

DISTRICT QUALITY EVALUATION

For understanding DQE expectations, scores, and reports



The DISTRICT QUALITY EVALUATION HANDBOOK is produced by:

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DISTRICT QUALITY EVALUATION (DQE)

In order to address the need for more useful methods to monitor District quality and to better identify program requirements, the Transportation Data and Analytics Office (formerly the Transportation Statistics Office or TranStat) developed a more objective evaluation process, based on specific goals, objectives, and requirements, called the District Quality Evaluation (DQE).

The DQE's primary purpose is to clearly identify areas of responsibility and establish a set of objective, quantifiable measures that determine District quality. These measures prove useful and meaningful to District Office and Transportation Data and Analytics (TDA) Office managers and staff. The final result of the DQE process is a report that more clearly illustrates (for both the Districts and TDA) what the primary responsibilities are for their data collection programs and other related, non-administrative functional requirements. These DQE reports are emailed to the respective District manager responsible for the various General Interest Roadway Data (GIRD) and Traffic Data Collection Programs.

REPORTING PERIODS

Previously, DQE review periods have been conducted on quarterly and triannual bases. Currently, the DQE review periods are conducted biannually:

- Period 1 (P1) - January 1 - June 30
- Period 2 (P2) - July 1 - December 31

REVIEW SCHEDULE

The DQE review periods begin with TDA sending email notifications to the District Statistics Administrators (DSAs) reminding them of the cutoff dates for Linear Referencing System (LRS) package submittals, exclusion requests, and keeping the Roadway Characteristics Inventory (RCI) database free of errors. In P1, the District QA/QC Random Sampling Reports are also due at this time. The DQE Review Schedule can be found [here](#).

Before the cutoff dates, TDA randomly selects 5 On-system RCI segments (and 2 alternates) per District and begins pulling the Straight-Line Diagrams (SLDs) and data for them.

After the cutoff dates, TDA sends an email notification to the DSAs stating that it is okay to resume updating RCI and begins reviewing the various Goals, Objectives, and Items for the DQE.

Once the review is completed, TDA sends a draft DQE report to each DSA for review and to provide comments on before the report is finalized. When TDA sends the draft DQE Reports to the DSAs, it includes all background materials to support TDA's findings. When the DSAs return their comments, TDA reviews and addresses each one. The final DQE report is emailed to each appropriate District manager responsible for the various General Interest Roadway Data (GIRD) and Traffic Data Collection Programs.

The DQE review periods end with TDA sending a notification email to the DSAs reminding them to complete their corrections from the DQE.

GOAL 1 – HIGHWAY DATA OVERVIEW

Goal 1 “Continually improve and enhance the accuracy, completeness, and timeliness of highway data.”

Reviewed under Goal 1:

1. Ensure functional classification changes are approved by FHWA
2. Keep standard highway data items consistent with each other
3. Keep Highway Performance Monitoring System items consistent with each other
4. Keep physical data accurate
5. Keep highway inventory timely
6. Make SLDs accurate, useful, and complete
7. Keep SLDs and Key Sheets timely
8. Encourage District Internal QA/QC

The goal is to help each District with their data collection processes and determine which process can be improved.

GOAL 2 – TRAFFIC DATA OVERVIEW

Goal 2 “Process AADT count estimates so that high quality and current data will be available by March 15 of the following year.” It has five objectives:

9. Start the new traffic count cycle promptly (P1 only)
10. EOYP work assignment resolution (P1 only)
11. Eliminate the need for third year estimates (P1 only)
12. Complete the traffic count cycle on schedule (P2 only)
13. Ensure traffic section break and flow break accuracy and that they are set up correctly in RCI Feature 330 (P1 & P2)

The goal is to prepare AADT data for use by March 15 of each year and to determine if the counter equipment is collecting properly, and ensure equipment certification.

GOAL 3 – LINEAR REFERENCING SYSTEM (LRS) DATA PROCESS (RECONCILIATION WITH RCI) OVERVIEW

Goal 3 “Maintain GIS LRS and produce reports of Florida roads.” It has one objective:

14. Eliminate inconsistencies between the GIS LRS and RCI

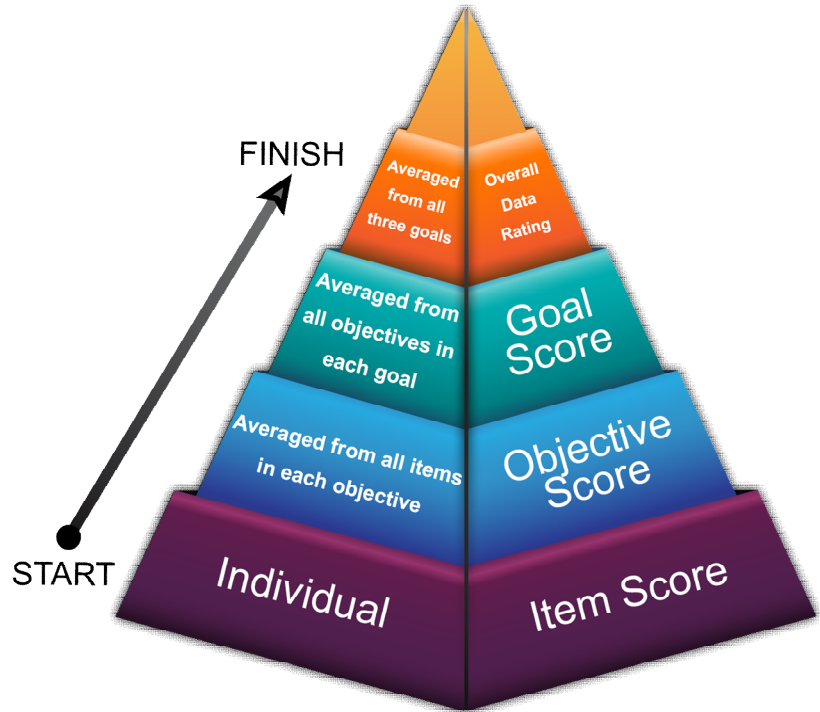
The goal is to produce an accurate and complete LRS of Florida roadways.



DQE SCORING

The DQE scoring has four tiers. The image to the right explains how each tier builds upon the previous. Start at the bottom and build up.

- Item scores determine Objective scores. Objective scores determine Goal scores. Goal scores determine the Overall Data Rating.
- Items receive individual scores.
- Objective scores are an average of all its items.
- Goal scores are an average of all its objectives.
- All three goals are averaged together for a total overall data rating.



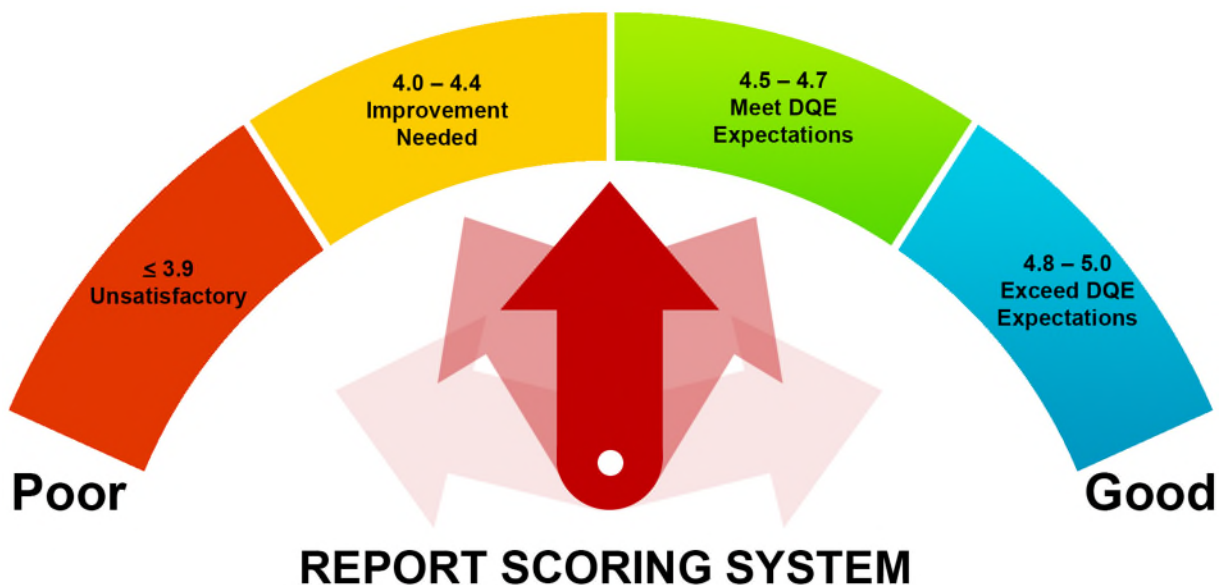
PERFORMANCE EXPECTATIONS

The following represents the report's scoring system in terms of performance expectations:

4.8 – 5.0	Exceed DQE expectations
4.5 – 4.7	Meet DQE expectations
4.0 – 4.4	Improvement needed
≤ 3.9	Unsatisfactory

When the scoring for a goal equals or exceeds 4.5, TDA encourages that District to maintain practices contributing to this performance and, where possible, document them for sharing best practices with other Districts.

When the scoring for a goal is below 4.0, the District may need to examine the processes and/or quality control activities of individual objectives and develop an action plan to correct the problems.



DQE GOALS, OBJECTIVES, AND ITEMS

GOAL 1

Continually improve and enhance the accuracy, completeness, and timeliness of highway data

OBJECTIVE 1: Ensure Functional Classification Changes are approved by FHWA

Item: Unapproved functional classification changes.

Period: P1 and P2

Process: TDA reviews changes to functional classification to determine the changes that were not approved by FHWA or coordinated with TDA.

Scoring: The score comes from the number of unapproved roadway changes.

0 unapproved changes = 5
1 unapproved change = 4
2 unapproved changes = 3
3 unapproved changes = 2
4 unapproved changes = 1
>4 unapproved changes = 0

This objective is no longer scored as of Period 2 – 2020.

OBJECTIVE 2: Keep standard highway data items consistent with each other

Items: Main 1 (Preliminary RCI/HPMS Edit)
Main 2 (Gaps and Overlaps)
RCEdit 1 (Characteristics Edit)
RCEdit 2 (RDWYSIDE Edit)
RCEdit 3 (TYPEROAD)
RCEdit 4 (Invalid Offsets)
RCEdit 5 (Active exclusive Roads)
RCEdit 6 (Bridge Edit)
RCEdit 7 (On-System MAXSPEED)

Period: P1 and P2

Process: TDA runs edits in [DART](#)* (Data Analysis and Reporting for Transportation Systems) and counts the number of sections with inconsistencies. Edits must be 100% clean by December 20 and remain 100% clean through December 31 because they assist in producing the semi-annual SHS Mileage Report and the annual HPMS submittal to FHWA.

Scoring: During P1, if Main 1 or Main 2 contain inconsistencies for any *On-system* roadways, the resulting score is 0. All other roadway types receive a score based upon the scoring to the right.

During P2, any inconsistency will result in a score of 0.

The HPMS Coordinator scores this Objective.

* http://dot-wpap007.fdot.dot.state.fl.us/DART_WebApp/HUB.aspx

P1 scoring	P2 scoring
Main 1 and Main 2:	Main 1 and Main 2, RCEdits 1, 2, 3, 4, 5, 6 & 7:
0 inconsistencies = 5	0 inconsistencies = 5
1-3 inconsistencies = 4	>0 inconsistencies = 0
4-6 inconsistencies = 3	RCEdits 1, 2, 3, and 4:
7-9 inconsistencies = 2	0 inconsistencies = 5
10-15 inconsistencies = 1	>0 inconsistencies = 0
>15 inconsistencies = 0	
RCEdits 1, 2, 3, 4, 5, 6 & 7:	
0-9 inconsistencies equal 5	
10-15 inconsistencies equal 4	
16-20 inconsistencies equal 3	
21-25 inconsistencies equal 2	
26-30 inconsistencies equal 1	
>30 inconsistencies equal 0	

OBJECTIVE 3: Keep Highway Performance Monitoring System items consistent with each other

Items: HPEdit 1 (Sample Sections)
HPEdit 2 (Universe Sections)
HPEdit 4 (Sample Breaks by F330)
HPEdit 5 (Incongruent Lengths)
HPEdit 6 (Curve/Grades by Class Lengths)
HPEdit 10 (HPMS Sample Number)

Period: P1 and P2

Process: TDA runs edits in [DART](#) and counts the number of sections with inconsistencies. Edits must be 100% clean by December 20 and remain 100% clean through December 31 because they assist in producing the semi-annual SHS Mileage Report and the annual HPMS submittal to the FHWA.

Scoring: The score comes from the number of inconsistencies found on each report.

P1 scoring	P2 scoring
HPEdit 1, 2, 4, 5, 6 & 10:	HPEdit 1, 2, 4, 5, 6 & 10:
0 inconsistencies = 5	0 inconsistencies = 5
1-3 inconsistencies = 4	>0 inconsistencies = 0
4-6 inconsistencies = 3	
7-9 inconsistencies = 2	
10-15 inconsistencies = 1	
>15 inconsistencies = 0	

OBJECTIVE 4: Keep physical data accurate

Items: 1. Feature 212 – Thru Lanes
2. Feature 214 – Outside Shoulders
3. Feature 215 – Median
4. Feature 251 – Intersection

Period: P1 and P2

Process: TDA randomly selects five roadways and compares their accuracy of the RCI data with Video Log images and mapping applications like Google Maps, Google Earth, and ArcGIS products.

Scoring: The score comes from the number of roadways with correct data.

5 correct segments = 5
4 correct segments = 4
3 correct segments = 3
2 correct segments = 2
1 correct segments = 1
0 correct segments = 0

This objective is no longer scored as of Period 2 – 2020.

Example: If Feature 212 is correct for all five segments, the score for that item is 5. If Feature 212 is correct on only two segments, the score is 2.

OBJECTIVE 5: Keep highway inventory timely

- Items:
1. Percent of RCI updated within 90 days after conditional/final acceptance
 2. Percent of RCI on-system 5-year inventory complete
 3. Percent of RCI off-system 5-year inventory complete
 4. Percent of HPMS on-system 3-year inventory complete
 5. Percent of HPMS off-system 3-year inventory complete

Period: P1 and P2

Process: For Item 1, TDA compares the weekly email notifications submitted with the documented RITA dates.

For Items 2-5, TDA reviews the RCI and HPMS inventory complete dates in RITA.

Scoring: For Item 1, the score comes from the percentage of construction conditional/final acceptance notices updated within 90 days.

<u>Item 1</u>	<u>Items 2 & 4</u>	<u>Items 3 & 5</u>
90% – 100% = 5	90% – 100% = 5	80% – 100% = 5
80% – 89 % = 4	80% – 89 % = 4	70% – 79 % = 4
70% – 79 % = 3	70% – 79 % = 3	60% – 69 % = 3
60% – 69 % = 2	60% – 69 % = 2	50% – 59 % = 2
50% – 59 % = 1	<60% = 1	<50% = 1
<50% = 0		

For Items 2 and 4, the score comes from the percentage of roadways inventoried on time.

For Items 3 and 5, the score comes from the percentage of roadways inventoried on time.

The QA/QC Coordinator scores this Objective.

OBJECTIVE 6: Make SLDs accurate, useful, and complete

- Items:
1. SLDs matching database
 2. SLDs with curve data
 3. SLDs with place code data
 4. SLDs with proper formatting

Period: P1 and P2

Process: TDA randomly selects five roadways and compares the data shown in RCI for data accuracy and correct formatting.

Scoring: The score comes from the number of segments with correct data.

5 correct segments = 5
4 correct segments = 4
3 correct segments = 3
2 correct segments = 2
1 correct segments = 1
0 correct segments = 0

Example: If curve data is correct for all five segments, the score for that item is 5. If the curve data is correct on only two segments, the score is 2.

OBJECTIVE 7: Keep Key Sheets Timely

Items: 1. Key Sheet updated/distributed (120 days after change)

Period: P1 and P2

Process: TDA randomly selects five roadways and compares their update and distribution dates of Key Sheets to RITA reports and/or RCI updates. TDA compares all Key Sheet updates to RITA records of when roadways were added, deleted, or road transferred, and section length adjustments records.

Scoring: The score comes from timeliness.

<u>Item 1</u> YES = 5 NO = 0

OBJECTIVE 8: Encourage District internal QA/QC

Items: 1. District QA/QC Random Sampling Report received by June (P1 Only)
2. Corrections to Objectives from previous DQE

Period: P1 and P2

Process: For Item 1, each District submits an Annual Data Analysis Report, aka "Random Sampling Report", to the QA/QC Coordinator by June 1 of every year. The Random Sampling Report will review the district's overall historical data inventory from the previous 12 months.

For Item 2, each District corrects the inconsistencies from the previous DQE. Districts must correct all inconsistencies within 60 calendar days. The corrections are tracked and reviewed to verify corrections were done within 60 calendar days.

Scoring: For Item 1, the score comes from the submission date. This Item only pertains to P1.

For Item 2, the score comes from all inconsistencies being corrected within 60 calendar days of the previous DQE. This Item pertains to P1 and P2.

An N/A indicates that there were no follow-up items from the previous DQE.

<u>Item 1</u> By June 1 = 5 Between June 2-8 = 4 Between June 9-15 = 3 Between June 16-22 = 2 Between June 23-30 = 1 After June 30 = 0	<u>Item 2</u> All inconsistencies corrected within 60 days, YES = 5 All inconsistencies corrected, not within 60 days, NO = 0
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GOAL 2**Process AADT count estimates so that high quality and current data will be available by March 15 of the following year****OBJECTIVE 9: Start the new traffic count cycle promptly (P1 only)**

Items: 1. Provide count schedule for current year
2. Provide certification equipment that is proper and functioning correctly

Period: P1 only

Process: For Item 1, each District develops a PTMS site data collection summary schedule by county for the upcoming year and provides it to TDA.

For Item 2, each District provides TDA a certificate ensuring their equipment is proper and functioning accurately. The certification stipulation reinforces that the equipment must be collecting traffic data properly through annual testing of each survey instrument.

Scoring: Scoring comes from the submission date of both items.

The Traffic Data Coordinator provides dates for this Objective.

On or before January 31 = 5
Between February 1 to 15 = 4
Between February 16 to 28 = 3
Between March 1 to 15 = 2
Between March 16 to 31 = 1
After March 31 = 0

OBJECTIVE 10: EOYP work assignment resolution

Items: 1. Days to respond to questions and request from Central Office
2. Review and correct preliminary AADT by requested deadline

Period: P1 only

Process: For Item 1, TDA evaluates the District's efforts in resolving inconsistencies during the end of year AADT estimate by the dates specified by the TDA Transportation Monitoring Section. TDA logs each District's response time for resolving the end of year processing issues via telephone, fax, or email. The response logs include the request date, appropriate response, and average the number of business days elapsed.

For Item 2, TDA checks if the data has been reviewed and received with correct preliminary AADT by specified date.

Scoring: The score comes from the District's response time based on TDA request.

The Traffic Data Coordinator provides dates for this Objective.

<u>Item 1</u>	<u>Item 2</u>
Response 0-2 days = 5	Yes = 5
Response 3-5 days = 4	No = 0
Response 6-7 days = 3	
Response 8-9 days = 2	
Response 10 days = 1	
Response > 10 days = 0	

OBJECTIVE 11: Eliminate the need for third year estimates

Item: Number of sites with estimated counts for third year

Period: P1 only

Process: Districts count the number of sites that estimate AADT and submit it to TDA. Districts exclude sites where it is not possible to count traffic, such as long-term construction project sites (District are required to provide documentation to the Traffic Count Coordinator).

Scoring: The score comes from the number of sites with estimated counts for the third year.

0 sites = 5
1 site = 4
2 sites = 3
3 sites = 2
4 sites = 1
>4 sites = 0

OBJECTIVE 12: Complete the traffic count cycle on schedule

Items: 1. Complete data collection by November 15
2. Load all traffic data to mainframe before December 31

Period: P2 only

Process: TDA determines if the District completed traffic count data collection and traffic data updates in a timely manner.

Scoring: The score comes from each completed item by the required date.

YES = 5
NO = 0

OBJECTIVE 13: Ensure count station assigned to break and traffic break code are set up correctly in RCI Feature 330

Items: 1. TREdit-4 (Traffic Breaks Edit)
2. TREdit-5 (Traffic Flow Breaks Edit)

Period: P1 and P2

Process: TDA runs edits to determine the number of inconsistencies.

Scoring: The Traffic Data Coordinator scores this Objective.

0 inconsistencies = 5	7-9 inconsistencies = 2
1-3 inconsistencies = 4	10-12 inconsistencies = 1
4-6 inconsistencies = 3	>12 inconsistencies = 0

GOAL 3 Maintain GIS (LRS) and produce reports of Florida roads

OBJECTIVE 14: Eliminate Inconsistencies between the GIS LRS and RCI

- Items:
1. Number of On-system roads with discrepancies
 2. Number of Off-system/exclusive roads with discrepancies

Process: TDA runs the Monthly RCI/GIS LRS Summary and Detail Report showing discrepancies between the GIS LRS and RCI. This report compares a roadway's LRS alignment with its RCI data. This is done for Active On, Active Off, Active with Combination, and Active Exclusive roadways. Pending roadways are not included.

Cut-off dates for LRS Package submittals are the 15th of the last month of the evaluation period.

Scoring: The score comes from the number of discrepancies.

<u>Item 1</u>	<u>Item 2</u>
0 discrepancies = 5	0 discrepancies = 5
1 discrepancy = 4	1-2 discrepancies = 4
2 discrepancies = 3	3-4 discrepancies = 3
3 discrepancies = 2	5-6 discrepancies = 2
4 discrepancies = 1	7-8 discrepancies = 1
>5 or more discrepancies = 0	9 or more discrepancies = 0

WEB BASED DQE REPORT

Access DQE Reporting directly here:

<http://webapp02.dot.state.fl.us/DistrictQualityEvaluation/wfrm/wfrmMain2.aspx>

HOME

The **Home** tab provides access to all past DQE Reports. First, read the bulleted information. Second, select a link from the 'Title' column or 'District Details' column to view more information. To return to this page, click **Home** at the top of the page.

Note: If you are having issue with the top header (Home, Summary, District, etc), please make sure your browser is in compatibility mode.

DQE
CO\KNRSHSS
1.1.2.24557

Home
Summary
District
Scoring Table
Analysis
Logout

DQE Client

- Select period to see that period's summary page.
- Select district details button to see district's detail page.
- Use the links on the menu above to go to a different area of the program.
- Click [Help](#) to review the help pages.
- Click [Administration](#) to go to the DQE administration program.
- Warning:** Do not use the [Back] button on your browser while using this application.

Available DQEs

Title	Review Period	District Details								
P1: 2017	Jan-Jun 2017	D1	D2	D3	D4	D5	D6	D7	D8	D9
P2: 2016	Jul-Dec 2016	D1	D2	D3	D4	D5	D6	D7	D8	D9
P1: 2016	Jan-Jun 2016	D1	D2	D3	D4	D5	D6	D7	D8	D9
P2: 2015	Jul-Dec 2015	D1	D2	D3	D4	D5	D6	D7	D8	D9
P1: 2015	Jan-Jun 2015	D1	D2	D3	D4	D5	D6	D7	D8	D9
P2: 2014	Jul-Dec 2014	D1	D2	D3	D4	D5	D6	D7	D8	D9
P1: 2014	Jan-Jun 2014	D1	D2	D3	D4	D5	D6	D7	D8	D9
P2: 2013	Jul-Dec 2013	D1	D2	D3	D4	D5	D6	D7	D8	D9
P1: 2013	Jan-Jun 2013	D1	D2	D3	D4	D5	D6	D7	D8	D9
P2: 2012	Jul-Dec 2012	D1	D2	D3	D4	D5	D6	D7	D8	D9
P1: 2012	Jan-Jun 2012	D1	D2	D3	D4	D5	D6	D7	D8	D9
P2: 2011	Jul-Dec 2011	D1	D2	D3	D4	D5	D6	D7	D8	D9
P1: 2011	Jan-Jun 2011	D1	D2	D3	D4	D5	D6	D7	D8	D9
P2: 2010	Jul-Dec 2010	D1	D2	D3	D4	D5	D6	D7	D8	D9
P1: 2010	Jan-Aug 2010	D1	D2	D3	D4	D5	D6	D7	D8	D9
P2: 2009	Jul-Dec 2009	D1	D2	D3	D4	D5	D6	D7	D8	D9
P1: 2009	Jan-Jun 2009	D1	D2	D3	D4	D5	D6	D7	D8	D9
P2: 2008	Jul-Dec 2008	D1	D2	D3	D4	D5	D6	D7	D8	D9
P1: 2008	Jan-Jun 2008	D1	D2	D3	D4	D5	D6	D7	D8	D9
P2: 2007	Jul-Dec 2007	D1	D2	D3	D4	D5	D6	D7	D8	D9
P1: 2007	Jan-Jun 2007	D1	D2	D3	D4	D5	D6	D7	D8	D9

SUMMARY

The **Summary** tab displays DQE Reports. Use the dropdown 'Date' menu for viewing different years. To return to this page, click the **Summary** tab at the top of the page. The Overall Data Rating score at the bottom of the list is an average of each of the fourteen objectives.

DQE		Home	Summary	District	Scoring Table	Analysis	Logout	CO\WRSHSS 1.1.2.24357			
Date: P1: 2017											
District Quality Evaluation of Highway, Traffic, and System Support Data		POINT TOTALS		January-June 2017							
		District:		1	2	3	4	5	6	7	TP
GOAL 1: Continually improve and enhance the accuracy, completeness, and timeliness of highway data											
1	Ensure functional classification changes are approved by FHWA	Unapproved functional classification changes		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2	Keep standard highway data items consistent with each other	Main1 (Preliminary RCI/HPMS Edit)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Main2 (Gaps and Overlaps)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	RCEdit1 (Characteristic)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	RCEdit2 (RDWYSIDE)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	RCEdit3 (TYPEROAD)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	RCEdit4 (Invalid Offset)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	RCEdit5 (Active Exclusive Roads)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	RCEdit6 (Bridge Edit)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	RCEdit7 (On-System MAXSPEED)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3	Keep Highway Performance Monitoring System items consistent with each other	HPEdit1 (Sample Sections)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	HPEdit2 (Universe Sections)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	HPEdit4 (Sample Breaks by F330)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	HPEdit5 (Incongruent Lengths)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	HPEdit6 (Curves/Grades by Class Lengths)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	HPEdit10 (HPMS Sample Number)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4	Keep physical data accurate	Feature 212 - Number of lanes		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Feature 214 - Outside shoulders			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Feature 215 - Medians			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Feature 251 - Intersecting Roads			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
5	Keep highway inventory timely	Percent of RCI updated within 90 days after conditional/final acceptance		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Percent of RCI on-system 5-year inventory complete			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Percent of RCI off-system 5-year inventory complete			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Percent of HPMS on-system 3-year inventory complete			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Percent of HPMS off-system 3-year inventory complete			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
6	Make SLDs accurate, useful and complete	SLDs matching database		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SLDs with curve data			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SLDs with place code data			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	SLDs proper formatting			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7	Keep Key Sheets timely	Key Sheet updated/distributed (120 days after change)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
8	Encourage District internal QA/QC	District QA/QC Random Sampling Report received by June (P1 Only)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Corrections to Objectives made from previous DQE			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Objectives 1-8 Overall Highway Data Rating		Highest Highway Data Rating:		N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
GOAL 2: Process AADT count estimates so that high quality and current data will be available by March 15 of the following year											
9	Start the new traffic count cycle promptly (P1 only)	Provide count schedule for current year		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Provide certification equipment that is proper and functioning correctly			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10	EOYP work assignment resolution (P1 only)	Days to respond to questions and requests from Central Office		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Review and correct preliminary AADT by March 7			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11	Eliminate the need for third year estimates (P1 only)	Number of sites with estimated counts for third year		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
12	Complete the traffic count cycle on schedule (P2 only)	Complete data collection by November 15		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Load all traffic data to mainframe before December 31			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
13	Ensure count station assigned to break and traffic break code are set up correctly in RCI Feature 330	TREdit-4 (Traffic Breaks Edit)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	TREdit-5 (Traffic Flow Breaks Edit)			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Objectives 9-13 Overall Traffic Data Rating		Highest Traffic Data Rating:		N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
GOAL 3: Maintain GIS Basemap and produce reports of Florida roads											
14	Eliminate inconsistencies between the GIS basemap and RCI	Number of on-system roads with discrepancies		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Number of off-system roads with discrepancies			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Average			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Objective 14 Overall Map & Report Rating		Highest Map & Report Rating:		N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
Objectives 1-14 Overall Data Rating		Highest Overall: District 1, District 2, District 3, District 4, District 5, District 6, District 7, District Turnpike		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

* N/C denotes that the Objective was not included in the District's Data Rating

DISTRICT

The **District** tab presents a 'Date' and a 'District' dropdown menu for viewing different years and Districts. District users only have permission to view their District's reports/scores. To return to this page, click **District** tab at the top of the page.

DQE				Home	Summary	District	Scoring Table	Analysis	Logout	CO\WRSHSS 1.1.2.24557	
Date:	P1: 2017	District:	District 1								
District Quality Evaluation Summary											
District 1 Jan-2017											
GOAL 1: Continually improve and enhance the accuracy, completeness, and timeliness of highway data											
Objective 1: Ensure functional classification changes are approved by FHWA											
Item to Review	Basis/Method of Review		Value	Points	Average						
Unapproved functional classification changes	Number of unapproved changes			N/A	0.00						
On scale of 1 to 5											
Objective 2: Keep standard highway data items consistent with each other											
Main1 (Preliminary RCI/HPMS Edit)	Number of sections with errors			N/A							
Main2 (Gaps and Overlaps)	Number of sections with errors			N/A							
RCEdit1 (Characteristics)	Number of sections with errors			N/A							
RCEdit2 (RDWYSIDE)	Number of sections with errors			N/A							
RCEdit3 (TYPEROAD)	Number of sections with errors			N/A							
RCEdit4 (Invalid Offset)	Number of sections with errors			N/A							
RCEdit5 (Active Exclusive Roads)	Number of sections with errors		N/A	N/A							
RCEdit6 (Bridge Edit)	Number of sections with errors		N/A	N/A							
RCEdit7 (On-System MAXSPEED)	Number of sections with errors		N/A	N/A							
Average, on scale of 1 to 5											
Objective 3: Keep Highway Performance Monitoring System items consistent with each other											
HPEdit1 (Sample Sections)	Number of sections with errors			N/A							
HPEdit2 (Universe Sections)	Number of sections with errors			N/A							
HPEdit4 (Sample Breaks by F330)	Number of sections with errors			N/A							
HPEdit5 (Incongruent Lengths)	Number of sections with errors			N/A							
HPEdit6 (Curves/Grades by Class Lengths)	Number of sections with errors			N/A							
HPEdit10 (HPMS Sample Number)	Number of sections with errors			N/A							
Average, on scale of 1 to 5											
Objective 4: Keep physical data accurate											
Feature 212 - Number of lanes	Number of sections with no errors			N/A							
Feature 214 - Outside shoulders	Number of sections with no errors			N/A							
Feature 215 - Medians	Number of sections with no errors			N/A							
Feature 251 - Intersecting Roads	Number of sections with no errors			N/A							
Average, on scale of 1 to 5											
Objective 5: Keep highway inventory timely											
Percent of RCI updated within 90 days after conditional/final acceptance	Percent of sections updated			N/A							
Percent of RCI on-system 5-year inventory complete	Percent of inventory complete			N/A							
Percent of RCI off-system 5-year inventory complete	Percent of inventory complete			N/A							
Percent of HPMS on-system 3-year inventory complete	Percent of inventory complete			N/A							
Percent of HPMS off-system 3-year inventory complete	Percent of inventory complete			N/A							
Average, on scale of 1 to 5											
Objective 6: Make SLDs accurate, useful and complete											
SLDs matching database	Number of SLDs that match database			N/A							
SLDs with curve data	Number of SLDs with curve data			N/A							
SLDs with place code data	Number of SLDs with place code data			N/A							
SLDs proper formatting	Number of SLDs that are properly formatted			N/A							
Average, on scale of 1 to 5											
Objective 7: Keep Key Sheets timely											
Key Sheet updated/distributed (120 days after change)	Adds, Deletes, modifications kept current			N/A							
On scale of 1 to 5											
Objective 8: Encourage District internal QA/QC											
District QA/QC Random Sampling Report received by June (P1 Only)	Date QA/QC Report received in Tallahassee			N/A							
Corrections to Objectives made from previous DQE	Corrections made			N/A							
Average, on scale of 1 to 5											
Objectives 1-8 Overall Highway Data Rating											
N/C											
GOAL 2: Process AADT count estimates so that high quality and current data will be available by March 15 of the following year											
Objective 9: Start the new traffic count cycle promptly (P1 only)											
Item to Review	Basis/Method of Review		Value	Points	Average						
Provide count schedule for current year	Date count schedule received in Tallahassee			N/A							
Provide certification equipment that is proper and functioning correctly	Date certification received in Tallahassee			N/A							
Average, on scale of 1 to 5											
Objective 10: EOYP work assignment resolution (P1 only)											
Days to respond to questions and requests from Central Office	Avg. number of days to respond			N/A							
Review and correct preliminary AADT by March 7	Corrected traffic data received in Tallahassee by March 7			N/A							
Average, on scale of 1 to 5											
Objective 11: Eliminate the need for third year estimates (P1 only)											
Number of sites with estimated counts for third year	Number of sites			N/A							
On scale of 1 to 5											
Objective 12: Complete the traffic count cycle on schedule (P2 only)											
Complete data collection by November 15	Data collection received by Nov. 15			N/A							
Load all traffic data to mainframe before December 31	All traffic data loaded into mainframe before Dec 31			N/A							
Average, on scale of 1 to 5											
Objective 13: Ensure count station assigned to break and traffic break code are set up correctly in RCI Feature 330											
TREdit-4 (Traffic Breaks Edit)	Number of errors			N/A							
TREdit-5 (Traffic Flow Breaks Edit)	Number of errors			N/A							
Average, on scale of 1 to 5											
Objectives 9-13 Overall Traffic Data Rating											
N/C											
GOAL 3: Maintain GIS Basemap and produce reports of Florida roads											
Objective 14: Eliminate inconsistencies between the GIS basemap and RCI											
Item to Review	Basis/Method of Review		Value	Points	Average						
Number of on-system roads with discrepancies	Number of discrepancies Not addressed by District			N/A							
Number of off-system roads with discrepancies	Number of discrepancies Not addressed by District			N/A							
Average, on scale of 1 to 5											
Objective 14 Overall Map & Report Rating											
N/C											
Overall Data Rating											
0.00											

SCORING TABLE

The **Scoring Table** tab displays the criteria that determined the score for each item. Use the 'Date' dropdown menu for viewing different years. To return to this page, click **Scoring Table** tab at the top of the page.

DQE
Home | Summary | District | **Scoring Table** | Analysis | Logout
COVNRSHSS
1.1.2.24557

Date: P1: 2017

District Quality Evaluation Scoring Tables

SCORING TABLES for HIGHWAY DATA RATING

Objective 1: Ensure functional classification changes are approved by FHWA

Process:

Item	Score	5	4	3	2	1	0
Unapproved functional classification changes		0	1	2	3	4	≥5

Objective 2: Keep standard highway data items consistent with each other

Process:

Item	Score	5	4	3	2	1	0
Main1 (Preliminary RCI/HPMS Edit)		0	1-3	4-6	7-9	10-15	≥16
Main2 (Gaps and Overlaps)		0	1-3	4-6	7-9	10-15	≥16
RCEdit1 (Characteristic)		0-9	10-15	16-20	21-25	26-30	≥31
RCEdit2 (ROW/SIDE)		0-9	10-15	16-20	21-25	26-30	≥31
RCEdit3 (TYPE/ROAD)		0-9	10-15	16-20	21-25	26-30	≥31
RCEdit4 (Invalid Offset)		0-9	10-15	16-20	21-25	26-30	≥31
RCEdit5 (Active Exclusive Roads)		-	-	-	-	-	0
RCEdit6 (Bridge Edit)		-	-	-	-	-	0
RCIEdit7 (On-System MAXSPEED)		-	-	-	-	-	0

Objective 3: Keep Highway Performance Monitoring System Items consistent with each other

Process:

Item	Score	5	4	3	2	1	0
HPEDit1 (Sample Sections)		0	1-3	4-6	7-9	10-15	≥16
HPEDit2 (Universe Sections)		0	1-3	4-6	7-9	10-15	≥16
HPEDit4 (Sample Breaks by F330)		0	1-3	4-6	7-9	10-15	≥16
HPEDit5 (Incongruent Lengths)		0	1-3	4-6	7-9	10-15	≥16
HPEDit6 (Curves/Grades by Class Lengths)		0	1-3	4-6	7-9	10-15	≥16
HPEDit10 (HPMS Sample Number)		-	-	-	-	-	≥0

Objective 4: Keep physical data accurate

Process:

Item	Score	5	4	3	2	1	0
Feature 212 - Number of lanes		5	4	3	2	1	0
Feature 214 - Outside shoulders		5	4	3	2	1	0
Feature 215 - Medians		5	4	3	2	1	0
Feature 251 - Intersecting Roads		5	4	3	2	1	0

Objective 5: Keep highway inventory timely

Process:

Item	Score	5	4	3	2	1	0
Percent of RCI updated within 90 days after conditional/final acceptance		90-100%	80-89%	70-79%	60-69%	50-59%	0-49%
Percent of RCI on-system 5-year inventory complete		90-100%	80-89%	70-79%	60-69%	50-59%	-
Percent of HPMS on-system 5-year inventory complete		90-100%	70-79%	60-69%	50-59%	0-49%	-
Percent of HPMS on-system 3-year inventory complete		90-100%	80-89%	70-79%	60-69%	50-59%	-
Percent of HPMS off-system 3-year inventory complete		90-100%	70-79%	60-69%	50-59%	0-49%	-

Objective 6: Make SLDs accurate, useful and complete

Process:

Item	Score	5	4	3	2	1	0
SLDs matching database		5	4	3	2	1	0
SLDs with curve data		5	4	3	2	1	0
SLDs with place code data		5	4	3	2	1	0
SLDs proper formatting		5	4	3	2	1	0

Objective 7: Keep Key Sheets timely

Process:

Item	Score	5	4	3	2	1	0
Key Sheet updated/distributed (120 days after change)		Yes	-	-	-	-	No

Objective 8: Encourage District internal QA/QC

Process:

Item	Score	5	4	3	2	1	0
District QA/QC Random Sampling Report received by June (P1 Only)		Jan 01 - 01	Jun 02 - 08	Jun 09 - 15	Jun 16 - 22	Jun 23 - 30	Jul 01 - 31
Conditions to Objectives made from previous DQE		Yes	-	-	-	-	No

SCORING TABLES for TRAFFIC DATA RATING

Objective 9: Start the new traffic count cycle promptly (P1 only)

Process:

Item	Score	5	4	3	2	1	0
Provide count schedule for current year		Nov 01 - 31	Feb 01 - 15	Feb 16 - 28	Mar 01 - 15	Mar 16 - 31	Apr 01 - 31
Provide certification equipment that is proper and functioning correctly		Dec 01 - 31	Feb 01 - 15	Feb 16 - 28	Mar 01 - 15	Mar 16 - 31	Apr 01 - 31

Objective 10: EOYP work assignment resolution (P1 only)

Process:

Item	Score	5	4	3	2	1	0
Days to respond to questions and requests from Central Office		0-2	3-5	6-7	8-9	10	≥11
Review and correct preliminary AADT by March 7		Yes	-	-	-	-	No

Objective 11: Eliminate the need for third year estimates (P1 only)

Process:

Item	Score	5	4	3	2	1	0
Number of sites with estimated counts for third year		0	1	2	3	4	≥5

Objective 12: Complete the traffic count cycle on schedule (P2 only)

Process:

Item	Score	5	4	3	2	1	0
Complete data collection by November 15		Yes	-	-	-	-	No
Load all traffic data to mainframe before December 31		Yes	-	-	-	-	No

Objective 13: Ensure count station assigned to break and traffic break code are set up correctly in RCI Feature 330

Process:

Item	Score	5	4	3	2	1	0
TREdit4 (Traffic Breaks Edit)		0	1-3	4-6	7-9	10-12	≥13
TREdit5 (Traffic Flow Breaks Edit)		0	1-3	4-6	7-9	10-12	≥13

SCORING TABLES for MAP & REPORT RATING

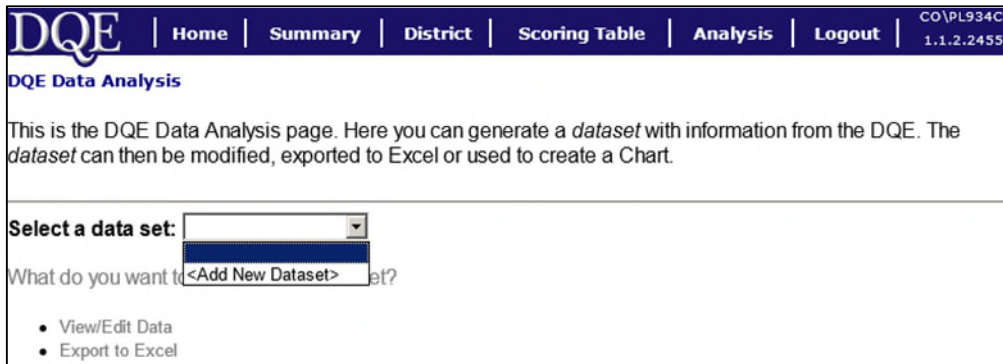
Objective 14: Eliminate inconsistencies between the GIS basemap and RCI

Process:

Item	Score	5	4	3	2	1	0
Number of on-system roads with discrepancies		0	1	2	3	4	≥5
Number of off-system roads with discrepancies		0	1-2	3-4	5-6	7-8	9-100000

ANALYSIS

The **Analysis** tab is used for viewing and comparing trends over time. The first thing to do is create a data set. Under 'Select a data set,' click **Add New Dataset**.



The screenshot shows the DQE Data Analysis page. At the top, there is a navigation bar with links for Home, Summary, District, Scoring Table, Analysis, and Logout. The page title is "DQE Data Analysis". Below the title, there is a brief description: "This is the DQE Data Analysis page. Here you can generate a dataset with information from the DQE. The dataset can then be modified, exported to Excel or used to create a Chart." The main content area features a "Select a data set:" dropdown menu with "Add New Dataset" selected. Below the dropdown, there is a text input field with the placeholder "What do you want to [Add New Dataset] set?". At the bottom, there are two bullet points: "View/Edit Data" and "Export to Excel".

On the screenshot to the right you will determine the criteria for the data set.

Step 1 - Name the data set using the input box. A default is provided, but you may enter whatever you want.

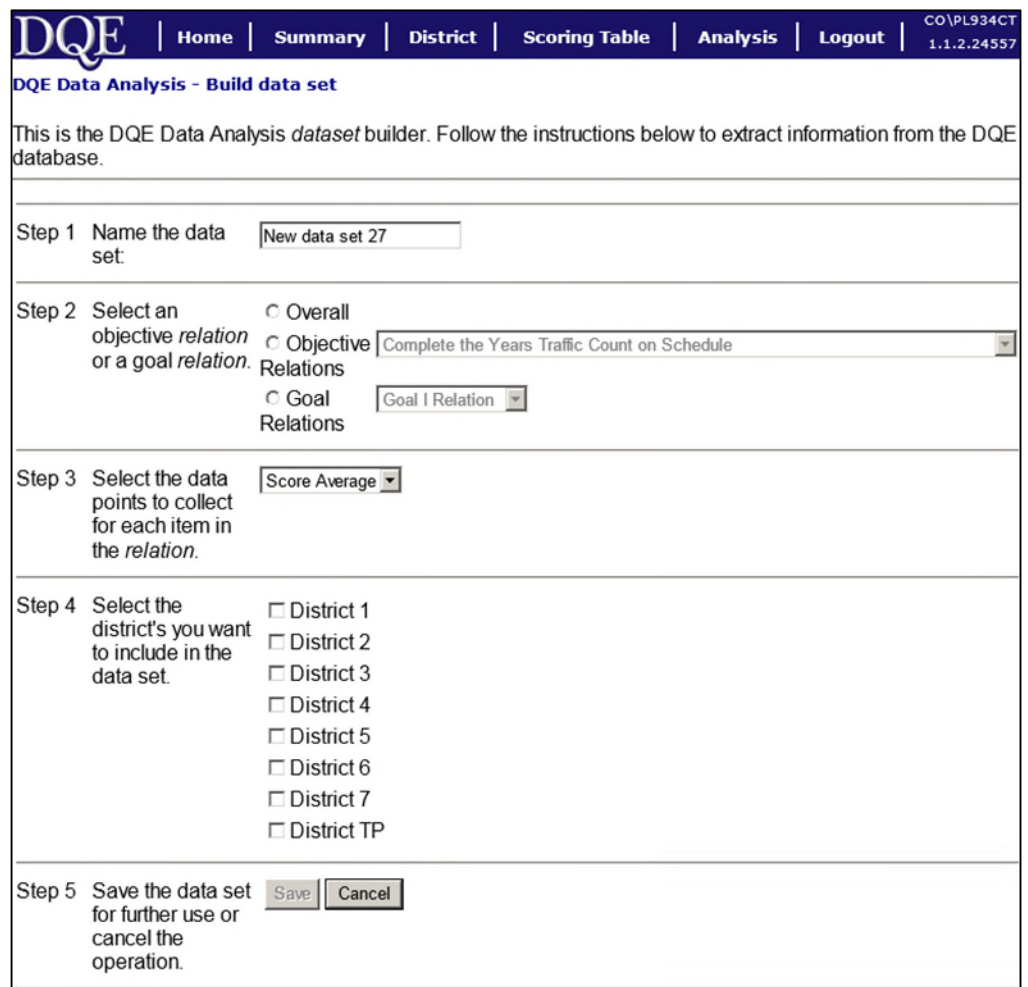
Step 2 - Select 'Overall,' 'Objective Relations,' or 'Goal Relations.'

Overall will compile all the overall scores. Objective Relations will compile all scores relating to whichever objective you select from the dropdown menu. Goal Relations will compile the overall goal scores for whichever goal you choose from the dropdown menu.

Step 3 - Keep as default.

Step 4 - Check the checkbox for however many Districts you want to include in the data set. District users will only have their District listed in this step.

Step 5 - Click **Save** to save the data set. Click **Cancel** to cancel.



The screenshot shows the "DQE Data Analysis - Build data set" page. At the top, there is a navigation bar with links for Home, Summary, District, Scoring Table, Analysis, and Logout. The page title is "DQE Data Analysis - Build data set". Below the title, there is a brief description: "This is the DQE Data Analysis dataset builder. Follow the instructions below to extract information from the DQE database." The main content area is divided into five steps:

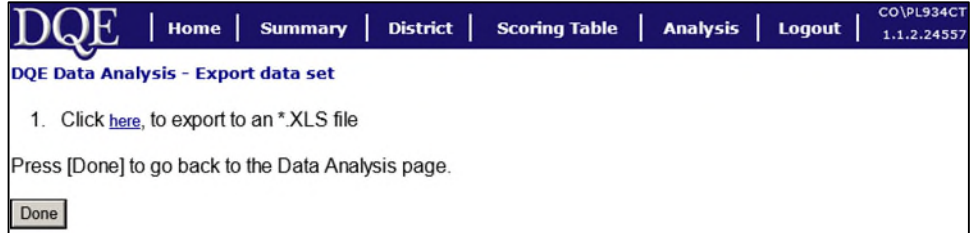
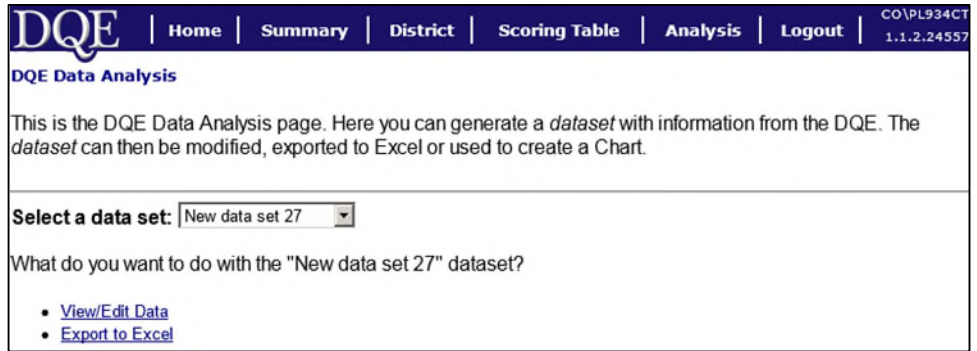
- Step 1** Name the data set: Input box contains "New data set 27".
- Step 2** Select an objective relation or a goal relation: Radio buttons for Overall, Objective Relations, and Goal Relations. Objective Relations is selected, with a dropdown menu showing "Complete the Years Traffic Count on Schedule". Goal Relations has a dropdown menu showing "Goal I Relation".
- Step 3** Select the data points to collect for each item in the relation: Dropdown menu shows "Score Average".
- Step 4** Select the district's you want to include in the data set: A list of checkboxes for District 1 through District 7 and District TP, all of which are unchecked.
- Step 5** Save the data set for further use or cancel the operation: "Save" and "Cancel" buttons.

After clicking **Save**, you will return to the main *Analysis* screen with the newly created data set preselected in the 'Select a data set' dropdown menu.

To view the data set click **View/Edit Data**. After viewing the data remember to click the **Done** button instead of the browser's back button.

While viewing the data, you may edit and delete rows. Modifying data on this page will only affect the data on this page, not the scores in the database.

To export the data set to Excel click **Export to Excel**. Click the [here](#) link to download the data set. When the download is complete, click the **Done** button.



Data sets do not remain from session to session, they are deleted once you leave the *Analysis* page.

SHAREPOINT WEBSITE

The SharePoint website is: <https://fdot.sharepoint.com/sites/CO-ISD/TDA/TDI/SitePages/Quality%20Assurance%20Review%20Program.aspx>

On this SharePoint site, you'll be able to access links to: 1 - DQE Reporting, 2 - DQE Schedule, 3 - Handbooks, 4 - QAR Schedule, 5 - DQE/QAR Calendar and 6 - Video Log (external and internal).

Additionally, you'll also find various 7 - Documents and Publications, 8 – DQE & QAR Reports as well as 9 – the SLD/Key Sheet Email Template.

Office 365 | SharePoint

BROWSE PAGE

Transportation Data Inventory Applications Quick Links ROADS Sections Support Surveying & Mapping

Quality Assurance Review Program

About the Quality Assurance Review Team

The Transportation Data and Analytics Office is required to monitor and support the seven District Offices, Turnpike Enterprise and Central Office units that provide transportation programs, to ensure compliance and quality performance. We ensure the critical requirements are met by working with District staff in accordance with current performance management principles and practices through biannual District Quality Evaluation (DQE) review and biennial Quality Assurance Review (QAR). The QA/QC process includes:

- General Interest Roadway Data (GIRD) Procedure (Topic No. 525-020-310)**
 - Descriptive roadway data of general interest including data needed by Planning Offices to produce legislatively and federally mandated reports, maintain the computer database, and to support the Strategic Intermodal System (SIS), preparation of Straight-line Diagrams (SLDs) and the Department's Geographic Information System (GIS) Basemap.
- Quality Assurance (QA) Monitoring Plan**
 - A written plan documenting the method and processes of monitoring reasonable District conformance and consistency with established requirements and compliance indicators. Plans address schedules, notification, content, documentation, reporting, and follow-up of the QA program to share best practices with other districts and any needed recommendations for improvements.
- Quality Control (QC) Monitoring Plan**
 - A District plan for a comprehensive, well defined, written set of procedures and activities designed to produce services and products at an established quality level. It identifies an organization and provides a specific approach to quality control as well as providing for accountability.
 - Central Office ensures the critical requirements are met by working with District staff in accordance with current performance management principles and practices through biannual District Quality Evaluation (DQE) review and biennial Quality Assurance Review (QAR).

Documentation

New Upload Share

✓	Name	...
7	Documents and Publications	...
8	DQE and QAR Reports	...
9	How to save an Outlook Email Template and Use it	...
	TWTL	...

Drag files here to upload

Links

+ new link or edit this list

✓	Edit	URL	...
1		District Quality Evaluation	...
2		DQE Schedule	...
3		Handbooks	...
4		QAR Schedule	...
5		QAR/DQE Calendar	...
6		Video Log Online (External)	...
		Video Log Server (Internal)	...

How to Find Us

Transportation Statistics Office
Burns Bldg, 2nd Floor
850-414-4848

Andrea Hodge, Quality Assurance Coordinator
(850) 414-4775
andrea.hodge@dot.state.fl.us

Questions?

For SharePoint site inquiries, please contact this Site's Admins

Shannon Weatherby
850-414-4739
shannon.weatherby@dot.state.fl.us

For technical issues, please contact the FDOT Service Desk at
FDOTServiceDesk@dot.state.fl.us

Disclaimer

Information that is submitted to the Florida Department of Transportation for personal inspection and copying by any person in accordance with 119, Florida Statutes (F.S.).

Screenshot as of May 2017.
Contents subject to change.

APPENDIX

ABBREVIATIONS AND ACRYNOMS

Previously, DQE review periods have been conducted on quarterly and triannual bases. Currently, the DQE review periods are conducted biannually:

<i>Abbreviations</i>	<i>Meanings</i>
<i>AADT</i>	<i>Annual Average Daily Traffic</i>
<i>DART</i>	<i>Data Analysis and Reporting for Transportation Systems</i>
<i>DQE</i>	<i>District Quality Evaluation</i>
<i>DSA</i>	<i>District Statistics Administrator</i>
<i>EOYP</i>	<i>End of year process</i>
<i>FHWA</i>	<i>Federal Highway Administration</i>
<i>GIS</i>	<i>Geographic Information System</i>
<i>HPMS</i>	<i>Highway Performance Monitoring System</i>
<i>Key Sheet</i>	<i>County Section Number Key Sheets</i>
<i>LRS</i>	<i>Linear Referencing System (previously known as Basemap)</i>
<i>P1</i>	<i>Period 1 (January 1 - June 30)</i>
<i>P2</i>	<i>Period 2 (July 1 - December 31)</i>
<i>PTMS</i>	<i>Portable traffic monitoring site</i>
<i>QAR</i>	<i>Quality Assurance Review</i>
<i>RCI</i>	<i>Roadway Characteristics Inventory</i>
<i>RITA</i>	<i>Roadway Inventory Tracking Application</i>
<i>SHS</i>	<i>State Highway System</i>
<i>SLD</i>	<i>Straight-line Diagram</i>
<i>TDA</i>	<i>Transportation Data and Analytics Office (current office name)</i>
<i>TranStat</i>	<i>Transportation Statistics Office (previous office name)</i>