Deliverable: 2.2 VoteCal System Functional Specifications

VoteCal Statewide Voter Registration System Project

State of California, Secretary of State (SOS)

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<td>Don Westfall</td>
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1 Introduction

This document is Deliverable 2.2, the VoteCal System Functional Specification. It has been developed to the specifications presented in Deliverable Expectation Document (DED) 2.2 as approved by the Secretary of State (SOS).

The VoteCal System Functional Specification deliverable is responsible for documenting what (not how) the VoteCal System will provide. It presents the components of the system at a high level of abstraction, reflective of the “analysis model”. Subsequent deliverables will present continued elaborations of the design artifacts incorporated into the deliverable. At the culmination of the design phase is the delivery of deliverables that will contain the detailed design artifacts that document the “design model” – how the system will provide the required functionality.

1.1 Purpose and Objectives

There are three simultaneous objectives for Deliverable 2.2: VoteCal System Functional Specification:

- To serve as the analysis model of the system that will evolve into a full design model through a process of progressive elaboration.
- To serve as a framework and a backdrop for discussion during the discovery sessions.
- To demonstrate how the system will address all requirements in the form of:
  - Interface
  - Business Processing Logic
  - Process
  - Data Artifacts

1.2 Scope

Deliverable 2.2: VoteCal System Functional Specification will be produced in conjunction with Deliverable 2.1: VoteCal System Requirements Specification. The combination of Deliverables 2.1 and 2.2 will form the basis of the “analysis model” which will serve as the starting point for and input into the discovery sessions.

The VoteCal System Functional Specification conveys the aspects of the VoteCal System “analysis model” and serves as a bridge between the Validated System Requirements and Deliverable 2.3, the VoteCal System Detailed System Design Specification. The design artifacts are presented at a higher level of abstraction than what Deliverable 2.3 will present. Formal discovery sessions will occur between this Deliverable 2.2 and Deliverable 2.3 which will provide input for increased design elaboration.

1.3 Standards

The approach to the design of the VoteCal System is based on a single iteration of the Unified Process. The design artifacts are adapted from the Unified Modeling Language (UML).
1.4 Assumptions, Dependencies, and Constraints

This deliverable was prepared on the basis of the following assumptions, dependencies, and constraints.

- The use cases and other design artifacts are at a high level of abstraction and are subject to refinement and elaboration based on information gathered from SOS and the counties during the Discovery Sessions.
- The use cases and other design artifacts represent the design of the VoteCal system. These artifacts are maintained and updated separately. The Design deliverables capture the design of the VoteCal system at a point in time through the status of these artifacts at the time the deliverable is produced.

1.5 Document Control

This document contains a revision history log. When changes occur, the version number will be incremented and the date, name of the person authoring the change, and a description of the change will be recorded in the revision history log of the document.

As with other work products of the VoteCal Project, the approved VoteCal System Functional Specification will be placed under configuration management in accordance with the Document Management Plan (a subset of the Project Management Plan). Also, in accordance with the Document Management Plan, the VoteCal System Functional Specification will be stored on the SharePoint server and available to the project team, the Independent Project Oversight Consultant (IPOC), Independent Verification and Validation (IV&V) vendor, and SOS senior management.

2 Functional Specification

This is one of several documents intended to address the design of the VoteCal System. This document lays the foundation for the design of the VoteCal system by providing a high-level description of the general architecture, along with a description of the interfaces with other State agencies, a description of the database, processing functions, and the overall platform for the system.

This deliverable and its companion document, VoteCal System Requirements Specification (Deliverable 2.1) serve as the analysis model of the VoteCal system design. These documents will provide a preliminary view of the design in preparation for the Discovery sessions.

After the Discovery sessions, the VoteCal system design will be elaborated through the following design documents:

- Deliverable 2.3 – VoteCal Detailed System Design Specifications
- Deliverable 2.7 – VoteCal System Technical Architecture Documentation

Certain details of the design will be further elaborated in the following design deliverables:

- Deliverable 2.4 – VoteCal System Standard Report Specifications
- Deliverable 2.8 – VoteCal System Data Model and Data Dictionary
- Deliverable 2.9 – VoteCal System Data Conversion and Data Integration Plan
2.1 Use Cases

This deliverable presents the preliminary use cases. The preliminary use cases are descriptions of the behavior of the VoteCal system as it responds to requests from external actors. Each use case describes the behavior of the system needed to meet one or more of the requirements of the system as defined in the Request for Proposals.

2.1.1 Preliminary Use Case Inventory

This section presents the preliminary use case inventory.

The numbering scheme for the use cases is as follows:

UC99.99.01 {Use Case Name} v1.x, where:

- “UC” designates it as a use case
- 99 – the first number designates the use case category
- 99 – the second number indicates the use case sequence number within the category
- 01 – a designator to identify variations on a theme. The majority of use cases will only have a single variation.
- Use Case Name – an abbreviated name for the use case
- v1.x – The version for the use case.

The use case categories are:

01 – Voter Registration
02 – Voter Search
03 – List Maintenance
04 – Data Synchronization
05 – Administration
06 – Extracts/Lists
07 – Correspondence
08 – Reports
09 – Survey
10 – Public Website Access
The following table presents the inventory of the use cases for the VoteCal system:

### Table 2-1 Use Case Inventory

<table>
<thead>
<tr>
<th>#</th>
<th>Use Case #</th>
<th>Use Case Name</th>
<th>Category</th>
<th>Version</th>
<th>Status</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>01.01.01</td>
<td>Update Existing Voter Through VoteCal Application</td>
<td>01) Voter Registration</td>
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<td>01.02.01</td>
<td>Respond to Missing Precinct Assignment Notice Through EMS</td>
<td>01) Voter Registration</td>
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<td>3</td>
<td>01.03.01</td>
<td>Update Existing Voter Through EMS</td>
<td>01) Voter Registration</td>
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<td>01.05.01</td>
<td>Add Comment or Contact to Voter Record</td>
<td>01) Voter Registration</td>
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<tr>
<td>5</td>
<td>01.06.01</td>
<td>Modify Confidential Voter Status</td>
<td>01) Voter Registration</td>
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<td>6</td>
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<td>Register New Voter Through EMS</td>
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<td>01.11.02</td>
<td>Transfer Voter Through EMS</td>
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<td>01) Voter Registration</td>
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<td>11</td>
<td>01.16.01</td>
<td>Process DMV Registrations and COAs</td>
<td>01) Voter Registration</td>
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<td>12</td>
<td>01.17.01</td>
<td>Modify VIG Opt-Out Status for a Voter</td>
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<td>13</td>
<td>01.18.01</td>
<td>Derive Unique Identifier for Voter Record</td>
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<td>Handle Local Voter Registration Contingency</td>
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<td>15</td>
<td>01.20.01</td>
<td>Attach or View Document for Voter Record</td>
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<td>Search Voter through Web Application</td>
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<td>Search Voter through EMS Interface</td>
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<td>View Voter Details Through Web Application</td>
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<td>Process DHS Health Record File</td>
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<td>CDPH Death Record File</td>
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<td>Accept or Reject Death Record Match Case</td>
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<td>Create NCOA-CASS Export</td>
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<td>EMS Processes Message Queue</td>
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<td>Process Election Participation Batch</td>
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<td>04.11.01</td>
<td>Process Vote-By-Mail History Batch</td>
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<td>Process Provisional Voting Batch</td>
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<td>Process Precinct-District Mapping Batch</td>
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<td>Process Voter Record Update Batch</td>
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<td>Process Election Polling Place Batch</td>
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<td>Process Voter Activity Batch</td>
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<td>Send Signature Batch</td>
<td>04) Data Synchronization</td>
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<td>04.18.01</td>
<td>Process Batch Data Exchange</td>
<td>04) Data Synchronization</td>
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<td>47</td>
<td>05.01.01</td>
<td>Schedule Sweep of Expired Confidential Voter Status</td>
<td>05) Administration</td>
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<td>48</td>
<td>05.08.01</td>
<td>Record Issuance of Affidavits for Organization</td>
<td>05) Administration</td>
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<td>05.09.01</td>
<td>Determine Organization that was Issued an Affidavit</td>
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<td>Log into VoteCal Web Application-User</td>
<td>05) Administration</td>
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<td>51</td>
<td>05.12.01</td>
<td>Create User Account from VoteCal Application</td>
<td>05) Administration</td>
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<td>52</td>
<td>05.15.01</td>
<td>Add Organization</td>
<td>05) Administration</td>
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<td>05.16.01</td>
<td>Select Organization</td>
<td>05) Administration</td>
<td>1.2</td>
<td>Include</td>
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<td>54</td>
<td>05.17.01</td>
<td>Edit Organization</td>
<td>05) Administration</td>
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<td>55</td>
<td>05.19.01</td>
<td>Add or Edit Customer Organization Contact</td>
<td>05) Administration</td>
<td>1.3</td>
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<td>05.24.01</td>
<td>Print Screen Information</td>
<td>05) Administration</td>
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<td>57</td>
<td>06.01.01</td>
<td>State User Generates Official List of Voters</td>
<td>06) Extracts/Lists</td>
<td>1.2</td>
<td>Include</td>
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<td>58</td>
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<td>Enter PVRDR Jury Wheel Request for Organization</td>
<td>06) Extracts/Lists</td>
<td>1.4</td>
<td>Include</td>
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<td>06.07.01</td>
<td>Generate PVRDR File Set</td>
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<td>Generate Expired Confidential Voter Status Mailing</td>
<td>07) Correspondence</td>
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<td>61</td>
<td>07.18.01</td>
<td>Generate Report or Correspondence</td>
<td>07) Correspondence</td>
<td>1.6</td>
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<td>62</td>
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<td>08.03.01</td>
<td>Jurisdictional User Generates Precinct-District Report</td>
<td>08) Reports</td>
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Note: For those use cases specified with a status of "Include", the use cases will be submitted with this deliverable. The remaining use cases specified with a status of "Reference" will only be referenced in this inventory table.

2.1.2 Preliminary Use Cases

Each use case is maintained as a separate word document. The use cases are submitted with this deliverable, but as separate documents. Please look to "Deliverable 2.2 Functional Specification - Addendum Use Cases v2.1.zip", included with this deliverable as a separate file. The .zip file contains all of the use cases listed in the use case inventory.

2.2 User Interface Specifications

The user interface (UI) specifications are presented in the form of an inventory of user interface pages and a page flow diagram.

2.2.1 Page Inventory

The following table presents an inventory of user interface pages extracted from the use cases that have been presented to date. The table breaks down the user interface pages into functional categories, referred to as areas.

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### 2.2.2 Page Flow Diagram

This section presents a series of page flow diagrams. The diagrams are broken down into functional categories, referred to as areas, with each diagram sequence reflecting a single area. The diagrams are pasted into this section and also presented in a separate file. Please look to “Deliverable 2.2 Functional Specification - Addendum Page Flow v2.1.pdf”, included with this deliverable as a separate file.
Figure 2-1 VoteCal Application - Main
Figure 2-2 VoteCal Application - Reporting and Correspondence

- Report List Screen
- Report Request Screen
- Official List of Voters
- Failed DMV COA Transaction
- Voter Information Guide (VIG) Mailing List
- Voter Invalid Addresses Report
- voter Info List
- Precinct-District Report
- Official List of Voters - Extract
- VNC - District Detail Template
- Change of Address Notification (CAN)
- Official List of Voters - Extract
- VNC - Standard Template
- Post Voter Information Guide (VIG) Mailing List
- Alternate Residency Confirmation Postcard (ARCP)
- Voter Registration Statistics Report
- Residency Confirmation Postcard (RCP)
- Confidential Voter Status Expiration Notice
- Orphaned Precinct Report
- Report of Registration (ROR)
- Voter Registration Statistics Report
- Orphaned Voter Report
- Voters by Party by County
- Voter Invalid Addresses Report
- Failed DMV COA Transaction
Figure 2-3 VoteCal Application - Organizations
Figure 2-4 VoteCal Application - Survey
Figure 2-5 VoteCal Application - Voter Management
Figure 2-6 VoteCal Application - Work Item Management

- Work Item Management
  - Work Item Summary Screen
    - NCOA Match Case List
      - NCOA Match Case Detail
    - DMV COA Match Case List
      - DMV COA Match Case Detail
    - Transfer Out Match Case List
      - Transfer Out Match Case Detail
    - Death Record Match Case List
      - Death Record Match Case Detail
    - Duplicate Voter Match Case List
      - Duplicate Voter Match Case Detail
    - CDCR Felon Record Match Case List
      - CDCR Felon Record Match Case Detail
Figure 2-7 VoteCal Application - State Administration
Figure 2-8 VoteCal Public Website - Main