



CVSA DATA MANAGEMENT, QUALITY AND FMCSA SYSTEMS WORKSHOP

AUGUST 8-10, 2017 Hyatt Regency Orlando
Orlando, Florida



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PRESIDENT'S WELCOME

Welcome to the 2017 CVSA Data Management, Quality and FMCSA Systems Workshop in beautiful Orlando. The Commercial Vehicle Safety Alliance (CVSA) and the Federal Motor Carrier Safety Administration (FMCSA) are once more partnering to offer you three days of system-wide training to ensure crash record and inspection data reports are accurate, relevant and useful.



Your presence at this year's workshop indicates your desire to be proactive and increase your efficiency and productivity, and we applaud your willingness to continue to improve your knowledge. Whether this is your first time at this workshop or not, the Alliance recognizes the important role you play in helping us achieve our goal to reduce the number of crashes, fatalities and injuries involving large trucks and buses on our highways.

We live in a world that relies on data and we all know that our safety programs would be in trouble without the collection, exchange and analysis of reliable and timely information.

The training you will receive over the next three days will assist you in better utilizing FMCSA software systems, managing your state's data and exceling at work. In the quickly changing IT environment, we believe the training you will receive at this workshop will be beneficial to both you and your agency.

Again, welcome to Orlando. We very much appreciate your attendance at this year's workshop. If you need assistance during your stay here, please talk to a CVSA staff member at the registration desk, who will be more than happy to help you.

A handwritten signature in black ink, which appears to read "Julius Debuschewitz". The signature is fluid and cursive.

Julius Debuschewitz

Yukon Highways and Public Works
CVSA President

SCHEDULE OF EVENTS

MONDAY AUGUST 7, 2017

2-5 p.m. **Event Registration and Member Services**
Orlando Ballroom Foyer, Convention Level

TUESDAY AUGUST 8, 2017

7-8:30 a.m. **Networking Breakfast**
Florida Ballroom A, Convention Level

7 a.m.-5 p.m. **Event Registration and Member Services**
Orlando Ballroom Foyer, Convention Level

8:30-10 a.m. **General Session**
Orlando Ballroom N, Convention Level
Moderator: Holly Skaar, Chair, Information Systems Committee

CVSA Executive Director's Remarks
Collin Mooney, Executive Director, CVSA

Federal Motor Carrier Safety Administration Welcome Remarks
Jack Van Steenburg, Assistant Administrator and Chief Safety Officer, FMCSA
Joel Hiatt, Acting Chief Information Officer, FMCSA

Workshop Overview and Instructor Introductions
Scott Valentine, Data Quality Program Manager, Analysis Division, FMCSA

FMCSA Crash Data Update
Scott Valentine, Data Quality Program Manager, Analysis Division, FMCSA

10-10:30 a.m. **Networking Refreshment Break**
Florida Ballroom A, Convention Level

10:30 a.m.-Noon

Workshop Breakouts

TRACK 1

SAFETYNET: Aspen 3.1 Enhancements

Orlando Ballroom M, Convention Level

Aspen is the software that FMCSA created to help federal and state enforcement personnel conduct roadside inspections. Learn about recent Aspen enhancements and ask questions about the software. Through presentations and demonstrations, participants will learn about:

- Recent changes related to violations, SmartLogic and other features
- Upcoming releases

TRACK 2

State Safety Data Quality (SSDQ) Measures: How to Understand Current Measures and Upcoming Changes

Orlando Ballroom L, Convention Level

The SSDQ measures are central to FMCSA's Data Quality Program. These performance measures let states know the quality of the data they upload to FMCSA. Review the SSDQ measures and upcoming changes, and talk about the SSDQ criteria and FMCSA expectations. Using technical demonstrations and hands-on SSDQ exercises, participants will learn:

- How the SSDQ methodologies work
- What planned changes are to methodologies, including changing "Event Date" to "Upload Date," new crash VIN measures, changes to the inspection and crash completeness measures and a new indicator that shows states their ratings
- Why the SSDQ criteria is set where it is and what those expectations mean for states

Noon-1:30 p.m.

Lunch (Provided)

Florida Ballroom A, Convention Level

SCHEDULE OF EVENTS

TUESDAY AUGUST 8, 2017 (CONTINUED)

1:30-3 p.m.

Workshop Breakouts

TRACK 1

SAFETYNET: How to Improve Accuracy in Inspection and Crash

Orlando Ballroom M, Convention Level

Understand the important link between reporting the correct carrier and safety. Learn about State Safety Data Quality (SSDQ) inspection accuracy and crash accuracy measures, and how to use the carrier match tool in SAFETYNET to report the correct carrier. Time will be available for participants to share their ideas for how to research carrier data. Using technical instruction and hands-on SAFETYNET exercises, participants will learn:

- How and why to record the correct carrier type (for crash)
- What the comprehensive steps are for completing the carrier search, including the pros and cons of individual and in-batch options
- How to research data to fill in blank or incorrect carrier fields
- Why census updates to data quality are important
- How to complete census updates

TRACK 2

DataQs Topics - Inspection Adjudicated Citations Case Studies I

Orlando Ballroom L, Convention Level

FMCSA's DataQs system is used by motor carriers and drivers to request a review of crash and inspection data issues. This session will cover introductory and basic-level definitions and DataQs examples, and review examples of requests submitted in the Inspection-Citation with Associated Violation category. Using case studies and group discussion, participants will learn how to:

- Apply the policy, definitions and manual guidance to specific cases
- Review supporting documentation regarding the court adjudication
- Make a final determination on how to record the court adjudicated outcome

3:30-3:30 p.m.

Networking Refreshment Break

Florida Ballroom A, Convention Level

3:30-5 p.m.

Workshop Breakouts

TRACK 1

SAFETYNET: How to Improve Completeness in Inspections and Crashes

Orlando Ballroom M, Convention Level

Understand how complete driver and vehicle data supports FMCSA safety programs. Learn about SSDQ inspection record completeness, crash record completeness and inspection Vehicle Identification Number (VIN) accuracy measures. Time will be available for participants to share ideas for how to research driver and vehicle data. Using technical instruction and hands-on SAFETYNET exercises, participants will learn:

- How to search for incomplete fields using simple queries and reports
- How to research the data (e.g., driver's license number, incomplete VINs, cargo body type) to fill in blank or incomplete fields

TRACK 2

DataQs Topic: Inspection Adjudicated Citations Case Studies II

Orlando Ballroom L, Convention Level

This session will cover advanced-level DataQs examples and review examples of requests submitted in the Inspection-Citation with Associated Violation category. Using case studies and group discussion, participants will build upon the previous session and learn how to:

- Correctly discern differences in conviction of original charge, conviction of a different charge and not guilty/dismissed
- Handle multiple violations on a single citation or multiple citations

7-9 p.m.

2017 NAIC Sponsor Recognition, Volunteer Appreciation and Patch Exchange Reception

Upper Pool Deck, Recreation Level

SCHEDULE OF EVENTS

WEDNESDAY AUGUST 9, 2017

7-8:30 a.m. **Networking Breakfast**
Florida Ballroom A, Convention Level

7 a.m.-5 p.m. **Event Registration and Member Services**
Orlando Ballroom Foyer, Convention Level

8:30-10 a.m. **Workshop Breakouts**

TRACK 1

SAFETYNET: How to Write Basic Queries for Inspections and Crashes

Orlando Ballroom M, Convention Level

Learn how simple queries can save you time responding to data requests and how to proactively find compromised data in your SAFETYNET database that can be corrected before reporting it to FMCSA. Participants will write basic queries in SAFETYNET through technical instruction and hands-on exercises. This session will cover the basics of query writing with the goal of giving novices confidence to write easy queries that they can build on over time. Time will be available for participants to share ideas for queries or ask how to write queries specific to their jobs. Using technical instruction and hands-on SAFETYNET exercises, participants will learn how to:

- Access and navigate the query function
- Write basic query language
- Write simple queries to complete routine tasks (e.g., counting records, responding to inspector activity requests or responding to requests to support new state legislation) more efficiently
- Use fields that are available for queries, including what questions can and cannot be answered
- Navigate pitfalls and limitations

TRACK 2**Motor Carrier Management Information System (MCMIS) Overview**

Orlando Ballroom L, Convention Level

MCMIS is FMCSA's central repository containing information related to company registrations (census), crashes, inspections, investigations and enforcement actions. Through presentation and demonstration, participants will learn:

- How to find information about specific motor carriers
- How to find inspections and crash records
- What reports are available to support data collection

10-10:30 a.m.

Networking Refreshment Break

Florida Ballroom A, Convention Level

10:30 a.m.-Noon

Workshop Breakouts**TRACK 1****SAFETYNET: How to Write Advanced Queries for Inspections and Crashes**

Orlando Ballroom M, Convention Level

In addition to processing inspection and crash reports for FMCSA, SAFETYNET is also considered states' commercial motor vehicle activity database. Learn how advanced queries can help you understand your state's safety activity, using, for example, your locally defined fields. Time will be available for an open discussion for participants to share advanced query ideas. Using technical instruction and hands-on SAFETYNET exercises, participants will learn:

- How to access and navigate the query function
- How to write advanced queries, including grouping, date ranges, multiple layered queries and wildcards
- How to save, export and print queries
- What the best practices are for how and when to use queries in the daily routine
- What fields are available for queries, including what questions can and cannot be answered
- How to navigate pitfalls and limitations

SCHEDULE OF EVENTS

WEDNESDAY AUGUST 9, 2017 (CONTINUED)

TRACK 2

FMCSA Portal - Organization Coordinators

Orlando Ballroom L, Convention Level

The FMCSA Portal is the focal point for how most of FMCSA's systems are accessed. This session is for students to be able to request roles and access, and navigate through the portal. Experienced organization coordinators (OCs) are also encouraged to attend for refresher training. Through presentation and demonstration, participants will learn:

- How to create accounts and request access to FMCSA systems
- How to navigate FMCSA's connected systems
- How to manage users' accounts
- The answers to questions on account management

Noon-1:30 p.m.

Lunch (Provided)

Florida Ballroom A, Convention Level

1:30-3 p.m.

Workshop Breakouts

TRACK 1

SAFETYNET: How to Understand Inspection and Crash Reports

Orlando Ballroom M, Convention Level

Learn about the reports that can help management understand your data. The reports have been developed over the years from states' data requests; they reflect your needs. The session provides time for states to share their favorite reports with one another. Using technical instruction and hands-on SAFETYNET exercises, participants will learn:

- How and why to run a report
- How to use the SAFETYNET report module interface
- What types of reports are available
- How to run a query, use the results in a report and export the results to Excel

TRACK 2**Analysis & Information (A&I) Online**

Orlando Ballroom L, Convention Level

FMCSA's A&I Online website houses a variety of resources that can be used to improve your data or understand your state's program activities. The session allows participants to become familiar with the information available through demonstrations and hands-on practice. The session provides time for states to share how they use A&I Online. Using technical demonstration and hands-on A&I Online exercises, participants will learn:

- How to navigate A&I Online
- What information is available and how to use specific areas such as DIR, SMS and Gotham

3:30 p.m.

Networking Refreshment Break

Florida Ballroom A, Convention Level

3:30-5 p.m.

Workshop Breakouts**TRACK 1****SAFETYNET: How to Run and Use Inspection and Crash Data Quality Reports**

Orlando Ballroom M, Convention Level

Learn about the SAFETYNET data quality reports that identify issues with crash and inspection data before uploading to MCMIS. Run these two reports instead of writing and running separate queries to find data issues. Time will be available for participants to share how they use SAFETYNET reports. Using technical instruction and hands-on SAFETYNET exercises, participants will learn:

- How reports can help identify problems (e.g., duplicates or VIN issues) with inspection and crash data before it is uploaded to MCMIS
- How SSDQ measures can be improved by making discreet changes to the SAFETYNET data before upload to MCMIS
- How to locate the download instructions on FMCSA's information systems
- How and when to run reports
- How to interpret report results

SCHEDULE OF EVENTS

WEDNESDAY AUGUST 9, 2017 (CONTINUED)

TRACK 2

DataQs: Requests, Appeals, Adjudication (Panel Discussion)

Orlando Ballroom L, Convention Level

This session will have short presentations by several states who will each share some aspect of their DataQs process. This session is intended to let states talk about DataQs issues they encounter. The session will include the chance for those in attendance to share comments and ask questions.

THURSDAY AUGUST 10, 2017

7 a.m.-5 p.m.

Event Registration and Member Services

Orlando Ballroom Foyer, Convention Level

7-8:30 a.m.

Networking Breakfast

Orlando Ballroom Foyer, Convention Level

8:30-10 a.m.

Workshop Breakouts

TRACK 1

SAFETYNET: How to Configure for Improved Efficiency and Data Quality

Orlando Ballroom M, Convention Level

Even if you are not a SAFETYNET administrator, understanding configuration options and features can help complete tasks efficiently and improve your data. To supplement discussion and help states apply what they've learned, participants will be able to take home a list of configuration ideas states can share with their SAFETYNET administrators. Using technical instruction and hands-on SAFETYNET exercises, participants will learn how:

- The SAFETYNET configuration options help with daily routines and data quality
- To navigate the interface
- To configure a variety of changes, including entering different components of locally defined fields for state-specific activity, mapping state violations and exporting the configurations to Aspen

TRACK 2

DataQs Topics: Crash, Not Reportable Case Studies I

Orlando Ballroom L, Convention Level

This session will review examples of requests submitted in the Crash-Not Reportable category, and cover introductory and basic-level issues. FMCSA's DataQs system is used by motor carriers and drivers to request a review of crash and inspection data issues.

Using case studies and group discussion, participants will:

- Identify vehicles that qualify and do not qualify
- Learn the criteria for the vehicles and crash
- Apply the qualifications and criteria to DataQs cases

10-10:30 a.m.

Networking Refreshment Break

Orlando Ballroom Foyer, Convention Level

10:30 a.m.-Noon

Workshop Breakouts

TRACK 1

SAFETYNET Inspection Capstone: How to Handle Daily Processing of Inspection Records

Orlando Ballroom M, Convention Level

Experience the daily SAFETYNET practices of your peers. Understand the important steps that take place in order to process and upload quality inspection data. Exercises bring together inspection processing steps and research resources introduced throughout previous SAFETYNET sessions. The session provides time for states to share best practices with one another. Using technical demonstration and hands-on SAFETYNET exercises, participants learn:

- What daily steps are to import/input inspections into SAFETYNET, the variety of resources to identify problems with the data and how to research the data
- What FMCSA, state and other resources are available to research data
- How to develop and practice skills learned in previous SAFETYNET sessions

SCHEDULE OF EVENTS

THURSDAY AUGUST 10, 2017 (CONTINUED)

TRACK 2

DataQs Topics: Crash, Not Reportable Case Studies II

Orlando Ballroom L, Convention Level

This session will review examples of requests submitted in the Crash-Not Reportable category and cover more in-depth issues. Using case studies and group discussion, participants will learn how to:

- Qualify non-collision incidents (overturns, fires, etc.)
- Qualify non-contact vehicles
- Determine disabling versus functional or mechanical issues

Noon-1:30 p.m.

Lunch On Your Own

1:30-3 p.m.

Workshop Breakouts

TRACK 1

SAFETYNET Crash Capstone: How to Handle Daily Process of Crash Records

Orlando Ballroom M, Convention Level

Experience the daily SAFETYNET practices of your peers. Understand the important steps that take place in order to process and upload quality crash data. Exercises bring together crash processing steps and research resources introduced throughout previous SAFETYNET sessions. The session provides time for states to share best practices with one another. Using technical demonstration and hands-on SAFETYNET exercises, participants will learn:

- What daily steps are to import/input crashes into SAFETYNET, the variety of resources to identify problems with the data, and how to research the data
- What FMCSA, state and other resources are available to research data
- How to develop and practice skills learned in previous SAFETYNET sessions

TRACK 2

Inspections: Third Party Procedures

Orlando Ballroom L, Convention Level

FMCSA published procedures for how states may begin using third-party or homegrown inspection software packages. Through presentation and discussion, participants will learn:

- What the process is for a new inspection software package
- How updates are validated between the state and FMCSA
- What resources are available for learning about updates

3-3:30 p.m.

Networking Refreshment Break

Orlando Ballroom Foyer, Convention Level

3:30-5 p.m.

Closing Session: Workshop Wrap-up and Open Forum

Orlando Ballroom N, Convention Level

Moderators: Holly Skaar, Chair, Information Systems Committee;
Scott Valentine, Data Quality Program Manager, Analysis Division, FMCSA;
Joel Hiatt, Acting Chief Information Officer, FMCSA

- Review and address topics brought up during the workshop
- Discuss what you want to see in future FMCSA systems
- Discuss how FMCSA how can better serve your state
- Ask questions of FMCSA and CVSA during an open forum
- Share what you liked or didn't like about the workshop

HOTEL, TRAVEL AND GENERAL INFORMATION

Hotel Accommodations

HYATT REGENCY ORLANDO

9801 International Drive
Orlando, Florida 32819
407-284-1234

Check-in: 3 p.m. **Check-out:** Noon

The Hyatt Regency Orlando hotel offers accommodations at the rate of \$179 for a single/double bed per night, plus a 1 percent surcharge and a 12.5 percent tax. Hotel accommodations are based strictly on a “first come, first served” basis and may sell out at any time. The hotel rate will be available until July 14, 2017, or until the room block sells out. On July 15, 2017, all rooms not currently reserved will be released for sale to the general public.

Airport Transportation

The Orlando International Airport (MCO) is located approximately 12 miles from the Hyatt Regency Orlando hotel.

Taxi service is available from the airport to the hotel for approximately \$45 one way. SuperShuttle service is available for guests traveling to the Hyatt Regency Orlando hotel. The shuttle fare is \$18 per person one-way or \$32 per person round-trip. Shuttle reservations and can be booked at SuperShuttle.com.

Parking

The Hyatt Regency Orlando hotel provides self-parking for \$20 per day with in and out privileges for overnight guests. Valet parking is available for \$31 per day with in/out privileges for overnight guests.

Hotel Wi-Fi

CVSA has negotiated complimentary Wi-Fi for registrants in each guestroom. Guests will be given a Wi-Fi code and directions for logging in at the hotel registration desk when they check into the hotel.

Weather

The average high temperature in August in Orlando, Florida, is 92 degrees with an average low temperature of 74 degrees.

Important Information for the Workshop

- You are encouraged to bring your laptop for those sessions not SAFETYNET related. Laptops with sample records will be provided for the SAFETYNET sessions, so personal laptops will not be used during these sessions. For all sessions, you will be encouraged to follow along on system demonstrations, take notes and complete a post-training online evaluation.
- Session documents will be available for download prior to the workshop. CVSA will not provide printed copies on-site. Please download and bring printed or electronic versions, per your preference.

Dress Code

General Session: Business Casual

All Training Sessions: Business Casual

Reception: Casual

Media Policy

Fostering an open relationship with the media by providing a free flow of public information is vital to CVSA's success; therefore, the Alliance allows members of the media to attend its meetings and conferences. Media will be identified with a black "Press" ribbon on their name badge. CVSA asserts a strong standing policy of non-attribution of discussion points from meetings and conferences. Members of the press understand that no individual may be quoted by name, rank, jurisdiction or title concerning comments he or she made during a meeting. If any member of the press wants to use or obtain a quote, he or she may only do so with written permission of that individual and the Alliance. CVSA's conferences and meetings are opportunities for CVSA members and industry stakeholders to discuss topics and issues, and share ideas and perspectives. We encourage our members to speak freely at meetings and conferences without concern of print or online attribution.

Consent to Use of Photographic Images

Registration and attendance at and participation in CVSA meetings and other activities constitutes an agreement by the registrant to CVSA's use and distribution of the registrant's or attendee's image or voice in photographs, videos, electronic or print reproductions, or online.

Questions?

Please contact Claudia McNatt at claudiam@cvsa.org.

REGISTRATION INFORMATION

CVSA Data Management, Quality and FMCSA Systems Workshop

State Member

\$550 through July 24, 2017

\$575 after July 24, 2017

Federal Member

\$550 through July 24, 2017

\$575 after July 24, 2017

Registration Cancellation Policy

All refunds, minus a \$50 service fee, will be given if the cancellation is made in writing no later than Monday, July 24, 2017. No refunds will be given after this date. CVSA regrets that refunds will not be given for no-shows.

Name Badges

You must wear your name badge to participate in all meetings, breaks, receptions and events. Hotel staff has been instructed to look for name badges at all functions and will ask that you leave the area should you not display one. If you require assistance, CVSA staff can be identified by a red ribbon on their name badge. In addition, CVSA sponsors will be identified with a white ribbon. Please take the time to thank them for their continued support and commitment.

Event Registration and Member Services

MONDAY: 2 to 5 p.m.







TUESDAY: 7 a.m. to 5 p.m.

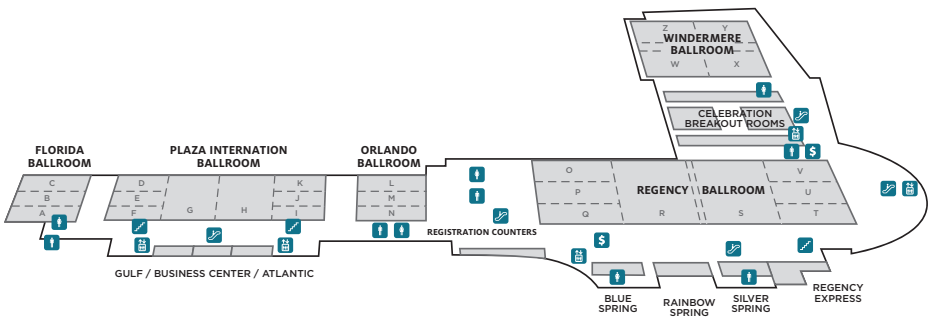
WEDNESDAY: 7 a.m. to 5 p.m.

THURSDAY: 7 a.m. to 5 p.m.

HYATT REGENCY ORLANDO FLOOR PLAN

Convention Level

KEY	
	Restrooms
	Escalator
	Stairway
	Elevator
	Information
	ATM



2017 CVSA SPONSORS

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Iteris Inc.
J.E.B. Environmental Services LLC
Lytx Inc.
Pedigree Technologies
PeopleNet
SleepSafe Drivers
Smart Safety Services
Stoneridge Electronics
Telogis
Uber Advanced Technologies Group
United Motorcoach Association
Walmart
Warren Transport Inc.
Werner Enterprises Inc.
Western Express Inc.
Workforce QA

UPCOMING CVSA MEETINGS AND EVENTS

2017 CVSA Annual Conference and Exhibition

SEPTEMBER 17-21, 2017

Yukon Convention Centre

Whitehorse, Yukon, Canada



2018 COHMED Conference

JANUARY 29-FEBRUARY 2, 2018

Hyatt Regency Orange County

Garden Grove, California



2018 CVSA Workshop

APRIL 8-12, 2018

Hilton Portland & Executive Tower

Portland, Oregon



2018 NAIC

AUGUST 13-17, 2018

Hyatt Regency Columbus

Columbus, Ohio



2018 CVSA Annual Conference and Exhibition

SEPTEMBER 23-27, 2018

Kansas City Convention Center

Kansas City, Missouri



2019 COHMED Conference

JANUARY 28-FEBRUARY 1, 2019

Hyatt Regency San Antonio

San Antonio, Texas





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