



SVRS Project Newsletter

Office of Secretary of State Todd Rokita

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County Action Items

- à Document the steps your county takes for jury selection and jury management
- à Document a list of current county reports
- à Begin to check your current VR data for
 - Accuracy
 - Validity
 - Completeness
- à Gather documentation on current VR system including file and database layouts

Welcome

I am pleased to present the sixth edition of the "SVRS Project Newsletter." I am especially pleased to report that we have made significant progress since our last communication with you. For the last twelve weeks, we have been engaged in complicated and lengthy contract negotiations with our SVRS contractor, Quest Information Systems.

As a result of that hard work, I am happy to announce we now have a signed contract to build our SVRS. Because of the importance and complexity of the SVRS project, we worked together to write a contract that contains the detail we need. We wanted to ensure that we get the system features that we asked for as a result of studying our existing county voter registration programs, but also more features to improve our new system and to comply with federal law.

The "price" that we paid for spending time to develop this detailed contract is less time to meet our January 1, 2006 deadline under HAVA to have our SVRS up and running. However, I am confident the state project team, Quest, and all county participants will work diligently to all do their parts to ensure that this important project will succeed.

Todd Rokita, Indiana Secretary of State

County Primary Contact Update

The SVRS project team has compiled a list of SVRS primary contacts for each of the 92 counties. Please review the name and contact information for your county in the amendment to this newsletter and contact Patrick Palecek (ppalecek@virchowkrause.com or 414-777-5487) with any corrections to the information listed there. If we don't receive any corrections by October 1, 2004, we keep the information for your county contact as it is currently on the list.

County Implementation Plan Announcement

You'll remember that earlier this year the state asked Virchow Krause to create 92 Pre-Implementation Preparation Plans (PIPPs), which identified voter registration tasks ("to-do's") for each county before the kickoff for the SVRS project.

Similar to this PIPP effort, the state and Quest will be working with counties in the near

future to create customized plans to make sure we successfully implement SVRS in your county. At the end of this process, we will have 92 tailored County Implementation Plans (CIPs) detailing each county's activities and "to-do's."

Think of these plans as recipes that will identify the ingredients your county needs to come up with a successful implementation of SVRS. Your county will be contacted shortly for us to ask for your contribution to these plans.

SVRS Jury Management and Jury Selection

During county pre-implementation planning, the state found that 71 of 92 Indiana counties perform jury selection and jury management from their current voter registration system or from programs directly integrated to their voter registration application. The requirements for jury selection contained in the RFP include the following:

1. The system will have the ability to identify voters who are eligible for jury selection.
2. The system will have the capability to import supplemental jury pool data and manage jury pool selection.
3. The system has the ability to export voter information for jury selection systems.
4. The system will record and maintain the voter's history of jury participants.

SVRS will permit the export of your voter registration data to support existing jury selection activities. So, jury selection will be a basic and important part of SVRS.

However, other "jury management" tasks such as managing the jury pool/panel, managing deferrals and other functions within jury management are not related to how you administer voter registration in your county. As a result, these "jury management" tasks are outside of the scope of this project, and these features will not be included in SVRS.

The state team has based the decision to limit jury selection functions on the following facts:

1. The Secretary of State and the Election Division do not have the legal authority to establish standards for jury selection and jury management across all Indiana counties.
2. The jury management programs that Indiana counties currently have significant differences that will not be quick or easy to standardize.
3. The significant differences between these county jury management programs would require a major effort to standardize before SVRS could include a statewide jury management function. There is no time to do that, and meet the January 1, 2006 deadline to make SVRS operational.

It is important that each county becomes aware of the ways these changes may affect its jury management and jury selection process. Counties that include more jury management functions as part of their current voter registration systems will need to find other solutions to replace the county's existing jury management program when SVRS becomes fully operational. Each county should begin studying now what approach it may need to take to handle its jury management functions in the future.

Label Printers

SOS and IED are excited to report that they have been able to include label printers to support the absentee voting process and other voter registration activities as part of the SVRS contract. Thanks to several county officials for sharing your views regarding how useful these label printers would be as a part of this system. As a result, one label printer will be supplied to each county in addition to the standard SVRS printer.

SVRS County Reports

SVRS will have the ability to generate many reports to help your office administer elections and voter registration. Standard reports available through SVRS will include the following:

- List of longest voting record by county
- List of duplicate records by political subdivision
- List of poll locations for each precinct
- County Voter Registration Official contact list
- Poll worker lists (at state and county levels)
- Poll worker assignments to poll locations
- List of total number of election poll workers by precinct
- Average daily wages of election poll workers at the last election
- Mailing labels
- Historical configurations of precincts and districts
- Most recent transactions by
 - Date and time
 - Transaction type
 - County
 - Worker
- Poll lists
 - Identifying voters who have returned an absentee ballot
 - With scanned voter signatures
 - With system print bar codes
 - With checkbox to capture a voter's interest in serving as a poll worker
 - With an underage voter flag
- Poll list including only the names and address of voters with Attorney General Protection Program status

SVRS will also provide custom reports for use at state and county offices. State and Quest personnel will be contacting you for details regarding your reporting needs to determine which custom reports are needed. Your county should prepare a list of reports its current voter registration systems provides so that the SVRS team can identify all of your county's reporting needs. Quest (or the state team) may request sample reports from your county, so begin collecting a page or two from each report now so that your county will be prepared to turn the information over when needed.

County Conversion Approach

One of the first processes to be addressed in the new Statewide Voter Registration System will be the conversion process. The following is the preliminary plan Quest will take in performing county conversions:

1. Quest has consolidated each of the 92 counties into 27 distinct conversion groups based on information gathered about their current voter registration system during the county pre-implementation surveys. Seventy-five counties share common system features with other counties and have been placed in 10 separate groups for purposes of coordinating this project. The remaining 17 counties have custom software or a unique software vendor; each of these counties is the only member of its conversion group. Please see the table below for specific conversion group details.
2. Quest will work with a representative county from each of the 27 conversion groups to define a method to obtain county data and file layout documentation for that group.
3. Quest will work with each county to obtain county data, and information regarding current IT support and current software vendors (if applicable).

4. Quest will adjust its methodology to streamline its approach based upon pilot county experiences. The streamlined approach will be used in obtaining remaining county data.
5. Quest will analyze data from each county and will provide reports highlighting missing or invalid data. Quest will correct instances of missing data if it is able to determine the contents of the missing data. Otherwise, counties will be asked to fill in missing data, before conversion, using information gathered from registration documents or other sources.
6. The state and Quest will process up to three conversions of data for testing and comparisons. After each conversion, counties will have an opportunity to review and correct any data issues identified.

Frequently asked questions about conversion:

Q: Do we need to standardize addresses in our old VR systems?

A: No, the new SVRS will standardize addresses automatically.

Q: What can counties start doing as soon as possible?

A: There are several things that counties could start checking to insure their data is as clean as possible before conversion.

1. Concentrate on information that is inaccurate, invalid or missing on your current system.
 - Names
 - Addresses
 - City, State, Zip
 - Registration Dates
 - Birthdates
 - Registration Status
2. Pay special attention to getting as many correct DLNs and SSNs as possible.
3. Check physical (legal) address vs. mailing addresses for inconsistencies. For example, PO Box in physical address.
4. Document any special use fields you might have. For example: Reason for cancellation is stored in address line 4 or DLN is in voter id field.
5. Gather what documentation you might have regarding file or database layouts and features of your current VR system.

Q: What is the timeline for conversion?

A: Quest realizes that the next few months are going to be especially busy for counties because of the general elections. The primary conversion effort required from the counties before the beginning of 2005 is to help Quest obtain current voter registration system data files and documentation. Counties will also be asked to answer some questions as Quest begins to work through current system data. The first set of data reports will be produced starting late 2004 and will continue through the first of 2005. Counties will have time to correct missing and invalid data found during the first conversion. The exact schedule of the second and third conversions is dependent on the final implementation schedule, which will be determined later 2004.

Q: Will images be converted into the new system?

A: Yes, Quest has been contracted to convert all existing scanned images of signatures and documents in current VR systems. Additionally, the State has contracted for all un-scanned signatures to be scanned for all converted voter registration records.

Conversion Groups

	Vendor/Database	# of Counties	Initial County	Remaining Counties			
1*	CSI Informix	16	Morgan	Brown Grant Martin Switzerland	Clark Jay Miami Wayne	Daviess Jefferson Perry Whitley	Floyd Marshall Sullivan
2	CSI Linux DB	1	Randolph				
3	Data Design Access	1	Benton				
4	Data Design SQL	1	Wells				
5*	ES&S DOS	10	Adams	Clay Henry Warrick	Fountain Montgomery	Gibson Spencer	Hancock Warren
6*	ES&S Oracle	5	Lake	Dearborn	Jackson	Johnson	St Joseph
7	Fidlar Foxpro	1	Union				
8*	Fidlar Oracle	3	Steuben	Dubois	Franklin		
9	Fidlar SQL Server	1	Allen				
10*	Kidd & Kidd	5	Bartholomew	Huntington	Rush	Starke	White
11	Low SQL Server	1	Fulton				
12*	Manatron Access	5	Tipton	Crawford	Decatur	Pike	Shelby
13*	Manatron SQL Server	17	Hendricks	Carroll Jasper Ohio Pulaski	Clinton Knox Owen Vermillion	Hamilton Newton Parke Wabash	Harrison Noble Posey Washington
14	Manatron Flat Files	1	Ripley				
15*	MHI DB2	5	Greene	DeKalb	Jennings	LaGrange	Scott
16*	NTS Foxpro	2	Kosciusko	LaPorte			
17	NTS Oracle	1	Marion				
18*	Triad Foxpro	7	Boone	Blackford Putnam	Howard Tiptecanoe	Lawrence	Monroe
19	Custom	1	Cass				
20	Custom	1	Delaware				
21	Custom	1	Elkhart				
22	Custom	1	Madison				
23	Custom	1	Orange				
24	Custom	1	Porter				
25	Custom	1	Vanderburgh				
26	Custom	1	Vigo				
27	ADS/Unknown	1	Fayette				

* Indicates Top 10 92

Counties listed in the "Initial County" column will be contacted by Quest during the next few weeks to start the process of obtaining data files and layouts. Cheryl Kennard, Quest Conversion Manager (ckennard@questis.com or 317-554-6534), can be contacted with questions.

For more SVRS Project information, please contact:

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<http://www.in.gov/sos/elections/hava/>