

SVRS Data Quality & Reports Webinar

The following questions were submitted during the live Webinar presentation on September 17, 2014.

Reports

Q: “Ward” would be are really nice option to have on this grid.

A: Yes, this field would be nice - very understandable. Obviously, the DC has the ward within it, but having a ward field would be more straightforward.

Q: Are there any plans to simplify the sort/filter to make all the field names the same? This would make things on our end much easier.

A: I know this is a frustrating experience, for sure! There are no immediate plans at this time in the current SVRS system. We are actively working on a "modernized SVRS," a new system, which will have many changes, including to reports. The goal is to make all reports easier to produce.

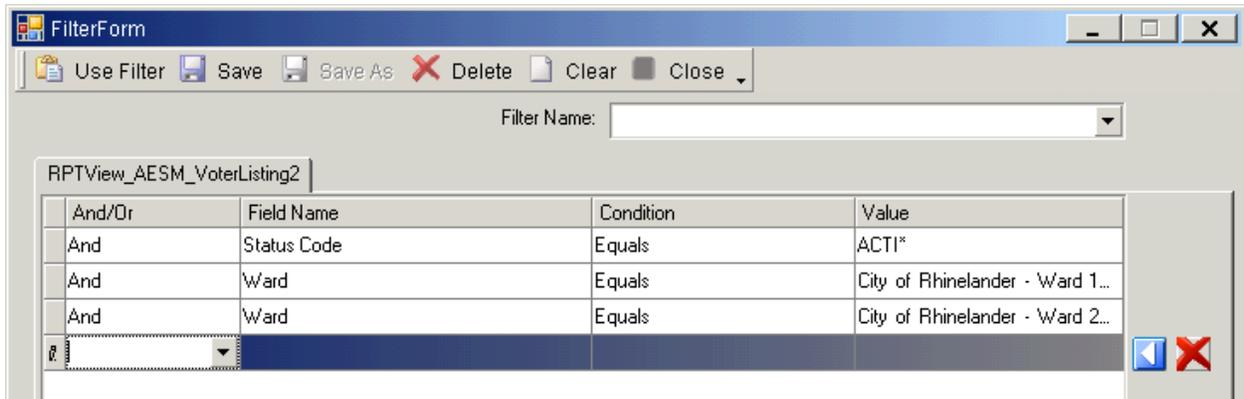
Q: What does it mean when you enter the field and condition and then there are no choices in the value column?

A: If there is no dropdown list available in the Value column after the Field Name has been selected, you must enter the desired value in that space. The most common examples of this are for the status (e.g. voter status, status code) and date (e.g. Election Date, Date Registered) fields. Because you can't always guess whether the full word will be included in the value field, it's a good idea to just enter the first few letters followed by an asterisk (e.g. ACTI*) in order to perform a "wildcard" search. For the date, the format must 2 digits for month, 2 digits for day, and 4 digits for year; the "/" must also be entered. For example, the Election Date for the upcoming election would be entered as: 11/04/2014.

Q: Can you explain the difference between and and(or or(?

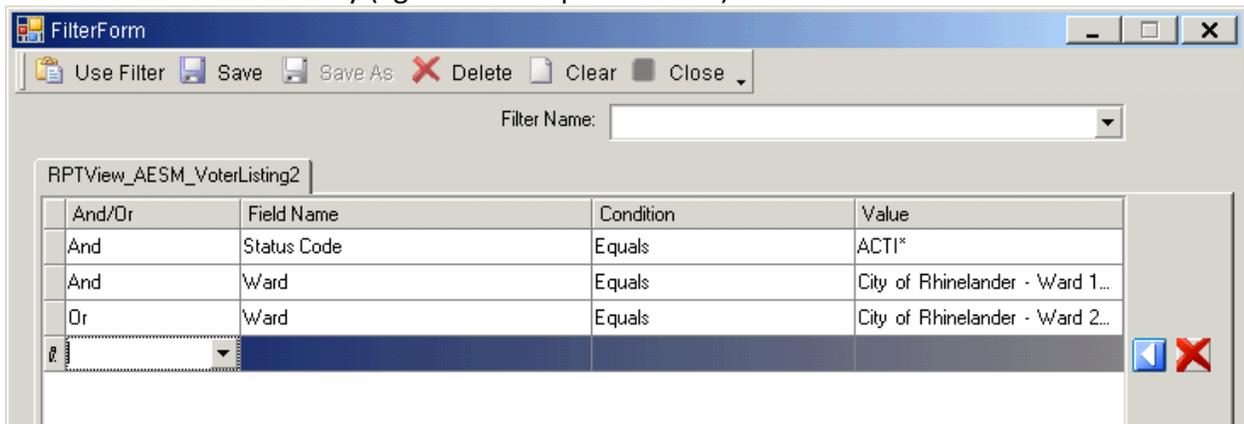
A: On the Filter Form, the column for And/Or has 5 options: "And" "Or" "And(" " Or(" "). "And" and "And(" should be used to signify that the filter should be included in addition to whatever other parameters have been set. "Or" and "Or(" are used to signify that there is an option as to whether the parameter set in the previous line or that in the current should determine the outcome. For example: And Status Code Equals ACTI* would indicate that the report should only include those voters who are in the Active status. However, if the following line was Or Status Code Equals CANC*, the report would include all voters whose status is either Active or Cancelled.

When the "(" is used with either the "And" or the "Or" it indicates that there will be a filter subset. For example, if I want all active voters within wards 1 and 2 and I set the filter in this way (with no parentheses):



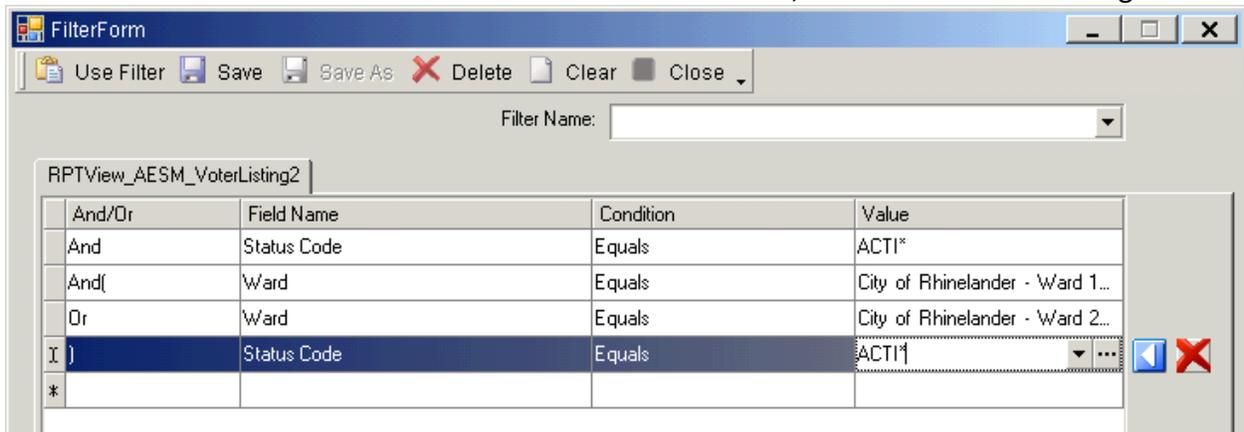
The result for the above filtered report would produce no records on my report because a voter cannot reside in both Ward 1 and Ward 2 simultaneously.

If I set the filters in this way (again with no parentheses):



This time the result will include voters who have Active status and reside in ward 1 and all voters in ward 2 regardless of whether they are active or inactive. If the () are not used, the filter will read all of the “ands” together and then everything after the Or together.

To receive all active status voters in both Ward 1 and Ward 2, I would use the following:



The last line must contain information in each column in order for the filter to be either Saved or Used. Simply repeat the information for Field Name, Condition, and Value from the first line. After Save or Use Filter are selected, SVRS will discard the repeated information.

By adding the (), I have instructed SVRS to provide a report that contains only Active status voters AND voters who live in a set of specific wards (Ward 1 or Ward 2).

Think of the filter in terms of a mathematical equation: $2 \times 3 + 4 = 10$, but $2 \times (3 + 4) = 14$. The added () makes all the difference!

Data Quality

Q: There are times I have a difficult time confirming deaths when they happened outside of our county and there is not an obituary. Any suggestions?

A: Hello, I can understand how that would be difficult. There are some obituary websites; some clerks have shared such names in the past.

Q: Regarding confirming felons - is there a way I can get info without going to our Clerk of Court?

A: Good question, the G.A.B. has contacts with the Dept. of Corrections. If the information presented on the Felon Match Screen is unclear, or if you have any questions about the information presented, please do not hesitate to contact the G.A.B. Since this information comes from the Dept. of Corrections, we are happy to follow-up with them.

Photo ID

Nursing Homes, SVDs, and Indefinitely Confined (Permanent Absentee) Voters

Q: Nursing home residents - are photo IDs required or do the care facilities have to certify on the envelopes that they are living there.

A: Photo ID is not required for nursing home residents if they are indefinitely confined (Permanent absentee) or served by an SVD. In situations where a voter is in a residential care facility, but is neither indefinitely confined nor served by an SVD, then photo ID is not required so long as the Certification of Care Facility Authorized Representative (as well as the Certification of Witness) is completed.

Q: For the permanent voters who are exempt from Photo ID, do you check the box as Photo ID exempt on the voter node?

A: No. Photo ID exempt only applies to Military and (Permanently) Overseas voters and is automatically checked when the UOCAVA status is selected. Though they are not exempt under the Photo ID statute, voters who are Indefinitely Confined (Absentee Application Type: Permanent) are required to return their ballots with the signed certification. The signed witness certification is considered sufficient for the Indefinitely Confined voter.

Q: Do NEW indefinitely confined voters need to provide photo ID? I'm referring to requests that have come in to my office this past week; not those already on my list.

A: No. Whether the indefinitely confined (Permanent absentee) currently has an approved absentee application or applies today or in the future, they will not be required to provide photo ID.

Q: Do we need to keep voter ID indefinitely or only as long as the absentee application?

A: The copy of Photo ID that is provided with the Absentee Application should be attached to the Voter Registration. The absentee application is often not kept indefinitely and it often is only good for less than a 12 month period. The voter may request an absentee ballot (along with a copy of their Photo ID) for the upcoming election, and then not make another request for an absentee ballot for five years. During that time, the voter may continue to vote and the polls and remain in the active status, even though there isn't an approved absentee application on file. If the prior absentee application is destroyed, and the copy of photo ID with it, the voter would no longer have a copy of their Photo ID on file. However, if the absentee application is destroyed, but the copy of the voter's Photo ID is kept with the registration, the ID remains on file.

Q: Can we check mark Indefinitely Confined as "ID provided" so they appear on the absentee log as "No ID needed"?

A: No. Photo ID Provided should only be checked if the photo ID has, in fact, been provided. Indefinitely confined (permanent) absentee voters may not always be in the circumstances which caused them to identify themselves as indefinitely confined. If they ever change their status from Indefinitely Confined (permanent) to Regular absentee, their voter record would erroneously reflect that a Photo ID was previously provided. Because absentee voters are not required to provide a copy of their Photo ID if one was previously provided, the now Regular voter would not be asked to provide the ID even though there isn't one on file.

Photo ID, Copies of ID, or ID Already on File

Q: So once we have a copy of a permanent absentee photo ID on file, they do not have to continue to send a copy. Is this correct?

A: To clarify, indefinitely confined absentee voters are not required to provide Photo ID. For Regular Absentee voters, a copy of the ID is provided once and then kept on file so the voter does not have to provide a copy when subsequent absentee ballots are requested (this includes ballots that are sent as a result of the original absentee application as well as new absentee applications).

Q: Does that visual inspection for in person count for future mail in absentees

A: No. An in-person absentee voter is treated as a voter at the polls for Photo ID purposes. They must produce the Photo ID (not a copy) before voting. An in-person absentee voter's record should not be marked as having provided photo ID. If the voter has provided photo ID with a prior absentee application, they will still be required to show their photo ID when they vote in-person.

Q: If someone drops off an absentee request in person, are we able to visually verify the ID or do we still need a copy?

A: A copy of the photo ID must be included with the absentee application. If the voter presents their actual ID at the counter, the clerk may make a copy for the file and this would be acceptable as having provided photo ID.

Q: I have a log of people that provided their Photo ID in 2012. But I did not keep the copy with the voter record, it was filed with the absentee. I do not throw out the absentee requests. Is this sufficient?

A: No. If a voter previously provided Photo ID, but the copy of Photo ID was lost or discarded, the voter should be required to provide a new copy of Photo ID before being issued a ballot, if applicable.

Q: Absentee Ballot ID question - If the voter brings in their ID for us to see but doesn't want it copied, do we just indicate we have viewed the ID and it was provided?

A: No. A copy of the ID is required for the absentee application to be complete. If the voter is voting in-person absentee, the ID is required, but it is not mark as having been provided for future absent voting purposes.

Q: What if the voter doesn't want their ID copied?

A: They may not receive an absentee ballot by mail unless they are willing to provide a copy. They may still vote in-person absentee without providing a copy.

Q: Can colleges issue "stickers" with an issue and expiration date to update student IDs?

A: At this time, we don't know. The G.A.B. Management and/or Legal team(s) is reviewing this question and will provide information as it becomes available.

Q: Is there a list of documents that can "prove enrollment" for college students?

A: No, there is not a specific list and election officials may exercise some discretion regarding this additional document. The University of Wisconsin System and some other schools have developed an "Enrollment Verification Form" which we have reviewed and can be used for both proof of residence and photo ID. Other documents that may be used to prove enrollment include a fee payment receipt or class schedule. The document must provide an indication that the student is enrolled for the semester during which the election takes place.

Q: So for the person that dropped off the application while I was listening to the news conference and the ladies at the counter looked but did not copy; I need to get a copy?

A: Yes. A copy is required before the ballot can be mailed. The application should not be processed unless the copy of the ID has been received.

Q: A copy is not needed for in person voting, correct? Visual is okay on that? And if I do not have envelopes that have the spot to initial can I go forward or do I have to wait?

A: Yes, that is correct: An in-person absentee voter need only show their ID. You may proceed with the envelopes you have but they will still need to be initialed.

Q: Do I need to go through all of the absentee applications and find the copies of the voter ID?

A: Yes.

Q: If a driver's license is provided with a voter registration for proof of residence and they don't submit an absentee ballot request, should we mark the voter record as "ID provided" in the event that they request an absentee ballot in the future?

A: Good question, more info to come. The G.A.B. Management and/or Legal team(s) is reviewing this question and will provide information as it becomes available.

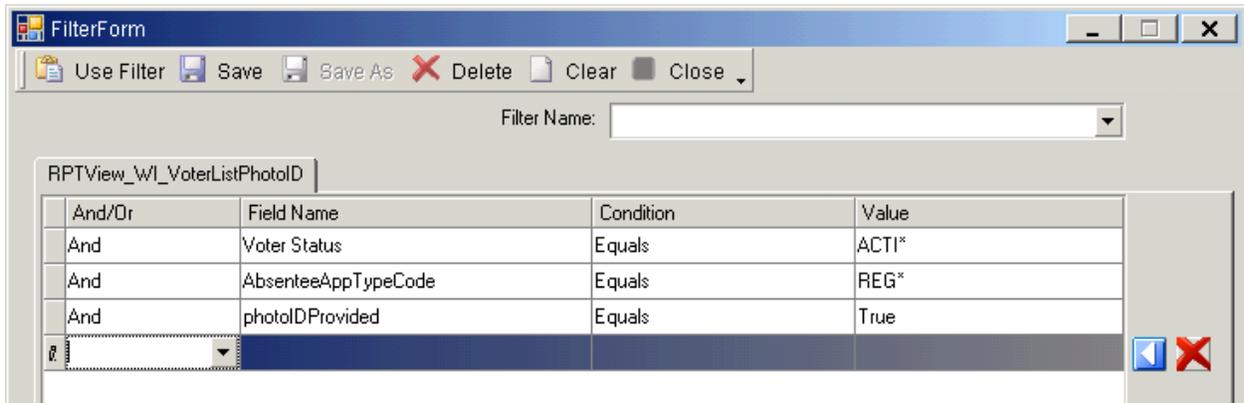
Q: How do we handle walk in applications for absentees before in-house voting begins?

A: These should be handled just as if the request was made by mail. The voter will still have to provide a copy of their photo ID.

Processes For Approved Voters

Q: How can I run a report that shows which of my absentees need to provide their ID before I mail their ballot? And how can I take this list and generate labels?

A: In the reports node, under category "Voter," select the Voter Listing with Photo ID Indicators. You may use the following filter to limit the results to only those who are Regular Absentee Voters and who have Photo ID Provided:



Q: How do I "Send Ballots to Approved Voters" - regular voters already in SVRS? All are approved but some have Photo ID and some do not.

A: You can run a report to determine who has Provided Photo ID and who has not. The report is Voter Listing with Photo ID Indicators. After you have determined which applications have met the Photo ID requirement, follow these steps:

1. Search for the voter by name in Absentee Applications under the 2014 General Election
2. Highlight the voter in the grid and select the quick task "Process Absentee Application"
3. Uncheck "Create an Application Only"
4. Select the Status-Reason ("Approved-Valid Application)
5. Select the Send Ballot Document & set Printer Settings
6. Print or Queue for Printing Later. If you have 5 voters, you may want to Queue them. Then find them in the Queued Mailings (under Labels and Mailings in the menu). You may use Ctrl + click to highlight all of the lines. If you have selected the 2X5 labels, they will all be combined onto one sheet of labels.

Q: Process to issue one ballot at a time - not in clerk's office - for those on file regulars that have Photo ID?

A: To issue a single ballot, search for the voter by name in Absentee Applications under the 2014 General Election. Highlight the voter in the results grid. Click the Quick Task "Process Absentee Application." Uncheck the Create an Application Only box. Select the Status-Reason. Select from the Send Ballot Document dropdown list. Set Printer Settings. Then either select Print Now

Q: Should the letter be sent to the mailing address on the absentee ballot request or to the residence address...or to both?

A: Good question. The letter should be sent to the best address for reaching the voter. If they have provided both a residential address and a mailing address, then the mailing address is probably the best option. If they have provided an additional address where they want to receive their ballot, this may be the best address to use, depending on what information has been provided.

Q: I tried to check the box for voters that have provided the photo ID (that are already in SVRS) but it won't let me check the box. What do I do?

A: The Photo Id Provided box cannot be checked in the Absentee Application, at least not directly. However, when the Absentee Application form is open, there is a button (“Go To Voter”) that opens the Voter-Update form. On the bottom left of the Voter-Update form, the box can be checked. After “Save and Close” is selected, you are returned to the Absentee Application form. To access the form, however, you must click the “Refresh Voter” button (found on the left side in the center of the screen).

Envelopes (GAB-122) and Labels

Q: Will Photo ID show up on the mailing labels and also on the absentee ballot logs, or will we manually have to make a notation?

A: Regardless of what is shown on the label, we are requiring clerks to document the voter’s ID status on the envelope (ID provided, ID exempt, or ID required)

Q: We don't have the Photo ID envelopes. They were used. We only have envelopes that do not have the spot for an initial.

A: Clerks may use up old stock of the absentee certificate envelope (GAB-122) for all absentee voters except voters residing in care facilities not visited by SVDs who are also not indefinitely confined. These voters will need the “Certificate of Care Facility Authorized Representative” section.

Q: What if I already pre-printed my labels, will the AB Application listing report still print showing them, or will I need to cancel?

A: Yes. The Voter Listing with Photo ID Indicators is a list of all voters and will only be filtered by the field name and value selected (As shown above, the filters may be set to show only voters whose status is Active and who are listed as a Regular Voter and who have provided Photo ID.)

Q: When will we get new wording for the absentee envelope?

A: The new absentee certificate envelopes are now available on the GAB website at: <http://gab.wi.gov/forms/gab-122>.

General/Misc.

Q: Will all of the old materials be posted on the GAB's website? Or will all of the materials be updated and then posted? If the latter, can we use the old materials (if we saved them) for guidance in the meantime?

A: Many updates have been added to the Voter Photo ID materials. On the G.A.B. website, updates have been made to the content on the Voter menu; Recent Clerk Communications have been added; and a message regarding the Voter Photo ID Law has been prominently placed on the website. The message includes a link for more information; the link points to the most up-to-date information and can be found at <http://gab.wi.gov/elections-voting/photo-id>. The most recent clerk communications regarding Voter Photo ID were sent on September 16 and September 17, 2014, and other communications will follow as needed. Additional updates and changes may be added as they become available. Finally, an Election Administration webinar concerning Voter Photo ID is scheduled for 10:00 a.m. on Wednesday, September 24, 2014.

Q: I see two references to Permanent voters and the photo ID, one states permanent overseas and the other states permanent as being exempt. Is it ALL permanent?

A: Permanently Overseas refers to the UOCAVA status in order to distinguish them from Temporarily Overseas voters (who are treated as regular voters). In the UOCAVA status, Overseas indicates the voter is Permanently Overseas (has no intent to return). In Absentee Applications and Absentee Ballots, Overseas is the Application Type for Permanently Overseas. The (Absentee) Application Type "Permanent" indicates an Indefinitely Confined voter. Overseas voters are exempt from Photo ID requirements. Permanent (Indefinitely Confined) are not exempt by statute but may satisfy the requirement without providing an ID (see the FAQ section for Nursing Home/SVD/Indefinitely Confined Voters).

Q: An absentee voter couldn't provide any later than the Thursday before the Election. They wouldn't get a ballot otherwise.

A: This question is a little more complicated during this election than it will be in the future. An absentee voter who has already received a ballot (because it was sent before the recent court ruling) may return their Photo ID with their ballot. Therefore, the Photo ID may not be received until Election Day or even after Election Day if the ballot is post-marked by Election Day but received later. For the voters whose ballots were not sent prior to the ruling, the answer is YES, they would not be mailed a ballot unless the Photo ID was received by the absentee application deadline.

In the future this will not be an issue because the Photo ID will be required before the application can be considered complete and would not even be entered into SVRS until that time.

Q: Is the new absentee application to be completed today too?

A: The new absentee application is now available on the GAB website at: <http://gab.wi.gov/forms/gab-121-english>

Q: Will a Provider be able to track "Photo ID Provided" for absentee ballots in SVRS for Reliers? Will there be a report that can be generated for the Relier?

A: This will depend greatly on the communication between the Provider and the Relier. If the Relier is prompt in communicating receipt of PhotoID and the Provider is prompt in updating SVRS with the information, then the Photo ID received information will be printed on the poll book.