Highway Safety Improvement Program Online Reporting Tool User Manual

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16. ABSTRACT
All States use the Highway Safety Improvement Program (HSIP) Online Reporting Tool (ORT) to submit their annual HSIP and Railway-Highway Crossings Program (RHCP) reports. The HSIP ORT is a central repository for State HSIP reports that provides an electronic record of submission, supports the annual HSIP and RHCP reporting requirements, and promotes a consistent reporting structure. State reporters use the HSIP ORT to complete their HSIP and RHCP annual reports and submit to their Federal Highway Administration (FHWA) Division Office. The Division Office uses the HSIP ORT to review reports and submit the final reports to the FHWA Office of Safety.

This manual helps State reporters and FHWA Divison Office reviewers understand and complete their roles in the online reporting process. The manual provides an overview of the HSIP ORT, the process for obtaining system access, instructions for completing reports, instructions for reviewing reports, and a list of additional resources.

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List of Abbreviations

DOT	Department of Transportation
FAQ	frequently asked question
FHWA	Federal Highway Administration
HRRR	High Risk Rural Roads
HSA	Office of Safety (FHWA)
HSIP	Highway Safety Improvment Program
ORC	Operational Research Consultants
ORT	Online Reporting Tool
PIV	Personal Identification Verification
POC	point of contact
RHCP	Railway-Highway Crossings Program
SHSP	Strategic Highway Safety Plan
UPACS	User Profile and Access Control System

1 Introduction

Overview of the HSIP ORT

All States use the Highway Safety Improvement Program (HSIP) Online Reporting Tool (ORT) to submit their annual HSIP and Railway-Highway Crossings Program (RHCP) reports. The HSIP ORT is a central repository for State HSIP reports from year to year and provides an electronic record of submissions between the State and the Federal Highway Administration (FHWA). The HSIP ORT supports the annual HSIP and RHCP reporting requirements and promotes a consistent reporting structure so that FHWA receives standardized information from each State. However, recognizing that each State's program is unique, the tool is flexible enough to meet every State's needs.

State reporters use the HSIP ORT to complete a series of questions that align with the current HSIP Reporting Guidance and RHCP Reporting Guidance. The State's responses to these questions constitute the annual HSIP and RHCP reports.

States submit these reports to their FHWA Division Office through the HSIP ORT by August 31 of each year. The FHWA Division Office uses the HSIP ORT to review the submitted reports, coordinate with the State to address any issues, and submit the final reports to the FHWA Office of Safety by September 30. The Office of Safety analyzes the data compiled from the reports to prepare national summary reports such as the RHCP Biennial Report to Congress and the HSIP National Summary Report.

User Types in the HSIP ORT

All users must obtain access to the HSIP ORT application, as described in Chapter 2 of this manual. Users are assigned a user type in the HSIP ORT based on their role in the reporting process. The HSIP ORT accommodates four distinct user types: Reporter, Super Reporter, Reviewer, and View Only User, as described below:

- **View Only Users** have view-only access to the HSIP and RHCP reports. They may be State-level or FHWA staff.

- **Reporters** are State-level staff who complete the HSIP and RHCP reports and submit them to the FHWA Division Office.

- **Super Reporters** have the same role and capabilities as Reporters, but with the additonal ability to submit completed reports to Reviewers. Most States have only one Super Reporter.

- **Reviewers** are FHWA Divison Office staff who review the submitted reports. They may provide feedback for the State DOTs to address before the Division Office submits the reports to the FHWA Office of Safety. Most States have only one Reviewer.

Figure 1 shows the general capabilities of each user type in the ORT.

	View Only User	Reporter	Super Reporter	Reviewer
View Reports	V	RP	SR	RV
Edit Reports		RP	SR	
Submit Reports to FHWA Division Office			SR	
Review and Accept Reports				RV

Figure 1. General capabilities in the HSIP ORT by user type.

Each user type plays a distinct role in the reporting process and HSIP ORT system. The State Reporter(s) and Super Reporter work together to complete the question responses for the HSIP and RHCP reports and upload any supplemental materials. When a report is complete, the Super Reporter submits it to the Reviewer in the FHWA Division Office. The Reviewer receives the report and has two options: accept the report as submitted or return questions to the State with comments. If the Reviewer returns questions, the Reporter(s) and Super Reporter address the comments and revise the responses, then resubmit the revised responses to the Reviewer. The Reviewer then reviews the revisions and either makes additional comments or accepts the revised report. The Reviewer submits the final accepted report to the FHWA Office of Safety.

Figure 2 shows the sequence of events that drive the reporting process. Throughout the process, View Only Users can see the report but do not have any influence over the process.
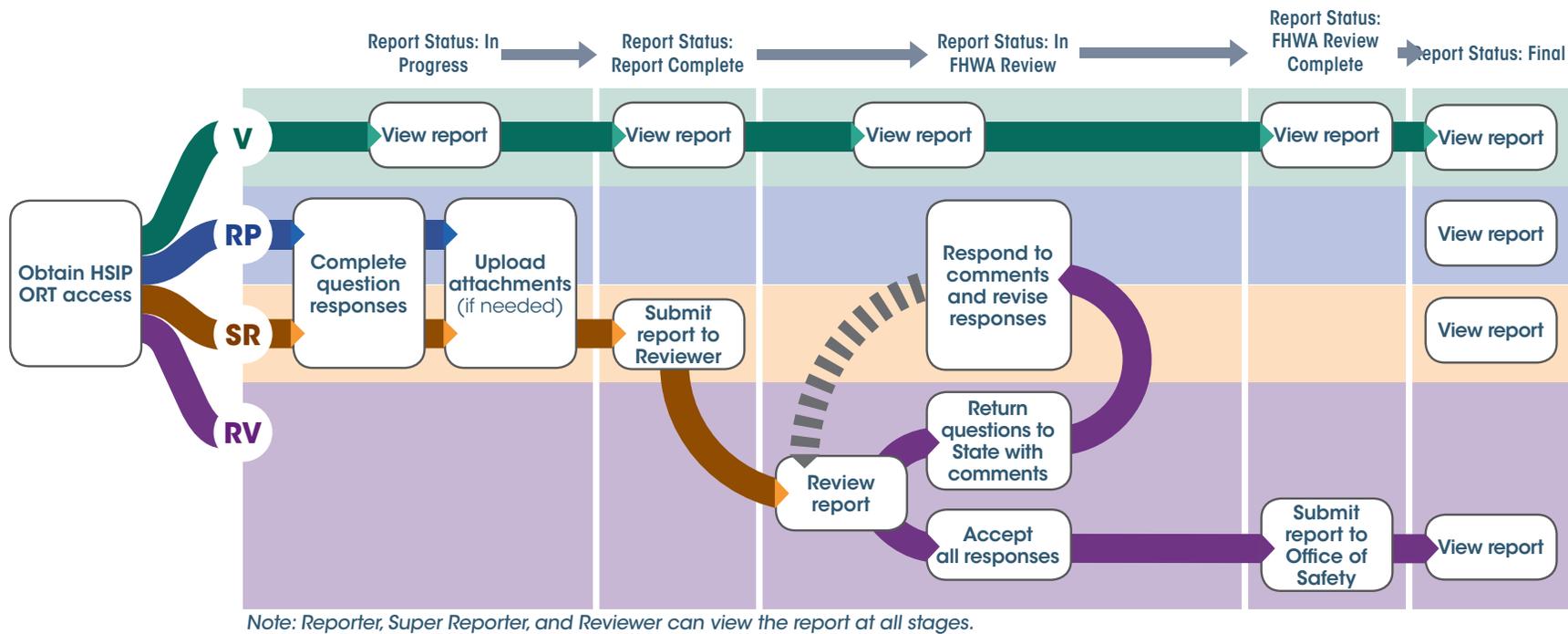

Figure 2. Reporting process sequence of events in the HSIP ORT.

How to Use this Manual

The HSIP ORT User Manual provides guidance and information to State and FHWA users on the HSIP ORT, the process for obtaining system access, instructions for completing and reviewing the report, and a list of additional resources. The manual is organized by the four user types in the HSIP ORT system. In subsequent chapters, the colored tab at the bottom of each page indicates the user type(s) that will find the information most relevant to their role in the ORT. Users should focus on the chapters that apply to their user type. Figure 3 shows an example of the colored tab. The manual includes frequently asked questions (FAQs) and tips (shown in the callout box below Figure 3) to help users navigate the HSIP ORT and reporting process.
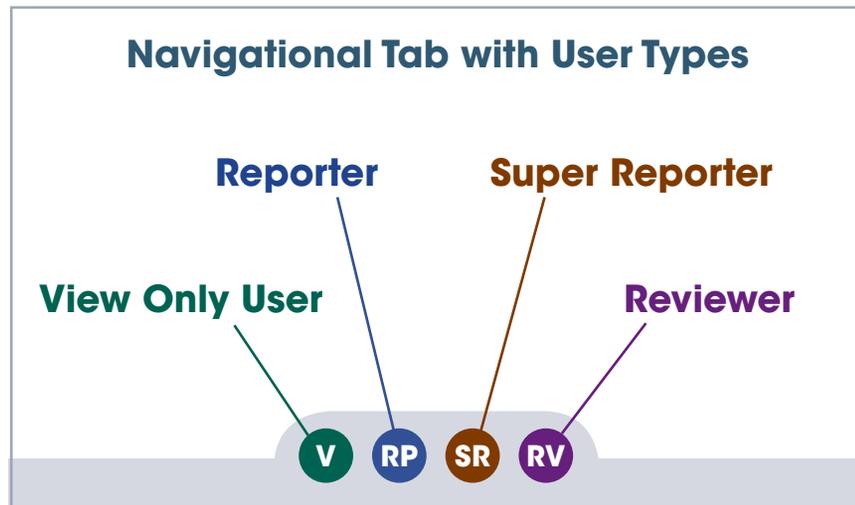

Navigational Tab with User Types

Reporter   Super Reporter

View Only User   Reviewer

V   RP   SR   RV

Figure 3. Example of navigational tab showing all user types.

Tips and FAQs

Tip: Look for this symbol for helpful reminders and information about the HSIP ORT and reporting process.

1.1 What if I have a question?

Check the FAQs section at the end of each chapter for a list of common questions about the material in that chapter.

This manual contains the following chapters:

» **Chapter 2. Accessing the HSIP ORT through UPACS** provides a summary of how to gain access to the HSIP ORT through the User Profile and Access Control System (UPACS).

Most relevant to: V RP SR RV

» **Chapter 3. Navigating the HSIP ORT** introduces all users to the ORT interface and the structure of the HSIP and RHCP reports.

Most relevant to: V RP SR RV

» **Chapter 4. HSIP ORT for Reporters and Super Reporters** provides instructions for State Reporters and Super Reporters completing the HSIP and RHCP reports. This chapter contains detailed information on how to respond to questions, submit reports, and revise reports.

Most relevant to: RP SR

» **Chapter 5. HSIP ORT for Reviewers** provides instructions for FHWA Division Office Reviewers for reviewing and accepting the HSIP and RHCP reports.

Most relevant to: RV

» **Chapter 6. Summary and Additional Resources** provides links to resources relating to the HSIP ORT and reporting process.

Most relevant to: V RP SR RV

2 Accessing the HSIP ORT through UPACS

Both State and FHWA users access the HSIP ORT through the User Profile and Access Control System (UPACS). UPACS is FHWA's security control system that manages user authentication and associated access rights for several FHWA applications, including HSIP ORT. State UPACS users must be authenticated and verified through the Operational Research Consultants (ORC) process. FHWA users should already have UPACS access with their Personal Identification Verification (PIV) cards.

Tip: FHWA employees do not have to go through the ORC process for authentication. FHWA employees should use their PIV cards to log in to UPACS.

This chapter guides new HSIP ORT users through the procedure required to gain access to the HSIP ORT. The last section of this chapter contains general FAQs pertaining to UPACS. For more specific questions and help with UPACS, please see the UPACS Frequently Asked Questions.

V RP SR RV

How State Users Access the HSIP ORT

To access the HSIP ORT, State users complete two independent processes: the ORC registration process and the UPACS registration process. State Users should first apply for ORC Level 2 credentials, then register for a UPACS account. After both of these separate user identifications have been established with the proper credentials, users can access FHWA's systems. The final step is communicating with an FHWA point of contact (POC) for the desired FHWA application—in this case, the HSIP ORT application. The POC may be the FHWA Division Office (i.e., the Reviewer) or the System Owner (i.e., hsip.ort@dot.gov). The POC will grant the user the proper rights and permissions.

The ORC and UPACS Registration Procedures document contains detailed step-by-step instructions for applying for ORC Level 2 Credentials and UPACS Registration, including screen captures for each step. The flowchart in Figure 4 shows an overview of the process for accessing the HSIP ORT as a new user.

1 Apply for ORC Level 2 Credentials and Receive Confirmation

2 Register for UPACS Login and Receive Approval

3 Access HSIP ORT on UPACs after Receiving FHWA/System Owner Approval

Figure 4. Three-step process for accessing HSIP ORT.

Tip: Obtaining ORC credentials may take several days to 2 weeks, and requires mailing a notarized form that ORC must manually review. Plan ahead and account for this time, especially if multiple people in your organization need to obtain access.

Tip: UPACS accounts will be soft locked after 60 days of inactivity. Users should log in periodically to avoid being locked out.

UPACS Log-in Procedure

After receiving approval for UPACS access, users can log into HSIP ORT using their PIV card (for FHWA employees) or their ORC credentials (for non-FHWA employees). Figure 5 and Figure 6 show the steps for the initial login.

💡 Tip: When you first login to UPACS through ORC, you are required to link your UPACS account to your ORC account by logging in to both accounts in succession. Remember that your ORC identification may be different than your UPACS identification. After the accounts are linked, you will only need to enter your ORC credentials for subsequent log ins.

Step 1. Log in Using PIV Card or ORC Credentials

Figure 5. UPACS login page.

Step 2. Navigate to the UPACS Production Menu and Select the HSIP Application.
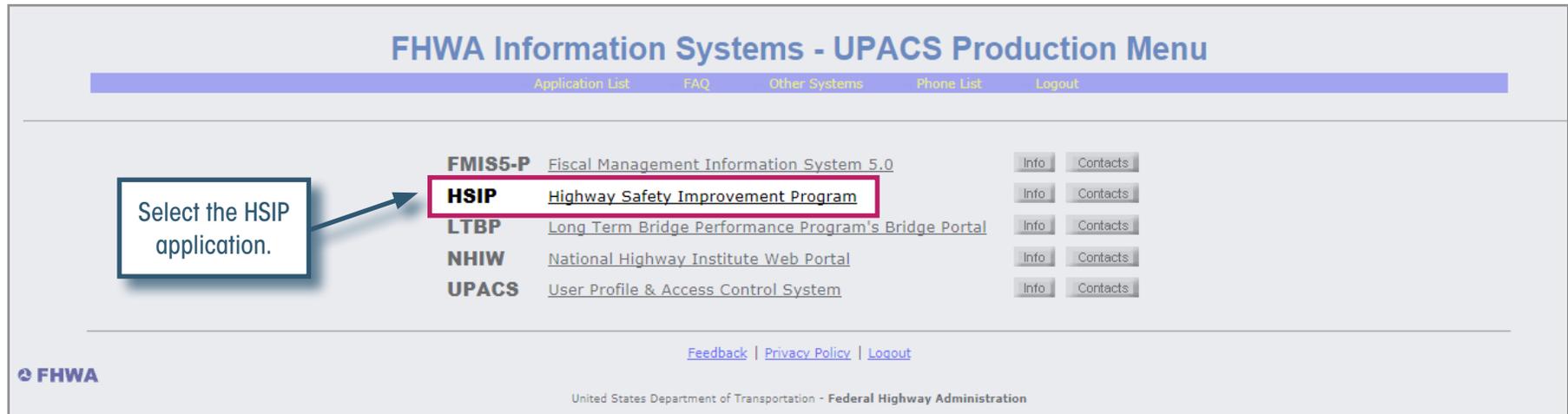

Figure 6. UPACS production menu.

Chapter 2 FAQs

❓ 2.1 How do I contact my FHWA POC?

The POC may be the FHWA Division Office (the Reviewer) or the System Owner (hsip.ort@dot.gov). Users should email their POC directly (if the POC is the Reviewer) or contact hsip.ort@dot.gov for access to the HSIP application. Please include the user's first and last name, UPACS User ID, and a brief description of the user's role in the HSIP application in the email body.

❓ 3.2 Can my State/Division Office have more than one Super Reporter/ Reviewer?

Yes, the State may have multiple Super Reporters or Reviewers. This may be a viable option for States that have independent Reporters for HSIP and RHCP, or Division Offices that have independent Reviewers for HSIP and RHCP. Users should contact their POC to request that this user type be added, changed, or removed.

❓ 2.3 How do I maintain my ORC account?

For general assistance with ORC accounts, users should email the ORC Help Desk at CSPHelp@orc.com and provide their full name, phone number, Token ID (if known), and description of issue requiring ORC's assistance.

If a user forgets his or her Token ID, the user should click on the Forgot Token ID link. The user will be prompted to provide the email address used during registration and the system will immediately send an email with the user's Token ID.

If a user forgets his or her password, the user should click on the Forgot Password link. The user will be prompted to provide his or her Token ID and click the "Submit" button. Then, the user will need to answer his or her "Secret Question" (selected from a list during registration), enter a new password, confirm the new password, and click the "Submit" button. The new password will be effective immediately.

If a user gets locked out while resetting a password, the user should click on the Forgot Security Questions link. The user will be prompted to enter the email address that is associated with his or her Token account. Upon successful submission, the user will receive an email containing an authorization code and instructions for resetting the security questions and password.

? 2.4 How do I maintain my UPACS account?

Existing users with UPACS accounts must do the following to maintain their UPACS accounts:

- Change Password/PIN every 60 days as mandated by government regulations.
- Notify System Owners/Sponsors when application rights should be changed or are no longer needed.
- Notify local UPACS Administrators when access to UPACS is no longer needed.
  - Click the UPACS Administrator link to see a list of UPACS Administrators.

After 60 days of inactivity, a user's UPACS account will be soft locked. The user will need to reset his or her password at the next log in.

After 180 days of inactivity, a user's UPACS Account will be hard locked. The user will need to contact his or her local UPACS Administrator to unlock the account and log in.

After 360 days of inactivity, FHWA Accounts will be deactivated and non-FHWA Accounts will be deleted. To reactivate an account, users will need to contact their local UPACS Administrator. Users will need to reapply for a UPACS account, but this deactivation should not affect their ORC account.

In some cases, users may also get an email from UPACS or HSIP asking them to verify their account. Failure to act may result in deactivation of the account.

? 2.5 What should I do if my Password does not work or is "soft locked"?

If a user receives an error message saying "Login failed" or "Your ID/Password has been Soft Locked," the user can reset it by clicking the "Reset Password" button on the FHWA Information Systems—UPACS PIV Exemption Login page. This will display a page that prompts the user to enter his or her UPACS User ID, secret word, last four digits of SSN, and new password. Once this information is entered, the user can click the "Reset UPACS Password" button to save the new password.

? 2.6 What should I do if my Password is "hard locked" or "deactivated"?

If a user's Password is "hard locked" or "deactivated," the user must contact their local UPACS Administrator and have it reset. Once the UPACS Administrator resets the Password, the user will receive an email with a temporary Password. The user should go to the FHWA Information Systems—UPACS Login page and enter their UPACS User ID and temporary Password.

- If the Password was reset to a temporary Password, the user will be required to set up a new Password.
- If the UPACS Profile page is displayed, the user should correct any errors, and then click the "Save" button.

3 HSIP ORT Information

This chapter introduces the main features and functionalities of the HSIP ORT for all HSIP ORT users.

♀ Tip: Users can visit the HSIP ORT webpage to watch an instructional video about general functions and how to navigate the HSIP ORT.

HSIP ORT Home Page

All users see the HSIP ORT home page when they enter the HSIP ORT application from UPACS. This home page is the same for all users, although the user information, report status information, and reporting State vary by user. The HSIP ORT home page contains the following information and links, which correspond to the number labels in Figure 7:

Figure 7. HSIP ORT homepage features.

1. User Information

- » **Username Tab.** Displays UPACS ID and user type.
- » **Contact Us.** Links to contact information for HSIP ORT support (hsip.ort@dot.gov).
- » **Related Sites.** Contains relevant information (e.g., guidance, websites) supplementing HSIP reports.
- » **Return to UPACS.** Returns to the UPACS Production page.

2. Navigation Bar

- » **Home.** Returns user to the home page to select between HSIP and RHCP reports.
- » **Reports.** Allows the user to download and view all contents of the report (HSIP or RHCP reports) as a single Word file.
- » **Reporting Cycle.** Displays current reporting cycle year.
- » **State.** Displays the selected reporting State.

Tip: Always use the HSIP ORT navigational functions to navigate the HSIP ORT. Using the internet browser buttons (e.g., back, forward, refresh) may cause issues in the HSIP ORT.

3. Report Status Information

- » **Programs.** Displays the two program names: Highway Safety Improvement Program and Railway–Highway Crossings Program. Clicking on the program title takes the user to the selected report.
- » **Status.** Shows the status of each report (In Progress, Report Complete, In FHWA Review, FHWA Review Complete, Final).
- » **Percent Complete.** Status bar shows a dark area representing percent completion of the report in its current status, up to a maximum of 100 percent.
- » **Due Date.** Displays the due date for each report.

Tip: After 15 minutes of inactivity, the system will cause a forced log-off that takes the user back to the UPACS production menu. If this happens, the user will lose any unsaved work. The system provides a warning when the user is nearing the 15-minute inactivity period.

Contents of the HSIP Report

The HSIP report has 51 questions grouped into five tabbed sections. The HSIP report interface has the following features, which correspond to the labels in Figure 8:

1. Tabs. The HSIP report displays five tabs at all times, with the currently selected tab shown in yellow. Each tab contains a set of questions and completion percentage for that set. Tabs include:

- » Program Structure (Q1-21) % Complete.
- » Project Implementation (Q22-29) % Complete.
- » Safety Performance (Q30-38) % Complete.
- » Evaluation (Q39-46) % Complete.
- » Compliance Assessment (Q47-51) % Complete.

2. Question Set Title. Each tabbed section contains one or more labeled sets of questions. The titles pertain to specific sections of the HSIP reporting guidance. Users can expand or compress each question set by clicking on the black arrow next to the question set title.

3. Upload Attachments. Users can attach files to the report by clicking the paperclip icon 📎 and selecting the desired file. Permitted file types are txt, pdf, doc, docx, xml, xls, xlsx, and xlsm. The size limit for any files is 100 MB.

4. Questions. When a question set is expanded by clicking on the black arrow next to the question set title (item 2 in Figure 8), users can view all the categorized question names and numbers. Users can click on a question to view and respond to the question.

5. Question Status. This column shows the status of each question (In Progress, Completed, Returned, or Confirmed).

💡 Tip: Reporters should upload any relevant supporting documents or files that supplement the responses to the questions within the section as attachments. An example of an attachment could be the State's original documentation or calculation of the State's safety performance targets.

💡 Tip: The final report includes all attachments as links at the end of the report. Reporters should clearly label the attachments so that the readers can identify the related question(s). Reporters should also reference the attachment in the appropriate question so that it is easy for the Reviewer to find the attachment.
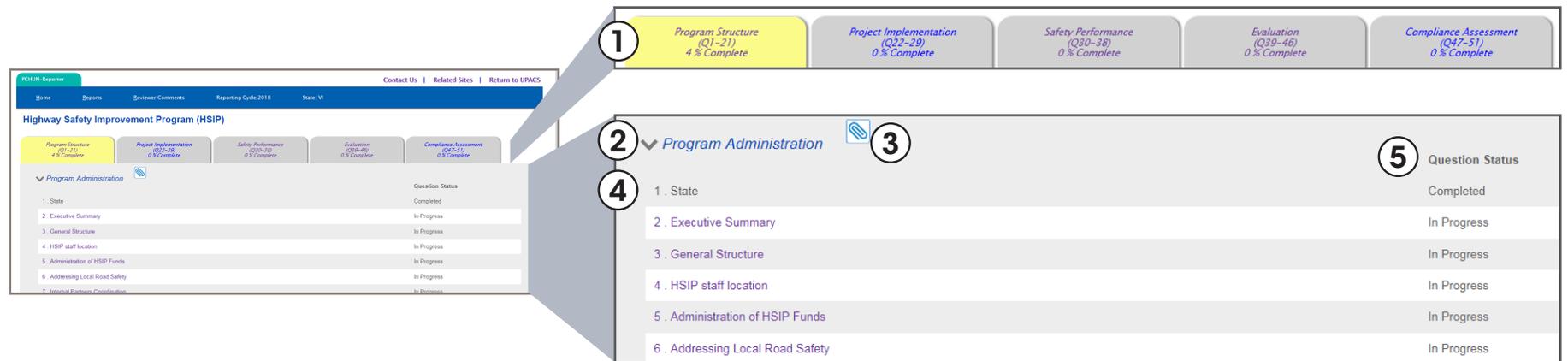

Figure 8. HSIP report interface.

Contents of the RHCP Report

The RHCP report has 14 questions (numbered 2 through 14; question 1 automatically displays the State name and cannot be edited) grouped into two tabbed sections. The RHCP report interface has the following features, which correspond to the labels in Figure 9:

1. Tabs. The RHCP report displays two tabs at all times, with the currently selected tab shown in yellow. Each tab contains a set of questions and completion percentage for that set. Tabs include:

» Program Structure (Q2-12) % Complete.
» Project Metrics (Q13-14) % Complete.

2. Question Set Title. Each tabbed section contains one or more labeled sets of questions. The titles pertain to specific sections of the Federal HSIP guidance. Users can expand or compress each question set by clicking on the black arrow next to the question set title.

3. Upload Attachments. Users can attach files to the report by clicking the paperclip icon 📎 and selecting the desired file. Permitted file types are txt, pdf, doc, docx, xml, xls, xlsx, and xlsm. The size limit for any files is 100 MB.

4. Questions. When a question set is expanded by clicking on the black arrow next to the question set title (item 2 in Figure 9) users can view all the categorized question names and numbers. Users can click on a question to view and respond to the question.

5. Question Status. This column shows the status of each question (In Progress, Completed, Returned, or Confirmed).

💡 Tip: Reporters should upload any relevant supporting documents or files that supplement the responses to the questions within the section as attachments. An example of an attachment could be the State's detailed project metrics.

💡 Tip: The final report includes all attachments as links at the end of the report. Reporters should clearly label the attachments so that the readers can identify the related question(s). Reporters should also reference the attachment in the appropriate question so that it is easy for the Reviewer to find the attachment.
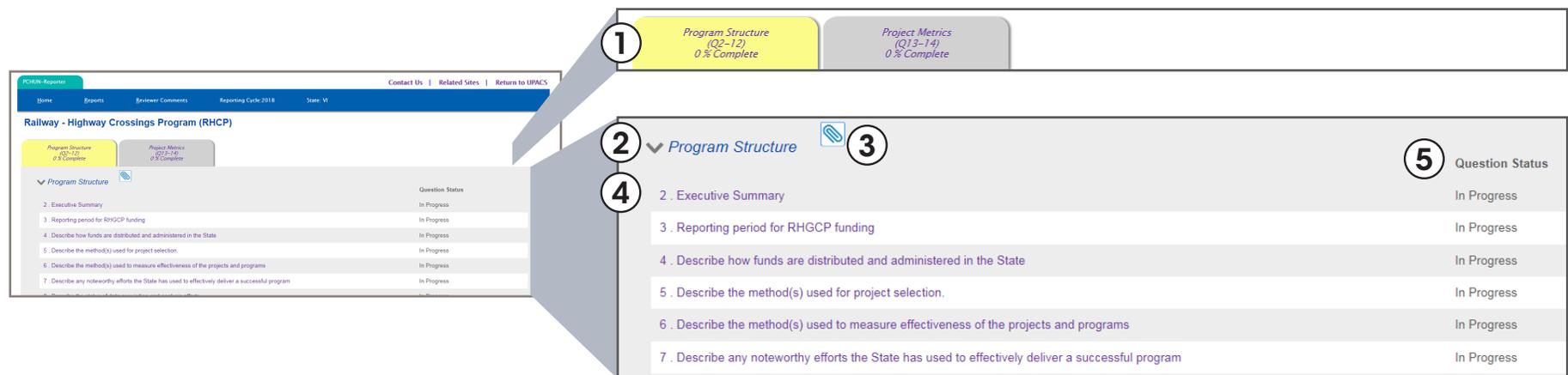

Figure 9. RHCP report interface.

Chapter 3 FAQs

? 3.1 When can States begin completing their HSIP and RHCP reports?

FHWA notifies all HSIP ORT users annually via email when the year's HSIP and RHCP reports become available for completion. This is typically around May 1 of each year.

? 3.2 Can I access reports from previous years through the HSIP ORT?

Yes. Beginning in 2018, all reports submitted through the ORT will be accessible via the HSIP ORT. All HSIP reports from 2013 to present are available online at: https://safety.fhwa.dot.gov/hsip/reports/. RHCP reports are not posted online, but are available upon request to the FHWA Division Office.

? 3.3 What do the different report statuses mean?

In Progress – The report is not yet complete or needs to be revised by the Reporter(s) and Super Reporter.

Report Complete – All the questions are marked "Complete," but the Super Reporter has not yet submitted the report to the Reviewer.

In FHWA Review – The Super Reporter has submitted the report to the FHWA Division Office and the Reviewer is reviewing it.

FHWA Review Complete – The Reviewer has accepted all questions but has not submitted the report to the FHWA Office of Safety.

Final – The Reviewer has submitted the final report to the FHWA Office of Safety.

? 3.4 What do the different question statuses mean?

For Reporters/Super Reporters:

- In Progress – The question response is not yet complete.
- Completed – The question is marked "Complete" and ready to be reviewed.
- Returned – The question has been returned to the Reporter/Super Reporter to be revised.

For Reviewers:

- In Progress – The question is being reviewed.
- Completed – The question has been marked "Accept" by the Reviewer.
- Returned – The question has been marked "Return" by the Reviewer to be revised by the Reporter/Super Reporter.
- Confirmed – The Reporter/Super Reporter has revised a returned response and saved their revisions for the Reviewer to review.

? 3.5 What does the "due date" mean? Can I still access, edit, or submit a report after this date?

All reports are due to the FHWA Division Office by August 31 of each year and to the FHWA Office of Safety by September 30. These are the default due dates for all States. The ORT presents these due dates on the home page as a reminder only. Users can continue to access, edit, or submit the report after the due date has passed. Users cannot make changes to the report after the status changes to "Final" (meaning it has been submitted to the FHWA Office of Safety).

? 3.6 What should I do if I get an error message while using the ORT?

Users should take a screenshot of the error message, and send it to hsip.ort@dot.gov along with a description of the problem and what the user was doing when the error occurred.

? 3.7 What happens if I'm automatically timed out of the ORT because I was inactive for more than 15 minutes?

The user will be logged out of the HSIP ORT application and returned to the UPACS production menu, and any unsaved information in the reports will be lost.

? 3.8 What kind of documents should my State submit as attachments?

FHWA encourages Reporters to include attachments that might provide background or further explanation of a response. An example of an attachment could be the State's original document or calculation of the State's safety performance

targets. Acceptable file types are txt, pdf, doc or docx, xml, xls or xlsx or xlsm. If a State would like to submit an image or a photo as an attachment, the image or photo should be converted into an Adobe PDF file or pasted into a Microsoft Word document.

3.9 Where are attachments located in the final report?

The final report includes all attachments as links at the end of the report. Reporters should clearly label the attachment filenames so readers know which question they are affiliated with.

3.10 Is there a function to generate the entire report in PDF form?

No. However, users can download the entire report as a Microsoft Word document using the "Report" menu/function, and then convert to PDF.

3.11 Why can I see the questions and responses but not edit the report?

All users can access the ORT and view the progress of the reports, but the Reporter and Super Reporter are the only user types that can respond to or edit question responses. The Reporter and Super Reporter can respond to or edit questions while the report status is "In Progress," or when it is "In FHWA Review" if the Reviewer has returned responses.

4 HSIP ORT for Reporters and Super Reporters

All State Reporters and Super Reporters use the HSIP ORT to complete and submit their annual HSIP and RHCP reports. State Reporters complete a series of questions that align with the current HSIP Reporting Guidance and RHCP Reporting Guidance and the State's responses to these questions constitute the annual HSIP and RHCP reports. This chapter provides instructions to Reporters and Super Reporters on how to complete the HSIP and RHCP reports in the ORT.

Tip: Reporters and Super Reporters can visit the HSIP ORT webpage to watch an instructional video about how to respond to questions and submit reports to the FHWA Division Office in the HSIP ORT.

RP SR

Question Functions for Reporters and Super Reporters

When a Reporter or Super Reporter opens a question, the user will see the following functions, which correspond to the labels in Figure 10:

1. Question Information. Displays the section name, question number, and question title.

2. Question Mark Icon. Hover over the ? icon for explanation of question and what kind of answer is expected.

3. Save. Saves all work and remains on same question.

4. Complete. Validation process to track when Reporter has finished answering each question. Does NOT save any work.

5. Undo. Reverts to previous save point (undoes all unsaved work).

6. Previous/Next Question. Saves all work and goes to previous/ next question.

7. Word Icon. Clicking on the W icon converts the saved question and response into Microsoft Word format. A new

Microsoft Word document will open. Using this function allows Reporters to preview their response in report format.

8. Add New Item. Allows the Reporter to add comments to the comment log.

9. Comment Log. Displays a record of the comments for a question. Comments made by Reporters, Super Reporters, and Reviewers all appear in the comment log. Users can edit and delete the comments they have made.

Tip: The comment log serves as a communication tool between State Reporters, Super Reporters, and FHWA Reviewers. Reporters and Super Reporters should use the "Add New Item" above the comment log to add comments. These comments do not appear on the final report.
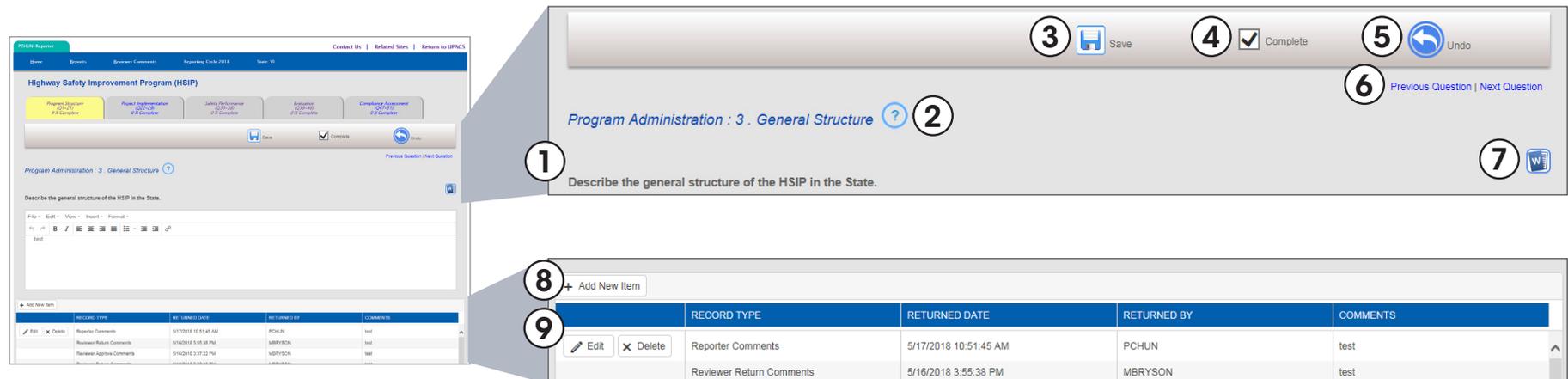

Figure 10. General question functions for Reporters and Super Reporters.

Question Types in the HSIP and RHCP Reports

The HSIP and RHCP report questions require Reporters and Super Reporters to enter information using a variety of functions. This manual categorizes the questions into seven types based on how the user inputs information. Table 1 shows the seven question types in the HSIP and RHCP reports. Many questions contain multiple types; for example, question 15 in the HSIP contains Calendar, Drop-Down, and Select One or More functionality.

Table 1. Question types in the HSIP and RHCP reports.

Question Type	Question Number
Drop-down	**HSIP Report:** 11, 12*, 13*, 15*, 18*, 19*, 20, 21*, 22*, 24, 25, 26, 28*, 31*, 33*, 36*, 37*, 42, 44, 46, 51 **RHCP Report:** 3*
Select One or More	**HSIP Report:** 4*, 5*, 7*, 9*, 14*, 15*, 16, 17*, 39*, 41*
Large Text	**HSIP Report:** 2, 3*, 6*, 8*, 10*, 11, 12*, 13*, 18*, 19*, 20, 21*, 27*, 28*, 33*, 35, 40, 42, 46, 49, 51 **RHCP Report:** 2, 4*, 5*, 6*, 7*, 8*, 10, 11*
Calendar Input	**HSIP Report:** 15*, 47*, 51
Fill in the Blank	**HSIP Report:** 16, 24, 25, 26, 34
Table with In-Line Editing	**HSIP Report:** 23, 30*, 32*, 38*, 43*, 48* **RHCP Report:** 9*, 12*
Table with Form Editing	**HSIP Report:** 29, 44, 45, 50* **RHCP Report:** 13, 14

* = automatically populated question

The HSIP ORT will automatically populate the following questions with the previous year's responses (if available):

- » **HSIP report:** 1, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 17, 18, 19, 21, 22, 27, 28, 30, 31, 32, 33, 36, 37, 38, 39, 41, 43, 47, 48, 50.
- » **RHCP report:** 1, 3, 4, 5, 6, 7, 8, 9, 11, 12.

Tip: Auto-populated responses can be edited. Reporters and Super Reporters should closely review the auto-populated responses for accuracy and change or update the information for the current year if needed.

General Process for Responding to Questions

Regardless of the question type, Reporters and Super Reporters should use the following general process, which is also shown in Figure 11, to complete a question response.

1. Read the question-specific instructions, if provided. If the question has any specific instructions, they are provided below the question name.

2. Enter the information required by the question.

3. Use the additional comments box if needed to supplement or clarify a response. These comments are included in the final report.

4. Use the "Add New Item" feature to add a comment for the FHWA Reviewer if needed. These comments are for internal communcation only and are not included on the final report.

5. When you are satisfied with your response, check the "Complete" box to indicate that the question is fully answered.

6. Save your response by clicking the "Save" button, or by clicking "Previous/Next Question."

💡 Tip: You may save your work as many times as you need to before you check the "Complete" box. However, in order to change the question status to "Completed" and advance the completion percentage of the report, you must also save after selecting "Complete."
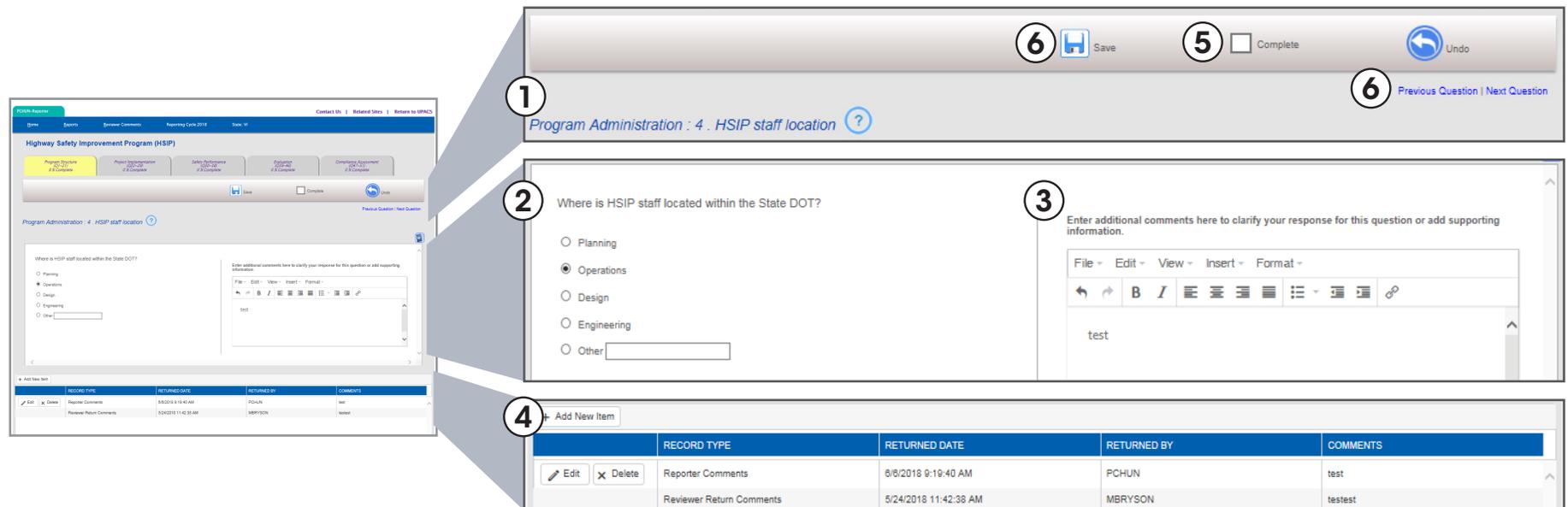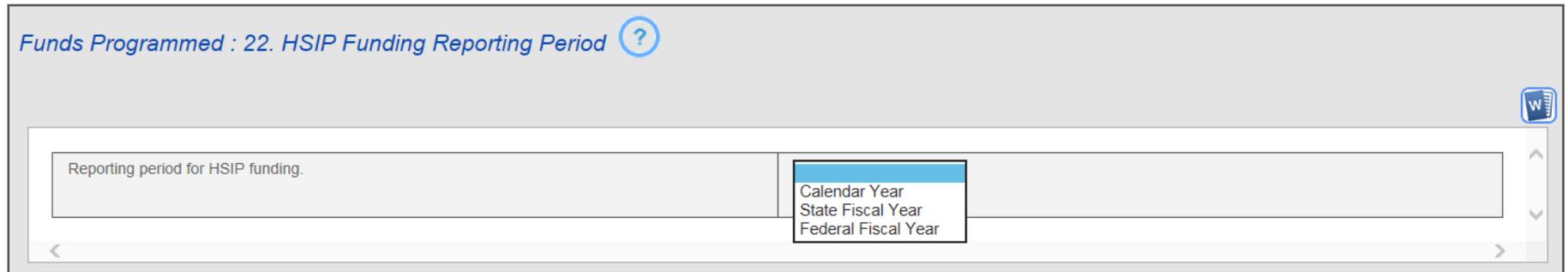

Figure 11. General process for responding to questions for Reporters and Super Reporters.

The remainder of this chapter describes each question type and how to respond to each type. For detailed explanations of each question, hover over the question mark icon ⑦ next to the question name.

Drop-Down Question Type

For Drop-Down questions, users select one response from a prepopulated drop-down list. Many Drop-Down questions have a simple yes or no choice; the response to the drop-down list may prompt the user for additional information. This question type includes an additional comments box for Reporters to clarify their response if needed. Figure 12 shows an example question with Drop-Down functionality.

Figure 12. Drop-Down question type example (HSIP Q22).

Select One or More Question Type

For questions with Select One or More functionality, users can select one answer or multiple applicable answers. Questions with round radio buttons indicate users must select one response from the list. For questions with square check boxes, users select all applicable responses from the list. This question type includes an additional comments box for Reporters to clarify their response if needed. Figure 13 and Figure 14 show example questions with Select One or More functionalities.

Figure 13. Select One question type example (HSIP Q4).

Figure 14. Select One or More question type example (HSIP Q5).

Tip: Most Select One or More questions inlcude an "Other" response choice. If none of the answer choices apply, select "Other" and type your response into the text box next to the word "Other." You can further explain your response in the additional comments box if needed.

Large Text Question Type

For questions with Large Text functionality, users type or paste a response in a large, blank text box. Basic formatting options, such as italicizing or underlining text, are available. Figure 15 shows an example question with Large Text functionality.

Figure 15. Large Text question type example (RHCP Q2).

Calendar Input Question Type

On Calendar Input questions, users select a date or year from an interactive calendar by clicking on the calendar icon. In the interactive calendar, the two arrows allow the user to navigate between months or years. This question type includes an additional comments box for Reporters to clarify their response if needed. Figure 16 shows an example question with Calendar Input functionality.

Figure 16. Calendar Input question type example (HSIP Q47).

Fill in the Blank Question Type

On Fill in the Blank questions, users can enter an appropriate value or response in the blank box shown in the question. This question type includes an additional comments box for Reporters to clarify their response if needed. Figure 17 shows an example question with Fill in the Blank functionality.
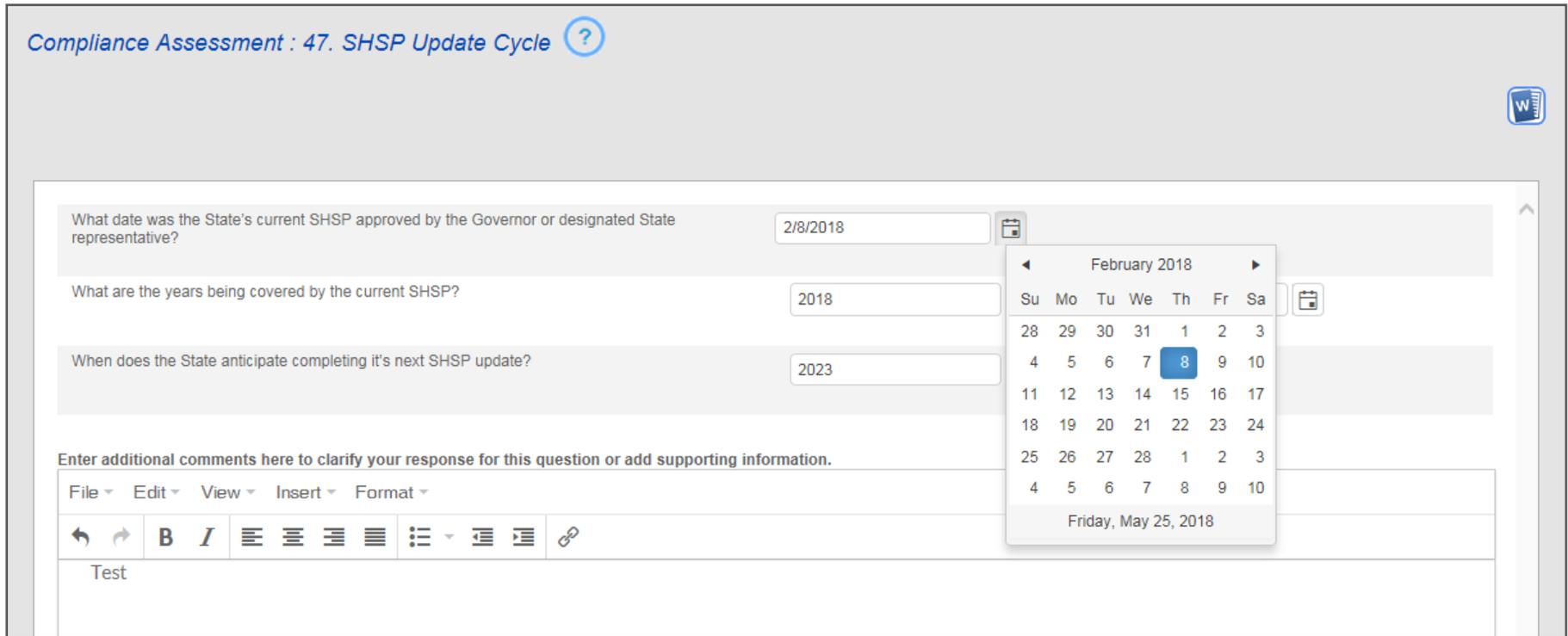

Program Methodology : 16. Systemic Improvements (?)

What percentage of HSIP funds address systemic improvements? [_____] %

Figure 17. Fill in the Blank question type example (HSIP Q16).

Table Question Types

Table question types include Table with In-Line Editing and Table with Form Editing question types. **Table with In-Line Editing** questions allow users to input tabular information, usually in numerical format, into a table. **Table with Form Editing** questions allow users to input tabular information, usually in a combination of numerical and qualitative formats, using a form. Users complete a multistep procedure to respond to Table questions. Many Table questions allow users to choose between entering data manually into the HSIP ORT or uploading data using a template via the upload screen. This question type includes an additional comments box for Reporters to clarify their response if needed.

Table with In-Line Editing

Users should follow the general process below, also shown in Figure 18, for responding to a Table with In-Line Editing question. The question in this example, HSIP Question #23, does not have an option for uploading data using the upload screen, so the user must enter data manually.

1. Click on "Add New Item" to add a new category. If the default categories are sufficient, skip this step.

2. Click on a cell to enter information, type the response, then click onto another cell or press the Tab key on the keyboard to move to another cell. Newly entered values will show a red triangle in the upper left corner of the cell, indicating that the response is not saved.

3. Click "Save Changes" to save changes to the entire table.

4. Click "Undo" to revert back to the last save point.

5. Click "Delete" to delete all data in a row.

6. When the user has entered all data into the table, the user should add clarification or supporting information, if necessary, using the additional comments box located below the table. Finally, press "Save" or "Previous/Next Question" to save the response for the entire question, and check the "Complete" box when the response is complete (as shown previously in Figure 11).

Figure 18. Table with In-Line Editing question type example (HSIP Q23).

Table with Form Editing

If a Table type question allows different methods for inputting data, such as the example in this section (HSIP Question #29), users should select their method using the radio buttons as shown in Figure 19.

Step 1: Select the method you will use to enter data:

      ● Enter data using grid   ○ Upload data using the upload screen

Figure 19. Selecting data entry method (HSIP Q29).

Entering Data Using the Table

Users should complete the following steps to enter data directly into a Table with Form Editing question type. These steps correspond to the labels in Figure 20:

1. Click "Enter data using grid" to enter the required information directly into the Table with Form Editing.

2. Click the "Add New Project" button to add a new row.

3. A new window pops up with a blank form. The Reporter should enter all relevant information. Required fields are marked with an asterisk.

4. Click the "Save" button to save the response. This action will take the user back to the previous window with the responses saved as a new row.

5. Click the "Reset" button to delete all responses and the form will be reverted to blank. Performing this action will not take the user back to the previous window.

6. Click on the "X" button to go back to the previous window. Any responses that were entered in the form window will not be saved.

7. Once Step 4 is complete, there will be a new category in the grid with the information the user entered on the form. Click on the "Edit" button to edit any response. The form will pop up again with the relevant information the user already entered in. Use the form to make any edits.

8. Click on "Delete" to delete any saved category.

9. When the user has entered all data into the table, the user should add clarification or supporting information, if necessary, using the additional comments box located below the table. Finally, press "Save" or "Previous/Next Question" to save the response for the entire question, and check the "Complete" box when the response is complete (as shown previously in Figure 11).

Figure 20. Entering data using the table (HSIP Q29).

Uploading Data Using a Template

The other option for entering data in a Table type question is uploading data using the upload screen and a template, as shown in Figure 21.

Figure 21. Uploading data using the upload screen (HSIP Q29).

1. Click on "Upload data using the upload screen" to enter in the required information by using the upload screen method.

2. Click on "Download Template," and a Microsoft Excel file will be downloaded to the designated location. Enter all relevant information in the Microsoft Excel file, and then save the file.

3. Click on "Choose File" and select the Microsoft Excel file that contains the response to this question.

4. To replace all previously entered responses with the information in the Microsoft Excel file, click "Upload and Replace Existing Data." The screen will refresh and the table on the question will be replaced with the uploaded information.

5. To add the information in the Microsoft Excel file to the previously entered responses, click "Upload and Append to Existing Data." The screen will refresh, and the table on the question will be updated with the added information.

6. When the user has uploaded the template and adjusted responses, the user should add clarification or supporting information, if necessary, using the additional comments box located below the table. Finally, press "Save" or "Previous/Next Question" to save the response for the entire question, and check the "Complete" box when the response is complete (as shown previously in Figure 11).

Tip: The recommended file naming format is the report name (HSIP or RHCP) followed by the question number. Please do not include any special characters in the file name.

Tip: Verify that you are using the most current version of the template. Do not make any changes to the template form, as this may cause errors during the uploading process. For some questions, users can modify the table before downloading the template, and these changes will be reflected in the template. Read the question-specific instructions and make any necessary changes before downloading the template.

Submitting a Completed Report

When all questions in a report have been marked complete, report status changes to "Report Complete" and the State can submit the report to the FHWA Division Office. Only Super Reporters have the capability to submit reports in the ORT. From the HSIP ORT Home Page, the Super Reporter should click "Submit Report" (shown in Figure 22). The report status will change to "In FHWA Review" and "% Complete" resets to zero.

HSIP and RHCP reports are submitted separately. The HSIP and RHCP reports do not have to be submitted on the same day, but they both have the same due date. If a State has more than one Super Reporter, different Super Reporters can submit the HSIP and the RHCP reports.

Figure 22. "Submit Report" option for Super Reporters.

Responding to Returned Questions

Once the Super Reporter submits a report, the FHWA Division Office Reviewer will review each question response and either accept it or return it to the State with comments for revision. If questions are returned, their status will change from "Complete" to "Returned." Reporters and Super Reporters will receive an email notification if the Reviewer returns questions.

Reporters and Super Reporters revise the responses to the returned questions using the Reviewer's return comments as guidance. The process for revising question responses is similar to the original response process; users must check "Complete" and save their work after updating their response. The Reporters and Super Reporters can also respond to the Reviewer's comments in the comment log to clarify a response. However, the Super Reporter does not need to submit the report again. When a revised response is saved and marked "Complete," it automatically goes back to the Reviewer, who will then accept the response or return again. Once all returned questions have been properly addressed, the Reviewer will accept the report as final.

Chapter 4 FAQs

? 4.1 What resources should I use to complete the HSIP and RHCP reports?

States may find it helpful to have the following information and resources readily available before they begin to complete the reports:

- Strategic Highway Safety Plan (SHSP).

- Highway Safety Plan (HSP).

- Previous year's HSIP and RHCP reports.

- List of HSIP projects/programs and funding (breakdown by programmed and obligated, by project type, by program category).

- List of RHCP projects/programs and funding.

- Effectiveness evaluation for all projects and program-wide (if applicable).

- Performance measures (5-year average or annual data for fatalities, serious injuries, fatality rate, serious injury rate, number of non-motorized fatalities and serious injuries) for the following breakdowns:

  - Statewide

  - By functional class*

  - By ownership*

  - HSIP special rules*

  - SHSP emphasis areas*

- Federal Railroad Administration crossing inventory numbers by crossing.

*The number of non-motorized fatalities and serious injuries do not apply to these categories.

? 4.2 How much time should I set aside to complete the reports?

Expect 1 to 2 weeks to obtain UPACs access, due to the background check and mailing process. After obtaining UPACs log-in, FHWA recommends that States begin working on the reports through the ORT several weeks before the deadline to allow sufficient time to collect and prepare data, populate templates, and send to senior leadership for review, if necessary.

? 4.3 Are any of my responses from previous years saved or automatically populated? Can I change my response on these auto-populated questions?

HSIP auto-populates the following questions from the response from the most recent HSIP report submitted through the ORT: 1, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 17, 18, 19, 21, 22, 27, 28, 30, 31, 32, 33, 36, 37, 38, 39, 41, 43, 47, 48, and 50. RHCP auto-populates the following questions with the response from the most recent RHCP report submitted through HSIP ORT: 1, 3, 4, 5, 6, 7, 8, 9, 11, and 12.

The auto-populated responses can be edited, and FHWA encourages Reporters and Super Reporters to check these responses for accuracy and update them as needed.

? 4.4 What if none of the response options on a question apply to my conditions?

Most of the questions with response options include an "Other" response that Reporters and Super Reporters can select and enter their own response. If a question does not have an "Other" option and you feel that none of the answer choices apply, please select the closest match and use the additional comments box to further clarify your response.

? 4.5 Are all questions required to be completed for both HSIP and RHCP reports?

Yes, the system requires a response for each question (except question 45 in the HSIP report). If a question does not apply to a State, they should coordinate with the FHWA Division Office Reviewer to determine the best way to respond to the question.

? 4.6 Can you modify the output graphs to a different format (e.g., modify graph title, axis title, scale)?

After the report is generated in Microsoft Word, the user may modify some formatting such as colors and font size. The chart type, scale, and data content cannot be changed. Please note, however, that any changes made will only be reflected on the local copy. If the user generates a new report from the ORT, it will not contain these changes.

? 4.7 Do copy and paste functions work in the ORT?

Yes, the copy and paste functions are available in the ORT. Users can right-click selected text and use the copy and paste commands, or use the Ctrl+C and Ctrl+V keyboard shortcuts.

? 4.8 Is spell-check available in the ORT?

Yes, spell-check is available in large text questions and the additional comments feature.

? 4.9 Does clicking one of the tabs to navigate to a different section automatically save my response to the current question?

No, clicking on the tabs does not automatically save a question response.

- For Reporters and Super Reporters, the only way to save a response is to click on the "Save" or "Previous Question/Next Question" function.
- For Reviewers, the only way to save a response is to press the "Save" function.

? 4.10 Is it a requirement to submit the HSIP and RHCP reports at the same time, or can they be submitted separately?

The HSIP report and RHCP report can be submitted separately.

? 4.11 What is the purpose of the "Add New Item" functionality above the comment log? When should I use this function?

Reporters and Super Reporters should use the "Add New Item" on the comment log to communicate with Reviewers. The comment log serves as a communication tool between State Reporters, Super Reporters, and FHWA Reviewers.

? 4.12 Who can access and view the comments in the comment log?

The comment log is accessible to and viewable by State and FHWA Division Office ORT users only. The comments posted on the comment log are not printed into the final, publicly available reports. The comment log serves as a communication tool between the State and FHWA Division Office. View Only Users can view comments but cannot create or edit comments.

? 4.13 When the Reporter or Super Reporter marks a question as "Complete," do they still have a chance to come back to the question to revise or make comment?

Yes, the Reporter and Super Reporter may continue editing the question as long as it is prior to the report being submitted to the Reviewer. Please be sure to save the revision to the question by clicking on the "Save" function.

? 4.14 Can States or the FHWA Division Office revise a completed report submitted to the FHWA Office of Safety?

No, the report is final once the Reviewer submits it to the FHWA Office of Safety. If the Reporters have questions on a returned report, they should review all applicable Reviewer comments. If they still have questions, they should contact their FHWA Division Office.

FAQs for Specific Report Questions

💡 Tip: Hover over the question mark icon ⑦ on any question in the HSIP or RHCP reports for an explanation of the question and expected answer, along with general information on how to answer the question.

HSIP Report

❓ Question #4: Can I select more than one division? We have HSIP staff throughout different divisions in our State DOT.

Select "Other" and manually input all relevant divisions.

❓ Question #15: What is meant by "date that program methodology was last updated"?

The "date that program methodology was last updated" refers to either the date when the subject program was established or the date when the subject program had its methodology updated most recently.

❓ Question #15: How do I switch between programs to enter data?

Question #15 is linked to the response from Question #14. You can only input information on the specific program(s) selected from Question #14. For example, if you selected only HRRR on Question #14, you can only input information on HRRR on Question #15. You can select each subprogram from the drop-down box on Question #15 and enter the information, as appropriate.

❓ Question #23: Do I need to report de-obligated funds?

No, States should only report newly obligated projects in the general project listing.

❓ Question #29: How do I report Advance Construction projects?

Advance construction projects should be reported in the year they are converted to a Federal-aid project.

❓ Question #29: How do I report systemic projects that can include multiple project types, locations, functional classifications, and others?

States should consult with their FHWA Division Office on the best way to report systemic safety improvement projects. Systemic projects can be reported individually by project location or as a single line item for the systemic program. If the latter option is preferred, the Reporter should select the predominant improvement type consistent with the HSIP reporting guidance and either leave the roadway characteristics fields blank (e.g., functional classification, ownership, speed, AADT) or insert "varies" or similar.

❓ Question #29: How do I report a project that covers multiple years?

The State should report the project in the year the funds were obligated. For example, if a construction project was obligated in Year 1 but construction would take 3 years, the project and related construction cost should be reported in Year 1. As per the HSIP Reporting guidance, States shall provide a list of highway safety improvement projects that were obligated during the reporting period. If there are separate projects for Right-of-Way, Design, Engineering, or Construction, they should be reported separately.

❓ Question #32: What are the minimum reporting requirements for functional classification/ownership?

23 U.S.C. 148 requires States to report the number and rate of fatalities on all public roads with, to the maximum extent practicable, a breakdown by functional classification and ownership in the State. If the State cannot provide this information, the Reporter can enter a dummy value for first field and explain in additional comments.

❓ Question #34: To which decimal place should I report performance measure numbers and rates?

States should report numbers to the tenth decimal place and rates to the thousandth decimal place.

(?) Question #37: What information do I have to report if my State triggers the High Risk Rural Roads (HRRR) Special Rule for the reporting period?

FHWA will auto-populate this question with "yes" if a State triggers for the reporting year based on the federal fiscal year. If a State chooses a different reporting year period (e.g., State fiscal year, calendar year) and the HRRR Special Rule does not apply to that reporting year period, the reporter can change the response to "no" as appropriate. If the HRRR Special Rule applies to the State during the reporting period, the State should include the following information in their annual HSIP report:

- A description of the methodology used to identify HRRR projects (Program Methodology section Question 15 or 21).
- Documentation of the amount of HRRR funding programmed and obligated during the reporting period (Funding section Question 23).
- A listing of HRRR projects obligated during the reporting period (General Listing of Projects section Question 29).
- A description of the effectiveness of HRRR projects (Program Evaluation Section Question 40 or 46).

(?) Question #38: What information do I have to report for the Older Drivers and Pedestrians Special Rule?

States report the number of fatalities and serious injuries involving older driver and pedestrians age 65 years and older. FHWA will perform calculations to determine if the Older Drivers and Pedestrians Special Rule applies to each State and send notification to States. Please refer to the Older Drivers and Pedestrians Special Rule Final Guidance document for more information. Older drivers may include older drivers of motorcycles. Bicycles are not included in the Special Rule requirements.

RHCP Report

(?) Question #9: Can "Grade-separated RR over road" be combined with "Grade-Separated RR under road"?

No, Grade-separated RR over road and Grade-separated under road must be entered separately.

(?) Question #14: What kind of response is required for columns "Crash Data Other" and "Effectiveness"?

- Crash Data Other: The "Crash Data Other" columns are for any other crashes that did not fall into Fatal, Serious Injury, All Injury, or PDO-only categories. This column is not used often, as most States have crash data that falls into one of the other columns. Use whole years.
- Effectiveness: The Effectiveness column is what the State wants to report, often the resulting benefit-cost ratio. The State can also enter additional comments to clarify the data entered if desired.

(?) Question #13: What response should go in the "Crossing Protection" and "Crossing Type" columns?

- For Project Number, enter the State-identified project number.
- For location description, include the county or municipality and highway where the railway-highway crossing is located. Alternatively, you may enter a latitude-longitude location or intersecting roadway number and the railroad company name to identify the location of the project.
- Project Type: Select the project type as best you can that most describes the type of improvement. For example, for both Active and Passive crossing improvements, select the one that best describes a majority of the project type.
- The Crossing Protection categories are typically for describing existing conditions at the crossing. The Crossing Type refers to if the existing railroad crossing location is a highway with motor-vehicle access, a bike path, a pedestrian pathway, or other.

5 HSIP ORT for Reviewers

When the State Super Reporter submits a completed report, the Reviewer will receive an automatically generated email notifying them that the report is ready for review. The Reviewer's role includes reviewing the HSIP and RHCP reports, communicating with the State to make any necessary changes, and submitting final reports to the FHWA Office of Safety. This chapter provides instructions for Reviewers on how to use the ORT to review and submit the report.

Tip: The HSIP and RHCP reports are due to the FHWA Division Office by August 31 and to the FHWA Office of Safety by September 30 each year. Therefore, the Division Office has approximately one month to complete their review and coordinate revisions to the report with the State. The Division Office should start the review as early as possible to allow sufficient time for the State Reporters to address any returned questions.

Tip: Reviewers can visit the HSIP ORT webpage to watch an instructional video about how to use the HSIP ORT to review questions, communicate revisions with the State Reporters, and submit final reports to the FHWA Office of Safety.

When the Reviewer opens the HSIP or RHCP report from the HSIP ORT home page, the question status for each question is displayed. Initially, all questions are marked "In Progress," meaning that the Reviewer has not yet reviewed them. As the Reviewer goes through each question in the report and either accepts or returns it, the question status will change to "Completed" (for accepted responses) or "Returned" (for questions needing revision or more detail). When a State revises a returned question and resubmits it, the Reviewer will see a question status of "Confirmed." "Confirmed" questions do not advance the report completion percentage, so the Reviewer must still review and accept them to turn them to "Completed" status. Figure 23 shows the possible question status visible to the Reviewer.

Figure 23. Question status for Reviewers.

💡 Tip: State responses may include supplemental materials, such as original documents or calculations. Check each question section for attachments by clicking on the paperclip icon 🔗 next to the question set title.

Question Functions for Reviewers

When a Reviewer selects a question, the user will see the following functions, which correspond to the labels in Figure 24:

1. Question Information. Displays the section name, question number, and question title.

2. Question Mark Icon. Hover over the ⑦ icon for explanation of the question and expected answer, along with general information on how to answer the question.

3. Save. Saves all work (accept/return status and comments) and remains on same question.

4. Accept. Marks the Reporter's response to the current question as accepted. If accepted, a text box appears at the bottom of the page to add comments. Comments are optional for accepted questions.

5. Return. Marks the Reporter's response to the current question to be returned. If returned, a text box appears at the bottom of the page to add comments. Reviewers must enter comments for returned questions.

6. Previous/Next Question. Goes to previous/next question. This action does not save the accept/return selection or new comments. Only the Save function saves the selection and comments.

7. Best Practice. Reviewers can click the 🅱 icon to flag best practices for the FHWA Office of Safety when reviewing a question.

8. Word Icon. Clicking the 🆆 icon converts a saved question and response into Microsoft Word format to preview. A new Microsoft Word file will open. Using this function will allow the users to preview their response in report format.

9. Accept Comments or Return Comments Box. This text box appears below the response after the Reviewer selects Accept or Return and lets Reviewers explain their reasoning, or tell the State Reporters what they should add or revise in the response. Providing comments for accepted responses is optional, whereas providing comments on returned responses is required. The comment will appear in the comment log after the Reviewer clicks "Save."

10. Add New Item. Allows reviewer to add other comments about the question into the comment log. The Reviewer's first comment on a question must be made using the comment box (item 8), but subsequent comments can be made with the "Add New Item" function.

11. Comment Log. The comment log displays a record of the comments for a specific question. Comments made by Reporters, Super Reporters, and Reviewers all appear in the comment log. Users can edit and delete the comments they have made.

💡 Tip: The comment log serves as a communication tool between State Reporters, Super Reporters, and FHWA Reviewers, and is not part of the final report. For example, if the Reporter's original response had included a comment, the Reviewer could read it and respond, if necessary.

💡 Tip: Although Reviewers cannot comment on the report until the Super Reporter submits it, they can view responses and monitor report progress. This may help the Reviewer coordinate a timely review with the State.

Figure 24. General question functions for Reviewers.

Accepting and Returning Questions

The Reviewer assesses each question to determine whether to accept the State's response or return the response to the State for revision before submitting the final report to the FHWA Office of Safety. Reviewers should use the following process, which is also shown in Figure 25, to accept or return each question.

1. Review the response.

2. Check "Accept" to accept the response or "Return" to return the response.

3. Provide comments to explain why the response was accepted (optional) or why it was returned (required) using the Accept/Return Comments box.

4. Review comment log and make additional comments, if necessary, by pressing "Add New Item" (this function is only available after performing step #3).

5. Press "Save" to save the accept/return selection and comments.

6. Use the previous/next question buttons to navigate to another question. This action does not save changes.

💡 Tip: Reviewers must select "Accept" or "Return" and then "Save" before they can enter comments using the "Add New Item" function in the comment section. Although the option to enter comments using the "Add New Item" button may appear to work, comments will not show up in the comment log without following this step first.
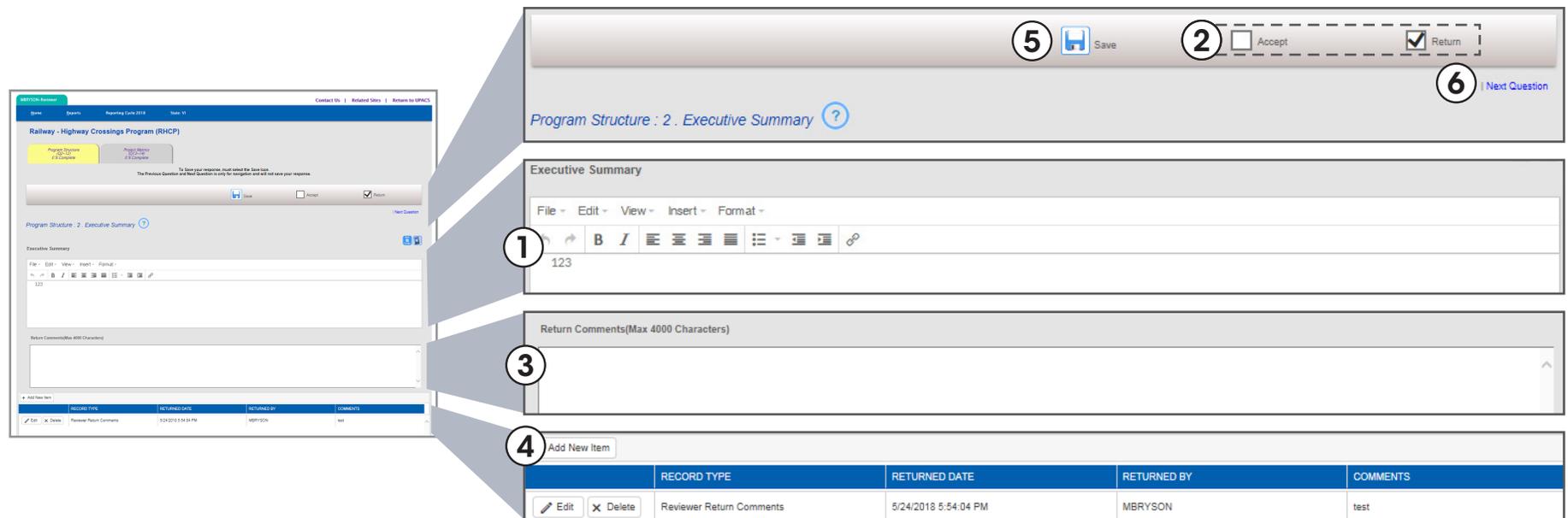

Figure 25. Process to accept or return questions for Reviewers.

Submitting a Final Report to the FHWA Office of Safety

A report is ready to be finalized and submitted to the FHWA Office of Safety when the Reviewer completes the review and accepts all questions, including any revised responses from questions returned to the State. When all questions are at "Completed" status, the report status becomes "FHWA Review Complete" and the "Submit to HSA" button (shown in Figure 26) appears. When the Reviewer clicks this button and successfully submits the report to the FHWA Office of Safety, the report status becomes "Final."

Programs	Status	% Complete		Due Date
Highway Safety Improvement Program (HSIP)	In FHWA Review	98%		9/30/2018
Railway - Highway Crossings Program (RHCP)	FHWA Review Complete	100%	Submit to HSA	9/30/2018

Figure 26. "Submit to HSA" button on HSIP home page.

Chapter 5 FAQs

5.1 Does the Reviewer receive a notification when the reports are ready to be reviewed?

Yes, the Reviewer will receive an email notification after the Super Reporter submits the report and it is ready for review.

5.2 How much time do I have to review the reports?

The HSIP and RHCP reports are due to the FHWA Division Office by August 31 and to the FHWA Office of Safety by September 30 each year. Therefore, the Division Office has approximately one month to complete their review and coordinate revisions to the report with the State. However, Reviewers should consider that the State will need time to revise a returned report and the Reviewer will need time to review a second time.

5.3 Do the Reporter and Super Reporter receive a notification when the Reviewer returns a question?

When the FHWA Division Office returns a question to the State, an automatically generated notification email will be sent to the State's Reporters/Super Reporters.

5.4 If the Reviewer accepts the question with additional comments, do the Reporter and Super Reporter receive notification that the report was accepted with additional comments?

No. However, the Super Reporter, Reporter, and Reviewer will see the comment history, including these comments.

5.5 When should the Reviewers use the "Best Practices" function?

The Reviewer should use this feature to flag any noteworthy practices in the State responses, such as implementing a new procedure or adopting a new practice. The FHWA Office of Safety will review this information each year for potential inclusion in the FHWA Road Safety Noteworthy Practices database.

5.6 If the Reviewers want to make a general comment (not on a specific question), where can they do that?

There is no designated place to make a general comment on the report. However, Reviewers can use the comment section in the Executive Summary (Question 2 for both the HSIP and RHCP reports) to make general comments.

6 Summary and Additional Resources

HSIP ORT's reporting process helps States meet the annual HSIP reporting requirements by providing a framework to complete the HSIP and RHCP reports and an electronic record of submission. The standardized format and central storage location help FHWA manage and analyze the valuable data in the reports.

FHWA strives to improve the HSIP ORT to ensure that the tool meets users' needs, and will continue to update the HSIP ORT. If you have any additional questions or feedback, please email hsip.ort@dot.gov.

Additional Resources

The following resources may be helpful to all user types:

HSIP Webpage: https://safety.fhwa.dot.gov/hsip/

RHCP Webpage: https://safety.fhwa.dot.gov/hsip/xings/

Past HSIP Reports: https://safety.fhwa.dot.gov/hsip/reports/

HSIP ORT Overview: https://safety.fhwa.dot.gov/hsip/resources/onrpttool/

HSIP Reporting Guidance: https://safety.fhwa.dot.gov/legislationandpolicy/fast/hsip_reporting_guidance.cfm

RHCP Reporting Guidance: https://www.fhwa.dot.gov/map21/guidance/guiderhcp.cfm

ORC Login: https://saml2.orc.com/saml2reg/login.html

UPACS Login: https://fhwaapps.fhwa.dot.gov/upacsp/tm?transName=SystemManager

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For More Information:

Visit http://safety.fhwa.dot.gov/hsip/

FHWA, Office of Safety

Karen Scurry

karen.scurry@dot.gov

609-637-4207