

SVRS Webinar Training Series

2014 Post General Election Tasks

**How to Complete the 2014 Post General Election Tasks
Using
Wisconsin Statewide Voter Registration System (SVRS)
Wisconsin Election Data Collection System (WEDCS)
Customer Relationship Management (CRM)**

Wednesday, December 3, 2014

10:00 a.m. – 11:00 a.m.

**Program Presenters
Government Accountability Board Staff**

Agenda

- Introduction
- WEDCS Post Election Reporting
- Election Day Registrations and Voter Participation
- Election Administration and Voting Survey (EAVS)
- Undeliverable Election Day Registration Postcard Reporting
- Absentee Clean-up
- Felon Audit
- 4 Year Maintenance

Summary:

This webinar will cover the important post-election activities, including absentee clean-up in SVRS, completing the GAB-190F and GAB-191 and GAB-192 reports in WEDCS including the Election Day registrations and voter participation required to complete those reports, and the Election Administration and Voting Survey. This webinar will also again emphasize the reporting requirements for undeliverable Election Day postcards, the upcoming 2015 4-year maintenance process, and the G.A.B. post-election voter felon audit process.

Post-Election Reporting

Reports at a Glance:

1. The GAB-190F (Federal Elections) requires clerks to gather statutorily required post-election data that includes voting information and registration statistics for each reporting unit. One cost report is completed for each municipality and county.

Deadline: December 4, 2014.

2. The GAB 191 (Election Cost Report) requires clerks to report cost that are specific to the 2014 Fall General Election only.

Deadline: January 5, 2015

3. The GAB 192 (Annual Election Cost Report) requires clerks to report costs that are not related to a specific Election.

Deadline: February 2, 2014

Election Day Registrations and Voter Participation

1. All Election Day Registrations and voter participation must be entered no later than 45 days after the 2014 Fall General Election per Wis. Stat. § 6.33(5)

Deadline: December 19, 2014 without an extension.

Post-Election Audit

1. The Government Accountability Board compares the following data contained in WEDCS to that contained in both SVRS and the Canvass Reporting System (CRS) to identify and resolve discrepancies:

- a) Voter participation in SVRS
- b) Total votes recorded in WEDCS
- c) The total votes recorded for Governor in CRS.

Election Administration and Voting Survey (EAVS)

1. This report is completed by the Government Accountability Board to the Election Assistance Commission. This report contains the following:

- a) State data on the administration of Elections
- b) Information pertaining to the National Voting Registration Act (NVRA)
- c) Information pertaining to the Uniformed and Overseas Voting Act voters (UOCAVA)
- d) Voter registration numbers
- e) Other Election administrative information
- f) A statutory overview of Wisconsin Election laws and procedures.

How To Track Verification Postcards

Which Postcards Need to be Tracked?

Only postcards originating from an election day registration need to be tracked. The first election to be affected by the new law is the 2014 General Election. None of the elections in 2015 will require

tracking, but beginning in 2016 all elections which include a Federal or Statewide office contest or a statewide referendum on the ballot must be tracked.

How Does Tracking Impact the Verification Postcard Process?

The tracking requirement applies to EDR and Via Mail/SDR verification postcards and is an additional requirement to the Verification Postcard Process that is outlined in the Voter Verification Overview which may be found on the Government Accountability Board website under the [Voter Verification Postcards](#) webinar.

What Information is Required on the EDR Postcard Reporting Form on WEDCS?

1. Total number of Election Day Registration Applications Approved and Entered into the Statewide Voter Registration System. (This is the total number provided for question 3 of the GAB-190 form for all of your reporting units. Example: RU1 = 70; RU2 = 80; RU3 = 50. Enter 200 in #1 of the EDR Postcard Reporting Form.)
2. Number of EDR Address Verification Postcards Returned to the Clerk as Undeliverable. (Enter the total number of EDR postcards returned for any reason.)
3. Number of Undeliverable EDR Address Verification Postcards that are Able to be Resolved. (Enter the number of postcards that were originally returned but for which the clerk was able to find a reasonable explanation for the returned mailing. For example, typographical error, address validation error, voter moved after voting but before postcard delivery, etc.)
4. Number of Voters Inactivated in SVRS as a Result of the EDR Address Verification Process. (Enter the number of voters in SVRS who were inactivated due to the EDR address verification mailing process.)
5. Number of Voters Referred to the District Attorney's Office as a Result of the EDR Address Verification Process. (Enter total number of voters referred to the district attorney because their EDR address verification postcard was undeliverable and clerk was unable to find a reasonable explanation.)

When Should the EDR Postcard Reporting Form be Completed?

The EDR Postcard Reporting Form may be started immediately after the election by entering the total number of EDR Voters in Line #1. Thereafter, the other questions (2-5) may be updated as information becomes available.

Post-Election Absentee Clean-Up

You should **cancel all of your issued absentee ballots that were not returned**. Occasionally, you may have issued a ballot for a voter, and they did not return it, but instead registered and voted in another municipality. That municipality will not be able to process the voter's GAB-131 Voter Registration Application form if they still have an active (issued) ballot in your municipality. Cancelling your ballots as a group will prevent this problem.

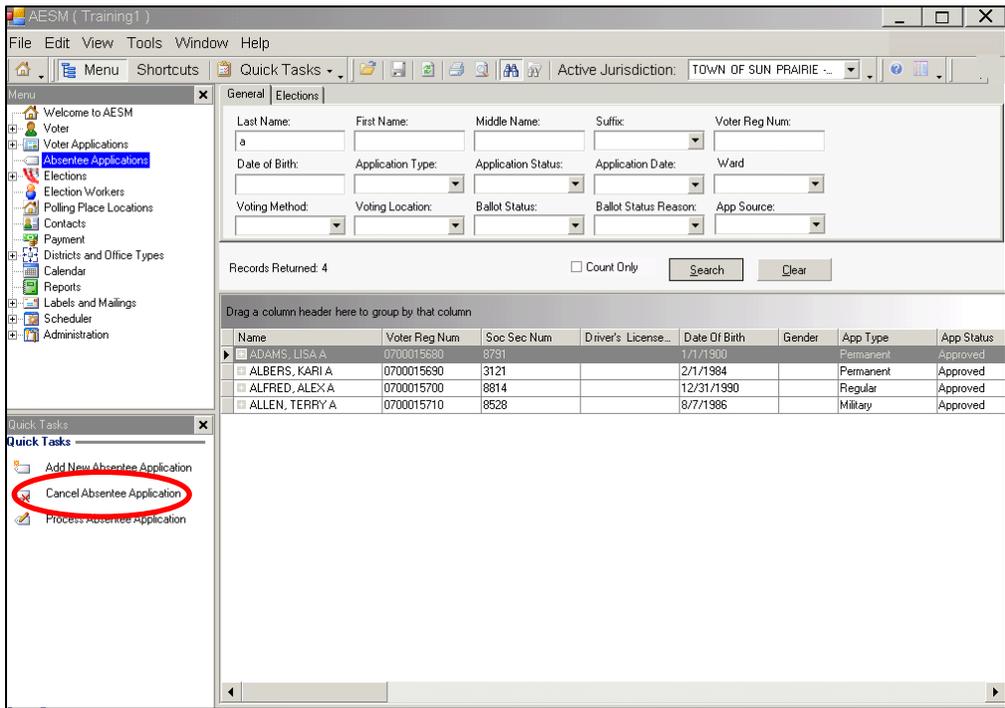
1. Within the election, highlight the **Absentee Ballots** node.
2. Under **Ballot Status**, select **Issued**, and **Search**.
3. Highlight all ballot records using **Ctrl-A**.
4. Click the **Cancel Ballot** Quick Task.

SVRS will allow users to link and process a voter from another municipality who has an outstanding ballot from a prior Election, however until that ballot is cancelled it will remain as part of their voter record.

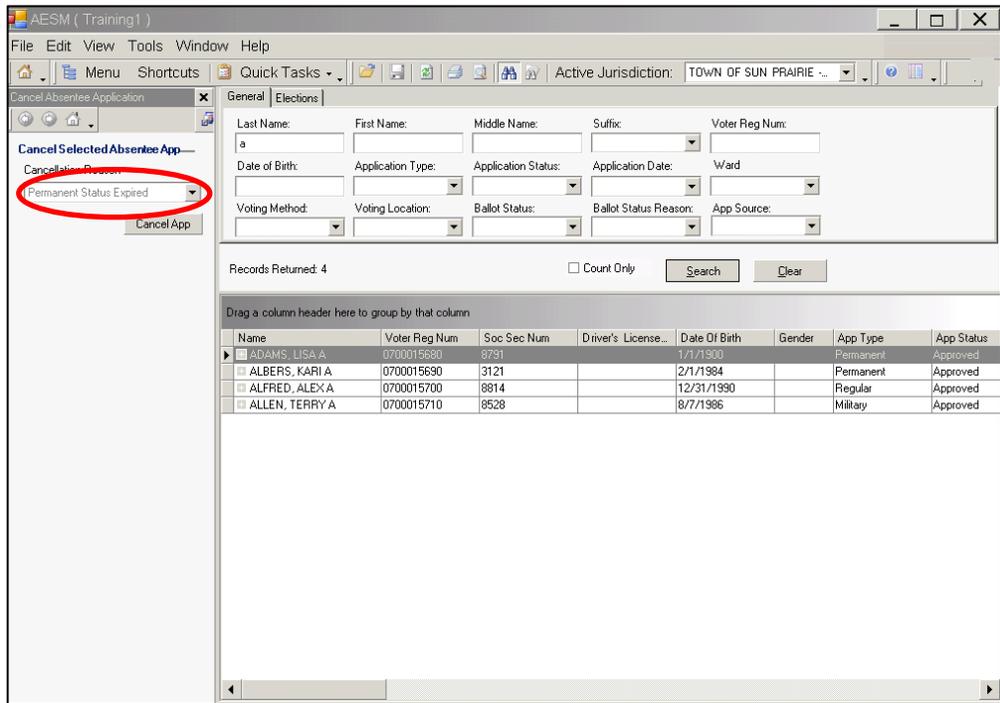
The screenshot shows a software window titled "Voter - Update - ROSEN, MARILYN". The window has a menu bar with "Save and Close", "Save and New", "Close", "Quick Tasks", and "Set Defaults". Below the menu bar are tabs for "General", "Other", "Activity", "Districts", "Voting Activity", "Registration History", and "Documents". The "General" tab is active, showing fields for Name (ROSEN, MARILYN), Voter Reg Num (0007213105), and Owner (CITY OF MILWA). The Address section includes Home Address (1400 N PROSPECT AVE, Apartment 507, MILWAUKEE, WI 532023024) and Mailing Address. The Voter Status section shows Status-Reason (Active - Registered) and Status Comment. The Voter Activity section shows Date Registered (7/22/2014), Last Date Chngd (7/25/2014), and Date Last Voted (11/6/2012). The Identification section includes Date of Birth, Assistance Req., Driver's License, Expr Date (7/29/2022), Soc Sec Num, and Language (English). The Contact Information section includes Phone (414)837-3301 and a "More Contact Info" button. The Notices section contains a warning message: "Outstanding ballot exists for 11/4/2014." The Other section includes checkboxes for Poll Worker Interest, Federal Voter, UOCAVA Status, and various signature and ID options.

In Wisconsin, permanent absentee voters (i.e., indefinitely confined electors) must vote in every general Election or they must renew their permanent absentee application. A notice of renewal will be sent to those voters who did not vote in the election. You should wait to send this notice until 30 days after Election Day, to ensure that all voter participation has been entered into SVRS. If the voter does not return the completed renewal form within 30 days of the date sent, their "Permanent" absentee application should be cancelled.

1. Locate the voter's absentee application, highlight that record and select "Cancel Absentee Application" from the Quick Tasks. Multiple applications may be cancelled by highlighting each one before selecting "Cancel Absentee Application".



2. Select "Permanent Status Expired" as the cancellation reason. Then Press the "Cancel App" button.



If you attempt to cancel an absentee application for a voter you are removing from the permanent absentee list and have not first cancelled their absentee ballot, SVRS will give you a warning message to that effect.

Voter-Felon Audit

After each election, the G.A.B. compares voter participation recorded in SVRS to felon records provided by the Department of Corrections for potential matches. If there is a possible match in your municipality you will be contacted by the G.A.B. The G.A.B. will make any referrals; the only responsibility for clerks is to provide supporting documentation to the G.A.B.

The Voter- Felon Audit is an online six-step process to review potential voter-felon matches. During this review you will provide supporting information and documents for confirmed voter-felon matches to the G.A.B. These will then be used to make referrals to district attorneys.

The types of supporting documentation you will be asked to provide are:

- Copy of the Voter Registration Form
- Copy of the signed Poll Book page
- Copy of the Ineligible Voter List
- Copy of the signed Absentee Ballot Certificate (envelope), if voter voted absentee

You will attach all records and make any necessary notes in CRM. There are detailed instructions and a video posted in CRM.

Four-Year Voter Record Maintenance

2013 Wisconsin Act 149

Every two years, after November General Elections, all voters who have not voted within the past four years must be mailed a notice that their voter registration will be suspended.

Act 149 transfers responsibility for reviewing the voter registration list and mailing notices to voters from municipal clerks and boards of election commissioners ("local clerks") to the Government Accountability Board.

The law now contains new statistical reporting requirements for the G.A.B. See Wis. Stat. Sec. 6.50.

Clerks will still receive the returned postcards and update the voter records in SVRS or CRM.

Voters who have a changed name or address are instructed to not return the card, but instead re-register under their new name or at their new address.