

# **Electronic Crash Capture & Submission (ECCS-3) LETTER OF INTEREST**

The Michigan Department of State Police, Criminal Justice Information Center, in partnership with the Michigan Office of Highway Safety Planning (OHSP) is currently accepting letters of interest for Electronic Crash Capture and Submission (ECCS-3) projects for FY 2010.

The goal of these projects is the promotion of automated capture and transmission of traffic crash data and to provide the means by which to start such a system. This will be the third year of this project that was started in 2007. Each project is based on the premise that an increase in the amount of crash data submitted by law enforcement agencies via an electronic or automated process will be more cost effective, and provide for improved quality, uniformity, timeliness, accuracy, and completeness of crash data.

The ECCS-1 effort significantly improved the timeliness and quality of crash data. From the ECCS 1 recipients, the average reporting days improved by nearly 75%, dropping from 46.55 days to 12.20 days. The average data edit errors per crash improved over 90%, dropping from 1.79 errors per crash to 0.16 errors. The total amount of electronic crash data received by the State increased over 6%. ECCS 2 implementation efforts are still underway, but similar data improvements are expected. Currently, the State is receiving 16% of crash data electronically and it is anticipated we will reach nearly 40% with the completion of the ECCS 2 effort.

## **BACKGROUND**

Currently the Michigan State Police (MSP), Criminal Justice Information Center (CJIC), is statutorily responsible for maintaining the state central repository for crash records. Over 600 Michigan law enforcement agencies submit crash reports (UD-10) for each crash that occurs on a public roadway in Michigan. This process results in approximately 400,000 crash reports annually. In the past six (6) years, the entire crash system has been updated through a project called Crash Process Redesign (CPR). System changes have included but are not limited to: the ability to accept crash reports electronically, development of a Web based crash reporting tool, improved processing efficiencies at CJIC, and improvements in crash locating.

Even though the system has the ability to receive crash data electronically, the majority of law enforcement agencies continue to submit their reports on paper. Electronic processing of crash reports provide significant benefits in cost effectiveness, improved data quality, timeliness, consistency, and completeness as well as processing efficiencies. However, there may be process, resource, technical and financial barriers in moving to automated crash processing systems.

MSP-CJIC is interested in continuing to promote electronic crash data collection and submission through a series of OHSP funded projects to assist law enforcement agencies and consortiums in overcoming electronic crash processing barriers.

## **PROJECT OVERVIEW**

- The project(s) you wish to undertake should be included within your Letter of Interest.
- Submissions will be evaluated on a point system by a panel comprised of representatives from the Michigan Department of State Police, Michigan Office of Highway Safety Planning and the Michigan Department of Information Technology.
- Selected agencies must be able to complete implementation of any grant funded project by **September 30<sup>th</sup>, 2010.**
- Funding is contingent upon the availability of U.S. Department of Transportation Highway Safety Funds. Therefore, not every proposal that is submitted will receive funding.

### **PROJECT OVERVIEW (Continued)**

- Agencies will be responsible for all costs required to continue electronic crash submission following the initial grant period.
- Only applications received prior to the submission deadline will be reviewed and considered for funding.
- The Department of State Police reserves the right to make awards for lesser amounts for each applicant agency.
- Proposals accepted for funding will be required to submit a grant application for approval using the MSP/OHSP E-grants system.

### **SUBMISSION PROCESS**

Agencies interested in being considered for an ECCS-3 project should **submit letters of interest no later than COB THURSDAY, SEPTEMBER 3, 2009** to the following:

Sydney Smith  
Michigan State Police  
Traffic Crash Reporting Unit  
P.O. Box 30634  
Lansing, MI 48913  
[SmithSydney@michigan.gov](mailto:SmithSydney@michigan.gov)

### **ECCS-3 LETTERS OF INTEREST MUST INCLUDE THE FOLLOWING INFORMATION AND BE NO MORE THAN 2 PAGES IN LENGTH**

#### **Work Plan (35 points):**

1. How does your agency propose to implement an electronic crash data collection and transmission program?
2. List of other agencies involved and their roles in the project.
3. What are the costs involved to implement including hardware, software, training...etc?
4. Timeline to include dates and activities.
5. Description of your communication strategies including training necessary.
6. Description of the benefits your agency anticipates to be gained.

#### **Technology Readiness (30 Points):**

1. Description of your agency's current technological capabilities.
2. What electronic connectivity is available for your agency?
3. When can your agency implement the project and is there a commitment to complete by the grant deadline(s).

#### **Number of crashes submitted by an agency or consortium in 2008 (25 Points):**

- Agencies will be assigned a point value based on the following scale:

<b><u>Crashes</u></b>	<b><u>Points</u></b>
< 250	5
251-500	10
501-1000	15
1001-2000	20
> 2000	25

#### **Other Information (5 Points):**

1. Description of your agency's size (number of officers, fleet...etc)
2. Type
3. Geographic location

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**Lead Agency and Partnership Information (5 Points):**

1. Designation of the Project Lead Agency
2. Listing of all other law enforcement agencies (County, City, State) involved in the project along with signatures of favorable acceptance from those Police Chiefs, Sheriffs or MSP Post Commanders.

**QUESTIONS CONCERNING ECCS-3 LETTER OF INTEREST**

1. Must be made in writing to the contact below.
2. Must be received by **August 28, 2009**.
3. Answers to questions will be posted to the OHSP website ([www.Michigan.gov/OHSP](http://www.Michigan.gov/OHSP)) no later than **September 2, 2009**.

Mr. Steve Schreier  
Traffic Records Program Coordinator  
Office of Highway Safety Planning  
[SchreieS@Michigan.Gov](mailto:SchreieS@Michigan.Gov).

# **ELECTRONIC CRASH CAPTURE AND SUBMISSION (ECCS) PROJECT**

## **AGENCY RESPONSIBILITIES**

1. An agency must implement or have solidified plans to implement a system prior to December 31, 2009.
2. Allow all law enforcement personnel access to the selected electronic crash data collection application in order to capture and submit electronic crash data to the Traffic Crash Reporting System (TCRS).
3. Designate an individual within their agency to act as the technical resource and/or project manager. This person will be responsible for, or act as:
  - The single point of contact to the project and coordinator of any and all activities.
  - Coordinating distribution of upgrades to laptops and other off-line computers.
  - Distributing training materials and other operating publications to users.
  - Ensuring all personnel are properly trained prior to accessing the software.
4. Ensure compliance with current or future MSP/TCRS policies and guidelines including:
  - All stipulations contained in this agreement or as amended.
  - All stipulations contained in the MSP Memorandum of Understanding if an MSP post is included as an agency to participate
  - Quality of records/information entered into the system.
  - Security of the system.
  - The conversion and entry of data being sent uses the proper codes and procedures developed.
5. Ensure wherever information is collected, stored, or disseminated the data is stored in a secure environment and submitted daily. All rules pertaining to the Driver Privacy Protection Act (257.208 and 257.232) and Freedom of Information PA 442 of 1976 will be followed.
6. Assume all responsibilities for the equipment necessary to collect and transmit the crash data.
7. Assume all responsibilities for the application including standard maintenance.
8. Agree to work with the MSP-CJIC through the certification process for authorized submission of electronic crash data to the TCRS. The certification process will be conducted over a 30 day period.
9. Ensure all electronic crash data is sent on a daily basis to the TCRS including narrative/crash diagrams.
10. Provide quarterly project progress reports via the progress report template.
11. Commit to a minimum of 3 years of electronic data collection or return all hardware purchased by grant funds.