

The data dictionary attached to this question defines each data element.

Change Notes: Rating Improved.
From ‘Does Not Meet Advisory Ideal’ to ‘Meets Advisory Ideal’.

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

Meets Advisory Ideal

The data dictionary for the vehicle system and a sample set of vehicle edit checks was provided.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

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

Partially Meets Advisory Ideal

What has been provided with this question is the computer input reference for the Territory. While it provides a step-by-step reference for posting or processing a registration or title, there is little information related to guidance for collection and reporting, such as how to choose the appropriate brand to be applied, or other policies of the Territory.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

Procedures and Process Flows for the Vehicle Data System

127. ***Is there a process flow that outlines the vehicle system's key data process flows, including inputs from other data systems?***

Meets Advisory Ideal

It does appear from the Bureau User's Guide that there is a process flow that outlines the vehicle system's key data process flows, including inputs from other data systems. The Bureau had highlighted in red ink some of the key information items.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

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

Meets Advisory Ideal

Vehicles are flagged in the system as stolen only when notified by the owner with a police report or when notified by law enforcement.

Change Notes: Rating Unchanged.

129. ***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?***

Meets Advisory Ideal

Stolen vehicle flags are removed from the vehicle system when vehicles are recovered or junked

and that information is reported to the vehicle system management by law enforcement officials.

Change Notes: Rating Unchanged.

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

Meets Advisory Ideal

The response indicates that the Virgin Islands retain the original title when issuing a Virgin Islands title and stores the information from the original title on the customer profile.

Change Notes: Rating Unchanged.

131. Are the steps from initial event (titling, registration) to final entry into the statewide vehicle system documented?

Meets Advisory Ideal

The steps from initial event (titling, registration) to final entry into the statewide vehicle system are documented in the Bureau User's Guide.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

132. Is the process flow annotated to show the time required to complete each step?

Does Not Meet Advisory Ideal

The Territory does not indicate the average time for each step in each process. It can be helpful in determining resource needs and in developing performance standards to know the average time taken for each step in registration and titling processes. One thing that is missing when the entire process is listed in a computer guide are those steps and handling that are outside the computer input. Process flow documents that address processes and routing of documents that are non-standard are difficult to address in a computer users' guide as well. It might be helpful for staff to review the guide in terms of addressing documents from the time they enter the office, so that it is clear that all staff understands the processes, that no extra steps exist in the procedures and that non-standard procedures and errors are accounted for. These types of reviews assist management in ensuring that staff is well-trained, aware of any changes in policy or procedure and such review helps to create a continuous improvement process that keeps staff involved and engaged in creating an efficient workplace.

Change Notes: Rating Unchanged.

133. Does the process flow show alternative data flows and timelines?

Does Not Meet Advisory Ideal

The computer users' guide does not address alternative data flows and timelines and the Territory reported they have no process flow indicating alternative process flows and timelines.

Change Notes: Rating Unchanged.

134. Does the process flow include processes for error correction and error handling?

Partially Meets Advisory Ideal

The Territory provided a process flow document from the USVI-BMV-Driver/Vehicle Data Flow. The flow charts reflected the online process flows for obtaining a duplicate title, duplicate sticker/registration, duplicate plates, lien release, and adding a registration, among others.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

Vehicle Data System Interface with Other Traffic Record System Components

135. Are the driver and vehicle files unified in one system?

Meets Advisory Ideal

The Territory's driver and vehicle files are unified in one system. A profile is created for each customer. In that profile driver information and vehicle information can be added for the customer. This is supported in the Bureau's User System.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

136. Is personal information entered into the vehicle system using the same conventions used in the driver system?

Meets Advisory Ideal

Driver and vehicle files contain customer information in the same format for each database.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

The crash and vehicle files are not linked in the US Virgin Islands and any discrepancy of vehicle data noted in crash reports would need to be corrected separately in the vehicle file.

Change Notes: Rating Unchanged.

Data Quality Control Programs for the Vehicle Data System

138. Is the vehicle system data processed in real-time?

Meets Advisory Ideal

Vehicle system data is processed in real-time. When new vehicle information is created or updated, this information is available to all users with access to the system.

Change Notes: Rating Unchanged.

139. 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?

Partially Meets Advisory Ideal

The Territory reported that there are edit checks and validation rules that are programmed into the system for certain data elements. An example of the edit checks for incorrect or repetitive VIN was provided as evidence.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

140. Are statewide vehicle system staff able to amend obvious errors and omissions for quality control purposes?

Meets Advisory Ideal

Motor Vehicle supervisory staff have access to correct obvious errors or omissions when they are identified.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

No timeliness measure was provided. The response indicated that there is a measure of how long each employee takes to complete each type of transaction. In terms of a data quality management program, the issue is timeliness of data, not employees. Thus, an example of a timeliness measure is: The percentage of vehicle record updates entered into the database within 30 days of a critical status change.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

The Territory does not have accuracy measures for its vehicle data system. Measures can be found in the document, "Model Performance Measures for State Traffic Records Systems, DOT HS 811 411." This document can be found on NHTSA's website.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

The Territory does not have completeness measures for its vehicle data system. The response indicates that the transaction cannot be saved unless the transaction is complete. A measure of

completeness might be: The percentage of unknowns or blanks in critical data elements for which unknown is not an acceptable value. Programming is often developed to ensure that data is entered into each element, but it is helpful to review and measure data integrity in the various attributes of timeliness, accuracy and completeness to ensure that the embedded edits are working.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

The Territory does not have uniformity measures for its vehicle data system. Using drop-down choices does provide uniformity to vehicle records, but no measurement has been made of the number of data elements within the system that are addressed using drop-downs and no information regarding that uniformity was provided.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

The Territory does not have integration measures for its vehicle data system. Integrating or interfacing various component systems of the traffic records system in the Territory can save time and reduce errors. The vehicle and driver systems are an example. Examine all the component data systems for common data elements might help to determine where there are opportunities for integration.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

The Territory has no measures for accessibility of its vehicle data. A simple measure of vehicle data accessibility would be: The number (or percentage) of requests for vehicle data from authorized users that are able to be fulfilled each year.

Change Notes: Rating Unchanged.

147. Has the Territory established numeric goals-performance metrics-for each performance measure?

Does Not Meet Advisory Ideal

The Territory has not developed performance measures for its vehicle data system, so no goals or performance metrics have been developed.

Change Notes: Rating Unchanged.

148. ***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?***

Partially Meets Advisory Ideal

The responses indicate that when high-frequency errors are detected, training materials are updated or requests are sent to the vendor to update validation rules, but there is no indication of how the Territory goes about reviewing high-frequency errors to determine how to proceed. There needs to be a process to determine whether remedial training or changes to training manuals or revision of forms or changes to the computer input would be the best way to reduce errors.

Change Notes: Rating Unchanged.

149. ***Are sample-based audits conducted for vehicle reports and related database contents for that record?***

Does Not Meet Advisory Ideal

The Territory indicates that financial audits are done daily and statistical data is generated on request, but random sample-based audits are generally performed to ensure that various transactions contain all necessary documentation and that transactions are being performed accurately. Registrations and titling are so varied from transaction to transaction, it is helpful to audit a small sample to ensure that they have been done correctly; for example, to make sure that liens have not been inadvertently deleted or that title brands are correct. With vehicle transactions, it is often helpful to conduct sample-based audits of transactions with higher percentages of audits being done on more complex transactions.

Change Notes: Rating Unchanged.

150. ***Are periodic comparative and trend analyses used to identify unexplained differences in the data across years and jurisdictions within the Territory?***

Meets Advisory Ideal

The Territory notes that it performs trend analyses for its annual reports. Trend analyses help to ensure that data is accurate and point to any changes in the vehicle make-up on the islands that can lead to transportation planning to improve traffic safety.

Change Notes: Rating Improved.
From ‘Does Not Meet Advisory Ideal’ to ‘Meets Advisory Ideal’.

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

Partially Meets Advisory Ideal

The VI Bureau of Motor Vehicles reported that data quality feedback from key users is regularly communicated to data collectors and data managers. When customer service representatives or supervisors notice data inconsistencies, they notify the systems manager or analyst, or it is brought up in monthly staff meetings. These data quality issues are communicated to the software vendor as helpdesk tickets and corrections are made as needed to improve data quality. It should also be noted that end users of the data should be heard if there are issues with data quality. This is one of the primary reasons for discussion of data quality in the Traffic Records Coordinating Committee and why data quality reporting should take place in TRCC meetings.

Change Notes: Rating Changed.
From 'Meets Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

It is important for the TRCC to know the quality of the data in each traffic records system in the Territory. The data quality should be measured and reported on so that grant money can be used to fund the systems most in need of improvement. The VI Bureau of Motor Vehicles reported that the TRCC receives a quarterly Traffic Stats Booklet and not data quality management reports. Sharing data quality management reports regularly to the TRCC is critical to agency partners and effective Territory traffic records systems. With all traffic records system agencies sharing this information, more efficient and effective traffic records systems can be achieved.

Change Notes: Rating Unchanged.

Description and Contents of the Roadway Data System

153. Are all public roadways within the Territory located using a compatible location referencing system?

Partially Meets Advisory Ideal

According to the territory, there is a single compatible location referencing system where the GIS Division maintains an ESRI layer of all the centerlines for all roadways. The general link to the GIS map was provided: https://usvi.mapgeo.io/. However, a sample map was not submitted, just a link, which cannot be accepted as sole evidence of compliance to this ideal. It is not clear which types of roads are included in the system. In addition, the percentage of Territory owned or maintained public roads in the system is not known.

Having a comprehensive location system is key to an effective roadway file.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Partially Meets Advisory Ideal

According to the Territory, USVI has a single compatible location referencing system where the GIS Division maintains a ESRI layer of all the centerlines for all roadways in the territory. The link provided, which cannot be used by itself for evidence in this area, shows a map of the roads and property lines. It was not demonstrated what roadway elements are tracked or available. In later questions, a summary crash report shows some of the crash file elements, but does not describe the link to the roadway location system. A single compatible location system for all public roads may exist, but conclusive evidence was not provided. A single location system is critical to maintenance of a roadway data system.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

The Territory uses software to enter, store and disseminate roadway data. The document submitted did not list elements, describe the roadway system or links between data systems; it appears to be a legal document describing allowable dissemination of the data. The iWorQ cloud-based SAS may have more assets, including links to roadway elements (location parameters, pavement details, traffic volume, etc.), than demonstrated here. More detailed evidence is required to receive a higher rating.

Change Notes: Rating Unchanged.

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

Partially Meets Advisory Ideal

The document provided shows summary reports of crashes, a snapshot of 2015-2019, with filters. The maps included have several circles of various sizes, which seem to indicate crash locations. It is not known if all crashes can be located at their respective locations. Without a sample report of crashes on a single road or location, showing roadway data linked to the location(s), or a detailed description of the location referencing system (LRS, GPS), it was not possible to determine if this ideal is fully satisfied. Precise crash location is critical for safety projects and programs.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Partially Meets Advisory Ideal

It appears that crashes can be linked to the route ID. It is not known the extent to which other data elements are linked to crash locations, nor the exact locations. It was said that the safety reports will be supplied to the TRCC, which implies that they are not supplied at this time. Supplying safety reports would be a good addition to the Territory's safety system.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

Applicable Guidelines for the Roadway Data System

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

Does Not Meet Advisory Ideal

The Territory states that not all FDEs are available for use. The summary report given in previous questions indicates several crash elements are available, but no roadway elements are specifically

listed as available. Following MIRE for roadway data could boost the value and accessibility of the roadway information.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

At this time, no MIRE data elements outside of some FDEs are collected for roadways. While this assessment focuses on the FDEs, States and Territories are encouraged to review the MIRE and identify which additional elements would best serve the Territory's data needs and be included in the roadway inventory.

Change Notes: Rating Unchanged.

Data Dictionary for the Roadway Data System

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

Partially Meets Advisory Ideal

The Territory provided a map of surface/pavement types for one island. Also provided was a user guide which had some of the elements. It is not known what other elements are collected. The manual given indicates that other roadway elements can be collected. It was stated that this guide provides documentation of the FDEs. The iWorQ User Manual, however, only shows how to customize data fields. A concise but accurate data dictionary is very useful in creating and maintaining any database.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

A snapshot of the iWorQs User Manual was provided, not a data dictionary. It is indicated that the data elements, including those beyond the FDEs that are collected, are included in the iWorQ guide. It is not known what is described in the data dictionary. Ideally, information for all roadway information systems is thoroughly documented in a data dictionary. This documentation includes a definition for each element for all pertinent roadway components and data collection guidelines that match the data definitions. The dictionary is consistent and matches the roadway components in all applicable forms (e.g., crash report form, EMS run reports, citations). Roadway owners ideally will coordinate their definitions with MIRE definitions. This ensures that the roadway data elements are sufficient to conduct high quality safety analysis.

Change Notes: Rating Unchanged.

162. ***Does local, municipal, or tribal (where applicable) roadway data comply with the data dictionary?***

Partially Meets Advisory Ideal

Since it appears that there is no subdivision of the agencies (local, county) that collect roadway data, this question does not directly apply to the USVI. Roads are either public or private. it is considered that the Territory earns a "Partially Meets Advisory Ideal" rating, since that is the rating for the related Q160, which applies to all public roads.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Does Not Meet Advisory Ideal

It is reported there are no controls or procedures to update the data dictionary. It could be advantageous to the territory to draft and document these for future development and maintenance of the traffic records files. Ideally, information for all roadway information systems is thoroughly documented in a data dictionary. This documentation includes a definition for each element for all pertinent roadway components and data collection guidelines that match the data definitions.

Change Notes: Rating Unchanged.

Procedures and Process Flows for the Roadway Data System

164. ***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?***

Partially Meets Advisory Ideal

The USVI use the iWorQ User Guide to add new elements and data. This describes how to add the information. The who and when was not specified; therefore a Partially Meets Advisory Ideal rating was given. The personnel responsible for the updates is given in the next question, but not their positions. Documenting positions would help promote continuous updates for the file. Also it is unclear if these personnel also responsible for new elements which are added.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Partially Meets Advisory Ideal

Although the template and those responsible for updating data elements in iWorQ process was described, there was no formal documentation of each step in the process. It is suggested to create a flow chart or other formal process describing the position of the person responsible, not merely the name of the person who currently performs this task. This will allow for continuity of this process and clear delineation of the roles and responsibilities for each segment of the process and the flow of information.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Partially Meets Advisory Ideal

Although it was stated that the software utilized (iWorQ) has the capability to archive data, a formal document describing the process of archiving and accessing historical roadway data was not provided. This document should also identify which positions are responsible for each step in the process, and a planned schedule could also be useful to the Territory.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

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

Partially Meets Advisory Ideal

Since it appears that there is no subdivision of the agencies (local, county) that collect roadway data, this question does not directly apply to the USVI. Referring to the questions for adding new elements (Q164), updating data (Q165) and archiving data(Q166) on all roads, it is considered that the Territory earns the same "Partially Meets Advisory Ideal" rating.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

168. ***Are procedures for collecting and managing the local agency (to include tribal, where applicable) roadway data compatible with the Territory's enterprise roadway inventory?***

Does Not Meet Advisory Ideal

Since it appears that there is no subdivision of the agencies that collect roadway data, this question does not appear to directly apply to the USVI. In Q154, insufficient evidence was given to show compatibility of the data system to the location referencing procedure. Since Q154 is rated "Does Not Meet", the same rating is considered appropriate for this question.

Change Notes: Rating Unchanged.

169. ***Are there guidelines for collection of data elements as they are described in the Territory roadway inventory data dictionary?***

Does Not Meet Advisory Ideal

Although there are specific data elements collected and identified as shown in the user manual, formal documentation for collection of data elements in form of a Territory roadway inventory data dictionary was not provided. The Territory states the guidelines for data collection are in the iWorQ pavement management guide. It cannot be determined if these procedures align with the data dictionary, since no data dictionary was provided. Ideally, information for all roadway information systems is thoroughly documented in a data dictionary. The dictionary is consistent and matches the roadway components in all applicable forms. Roadway data owners ideally will coordinate their definitions with MIRE definitions. This ensures that the roadway data elements are sufficient to conduct high quality safety analysis.

Change Notes: Rating Unchanged.

Intrastate Roadway System Interface

170. Are the location coding methodologies for all Territory roadway information systems compatible?

Partially Meets Advisory Ideal

Although it was reported that all data collected is based on GIS base layer for roadway centerlines, a document that describes the location referencing system and the information systems that use it was not provided. Since examples of roadway file data and a description of the location referencing system was not given, a "Partially Meets" rating was given. The extent of compatibility is unclear.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

171. Are there interface linkages connecting the Territory's discrete roadway information systems?

Partially Meets Advisory Ideal

From a previous question, it is evident that a portion of the roadway file is linked to the crash file. It is not considered a link to be able to add data to the roadway file. If more links can be added, it could be advantageous to the roadway safety data systems to provide more and better data. Links could also contribute to better accessibility.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

172. Are the location coding methodologies for all regional, local, and tribal roadway systems compatible?

Partially Meets Advisory Ideal

It appears that there is no subdivision of the agencies (local, county) that collect roadway data. It is considered that the Territory "Partially Meets Advisory Ideal" for this question, since that is the rating for Q170, which is the related question on location coding for all public roads.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

173. Do roadway data systems maintained by regional and local custodians (e.g., MPOs, municipalities, and federally recognized Indian Tribes) interface with the Territory enterprise roadway information system?

Partially Meets Advisory Ideal

This question does not directly apply to the USVI as the Territory does not have local or municipal sub-categories of roadways, only public (federal-aid or territorial) and private. However, there appears to be areas where linkage/integration could be improved. For Q171, links to other data

systems was rated “Partially Meets”. Therefore, it is considered that the Territory “Partially Meets Advisory Ideal” for this question also.

Change Notes: Rating Improved.
From ‘Does Not Meet Advisory Ideal’ to ‘Partially Meets Advisory Ideal’.

174. Does the Territory enterprise roadway information system allow MPOs and local transportation agencies (to include federally recognized Tribes, where applicable) on-demand access to data?

Does Not Meet Advisory Ideal

Since there are no “local” agencies, this question does not appear to directly apply to the USVI. The term “local agencies”, however, might be taken too literally here. It could be useful for safety groups to access the crash and roadway data. It is proposed to apply a “Does Not Meet” rating for this ideal. If queries were possible for the roadway files by or for outside agencies, it could expand the use of the data for safety and roadway maintenance projects.

Change Notes: Rating Unchanged.

Data Quality Control Programs for the Roadway Data System

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

Does Not Meet Advisory Ideal

Although the USVI DPW is in the process of developing internal frequency of standard reports that can then be shared with our external partners, currently the USVI does not provide reports that can be analyzed for data quality purposes. If data quality reports could be distributed to safety partners, it would improve data sharing and enhance data use. Custodians of the roadway system should maintain a comprehensive, systematic quality control management process that ensures the efficient functioning of the system.

Change Notes: Rating Unchanged.

176. Is there a formal program of error/edit checking for data entered into the statewide roadway data system?

Does Not Meet Advisory Ideal

It was reported that no formal error checking program exists at this time for the roadway data. No evidence was available to contradict this statement. Often, error checks are built into data entry software, but there was no mention of this. The overall quality of the roadway data should be assured based on a formal program of error and edit checking as the data is entered into the territory-wide system and procedures should be in place for addressing detected errors. Please consider implementing this process moving forward. Roadway data managers should produce and analyze periodic data quality reports. When these reports identify shortcomings, appropriate measures should be taken and corrections applied.

Change Notes: Rating Unchanged.

177. ***Are there procedures for prioritizing and addressing detected errors?***

Does Not Meet Advisory Ideal

It was reported that no procedures for formal error checking program exists at this time for the roadway data. Custodians of the roadway system should maintain a comprehensive, systematic, quality control management process that ensures the efficient functioning of the system. The software utilized by the USVI could have some kind of error coding when missing, incomplete or insufficient information is entered into the system.

Change Notes: Rating Unchanged.

178. ***Are there procedures for sharing quality control information with data collectors through individual and agency-level feedback and training?***

Does Not Meet Advisory Ideal

It was reported that procedures for sharing quality control information for the roadway data have not been established. Ideally, the custodial agency and the TRCC should work together to establish and review the sufficiency of the quality control program and to review the results of the quality control measures. Roadway data managers should produce and analyze periodic data quality reports.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

Timeliness Performance measures are not implemented at this time. An example measurement for timeliness could be the average number of days from the date of collection of a critical roadway data element to the date the information is entered into the database. Please consider implementing timeliness performance measures moving forward; the traffic records strategic plan often contain performance measures.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

It was stated that USVI does not have any performance measures for accuracy. Since the Territory is using the iWorQ system, there may be accuracy requirements build into the data entry process. These, in themselves, are not accuracy performance measures, but they could help to establish them and define the measurements used. Performance measures also are helpful in a traffic records strategic plan. An example measurement for accuracy could be the percentage of all road segment records with no errors in critical data elements. Please consider implementing accuracy performance measures moving forward.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

Completeness performance measures are not implemented at this time. Completeness reflects both the number of records that are missing from the database (e.g., important data that was not entered into the database) and the number of missing (blank) data elements in a database. An example of a completeness measurement is the percentage of road segment records with no missing critical data elements. Please consider implementing completeness performance measures moving forward.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

Uniformity performance measures are not implemented at this time. Uniformity reflects the consistency among the files or records in a database and may be measured against some independent standard. An example of a uniformity measurement is the number of MIRE-compliant data elements entered into a database. Please consider implementing uniformity performance measures moving forward. Uniformity can be helpful with file integration.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

Accessibility performance measures are not implemented at this time. Accessibility reflects the ability of legitimate users to successfully obtain desired data. It serves as a way for data managers to quantify how users are served and if there is a need for any new methods for access. An example of an accessibility measurement is the user satisfaction survey of the Territory's data request process. Please consider implementing accessibility performance measures moving forward.

Change Notes: Rating Unchanged.

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

Does Not Meet Advisory Ideal

It appears USVI does not have any performance measures for integration. Integration reflects the ability of records in a database to be linked to a set of records in another of the six core databases – or components thereof - using common or unique identifiers. An example of an integration measurement is the percentage of appropriate records in a specific file in the roadway database that are linked to the crash database. Please consider implementing integration performance measures moving forward.

Change Notes: Rating Unchanged.

185. Has the Territory established numeric goals-performance metrics-for each performance measure?

Does Not Meet Advisory Ideal

Numeric goals or performance measures are not implemented at this time. Assigning numeric goals allow for identifying if optimal performance is being achieved and provides availability of tracking performance. Please consider implementing numeric goals and performance measures moving forward. Often, performance measures are part of the traffic records strategic plan. They are also useful for meeting NHTSA requirements for showing improvements in the roadway file.

Change Notes: New Question.

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

Does Not Meet Advisory Ideal

There are no reports for data quality management available to distribute to the TRCC, according to the Territory. These reports could be advantageous to the TRCC and the roadway file for future improvements. Ideally, roadway data managers should produce and analyze periodic data quality reports. The custodial agency should be prepared to present a standard set of summary measures to the TRCC monthly or quarterly to collectively share and identify how challenges with data quality can be resolved.

Change Notes: New Question.

Description and Contents of the Citation and Adjudication Data Systems

187. Is citation and adjudication data used for the prosecution of offenders; adjudication of cases; traffic safety analysis to identify problem locations, problem drivers, and issues related to the issuance of citations; and for traffic safety program planning purposes?

Partially Meets Advisory Ideal

Citation data is used by the courts to inform prosecution regarding filed, terminated, pending, and outstanding liens. In addition the reports are sent to external agencies such as VIPD or BMV. However, it does not appear to be used to make strategic decisions for either prosecution nor adjudication. The data usage is not as comprehensive nor as complete to be considered ideal. It was reported that citation data is also used for the Impaired Driving and Occupant Protection programs within the VI Office of Highway Safety. The C-track system has the functionality to escalate fines based on multiple convictions during the same year according to VI Law as a form of adjudication in an attempt to reduce repeat offenses which is is automatically handled by the application.

The goal of the citation and adjudication systems is to collect all the information relevant to traffic records-related citations in a central, territory-wide repository so the information can be analyzed by authorized users to improve and promote traffic safety. The use of the adjudication data should also be expanded for the programs at the VI Office of Highway Safety, not just for planning but to include public information and training.

Change Notes: Rating Unchanged.

188. ***Is there a statewide authority that assigns unique citation numbers?***

Meets Advisory Ideal

The VI Superior Court is solely responsible for assigning citation numbers which are tracked through the manual log. The Case Management System (CMS) is integrated and has internal verification processes to prevent duplication.

Change Notes: Rating Unchanged.

189. ***Are all citation dispositions-both within and outside the judicial branch-tracked by a statewide citation tracking system?***

Meets Advisory Ideal

A Territory-wide system called C-track is utilized to track citations. The tracking process was provided to demonstrate how citation dispositions are transmitted and posted whereby the judiciary prints the unique citations which are then issued to the law enforcement community (each officer signs for their citation book). Citation dispositions are transmitted to both the Bureau of Motor Vehicles and the VIPD via a monthly disposition report in excel/pdf format then filed with the Court through the Prosecutor Office and disposed by the judge.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

190. ***Are final dispositions (up to and including the resolution of any appeals) posted to the driver data system?***

Does Not Meet Advisory Ideal

The BMV system currently does not have the capability to collect and store disposition data. A point system module on the driver data system is expected to allow for collection and storage of dispositions. The final dispositions (up to and including the resolution of any appeals) are not posted to the driver data system. Modifications to allow the system to collect and store this information is suggested.

Change Notes: Rating Unchanged.

191. ***Are the courts' case management systems interoperable among all jurisdictions within the Territory (including tribal, local, municipal, and Territory)?***

Partially Meets Advisory Ideal

USVI has one system for the Judicial Branch Supreme Court and Superior Court. The centralized Court Management Systems have a single point of interaction with the data that is being used. There is a single copy of the database that all interactions pass through for the various court levels. The protocols governing the interoperability and communications capabilities of the court case management systems were unclear.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

192. ***Is there a statewide system that provides real-time information on individuals' driving and criminal histories?***

Partially Meets Advisory Ideal

C-Track is utilized as the territory-wide system for driver and criminal histories and the link to the real-time public access application was provided: https://usvipublicaccess.vicourts.org. It was noted that this application provides case and citation data which is available to the public, however, linkages between the court system and the law enforcement access are not apparent.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

193. ***Do all law enforcement agencies, parole agencies, probation agencies, and courts within the Territory participate in and have access to a system providing real-time information on individuals driving and criminal histories?***

Does Not Meet Advisory Ideal

Currently, no agencies have access to real-time information on individuals criminal and driver histories. Although the probation system should have live access by the end of the year, law enforcement officers, prosecutors, parole officers, and judges all benefit from having real-time access to individuals' driving and criminal histories to appropriately cite, charge, adjudicate and impose penalties and sanctions. Ideally, all courts participate in and have access to an interfaced network of data systems that provide this degree of information access. Please consider providing this access for all stakeholders moving forward.

Change Notes: Rating Unchanged.

Applicable Guidelines and Participation in National Data Exchange Systems for the Citation and Adjudication Systems

194. ***Are DUI convictions and traffic-related felonies reported according to Uniform Crime Reporting (UCR) guidelines?***

Does Not Meet Advisory Ideal

Reporting to the UCR system is not conducted. Ideally, State and Territory citation and adjudication agencies participate in the appropriate national data systems including: National Crime Information Center; Uniform Crime Reporting; National Incident-Based Reporting System; and National Law Enforcement Telecommunication System.

Change Notes: Rating Unchanged.

195. ***Do the appropriate portions of the citation and adjudication systems adhere to the NIEM Justice domain guidelines?***

Does Not Meet Advisory Ideal

Appropriate portions of the citation and adjudication systems do not adhere to the NIEM Justice domain guidelines.

Change Notes: Rating Unchanged.

196. ***Does the Territory use any National Center for State Courts (NCSC) guidelines for court records?***

Partially Meets Advisory Ideal

The courts partner with and participate in all NCSC programs. However, it was mentioned that the guidelines are usually followed, but it was unclear how the courts participate regarding specific aspects of the guidelines. No documentation of the guidelines use was provided. States and Territories should also be looking to the future. As information technologies continue to change, advanced technologies that may better serve their data management and exchange needs should be considered.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

Data Dictionary for the Citation and Adjudication Data Systems

197. ***Does the statewide citation tracking system have a data dictionary?***

Meets Advisory Ideal

The Territory-wide citation tracking system data dictionary has been provided by the Territory.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

198. ***Do the courts' case management system data dictionaries provide a definition for each data field?***

Meets Advisory Ideal

An extensive, detailed, data dictionary was provided for the courts territory-wide C-Track E-File system was provided. It was also explained that the courts' case management system data dictionary is also the citation management system data dictionary.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

199. ***Do the citation data dictionaries clearly define all data fields?***

Meets Advisory Ideal

An extensive, detailed, data dictionary was provided for the courts territory-wide C-Track E-File system was provided. The Territory confirmed that the "C-Track proprietary data dictionary" serves as the data dictionary for both citation tracking system as well as the court's case management system.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

200. ***Do the courts' case management system data dictionaries clearly define all data fields?***

Meets Advisory Ideal

An extensive, detailed, data dictionary was provided for the courts territory-wide C-Track E-File system was provided where all fields were clearly defined. It was confirmed that the "C-Track proprietary data dictionary" is used for both the courts' case management system and the citation tracking system.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

201. ***Are the citation system data dictionaries up-to-date and consistent with the field data collection manual, training materials, coding manuals, and corresponding reports?***

Partially Meets Advisory Ideal

The citation system's data dictionary is updated along with every deployment or release of the application from the vendor Thomson Reuters where the information is updated per the vendor deployment and release notes. However, the Territory has not explained when the the updating of the field data collection manual, coding manuals, and corresponding reports occurs.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

202. ***Do the citation data dictionaries indicate the data fields that are populated through interfaces with other traffic records system components?***

Does Not Meet Advisory Ideal

The citation data dictionaries do not indicate the data fields that are populated through interfaces with other traffic records system components. Please consider doing so moving forward.

Change Notes: Rating Unchanged.

203. ***Do the courts' case management system data dictionaries indicate the data fields populated through interface linkages with other traffic records system components?***

Does Not Meet Advisory Ideal

The courts' case management system data dictionary does not indicate the data fields populated through interface linkages with other traffic records system components.

Change Notes: Rating Unchanged.

Procedures and Process Flows for the Citation and Adjudication Data Systems

204. ***Does the Territory track citations from point of issuance to posting on the driver file?***

Partially Meets Advisory Ideal

The Territory is tracking citations from the point of issuance to posting on the driver file and documented the citation lifecycle process. The Law Enforcement and Department of Justice part of the process is handwritten. There are no alternative flows that might be included (e.g., manual and electronic submission). Citation and adjudication systems for traffic safety related purposes

comprise complex processes that must be well documented to be understood, managed, and improved. Stakeholders and data custodians should comply with all applicable procedures.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

205. Does the Territory distinguish between the administrative handling of court payments in lieu of court appearances (mail-ins) and court appearances?

Partially Meets Advisory Ideal

The Territory's court records distinguish between the administrative handling of court payments in lieu of court appearances (mail-ins) and court appearances. Further detailed explanation of how court's system has the capability to see how many citations were paid prior to court and to determine who actually appeared, or didn't appear as well as any relevant documentation or statutes if applicable are suggested.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

206. Does the Territory have a system for tracking administrative driver penalties and sanctions?

Does Not Meet Advisory Ideal

The Territory does not have a system for tracking administrative driver penalties and sanctions, but mentions that liens are imposed on a rules engine in the data system.

Change Notes: Rating Unchanged.

207. Does the Territory track the number and types of traffic citations for juvenile offenders?

Does Not Meet Advisory Ideal

The Territory does not track the number and types of traffic citations for juvenile offenders. Please consider implementing a tracking process in the future as there can be many benefits to the Territory.

Change Notes: Rating Unchanged.

208. Are deferrals and dismissals tracked by the court case management systems or on the driver history record (DHR) to insure subsequent repeat offenses are not viewed as first offenses?

Partially Meets Advisory Ideal

Although the USVI track repeat offenders, the process to do so was not provided. An explanation or process flow diagram of how the case management system tracks dismissals and deferrals to ensure subsequent repeat offenses are not viewed as first offenses would be beneficial.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

209. ***Are there Territory and/or local criteria for deferring or dismissing traffic citations and charges?***

Partially Meets Advisory Ideal

Although the USVI has the VI Code for traffic rules, the criteria for deferring or dismissing traffic citations and charges was not provided or explained in detail.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

210. ***Are the processes for retaining, archiving or purging citation records defined and documented?***

Partially Meets Advisory Ideal

Although Court rules exist for disposition of terminated cases and purging occurs every 7 years by an executive order from the Judge, documentation of this order, or explanation of the formal process in further detail and whether it is electronically or manually performed would be helpful to increase this rating in the future.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

211. ***Are there security protocols governing data access, modification, and release in the adjudication system?***

Partially Meets Advisory Ideal

The screens provided for review show levels of the adjudication system's security protocols governing data access, modification, and release. The Territory has not provided official documentation (reports, diagrams, etc.) for the actual security protocols governing data access, modification, and release in the adjudication system.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

212. ***Does the Territory have an impaired driving data tracking system that uses some or all the data elements or guidelines of NHTSA's Model Impaired Driving Records Information System (MIDRIS), which provides a central point of access for DUI Driver information from the time of the stop/arrest through adjudication, sanctions, rehabilitation, prosecution and posting to the driver history file?***

Does Not Meet Advisory Ideal

No impaired driving tracking system is established. Given the importance of impaired driving data to traffic safety, a DUI tracking system is essential. Please consider implementing all the data elements or guidelines of NHTSA's Model Impaired Driving Records Information System (MIDRIS), which provides a central point of access for DUI Driver information: https://www.nhtsa.gov/sites/nhtsa.gov/files/811489.pdf.

Change Notes: Rating Unchanged.

213. Does the DUI tracking system include BAC and any drug testing results?

Does Not Meet Advisory Ideal

The Territory does not have a DUI tracking system. As previously stated, given the importance of impaired driving data to traffic safety, a DUI tracking system is essential. Please consider implementing some kind of DUI tracking system including BAC and drug testing results. Utilizing your TRCC to discuss how to implement such a system might be helpful.

Change Notes: Rating Unchanged.

Citation and Adjudication Systems Interface with Other Components

214. Does the citation system interface with the driver system to collect driver information to help determine the applicable charges?

Partially Meets Advisory Ideal

The Territory's citation system communicates with the BMV's driver/vehicle system but the systems are not interfaced with one another. Currently, only vehicle information is checked against the Court's records for outstanding liens before vehicle registration. Information is not collected from the BMV system, the BMV just receives information. This rating may be improved by demonstrating how the citation system interfaces with the driver system by providing the results of a sample query and describing how the interfaced information is used to help determine the applicable charges.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

215. Does the citation system interface with the vehicle system to collect vehicle information and carry out administrative actions (e.g., vehicle seizure, forfeiture, interlock)?

Partially Meets Advisory Ideal

Whether the Territory's citation system interfaces with the vehicle system or merely communicates with part of it is unclear. Currently only vehicle information is checked against the Court's records for outstanding liens before vehicle registration and court ordered actions. Ideally, interface linkages among the criminal justice system, the civil justice system, and the citation system are necessary to manage administrative cases, criminal traffic cases, and final case disposition. Specifically, case management systems throughout the Territory should be interoperable—capable of sharing data between courts and supplying disposition data to the Territory-wide repository.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

216. Does the citation system interface with the crash system to document violations and charges related to the crash?

Does Not Meet Advisory Ideal

Currently the citation system does not interface with the crash system. Ideally, citation data is linked to the crash system to document incident location, and associated violations and charges resulting from the crash. Please consider interfacing these two systems.

Change Notes: Rating Unchanged.

217. ***Does the adjudication system interface with the driver system to post dispositions to the driver file?***

Does Not Meet Advisory Ideal

This question is specifically asking about the adjudication system. The adjudication system does not interface with the driver system by providing the results of a sample query. The described interface information is used to post only vehicle information which is checked against the Court's records for outstanding liens before vehicle registration. A sample query and description of how the interfaced information is used to post dispositions to the driver file and initiate any other administrative actions would be helpful to increase the current rating including identification of the portal, the data elements used, and the organization responsible for maintaining the interface.

Change Notes: New Question.

218. ***Does the adjudication system interface with the vehicle system to collect vehicle information and carry out administrative actions (e.g., vehicle seizure, forfeiture, interlock mandates, and supervision)?***

Does Not Meet Advisory Ideal

The citation system is integrated with the BMV's driver/vehicle system, however, further explanation specific to the adjudication system and how administrative actions are processed through interfacing with the vehicle system was not provided. Identification regarding whether the driver system is only interfaced in the event of court-ordered actions and how this occurs is needed. In addition, information regarding whether the two systems are truly interfaced, or if this is only available through court order would also be needed. The current response provided is referencing the citation system.

Change Notes: Rating Unchanged.

219. ***Does the adjudication system interface with the crash system to document violations and charges related to the crash?***

Does Not Meet Advisory Ideal

The adjudication system does not interface with the crash system. Ideally, adjudication is also linked to the crash system to document violations and charges resulting from the crash. Please consider interfacing these two systems.

Change Notes: Rating Unchanged.

Quality Control Programs for the Citation and Adjudication Systems

220. ***Are there timeliness performance measures tailored to the needs of citation systems managers and data users?***

Does Not Meet Advisory Ideal

Although the Territory requires citations to be filed within 14 days of issuance, no performance

measures in this regard were provided. An example might be tracking the number of days between citation issuance and its entry into the database.

Change Notes: Rating Unchanged.

221. ***Are there accuracy performance measures tailored to the needs of citation systems managers and data users?***

Does Not Meet Advisory Ideal

Although manual verifications are performed by the clerks, there are no accuracy performance measures currently performed.

Change Notes: Rating Unchanged.

222. ***Are there completeness performance measures tailored to the needs of citation systems managers and data users?***

Does Not Meet Advisory Ideal

Although manual verifications are performed by the clerks, there are no completeness performance measures currently performed.

Change Notes: Rating Unchanged.

223. ***Are there uniformity performance measures tailored to the needs of citation systems managers and data users?***

Does Not Meet Advisory Ideal

Although citations may be uniform in the Territory, no evidence of uniformity performance measures was provided.

Change Notes: Rating Unchanged.

224. ***Are there integration performance measures tailored to the needs of citation systems managers and data users?***

Does Not Meet Advisory Ideal

No integration performance measures are currently conducted. Answers to previous questions regarding interfacing of databases reflected potential challenges in this regard. An example measurement could be: the number of records within the Territory's Court Case Management System database that are linked to the Territory's Driver history database.

Change Notes: Rating Unchanged.

225. ***Are there accessibility performance measures tailored to the needs of citation systems managers and data users?***

Does Not Meet Advisory Ideal

No accessibility performance measures are currently conducted. Accessibility reflects the ability of legitimate users to successfully obtain desired data. It serves as a way for data managers to quantify how users are served and if there is a need for any new methods for access. An example measurement includes a user satisfaction survey of a Territory's data request process.

Change Notes: Rating Unchanged.

226. Has the Territory established numeric goals-performance metrics-for each citation system performance measure?

Does Not Meet Advisory Ideal

As the USVI has not implemented any formal performance measures, numeric goals have not been established. Ideally, numeric goals or performance metrics for each performance measure are established and regularly updated by the State or Territory in consultation with users via the TRCC.

Change Notes: New Question.

227. Are there timeliness performance measures tailored to the needs of adjudication systems managers and data users?

Does Not Meet Advisory Ideal

The Territory has no timeliness performance measures tailored to the needs of adjudication systems managers and data users. An example might be: the number of days from disposition date to the date the disposition is posted to the territory-wide adjudication database or driver history.

Change Notes: Rating Unchanged.

228. Are there accuracy performance measures tailored to the needs of adjudication systems managers and data users?

Does Not Meet Advisory Ideal

The Territory has no accuracy performance measures tailored to the needs of adjudication systems managers and data users. The C-Track system likely has some quality assurance validation in place that might be used to develop useful performance measures.

Change Notes: Rating Unchanged.

229. Are there completeness performance measures tailored to the needs of adjudication systems managers and data users?

Does Not Meet Advisory Ideal

The Territory currently does not have completeness performance measures in place for the adjudication system.

Change Notes: Rating Unchanged.

230. Are there uniformity performance measures tailored to the needs of adjudication systems managers and data users?

Does Not Meet Advisory Ideal

The Territory does not have uniformity performance measures in place for the adjudication system.

Change Notes: New Question.

231. ***Are there integration performance measures tailored to the needs of adjudication systems managers and data users?***

Does Not Meet Advisory Ideal

The Territory does not have integration performance measures currently in place for the adjudication system.

Change Notes: Rating Unchanged.

232. ***Are there accessibility performance measures tailored to the needs of adjudication systems managers and data users?***

Does Not Meet Advisory Ideal

The Territory does not have accessibility performance measures tailored to the needs of adjudication systems managers and data users. An example measurement is a user satisfaction survey of a State or Territory's end users to determine if they have the necessary training and access to adjudication data to meet their needs.

Change Notes: New Question.

233. ***Has the Territory established numeric goals-performance metrics-for each adjudication system performance measure?***

Does Not Meet Advisory Ideal

The Territory has not established numeric goals-performance metrics-for each adjudication system performance measure. Ideally, numeric goals (performance metrics) for each performance measure are established and regularly updated by the Territory in consultation with users via the TRCC. Please consider implementing performance measures with numeric goals for the adjudication system moving forward.

Change Notes: New Question.

234. ***Does the Territory have performance measures for its DUI Tracking system?***

Does Not Meet Advisory Ideal

The Territory has no DUI tracking system.

Change Notes: Rating Unchanged.

235. ***Are sample-based audits conducted periodically for citations and related database content for that record?***

Does Not Meet Advisory Ideal

No sample-based audits are conducted periodically for citations and related database content for that record. Independent sample-based audits should be conducted periodically for citations and related database content where a random sample of reports is selected for review.

Change Notes: New Question.

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

Does Not Meet Advisory Ideal

Data quality management reports are not provided to the TRCC for regular review. Ideally, custodial agencies should work together to establish and review the sufficiency of their data quality control programs and review the results of the performance measures used to track system performance.

Change Notes: New Question.

Injury Surveillance System

237. Is there an entity in the Territory that quantifies the burden of motor vehicle injury using EMS, emergency department, hospital discharge, trauma registry and vital records data?

Does Not Meet Advisory Ideal

There is not a territory-wide entity that quantifies the burden of motor vehicle injuries in the Virgin Islands using multiple injury surveillance datasets.

Change Notes: New Question.

238. Are there any other statewide databases that are used to quantify the burden of motor vehicle injury?

Does Not Meet Advisory Ideal

The Territory provided a monthly EMS report on motor vehicle injuries. However, the question pertains to other territory-wide databases not part of traffic records such as coroner or medical examiner reports, traumatic brain injury registry, etc. The Territory does not use any other databases to quantify the burden of motor vehicle injuries.

Change Notes: Rating Unchanged.

239. Do the Territory's privacy laws allow for the use of protected health information to support data analysis activities?

Does Not Meet Advisory Ideal

The privacy laws do not allow for the use of data containing protected health information or identifiable data for analysis.

Change Notes: New Question.

Emergency Medical Systems (EMS) Description and Contents

240. Is there a statewide EMS database?

Meets Advisory Ideal

The USVI Department of Health maintains a territory-wide EMS database via emsCharts, the Electronic Patient Care Reporting System.

Change Notes: Rating Improved.

From ‘Partially Meets Advisory Ideal’ to ‘Meets Advisory Ideal’.

241. ***Does the EMS data track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the Territory?***

Meets Advisory Ideal

The EMS data tracks the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the Territory. Two recent reports (April 2022) were submitted as evidence, one of which included GCS and chief complaint.

Change Notes: Rating Improved.
From ‘Partially Meets Advisory Ideal’ to ‘Meets Advisory Ideal’.

242. ***Is the EMS data available for analysis and used to identify problems, evaluate programs, and allocate resources?***

Meets Advisory Ideal

The EMS data is available for analysis and has been used by the VIOHS to determine high crash locations. A report submitted identifying locations and injury severity was provided as evidence.

Change Notes: Rating Improved.
From ‘Does Not Meet Advisory Ideal’ to ‘Meets Advisory Ideal’.

EMS – Guidelines

243. ***Does the Territory have a NEMSIS-compliant statewide database?***

Meets Advisory Ideal

The Territory maintains a NEMSIS-compliant territory-wide database.

Change Notes: Rating Unchanged.

EMS – Data Dictionary

244. ***Does the EMS system have a formal data dictionary?***

Meets Advisory Ideal

The Territory uses the NEMSIS v3 data dictionary.

Change Notes: Rating Unchanged.

EMS – Procedures & Processes

245. ***Is there a single entity that collects and compiles data from the local EMS agencies?***

Meets Advisory Ideal

The USVI Department of Health, Emergency Medical Services is the entity responsible for the

collection and compilation of EMS data.

Change Notes: Rating Unchanged.

246. ***Is aggregate EMS data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?***

Meets Advisory Ideal

Aggregate EMS data is available to outside parties for analytical purposes. Aggregate data is shared with the VIOHS on a monthly basis and has been shared with other government agencies in support of their programs. EMS data must be requested in writing.

Change Notes: Rating Improved.
From 'Partially Meets Advisory Ideal' to 'Meets Advisory Ideal'.

247. ***Are there procedures in place for the submission of all EMS patient care reports to the Statewide EMS database?***

Meets Advisory Ideal

The Territory maintains documented procedures for the submission of all EMS patient care reports to the territory-wide EMS database.

Change Notes: Rating Unchanged.

248. ***Are there procedures for returning data to the reporting EMS agencies for quality assurance and improvement (e.g., correction and resubmission)?***

Meets Advisory Ideal

The USVI Emergency Medical Services is one agency and the procedures reflect that. Patient care reports are reviewed daily by the district training officers and data manager for Quality Assurance and Improvement. Records with errors are demoted in the system for correction by the originating employee. Those reviewing the records notify the crew that a correction is required. Corrections must be made within a 24-hour period. Weekend shift reports are reviewed on Mondays. The Meets rating was assigned because the narrative is descriptive of the process, as informal as it may be.

Change Notes: Rating Improved.
From 'Partially Meets Advisory Ideal' to 'Meets Advisory Ideal'.

EMS – Quality Control

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

Meets Advisory Ideal

There are automated edit checks and validation rules within the data collection system to ensure that entered EMS data falls within a range of acceptable values and is logically consistent among data elements. A validation summary report was submitted.

Change Notes: Rating Unchanged.

250. Are there processes for returning rejected EMS patient care reports to the collecting entity and tracking resubmission to the statewide EMS database?

Partially Meets Advisory Ideal

Since the Territory is the entity that collects and manages the patient care reports and maintains the territory-wide repository, all corrections are performed by the individuals providing care to patients and must be done within 24 hours or prior to the end of their shift. The Partially Meets rating reflects the (informal) process for correcting patient care reports maintained within the territory-wide database.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Partially Meets Advisory Ideal'.

251. Are there timeliness performance measures tailored to the needs of EMS system managers and data users?

Meets Advisory Ideal

The Territory maintains two timeliness performance measures for the EMS data: Average Days to Complete Patient Care Report and Percentage of Patient Care Reports Completed within 24 hours. Reports are submitted to VIOHS monthly and annually. A recent report was submitted.

Change Notes: Rating Improved.
From 'Partially Meets Advisory Ideal' to 'Meets Advisory Ideal'.

252. Are there accuracy performance measures tailored to the needs of EMS system managers and data users?

Does Not Meet Advisory Ideal

Accuracy performance measures have not been established. Accuracy is the degree to which the data is error free. Often the validation rules and edit checks ensure accuracy but it should still be measured to ensure the rules and checks are operating correctly. An example of an accuracy performance measure is the percentage of EMS patient care reports with no errors in critical data elements.

Change Notes: Rating Unchanged.

253. Are there completeness performance measures tailored to the needs of EMS system managers and data users?

Does Not Meet Advisory Ideal

The ePCR Documentation Policy requires completion of all ePCRs within a specified time frame, but completeness is not measured or monitored on the EMS data as a whole. Completeness performance measures may address the percentage of incomplete critical data elements and the percent of critical data elements with a value of unknown.

Change Notes: Rating Unchanged.

254. ***Are there uniformity performance measures tailored to the needs of EMS system managers and data users?***

Does Not Meet Advisory Ideal

Uniformity is consistency among the records in a database typically measured against a national standard. The USVI is NEMSIS-compliant, which to some extent ensures uniformity. However, measuring that uniformity ensures the data collection system is operating as expected. One example of a uniformity performance measure would be the percentage of records in the EMS data that are NEMSIS-compliant.

Change Notes: Rating Unchanged.

255. ***Are there integration performance measures tailored to the needs of EMS system managers and data users?***

Does Not Meet Advisory Ideal

The Territory has not established integration performance measures. Integration is the linking of two data sets using common identifiers. One example would be linking the EMS data to the crash data. Performance measures for data integration may include the number of data sets successfully linked, the number (or percent) of records expected to link versus the number (or percent) actually linked.

Change Notes: Rating Unchanged.

256. ***Are there accessibility performance measures tailored to the needs of EMS system managers and data users?***

Does Not Meet Advisory Ideal

The Territory has not established accessibility performance measures for the EMS data. Accessibility measures the extent to which outside entities can access the data. This is assessed, typically, through customer service surveys and asks customers about turnaround times, if the data meets their needs, or if anything in the process could be done differently. For agencies whose data is accessible via the web or portals, these surveys "pop up" when one visits the website to gauge the service.

Change Notes: Rating Unchanged.

257. ***Has the Territory established numeric goals-performance metrics-for each EMS system performance measure?***

Partially Meets Advisory Ideal

The Territory has numeric metrics for the timeliness performance measures. There are no other metrics related to EMS dataset performance measures. Regulatory requirements can be used as performance goals. The next steps would be to determine baselines, how often those goals are reached, and then measure progress over time towards reaching the goals.

Change Notes: Rating Improved.
From ‘Does Not Meet Advisory Ideal’ to ‘Partially Meets Advisory Ideal’.

258. ***Are quality control reviews conducted to ensure the completeness, accuracy, and uniformity of injury data in the EMS system?***

Partially Meets Advisory Ideal

Quality control reviews are conducted by the Medical Director and or Training Officer. These reviews are conducted on each patient care report received. The Partially Meets rating reflects that the reviews are done on individual patient care reports; periodic reviews are not conducted on the overall EMS data to monitor the health of the system.

Change Notes: Rating Unchanged.

259. ***Are periodic comparative and trend analyses used to identify unexplained differences in the EMS data across years and agencies?***

Meets Advisory Ideal

Because there is only one EMS agency in the Territory, trend and comparison analyses between agencies is not possible. However, some trend analysis is conducted between districts to track timeliness of record submission between districts. Evidence of the analyses was provided.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

260. ***Is data quality feedback from key users regularly communicated to EMS data collectors and data managers?***

Does Not Meet Advisory Ideal

Data quality feedback from key users is not communicated to EMS data collectors and data managers. Key users are those who use the data for program purposes. Examples of key users would be VIOHS or Mental Health and Substance Abuse Division. An example of a program use for EMS data would be injury surveillance and prevention programs. Key user feedback can prove valuable and in some cases improve the usability of the data.

Change Notes: Rating Unchanged.

261. ***Are EMS data quality management reports produced regularly and made available to the Territory TRCC?***

Meets Advisory Ideal

Monthly data timeliness reports are created and provided to the Traffic Records Coordinator.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

Emergency Department - System Description

262. ***Is there a statewide emergency department (ED) database?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department (ED) database.

Change Notes: Rating Unchanged.

263. ***Does the emergency department data track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the Territory?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department (ED) database.

Change Notes: Rating Unchanged.

264. ***Is the emergency department data available for analysis and used to identify problems, evaluate programs, and allocate resources?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department (ED) database.

Change Notes: Rating Unchanged.

Emergency Department – Data Dictionary

265. ***Does the emergency department dataset have a formal data dictionary?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department (ED) database.

Change Notes: Rating Unchanged.

Emergency Department – Procedures & Processes

266. ***Is there a single entity that collects and compiles data on emergency department visits from individual hospitals?***

Does Not Meet Advisory Ideal

There are two hospitals in the Territory, one in each district; however there is no single entity that acts a repository for the Territory's hospital data.

Change Notes: Rating Unchanged.

267. ***Is aggregate emergency department data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department (ED) database; data is not available to outside parties.

Change Notes: Rating Unchanged.

Hospital Discharge – System Description

268. ***Is there a statewide hospital discharge database?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide hospital discharge database.

Change Notes: Rating Unchanged.

269. ***Does the hospital discharge data track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the Territory?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide hospital discharge database.

Change Notes: Rating Unchanged.

270. ***Is the hospital discharge data available for analysis and used to identify problems, evaluate programs, and allocate resources?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide hospital discharge database.

Change Notes: Rating Unchanged.

Hospital Discharge – Data Dictionary

271. ***Does the hospital discharge dataset have a formal data dictionary?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide hospital discharge database.

Change Notes: Rating Unchanged.

Hospital Discharge – Procedures & Processes

272. ***Is there a single entity that collects and compiles data on hospital discharges from individual hospitals?***

Does Not Meet Advisory Ideal

There are two hospitals in the Territory, one in each district; however there is not a single entity that collects and compiles the data from the two hospitals.

Change Notes: Rating Unchanged.

273. ***Is aggregate hospital discharge data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide hospital discharge database. Data is not available to outside parties.

Change Notes: Rating Unchanged.

Emergency Department and Hospital Discharge – Guidelines

274. ***Are Abbreviated Injury Scale (AIS) and Injury Severity Score (ISS) derived from the Territory emergency department and hospital discharge data for motor vehicle crash patients?***

Does Not Meet Advisory Ideal

Neither AIS nor ISS is derived from the Territory's emergency department and hospital discharge related to motor vehicle crash patients.

Change Notes: Rating Unchanged.

Emergency Department and Hospital Discharge – Procedures & Processes

275. ***Are there procedures for collecting, editing, error-checking, and submitting emergency department and/or hospital discharge data to the statewide repository?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department or hospital discharge database; there are no procedures for collecting, editing, error-checking, and submitting to a single entity.

Change Notes: Rating Unchanged.

Emergency Department and Hospital Discharge – Quality Control

276. ***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?***

Does Not Meet Advisory Ideal

The USVI does not maintain an emergency department database or a hospital discharge database.

Change Notes: Rating Unchanged.

277. ***Are there processes for returning rejected emergency department and/or hospital discharge records to the collecting entity and tracking resubmission to the statewide emergency department and hospital discharge databases?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department database or a hospital discharge database.

Change Notes: Rating Unchanged.

278. ***Are there timeliness performance measures tailored to the needs of emergency department and/or hospital discharge database managers and data users?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department database or a hospital discharge database.

Change Notes: Rating Unchanged.

279. ***Are there accuracy performance measures tailored to the needs of emergency department and/or hospital discharge database managers and data users?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department database or a hospital discharge database.

Change Notes: Rating Unchanged.

280. ***Are there completeness performance measures tailored to the needs of emergency department and/or hospital discharge database managers and data users?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department database or a hospital discharge database.

Change Notes: Rating Unchanged.

281. ***Are there uniformity performance measures tailored to the needs of emergency department and/or hospital discharge database managers and data users?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department database or a hospital discharge database.

Change Notes: Rating Unchanged.

282. ***Are there integration performance measures tailored to the needs of emergency department and/or hospital discharge database managers and data users?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department database or a hospital

discharge database.

Change Notes: Rating Unchanged.

283. ***Are there accessibility performance measures tailored to the needs of emergency department and/or hospital discharge database managers and data users?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department database or a hospital discharge database.

Change Notes: Rating Unchanged.

284. ***Has the Territory established numeric goals-performance metrics-for each emergency department and/or hospital discharge database performance measure?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department database or a hospital discharge database.

Change Notes: Rating Unchanged.

285. ***Are quality control reviews conducted to ensure the completeness, accuracy, and uniformity of injury data in the emergency department and/or hospital discharge databases?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department database or a hospital discharge database.

Change Notes: Rating Unchanged.

286. ***Is data quality feedback from key users regularly communicated to emergency department and/or hospital discharge data collectors and data managers?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department database or a hospital discharge database.

Change Notes: Rating Unchanged.

287. ***Are emergency department and/or hospital discharge data quality management reports produced regularly and made available to the Territory TRCC?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide emergency department database or a hospital discharge database.

Change Notes: Rating Unchanged.

Trauma Registry – System Description

288. ***Is there a statewide trauma registry database?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

289. ***Does the trauma registry data track the frequency, severity, and nature of injuries sustained in motor vehicle crashes in the Territory?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

290. ***Is the trauma registry data available for analysis and used to identify problems, evaluate programs, and allocate resources?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

Trauma Registry – Guidelines

291. ***Does the Territory's trauma registry database adhere to the National Trauma Data Standards?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

292. ***Are AIS and ISS derived from the Territory trauma registry for motor vehicle crash patients?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

Trauma Registry – Data Dictionary

293. ***Does the trauma registry have a formal data dictionary?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

Trauma Registry – Procedures & Processes

294. ***Is aggregate trauma registry data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

295. ***Are there procedures for returning trauma data to the reporting trauma center for quality assurance and improvement (e.g., correction and resubmission)?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

Trauma Registry – Quality Control

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

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

297. ***Are there timeliness performance measures tailored to the needs of trauma registry managers and data users?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

298. ***Are there accuracy performance measures tailored to the needs of trauma registry managers and data users?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

299. ***Are there completeness performance measures tailored to the needs of trauma registry managers and data users?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

300. ***Are there uniformity performance measures tailored to the needs of trauma registry managers and data users?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

301. ***Are there integration performance measures tailored to the needs of trauma registry managers and data users?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

302. ***Are there accessibility performance measures tailored to the needs of trauma registry managers and data users?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

303. ***Has the Territory established numeric goals-performance metrics-for each trauma registry performance measure?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

304. ***Are quality control reviews conducted to ensure the completeness, accuracy, and uniformity of injury data in the trauma registry?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

305. ***Is data quality feedback from key users regularly communicated to trauma registry data collectors and data managers?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

306. ***Are trauma registry data quality management reports produced regularly and made available to the Territory TRCC?***

Does Not Meet Advisory Ideal

The Territory does not have a trauma registry database.

Change Notes: Rating Unchanged.

Vital Records – System Description

307. ***Is there a statewide vital records database?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide vital records database.

Change Notes: Rating Unchanged.

308. ***Does the vital records data track the occurrence of motor vehicle fatalities in the Territory?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide vital records database.

Change Notes: Rating Unchanged.

309. ***Is the vital records data available for analysis and used to identify problems, evaluate programs, and allocate resources?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide vital records database.

Change Notes: Rating Unchanged.

Vital Records – Data Dictionary

310. ***Does the vital records system have a formal data dictionary?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide vital records database.

Change Notes: Rating Unchanged.

Vital Records – Procedures & Processes

311. ***Is aggregate vital records data available to outside parties (e.g., universities, traffic safety professionals) for analytical purposes?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide vital records database.

Change Notes: Rating Unchanged.

Vital Records – Quality Control

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

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide vital records database.

Change Notes: Rating Unchanged.

313. ***Are quality control reviews conducted to ensure the completeness, accuracy, and uniformity of injury data in the vital records?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide vital records database.

Change Notes: Rating Unchanged.

314. ***Are vital records data quality management reports produced regularly and made available to the Territory TRCC?***

Does Not Meet Advisory Ideal

The USVI does not maintain a territory-wide vital records database.

Change Notes: Rating Unchanged.

Injury Surveillance Data Interfaces

315. ***Is there an interface among the EMS data and emergency department and hospital discharge data?***

Does Not Meet Advisory Ideal

While the ability for emsCharts to interface with the hospital systems exists, it is not enabled.

Change Notes: Rating Changed.
From ‘Meets Advisory Ideal’ to ‘Does Not Meet Advisory Ideal’.

316. Is there an interface between the EMS data and the trauma registry data?

Does Not Meet Advisory Ideal

Neither of the major hospitals in the USVI is a designated trauma center; therefore there is no interface for EMS/Trauma.

Change Notes: Rating Unchanged.

Data Use and Integration

317. Do behavioral program managers have access to traffic records data and analytic resources for problem identification, priority setting, and program evaluation?

Meets Advisory Ideal

Behavioral program managers have access to traffic records data (citations, crash, EMS runs, vehicles, CMV, drivers) and analytic resources for problem identification, priority setting, and program evaluation. Individuals must submit a request to the SHSO; only de-identified data can be released. Supporting documentation was submitted demonstrating use of pedestrian-involved crash statistics provided to a non-profit focused on pedestrian safety within the Territory.

Change Notes: Rating Improved.
From 'Partially Meets Advisory Ideal' to 'Meets Advisory Ideal'.

318. Does the Territory have a data governance process?

Does Not Meet Advisory Ideal

The Territory does not have have a data governance process. Governance of data enables it to be usable and accessible while maintaining the privacy of individuals. Data governance can enhance data quality, reduce costs associated with data management, and expand access to data. This results in better data for analysis and data-driven decision-making.

Change Notes: Rating Unchanged.

319. Does the TRCC promote data integration by aiding in the development of data governance, access, and security policies for integrated data?

Meets Advisory Ideal

The Territory's TRCC actively promotes traffic data integration. It is currently contracting with a vendor to integrate court citation data with driver/vehicle data. They are also currently in the process of creating a strategic plan that includes data integration across the six core data systems. The plan will also include interface recommendations. The detailed narrative merited a Meets rating.

Change Notes: Rating Improved.
From 'Does Not Meet Advisory Ideal' to 'Meets Advisory Ideal'.

320. Is driver data integrated with crash data for specific analytical purposes?

Does Not Meet Advisory Ideal

Driver data is not integrated with crash data. Integration is the linking of two data sets, typically

historical data, using common identifiers for analysis. However, the Territory has secured a subject matter expert contractor to implement the TraCS electronic reporting system and once operational, will develop a plan to integrate the USVI six core traffic records system databases. The USVI will be well-positioned for better ratings in the next assessment, but for this assessment the rating remains Does Not Meet.

Change Notes: Rating Unchanged.

321. Is vehicle data integrated with crash data for specific analytical purposes?

Does Not Meet Advisory Ideal

Vehicle data is not integrated with crash data. Integration is anticipated after the installation of the new eCrash/eCitation system (TraCS).

Change Notes: Rating Unchanged.

322. Is roadway data integrated with crash data for specific analytical purposes?

Does Not Meet Advisory Ideal

Roadway data is not currently integrated with crash data. The Territory anticipates integration of data after implementation of TraCS. TraCS is traditionally used to create an interface between data sets, like a bridge. Though, recently TraCS added the ability to integrate data between data sets. In data integration, cases are actually linked through common variables. While implementing TraCS it will be valuable to confirm with the contractor that the intention is truly to integrate datasets, and not just built an interface.

Change Notes: Rating Unchanged.

323. Is citation and adjudication data integrated with crash data for specific analytical purposes?

Does Not Meet Advisory Ideal

Citation and adjudication data are not integrated with crash data. Integration is anticipated after the installation of the new eCrash/eCitation system (TraCS).

Change Notes: Rating Unchanged.

324. Is injury surveillance data integrated with crash data for specific analytical purposes?

Does Not Meet Advisory Ideal

Injury surveillance data is not integrated with crash data. While this integration may be anticipated after the installation of TraCS, it will not be part of TraCS. If the Terrority does intend to integrate the injury data with the crash data, it would benefit them to establish integration performance measures early, such as number of expected linkages (goal) versus actual linkages, the strength of the linkages. The first year of linkage can serve as a baseline upon which the Territory can improve as they learn of any challenges affecting the linkage.

Change Notes: Rating Unchanged.

325. Are there examples of data integration among crash and two or more of the other component systems?

Does Not Meet Advisory Ideal

There are no traffic records component systems integrated with crash. There is a plan to integrate data sets with implementation of TraCS.

Change Notes: Rating Unchanged.

326. Is data from traffic records component systems-other than crash-integrated for specific analytical purposes?

Does Not Meet Advisory Ideal

While the response indicates that driver, vehicle and citation/adjudication systems are all integrated, it is unclear from responses to previous questions whether this is truly an integration, or whether there the datasets interface with each other. The data is not currently used for specific analytical purposes. No evidence nor additional narrative details were provided to support the response.

Change Notes: Rating Unchanged.

327. For integrated datasets, do decision-makers have access to resources-skilled personnel and user-friendly access tools-for use and analysis?

Does Not Meet Advisory Ideal

Agency executives are reported to act as project leads for the integrated data sets which presumes they have access to skilled personnel and tools for use and analysis. Analytical resources available to decision makers for integrated datasets were not identified. It is also unknown whether there are user-friendly accessibility and analytical tools available for analysis of the data. Finally, based on answers to other questions, it is unclear whether there are actually any integrated datasets. Possibly the issues is confusion between the terms interface and integration.

Change Notes: Rating Unchanged.

328. For integrated datasets, does the public have access to resources-skilled personnel and user-friendly access tools-for use and analysis?

Does Not Meet Advisory Ideal

The public can access a website and query integrated citation/adjudication and driver/vehicle data to determine if outstanding liens/citations are present on their vehicle. It is unclear if this is an integrated data set the public is accessing or if there is an interface between the two to serve real-time queries. Without such clarification this rating remains Does Not Meet.

Change Notes: Rating Unchanged.

Appendix B – Assessment Participants

Territory Highway Safety Office Representative(s)

Ray A Martinez
Virgin Islands Police Department
Police Commissioner

Ms. Daphne O'Neal
Virgin Islands Office of Highway Safety
Director

NHTSA Headquarters Coordinator

Mr. Tom Bragan
USDOT
MMUCC Analyst

Territory Assessment Coordinator(s)

Sherry Embrack
Virgin Islands Office of Highway Safety
Traffic Records Technician

Brandon Manners
Virgin Islands Office of Highway Safety
Traffic Records Analyst/Coordinator

NHTSA Regional Office Coordinator(s)

Allison Beas
NHTSA
Highway Safety Specialists

Ms. Shannon Purdy
NHTSA
Regional Program Manager

Assessment Facilitator

Mr. Chris Osbourn
Tennessee Department of Safety and Homeland Security
TITAN Program Director

Assessment Team Members

Ms. Debi Besser
Washington Traffic Safety Commission
Traffic Records Program Manager

David Bourget
Colorado Department of Transportation
Safety Engineer

Tara Casanova-Powell
Association of Transportation Safety Information Professionals
Executive Director

Hon Linda L Chezem
Purdue Univeristy, Indiana Court of Appeals
professor emeritas, Judge(ret)

Ms. Marcia Howell
Center for Safe Alaskans
Executive Director

Dr. Cory Hutchinson
Center for Analytics and Research in Transportation Safety / LSU
Director

Mr. William Kovarik
NDOT Highway Safety Office
Administrator

Ms. Dana Reiding
Department of Transportation
Statewide Transportation Planning Administrator

Ms. Tracy Joyce Smith
SC Budget and Control Board
Program Manager

Ms. Joan Vecchi
contractor
owner

Ms. Mary Wichman
Michigan State Police
Retired Assistant Deputy Director

Mr. Fred E Zwonechek
Department of Transportation Highway Safety Office
Administrator

Territory and Local Respondents

The following Territory and Local staff assisted in the Assessment by providing responses to the Advisory criteria and questions.

Rueben Jennings
VI Department of Public Works
Deputy Commissioner of Administration

Brandon Manners
Virgin Islands Office of Highway Safety
Traffic Records Analyst/Coordinator

Jomo McClean PE
VI Department of Public Works
Highway Program Manager

IOTHA PRINCE
VI Department of Health
Data Manager

MIREILLE SMITH
VI Bureau of Motor Vehicles
MIS Systems Manager

Kevin Williams Sr.
VI Superior Court
Assistant Administrator of Courts

Appendix C

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

Territory-Specific Acronyms and Abbreviations

BMV	Bureau of Motor Vehicles
DPW	Department of Public Works
USVI	United States Virgin Islands
VI	Virgin Islands
VIOHS	Virgin Islands Office of Highway Safety
VIPD	Virgin Islands Police Department