



SVRS 8.0 – Redistricting Checklist

The Government Accountability Board, Elections Division, has now made version 8.0 of the SVRS application available for use by Wisconsin's municipal clerks. This new version includes the new districts for 2012 based on redistricting.

This document is a checklist that clerks should follow to verify that their new districts have been set up correctly, set up new plans for polling places and reporting units, and verify that all voters have been correctly placed in their new districts.

Overview:

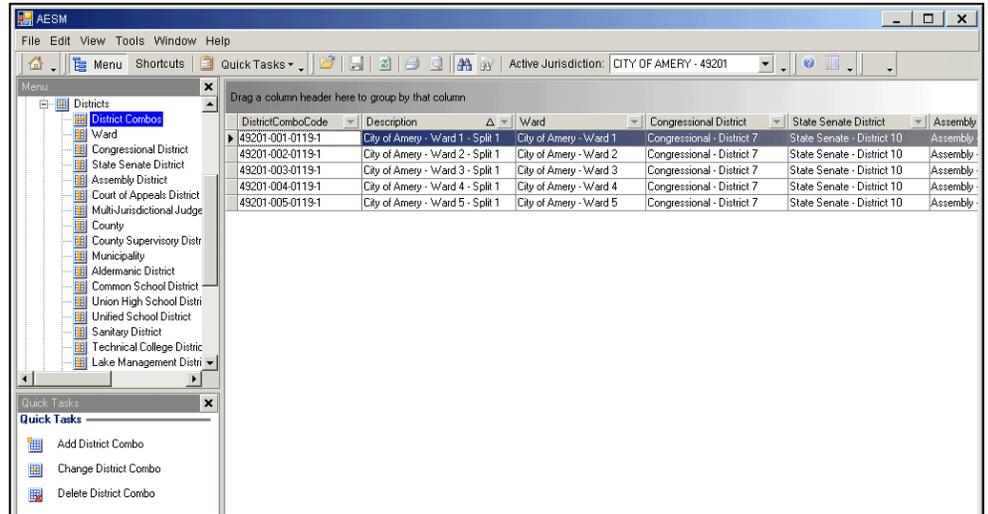
- 1) The first step is to verify that the new district combos and districts are correct. Contact the G.A.B. (using the SVRS Incident Reporting website provided below) if there are any problems with extra or missing districts – G.A.B. technical staff will have to fix your maps.
- 2) Polling place locations must be created if your polling locations have changed, or if the name of the polling place has changed (usually because the district was included in the name and is no longer correct).
- 3) New Polling Place Assignment Plans and Reporting Unit plans must be created and must begin with "2012."
- 4) Voters with no district combos must be corrected by updating the voter's address and placing the address in the correct location on the map.
- 5) Other data quality tasks will follow shortly.
- 6) If you have issues with your data or the usability of the software, we have a special SVRS incident tracker set up on the web to collect and prioritize these issues. The SVRS Incident Reporting website is located at <http://wisapps.wi.gov/sites/GAB/Incident> .

Click on the words "Create a Service Request" and fill out the incident form that opens. If you want to attach a file to your incident you should send it by email to Svrs@wisapps.wi.gov.

1) Verify that new district data is correctly loaded into SVRS

- In the main menu, click the plus beside **Districts and Office Types**, and the plus beside **Districts**.
- Click on the words **District Combos**.
- Right-click on any column header and choose “**Best Fit (all columns)**” from the menu. You should see a screen like the one below.

- The **District Combo Code** is in a new format – 11111-222-3333-4. The first 5 digits are the Hindi number, unique to every municipality. The second block of 3 digits stands for the ward. The new block of 4 digits contains the School District Number – in the example, 0119 stands for Amery School District. The last digit is the split, used for sanitary or transportation districts that might split a ward into more than one section.



DistrictComboCode	Description	Ward	Congressional District	State Senate District	Assembly
45201-001-0119-1	City of Amery - Ward 1 - Split 1	City of Amery - Ward 1	Congressional - District 7	State Senate - District 10	Assembly -
45201-002-0119-1	City of Amery - Ward 2 - Split 1	City of Amery - Ward 2	Congressional - District 7	State Senate - District 10	Assembly -
45201-003-0119-1	City of Amery - Ward 3 - Split 1	City of Amery - Ward 3	Congressional - District 7	State Senate - District 10	Assembly -
45201-004-0119-1	City of Amery - Ward 4 - Split 1	City of Amery - Ward 4	Congressional - District 7	State Senate - District 10	Assembly -
45201-005-0119-1	City of Amery - Ward 5 - Split 1	City of Amery - Ward 5	Congressional - District 7	State Senate - District 10	Assembly -

- You may also run the District Combo Listing report from SVRS to show you each district combo and the districts associated with it. For directions on how to run that report, see the Districts and Offices chapter of the SVRS Manual.
- Verify your district data:
 - Do you have the correct number of wards? If you’ve had an annexation after April, 2010, it was probably not included in the data we loaded. You will have to contact the G.A.B. using the incident tracking website to arrange to add the annexed ward(s).
 - Does each ward have the correct number of splits? If there are 3 school districts in ward one, there should be 3 district combo codes that start with your Hindi and have 001 in the second block of numbers. There may be additional splits if you have sanitary, lake management or transportation districts. Ask yourself – if absolutely every district had a contest on the ballot in the same election, how many ballot styles would each ward have? The total number of district combos in that ward should match the number of ballot styles in this situation.
 - Are your Municipality, County, Statewide, Circuit Court, Court of Appeals, and District Attorney districts still present and correct? These districts should not change.
 - Are your new Congressional, State Senate, Assembly, County Supervisory, and Aldermanic Districts (if applicable) loaded and correct?
 - Do you see your correct school districts, Technical College districts, Sanitary, Multi-Jurisdictional Judge, Lake Management or Regional Transit Authority districts?
 - Verify that there are no duplicates – all district combo codes and descriptions should be unique.



g) If your district combo data is incorrect or incomplete:

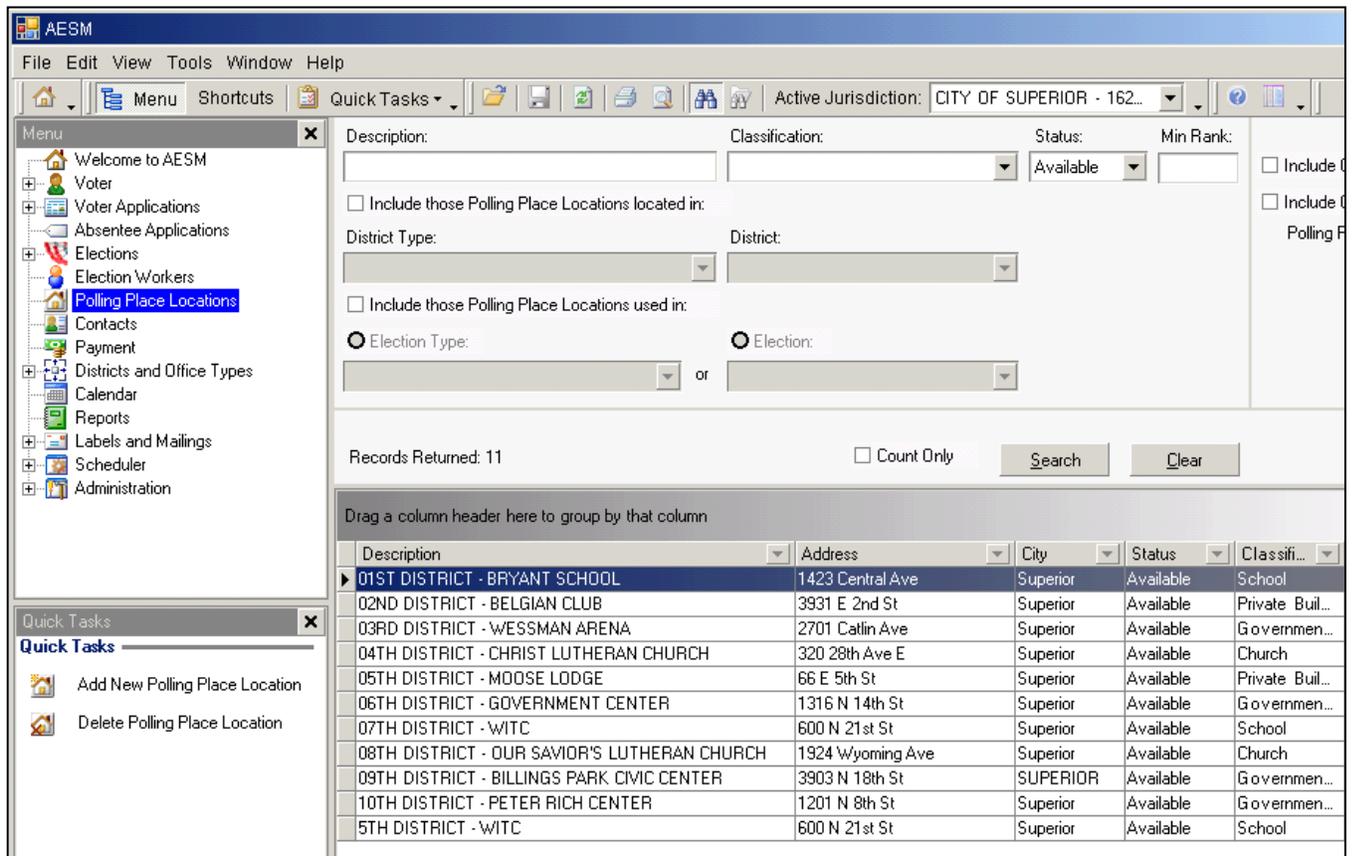
1. If any districts are missing or incorrect, you cannot change them yourself. You must contact the GAB by using the tracking incident website. Until you speak with an SVRS specialist, and they tell you to keep working, you should not change any polling place locations or fix any voters' addresses.
2. If you are missing an Aldermanic District, a Tech College District or Multi-Jurisdictional Judge district, those will not change the district combo codes. You can assign polling place locations, and fix voters with incorrect addresses, and you will not have to fix them again.
3. If you are missing a School district, a Sanitary District that holds elections, or a Regional Transit Authority District, your district combos will change once the new districts are added. For example, if you fix voters' addresses and assign them to a district combo that does not include the Sanitary District, you may need to change those voters again once the Sanitary District is loaded into SVRS. You may have to fix voters immediately if you have a primary in February 2012, but it's better to wait, if possible. Check with the GAB on the status of your data.

2) Verify that Polling Place Locations are updated and assigned to the correct wards

- a) First, go to the **Polling Place Locations** node in the main menu. Hit the **Search** button to find all available polling places.
1. Verify your polling place Description. **If you are changing the ward or other district that the polling place is assigned to, and the district is part of the Description (like in the example below), you will have to create a brand new polling place location record with the new district name** instead of simply changing the old polling place location. This is because 2012 could see State Senate or Gubernatorial recalls in the old districts, and the old polling place locations for those districts will have to be saved and available for use.

*Note that entering district names in the **Polling Place Location Description** is optional – it’s basically for the convenience of larger municipalities that may print multiple poll books for the same polling place. Smaller municipalities, especially if they have only one polling place, do not have to enter district names in the description.*

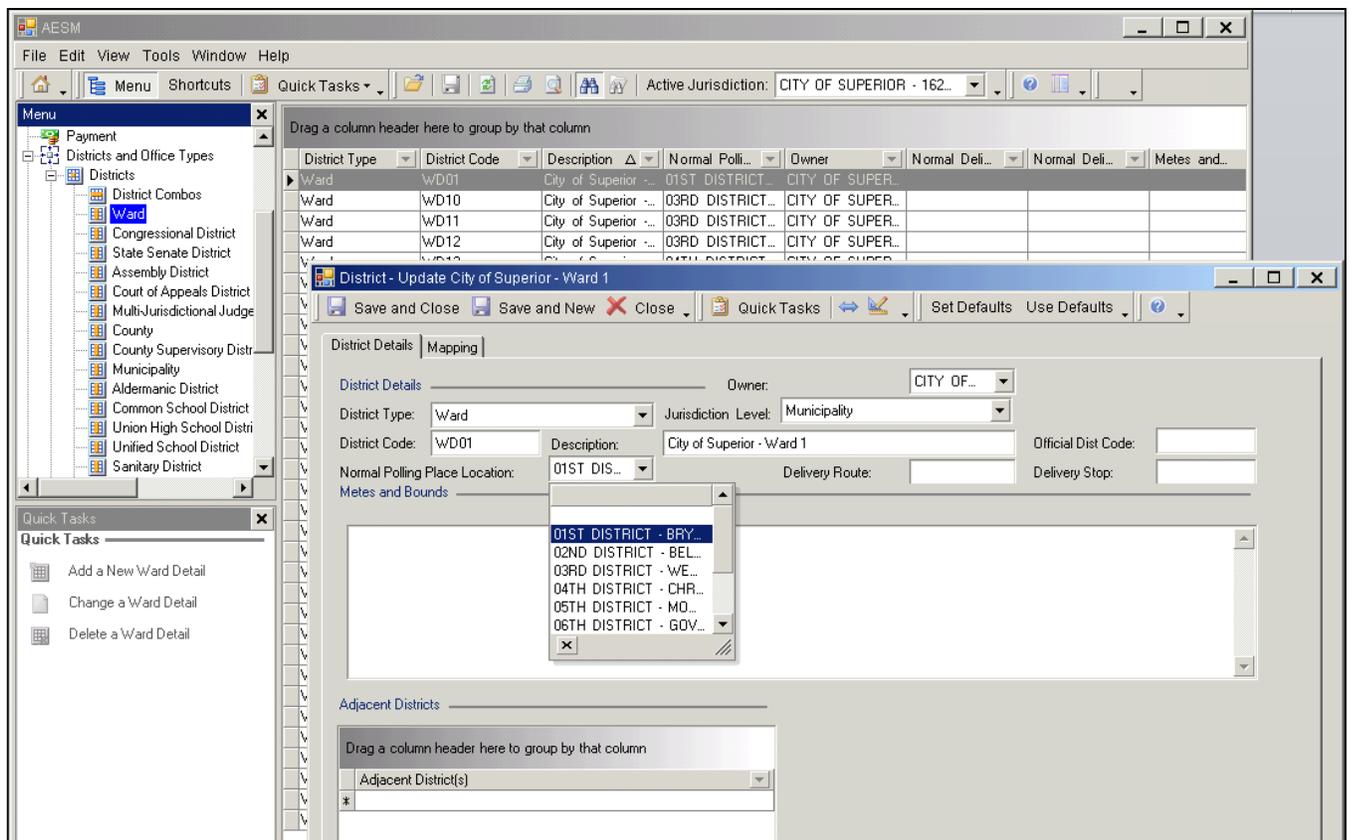
2. If your polling places remain the same, you do not have to change them. You should still create a brand new **Polling Place Assignment Plan** and **Reporting Unit Plan**.
3. If you need to add a new **Polling Place Location** record, please follow the directions in the Polling Places chapter of the SVRS manual.
4. It may be helpful to insert “2012” in the name of the polling place. For example “Ward 1 – Fire Station 2012.” That way you can tell new polling places from old ones. You can continue to use these polling places in 2013 and after, the 2012 is just to let you that the polling place was created for updated districts.



Records Returned: 11 Count Only

Description	Address	City	Status	Classifi...
01ST DISTRICT - BRYANT SCHOOL	1423 Central Ave	Superior	Available	School
02ND DISTRICT - BELGIAN CLUB	3931 E 2nd St	Superior	Available	Private Buil...
03RD DISTRICT - WESSMAN ARENA	2701 Catlin Ave	Superior	Available	Govermen...
04TH DISTRICT - CHRIST LUTHERAN CHURCH	320 28th Ave E	Superior	Available	Church
05TH DISTRICT - MOOSE LODGE	66 E 5th St	Superior	Available	Private Buil...
06TH DISTRICT - GOVERNMENT CENTER	1316 N 14th St	Superior	Available	Govermen...
07TH DISTRICT - WITC	600 N 21st St	Superior	Available	School
08TH DISTRICT - OUR SAVIOR'S LUTHERAN CHURCH	1924 Wyoming Ave	Superior	Available	Church
09TH DISTRICT - BILLINGS PARK CIVIC CENTER	3903 N 18th St	SUPERIOR	Available	Govermen...
10TH DISTRICT - PETER RICH CENTER	1201 N 8th St	Superior	Available	Govermen...
5TH DISTRICT - WITC	600 N 21st St	Superior	Available	School

- b) Once all Polling Place Locations are correct, add them to each ward as the **Normal Polling Place Location**.
1. In the main menu, click the plus (+) beside **Districts and Office Types** and the plus beside **Districts**.
 2. Click on **Ward**.
 3. Verify that each ward has the correct polling location listed in the **Normal Polling Place Location** column.
 4. If any ward has the wrong polling place, or no polling place assigned:
 - A. Double click on the record to open it.
 - B. Choose the correct polling place from the **Normal Polling Place Location** dropdown.
 - C. **Save and Close**.



- c) Follow the directions in the [Election Setup Chapter](#) of the SVRS Manual to create new **Polling Place Assignment Plans** and **Reporting Unit Plans**.
1. Whether or not your polling place names and wards have changed, do not alter old Polling Place Assignment Plans or Reporting Unit Plans. You may need the old data in case of recall elections. Instead, create new plans.
 2. Make sure to put “2012” in front of the name of the new plan, for example: “2012 Spring Elections” or “2012 General Elections.” You can continue to use these plans in 2013 and beyond, the “2012” is just to let you know the plan was created for the updated districts. This will allow us to archive older plans without affecting newer plans.



3) DO NOT inherit the 2012 Spring Primary in SVRS until after January 10th, 2012. Many counties and municipalities may not have a Spring Primary, and you should not inherit the election in SVRS until you know you have a contest on the ballot.

- a) Because School Districts and Multi-Jurisdictional Judge districts have changed, there will be new directions on how to add school district contests and referendum, and MJJ contests. The G.A.B. will provide those directions by January 10th. **In the meantime, please do not set up any School District or Multi-Jurisdictional Judge contests.**
- b) Once you know that you will be having a primary in February, please contact the G.A.B. right away. We will prioritize those counties and municipalities that have elections in February, and make sure their districts and voters are corrected first.

4) Make sure all voters have a verified address, and they are located in the correct district combo.

- a) To find voters with no District Combination, you can search in the Voter node or run a report.
 1. You can use the Voters with No District Combination report to find voters who have not been assigned a District Combo. Follow the directions in the current Address Ranges chapter of the SVRS Manual.
 2. You may also search for all voters in the **Voter** node. For example, in the City of Rice Lake, enter each letter of the alphabet and click the **Search** button. Left-click with your mouse on the **District Combo** column header to sort all voters by District Combo. Voters with a District Combo of 1 will be grouped together (at the bottom of the list if your Hindi number starts with a “0,” or at the top of the list if your Hindi starts with a “1” or higher.)

The screenshot shows the AESM (Automated Election System Manager) interface. The active jurisdiction is 'CITY OF RICE LAKE - 032'. The search results table is as follows:

Jurisdiction	Name	Date Of Birth	UOCAVA St...	Di...	Status	Status Reas...	Address
03276	CHAMBERLIN, JOSHUA A	9/7/1982		1	Active	Registered	1920 21 1...
03276	CURTIS, BETHANY J	11/5/1982		1	Active	Registered	1920 21 1...
03276	CURTIS, BRAD D	1/10/1983		1	Active	Registered	1920 21 1...
03276	CARROLL, SETH A	6/11/1982		03276-0...	Active	Registered	1103 S M...
03276	CHANDLER, ARNOLD J	11/14/1978		03276-0...	Inactive	Felony Record M...	12 W SCH
03276	CHAPPELL, KRISTENE L	2/4/1972		03276-0...	Inactive	4 Year Maintena...	1731 MAC
03276	CLEVELAND, DANIEL J	9/24/1946		03276-0...	Inactive	4 Year Maintena...	11 W BRA
03276	COOPER, JULIE M	7/27/1976		03276-0...	Inactive	4 Year Maintena...	622 S MAI
03276	COVARD, BARBARA ANN	6/12/1935		03276-0...	Active	Registered	14 E GATE
03276	CHRISTIANSEN, MICHA...	7/18/1947		03276-0...	Active	Registered	15 W SCH
03276	CARROLL, HEIDI LYNN	9/7/1981		03276-0...	Active	Registered	1103 S M...
03276	COULTER, TROY M	6/26/1977		03276-0...	Active	Registered	1002 S M...
03276	CHRISTIANSEN, LAURA J	8/4/1960		03276-0...	Active	Registered	15 W SCH
03276	CHARTRAW, JESSICA H	4/18/1981		03276-0...	Active	Registered	8 W FREN
03276	CLEVELAND, ROXANNE M	7/11/1982		03276-0...	Active	Registered	1735 MAC
03276	CIPRA, STACY RENEE	9/23/1986		03276-0...	Active	Registered	1760 MAN
03276	CALKINS, RICHARD MER...	4/16/1950		03276-0...	Active	Registered	32 CAMEL
03276	CALKINS, HELENE M	4/2/1958		03276-0...	Active	Registered	32 CAMEL
03276	CARLSLE, BRADLEY J	3/6/1972		03276-0...	Active	Registered	1410 BUN
03276	CARLSON, TRACY L	12/20/1971		03276-0...	Inactive	4 Year Maintena...	32 CAMEL



Make sure to check the number of records returned at the top and bottom of the search grid. If the number is over 1,000 records, you are not seeing all possible records, and you may be missing some voters. You can divide the search by **Age** (located on the **Other** tab) if you wish.



You may also see some voters with a blank **District Combo** code. There was an error when the district combo was loaded for these voters. You cannot change the addresses for these voters in the voter record. The best way to fix them is to add another voter application, link to the existing voter record, and manually select the district combo for their address.

3. Fix your voters with no District Combination:

- A. Search for the voter and open up the voter record. You should see an address like the one shown.
- B. Click the **Home Address** button to open up the **Address Detail** Screen. Click the **Map** button to see a map of the voter's address.

Name: CURTIS, BETHANY J

Address

Home Address 920 21 1/2 ST
RICE LAKE, WI 548688648

Mailing Address

Name: DUNHAM, CAROLINE E

Address

Home Address 24 E DOUGLAS ST
Apartment 3
RICE LAKE, WI 548681799

Mailing Address

Identification

Date of Birth: 12/28/1931 Assistance Req.

Driver's License: D550-1053-1968-08 Expr Date:

Soc Sec Num: Neither

Language: English

Contact Information

Phone: (715)719-0254 More

Notices

Address Detail

Format: US Address Validated

U.S Address

24 E DOUGLAS ST

APT 3

Address Line 2

RICE LAKE WI 548681799

District Combo Map Validate

AddressMap

[Zoom: 16] City Of Rice Lake - Ward 2 - Split 1

Hwy 55 E Knapp St

W Stout St E Stout St

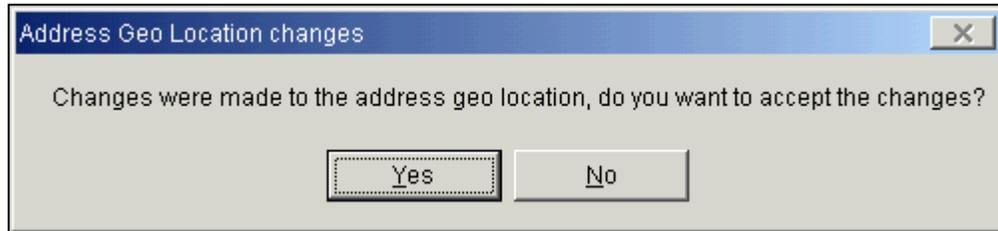
City Park

N Main St E Douglas

E Evans St Lakeshore Dr

Sound N logic Knight's Island

- C. Use the map to pinpoint the address in the correct location. Click on the flag and drag and drop it to its correct position. (Even if the position looks correct, you should always move the flag slightly to ensure that SVRS districts it properly). Once you have placed the flag correctly, click the “X” in the upper right-hand corner to close the map screen. When you see the message below, click “Yes.”



- D. On the **Address Detail** screen, click **OK**.

The "Address Detail" form shows the following information:

- Name: CURTIS, BETHANY J
- Address: (empty field)
- Home Address: 1920 21 1/2 ST, RICE LAKE, WI 548688648
- Zip Code: 03276-011-4802-1

 A small green pencil icon is visible in the bottom right corner of the address field area.

- E. Make sure that the district combo code assigned shows the correct ward and school district.

Note the green pencil icon in the lower left hand corner of the address field. The green pencil means that the address has been manually districted. The voter will show up on the poll list for that ward, but a manually districted address will not update if your district lines are changed. For example, a voter is manually districted to Ward 11, Split 1, with no sanitary district. If a sanitary district is added to SVRS, even if the voter’s location on the map would place them in the Sanitary District, they will remain in the original district combo, without the Sanitary District. Voters with the green checkbox icon will update whenever district combos are changed.

Note also that when you district one voter, every voter at that address will be moved to the same district combo.

- F. If the map function does not work (because SVRS does not recognize the address), or you cannot find the correct location on the map, you can select the correct district combo from the dropdown on the **Address Detail** screen.

The "Address Detail" form is shown with a dropdown menu open for the district code. The dropdown list contains the following options:

- 03276-006-4802-1
- 03276-007-4802-1
- 03276-008-4802-1
- 03276-009-4802-1
- 03276-010-4802-1
- 03276-011-4802-1 (highlighted)
- 03276-012-4802-1

 The form also shows fields for "Format" (US Address), "Validated" status, "U.S. Address" (1920 21 1/2 ST), "Unit Type", "Unit Number", "Address Line 2" (RICE LAKE, WI 548688648), and a "Map" button. A "Validate" button is also present.

- G. If you see a voter address with a 9 digit district combo, an error has occurred. DO NOT save the record. You may open up the **Address Detail** screen and choose the correct 13-digit district combo code.

Name:

Address

Home Address
 03276-012-1

- H. If you see a voter record in the search grid with a blank district combo, you cannot fix the address from the Voter record. You can add a new voter application, link to the existing voter record, and assign a district combo that way.

Drag a column header here to group by that column							
Jurisdiction	Name	Date Of Birth	Di... Δ	UOCAVA St...	Status	Status Reas...	
03276	RICHIE, ADELE D	6/14/1972			Active	Registered	
03276	ROUX, BRUCE R	4/17/1960	03276-0...		Active	Registered	
03276	ROUX, RENAE A	2/7/1963	03276-0...		Active	Registered	

Some resources and suggestions:

- 1) If you aren't sure which district a voter lives in, you may be able to check the County GIS website or a City Planning website for better information. County GIS systems can often locate a parcel even if the post office doesn't recognize the address or Bing or Google maps cannot locate it.
- 2) If you have a paper or electronic map of your municipality, you can often find the address on that map and verify the correct location, even if the map shows old wards or other districts. If you then go into SVRS, you can place the address in the correct location, in the new district.
- 3) Some County GIS systems and City Planning Departments may be able to give you a list of addresses in the updated wards. It can be very helpful to compare this list of addresses to the maps in SVRS.
- 4) If there are any questions about which school district an address is in, the tax assessor will have the final answer.
- 5) Counties and other Providers will have to communicate to their Reliers any unresolved questions they have about district lines. As always, Reliers should be informed of changes. It's recommended that a Voter Listing with Districts report be run for each Relier after redistricting changes are complete.



Once all of your voters with no District Combo have been fixed, there will be other data validation tasks to complete. Instructions on these tasks will be part of Phase Two of the redistricting deployment.

- 1) Geocode Exceptions – addresses with a district combo that may not have been assigned in the correct location on the map.
- 2) Boundary/Address Exceptions – addresses near the border between districts that could have been assigned to the wrong ward or school district.
- 3) School District Exceptions – addresses that were previously in one school district, but now are attached to another school district.
- 4) Address Conversion Exceptions – addresses that were updated in the conversion process and were changed. These should be corrected addresses, but clerks will have to verify that the changes are correct.
- 5) A mailing will be available for clerks to notify voters that their districts and polling places have changed.
- 6) Other, normal SVRS work, like entering new voter applications and checking on felon and death record matching, needs to be done before printing poll books for the next election.

The G.A.B. will send out an update when clerks can begin these data validation procedures.

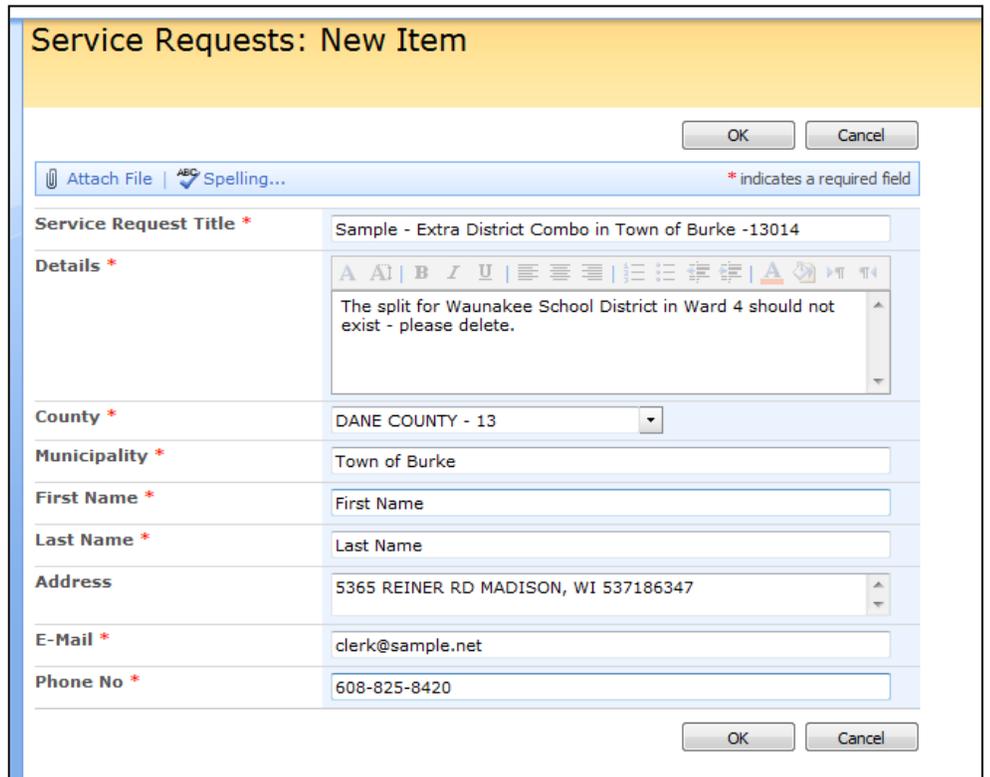
Use the Incident tracker to enter any problems with your districts or the software.

We expect G.A.B. staff to be very busy conducting trainings and answering clerk questions. If you have an error, please report it through our special incident tracker, so we can prioritize and fix any data or software issues while minimizing time on the phone.

- 1) First, go to this website: <http://wisapps.wi.gov/sites/GAB/Incident>.
- 2) Next, click the **Create a Service Request** link in the upper left-hand corner.
- 3) **Enter in your issue** as shown in the sample:

It always helps to have specific information about an error. If it's a particular voter record or district line that is incorrect, please include the voter's name and registration number, or identify the district and problem.

If you want to attach a screenshot or another file explaining the issue, you must send it by email to Svrs@wisapps.wi.gov.



Service Requests: New Item

Attach File | ABC Spelling... * indicates a required field

Service Request Title * Sample - Extra District Combo in Town of Burke -13014

Details * The split for Waunakee School District in Ward 4 should not exist - please delete.

County * DANE COUNTY - 13

Municipality * Town of Burke

First Name * First Name

Last Name * Last Name

Address 5365 REINER RD MADISON, WI 537186347

E-Mail * clerk@sample.net

Phone No * 608-825-8420

- 4) Click **OK**.

- 5) If you have questions that are not related to testing incidents, you can call the G.A.B. Help Desk at 608-261-2028. Otherwise, please use the Incident Tracker website to document any redistricting issues.