

LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For the Technical Direction of the LTPP Program



Program Area: General Operations **Directive Number:** GO-17
Date: January 22, 1999 **Supersedes:** NA
Subject: LTPP Data Resolution Update and Closure Process

Introduction

This directive contains guidelines on the update and closure process to be followed by LTPP Regional Coordination Office Contractors (RCOCs), Technical Support Services Contractor (TSSC), and FHWA LTPP Team.

Update and Close-Out Procedures and Schedule

The following procedure and schedule shall be followed:

January 15, 1999 - February 15, 1999 **Highway Agency Contact.** RCOCs shall contact state and provincial highway agency officials and corresponding FHWA division office personnel to resolve the status of pending action items. The RCOCs shall maintain a written record of all contacts and correspondence with highway agency and FHWA personnel. This contact record shall contain, as a minimum, the following information: contact date, contact method, person making the contact, person contacted, contacted person's employer, contacted person's telephone/fax/e-mail/street address - depending on contact method, discussion or message summary, follow-up actions, and other comments. During this period, the RCOCs shall also coordinate the resolution of LTPP responsible data items with the appropriate LTPP team member including the TSSC, LTPP contract laboratory and FHWA.

- February 16, 1999 -
February 26, 1999
- Update Reports.** RCOCs shall update the Data Status Summary Report, Data Resolution Form, and Agency Status Report following the guidelines contained in this directive.
- March 1999
- Agency Update Follow-Up.** RCOCs shall informally send the updated Data Status Summary, Data Resolution and Agency Status Report to the highway agency and FHWA division office technical contacts. Follow-up contact shall then be made by the RCOCs and FHWA division staff with each agency, after they have received the updated reports, to verify the information, discuss corrective actions, and obtain “**proof of intent**” to perform future corrective actions. Written contact records shall be maintained by the RCOCs to document all correspondence and discussions, using the same forms previously discussed under *Highway Agency Contact*.
- March 19, 1999
- Final Data Status Summary Reports.** RCOCs shall complete development of the Final Data Status Summary based on the information collected during the *Agency Update Follow-Up* activities. Electronic copies of the Data Status Summary Report files shall be submitted to the TSSC by March 19, 1999.
- March 26, 1999
- TSSC Computes Data Completeness Rating.** The TSSC shall compute the data completeness ratings and return the scores to the RCOCs by March 26, 1999.
- March 31, 1999
- Final Reports.** RCOCs shall complete development of the Data Resolution and Agency Status Reports based on the information collected during the *Agency Update Follow-Up* activities.
- April 1, 1999
- Final Report Distribution.** Four sets of printed paper copies of the Final Data Status Summary Report, Data Resolution Report, and Agency Status Report shall be sent by express over-night mail to the FHWA-LTPP team staff. Electronic files shall also be submitted to the FHWA with copies sent to the LTPP TSSC. The FHWA-LTPP Team will distribute the final reports to highway agencies and other FHWA personnel.

April 1, 1999
(Continued)

The Final Agency Status Report, along with a transmittal letter to be written by FHWA, will be sent to each highway agency's chief engineer and corresponding FHWA division administrator. The transmittal letter will convey the following information:

- Description of information contained in the Agency Status Report.
- Consequences of unresolved data issues with respect to the LTPP program's ability to generate products and impacts on adjustments to future test section monitoring.
- Plan for presentation of the LTPP Data Resolution National Summary Report at the April meeting of the AASHTO Standing Committee on Highways (SCOH).

Note: In May, a Data Completeness Report will be distributed which contains recommendations on monitoring adjustments based on information contained in the Final Data Status Summary Report. Each agency will be asked for their acceptance/endorsement of a commitment of agency resources to support the monitoring adjustments.

Update Data Status Summary and Data Resolution Reports

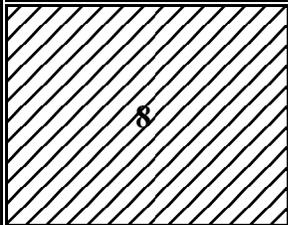
The update process consists of correction of inconsistencies in the Data Status Summary and Data Resolution Reports and adjustment of the cell shading in the Data Status Reports.

A number of inconsistencies exist in the way the data resolution reports were completed. The first step in the update process is to correct these inconsistencies. There are inconsistencies in cell entry and cell shading. In cells in which a numeric entry is required, only a single integer value is allowable. Fractions and numeric codes such as 4/12 are not allowable. These entries are used to develop statistical summaries and graphs. For text entries, a consistent pattern shall be used; e.g., NA should be used for not applicable, as opposed to entries such as n/a. Cell shading was also not consistent. The warrants for cell shading remain the same, although these guidelines change the cell shading patterns and their meaning. The detailed guidelines contained in Directive GO-10 shall be used as a reference with respect to warrants for cell shading.

In instances where during the data resolution process, new data was discovered or updates were made to the IMS, such as occurred for climatic data, the numerical entries in the monitoring cells shall be updated. To update the environmental data cell entries, the RCOCs shall query the IMS for test sections in their region.

For data resolution closure, an entry must be made on the Data Resolution Form for all cells which are left shaded on the Final Data Status Summary.

The most significant change in the data resolution report process is the cell shading patterns for data deficiencies as defined in Directive GO-10. The warrants for cell shading remain as specified in Directive GO-10. For the Updated and Final Data Status Summary Reports, the following shading scheme shall be used:

Shading Format	Format Description	Description
Y	Black font color with no fill (no color)	All required data are available and does not contain questionable or missing values (data issues).
	Black font color with thin diagonal stripe fill	All available data that will be or has been obtained, and no additional resolution effort is anticipated. Data issues which can not be corrected are included in this category.
14	Black font color with light grey fill	Data issue is still unresolved, but evidence of corrective actions has been received and work to resolve issue is in progress.
N	White font color on black fill	Data issue is still unresolved. No evidence of corrective action has been provided. The corrective action status is unknown.

Note that the cell shading pattern no longer indicates which agency is responsible for correcting the data issue; this will be implied from the data category.

Every effort shall be made by the RCOCs to limit the number of cells shaded with a black fill color, i.e those in which it is unknown whether or not the needed corrective action will or will not be taken.

Figure 1 presents details on the Excel pattern to use for the light grey fill pattern. Figure 2 shows Excel pattern to use for the thin diagonal fill.

Proof of Intent

During the close-out process, proof of intent is required from participating agencies to provide needed data or resolution of questionable data in the “grey fill” shaded cells.

Proof that a participating highway agency has “taken corrective action” to provide missing data or resolve questionable data include:

- Signed contract, purchase order, or other administrative document whose intent is to provide the needed data
- Included line item in a fiscal program document
- Included line item in a work plan document
- Issued memorandum directing that the corrective activity be performed
- Issued memorandum resolving questionable data

For LTPP team issues, proof is considered to be correspondence from the FHWA LTPP Team or TSSC Contractor, regarding the disposition of specific data items. The RCOCs are responsible for notifying the FHWA and TSSC LTPP team members concerning data items they consider deficient or questionable.

Final Agency Status Report

A final agency status report shall be prepared for each agency. The *Data Completeness Rating* and *Data Resolution Rating* will be supplied by the TSSC based upon information supplied to them by the RCOCs. Under *Data Resolution Status*, the information included on the agency interim status report shall be addressed in the final report. Those data items received which resolve issues identified on the data summary report shall be shown under *Issues in Progress*, and shall include general issues areas and not site specific details. Under *Unresolved Areas*, changes from agreements/understandings reached during the data resolution process that may result in non-compliance or non-availability of data, or those items for which the status of the corrective action is unknown (black shading) shall be noted.

Prepared by: TSSC

Approved by

Monte Symons
LTPP Program Manager

Figure 1. Microsoft Excel light grey shade fill for data status summary sheet update.

Figure 2. Microsoft Excel thin diagonal stripe fill pattern to use for data status summary sheet update.

LTPP Data Resolution Final Agency Status Report

Agency: _____ Report Date: _____

Agency Contact: _____ Phone: _____

FHWA Division Contact: _____ Phone: _____

Data Completeness Ratings: (Rating at end of data resolution process - maximum 100)

Agency Responsible Issues: Agency Data: ____ National Average: ____
LTPP Responsible Issues: LTPP Data: ____ National LTPP Average: ____

Data Resolution Rating: (Measure of progress in resolving data issues - maximum 100)

Agency Responsible Issues: Agency Data: ____ National Average: ____
LTPP Responsible Issues: LTPP Data: ____ National LTPP Average: ____

Data Resolution Status (Agency issues based upon work plan from data resolution meeting)

Issues in Progress:

Unresolved Areas:

Report Prepared By: _____

Reviewed By: _____