

Self-Assessment Checklist for Implementing an Impaired Driving Tracking System

Before completing this checklist, visit [NHTSA.gov/IDTS](https://www.nhtsa.gov/IDTS) and review the *Guide for Implementing an Impaired Driving Tracking System*.

Buy-in Assessment	Yes	No	Partially
Does your tracking system have buy-in from law enforcement?			
Does your tracking system have buy-in from prosecutors?			
Does your tracking system have buy-in from courts?			
Does your tracking system have buy-in from licensing agencies?			
Does your tracking system have buy-in from your state legislators?			
Does your tracking system have buy-in from advocacy groups?			
Have partner agencies formalized roles and responsibilities using an MOU?			
Funding Assessment	Yes	No	Partially
Does your tracking system have a short-term funding solution?			
Does your tracking system have a long-term funding solution?			
Is there funding to cover staff dedicated to data entry, processing and system maintenance?			
Is there funding to cover future system updates and improvements?			

Legislative Assessment	Yes	No	Partially
Does your state require mandatory participation in the tracking system?			
Has your state established a minimum time frame for reporting data?			
Does your state allocate funding or permit user fees to fund the tracking system?			
Has your state standardized how reductions in charges and expungements are handled for impaired driving offenses, ensuring that they still count as a first-time offense in the tracking system?			
Data Assessment	Yes	No	Partially
Does your tracking system have a unique personal identifier?			
Do you have protocols for data security and privacy?			
Do you have standardized data elements, forms and terminology across all partner agencies?			
Do agencies have to double-enter data? Or are records automatically sent to the tracking system as personnel complete their normal record-keeping duties?			
Are alternative sentencing programs (such as drug or alcohol treatment or rehabilitation, DUI schools, community service, dismissals, a reduction to lesser charges, or plea bargains) included in your data?			
Can all stakeholders easily access the data?			
Miscellaneous Assessment	Yes	No	Partially
Can your tracking system interface with other states' DUI data?			
Can your tracking system build customizable reports?			