

Safety State Oversight Module (SafeStat) SSOA Fundamentals Training

Transit Safety and Oversight
Federal Transit Administration

1/21/2026





Agenda

Introduction to SafeStat

- What is SafeStat?
- Expected Efficiency Gains
- Key Features
- Roles and responsibilities of SSOAs

Navigating SafeStat

- Accessing SafeStat
- Assigning points of contact (POCs)
- Viewing audit notifications
- Viewing and downloading audit documentation
- Viewing and managing corrective actions
- Requesting extensions
- Requesting corrective action closure

Wrap-up

- Summary and key takeaways
- Tips for Success
- Next Steps
- Questions and Discussion

Introduction to SafeStat

SafeStat SSOA Fundamentals



U.S. Department of Transportation
Federal Transit Administration

Introduction to SafeStat

What is SafeStat?

SafeStat centralizes and streamlines audit tracking and reporting.

- Part of FTAs Oversight Tracking System (OTrak)
- Supports State Safety Oversight (SSO) triennial audit activities
- Streamlines the audit lifecycle beginning FY 2025



Introduction to SafeStat

SafeStat *Efficiency Gains*

- ✓ Centralized audit data
- ✓ Automates workflow
- ✓ Standardizes reporting
- ✓ Reduces email/version issues
- ✓ Speeds review and approvals
- ✓ Improves accuracy
- ✓ Enables real-time metrics



Introduction to SafeStat

Key Features

- **Audit List:** View assigned audits and their status
- **Documents:** Download draft/final reports
- **Contacts:** Confirm and manage POCs
- **Findings & Corrective Actions:** Track SSO responses and progress
- **Notifications:** Email alerts for required actions



SSOA Roles and Responsibilities

The summary below highlights the key responsibilities and actions to manage audit processes **EFFICIENTLY** and **MAINTAIN OVERSIGHT** throughout all stages.



Respond to Notifications and Attend Meetings

- Respond to audit notifications (red bell icon)
- Participate in meetings



Assign and Maintain Points of Contact

- Assign POCs by audit phase
- Provide information and designate primary contact/lead POCs



Coordinate with Staff and Contractors

- Collaborate with FTA Managers and contractors
- Support approvals and task routing



Access and Manage Documentation

- View and download audit and corrective action documents
- Maintain audit and corrective action documentation



Manage Corrective Actions

- Track due dates and request extensions when necessary
- Upload corrective action justifications and request closure



Track Milestones

Monitor progress and deadlines
Track activity history

Accessing SafeStat

Follow these simple steps to sign into SafeStat for first time or returning users

Step 1: Request Access

Request a FACES account from your User Manager to gain access to the system.

Step 2: Open OTrak

Open your web browser and navigate to OTrak. First-time users must create a **Login.gov** account.

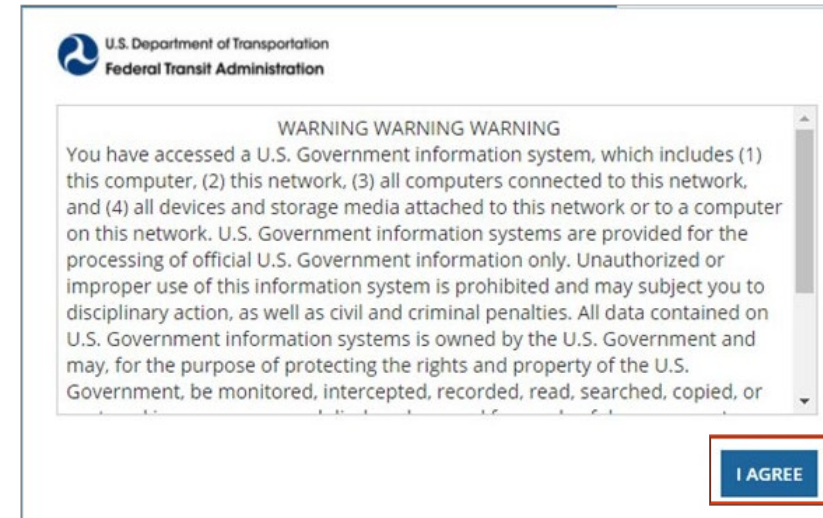
Step 3: Accept Terms of Use

Review the USDOT system notice and select “I agree” to continue.

Step 4: Sign in to SafeStat

Enter your login credentials to access the OTrak system.

If you experience login issues, use the, “Forgot your password?” link or contact your system Administrator.



Signing in for the first time?
Enter your provided Username and Password

Returning?
Click, “If you are a non-FTA User, click the link to log in.”

Accessing SafeStat

Getting started in the FTA TriAD platform.

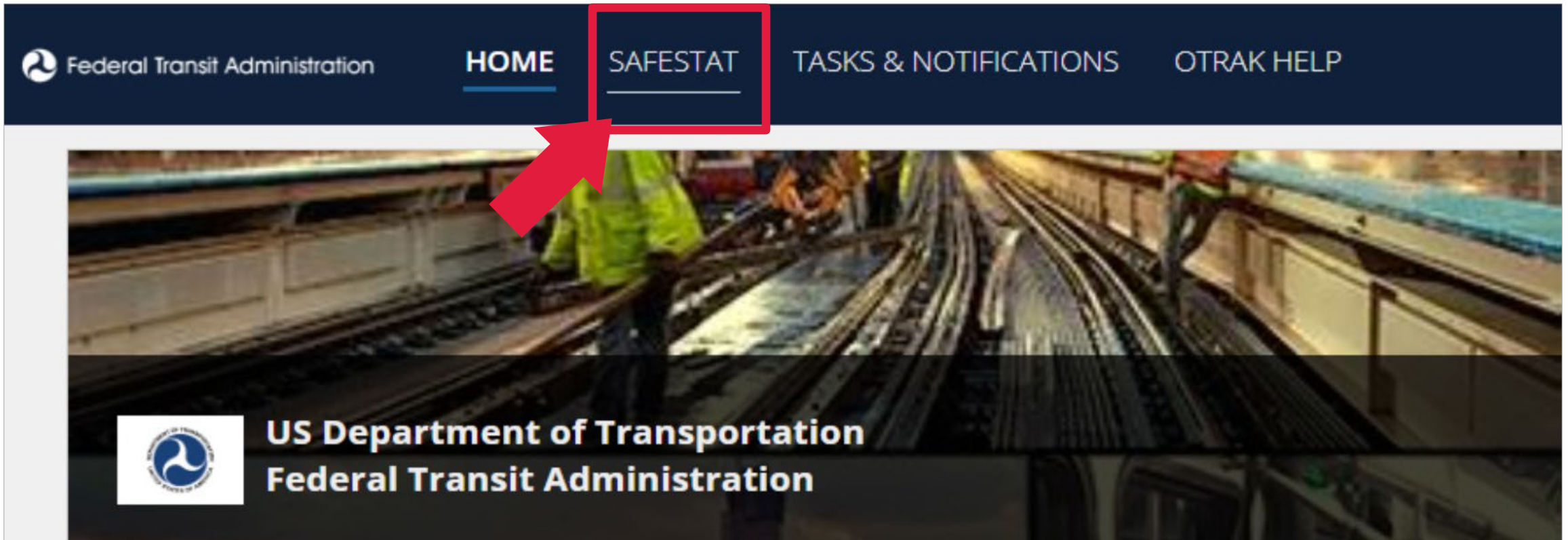
1. **Sign in** to the FTA Transit Integrated Appian Development (TriAD) Platform.
2. On the **Home page**, select **OTrak**.
3. Once selected, a **navigation banner** will appear at the top of your screen confirming you are inside OTrak.

SafeStat is accessed through the OTrak system. Users with access to multiple FTA TriAD applications should select the OTrak option

The screenshot shows the FTA TriAD Platform home page. At the top, there is a dark blue header with the text "Welcome to FTA TriAD Platform" on the left, a user profile picture in the center, and the "Federal Transit Administration" logo and "appian" logo on the right. Below the header, there are three application tiles arranged horizontally. The first tile is for "TrAMS" (Transit Award Management System), the second is for "NTD" (National Transit Database), and the third is for "OTrak" (Oversight Tracking System). The OTrak tile is highlighted with a red border, and a red arrow points to it from the right. Each tile includes an icon, the application name, and a star icon for favorites.

Accessing SafeStat

Opening the SafeStat landing page in the FTA TriAD platform 1.
In the navigation banner, select SafeStat



Note: Access to FTA applications may vary by user



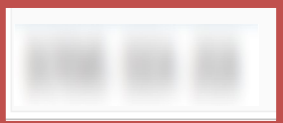
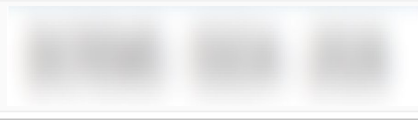
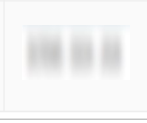
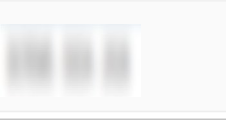
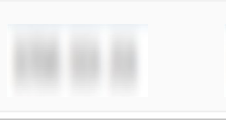
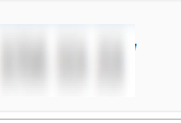
Navigating SafeStat

SafeStat SSOA Fundamentals

Navigating SafeStat – Summary

Opening the SafeStat landing page in the FTA TriAD platform

Click the **Audit Name** to open the full audit record


Audit	Recipient	Region	Cert. Date 	Status 	Fiscal Year	Last Audited	Div. Chief	Director	Contractor
			N/A	Approved	2026	2023			

Navigating SafeStat

View tabs: **Summary**

Summary | RTA Details | Process Stages/Events | Findings | Findings (NEW) | Related Actions

Audit Details

Audit Name	[Redacted]	Projected Audit Month	March 2026
Contractor	[Redacted]	Projected Audit Range	4/7/2025 - 12/11/2025
Director	[Redacted]	Exit Brief Date	12/11/2025
Division Chief	[Redacted]	Triennial Audit Deadline	6/17/2027
Site Visit	Hybrid		
Status	 Approved		

Navigating SafeStat

View tabs: **RTA Details**

Summary **RTA Details** Activity History Process Stages/Events Findings Related Actions

RTA Details

Name	Report Year	Street Address	City	State	Zip Code
[REDACTED]	2026	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Navigating SafeStat

View tabs: **Process Stages**

Summary RTA Details Activity History **Process Stages/Events** Findings Related Actions

Process Stages/Events

Process Stage	Event	Date Occurred ↓	Explanation	Updated By	Updated On
Audit	Interviews Completed	9/18/2025	On-site interviews concluded 9/17/25; virtual interviews with [REDACTED] conducted on 9/18/25	[REDACTED]	9/22/2025 2:33 PM EDT

Navigating SafeStat




View tabs: **Findings**

Summary	RTA Details	Activity History	Process Stages/Events	Findings	Related Actions	
Finding	Review Area	Sub-Review Area	FTA Response Required? 	Original Due Date	Extended Due Date	Status
5-A-2b - SSOA does not have a staffing level commensurate with the number, size, and complexity of the RTAs	5. Staffing and Qualifications of SSO Personnel and Contractors	A) SSO Program Workload Assessment		9/12/2025		Confirmed

Navigating SafeStat

View tabs: **Related Actions**

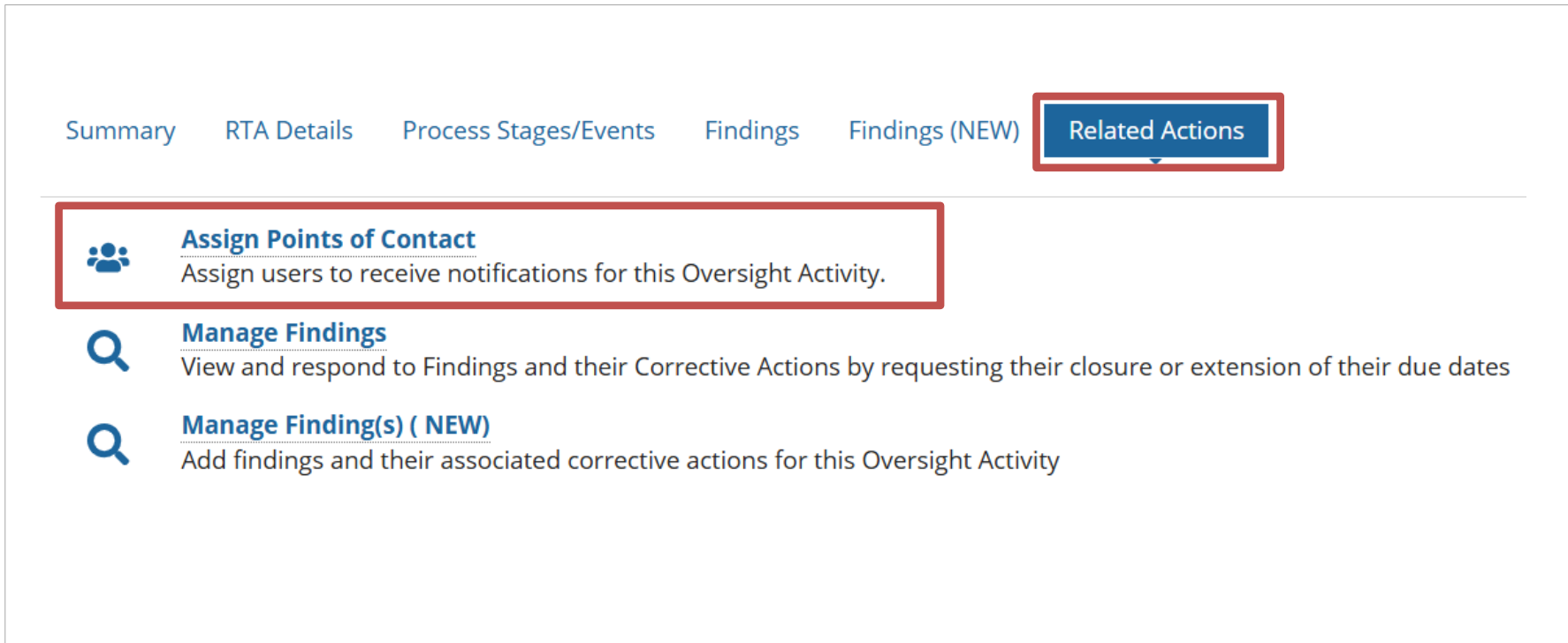
Summary RTA Details Process Stages/Events Findings Findings (NEW) **Related Actions**

-  **Assign Points of Contact**
Assign users to receive notifications for this Oversight Activity.
-  **Manage Findings**
View and respond to Findings and their Corrective Actions by requesting their closure or extension of their due dates
-  **Manage Finding(s) (NEW)**
Add findings and their associated corrective actions for this Oversight Activity

Assigning Points of Contact (POCs)

Assigning POCs in SafeStat ensures effective communication and helps track due dates. Only individuals with an active OTrak account can be assigned as reviewers.

Click the **Related Actions** tab and assign **Points of Contact**.



The screenshot displays the SafeStat interface with the following elements:

- Navigation tabs: Summary, RTA Details, Process Stages/Events, Findings, Findings (NEW), and **Related Actions** (highlighted with a red box).
- Under the **Related Actions** tab, three options are listed:
 - Assign Points of Contact** (highlighted with a red box): Assign users to receive notifications for this Oversight Activity.
 - Manage Findings**: View and respond to Findings and their Corrective Actions by requesting their closure or extension of their due dates.
 - Manage Finding(s) (NEW)**: Add findings and their associated corrective actions for this Oversight Activity.

Notifications and Activity Updates

Points of contacts are notified when findings or corrective actions are opened, and their actions appear in the Activity History tab

If no POCs are assigned, notifications go to the User Manager

Assigning Points of Contact (POCs)

On the new page, choose **Recipient** from the drop-down list. The phone number and email will populate automatically.

Verify information is correct. Click **Submit** to finalize the assignment.

Summary RTA Details Process Stages/Events Findings Findings (NEW) **Related Actions**

Recipients

Recipient	Phone Number	Email	
<input type="text" value=""/>	(123) 456-7890	<input type="text" value=""/>	<input type="button" value="X"/>

Preview Audit Documents

Preview the document by clicking the **Eye Icon**

Click the **Red X** to close the preview

Documents

Name	Document Type	Description	Updated By	Updated On	Preview
Final Report Test 1	Final Report	Email notification test	[blurred]	02/28/2025 02:36 PM	
Draft Audit Report Reponse Test 1	Draft Report - State Safety Oversight Agency Response	-	[blurred]	02/18/2025 02:09 PM	
Draft Report for Approval 2	Draft Report	-	[blurred]	02/17/2025 05:55 PM	
test1	Corrective Action Closure Request Decision Document	-	[blurred]	02/17/2025 05:04 PM	
FOS-7966 SSOA PM accepted closure request	Corrective Action Closure Request Decision Document	-	[blurred]	02/17/2025 04:56 PM	

« < 1 - 5 of 22 > »

Click X to close the Preview

ww0ECQMCI_ZLMI0CQ1kB0ooBpDsOvO1ksqTgRuY0JUtWKF0uEdK34aFCb1T7wl4xGpzhS4jKsbV_P9... 1 / 1 | - 100% +

1

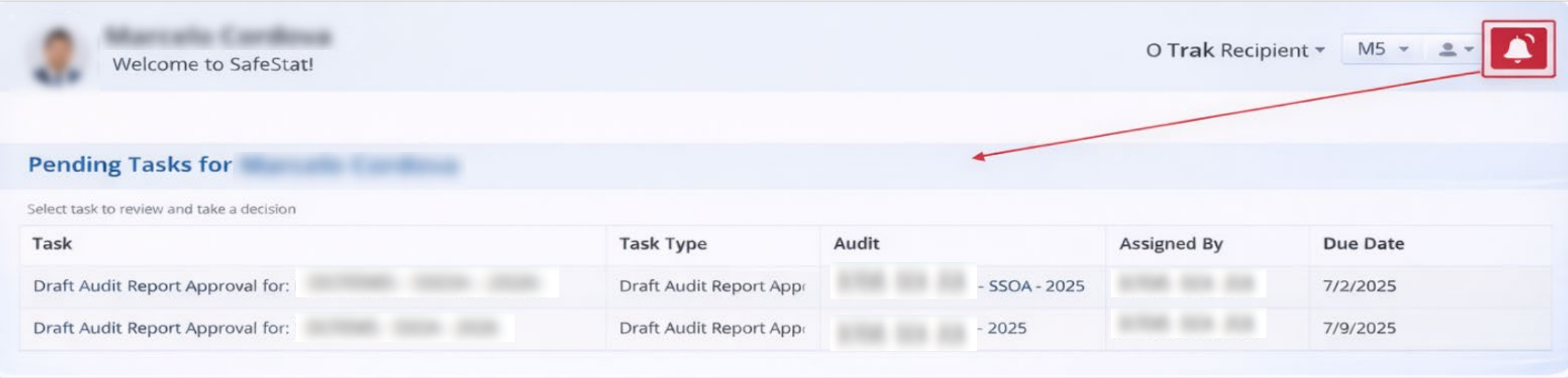
THIS IS A UT PDF DOCUMENT.

Viewing Audit Notifications

Look for the **red bell icon** at the top of the page for pending tasks

Email notifications are sent from ftafacesadmin@dot.gov when:

- Notification letters are uploaded
- Draft/final reports are approved



The screenshot shows the top navigation bar of the SafeStat application. On the left, there is a user profile for "Mauricio Cardenas" with the text "Welcome to SafeStat!". On the right, there are several utility items: "0 Trak Recipient", a dropdown menu showing "M5", a user icon, and a red bell icon representing notifications. A red arrow points from the bell icon to the "Pending Tasks" section below. The "Pending Tasks" section has a sub-header "Pending Tasks for Mauricio Cardenas" and a prompt "Select task to review and take a decision". Below this is a table with the following data:

Task	Task Type	Audit	Assigned By	Due Date
Draft Audit Report Approval for: [REDACTED]	Draft Audit Report Appr	[REDACTED] - SSOA - 2025	[REDACTED]	7/2/2025
Draft Audit Report Approval for: [REDACTED]	Draft Audit Report Appr	[REDACTED] - 2025	[REDACTED]	7/9/2025

Manage Findings

1. From the **Findings** tab, click the **Manage Findings** button
2. Click on the **Finding Name**
3. Click on the **Corrective Action Name**

██████████ - SSOA - 2025 MANAGE FINDINGS

Summary RTA Details Process Stages/Events **Findings** Related Actions

i Findings associated with your organization's assigned audits are listed below. Results Per Page 10 ▾

Finding	Review Area	Open Date	Original Due Date	Extended Due Date	Closure Decision Date	Status
3-B-1a - SSOA does not obligate Federal funds	3. Grant Program	7/3/2025	7/7/2025			Open
7-A-1b - SSOA does not oversee all related safety reviews of the RTA as defined in the SSO Program S...	7. RTA Safety Reviews	4/23/2025	5/23/2025	7/11/2025	4/23/2025	Closed: Resolved

CLOSE

Selected Finding Details

Finding 3-B-1a - SSOA does not obligate Federal funds

Review Area 3. Grant Program **Open Date** 7/3/2025 **Original Due Date** 7/7/2025

Status Open **Closure Decision Date** **Extended Due Date**

Justification demo

Assigned Corrective Actions

Corrective Action	Status	Pending FTA Response <i>i</i>	Open Date	Original Due Date	Extension Date	Closure Decision Date
CA-1	Open		7/3/2025	7/7/2025		

Viewing Findings and Corrective Actions

1 Click the Findings tab

2 Review listed findings and statuses:

- Preliminary → draft
- Confirmed → finalized
- Open → action required

3 Click the Finding Name to expand findings to view corrective actions, due dates, and any uploaded documentation

Summary RTA Details Process Stages/Events **Findings** Related Actions

i Findings associated with your organization's assigned audits are listed below. Results Per Page 10

Finding	Review Area	Open Date	Original Due Date	Extended Due Date	Closure Decision Date	Status
7-A-1b - SSOA does not oversee all related safety reviews of the RTA as defined in the SSO Program S...	7. RTA Safety Reviews	4/23/2025	5/23/2025	7/11/2025	4/23/2025	Closed: Resolved

Selected Finding Details

Finding 7-A-1b - SSOA does not oversee all related safety reviews of the RTA as defined in the SSO Program Standard

Review Area 7. RTA Safety Reviews **Open Date** 4/23/2025 **Original Due Date** 5/23/2025

Status Closed: Resolved **Closure Decision Date** 4/23/2025 **Extended Due Date** 7/11/2025

Justification demo finding

Assigned Corrective Actions

Corrective Action	Status	Pending FTA Response	Open Date	Original Due Date	Extension Date	Closure Decision Date
CA Demo 2	Closed: Resolved		4/23/2025	6/27/2025	7/11/2025	4/23/2025
CA Demo 1	Closed: Resolved		4/23/2025	5/23/2025		4/23/2025

Request an Extension

1. From the **Corrective Action Details** page, click the **View/Submit Extension Request**
2. Fill out the information as needed for the extension request

Corrective Action Details

Corrective Action: CA-1	Status: Open	Original Due Date: 7/7/2025
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[VIEW/SUBMIT CLOSURE REQUEST](#) [VIEW/SUBMIT EXTENSION REQUEST](#)

Closure Justification ?

[VIEW/SUBMIT CLOSURE REQUEST](#) [VIEW/SUBMIT EXTENSION REQUEST](#)

Number of Days to Extend ? <input type="text"/>	Requested Extension Date ? <input type="text" value="mm/dd/yyyy"/>	Original Due Date 07/07/2025
---	--	--

Original Due Date -- 7/7/2025

Extension Request Justification ?

0/2000

Documentation

Document Name	Type	Description	Version#	Modified By	Date
No Documents found.					

[UPLOAD DOCUMENTATION](#)

[CANCEL](#) [SAVE](#) [SUBMIT](#)

Request a Closure

1. From the **Findings Detail** page, click a **Corrective Action Name**
2. Fill out the necessary information for the closure request

Selected Finding Details

Finding	3-B-1a - SSOA does not obligate Federal funds	Open Date	7/3/2025	Original Due Date	7/7/2025
Review Area	3. Grant Program	Closure Decision Date		Extended Due Date	
Status	Open				
Justification	demo				

Assigned Corrective Actions

Corrective Action	Status	Pending FTA Response ⓘ	Open Date ↓	Original Due Date	Extension Date	Closure Decision Date
CA-1	Open		7/3/2025	7/7/2025		

Corrective Action Details

Corrective Action: CA-1 **Status:** Open **Original Due Date:** 7/7/2025

[VIEW/SUBMIT CLOSURE REQUEST](#) [VIEW/SUBMIT EXTENSION REQUEST](#)

Closure Justification ⓘ

Closure Request Documentation

Document Name	Type	Description	Version#	Modified By	Date
No Documents found.					

Upload New Document *

File Name:

Description:

Tips for Success

- **Check** emails regularly for notifications
- **Contact** FTA Program Managers for user role updates
- **Report** enhancement suggestions



Next Steps

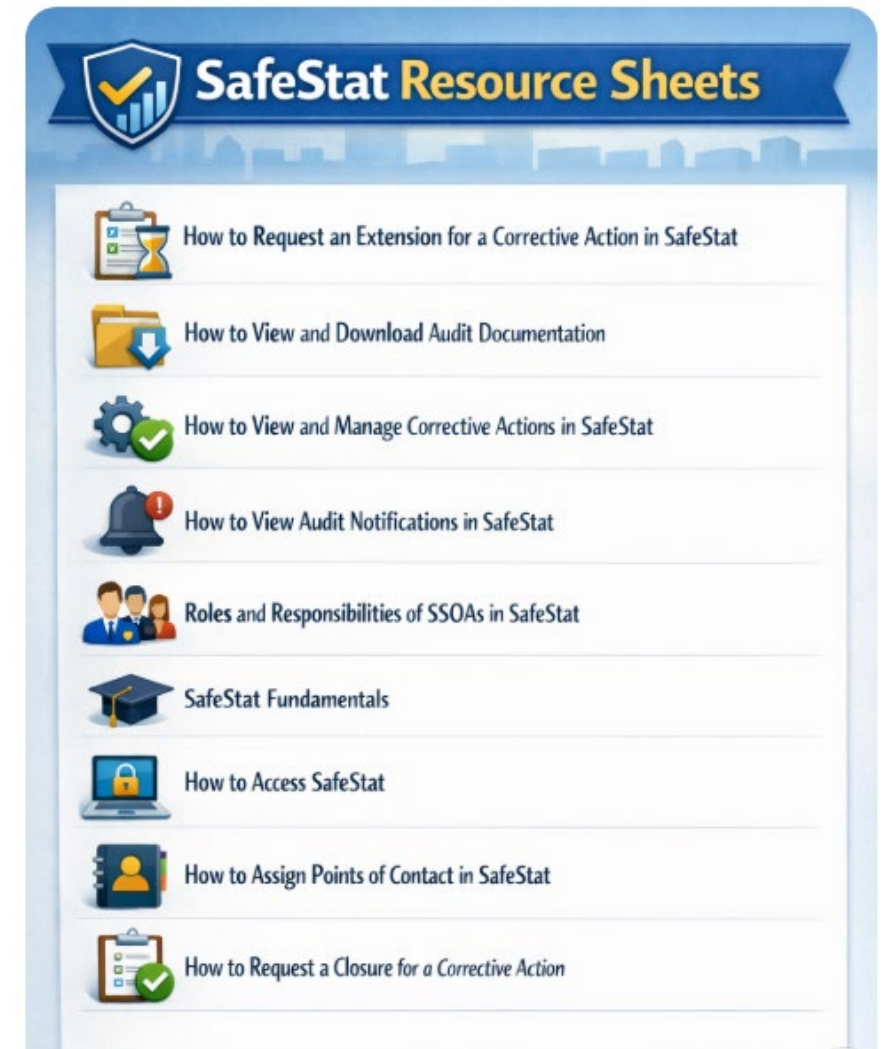
Beginning in FY 2025, all SSO audits will be conducted through SafeStat.

Ongoing updates will be implemented based on user testing feedback and enhancement recommendations.



SafeStat POCs/Useful Resources

- FTA Program Manager
- Myesha Stephney – SafeStat Lead
Myesha.Stephney@dot.gov
- Lauren Tuzikow – OTrak Product Owner
Lauren.Tuzikow@dot.gov
- Technical Support
FTAITHelpDesk@dot.gov
- Direct link to OTrak (SafeStat)
[OTrak Home - OTrak.](#)



Questions and Discussion

FTA Mission, Vision, Values



Mission

Improve America's Communities through Public Transportation



Vision

A Better Quality of Life for All Built on Public Transportation Excellence

Values

Service

Provide reliable, transparent, responsive, and anticipatory services to meet stakeholder needs

Integrity

Commitment to the highest professional and ethical standards

Innovation

Foster new ideas, concepts, and solutions for improved outcomes

Resiliency

Optimize decisions, resources, and systems to make long-term positive impacts on the environment, infrastructure, and safety