

Technical Assistance Project #1

Credentials Data Exchange Models

This effort will assess the exchange of credentials data between the states and will examine options such as a regional solution, integration of existing IRP systems into SAFER, connectivity of member states through a fully functioning CVIEW, as well as the result of not addressing the issue.

This effort will be conducted in parallel with the Expanded Roadside and E-Screening Models technical assistance effort. Whenever possible, these tasks will be leveraged to streamline contact with key state agency and industry representatives as well as in reviewing current documentation for baseline assessment and analysis. Furthermore, resources available through track logistics will also be leveraged in coordinating communications with subcommittee members through monthly conference calls and potential meetings.

- **OBJECTIVE**

The primary objective of this technical effort is to recommend a solution that will improve the sharing of commercial vehicle credential data among I-95 Corridor Coalition states, as well as contribute to the national data exchange improvement for the benefit of increased safety and security.

- **PROJECT UNDERSTANDING**

Current electronic screening and safety information exchange models were developed over ten years ago via the CVISN program and were designed to facilitate the verification of a commercial vehicle's size, weight, safety, and credentials information. Projects in the area of Electronic Credentials Administration have been designed to automate the application, processing, and issuance of motor carrier operating credentials and permits and automate the issuance of International Registration Program (IRP) and International Fuel Tax Agreement (IFTA) credentials, as well as the processing of IFTA tax payments.

While many Coalition states have deployed key components of the CVISN architecture in the areas of electronic credentialing systems; safety information exchange systems; and electronic screening systems the deployment of these systems has been "uneven" due to technical, financial and institutional issues. As a result of the disparity in deployment, a lack of credentialing data from some states is affecting other states' capabilities to fully and effectively utilize their deployed systems. A representative example is the State of

Connecticut's inability to fully utilize its transponder registration system due to the lack of IRP and IFTA data from many states both within the corridor and nationally. Additionally, other states cannot fully automate their electronic screening systems because IRP and IFTA data from many states is unavailable.

- **PROPOSED SCOPE OF WORK**

- **Assess the Current Condition**

The first step in the assessment process will establish a current inventory documenting how many Coalition states currently share credentialing data and how these data are shared. This phase will also include the identification of the specific data that needs to be shared across jurisdictions in order to support both roadside enforcement and e-screening models. Through the identification of current data exchange processes, documentation of national best practices in data sharing will also be completed to be used as reference in developing proposed scenarios.

- **Work Steps**

1. **Preliminary analysis** – develop an initial understanding of current practice of each Coalition jurisdiction regarding credentials exchange and practice including participation in Clearinghouses and deployment of CVIEW and equivalent systems. This analysis will begin with review of existing resources such as Clearinghouse member information, State Business and CVISN Program Plans.
2. **Data collection** – develop a list of prospective interviewees for review and approval by Coalition leadership. Interviews will be conducted via telephone (or face-to-face in the event a meeting/conference attended may be leveraged) with key representatives of functional areas including International Registration Plan, International Fuel tax Agreement, roadside enforcement, electronic screening, and safety data exchange. Interview guides will be developed for Coalition leadership and will be tailored to functional area topic. Topics will include (but not limited to) jurisdictional information on the type of credentialing – electronic or paper-based, number of credentials issued, number of staff involved; current use of safety information exchange technologies such as CVIEW and ASPEN; future direction of credentialing and expansion of safety information exchange technologies. Interviews will also be conducted with representatives from a cross-section of the motor carrier industry and permit services applying for credentials on behalf of motor carriers to ensure consideration of types of credentials, volume, timing and delivery.
3. **Benchmarking** – determination and documentation of national best practices in data sharing will also be completed to be used as reference in developing proposed scenarios. A number of samples will be selected based on criteria such as subject matter expertise, similarities in geography and industry size cross-sections, and recommendation of Coalition leadership.

4. **Documentation** - compilation of materials utilized in developing the current snapshots of Coalition jurisdictional practices, collection of new data/information, and comparable scenarios will provide summary documentation for reference and use in determining recommendations.

Develop candidate solutions for sharing credential data within the Corridor

In order to determine viable proposed scenarios for addressing credentials data exchange it must be determined the means by which credential data could be shared. These means will be identified in consideration of such options as utilizing data currently sent to IRP and IFTA Clearinghouses; developing a Regional CVIEW(s); and support of individual states' deployment of CVIEWs. In consideration of these approaches, issues which could impact these options such as - authoritative source rules; accommodation of volume data; and determination if bi-directional data flow must be supported - will also be evaluated.

Work Steps

1. **Determine means to share credentials data** - determine the potential ways in which the necessary data can be exchanged between jurisdictions. Means will be identified in for such options as utilizing data currently sent to IRP and IFTA Clearinghouses, developing a Regional CVIEW(s), and support of individual states' deployment of CVIEWs or equivalent systems sharing data with SAFER.
2. **Evaluate issues of impact** - for each means of credentials data exchange identified a series of variables will be applied for analysis. Issues impacting the viability of scenarios will include such topics as authoritative source rules, system accommodation of volume data; storage of data, and determination if bi-directional data flow must be supported. These variables will be evaluated and documented for consideration of recommendations.

Identify performance measures for evaluating the candidate solutions

To provide the most valuable options for recommended approaches to sharing credentials data, factors which will be used by members in evaluating the regional credentialing solutions will be identified. Factors of greatest import to members in considering solutions as viable will include such variables as cost; time to deployment; minimization of impact on states' legacy systems; and support for states becoming CVISN Level 1 compliant.

1. **Identify performance measures** - assist Coalition members in understanding and evaluating recommended solution scenarios by providing consistent measure against member priorities. Scenarios will be evaluated incorporating measures such as estimated cost, time to deploy, consideration of independent jurisdictional

legacy systems and future plans, and impact on jurisdictional CVISN Level 1 compliance and future funding impact.

Recommend solutions to improve sharing of credentialing data in the Corridor

Candidate solutions will be developed based on identified performance measures and will then be evaluated to identify the solution that best meets each performance measure. This process will ensure that all solutions address the critical functionality required as well as offering members an objective approach to evaluating each solution in terms of performance measure priorities.

2. **Concept Development** - utilizing the output of the previous work steps, a series of viable solutions to sharing credentials information in the Corridor will be developed.
3. **Develop Findings and Recommendations document** - key findings and recommendations will be documented and presented to Coalition leadership, subcommittees and full PTC members for consideration.

- **DELIVERABLES**

Full documentation of the assessment efforts and proposed solutions will be provided in the form of technical memorandum (including current status of sharing credential data in the Corridor); technical memorandum detailing options for sharing credential data in the Corridor; and a final report outlining performance measures and potential solution(s). For use in effectively communicating the findings and proposed solutions of the investigative efforts, a summary Power Point Presentation for the CVO PTC leadership and subcommittee chairs will be developed.

- **COMMITTEE OVERSIGHT**

The PTC Chair and Subcommittee Co-Chairs of the respective CVO PTC subcommittees will act as the primary guidance and review body of work steps, with primary lead expertise consideration given to each Technical Assistance project subject area (Safety and Security Subcommittee for Expanded Roadside Assessment and Credentialing for Credentials Exchange Assessment). The Program Coordinator - Freight will serve as Coalition staff support to this project, including oversight of the consultant contract team led by Shelly Feese. To insure this project reflects the goals and objectives of the PTC and the Subcommittees' objectives in establishing this technical project, as well as to contribute to the overall success of this effort, the Coalition and consultant support staff shall establish and hold scheduled monthly project conference calls during the course of the project. The purpose of these calls, led by the PTC and Subcommittee Leadership, and open to participating PTC members, will be to provide project updates and presentation of significant milestones. These will serve as a mechanism for project input, oversight and

to gather feedback from members on project status and milestones. Additional conference calls and/or meetings will be held on an as-needed basis during the project timeframe as determined by Leadership. Monthly project conference calls will be open to all interested members and will be communicated through the List Serve including call-in instructions and directions to obtain any call review materials. In the interest of best utilizing the Leadership resource and that of committee members, as well as addressing critical areas of cross-over related to credentials exchange for the expressed use of screening at the roadside, monthly project calls will cover both the Expanded Roadside and Credentials Exchange Technical Assistance efforts. The agendas will be organized to allow members time to participate in the individual or joint technical portions with overlapping issue areas clearly identified and inserted in the agenda to minimize undue strain on Leadership and member's volunteer time. Minutes of these calls will be published and distributed to the full PTC membership and posted on the Coalition website.

- **SCHEDULE**

Task 1: Beginning of June to end of July

Task 2: Mid-July to beginning of September

Task 3: Beginning of August to mid-September

Task 4: Mid-September to mid-October

- **BUDGET**

Staff	CC Category	CC Rate	Hours	CC Costs
Shelley Feese	Assoc. Lead Tech. Sppt Consultant	177.00	100	\$ 17,700
Bill Giuffre	Sr. Technical Staff	183.00	40	\$ 7,320
Bob Ayers	Sr. Technical Staff	183.00	130	\$ 23,790
Lev Pinelis	Junior Staff	86.00	250	\$ 21,500
			TTL CC Labor Costs	\$ 70,310
			ODCs	\$ 5,625
			Total	\$ 75,935

Total Hours

520

