Federal Motor Carrier Safety Administration

Data Quality System-Wide Training & Conference

Marriott San Antonio Riverwalk Hotel
San Antonio, Texas
August 26 - 28, 2008

REGISTRATION INFORMATION

Please join us for the **1st Data Quality System-Wide Training and Conference,** August 26-28, 2008, at the Marriott Riverwalk Hotel in San Antonio, Texas.

The goal of the Data Quality System-Wide Training and Conference (DQSWT&C) is to convene Federal and State transportation, public safety, and law enforcement agency personnel and contractor consultant partners in a forum where best practices in improving data quality can be shared and discussed. The Federal Motor Carrier Safety Administration (FMCSA) will offer hands-on training in the collection and entering of good quality data. This conference will afford both Federal and State agencies an opportunity to identify areas for continued improvement in data quality policies and procedures.

FMCSA relies on safety performance data to target carriers that pose a high crash risk. Good quality data have always been a priority for FMCSA. With data we can measure the effectiveness of our programs, identify which motor carriers to target for enforcement actions, know which new programs to implement, and what safety areas to address in our strategic planning process. The Data Quality System-Wide Training and Conference is designed to work with our State agency partners to discuss current aspects of our State Data Quality Program and identify targeted solutions to support State reporting of complete, accurate, and timely data on large truck crashes and inspections.

In this first year, FMCSA is pleased to be joined by its partners at the National Institute for Safety Research (NISR), the Volpe National Transportation Systems Center, the University of Michigan Transportation Research Institute (UMTRI), and representatives from many State agencies. Each plays an integral role in the FMCSA State Safety Data Quality Program.

We look forward to seeing you in San Antonio and having a successful and productive conference.

Sincerely,

Betsy Benkowski
State Safety Data Quality Program Manager

Federal Motor Carrier Safety Administration

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WHY ATTEND THE DQSWT&C?

This conference is designed to inform and train participants to accurately identify and document all accidents, including accidents that involve a commercial motor vehicle (CMV). Accurate documentation of accidents is the best way to ensure proper translation of good crash data from State traffic records systems to the Federal crash records systems. The agenda topics for the 1st Data Quality System-Wide Training and Conference may include, but will not be limited to, the topics mentioned below (pages 5 & 6).

Who Will Benefit From This Training and Conference?

• Local law enforcement and public safety officers who complete State crash report forms at the scene of an accident;

• State Department of Transportation or State Department of Public Safety employees responsible for developing data systems or who in-put data from State crash report forms;

• FMCSA State Division employees working in CMV crash data collection and analysis;

• Highway traffic safety researchers;

• Anyone new to the highway traffic records with an interest in top-notch data quality training and industry updates.

Office of
Analysis,
Research &
Technology

U.S. Department of Transportation
Federal Motor Carrier Safety Administration

Training and Conference Schedule and Agenda

Conference sessions and training classes will begin at 8:00 a.m. daily. The conference will conclude at 5 p.m. on Thursday, August 28, 2008. A reduced number of rooms are available for a Thursday night stayover; therefore, please make your hotel reservations early if you plan on staying Thursday night.

On the following pages we have provided proposed agenda topics. A full conference agenda and training class schedule complete with room assignments will be included with your registration materials.

SCHEDULE & AGENDA

PROPOSED AGENDA TOPICS

Lessons from Evaluating State Reporting to the MCMIS Crash File
This session will share lessons learned from evaluating the reporting rates from over half the States. What factors affect reporting rates? What crash types and vehicles tend to be overlooked? What are some of the obstacles to complete reporting? What are the States with high reporting rates doing well?

How To Identify Reportable Accidents Involving a CMV
The objective of this session is to show how the new ANSI D.16.1 Manual on the Classification of Motor Vehicle Traffic Accidents (7th Edition) can be used to identify a crash as a reportable motor vehicle traffic accident. New commercial definitions, and how they can be applied in determining whether a crash is reportable to FMCSA, will be discussed.

How To Use "DataQs"
The objective of this session is to demonstrate the DataQs website (http://dataqs.fmcsa.dot.gov) and to facilitate/encourage questions and discussion from the participants. Suggested requirements for future DataQs features will also be solicited from the participants.

DataQs Case Studies
The objective of the presentation is to review the DataQs process and individual State cases for two common categories of DataQs Challenges— "Not Reportable Crashes" and "Wrong Carrier."

FMCSA Crash Data Collection Training
An overview of the FMCSA Crash Data Collection Training course will be provided, with an emphasis on the two lessons that cover FMCSA's selection criteria and identifying the proper motor carrier. FMCSA collects data for commercial and some non-commercial vehicles that qualify on the basis of vehicle involvement and severity of injury or damage. This popular session will be offered two times during the DQSWT&C.

Optimizing Your Use of SAFETYNET To Improve the Quality of Your Crash Data
SAFETYNET operators and managers will learn the best practices for using SAFETYNET to improve State Safety Data Quality (SSDQ) ratings. A basic working knowledge of SAFETYNET is assumed for system operators and managers; in addition, a basic working knowledge of MCMIS is assumed for managers. (Note: This session will not cover other issues that may affect data quality, such as data extraction or system technical problems.)

Virginia's Two-Year Effort To Improve Data Quality
The State of Virginia will share the struggles and successes of a two-year effort to improve data quality.

State Panel on Improving Data Quality
A few States will share what they have done to improve data quality.

Open Session on State Issues
The objective of the session is to hold an open discussion with the States concerning their most pressing issues and possible solutions.

PROPOSED AGENDA TOPICS
(continued)

National Institute for Safety Research: How NISR Can Help

The objective of the session is to share with the States the various activities that NISR is involved in and how the States can access assistance.

Understanding the SSDQ Measurement Tool and Other Online Data Correction Tools

The objective of this session is to demonstrate the data quality measurement tools found on the Analysis and Information Online website (http://ai.fmcsa.dot.gov) and to facilitate/encourage questions and discussion from the participants to improve understanding of individual States' data quality issues.

1-to-1 Assistance To Understand Your State Data Quality Issues

Sign up to receive 1-to-1 assistance with a data analyst to examine the online tools, diagnostic reports soon to be available online and State-provided data (if available from the State). If possible, the data analyst will suggest problems with the State's crash reporting process that could be compromising data quality. Space is limited. States with a Red or Yellow SSDQ Overall Rating will receive preference!

Data and Agency Collaboration Needed To Identify and Solve Crash Data Reporting Problems: A Case Study

The case study shows how online data sources (SSDQ, MCMIS reports, UMTRI Reports, PAR Analysis) and collaboration with State agencies led to identifying the data quality problems with a particular State's crash reporting process. The associated short- and long-term recommendations made to improve the State's processes will be presented.

Test Drive a New Data Quality Tool

We want your feedback! FMCSA is prototyping a new tool to help narrow down your data quality issues and identify improvement actions. The tool enables the user to drill down to supporting analysis that will provide a more detailed understanding of the issues underlying poorly performing SSDQ measures. The tool also will point to potential guidelines or improvement recommendations associated with specific SSDQ measures.

Carrier Census Data: The Missing Piece of the Data Quality Puzzle

MCMIS Census data on carriers is as important to FMCSA compliance programs as State data. Learn about how FMCSA's carrier Census data improvement efforts will help improve State data.

PARTNERS

The *State Departments of Public Safety, State Departments of Transportation, State and local law enforcement, and local public safety offices* collect and upload the important traffic safety records essential to the growth and progress of the FMCSA State Safety Data Quality Program. Your commitment to public safety coupled with your hard work on the ground collecting crash and inspection data at the scene of an accident, uploading traffic records, and taking steps to consistently improve your traffic records data systems enables FMCSA to conduct the research and analysis that informs highway traffic safety policies and programs. Our partnerships with State agencies and local offices are critical to the improvement of highway traffic safety and the nationwide reduction in injuries and fatalities due to accidents involving commercial motor vehicles.

The *Federal Motor Carrier Safety Administration (FMCSA)* was established as a separate administration within the U.S. Department of Transportation on January 1, 2000, pursuant to the Motor Carrier Safety Improvement Act of 1999. Our primary mission is to reduce crashes, injuries, and fatalities involving large trucks and buses. FMCSA is headquartered in Washington, DC. We employ more than 1,000 individuals, in all 50 States and the District of Columbia, dedicated to improving bus and truck safety and saving lives.

The *National Institute for Safety Research (NISR)* specializes in the interpretation, classification, and evaluation of traffic records data. NISR is known for its best-value quality assurance, data analysis, consultative support, solutions and training capabilities for Federal, State and local law enforcement or public safety agencies working in traffic records data collection and analysis. NISR staff members have a proven history of hands-on experience with State traffic records systems, supporting data-coding and data quality initiatives designed to provide good data to Federal traffic records data analysis and reporting systems. NISR has worked with the National Highway Traffic Safety Administration (NHTSA) and the FMCSA for more than 25 years.

PARTNERS
(continued)

The *John A. Volpe National Transportation Systems Center* in Cambridge, Massachusetts, is an internationally recognized center of transportation and logistics expertise. Through research and development, engineering, and analysis, the Volpe Center helps decision-makers identify data quality challenges and define practical solutions. The Center assists Federal, State, and local governments, industry, and academia in a number of areas, including human factors research, system design, implementation, and assessment, global tracking, strategic investment and resource allocation, environmental preservation, and organizational effectiveness. In these and other areas, the Center provides its customers with valued policy support and strategic planning and analysis. The Volpe Center is part of the U.S. Department of Transportation's Research and Innovative Technology Administration.

The *University of Michigan Transportation Research Institute (UMTRI)* is committed to interdisciplinary research that will ultimately increase driving safety and further transportation systems knowledge. UMTRI researchers are currently involved with a number of Federal agency traffic records data collection and analysis efforts. Notable among these are the Fatality Analysis Reporting System (FARS) and the National Automotive Sampling System (NASS). UMTRI assists the FMCSA by conducting analysis of State traffic records files. Researchers at UMTRI assisted in the design and development of the Large Truck Crash Causation Study database, and are responsible for the Buses Involved in Fatal Accidents and Trucks Involved in Fatal Accidents research and analysis reports and the development of the non-fatal ratio methodology.

Pre-Registration Deadline

Pre-registration is available until **Monday, July 21, 2008.** Please mail the Pre-Registration Form (page 13) to the National Institute for Safety Research, Attention Ms. Paula Tennant, on or before Monday, July 21, 2008.

Pre-Registration Forms can also be e-mailed to Ms. Paula Tennant at **paula@nisrinc.com** or faxed to (443) 247-0203.

Pre-registration is encouraged. It is recommended that a separate Pre-Registration Form be submitted for each individual attendee.

Registration Fee

The registration fee associated with the three-day and Data Quality System-Wide Training Conference is **$216 per person.** This fee covers all training and conference session materials, snacks during conference breaks, and three buffet luncheons. Hotel reservations must be made directly with the Marriott Hotel by each conference attendee.

Please include the registration fee with your Pre-Registration Form. Checks should be made payable to "NISR, Inc." Travelers checks or money orders are preferred.

REGISTRATION

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Guests

Guests are welcome to attend social events incorporated into the conference schedule. If you intend to bring a guest and would like for them to attend the "Meet and Greet" opening-reception or any luncheon, please include your request when you pre-register with Ms. Paula Tennant at NISR, Inc.

Please provide the name of the guest and which social event(s) they will attend. Please pay any guest fees with a *separate* check payable to "NISR, Inc." prior to the conference. Guest fees are as follows:

Tuesday, August 26	"Meet & Greet" $14/person
Tuesday, August 26	Luncheon $37/person
Wednesday, August 27	Luncheon $37/person
Thursday, August 28	Luncheon $37/person

On-site Registration

Pre-registration is encouraged; however, on-site registration will also be available. On-site registration will occur the evening before the conference begins and on the first morning of the conference. Please proceed to the registration area located on the Ballroom (BR) level outside Salon C, during the times indicated below.

Monday, August 25:	5:00 p.m. to 7:00 p.m.
Tuesday, August 26:	7:00 a.m. to 10:00 a.m.

Any unpaid registration fees must be paid at the registration area before the beginning of the conference.

Funding

State agency partners with current Safety Data Improvement Program (SaDIP), Commercial Vehicle Analysis Reporting system (CVARS), and MCSAP grants may use grant funds to attend the 1st Data Quality System-Wide Training and Conference where funds are available. Grant funds may be used to cover per diem ($166 total/day), travel expenses, and the registration fee of $216 per attendee. If you have questions about allowable expenses or how to process a reimbursement request against your FMCSA grant, contact your FMCSA State Division Administrator, or Ms. Magdalene Skretta via e-mail at: **magdalene.skretta@dot.gov.**

REGISTRATION

What's included in the $216 registration fee?

The $216 conference and training registration fee covers the cost of conference and training materials and meals.

The following meals and break sessions are included in this fee:
- Continental breakfast, coffee and tea daily, August 26-28.
- Full luncheon buffets daily, August 26-28.
- "Meet & Greet" reception, August 26. Light appetizers and a cash bar.
- Coffee, tea, water and soda will be served during morning and afternoon breaks each day, August 26-28.
- No dinners will be provided during the conference.

The Marriott will make every effort to accommodate conference attendees who require a vegetarian menu or who have specific food allergies. Please notify us of any necessary menu considerations at the time of registration.

Cancellation Policy

Cancellation requests received prior to Friday, August 4, 2008, will receive full refunds of any fees paid. No refunds will be made after August 4, 2008.

In the event the DQSWT&C is cancelled, in whole or in part, by its sponsors due to strikes, Acts of God, national emergency or other causes beyond reasonable control, this agreement shall terminate, and the said Registrant shall and does hereby waive any claim for damages or compensation against the conference sponsors or any of their owners, directors, agents or employees, except the prorated return of the registration fee paid after deduction of the prorated actual expenses incurred by the conference sponsors in connection with the DQSWT&C. There shall be no further liability on the part of either party.

AIRPORT TRANSPORTATION

The Marriott Riverwalk Hotel does not offer an airport shuttle but recommends SATrans Airport Express, which provides regular scheduled shuttle service from the San Antonio International Airport to the downtown hotels from 7:00 am to 1:00 am daily, with shuttles departing approximately every 15 minutes. Shuttle tickets are sold at the baggage claim area in Terminal 1 and Terminal 2. The cost is $32/person round-trip or $18/person one-way. For groups of 20 or more the cost is $25/person round-trip or $15/person one-way. SATrans can also be contacted by phone at (210) 281-9900.

Taxi cabs are available at the lower-level curbside outside the baggage claim areas at Terminals 1 and 2. Look for an Airport Ground Transportation Agent wearing an airport badge. Cab fare to most areas in downtown San Antonio is approximately $20 to $22 (U.S.) per taxicab. Up to four (4) persons may share a cab.

Hotel Accommodations

A room block has been established for the 1st DQSWT&C at the Marriott Riverwalk Hotel in San Antonio, Texas. The conference will occur in the same location. Hotel room reservations must be made directly with the Marriott.

Marriott Riverwalk Hotel
San Antonio, Texas
(800) 648-4462 phone

Please refer to the "FMCSA Conference" room block and that you are reserving a room at the government rate. The following government and industry nightly room rates have been negotiated for single- and double-occupancy rooms:

Government rate
$112/night +16.75% tax

Industry rate
$122/night +16.75% tax

In order to take advantage of the "FMCSA Conference" rate, you must make your

reservation by July 28, 2008. You must provide a government-issued photo identification card when you check in to the hotel in order to receive the government room rate. *The industry nightly room rate will apply for any registrant who does not present a government identification card at check-in.*

The current per diem rate for lodging and food established by the General Services Administration for San Antonio is:

Lodging
$112/night

Meals & incidentals
$54/day

Please inform the hotel of your arrival and departure dates and indicate any special preferences at the time of reservation. Please notify the Marriott directly if you require special sleeping room accommodations due to a disability.

ACCOMMODATIONS

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PRE-REGISTRATION FORM

The deadline for pre-registration is July 21, 2008. On-site registration will occur on the evening of August 25, 2008, and the morning of August 26, 2008. Please see page 10 for specific times and the location for on-site registration.

Please clearly print or type your name and contact information below. Please provide your name and title as you would like it to appear on your conference name tag.

Full Name:

Title:

Organization:

Address 1:

Address 2:

City, State, Zip code:

Phone:

Email:

Food allergies or vegetarian menu (specify):

Payment Instructions:

You may submit your registration form by e-mail or fax to:
Ms. Paula Tennant Email: paula@nisrinc.com Fax: (443) 247-0203

Please mail a copy of this form with your $216 registration fee by July 21, 2008, to:
Ms. Paula Tennant, NISR, Inc.
326 Hilltop Road Oakland, MD 21550

Please make all travelers checks and money orders payable to NISR, Inc.

Cancellation requests received prior to Friday, August 4, 2008, will receive full refunds of any fees paid. No refunds will be made after August 4, 2008. Please see full cancellation policy on page 11.

The sponsors of the DQSWT&C are committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations are made on an individual basis to comply with the ADA. If you require accommodations due to a disability, please notify our staff of your request 7 business days prior to the beginning of the conference. The Marriot Riverwalk Hotel in San Antonio, Texas has accessible rooms.