



**Illinois Department
of Transportation**

IDOT Safety Portal

Crash Manager Guide

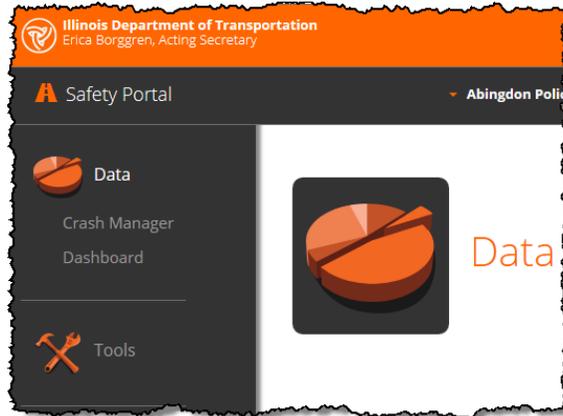
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1 Data Module Overview

The IDOT Safety Portal is divided into several modules that cover specific functionality. This document will cover the data module which includes a) the Crash Manager searching & retrieving utility and b) the Law Enforcement Reporting Dashboard.

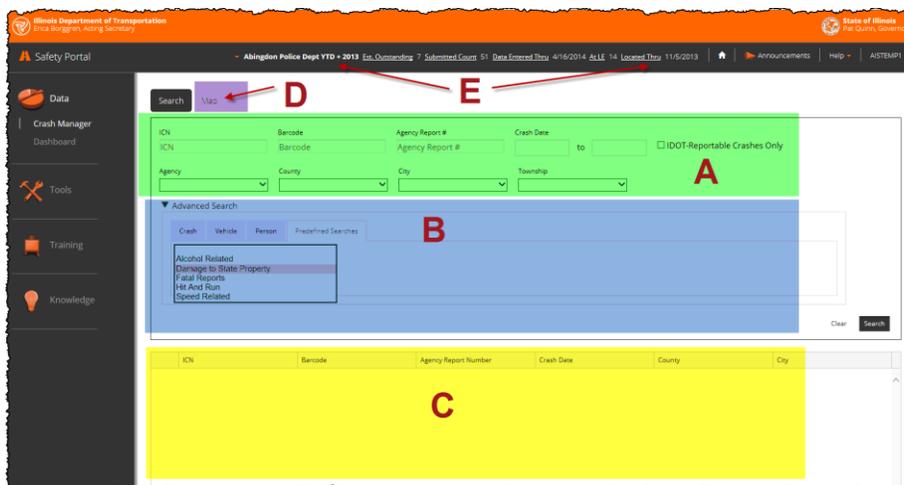


The law enforcement reporting dashboard is only available to law enforcement entities that are registered in the IDOT Safety Portal. It will be covered at the end of this document.

2 Crash Manager

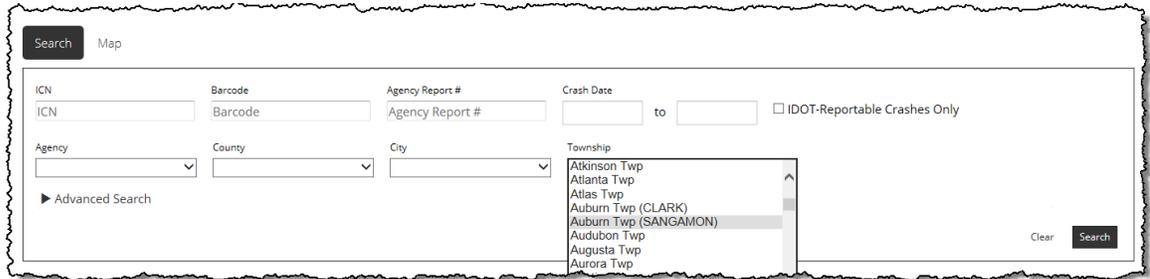
The Crash Manager provides a comprehensive searching function for all Illinois motor vehicle Traffic Crash Reports (hereafter “crash reports”) submitted to IDOT. Every crash report that has been submitted to IDOT in the last 10 years (IDOT’s record retention policy for non-fatal crashes) can be retrieved using this utility. This includes crash reports submitted on paper, through IDOT’s current Mobile Capture Reporting (MCR) system, and also through a third-party XML vendor. The Crash Manager utility also allows for searching crash reports that were just received no matter how they were received. Items recently scanned from paper reports can be retrieved, but the amount of information available to search for them is considerably less than the reports that are received electronically through MCR or third-party XML vendors. More information on how to search for recent paper reports will follow.

The Crash Manager utility is comprised of several areas as highlighted below. Each area will be discussed as a grouping of information.



2.1 Group A – Basic Search Fields

The basic search fields are the most common fields that are searched. A brief description and additional things to consider when using these fields follows:

A screenshot of a web-based search interface for crash data. The interface includes a 'Search' button and a 'Map' link. Below these are several input fields: 'ICN' (with a sub-label 'ICN'), 'Barcode' (with a sub-label 'Barcode'), 'Agency Report #' (with a sub-label 'Agency Report #'), and 'Crash Date' (with a sub-label 'Crash Date' and a 'to' field). There is also a checkbox for 'IDOT-Reportable Crashes Only'. Below these are dropdown menus for 'Agency', 'County', 'City', and 'Township'. The 'Township' dropdown is open, showing a list of townships: Atkinson Twp, Atlanta Twp, Atlas Twp, Auburn Twp (CLARK), Auburn Twp (SANGAMON), Audubon Twp, Augusta Twp, and Aurora Twp. There is a 'Clear' button and a 'Search' button at the bottom right. An 'Advanced Search' link is also present.

ICN – IDOT CONTROL NUMBER – This is the unique value that IDOT assigns a crash after it has been processed through the various data processing steps. This number becomes the “official” number for the crash and appears on the Geographic Information System (GIS) mapped data.

BARCODE – This is the barcode printed on the paper form. This is the best way to search for a recently submitted paper report that has yet to go through the data processing steps. For MCR and XML reports, this number is assigned to the report when it is submitted to IDOT. After 2010, MCR crash reports were prefixed with the letter “M” after 2010. XML third-party reports are prefixed with an “X”.

AGENCY REPORT NUMBER – This is the number the law enforcement agency assigned to the crash report. This is typically a dispatch incident number and will probably be unique to the agency. This number may be typed in differently by the officer or by IDOT in the case of paper reports. IDOT enters this number after the “Data Entry” or DE work step. Until that work step has been completed on recently submitted paper reports, this field will be blank.

CRASH DATE RANGE – Since IDOT stores 10 years’ worth of non-fatal, crash data, the crash date range is very useful to limit the amount of data that is returned when conducting a search. The crash date is not immediately available on all reports depending on how they were received. The crash date is available on MCR and XML reports once they have been submitted. For recently submitted paper reports, this information is not collected until the “Data Entry” or DE work step has been completed by IDOT. To mitigate this problem, if there is no crash date field for a paper report, the utility will search for a value in the “Date Police Notified” field on the paper report. If that value is not available, then it will search the created date: the date that the crash report was scanned into IDOTs system.

IDOT REPORTABLE CRASHES ONLY – this checkbox limits the results to crashes that are deemed “reportable” or above the damage or injury threshold. These crashes will be individually located against the IDOT GIS roadway information. Once located, these crashes can be seen on the map. By selecting this option, the search results will be limited to only the items that are above the damage or injury threshold, and have been located by IDOT.

AGENCY – is a combo box with all the agencies listed. This field works nicely in conjunction with the agency report number. MCR and XML reports will have the agency listed upon submission. With paper reports, the agency is entered early on in the data entry process and can be relied on for searching recently submitted reports. The value in this field also governs who can see the actual crash report. If there is an error in this field (due to poor handwriting etc.), please notify us via the report-a-problem feature or an email to the Safety Portal Help Desk.

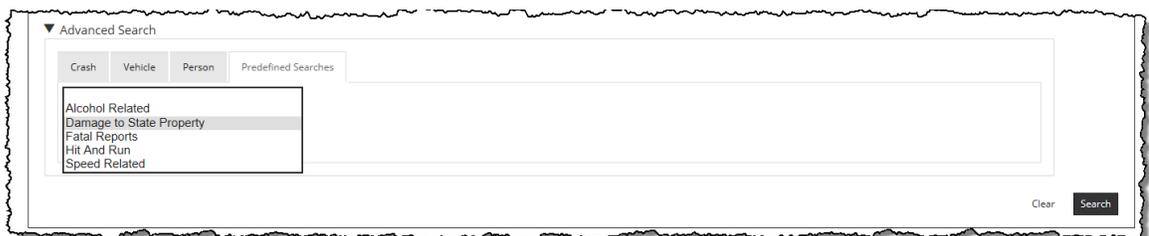
COUNTY – a listing of all the counties in the state. Please note that the county initially appears as listed by the officer on the report. Once the crash has been located by IDOT the county may be different based on IDOT location procedures. If a crash occurs on a county line road for example, the crash may be listed in the neighboring county.

CITY – a listing of all cities in the state. Please note that the city initially appears as listed by the officer on the report. Once the crash has been located by IDOT the city may be different based on IDOT location procedures. If a crash occurs on a city boundary for example, the crash may be listed in the neighboring city or township.

TOWNSHIP/TWP – a listing of all townships in the state. Note that there are a number of duplicate township names. In these cases, the county the township is in is also listed. Crashes can be in either a city or a township but not both. Please also note that the township appears as listed by the officer on the report. Once the crash has been located by IDOT the township may be different based on IDOT location procedures.

2.2 Group B – Advanced Search

The advanced search options can be expanded by clicking on the triangle. There are four tabs with additional fields that can be searched on. Note that the basic search fields combine with the advanced search fields to zero in on the records that you are interested in. Only one advanced search tab can be selected and searched at a time



CRASH TAB – This includes two fields:

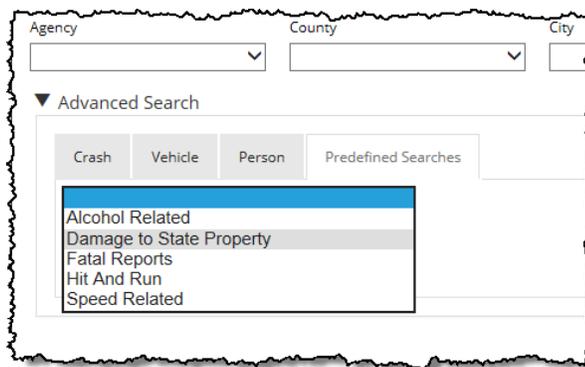
- Type of First Crash – (e.g., Pedestrian, Pedalcyclist, Head-on) the definition of the type of first crash is covered in the Illinois Traffic Crash Report, SR 1050 training guide. IDOT may change this value if the officer entered the value incorrectly.
- Contributory Cause – This includes the primary and secondary causes of the crash. These values have changed over the years (e.g., cell phone, distracted driving)

VEHICLE TAB – This includes three fields

- Make – a list of vehicle manufacturers of all different types of vehicles. As with any combo box, you can type the first few letters of the make to get to it in the list.
- Model – a list of models based on the value selected in the make field. Note that the model is listed as the officer indicated on the form.
- License Plate – a partial license plate can also be entered. This field contains whatever the officer entered.

PERSON TAB – This tab has six fields and can search on a driver/person involved in a crash or on a vehicle or property owner as entered by the officer. Partial names can be entered.

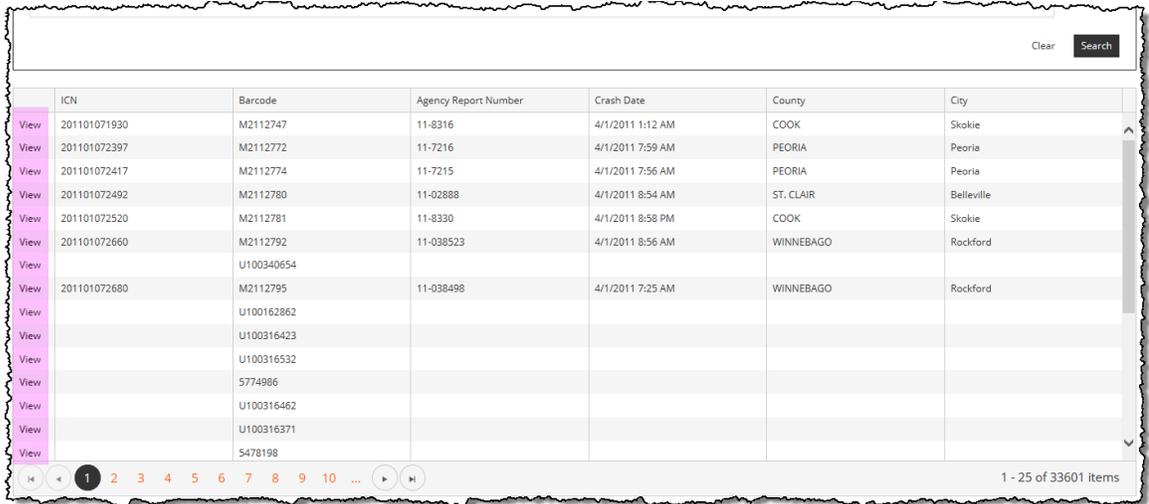
PREDEFINED SEARCH TAB – this tab allows for the searching of complex and compound values. All of these searches only work on items that have been submitted electronically or have been through the DE work step at IDOT. Select the search from the drop down combo box.

The image shows a screenshot of a software interface for advanced searching. At the top, there are three dropdown menus labeled 'Agency', 'County', and 'City'. Below these is a section titled 'Advanced Search' with a downward-pointing arrow. Underneath, there are four tabs: 'Crash', 'Vehicle', 'Person', and 'Predefined Searches'. The 'Predefined Searches' tab is selected, and a dropdown menu is open, listing five search categories: 'Alcohol Related', 'Damage to State Property', 'Fatal Reports', 'Hit And Run', and 'Speed Related'. The 'Alcohol Related' option is highlighted in blue.

- ALCOHOL RELATED – this searches a variety of fields on the crash form including Contributory Causes, BAC, and DRAC. This can be used in conjunction with the mapping functionality to see where the alcohol related crashes are occurring once they have been located by IDOT.
- DAMAGE TO STATE PROPERTY – this searches the property damage field as well as vehicle owner fields for anything that contains “Illinois” or IDOT. This is intended to assist the IDOT claims process to recover the cost of repairs to state property caused by crashes.
- FATAL REPORTS – searches for any SR1050 report where it has been designated as a fatal crash. The fatal reconstruction reports are NOT part of the SR1050 and are not available at this point. (Note: A crash may be changed to a non-fatal after it has been received based on a coroner’s report of natural causes, for example.)
- HIT & RUN – If an agency submits an amended report with the hit & run driver information, the single crash record is updated and can be searched by the driver name or other information.
- SPEED RELATED – like the alcohol report, various contributory causes and other fields are searched to return crashes where speed was considered to be a factor by the officer handling the crash. These can be mapped once they have been located by IDOT.

2.3 Group C – Results Pane

After entering all the desired parameters and clicking SEARCH, the results (if any) are displayed.



	ICN	Barcode	Agency Report Number	Crash Date	County	City
View	201101071930	M2112747	11-8316	4/1/2011 1:12 AM	COOK	Skokie
View	201101072397	M2112772	11-7216	4/1/2011 7:59 AM	PEORIA	Peoria
View	201101072417	M2112774	11-7215	4/1/2011 7:56 AM	PEORIA	Peoria
View	201101072492	M2112780	11-02888	4/1/2011 8:54 AM	ST. CLAIR	Belleville
View	201101072520	M2112781	11-8330	4/1/2011 8:58 PM	COOK	Skokie
View	201101072660	M2112792	11-038523	4/1/2011 8:56 AM	WINNEBAGO	Rockford
View		U100340654				
View	201101072680	M2112795	11-038498	4/1/2011 7:25 AM	WINNEBAGO	Rockford
View		U100162862				
View		U100316423				
View		U100316532				
View		5774986				
View		U100316462				
View		U100316371				
View		5478198				

There are a number of items displayed. Key points to remember include:

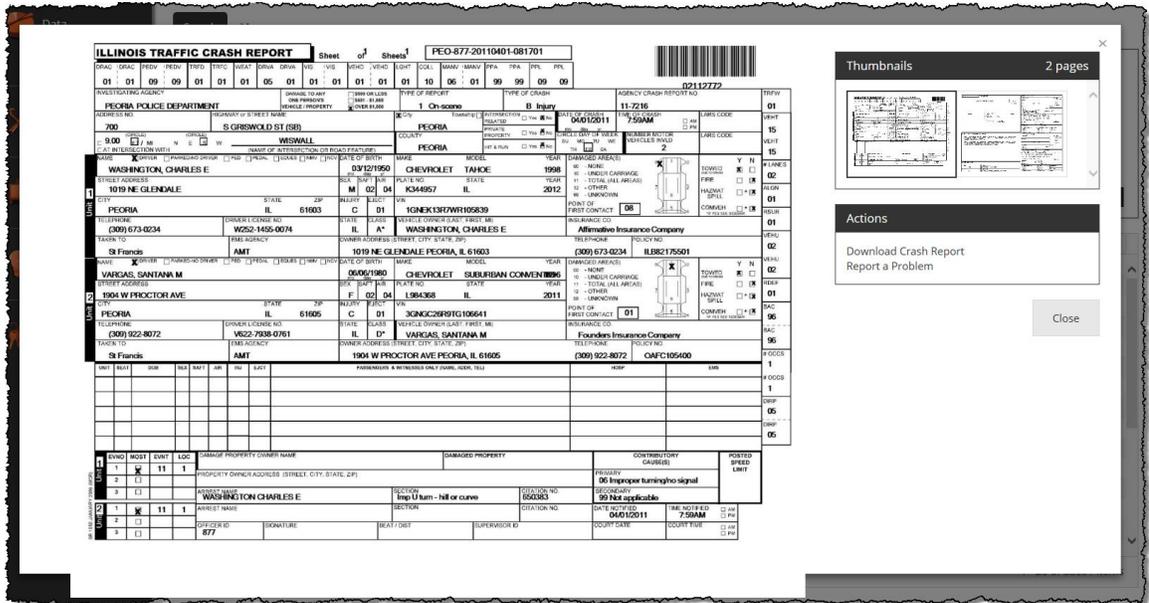
- **ICN** – The IDOT Control Number if the crash report has been assigned one. This is an indication of how far along the crash report is in the processing cycle. The results here show items at several different stages of being processed where some information is not yet available.
- **Barcode** – The printed or assigned unique number for a crash. This value will almost always be available. Notice the variety of different types of numbers with the MCR reports starting with an “M”.
- **Agency Report Number** – entered as the officer entered it. Notice that number is more immediately available for electronically submitted reports.
- **Crash Date & Time** or if it is not available, then the Date Notified or created date.
- **County & City** – A new initiative by IDOT involving paper report processing will allow for the county to be entered on paper reports soon after they are received, but well before they have been through the “Data Entry” (DE) work step.

The status bar shows several items of interest:

- **1 – 25 of 33,601 items** – shows how many items were returned based on the search parameters.
- Each grid displays a maximum of 25 items at a time so you have to page through to see all the items.
- The page options allow you to page through 10 or the next page or the last page of the results. Typically you will be dealing with smaller search results and just have to look through a page or two.
- If you click on the column header, you can sort the results in ascending or descending order. This action will affect the whole result set and the pages.
- **View** – by clicking on this link you can launch a separate window to view the actual crash report, as explained in more detail below.

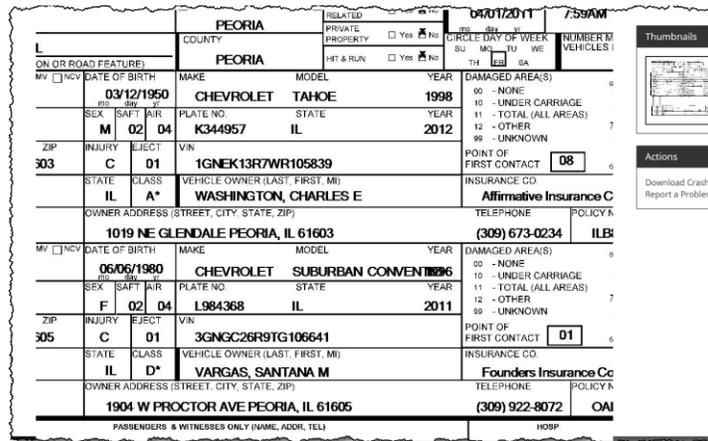
2.3.1 Viewing a Crash Report

When you click on the VIEW option, a dialog box will pop up with the actual crash report as shown below:



Some key features of this screen are:

- **CRASH REPORT PAGE VIEW.** If you move the mouse over this page it instantly magnifies the screen for easy viewing. Moving the mouse enlarges an area of the crash report page. If you click on the image, the image magnification is frozen. If you click again on the image, it returns to its normal behavior.



- **THUMBNAILS** – you can click on a thumbnail to view a different page of the crash report. (NOTE: Depending on the access you have been granted in the Safety Portal, you may not be able to see all the pages in the crash report. If you can see more than the two thumbnails, you can scroll to see additional pages.)
- **ACTIONS** – you can download a PDF of the pages you can see on the screen.

- REPORT-A-PROBLEM – if there is something that is not correct with the report, you can easily report a problem back to IDOT by completing the simple pop up form

- CLOSE – closes the window and returns you to the results screen to view other crashes.

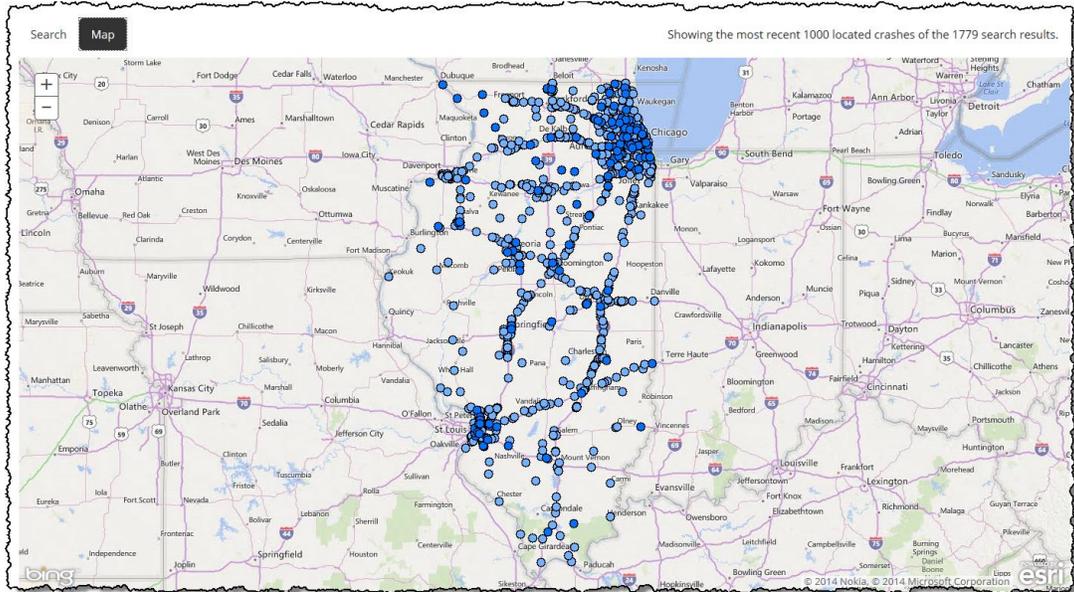
Depending on your access level, some rules govern what can be seen.

- Law Enforcement – Only the agency that submitted the report can view the complete report. Other agencies can search for the crash, but when they attempt to view the crash report, they will get a NOT AUTHORIZED notice.
- County Engineers – If the crash occurs in their county, then the county engineer can see the first 2 pages of the report. In most cases, the first 2 pages will contain the crash narrative and diagram but will not contain any arrest records and other potentially private personal information. No matter what is contained in the reports, the confidentiality agreement that you agreed to when registering to use the Safety Portal is still in effect.
- State & Federal – Will be able to see all crash reports, but just the first 2 pages.

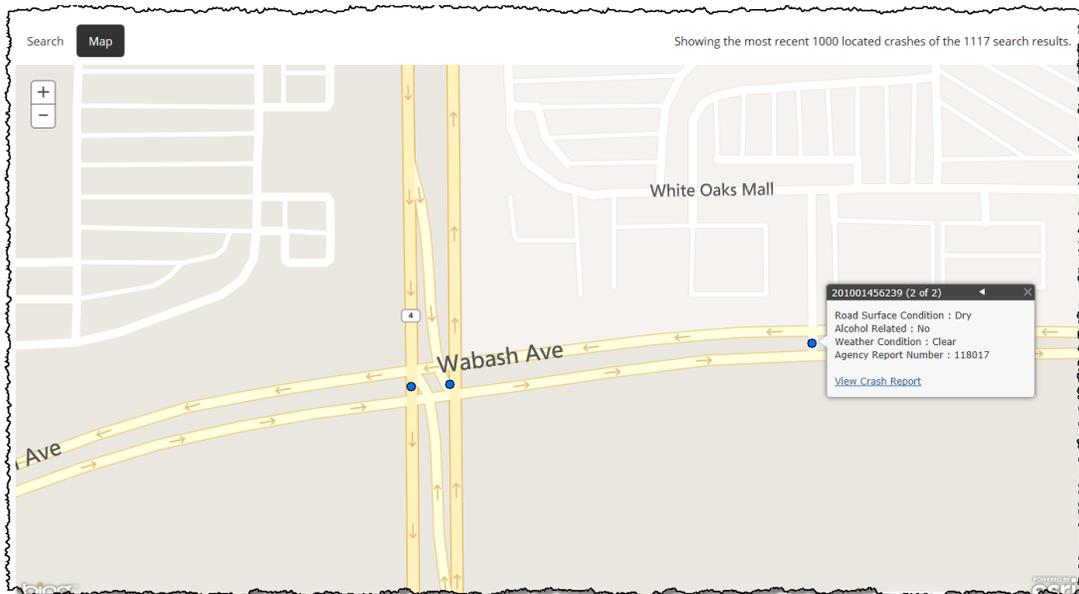
2.4 Group D – Mapping

Once a result set has been returned, the crashes can be mapped if they have location information. The location entry (LE) work step happens at the end of the normal processing cycle and only on crashes that exceed the damage limit and/or injury thresholds. To facilitate the matching of the result set to the availability of the location data, select the checkbox shown below:

When you click on the map, the first 1,000 crashes are displayed on the map. However, you can break your search down into smaller searches (e.g., by date range) or use other traditional GIS tools.



The different colors dots represent different years. You can zoom in to select an individual dot as shown below. When you click on the dot a dialog box appears with summary information about the crash.



As shown, some crashes are located at the same spot and you can tab to the next crash (2 of 2) and view each crash report as discussed earlier.

2.5 Group E – IDOT Processing Status

Finally, the top bar on the screen is not really a part of the Crash Manager module but conveys information that is of great benefit to the searching and mapping of crash data. The IDOT processing status shows how many items are:



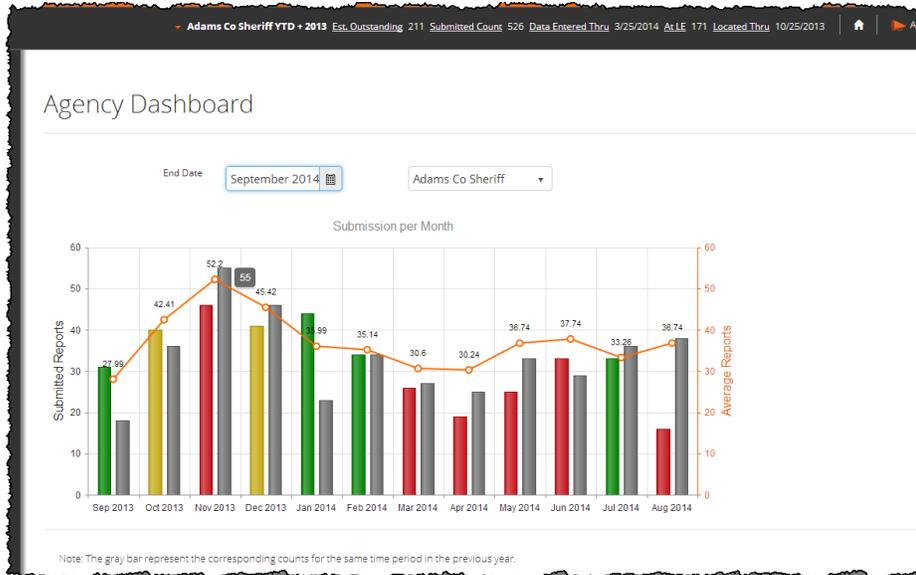
- Estimated Outstanding – Law enforcement agencies have not submitted the reports yet for the year(s) in question (typically current year plus prior year).
- Submitted Count – how many reports have actually been submitted for the year(s) in question?
- Data Entered Thru – the latest date that can be safely used to search for anything on the Crash Manager screen. This includes driver names, alcohol/speed related, and state property damaged. Crash data after that date are still being processed and searches may return something, but they probably will not be complete.
- At Location Entry (LE) – how many items are currently queued at the location entry work step? These crashes are above the damage limit and/or injury threshold and require location information.
- Located Thru – the latest date that can be safely used to plot crashes on a map. The location processing occurs last on a crash report and therefore will trail the DE work step. Any queries with a date after this date will not show all the crashes.

Each person that logs into the Safety Portal will see the processing status for their “jurisdiction”. For example, a law enforcement agency will see everything submitted by their agency, as shown in the screen shot above. A county engineer will be able to view all crashes for their entire county. State or federal users will be able to view the entire state and will show the largest values, as well as the date of the slowest item being processed. Items, for the most part, are processed based on the crash date but some variation can occur from jurisdiction to jurisdiction.

Overall the Crash Manager module is one of the most useful and powerful modules in the Safety Portal. If you have any questions or need help, you can contact IDOT through the HELP menu option or view additional documentation.

3 Law Enforcement Dashboard

This dashboard is only available to Law Enforcement agencies and is intended to share information on their overall crash reporting levels. As an example, the graph below shows the results for the Adams County Sheriff's Office.



The top bar shows the overall number of crash reports processed by IDOT for the Adams County Sheriff's Office. All reports are processed by the crash date/date police are notified so no agency is processed faster than another.

The graph has a number of key features:

- End Date – the chart is a rolling one year window and the date can be moved back.
- Agency Name – is listed here again but can be changed if you are a member of an additional law enforcement agency.
- The orange line represents the 5 year monthly average number of reports for that agency. This is considered the “baseline” to compare to the current year.
- The second column in each month is gray and shows the previous year's total for that month.
- The current year's total is the first column in each month and can be one of three different colors as indicated below
 - Green – everything is in order–(i.e., represents 95% or more of the 5yr average);
 - Yellow – slightly low(i.e., represents 90%-95% of the 5yr average and may require some investigation);
 - Red – low (i.e., represents less than 90% of the 5yr average and should be looked into).

To look at a particular month, the Crash Manager module can be used and a search based on agency and that month. The list will return all the crash reports that IDOT has that came from your agency and can be used as a basis for comparison to determine if any reports have not been completed or have not been submitted to IDOT.