

State of Wisconsin \ Government Accountability Board

212 East Washington Avenue, 3rd Floor
Post Office Box 7984
Madison, WI 53707-7984
Voice (608) 261-2028
Fax (608) 267-0500
E-mail: gab@wisconsin.gov
<http://gab.wi.gov>



JUDGE GERALD C. NICHOL
Chairperson

KEVIN J. KENNEDY
Director and General Counsel

DATE: December 1, 2015

TO: Wisconsin County Clerks
Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Michael Haas, Elections Division Administrator
Michael Nelson, SVRS/WisVote Training Officer

SUBJECT: WisVote Update #6: Preparation for the Transition to WisVote

This is the sixth in a series of clerk communications to keep Wisconsin Election Officials informed about WisVote, the modernized SVRS.

Transition Plan

While we transfer data and technology infrastructure to the new WisVote system, there will be a short window when neither system will be fully operational. SVRS will switch to “Read-Only” for all SVRS users on December 31, 2015. This means you will still be able to see your jurisdiction’s data in SVRS, but will not be able to edit or add new information. No new information will be entered into SVRS after December 31, 2015. MyVote Wisconsin will also be in a “Read-Only” state during this transition period between December 31, 2015 and January 11, 2016. Voters will be able to search for themselves and look up their information, but cannot make any changes.

The modernized WisVote System will be released and available to clerks on January 11, 2016. If you use SVRS for Ballot Access, please contact G.A.B. directly.

Future communications and training will provide details regarding priority tasks once WisVote goes live and immediate preparations for the February 16, 2016 Spring Primary.

Data Transfer

The WisVote team will be moving data from SVRS into the new WisVote system. The following types of data will be automatically moved into WisVote:

- Voters
- Addresses (including current address pins)
- Current and future absentee applications
- Districts & Boundaries
- Past Elections and Election Participation

Some information required clean up and “data scrubbing” before it could be loaded into WisVote. For the following areas, we ask clerks to pay particular attention and review this data once WisVote goes live:

- Office Positions: Office position data will be used in WisVote to automatically create contests so that clerks will no longer need to enter them manually. In order for this to work correctly, WisVote needed more information regarding office positions than was required in SVRS. G.A.B. staff has done significant outreach to obtain information for municipal, county and school district office positions, so that these positions and their terms will be automatically entered into WisVote based on the information provided. (Please see the recent communication that went out to all municipalities on November 20 and respond if you have not yet done so.)
- Polling place location information: G.A.B. staff has worked extensively to review polling place information. Duplicate records have been removed.

Some information will not be transferred into WisVote and clerks will be asked to enter it directly into WisVote when the system goes live. This information will only need to be entered once, when the system is activated:

- Polling Place Assignment Plans and Reporting Unit Plans will NOT be transferred to WisVote. They have been replaced with a new Election Plan feature that allows clerks to set up reporting units and then assign them to polling places. WisVote will have Election Plans for each election type, and for Spring elections, clerks will set up even year versus odd year plans. This means WisVote will likely have more plans than SVRS that clerks need to set up initially, but this will reduce the ongoing need for clerks to change plans between elections. Once they are set up in WisVote, clerks will only need to modify the plans if new wards are added, if there is a new polling place, or for special elections that have unique reporting units.

Municipalities over 35,000 populations that report ward by ward will not need to create reporting units. The system will automatically generate ward by ward plans. These municipalities will need to assign polling places to each ward. The polling places can be added to one Election Plan and that plan can be copied into the other Election Plans.

In order for the automatic election set up to work, users should create the plans for 2016’s four scheduled elections as soon as possible. Remember, that the 2016 Spring Election is a Presidential Preference Vote and municipalities are required to report by Congressional District.

- Candidates for future elections (including the 2016 Spring Election) will not be migrated into WisVote. If you plan on entering candidates for the 2016 Spring Election into SVRS prior to the WisVote go-live date, please contact the G.A.B.
- As was required previously, county clerks will again be responsible for entering candidates for school district and multi-jurisdictional judges. In an attempt to clarify what county clerks are responsible for these offices, please refer to the attached document that lists each

school district and multi-jurisdictional judge that each county clerk is responsible for entering.

Some historic data will not be immediately migrated into WisVote and will be addressed in the future. This data will still be available for clerks to look-up in SVRS for reference:

- Contests from prior elections
- Candidates from prior elections
- Ballot Styles from prior elections
- Absentee Ballots from prior elections

User roles/permissions

WisVote is different from SVRS in that it utilizes what are called Device CALs (Client Access Licenses) rather than Citrix. This makes workstation certification easier as the only files that are needed for a workstation to use WisVote are the fonts needed for scanning bar codes. The G.A.B. will be purchasing CALs at the rate of approximately \$250 for each user statewide. To minimize this cost, we ask that users work in WisVote on only one computer as the Device CALs will be purchased and assigned per device and not per user. If multiple users share a single device, such as a computer at the counter, this is acceptable as an additional device. We are developing an equitable policy regarding users who wish to obtain licenses for more than one computer (such as for office and home workstations). You may contact us if you would be interested in obtaining more than one CAL for any users, and we will provide additional guidance regarding those requests at a future date.

Provider/relied relationships will transfer over to WisVote as they currently exist in SVRS. Clerks that have attended training in the past will have the “clerk” role in WisVote and data entry staff will continue to have the “data entry” role. There is also a “read only” role for users that had view only access in SVRS. You will be able to log into WisVote on January 11, 2016 with your current SVRS username and current SVRS password. When logging in, you will use this format for your user id: *svrs\username*.

December Test Environment and Learning Center

On Tuesday, December 1, current SVRS users received an email with information about accessing the WisVote Test Environment and WisVote Learning Center. The Test Environment will be available December 1-18, 2015 and is an opportunity for clerks to become familiar with WisVote. Users may log into the Test Environment and be able to see and use all of their own jurisdiction’s data. However, the Test Environment is not the final production environment so any information that you enter or update will not be saved past the 18th of December.

The WisVote Learning Center and the Test Environment WisVote Manual will also be available on December 1 and will continue to be available after the Test Environment is terminated on December 18.

Upcoming WisVote Introductory Webinars

On Wednesday, December 16, 2015, the G.A.B. will host two webinars to introduce WisVote: A morning session geared toward self-providers and an afternoon session geared toward providers. Each session will be scheduled for three hours to allow for ample time for questions. The presentation will provide general information and an overview of WisVote as well as information regarding the transition from SVRS and some of the technical issues involved in the use of and migration to WisVote. For those who are unable to attend the live webinars, both will be recorded and posted to the G.A.B. website.

We appreciate your help in this process. It is not only an opportunity to prepare for the launch of WisVote, but to provide the G.A.B. with feedback regarding its functions and performance. Our staff is available to respond to any questions which arise.