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WORKSHOPS IN ALCOHOL COUNTERMEASURES FOR STATE AND LOCAL HIGHWAY SAFETY OFFICIALS

Contract No. DOT-HS-6-01415

August 1977

Final Report

PREPARED FOR:

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WASHINGTON, D.C. 20590

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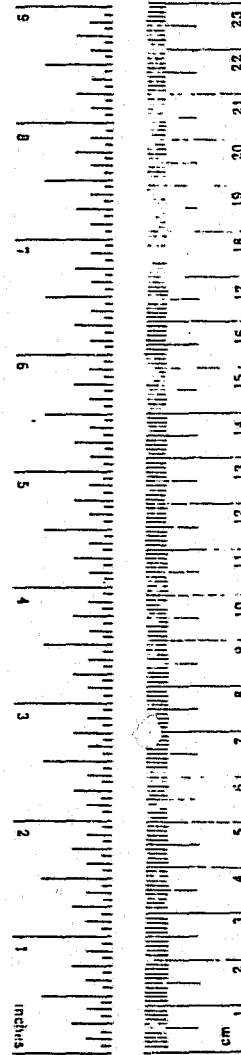
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16. Abstract <p>A total of five three-day workshops were conducted in cities around the country to orient influential local officials in the alcohol highway safety area and to encourage them to initiate or intensify local alcohol highway safety action programs. An average of twenty participants attended each workshop; about one-third were from the enforcement (police) area, about one-third from state or local level alcohol and drug agencies; and the remainder from other agencies.</p> <p>Participants were selected by NHTSA with inputs from national organizations and Governor's Highway Safety Representatives through NHTSA Regional Administrators.</p> <p>Contents of separate sessions comprising the workshops are presented. Training aids, copy provided NHTSA, are referenced.</p> <p>Evaluations of the workshops by participants and workshop moderators are summarized.</p>					
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METRIC CONVERSION FACTORS

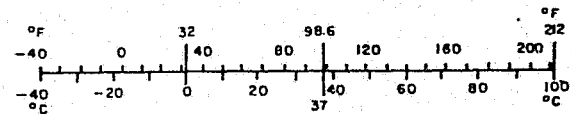
Approximate Conversions to Metric Measures

Symbol	When You Know	Multiply by	To Find	Symbol
LENGTH				
in	inches	2.5	centimeters	cm
ft	feet	30	centimeters	cm
yd	yards	0.9	meters	m
mi	miles	1.6	kilometers	km
AREA				
in ²	square inches	6.5	square centimeters	cm ²
ft ²	square feet	0.09	square meters	m ²
yd ²	square yards	0.8	square meters	m ²
mi ²	square miles	2.6	square kilometers	km ²
	acres	0.4	hectares	ha
MASS (weight)				
oz	ounces	28	grams	g
lb	pounds	0.45	kilograms	kg
	short tons (2000 lb)	0.9	tonnes	t
VOLUME				
tsp	teaspoons	5	milliliters	ml
Tbsp	tablespoons	15	milliliters	ml
fl oz	fluid ounces	30	milliliters	ml
c	cups	0.24	liters	l
pt	pints	0.47	liters	l
qt	quarts	0.95	liters	l
gal	gallons	3.8	liters	l
ft ³	cubic feet	0.03	cubic meters	m ³
yd ³	cubic yards	0.76	cubic meters	m ³
TEMPERATURE (exact)				
°F	Fahrenheit temperature	5/9 (after subtracting 32)	Celsius temperature	°C



Approximate Conversions from Metric Measures

Symbol	When You Know	Multiply by	To Find	Symbol
LENGTH				
mm	millimeters	0.04	inches	in
cm	centimeters	0.4	inches	in
m	meters	3.3	feet	ft
m	meters	1.1	yards	yd
km	kilometers	0.6	miles	mi
AREA				
cm ²	square centimeters	0.16	square inches	in ²
m ²	square meters	1.2	square yards	yd ²
km ²	square kilometers	0.4	square miles	mi ²
ha	hectares (10,000 m ²)	2.5	acres	
MASS (weight)				
g	grams	0.035	ounces	oz
kg	kilograms	2.2	pounds	lb
t	tonnes (1000 kg)	1.1	short tons	
VOLUME				
ml	milliliters	0.03	fluid ounces	fl oz
l	liters	2.1	pints	pt
l	liters	1.06	quarts	qt
l	liters	0.26	gallons	gal
m ³	cubic meters	35	cubic feet	ft ³
m ³	cubic meters	1.3	cubic yards	yd ³
TEMPERATURE (exact)				
°C	Celsius temperature	9/5 (then add 32)	Fahrenheit temperature	°F



* 1 lb = 2.54 (approx). For other metric conversions and more details, see the U.S. Dept. of Commerce, Bureau of Standards, Office of Weights and Measures, Price 50-276, 100-100-100, 1-1-10-286.



PREFACE

In 1970 the National Highway Traffic Safety Administration (NHTSA) initiated a coordinated national emphasis program employing a systematic countermeasures approach directed against the hazards of drinking and driving. The thirty-five federally funded alcohol safety action projects (ASAP's) comprising the major share of federal expenditures in this program served as catalysts for action in the states.

As a continuation of the national alcohol highway safety program, NHTSA, through the Governor's Representatives, is encouraging local governments, particularly in population centers of over 50,000, to initiate or intensify coordinated, systems-approach alcohol highway safety programs. To this end, a number of training programs and manuals have been developed and utilized for various disciplines involved, e.g., police, judges, prosecutors, probation officials et alia, as well as guidelines for state and local officials initiating programs. A great many local officials concerned with highway safety can profit by orientation and training in order to understand and to become involved in this approach to solving the problems of alcohol and highway safety.

NHTSA has previously prepared pre-assembled multi-media presentations and training packages suitable for use by state and local officials for inter-agency workshops to be conducted at the state and local level. Using these packages, nine regional conferences directed at state level officials were conducted.

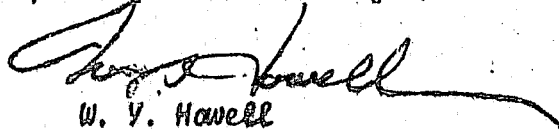
This report describes a project comprised of five multi-state workshops conducted by The Institute for Safety Analysis, under contract to NHTSA, to provide training to local officials selected primarily from metropolitan areas or political subdivisions with a population of 100,000 or over. The objective of the workshops was to provide information and training to selected local government officials to encourage and facilitate their initiation or improvement of alcohol highway safety programs in their jurisdictions, utilizing the "systems concept".

The workshops were well received, judging from the comments of participants mailed in after workshop completion. The apparent success of the project resulted from the efforts of many:

- The Assistant Project Director, Mr. Barent Landstreet, a nationally acknowledged leader in local program implementation, who assisted in modifying and refining the workshop content to meet the needs of actual participants and who gave freely of his great experience and knowledge of local program initiation and practical procedures.

- o Mr. Cecil Arnold, the contract technical manager for NHTSA, who provided invaluable advice and guidance throughout the project and who coordinated participant selection and assisted in all aspects.
- o Mr. Hershel Hawley and Mr. Alex Gritz of NHTSA, who provided both wise counsel and practical assistance in workshop implementation and in acquiring training aids and methods.
- o The NHTSA Regional Representatives and Governor's Highway Safety Representatives who cooperated in proposing candidates and in providing much needed equipment and logistics support.
- o Miss Patricia Bailey and Miss Suzanne Anderson, who were essential in cheerfully handling multitudinous administrative matters and in the appreciable task of assembling workshop materials.

We gratefully acknowledge the excellent assistance from this group whose contributions make the workshops useful and successful.


W. V. Howell

Washington, D.C.
May 1977

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I. INTRODUCTION

Background of the Project

In 1970, NHTSA initiated a national alcohol countermeasures program for highway safety with the purpose of catalyzing action to reduce death and injury resulting from alcohol abuse combined with driving. The program included strong encouragement to states to increase alcohol countermeasures with state, local and federal grant-in-aid funds, a program of research and development to refine the tools and methods available and to assist in training of various types of professional personnel involved in a programmatic attack on problem drinking driving, and a nationwide publicity campaign headed by Grey Advertising.

The most visible parts of the effort were the 35 Alcohol Safety Action Projects (ASAP's) in selected communities and areas around the nation, which embraced a combination of activities in a systems approach to identify problem drinker drivers, make decisions as to correction and to implement the actions. These 35 ASAPs and other activities of NHTSA led to cooperative efforts by Governor's Highway Safety Representatives in a great number of states in instigating similar, usually smaller-scale, programs in local areas (so-called "mini-ASAP's"), funded by state and local funds and in part by federal grant-in-aid (S.402) funds. Generally, in the last two or three years, several states have extended the ASAP program approach state-wide. The "multiplier effect" and propagation and extension of ASAP-type effort was a prime objective of NHTSA's ASAP program, and continues to be so. While many areas have progressed, some have not and a great number could well profit by enhancement and intensification of well planned and coordinated effort.

In the ASAP's as well as "mini ASAP's", it became apparent early that education and orientation of the officials in the relevant agencies and organizations, and coordinating their efforts so that they dovetailed into a smoothly functioning and mutually complementary program, were key elements, without which disjointed and piecemeal actions were ineffective. Indeed, one of the important benefits of the ASAP's in the areas concerned has been to upgrade traffic safety management across the board. Therefore, among the many countermeasures implemented in the ASAP system are activities directed toward the improvement of coordination and communication among the many agencies and organizations responsible for carrying them out. While many of the personnel from involved agencies enjoy authority and positions in which traffic safety can be advanced, they must have specific alcohol safety knowledge, and must professionally favor the concept of alcohol safety, in order to realize this potential for effecting change. Additionally, there are many individuals within highway safety related activities and agencies who are in need of training in order to understand and to become involved in the system-wide approach to solving the problems of alcohol and highway safety.

In a previous NHTSA contract, pre-assembled multi-media presentations and training packages suitable for use by state and local officials were prepared for interagency workshops to be conducted at the state and local level. Using these packages, nine Regional conferences, directed at state and regional level officials, were held at strategically located sites throughout the United States. These conferences were attended by the Governor's Highway Safety Representatives and their staffs, by other interested state officials, and by regional program staff.

In continuing and broadening this effort, it is desirable to extend the orientation, education and techniques of a systems approach to other local communities. This project provided for the presentation of workshops in alcohol countermeasures to local highway safety personnel, utilizing these previously prepared materials, to assist local officials with alcohol safety responsibility in planning, developing and implementing alcohol safety programs. It was necessary to update, modify, and adapt these materials to a 3-day vice 1½ day workshop and to add additional material and sessions.

Objectives of the Project

The primary objective of the workshop was to influence appropriate local officials from jurisdictions with over 100,000 population - officials from the various disciplines involved and the policy/decision-making levels necessary - to instigate ASAP-type programs in their jurisdictions. The workshop was intended to impart to these participants:

1. Understanding of the drinking-driving problem and its effect on the community and society in general.
2. A review of alcohol countermeasures programs already implemented, including measurements of successes and failures, and the role of NHTSA in program support.
3. Understanding of content and utilization of the workshop package.
4. Procedures and methods recommended for use at local levels for the development and implementation of comprehensive alcohol-highway safety activities including the conduct of similar seminars and/or workshops.
5. Instructional methods for conducting seminars and workshops on alcohol and highway safety at the local level.
6. Motivation of participants to follow through with knowledge gained in the workshop and with NHTSA provided materials to initiate programming action at the local level.

Organization of Report

The report is organized in five parts, the first of which is this introduction.

Part II describes participant selection and determination of sites and dates.

Part III describes the content of the workshop and briefly outlines the flow logic and the nature of each session.

Part IV presents the evaluation both in general terms by the Project staff and by the workshop participants.

Part V contains recommending pertinent to similar projects and associated efforts.

Other Materials and Training Aids

The core source for the workshop was the handbook developed by Abt Associates under contract to NHTSA. This manual contains forms, session outlines, suggested remarks by chairmen, subgroup moderators and Governor's Representatives, sample invitation letters; in short, it is an almost self contained guide for a 1½ day workshop. For this reason, it has considerable duplication in its parts. It was written four years ago and designed for participants with far less knowledge and experience in alcohol highway safety than the great majority of attendees to this project workshop. Nevertheless, it represents a good piece of work for its purpose and provides a sound basic approach to workshop structure and flow.

The project team reviewed the Abt publication, did some updating, and streamlined it considerably, excising duplications, eliminating parts inappropriate to locally conducted local workshops (e.g., travel arrangements for participants, long introductory remarks by state officials, etc.) and reducing certain areas. The resulting handbook prepared by TISA for NHTSA, "Alcohol Highway Safety Workshops for Local Officials" is, like its parent workbook, designed as a step-by-step, essentially self-contained guide for local officials to conduct a 1½ day local alcohol highway safety workshop.

It is stressed that this TISA workbook and much of the content of the workshops in this project were based on the previously developed material and the workshop approach and flow it presents. Working with the TISA revised manual in the five workshops, the moderators found certain questions to be ambiguous and a few answers to be possibly incorrect as of today. However, these errors are too minor and few in number to justify further revision until such time it would appear desirable to reduce the heavy reliance on figures and estimates given in the 1968 DOT Report "Alcohol and Highway Safety" written nearly ten years ago and in turn relying very heavily on reputable but old research of even earlier years.

The objectives of the workshops herein discussed were in many respects broader than those met by a local workshop conducted in accordance with the revised manual. For instance, sessions additional to the manual material had to be developed and presentations prepared covering the review of the national program, measurement of successes and failures, ASAP effectiveness in reducing crashes, death, injury, drunk driving. Available NHTSA slides were screened and a number selected for these presentations. A session was included to discuss cost and revenue facets in a local ASAP program. The recent (1976) analysis by the Southwest Research Institute "Summary of ASAP Results for Application to State and Local Programs", copies of which were provided to participants, formed a basis for this discussion. The contractor prepared view-graphs that summarized some of the matrix cells in the SRI Report. The workshop then discussed certain key findings of the report: (1) local programs need start-up funding (seed money) but not very much; (2) they can rapidly become virtually self supporting financially; but (3) the jurisdictions/agencies incurring the heavier costs do not generally receive the generated revenues proportionately unless special arrangements, understandings or agreements can be worked out.

A session covering "dirty fingernail" problems, issues, procedures, bottle-necks, "tricks of the trade", etc., was conducted by Mr. Landstreet from his own knowledge. Much of this was free flow discussion, question/answer, etc., not susceptible to written preparation or summary.

In addition to NHTSA slides and TISA viewgraphs, three motion picture films were used, as later described.

II. SELECTION OF WORKSHOP SITES, DATES AND PARTICIPANTS

Project Planning

Sites and participant selection was done by NHTSA. The time scope of the projects was relatively short (workshops between fourth and ninth month after contract date). Considerable time was involved in obtaining participant nomination through the NHTSA Regions and they in turn through the states, in participant selection, in firming of facility arrangements at the site cities, in preparation, mailing and participant receipt of invitation, in mailing and receipt of acceptances, and in selection and notification of replacements for non-acceptances. Therefore, early determination of site and dates was essential.

Site Selection

Based upon many factors, including airline routes and airports, regional headquarters locations, focal nature of a city for a section of the nation, reasonable per diem, climate, etc., the contractor proposed four sites for the originally planned four workshops, Mid-West, Southeast, Northeast and West Coast. Discussions with the Contract Technical Manager and other NHTSA officials led to a concensus that the coverage desired could not be obtained in four workshops, and that a fifth was desirable to gain wider access. The contractor then proposed alternate sites, and after further discussion with NHTSA, the NHTSA Contract Technical Manager selected the five sites. With consideration to holiday schedules, dates were also finalized. The workshop sites and dates were as follows:

Atlanta, Ga.	Nov. 30 - Dec. 2, 1976
San Mateo, Calif. (San Francisco area)	Dec. 14-16, 1976
Philadelphia, Pa.	Jan. 8-10, 1977
Fort Worth, Texas	Feb. 8-10, 1977
Indianapolis, Ind.	Mar. 15-17, 1977

With several individual exceptions, attendees at Atlanta were from NHTSA Region IV; San Mateo, Regions IX and X; Philadelphia, Regions I, II and III; Ft. Worth, Regions VI and VII; and Indianapolis, Region V.

Participant Selection

Selection of participants was done by NHTSA. The NHTSA Regional Administrators were sent correspondence by NHTSA Headquarters describing the nature and objectives of the workshops, and the nature of participants desired. The participants were to be from cities/jurisdictions of over 100,000 population (that size being considered adequate to require and support a full system local ASAP program in all aspects). They were to

be local officials in positions of influence or authority so that they could actually generate action at senior levels in their jurisdictions. To the extent the above requirements were met, they should number among them suitable proportions from each of the several areas involved in an ASAP system: legislative, police enforcement, judicial, prosecution, court administration, probation, rehabilitation, public education, community action, etc.

Workshop Attendance

A total of 99 participants attended the workshops, so that the goal of 100 attendees was essentially met. The Ft. Worth workshop fell short (15), while Atlanta had 19, San Mateo 22, Philadelphia 22, and Indianapolis 21.

The mix of attendees was less than optimum both as to level and as to range of disciplines. People already involved in alcohol or alcohol safety programs were perhaps overrepresented, while local top level decision makers in many areas were underrepresented.

The enforcement community (police) was well represented, with a total of 32 out of 99 participants, ranging from Deputy Chiefs, Sheriffs, captains and lieutenants down to sergeants and patrolmen. Many of the police officers of lower rank had considerable first hand experience with DWI (driving while intoxicated) offenders and had much practical observation and experience with which to temper theory. As would be expected, the senior police officials appeared concerned as to community relations, resource allocations, social aspects; the junior officers were more directly familiar with DWI details and problems but less concerned with broad social issues.

The general field of alcohol and drug abuse, alcoholism, diagnosis, treatment and rehabilitation, was perhaps overrepresented, with 32 attendees, generally at reasonably high local level (directors, etc.).

There were twelve officials already directing or assisting in managing on-going ASAP-type or DWI programs, twelve federal or state officials, and four mid-level employees of court systems (court referral specialists, etc.) The city management and legal areas were badly underrepresented. No mayors, deputy mayors, city managers, city councilmen, etc., attended. The 99 participants included only two judges, two prosecutors, and one state legislator. There were also two members of local safety councils.

Notification of Nominees

Upon obtaining from the NHTSA Contract Technical Manager the list of nominees, the project staff mailed letters to each, including acceptance forms. Upon receipt of acceptance, hotel reservation cards, travel instructions and reimbursement forms were dispatched. In many instances, however, the lag time inherent in the selection process resulting in a need to combine procedures: all forms mailed at once. There were many

last minute substitutions and additions necessitating telephone arrangements. This is not atypical in workshops, and with excellent coordination between the Contract Technical Manager and the contractor all such minor crises were dealt with with little difficulty.

Several selectees accepted but did not attend. The Contract Technical Manager at the suggestion of the Project Director "over-booked" by a few in order to compensate for "no-shows". This was found to be simpler and more effective than choosing alternates.

III. SUBSTANTIVE CONTENT OF WORKSHOP SESSIONS

Change of Approach

An agenda was prepared by TISA and approved by the Contract Technical Manager well before the first workshop in Atlanta. Lesson plans and session outlines were developed, slide presentations firmed and discussions generally marked up, for many of the sessions following the revised workbook "Alcohol Highway Traffic Safety Workshops for Local Officials." In accordance with the contract (and the manual), these sessions were designed for senior level local officials who had had little if any exposure to alcohol highway safety or ASAP concepts.

During the first day at the first (Atlanta) workshop, it became apparent that most of the attendees were well versed in alcohol highway safety and ASAP-type programs, and that the level of presentation material and moderator discussion was too basic for the group. Mr. Alex Gritz representing NHTSA concurred. On the second and third days, therefore, the formal presentations were drastically shortened and moved to a higher degree of sophistication, and additional time was allotted to intra-group interaction and to discussion of very practical real world problems and procedures.* In this connection, the wealth of experience of Mr. Landstreet with local programs was of particular value; a moderator without his background would have had serious difficulty in modifying the content mid-stream.

It also became apparent that three full mid-week days was excessive for the group; many needed to return Thursday afternoon or evening and the group dwindled. Subsequent workshops were 2-1/2 days, terminating by noon on the third day, with essentially full attendance until completion.

The lesson plans, outlines, and written-out session digests were literally scrapped. While still adhering to the basic workshop structure and flow, there was much more free flowing give-and-take than originally envisaged. Therefore, the session content outlines which follow are more generalized and less specifically detailed than would otherwise have been the case.

The revised agenda was followed generally but flexibly and with variations group to group. For example, breaks were held at appropriate times considering physical needs and subject shift points. These were not really "coffee breaks", as coffee was available continuously in the

*Despite this on-the-spot modification, the participant evaluations, although generally good were markedly lower than those of subsequent workshops which represented the new approach from the outset.

conference room and was consumed at each person's pleasure. Some sessions went over, some under, dependent on coverage, interest and discussion.

The following sessions are therefore approximated:

Tuesday 9:00 to 10:00 a.m.

Registration, Pre-Evaluation, Administration

Obtain registration of actual attendees, with positions and experience
Introduce Workshop Leaders (Howell/Landstreet) and participants individually with brief remarks
Distribute and describe Workshop Packages
Distribute initial evaluation form, complete, and collect (unsigned)
Background of contract and workshop objectives
Agenda and hours
Discuss Alcohol Awareness Seminar, secure volunteers for monitoring
Administration and logistics. Travel claims, questions/answers.
Meal arrangements, local events/places of interest.

10:00 - 10:30 Film "So Long Pal"

10:30 - 10:45 Break

Note: During film, the moderators reviewed registration sheets and determined membership in each of two sets of small work groups, one set "homogenous", with each work group having all members from the same field (e.g. police, rehabilitation, legislative/legal/court, or public education and information); one set heterogenous, or cross-discipline, i.e., each work group having one or more representatives from each discipline. Because of imbalances of representation among disciplines, it was necessary to make many quasi-arbitrary assignments and to request "role playing". Work group chairmen were also selected, based on general appraisal of professional level and experience.

Prior to the first workshop, group assignments were made in advance as recommended in the manual and shown on workshop package envelopes. However, this did not work well because of "no-shows", substitutions, last minute changes. The above procedure proved far superior.

10:45 - 11:30 Rationale for Workshop

Slide presentation
Background of problem
Present status

The national alcohol countermeasures program
Discussion: selection and future involvement of
participants

Slide presentation

The systems approach

Detection, charging, adjudication, rehabilitation
elements and flow chart

Discussion: need for and achievement of inter-
disciplinary coordination

11:30 - 12:30 Introductory Exercise

Announce group assignments, group chairmen, and meeting
places for introductory exercise. Describe purpose,
brief chairmen

Distribute "information inventory".

Participants meet in 5-6 person heterogenous work groups,
each with representatives from key professional areas
involved. Each group discuss and complete a single
copy (group concensus) of the "information inventory".
Group retain.

12:30 - 1:30 Lunch

1:30 - 1:40 General give and take discussion.

1:40 - 3:00 Nature and Scope of Problem

Film "Under the Influence". Discuss.

Slide presentation. Scope of problem nationally.

Discuss answers to "information inventory".

3:00 - 3:15 Break

3:15 - 5:00 Alcohol Highway Safety - Cooperation Between Elements

Announce work group assignments, group chairmen, and
meeting places. Describe purpose. Brief chairmen.

Participants meet in 5-6 person homogenous groups, each
group representing one professional area. Each group
complete group concensus check sheets A, B and C
detailing (A) what group plans to do to solve the
problem, (B) what it would like to do but feels it cannot,
and (C) actions group expects other groups (professions)

to take to enable own group to carry out its desired activities.

5:00 - 5:30 Break

5:30 - 7:00 Informal social observation hour. Breath testing apparatus and trained operator run BAC tests on participants so that each can judge his subjective perception against his measured BAC. Certain volunteers started early on alcoholic drinks in measured amounts and record kept (weight, food, alcohol consumed with time period and BAC measure).

Note: in four of the five workshops, this seminar was conducted in workshop moderators' suite rather than in the conference room in order to enable volunteers to start early, to facilitate setting up supplies and equipment, and to provide a more informal social setting and a break from the meeting room. Measuring equipment and operators were state or local government furnished with assistance from NHTSA Regional Administrators.

Wednesday 9:00 - 9:45 a.m.

Discussion of Blood Alcohol Concentration (BAC)

Slide Presentation

Factors Influencing BAC

Weight/time/alcohol charts, wheels, etc.

Note: This brief slide presentation was couched in terms of showing examples of simple visual aids participants could use with a "lay" audience.

Discussion of Alcohol Awareness Seminar Observations, usefulness.

Report by volunteers and their monitors

Comments by others on subjective feelings versus own BAC measurements

Accuracy, time constraints of measuring equipment.
Screening, evidentiary equipment

BAC curve after arrest - going up or going down?
Ingestion, metabolism rates.

9:45 - 10:15 Current Approaches

Report by Group Chairmen of Tuesday's afternoon workgroup.
results

Discussion by full workshop

10:15 - 10:30 Break

10:30 - 11:30 Current Approaches (continued)

Team approach by agencies

Necessity (with examples) for interdisciplinary
coordination and cooperation

11:30 - 12:20 National Accomplishments

Slide presentation

ASAP results

Rehabilitation Patterns

12:20 - 1:30 Lunch

1:30 - 3:00 Rehabilitation

Film "C.R.A.S.H."

Heterogenous Work Groups re-convene, discuss film and
drinker-driver rehabilitation

3:00 - 3:15 Break

3:15 - 4:45 Rehabilitation Panel

Panel of three rehabilitation experts from within workshop
plus one or two special outside experts give brief
presentations and discuss diagnosis/treatment/rehabilitation
modalities, capacities, flow, results

Thursday 9:00 - 9:45 a.m.

Cost Factors in ASAP programs

Viewgraph presentation

Cost/revenue estimates for State, County, City ASAPs

Start up costs, continuing costs

Problems

- Initial budget
- Returning revenues to agencies incurring costs
- Legislative aspects
- Police patrol hours/arrest
- Cost effectiveness
- Cost/dollar savings in death, injury, property, externalities

Notes: (1) This presentation based on NHTSA contract work by Southwest Research Institute, digested. The workshop was encouraged to study this SRI report.

(2) Each workshop had ASAP program managers who added their own cost experiences, and who confirmed some, disputed other SRI data. Mr. Landstreet's first-hand experience also discussed.

(3) This session created intense interest, and usually ran over, with much discussion and some controversy.

9:45 - 10:15 The Local Program

- Establishment of local program

10:15 - 10:30 Break

10:30 - 11:45 The Local Program (continued)

- Analysis of data, evaluation

- Baseline data

- Roadside breath testing

- Techniques, materials, and instructional methods for local workshops

- Judicial seminars

- Wrap-up discussion

Discussion of Workshop Flow

After registration, introductions, completion of pre-evaluation forms, and discussion of workshop rationale and purpose, the substance of the

workshop starts off immediately with the film "So Long Pal." This film from the Los Angeles ASAP is general purpose, touching on the timelessness and timeliness of the alcohol abuse problem; detection, adjudication; peer pressures; and endangering of innocents (in this case, the drinking driver's wife and children). It is attention grabbing, interlarded with humor but with a grim message, and an excellent general "ice breaker". While weak or ambiguous in spots, and now a little dated (many participants had seen it more than once previously), it sets the stage for the following sessions on problem background, the national program, and the systems approach. Additionally, the time is needed by the staff to decide work group assignments of actual attendees.

Following the film and a short break, the workshop moves immediately into a look at the national alcohol countermeasures program, its background rationale and present status, and the systems approach. This includes a presentation and discussion of the need for, elements of, and interrelationships involved in a coordinated systems approach to the alcohol highway safety problem. This portion is valuable in showing background and concepts, but must be carefully done in view of the mixed alcohol program experience of the group ranging from "new-comers" to "old hands".

The first morning concludes with meetings of cross-disciplinary (heterogenous) work groups to discuss and complete the "information inventory", which serves to involve participants actively in considering the size and nature of the problem.

The afternoon leads off with the film "Under the Influence", from the Los Angeles ASAP, which dramatically demonstrates serious performance degradation by drivers at .10 percent BAC and the personality types involved. The film and the "information inventory" are then discussed. Purpose of this session is to reinforce the need for an effective coordinated program.

Small single-disciplinary (homogenous) work groups then meet to determine what their agencies can do, what they would like to do but cannot unless other agencies act in concert, and what they would like the other agencies to do. Check lists are provided for completion in order to focus discussions and provide basis for chairmen's reports.

Note: All the workshop sessions came to similar and not surprising conclusions, e.g., need more resources, need judicial cooperation, need to build public support, need overall program management, need proof of results, need training, etc. One interesting development is a partial bridging of the gap between the enforcement (police) views ("protect society") and the rehabilitation community views ("reach and rehabilitate the individual"). There is also a mellowing of police views of "social workers" as deleterious to firm enforcement and the rehabilitation professionals' view of police as lacking understanding of the real problem.

The alcohol awareness seminar is invaluable. It not only aids in cementing the workshop participants working together and discussing their preconceived biases one with another, but more importantly, it demonstrates as no other method can how much one really has to drink to reach various levels and how high .10 or .15 percent BAC really is. Even "old hands" seem to learn from the experience.

The second morning is devoted to the systems approach. After discussion of BAC and the awareness seminar, the homogenous groups report on their conclusions. This sets the stage for discussions of what the ASAP programs found, what they accomplished or did not accomplish, and the need for a team approach.

The second afternoon is devoted to rehabilitation. The Vermont ASAP film (Ford) "C.R.A.S.H." leads off to show complexities, the enforcement ("enforce the law") versus rehabilitation ("reach the individual") divergence, and the problem of "denial" ("others maybe, but I don't have a problem"). Although felt by many rehabilitation experts to be technically unprofessional and by others to be unduly heavy and unrelieved by dramatic pacing, the film makes these points well. The cross-discipline work groups then discuss the film and the subject of rehabilitation, with rehabilitation workers in each work group expounding on the subject. The afternoon concludes with discussions by a panel of rehabilitation experts and considerable give-and-take with the workshop.

The relatively high proportion of time devoted to rehabilitation is valuable in underscoring the ASAP problem-drinker-driver systems approach as contrasted to the straight enforcement "revolving door" practice. It is also useful in increasing understanding of what results rehabilitation can and cannot be expected to achieve.

The third morning focuses entirely on the practical aspects of a local ASAP - cost and revenue factors, techniques, local workshop methodology, legislative and other needs, building support, problems and how to anticipate and deal with them, and real world lessons and experience. Thus, the workshop winds up reinforcing the participants' intentions for action rather than passive interest, and arming them with usable and practical know-how.

Note: Replies to questionnaire as to workshop substance areas of greatest or least value were inconclusive as to individual segments. The "best" mentioned with decidedly greatest frequency was the interaction with other professionals. The "worst" dealt with the obsolescence of training aids and data in the slides. The level of presentation (too basic, about right, too advanced); the balance between films, slides, presentations, and work groups; and participant participation received good marks.

IV EVALUATION OF THE WORKSHOPS

The workshop evaluation was originally conceived as being comprised of three elements: (1) workshop moderators' appraisal; (2) participant evaluations; and (3) questionnaires to quantify knowledge or attitude change (pre-evaluation form, post workshop questionnaire). The latter forms, essentially those used in the Abt manual and the TISA revised manual, were completed by the participants and were useful as tools for discussion guidance and element focus. However, they proved essentially useless as evaluation measures and were not so used. Chiefly this was because their level is too basic for the audience involved in this project. Shifts, if any, were undiscernable; in other words, the pre-and post-questionnaires both had essentially "all the right answers".

Overall Appraisal of Workshops by Moderators

Workshop #1, Atlanta, November 1976

This initial workshop was a partial success. The first day was generally poor, as the pre-prepared material and content, designed for people new to the program, proved inappropriate for the relatively sophisticated group actually attending. The second day was good. The third morning was good, but the afternoon dragged. Decision was made to cut to 2½ days. Average participant overall reaction on a scale of 1-10 was 4.9 (between fair and favorable).

Workshop #2, San Mateo, December 1976

This workshop, attended by the NHTSA contract technical manager, was a considerable improvement and was quite successful. Material had been upgraded and procedures improved. The session perhaps was overly-attended by recovered alcoholics currently in alcohol and drug programs, but results were good. Average participant overall reaction was 3.1 (favorable).

Workshop #3, Philadelphia, January 1977

This was an entirely successful session, with excellent interaction and smooth flow. Results were excellent. Average participant overall reaction was 2.4 (enthusiastic).

Workshop #4, Ft. Worth, February 1977

This workshop had only 15 participants, with some disciplines not represented. This limited inter-disciplinary discussion and hindered the work group sessions. Results, however, were good to excellent. Average participant overall reaction was 2.9 (favorable).

Workshop #5, Indianapolis, March 1977

Probably the best of the five; procedures, flow, discussions, were smooth and interactions excellent. Average participant overall reaction was 1.8 (enthusiastic).

Participants' Evaluation

Reactions of the actual participants were considered of primary importance in assessing effectiveness and pointing future effort. The evaluation instrument was a questionnaire (Appendix II, Exhibit 4) of sixteen questions of which the first ten were scaled numerically, permitting quantitative analysis. These ten questions were marked on a scale of one to ten, one being top (outstanding), ten being bottom (bad). The last six questions dealt with best/worst aspects, level of presentation, needs, intended follow-on action and comment.

Each participant was requested to complete the questionnaire and return it by mail to the Project Director. In order to achieve unbiased and frank answers, signing was not required. Probably in part for this reason, and in part because many of the attendees are very busy officials, only about one-half responded. The bias thus introduced is not known, but is believed to be minimal. Based on moderator's perceptions of the reactions of those whose questionnaires were signed compared to those of the remainder (unsigned or not returned), no bias was seen.

Question 1. Were objectives met?

<u>Workshop</u>	<u>No.</u>	<u>Range</u>	<u>Mean</u>	<u>Median</u>
1	14	2-8	4.5	4
2	8	1-6	3.0	2
3	9	2-7	3.0	2
4	10	2-7	4.0	3
5	7	1-4	2.1	2

Question 2. Rating of this workshop relative to others attended?

<u>Workshop</u>	<u>No.</u>	<u>Range</u>	<u>Mean</u>	<u>Median</u>
1	14	2-9	5.0	5
2	8	2-7	3.7	3
3	10	2-5	3.0	3
4	10	1-8	3.6	3
5	7	1-3	2.3	2

Question 3. Performance of moderators (Howell/Landstreet)?

<u>Workshop</u>	<u>No.</u>	<u>Range</u>	<u>Mean</u>	<u>Median</u>
1	14	2-9	4.7	4
2	8	1-6	3.1	3
3	10	1-4	2.1	2
4	10	1-7	3.0	3
5	7	1-3	2.3	2

Question 4. How good were training aids?

<u>Workshop</u>	<u>No.</u>	<u>Range</u>	<u>Mean</u>	<u>Median</u>
1	14	2-8	5.5	6
2	8	3-6	4.2	3
3	10	1-4	2.5	2
4	10	2-8	4.7	4
5	7	1-5	2.9	3

Question 5. Proper balance, films, discussion, talks, participation?

<u>Workshop</u>	<u>No.</u>	<u>Range</u>	<u>Mean</u>	<u>Median</u>
1	13	2-7	4.6	5
2	8	1-6	3.2	3
3	10	1-6	2.8	2
4	10	1-6	3.5	3
5	7	1-4	2.6	3

Question 6. Facilities (conference room arrangements)?

<u>Workshop</u>	<u>No.</u>	<u>Range</u>	<u>Mean</u>	<u>Median</u>
1	13	3-7	4.1	4
2	8	3-6	4.2	4
3	10	3-7	4.6	4
4	10	1-7	3.3	3
5	7	1-5	3.0	3

Question 7. Workshop arrangements (handout packages, travel instructions, etc.)?

<u>Workshop</u>	<u>No.</u>	<u>Range</u>	<u>Mean</u>	<u>Median</u>
1	14	1-6	4.3	4
2	8	1-5	3.4	3
3	10	1-6	3.0	3
4	10	1-7	3.0	3
5	7	1-5	2.9	2

Question 8. Accommodations?

<u>Workshop</u>	<u>No.</u>	<u>Range</u>	<u>Mean</u>	<u>Median</u>
1	14	2-5	4.3	4
2	7	3-6	4.2	5
3	9	1-6	3.3	3
4	9	1-5	2.6	2
5	6	1-4	2.5	3

Question 9. Workshop structure-time allocations and priorities?

<u>Workshop</u>	<u>No.</u>	<u>Range</u>	<u>Mean</u>	<u>Median</u>
1	13	2-8	4.4	4
2	8	2-6	4.1	4
3	10	2-5	3.1	3
4	10	2-8	3.9	4
5	7	1-4	2.7	3

Question 10. Overall reaction?

<u>Workshop</u>	<u>No.</u>	<u>Range</u>	<u>Mean</u>	<u>Median</u>
1	14	1-9	4.9	5
2	8	1-6	3.1	3
3	10	1-4	2.4	2
4	10	1-7	2.9	2
5	7	1-3	1.8	2

<u>Overall</u>		<u>No.</u>	<u>Mean</u>	<u>Mean</u> <u>(Less</u> <u>Atlanta)</u>	<u>Meaning</u>
<u>Question</u>	<u>Nature</u>				
1	Objectives Met	49	3.7	3.4	Mostly
2	Relative Rating	49	4.0	3.5	Good
3	Moderators	49	3.4	2.8	High Excellent
4	Training Aids	49	4.4	3.9	High good
5	Balance	48	3.7	3.3	Excellent
6	Facilities	48	4.2	4.2	Good
7	Administration	48	3.3	3.3	Excellent
8	Accommodations	45	3.5	3.2	Excellent
9	Structure	48	4.0	3.8	Excellent
10	Overall Reaction	49	3.5	2.8	High favorable

Question 11. Best aspect?

Interaction with others in field was far and away the most common answer.

Question 12. Worst aspect?

Answers were roughly half "none"; the remainder listed obsolete data and training aids, and a few listed facilities.

Question 13. Level of presentation?

Excluding Atlanta 80% of the responding participants considered the level was about right. Six (2 each at San Mateo, Philadelphia and Ft. Worth) answered "too basic". At Atlanta, 9 of 14 said "too basic" and one, "too advanced".

Question 14. What help needed from NHTSA?

Nearly half indicated "nothing", the rest (in descending order of frequency) indicated more up-to-date data; money; pamphlets/manuals.

Question 15. Action intended?

All respondents intend some action. The items listed were each checked on about half the responses. Virtually everyone intends to discuss further, look into subject more, try to generate interest, etc. About one-fourth intend to hold similar workshops, and about one-fifth intend to organize and launch an ASAP program. This is believed to reflect three factors:

1. A preponderance of attendees are already involved in an on-going program.
2. Many have already conducted workshops.
3. Persons at levels capable of launching programs were under-represented.

Question 16. Other comments.

Generally not filled in. Three comments on training aids being old, four of the nature "best workshop ever".

Summary

Questions 2 (rating relative to other workshops attended) and 10 (overall reaction to this workshop) were the questions deemed most significant. For Atlanta, marks were 5.0 (Fair) for question 2; 4.9 (low favorable) for question 10. The remaining workshops averaged 3.5 (good) for questions 2; 2.8 (between favorable and enthusiastic) for question 10. The last workshop was outstanding (2.3) on question 2, and overall reaction was enthusiastic (1.8).

There is some indication of a "halo effect", e.g., those who marked the moderators' performance high tended also to like the conference room, the hotel, the travel instructions, etc. This effect is not quantified, but is mentioned only as of interest.

It is also interesting to note the trend of the ratings on key questions as the project proceeded:

<u>Workshop #</u>	<u>Place</u>	<u>Order of Merit</u>
1	Atlanta	5
2	San Mateo	4
3	Philadelphia	2
4	Ft. Worth	3
5	Indianapolis	1

The Ft. Worth workshop was rated less good than that preceding on that following. This is believed to reflect that a workshop relying heavily on small work groups is handicapped when it is too small (15 participants) and has key disciplines not well enough represented to permit such small work groups to function well.

V RECOMMENDATIONS

The recommendations presented here flow quite naturally from the preceding discussions as well as from the background and impressions of the project staff.

1. Pilot Testing

Even when a series of workshops is based largely on previously developed and used materials, there are needed changes in substance to reflect interim developments as well as variation between the expected and the actual nature of attendance. In this project, major modification was needed during the initial workshop to fit it to the audience.

It is recommended that in any new series of workshops, a pilot test be conducted prior to conducting the workshops. The pilot test should be designated as such and designed to evoke constructive criticism and show revision needed. Such a pilot effort could be conducted in Virginia, where local officials can readily be located and the pilot test run at minimal cost.

2. Size and Range of Participation

Workshops like those in this project are successful and valuable. The structure and flow are good. However, the "heterogenous" and "homogenous" small work group concept works best when participants are of sufficient number and adequately represent the key disciplines involved. The partial degradation of the Ft. Worth workshop demonstrates this.

It is recommended that in future workshops, similar to those in this project, attendance be not less than 20, and preferably up to 25, and that participation from local top government, judicial, prosecution, legislative and other fields be increased at the expense of the police and rehabilitation fields.

3. Level of Workshop

The Abt material as modified by TISA is appropriate for the audience for which it was designed, local officials relatively unsophisticated in alcohol highway safety. It is not suitable for the participation encountered in this project. While the project team was successful in reacting - as shown by the definite success of these workshops - a better product is possible by planned effort to develop and test properly designed workshops for participants knowledgeable in alcohol highway safety and the ASAP approach.

There is definite need for at least two levels of workshops, basic and advanced, for local officials, but concomitant need to channel participants to the proper level.

In conducting workshops for senior local officials who are not already involved in ASAP-type programs, many will attend a one-day seminar who will not come to a two-day (one and one-half day) workshop. It is to a degree a question of "what the traffic will bear". The one and one-half day workshop outlined in the Abt and TISA handbooks can be adapted readily to a one-day by curtailing the sessions dealing with rehabilitation. Many police officials, for example, state that they can only afford one day. It is felt, based on many comments and discussions, that this is also generally true of judges, city councilmen, etc. There should be provided the one-day attendees a "take-home" manual covering the material.

Local and state level officials engaged in ASAP type programs can profit by an advanced "state of the art" seminar, which for them could well be two to three days duration.

It is recommended that additional one-day workshops be conducted based on the TISA revised manual, with attendance limited to senior officials needing the basic level, and that a readable "take-home" manual be provided them on completion.

It is further recommended that NHTSA develop, in-house or by contract, an advanced workshop for local officials already experienced in the alcohol highway safety field.

4. Data and Training Materials

The alcohol highway safety data available as previously developed and published is not up-to-date. The Abt material relies heavily on the DOT 1968 Alcohol Report, which in turn is based on even earlier research. Several motion pictures used in the ASAP program are good, but to many professionals are like late television re-runs. The excellent sets of slides developed by NHTSA six to seven years ago for the alcohol countermeasures program are now, if not obsolete, hopelessly dated. "With an \$86 million ASAP program," is the common question, "why can't we find out what's happened in the last six years; why do your slides show only 1971, 1970 data?"

Some aids which are relatively up-to-date, e.g., Dr. Nichols' slides on rehabilitation studies, are unfortunately too esoteric for use in a typical workshop.

It is recommended that NHTSA update its visual aids in the alcohol highway safety area, and that these reflect the most current data and findings available, even if findings are tentative and more research is needed. A whole new generation of slides, movies, other A/V aids is badly needed.

5. Dissemination of NHTSA Material

Practitioners in the field allege that they are not receiving from NHTSA research findings, project results, handbooks, manuals, etc. This is not confined to alcohol highway safety. While this is an old complaint, it is voiced so generally and so vehemently that the efficacy of present dissemination channels is called to question.

It is recommended that NHTSA appraise, with a view to improvement, present methods and channels for dissemination to state and local professionals involved in highway safety, professional materials or information as to availability of such materials.

6. Workshop Selection Procedures

The selection end product of the long channel Washington to Regions to Governor's Representatives to local agencies was not that originally desired. This dilemma has no easy answer; going through long channels inevitably dilutes or distorts the original guidance, but breaking channels needlessly leads to organizational malaise.

In view of the more direct relationship between the NHTSA Regional Offices and the several states, the Regional offices may be in a better position than Washington to select attendees for S.403 funded workshops. However, this underscores how essential it is to be ensure clear guidelines to the Regions, and for them to follow through actively with the Governor's Representatives.

It is recommended that the NHTSA Regional Directors be made responsible for the selection of S.403 workshop attendees, subject to clear guidelines developed by NHTSA headquarters.

It is further recommended that adequate time be allowed for the selection and notification process to proceed smoothly.

APPENDIX I

LIST OF PARTICIPANTS BY WORKSHOP

LIST OF ATTENDEES
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TISA

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Texas Commission on Alcoholism
809 Sam Houston St. Off. Building
Austin, Texas 78701

Sgt. James W. Spearman
Norman Police Department
101 E. Gray Street
Norman, OK 73069

Ms. Georgia Waskovich
Office of the Coordinator of
Public Safety
116 National Old Line Bldg.
Little Rock, AR 72201

Mr. Gary W. Wood, Director
DWI Program
2121 S. Columbia
Tulsa, OK 74115



THE INSTITUTE FOR SAFETY ANALYSIS

6400 Goldsboro Road
Washington, D.C. 20034
(301) 229-8789

ATTENDEES

Indianapolis Alcohol Workshop

Lt. Fred Armstrong
5120 25th Street
Columbus, IN 47201

Mr. Thomas N. Houser
Region V, NHTSA
Chicago Heights, Ill. 60411

Mr. Robert Blankenship
Mayor's Office
1819 Farnam Street
Omaha, Nebraska 68102

Mr. Charles W. Lamb
201 N. State Street
Muncie, Indiana 47302

Sgt. William G. Burnette, Jr.
Traffic Division, "A" Relief
501 N. 9th Street
Richmond, Va. 23219

Mr. Mike E. Long
717 Lynnwood Drive
Logansport, IN 46947

Mr. Darwin C. Cone
Rm. 401 Municipal Building
841 N. Broadway
Milwaukee, Wis. 53202

Capt. Clyde E. Longacre
217 S. High Street
Akron, Ohio 44308

Lt. Bill D. Cook
134 E. Franklin St.
Elkhart, IN 46514

Ms. Janice Oglietti
Suite 415, Commercial Building
7 North High Street
Belleville, Ill. 62220

Sgt. Edward V. Graves
Greater St. Louis Police Academy
315 South 12th Street
St. Louis, Mo. 63102

Sgt. James Otto
501 N. 9th Street
Traffic Division
Richmond, Va. 23219

Mr. R. K. Haddock
D.W.I. Court Referral Program
910 1/2 15th Avenue
E. Moline, Ill. 61244

Ms. Sylvia E. Roman
P. R. Traffic Safety Commission
Box FI
Santurce, Puerto Rico 00910

Mr. Joe S. Hooker
Downtown Mental Health Center
427 N. 6th
Lafayette, IN 47904

Major Wayne D. Rugh
Room 503, Police Headquarters
120 W. Gay Street
Columbus, Ohio 43215

TISA

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Mr. Robert H. Steltenpohl
R231 City Hall
Cincinnati, Ohio 45202

Mr. Don D. Strasser
2211 Myers Lane
Logansport, IN 46947

Mr. Kenneth L. Thayer
Judge Tippecanoe County
70 Harding Court
Lafayette, IN 47905

Mr. Joe Tucker
Addictions Division
Five Indiana Square
Indianapolis, IN 46204

Mr. Harry Werner
One Stranahan Square
Toledo, Ohio 43604

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APPENDIX II

Exhibits

Exhibit 1 - "Alcohol Highway Safety Workshop for Local Officials" Manual, Revised 1976

Exhibit 2 - Workshop Forms

- a. Information Inventory
- b. Pre-Workshop Evaluation Form
- c. Check Sheets A, B, C
- d. Questionnaire
- e. Registration Form

Exhibit 3 - Workshop Evaluation Form

Exhibit 4 - Viewgraphs Used

Exhibit 5 - Administrative Forms

- a. Sample Letter of Invitation
- b. Sample Travel Instructions
- c. Travel Reimbursement Form

Exhibit 1

"ALCOHOL HIGHWAY SAFETY WORKSHOP FOR LOCAL OFFICIALS"
MANUAL, REVISED 1976

This exhibit is on file in NHTSA. It
is too bulky to be included herein.

Exhibit 2

INFORMATION INVENTORY

PRE-WORKSHOP EVALUATION FORM

CHECK SHEETS A, B, C

QUESTIONNAIRE

REGISTRATION FORM

LIST OF QUESTIONS FOR ACTIVITY #1: INFORMATION INVENTORY

1) What is the Blood Alcohol Concentration (BAC) level presumptive of legal intoxication in this state?

- a) .05%
- b) .08%
- c) .10%
- d) .15%
- e) .20%

2) Approximately how many drinks (one-ounce shot of 86 proof whiskey, twelve-ounce can of beer, or four-ounce glass of wine) would a 175-pound man have to consume to reach this BAC? Assume that he drinks them within an hour's time and that he has not eaten for at least three hours.

- a) three
- b) six
- c) nine

3) Which of the methods listed below effectively sober up a person so that he will be able to drive safely? (circle one or more)

- a) black coffee
- b) waiting as long as is necessary
- c) cold shower (or a dip in a swimming pool, lake, etc.)
- d) hot shower, steam bath, sauna
- e) a shock (like an auto accident, or near miss)
- f) exercise
- g) fresh air
- h) none of the above

4) True or false: One or two drinks of alcohol sharpen your driving skills.

5) When a 175-pound man has had nine standard drinks on an empty stomach two hours before driving, what do you think his chances are of being involved in an accident?

- a) 2 times greater than when he is sober
- b) 5 times greater than when he is sober
- c) 25 times greater than when he is sober

6) Approximately how many people were killed last year in traffic accidents in this country?

- a) 5,000
- b) 25,000
- c) 50,000
- d) 100,000

7) Approximately what percentage of these deaths involved drinker-drivers or drinking pedestrians?

- a) 25%
- b) 50%
- c) 75%

8) Alcohol is medically considered:

- a) a stimulant
- b) a depressant
- c) both
- d) neither

9) In California a study was made of the records of traffic violations of all types. What percentage of people who had had their licenses revoked were caught driving without a license?

- a) 15%
- b) 35%
- c) 65%

10) True or false: In most states, when a person is arrested for a DWI violation, his record is usually checked for previous violations (at least those violations which took place within the state).

11) True or false: In most states alcohol is involved in more run-of-the-mill crashes than in serious crashes.

12) True or false: Alcohol-related crashes typically involve drivers with BACs that are at very high levels.

13) What proportion of adult pedestrians hit by vehicles are under the influence of alcohol?

- a) 10%
- b) 40%
- c) 80%

14) True or false: Since few alcoholics own cars, they do not contribute significantly to the drinking-driver problem.

15) True or false: Very few convicted drinker-drivers have ever been involved in any crime (such as drunk and disorderly) other than DWI.

16) True or false: Two-and-a-half times as many people are killed in alcohol-related automobile accidents as are killed in willful murders.

17) True or false: Five times as many people are injured in alcohol-related car accidents as are hurt in crimes against persons (muggings, assaults, etc.).

LOCAL OFFICIALS ALCOHOL-TRAFFIC SAFETY PRE-WORKSHOP
EVALUATION FORM

Purpose of this form: This form is designed to assist those of us who are conducting this workshop to determine how useful it is for you and to help us to improve the workshop for future use. Therefore, we are asking you to fill out this form before the workshop and will ask you to fill out a similar form at its end.

Instructions: There are no right or wrong answers in this evaluation. Please do not put your name on the form. Try to answer all the questions but leave blank any questions you feel you cannot answer. Thank you.

Questionnaire:

1. Do you feel that the problem of alcohol-related traffic accidents is a serious one?
 - not very serious
 - serious
 - very serious

2. Do you feel that a concerted effort in this country could help solve this problem?
 - not much help at all
 - help some
 - help a lot

3. Do you feel that the problem is worthy of a major effort to find a solution?
 - definitely not
 - probably not
 - probably
 - definitely

4. If you answered Question #3 as "probably" or "definitely," whom would you involve in this effort? (check any or all)
 - police
 - prosecutors
 - judges
 - alcoholism treatment and rehabilitation professionals
 - local government officials
 - state legislators
 - department of motor vehicles officials
 - the general public
 - others (specify) _____

5. Do you feel that your agency alone (without additional resources) could make any significant contribution to the solution of the problem?
- yes
 no
6. Do you feel that what your agency could accomplish with their present resources would be worth the necessary redistribution of effort?
- yes
 no
7. Do you feel that it would be worth the redirected effort for your agency to try to influence other actors (those you checked in Question #4) to work together on this problem?
- yes
 no
8. Do you feel that any direct action on your part as an individual could help to solve the problem?
- yes
 no
9. If yes, do you feel that helping to solve the problem would be worth the redirection of your personal efforts?
- yes
 no
10. Do you feel it would be worth your effort to try to influence either your agency or the general public to increase their efforts to solve this problem?
- yes
 no

CHECK SHEET A

(fill in agency the group represents)

A. Capsule descriptions of specific actions your group plans to take when workshop ends to help solve the drinking-driver problem:

1. _____

2. _____

3. _____

4. _____

5. _____

Use additional pages if necessary.

CHECK SHEET B

B. Capsule descriptions of specific actions your group would like to take, but feels it can't take, when the workshop ends to help solve the drinking-driver problem:

6. _____

7. _____

8. _____

9. _____

10. _____

Use additional pages if necessary.

CHECK SHEET C

A. Capsule descriptions of specific actions you expect other agencies to take to enable your agency to carry out its desired activities.

1. Agency: _____

Action: _____

2. Agency: _____

Action: _____

3. Agency: _____

Action: _____

4. Agency: _____

Action: _____

5. Agency: _____

Action: _____

Use additional pages if necessary.

QUESTIONNAIRE

1. Do you feel that the problem of alcohol-related traffic accidents is a serious one?
 - not very serious
 - serious
 - very serious

2. Do you feel that a concerted effort in this country could help solve this problem?
 - not much help at all
 - help some
 - help a lot

3. Do you feel that the problem is worth a major effort to solve?
 - definitely not
 - probably not
 - probably
 - definitely

4. If you answer Question #3 as "probably" or "definitely," whom would you involve in this effort? (Check all that apply.)
 - police
 - prosecutors
 - judges
 - alcoholism rehabilitation professionals
 - state legislators (changing laws)
 - local government officials
 - Department of Motor Vehicles officials
 - the general public
 - other
 - (specify) _____

5. Do you feel that your agency alone, without increased resources, could make any significant contributions to helping the problem?
 - yes
 - no

6. Do you feel that what it could accomplish would be worth the necessary redistribution of effort?
 - yes
 - no

7. Do you feel that it would be worth the redirected effort for your agency to try to influence other actors (those you checked in Question #4) to work together on this problem?
 yes
 no
8. Do you feel that any direct action on your part could help solve the problem?
 yes
 no
9. If yes, do you feel that helping solve the problem would be worth the redirection of your efforts?
 yes
 no
10. Do you feel it would be worth your while to try to influence either your agency or the general public toward an increased effort directed at this problem?
 yes
 no
11. Do you feel that the workshop has increased your confidence about being able to have an impact on the problem?
 yes
 no
12. Have you attempted any actions as a result of your workshop experience?
 yes
 no
 If you answered this question "no," skip to Question #16.
13. What were they?

14. Would you consider them successful?
 yes
 no
 can't say

15. Do you have any comments on the success of your actions?

16. Have any other agency personnel initiated actions because of your workshop experience, as a result of your instructions, suggestions, or example?

- yes
- no

If you answered "no" to this question, skip to Question #20.

17. Would you consider these actions successful?

- yes
- no
- can't say

18. Do you have any comments on the success of these actions?

19. Do you feel that the workshop days were well spent?

20. Do you have additional comments of any kind?

REGISTRATION FORM

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION WORKSHOP

March 15 - 17, 1977
Stouffers Inn
Indianapolis, Indiana

Please circle one: Dr. Mr. Miss Mrs. Ms.

Name _____

Title _____

Organization _____

Address _____

_____ Zip Code _____

_____ Yes, I plan to attend the workshop.
Date and approximate time of arrival _____

_____ No, I do not plan to attend the workshop.

Please return this registration form in the enclosed business reply envelope as soon as possible to:

The Institute for Safety Analysis, Inc.
6400 Goldsboro Road
Washington, D.C. 20034
(301) 229-8789

Exhibit 3

WORKSHOP EVALUATION FORM

8

WORKSHOP EVALUATION

Please circle number on a scale of 1 to 9 which represents your best judgment on questions 1 to 10, with 1 being outstanding, 9 being unsatisfactory.

1. The objectives of the workshop were delineated in the invitation letter you received. Did the workshop meet these objectives?

1 2 3 4 5 6 7 8 9
 Yes Mostly Poorly

2. In terms of other workshops or instructional seminars you have attended, how would you rate this workshop?

1 2 3 4 5 6 7 8 9
Outstanding Good Fair Poor Bad

3. How would you rate the performance of the workshop staff moderators?

1 2 3 4 5 6 7 8 9
Outstanding Excellent Good Fair Poor Bad

4. How were the training aids - movies, slides, etc.?

1 2 3 4 5 6 7 8 9
Outstanding Excellent Good Fair Poor Bad

5. The balance between moderators' talks, film use, group discussions, participant participation was

1 2 3 4 5 6 7 8 9
Just right Excellent Good Fair Poor Bad

Comment: _____

6. How were the workshop facilities - conference room arrangements, etc.?

1 2 3 4 5 6 7 8 9
Outstanding Excellent Good Fair Poor Bad

7. How were the workshop arrangements - method of invitation, handout packages, administration, travel instructions, etc.?

1 2 3 4 5 6 7 8 9
Outstanding Excellent Good Fair Poor Bad

8. How were your accommodations?

1 2 3 4 5 6 7 8 9
Outstanding Excellent Good Fair Poor Bad

9. In terms of the workshop structure, how would you rate the time allocations and priorities?

1 2 3 4 5 6 7 8 9
Just right Excellent Good Fair Poor Bad

Comment: _____

10. What is your overall reaction to the workshop?

1 2 3 4 5 6 7 8 9
Enthusiastic Favorable Fair Poor A waste of
time

11. What was the best aspect of the workshop?

12. What was the worst aspect of the workshop?

13. For the group of participants, the level of presentation was (circle one):

- Too basic
- About right
- Too advanced

14. What more do you feel you need from the workshop or from NHTSA before you can follow through in your community?

15. When I return home, I intend to (check as many answers as desired):

- a. Discuss generally.
- b. Look into the whole subject more thoroughly.
- c. Organize a similar 1 to 2 day seminar in my area.
- d. Launch a local alcohol highway safety program.
- e. See if I can generate interest in my community.
- f. Follow through in every way I can.
- g. Cooperate if someone else will pick up the ball.
- h. Advocate to officials in my community that someone should get a program started.
- i. Keep generally informed but take no specific action.
- j. _____

16. Additional Comment

Name: _____ (Optional)

Area: _____
(Police judicial, etc.)

Exhibit 4

VIEWGRAPHS USED

STATE ASAPS
(N.H., S.D.)

(\$ Thousands)

	<u>Revenue</u>	<u>Cost</u>	<u>Net</u>
State	2,466	1,699	767
County	806	166	640
City	848	495	<u>353</u>
		Average Net	880

COUNTY ASAPS

(Fairfax, Hennepin, Tampa, Phoenix)

(\$ Thousands)

	<u>Revenue</u>	<u>Cost</u>	<u>Net</u>
State	36	424	-388
County	65	1,894	-1,829
City	2,524	2,013	<u>511</u>
		Average Net	-426

CITY ASAPS

(K.C., N.O., Okla. City, San Antonio)

(\$ Thousands)

	<u>Revenue</u>	<u>Cost</u>	<u>Net</u>
State	67	300	-233
County	664	0	664
City	851	1,056	<u>-205</u>
		Average Net	175

LOCALLY FUNDED ASAP
(Project Management Cost)

(\$ Thousands)

	<u>Range</u>	<u>Average</u>
Start-Up	25-50	40
Annual	60-120	90

ADJUDICATION COSTS

(\$ Thousands)

	<u>Annual Cost</u>	<u>Revenue</u>	<u>Start-Up</u>
State	121	710	-
County	315	408	11
City	107	398	10

AVERAGE ENFORCEMENT COSTS

	(\$ Thousands)		
	<u>Annual Cost</u>	<u>Annual Rev.</u>	<u>Start-Up</u>
State ASAP	312	125	49
County	265	35	80
City	320	55	77

PSI - PROBATION COSTS

	<u>\$/Case</u>
Comprehensive	90
Simplified	65
Limited PSI, No Probation Counseling	15

REHABILITATION COSTS

	<u>% Assigned</u>	<u>\$ Cost/Case</u>
AA	6.8	0
Alcohol Sfty School	60.8	25
Chemotherapy	2.2	62
NIAAA ATP	8.4	65
Group Therapy	7.6	90
Individual Therapy	2.2	203
In-Patient	3.0	410

PATROL MAN-HOURS/DWI ARREST

			<u>Range*</u>
State	Rural	37	44-29
County	Rural-Urban	13	16-10
City	Urban	9.5	12-7.8

* Dependent on Motivation

	<u>State</u>		<u>County</u>		<u>City</u>	
	<u>Start-Up</u>	<u>Annual</u>	<u>Start-Up</u>	<u>Annual</u>	<u>Start-Up</u>	<u>Annual</u>
Program Admin.						
Enforcement Costs						
Revenues						
Adjudication Costs						
Revenues						
Rehabilitation Costs						
Revenues						



Exhibit 6

ADMINISTRATIVE FORMS

SAMPLE LETTER OF INVITATION

SAMPLE TRAVEL INSTRUCTIONS

TRAVEL REIMBURSEMENT FORM

This letter is to invite your participation in an important workshop to be held in Indianapolis, Indiana, on March 15-17, 1977. The workshop will be small and select. Only one or two key officials from each local area are being invited. You have been designated by your Governor's Highway Safety Representative or by a national organization as one of the key officials who should participate.

We will reimburse your expenses and per diem based on Federal rates (economy class air, \$.15 mile for private vehicle not to exceed air fare, per diem not to exceed \$33/day) after your return from the workshop.

Highway crashes are the chief killer and maimer of our children and young adults in America, and your area is unfortunately no exception. If we single out one cause which contributes to this situation more than any other - bad roads, unsafe cars, poorly trained drivers - it is the abusive use of alcohol by drivers and pedestrians. The Federal government and many States have launched intensive campaigns against alcohol-impaired driving, with some success. But far more must be done, and it is at the local level, in the counties, cities and communities, where the action must really take place.

The National Highway Traffic Safety Administration (NHTSA) in the U.S. Department of Transportation has developed training packages suitable for workshops for State and local officials. These have been used at Regional conferences throughout the United States. Based primarily on these materials, The Institute for Safety Analysis under contract to NHTSA will conduct five workshops around the country for key local officials from urban centers. At the workshops each participant will be brought up to date on what can be and is being done and briefed on how to intensify an alcohol highway safety program in his own locale.

The objectives of the workshop are to impart to the participants:

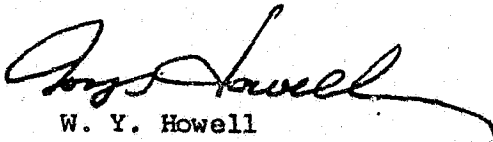
1. Understanding of the drinking-driving problem and its effect on the community and society in general.
2. A review of alcohol countermeasures programs already implemented, including measurements of successes and failures, and the role of NHTSA in program support.
3. Understanding of content and utilization of the workshop package.
4. Procedures and methods recommended for use at local levels for the development and implementation of comprehensive alcohol-highway safety activities through the conduct of similar seminars and/or workshops.
5. Instructional methods for conducting seminars and workshops on alcohol and highway safety at the local level.
6. Motivation of participants to follow through with knowledge gained in the workshop and with NHTSA provided materials to initiate programming action at the local level.

There will be about twenty local officials at the workshop, one or two from each of a number of jurisdictions in the multi-State Region. While it is desirable that many of the agencies and professional fields be represented, e.g., judicial, legislative, enforcement, rehabilitation, education, it is more important to have participants who can get things done and are both able and willing to take follow-on action on return to their own jurisdictions. This factor of authority and energy was given primary attention in selecting the invitees.

Enclosed with this letter is an acceptance form to be returned to TISA, a copy of the agenda, travel and reimbursement information, and a hotel reservation form to be sent directly to the hotel, where we have arranged special government rates.

We look forward to seeing you in Indianapolis on the fifteenth.

Sincerely,



W. Y. Howell
Workshop Moderator

Enclosures

TRAVEL INSTRUCTIONS

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION WORKSHOP

Fort Worth, Texas
February 8-10, 1977

The National Highway Traffic Safety Administration Workshop will be held at the Fort Worth Hilton, I-20 at Commerce, Fort Worth, Texas on February 8 through 10, 1977. It is advisable to arrive on the evening of the 7th, as the workshop will begin promptly at 9:00 a.m. on the 8th.

The "Surtran" coach runs directly from the airport to the Hilton, and it is available at a cost of \$4.25 one way. It runs on a regular basis from the airport, approximately every half hour. From the hotel to the airport, the Surtran runs every half hour on the quarter hour (1:15, 1:45, 2:15, etc.). Tickets may be purchased at the front desk for \$4.25. Taxi service is also available; the fare is approximately \$15.00 for the 20 mile ride.

We have secured a guest room rate of \$19.00 per night for singles and \$27.00 for doubles, as indicated on the enclosed reservation cards. Ample free parking is available for all guests.

In case of complications or questions, please contact Marsha Heard at the Fort Worth Hilton at (817) 335-7000.

Return to: TISA, Inc.
6400 Goldsboro Road
Washington, D.C. 20034

Name of Participant _____

Project No. 9908

REQUEST FOR REIMBURSEMENT OF TRAVEL AND SUBSISTENCE EXPENSES

A. INTERCITY TRAVEL: Roundtrip from _____ to _____ by: air, rail,
private car*

(Auditor's
Column, \$)

i. Railfare/airfare, class of service _____, amount \$ _____
ii. Private car, odometer reading: end _____
start _____
miles _____ @ 15¢, amount \$ _____
Parking fees \$ _____

B. LOCAL TRAVEL:

i. from _____ to _____ mode _____ \$ _____
ii. from _____ to _____ mode _____ \$ _____
iii. from _____ to _____ mode _____ \$ _____
iv. from _____ to _____ priv. car miles _____
@ 15¢, amount \$ _____
Parking fees \$ _____
Total local travel \$ _____

C. SUBSISTENCE OR PER DIEM:

Date, time trip started _____ / _____ /1977, _____ am/pm
Date, time trip completed _____ / _____ /1977, _____ am/pm

(Maximum permissible daily per diem: \$33.00)

**i. Itemized expenses (list by type, viz. lodging, food, incidentals)

type _____ amount \$ _____
type _____ amount \$ _____
type _____ amount \$ _____
type _____ amount \$ _____

Total itemized expenses \$ _____

**ii. Per diem in lieu of itemized expenses

_____ days @ \$33.00, per diem amount \$ _____

D. TOTAL EXPENSES CLAIMED (A+B+C) \$ _____

E. I herewith request reimbursement of the amount shown in line D. and certify that the expenses were incurred by me, that neither myself nor any sponsoring organization has or shall claim reimbursement from any other payor.

i. Signature of Participant _____ Date _____

ii. Issue check to order of (if other than E.i.) _____

iii. Address to which check is to be sent _____

Number of enclosures _____

*Circle applicable mode

**Complete item i. or ii.

(Check No. _____ Date _____)



END