

FEDERAL TRANSIT ADMINISTRATION

#### 2017 SSO Training Workshop

Safety Reporting & Training System SSO Reporting Module

**April 27, 2017** 



#### **SSO** Reporting Overview

- SSO Reporting Background
- New SSO Reporting Tool
  - User Experience
  - Notifications
  - Record-level Commenting
  - Data Exports
  - Multi-Step CAPs and Hazards
  - Annual Report
- Questions



#### **SSO** Reporting Background

 Each SSO agency is required to submit an annual report to FTA under 49 CFR Part 659.39 and 49 CFR Part 674.39 by March 15 of each year



#### **SSO** Reporting Background

- 49 CFR Part 674.39 expands the annual report requirement to include:
  - SSO Program Standard and a list of changes made during the past year
  - Evidence of completion of the Public
     Transportation Safety Certification Training
     Program or an update on progress
  - Evidence of the SSO program's review of the RTA's safety plans in the past year



#### **SSO** Reporting Background

- FTA uses data collected in the annual reports for:
  - Statistical analyses
  - SSO Annual Report
  - Rule impact analysis
  - Report to Congress
  - SSO Formula Grant Program apportionment
  - SSO audit program



#### **SSO** Reporting Tool Background

- Pre-2002: paper submissions
- 2002 2012: Excel-based Annual Reporting Template
- 2013 2015: web reporting (ssoreport.com)
- 2016: Excel-based Annual Reporting Template



#### **SSO** Reporting Tool Development

- New web-based reporting tool will launch as part of a larger TSO platform
- SSO reporting tool builds on lessons learned and user comments from previous online iteration
  - Allows for FTA access to data
  - Allows State-level scalability



#### **SSO** Reporting Tool User Experience

 Information Management System
 Back to My STATE Dashboard
 Back to SRTS

 Data Reporting and Analysis Tool
 DOCUMENTS
 CONTACTS
 PERFORMANCE
 ANNUAL REPORT TO FTA ▼

#### **Agency Management**

State Agencies	Notifications	Notifications					
Agency Name/ Modes	Notification Type/ Date and Agency	Scheduled Items	Dates/ Outcomes				
California Public Utilities Commission  (SSOA) California Public Utilities Commission	2016 Submission Record Flagged CA-LACMTA-2016-09-15-C0001 LACMTA: Event	Flagged 3 points	Status Open				
No modes in service  Bay Area Rapid Transit Light Rail, Heavy Rail	Comment From FTA CA-LACMTA-2016-09-20-E0001 LACMTA: Collision (Non-RGX)	Actions 2	Overdue				



#### **SSO** Reporting Tool User Experience

## Information Management System Back to My STATE Dashboard Back to SRTS Data Reporting and Analysis Tool DOCUMENTS CONTACTS PERFORMANCE ANNUAL REPORT TO FTA ▼

# Agency Management State Agencies Agency Name/ Modes California Public Utilities Commission (SSOA) California Public Utilities Commission No modes in service Bay Area Rapid Transit Light Rail, Heavy Rail

- Integrates with other FTA interfaces
- Supports more than one user per SSOA
- Updated reporting flow enhances usability and meets 674 reporting requirements



#### **SSO** Reporting Tool Notifications

 Information Management System
 Back to My STATE Dashboard
 Back to SRTS

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- New notifications function alerts State users to:
  - Upcoming deadlines
  - FTA comments

Notification Type/ Date and Agency	Scheduled Items	Dates/ Outcomes
2016 Submission Record Flagged CA-LACMTA-2016-09-15-C0001 LACMTA: Event	Flagged 3 points	Status Open
Comment From FTA CA-LACMTA-2016-09-20-E0001 LACMTA: Collision (Non-RGX)	Actions 2	Overdue



## SSO Reporting Tool Data Exports



States and FTA users can export data to Excel



## SSO Reporting Tool Multi-Step CAPs and Hazards

AGENCY MANAGEMENT	DOCUM	MENTS	CONTACTS	PERFORMANCE	ANNU	AL REPORT T	O FTA ▼			
Los Angeles County Metropolitan Transit Agency V										
IIII Data Events CAPs Hazards 3-Year Reviews										
Keyword Search  Q Search by ID or des	cription	Start Date End Date tion Start Date						<b>ن</b> + ا		
Record ID		rrective ion Status	Proposed Implementation Date	Date Opened	Source	Approved by SSOA?	Record Status	Validation Status		
CA-LACMTA-2016 -12-02-C-0001	<b>#1</b> Imp	olemented	Dec 15, 2016	Dec 02, 2016	3-Year Review	Yes	Open	Open	<b>⊕</b>	
	<b>#2</b> Ove	erdue	Dec 20, 2016							
	<b>#3</b> Imp	olemented	Jan 15, 2017							

 States can break CAPs and hazards into several actions with unique implementation dates

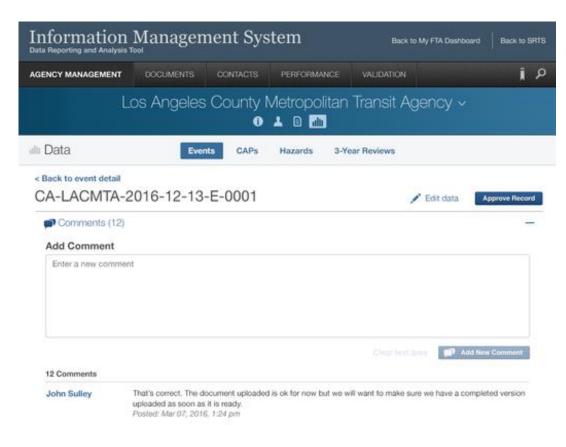
## SSO Reporting Tool Annual Report

	AGENCY	MANAGEMENT	DOCUMENTS	CONTACTS	PERFORMANCE	ANNUAL REPORT TO FTA	•	
	201		report to FTA Report Che		o FTA			
SSOA: Agency Address								+
	•	SSOA: 674	Date					+
	SSOA: Authority  Your authority was last modified on Jan 15, 2014. It was confirmed on Jan 01, 2017.							_
		Yes, the au	thority data is accur	ate				
						Save and Ex	kit Next Se	ection

 Complete the annual report through a review of information input throughout the year



## SSO Reporting Tool Annual Report



 Record-level commenting supports FTA's annual report validation process



#### **Questions?**

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Office of Transit Safety and Oversight

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