Stage 1 Business Analysis

California Department of Technology, SIMM 19A.3 (Ver. 3.0.9, 02/01/2022)

1.1 General Information

1. **Agency or State entity Name: 2720 - California Highway Patrol, Department of the**

   If Agency/State entity is not in the list, enter here with the organization code.

   Click or tap here to enter text.

2. **Proposal Name and Acronym:** California Crash Data System Modernization (CalCrash)

3. **Proposal Description:** The California Highway Patrol (CHP) proposes to build a crash reporting system to provide CHP and California's law enforcement agencies (Allied Agencies) an application to electronically complete crash reports for data collection by the CHP. The application will be developed in compliance with the National Highway Traffic Safety Administration's (NHTSA) State Electronic Data Collection (SEDC) program requirements. Allied Agencies currently submit crash report data to CHP either via an interface with their existing crash data systems or paper crash reports to CHP for manual entry into the CHP's Statewide Integrated Traffic Records System (SWITRS), a CHP-maintained database that serves as the source system of record for statewide reportable crash data. The CalCrash system will be utilized by CHP and offered to Allied Agencies at no cost to improve efficiency and streamline the process of communicating data to all stakeholders.

4. **Proposed Project Execution Start Date:** 04/01/2026

5. **S1BA Version Number:** Version 1

1.2 Submittal Information

1. **Contact Information**

   Contact Name: Deanna Silvera

   Contact Email: deanna.silvera@chp.ca.gov

   Contact Phone: (916) 843-4118

2. **Submission Type:** New Submission

If withdraw, select Reason: Choose an item.

If Other, specify reason here: Click or tap here to enter text.

Sections Changed, if this is a Submission Update: (List all sections changed.)

Click or tap here to enter text.

Summary of Changes: (Summarize updates made.)

Click or tap here to enter text.

3. **Attach Project Approval Executive Transmittal** to your email submission.

4. **Attach Stage 1 Project Reportability Assessment** to your email submission.

1.3   Business Sponsorship

1. **Executive Champion (Sponsor)**

Title: Chief

Name: Mark Headrick

Business Program Area: Enforcement and Planning Division

2. **Business Owner**

Title: Lieutenant

Name: David Fawson

Business Program Area: Collision Investigation Unit

3. **Product Owner**

Title: Lieutenant

Name: David Fawson

Business Program Area: Collision Investigation Unit

TIP: Copy and paste or click the + button in the lower right corner on any section to add additional Executive Champions, Business Owners, or Product Owners with their related Business Program Areas as needed.

1.4   Stakeholder Assessment

The Stakeholder Assessment is designed to give the project team an overview of communication channels that the state entity needs to manage throughout the project. More stakeholders may result in increased complexity to a project.

1. **Indicate which of the following are interested in this proposal and/or the outcome of the project. (Select 'Yes' or 'No' for each.)**

    State Entity Only: No

    Other Departments/State Entities: Yes

    Public: Yes

    Federal Entities: Yes

    Governor's Office: No

    Legislature: No

    Media: No

    Local Entities: Yes

    Special Interest Groups: No

    Other: No

2. **Describe how each group marked 'Yes' will be involved in the planning process.**

    - **Other Departments/State Entities**

        - California Office of Traffic Safety – Will establish a subcommittee of the Traffic Records Coordinating Committee (TRCC) for the Project.

        - California Department of Motor Vehicles – Will contribute to the development of requirements and project plans related to the interface with the Department of Motor Vehicles for driver and vehicle data.

        - California Department of Transportation – Will contribute to the development of requirements and project plans related to the interface with the California Department of Transportation for roadway data.

        - California Department of Public Health – May contribute to the development of requirements.

        - California Emergency Medical Services Authority – May contribute to the development of requirements.

        - California Department of Health Care Access and Information – May contribute to the development of requirements.

        - California Judicial Council – May contribute to the development of requirements.

        - The Traffic Records Coordinating Committee Subcommittee – The subcommittee will be comprised of members from the CHP and Departments/State Entities listed above and will participate in a Crash Data User Group (CDUG). The CDUG will provide input to the crash data elements collected by the system, participate in the development of a data governance plan, and serve on a data governance committee.

- **Public** – The Public has a beneficial interest in the outcome of the project as end-users of crash data publicized by NHTSA, but will not be directly involved in the planning process.

- **Federal Entities** – The CHP has been awarded a grant as part of a funding opportunity by the NHTSA for the SEDC program. The NHTSA grant will fund the majority of the Project. The NHTSA will monitor progress of the Project and maintenance and operations activities from grant award through the five-year grant period.

- **Local Entities** – The CHP will solicit Allied Agency users to participate in the CDUG to provide input to the system requirements and participate in user acceptance testing.

1.5   Business Program

3. **Business Program Name: California Crash Report Management**

   Program Background and Context: The Crash Investigation Unit (CIU) maintains the CHP's crash report forms and policy relating to the investigation of traffic crashes. These forms and policy are made available to Allied Agencies to assist with providing crash reports to involved parties and fulfilling the California Vehicle Code (CVC) reporting requirement of submitting crash reports to the CHP. Per CVC Section 20008, all law enforcement agencies are required to forward a copy of all traffic crash reports involving injury or death to CHP.

   How will this proposed project impact the product or services supported by the state entity?   The Project will modernize data collection from a combination of paper and electronic processes to a fully automated electronic collection and sharing process. Electronic crash data will be more easily shared with involved parties and stakeholders and data transfer to the NHTSA will be improved. Additionally, CalCrash will allow for the collection of all required data elements of the NHTSA's Model Minimum Uniform Crash Criteria (MMUCC).

   The impact to CHP's officers is yet to be determined. CHP's policy, processes, and procedures may need to be updated. CHP will need to provide Allied Agencies with initial training, training materials (e.g., videos, handouts), and technical support for use of reporting crash data electronically.

4. **For Allied Agencies that elect to transition to using the CalCrash system for completing their crash reports, CHP will provide project updates, training, end user support, and additional resources to support Allied Agencies' Organizational Change Management efforts. Business Program Name: Crash Reporting**

   Program Background and Context: CHP enters all known Allied Agency fatal crashes into NHTSA's Records Based Information System (RBIS) data application. Fatal crashes entered into the RBIS application must meet the criteria of a fatal crash defined by NHTSA. In May 2016, CHP and NHTSA established an interface between RBIS and CHP's California Collision Reporting System (CCRS) for the electronic submission of fatal crash reports to improve the timeliness, accuracy, and quality of electronically submitted fatal crash reports.

   The CHP, Fatality Analysis Reporting System (FARS) Unit, funded by NHTSA, mostly receives electronic reports from the CHP, while many local agencies still send paper copies via mail, fax, or e-mail because they do not have the technology for electronic submissions. The FARS

Unit works with the Information Services Unit (ISU) to process fatal crash reports, which includes over 500 data elements per report. The ISU reviews all crash reports, whether electronic or paper, and checks the data for errors. If corrections are needed, agencies are asked to fix the reports. Once verified, fatal crash reports are sent to the FARS Unit for coding into the FARS and SWITRS databases.

CHP reports are created using a program called Crash Manager, which uploads the reports to the CCRS. The CCRS shares some data fields with SWITRS and creates a PDF of each crash report for ISU and FARS to review. Though some data is transferred electronically to FARS RBIS, analysts manually check each report for accuracy.

The FARS Unit analysts use tools like online maps to code crash details correctly. Sometimes they contact CHP offices, Allied Agencies, or coroners for additional information, such as blood alcohol and/or drug test results or death certificates. Once all data is complete, the report is stored for three years before it is safely destroyed.

Data collected from crash reports goes through the FARS to RBIS, CCRS to SWITRS, and CCRS to the Crash Data Acquisition Network RBIS and is shared with stakeholders and NHTSA from various systems.

How will this proposed project impact the product or services supported by the state entity? Because paper crash reports submitted by Allied Agencies are not always submitted timely or using the current form, data accuracy and availability is negatively impacted. The new system will provide the opportunity for Allied Agencies to submit crash reports electronically to CHP at no cost. By doing so, crash reports can be submitted timely and accurately with the current required data elements.

TIP: Copy and paste or click the + button in the lower right corner to add Business Programs, with background and context and impact descriptions as needed.

1.6   Project Justification

1. **Strategic Business Alignment**

   Enterprise Architect

   Title: Information Technology Manager II

   Name: Corleen Lambert

   Strategic Plan Last Updated? 1/1/2025

   Strategic Business Goal: Contributing to a safe California

   Alignment: The system will support the CHP's objective to reduce fatal and serious injury crashes by providing stakeholders more effective reporting tools, allowing them to identify traffic safety problems and make informed decisions about the most effective traffic safety initiatives, strategies, programs, and policies and adapt to changing traffic conditions faster.

Strategic Business Goal: Honoring our commitment to the State of California and its communities

Alignment: The system will improve accessibility and provide more comprehensive statewide crash data to all stakeholders and the public, meeting the CHP's objectives to efficiently share important information and provide the highest level of equitable service to stakeholders and communities.

Strategic Business Goal: Providing a safe and productive workplace to ensure employee wellness

Alignment: The system will provide officers a more streamlined process for completing crash reports and a robust reporting tool, enabling all members to operate more effectively and efficiently.

TIP: Copy and paste or click the + button in the lower right corner to add Strategic Business Goals and Alignments as needed.

Mandate(s): None

Bill Number/Code, if applicable: Click or tap here to enter text.

Add the Bill language that includes system-relevant requirements:

Click or tap here to enter text.

TIP: Copy and paste or click the + button in the lower right corner to add Bill Numbers/Codes and relevant language as needed.

2. Business Driver(s)

Financial Benefit: No

Increased Revenue: No

Cost Savings: No

Cost Avoidance: Yes

Cost Recovery: No

Will the state incur a financial penalty or sanction if this proposal is not implemented? No

> If the answer to the above question is "Yes," please explain:
>
> Click or tap here to enter text.

Improvement

Better Services to the People of California: Yes

Efficiencies to Program Operations: Yes

Improved Equity, Diversity, and/or Inclusivity: Yes

Improved Health and/or Human Safety: Yes

Improved Information Security: Yes

Improved Business Continuity: Yes

Improved Technology Recovery: Yes

Technology Refresh: Yes

Technology End of Life: Yes

1.7   Business Outcomes Desired

Executive Summary of the Business Problem or Opportunity:

Objective ID: 1.0

Objective: Extend CHP's crash reporting system to all California Allied Agencies for electronic crash reporting.

Metric: Number of crash reports documented and submitted to CHP electronically from Allied Agencies as a percentage of total crash reports documented and submitted to CHP from Allied Agencies.

Baseline: Current electronic completion and submission rate is approximately 40%.

Target Result: Achieve 100% electronic completion and submission rate by the end of the grant period of performance.

Objective ID: 2.0

Objective: Increase MMUCC compliance.

Metric: Data elements captured that align with MMUCC compliance as a percentage.

Baseline: 13.51%

Target Result: 100%

TIP: Copy and paste or click the + button in the lower right corner to add Objectives as needed. Please number for reference.

TIP: Objectives should identify WHAT needs to be achieved or solved. Each objective should identify HOW the problem statement can be solved and must have a target result that is specific, measurable, attainable, realistic, and time-bound. Objective must cover the specific. Metric and Baseline must detail how the objective is measurable. Target Result needs to support the attainable, realistic, and time-bound requirements.

1.8   Project Management

1. **Project Management Risk Score: 1.0**

   (Attach a completed [Statewide Information Management Manual (SIMM) Section 45 Appendix A Project Management Risk Assessment Template](#) to the email submission.)

2. **Project Approval Lifecycle Completion and Project Execution Capacity Assessment**

   Does the proposal development or project execution anticipate sharing resources (state staff, vendors, consultants, or financial) with other priorities within the Agency/state entity (projects, PALs, or programmatic/technology workload)?

   Answer: Yes

   Does the Agency/state entity anticipate this proposal will result in the creation of new business processes or changes to existing business processes?

   Answer (No, New, Existing, or Both)**:** Both New and Existing Processes

1.9   Initial Complexity Assessment

1. **Business Complexity Score:** 1.3

   (Attach a completed [SIMM Section 45 Appendix C](#) to the email submission.)

2. **Noncompliance Issues:** (Indicate if your current operations include noncompliance issues and provide a narrative explaining how the business process is noncompliant.)

   Programmatic regulations: No

   HIPAA/CIIS/FTI/PII/PCI: No

   Security: No

   ADA: No

   Other: No

   Not Applicable: No

   Noncompliance Description: Not applicable

3. **Additional Assessment Criteria**

   If there is an existing Privacy Threshold Assessment/Privacy Information Assessment, include it as an attachment to your email submission.

   How many locations and total users is the project anticipated to affect?

   Number of locations: 500, approximately

Estimated Number of Transactions/Business Events (per cycle): 426,610 crash reports annually (based on a 12-year average)

Approximate number of internal end-users: 7,500

Approximate number of external end-users: 20,000

1.10 Funding

Planning

1. Does the Agency/state entity anticipate requesting additional resources through a budget action to **complete planning** through the project approval lifecycle framework? Yes

   If Yes, when will a budget action be submitted to your Agency/DOF for planning dollars?

   2/11/2025

2. Please provide the Funding Source(s) and dates funds for planning will be made available:

   The NHTSA awarded the CHP a five-year grant on February 12, 2025. The CHP submitted a Budget Change Proposal to the Department of Finance on February 11, 2025, to increase the CHP's federal spending authority and request authority for grant-funded positions required for both the planning and execution phases.

Project Implementation Funding

1. Has the funding source(s) been identified for **project implementation**? Yes

   If known, please provide the Funding Source(s) and dates funds for implementation will be made available:

   Implementation activities will be supported by redirected funds from the Motor Vehicle Account and SEDC grant funding.

   Will a budget action be submitted to your Agency/DOF? Yes

   If "Yes" is selected, specify when this BCP will be submitted: 2/11/2025

2. Please provide a rough order of magnitude (ROM) estimate as to the total cost of the project: Between $50 Million and $100 Million

End of agency/state entity document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 1 and all attachments in an email to ProjectOversight@state.ca.gov.

Department of Technology Use Only

Original "New Submission" Date: 4/23/2025

Form Received Date: 4/23/2025

Form Accepted Date: 4/23/2025

Form Status: Completed

Form Status Date: 4/23/2025

Form Disposition: Approved

     If Other, specify: Click or tap here to enter text.

Form Disposition Date: 04/23/2025.

Department of Technology Project Number (0000-000): 2720-120