

Discovery Sessions

VoteCal
Statewide Voter Registration System Project

February - March 2010



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC.

WELCOME



© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC.

Who's Who?

County Participants:

- Candy Lopez (Contra Costa, DFM)
- Juan Witrigo (Fresno, DFM)
- Melvin Briones (Marin, DFM)
- Tony Aquilino (Marin, DFM)
- Justin Berardino (Orange, DFM)
- Doug Kinzle (Riverside, DFM)
- Roberta Kanelos (Sacramento, DFM)
- Joe Le (Santa Clara, DFM)
- Michele Wales (Alameda, ES&S)
- Ray Ching (LA, ES&S)
- Michael Petrucello (LA, ES&S)
- Charlie Wallis (San Diego, ES&S)
- Lindsey McWilliams (Solano, ES&S)
- Aaron Rosa (Stanislaus, ES&S)

EMS Vendors:

- Bruce Krochman (DFM Associates)
- Ross Underwood (ES&S/DIMS-NeT)
- Kathy Pal (ES&S / DIMS-NeT)
- Annie Tcha(ES&S / DIMS-NeT)
- John Medcalf (VOTEC)
- Tom Nolan (VOTEC)
- Dan Veres(VOTEC)

Secretary of State

- Mary Winkley (Proj Mgmt)
- Fred Wood (Proj Mgmt)
- Bruce McDannold (Elections)
- Cathy Ingram-Kelly (Elections)
- Brian Halkett (IT)
- John Hanafee (IT)
- Samuel Saroia(IT)
- Steven Carda (Training)

Catalyst Consulting Group:

- Scott Hilkert (Proj Director)
- Don Westfall (Proj Mgmt)
- Victor Vergara (App Development)
- Chad Hoffman (App Development)
- Kurt Schwartz (Testing)
- Matt Benton (Business Process)
- Kalyn Farris (Business Process/Training)

Project Oversight

- Mike Cox (IV&V)
- Art Mulligan (IV&V)
- Payson Hall (IPOC)



Today's Agenda

- | | |
|----------------------|--|
| 9:00 - 9:10 | Welcome |
| 9:10 - 9:30 | Intros |
| 9:30 - 9:45 | Housekeeping, Goals/Objectives, 5-week Agenda |
| 9:45 - 10:30 | System Overview |
| <i>10:30 - 10:45</i> | <i>Break</i> |
| 10:45 - 11:30 | Requirements Overview |
| 11:30 - 12:30 | Connecting VoteCal to the County EMS |
| <i>12:30 - 1:30</i> | <i>Lunch</i> |
| 1:30 - 2:45 | Use Case / Business Process / Data Orientation |
| <i>2:45 - 3:00</i> | <i>Break</i> |
| 3:00 - 4:30 | First UC/BP Topics: General Usage, Search |



Logistics

- Bathroom: out the door to the left (front hallway)
- Break room: in the back, need Sac Cty escort
- Lunch: box lunch option, strict 1 hr limit
- Materials: binders, additional handouts, pens/paper
- Protocol for asking questions
- Parking Lot



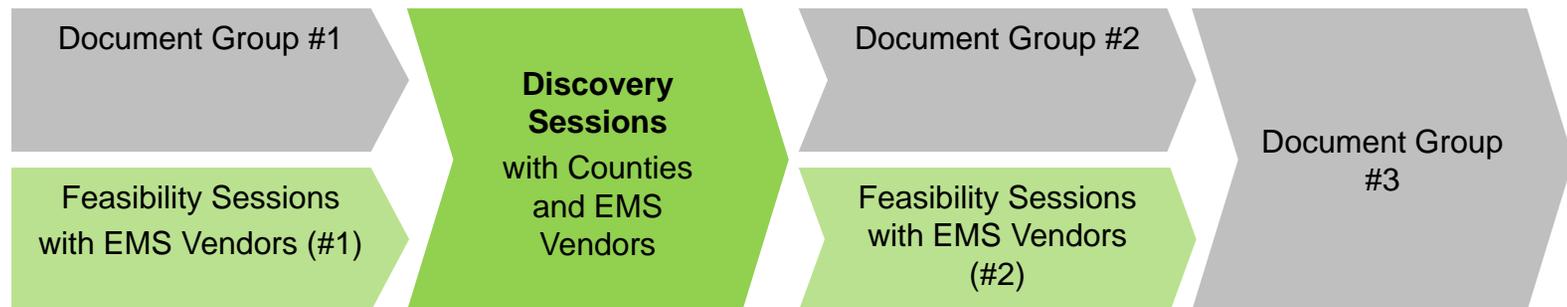
High-Level Agenda for Discovery Sessions

- Day One: Orientation to Discovery Sessions and VoteCal Overview
- Weeks One - Three
 - Business Processes, Use Cases, Data
 - Review all decisions made-to-date
- Day Ten: Project Plan, Remediation, Lessons Learned
- Weeks Four - Five
 - Clarification and Elaboration
 - Re-review (selected use cases only)
 - Wrap-up



VoteCal Design Phase Overview

- The VoteCal Project is currently in the Design Phase, which is scheduled to complete in Summer 2010. At the end of the Design Phase, the Catalyst team will have a set of design documents to use for system development.
- During the Design Phase, the VoteCal team will meet with counties and EMS Vendors to collect input to the design documents.



We understand that our success in meeting the goals of the VoteCal Project depends on **counties embracing the VoteCal solution** (including your local remediated election management system).



Expectations for the Next Five Weeks

- What are you hoping to get out of this session?
- How will you define success for these five weeks?



© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC.

Goals and Objectives for the VoteCal Project

- HAVA-compliant statewide voter registration database, focused on three areas:
 - Official voter registration list
 - Uniformly applied VR laws
 - Improved public access



© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC.

County Role in the Discovery Sessions

Voice in the Process

- Open dialogue
- Document all feedback
- Actively track open items for resolution

Identify Impacts

- Collect feedback from Counties
- Take issues for follow-up as needed

Receive Info (for Sharing)

- Discovery Overview and Orientation
- Overview of Project Phases and Timeline
- System Design Choices and Process



Participation of EMS Vendors in Discovery

- Provide detailed lists of data types and constraints
- Help distinguish between county-specific processes and EMS-specific functionality
- Provide perspective on when design requires change/standardization
- Give information to support customer counties, but don't drive conversation or decisions here (they will have their own feasibility sessions)
- Recognize that some conversations will need to happen outside of our 9 a.m. - 4:30 p.m. sessions



VOTECAL SYSTEM OVERVIEW

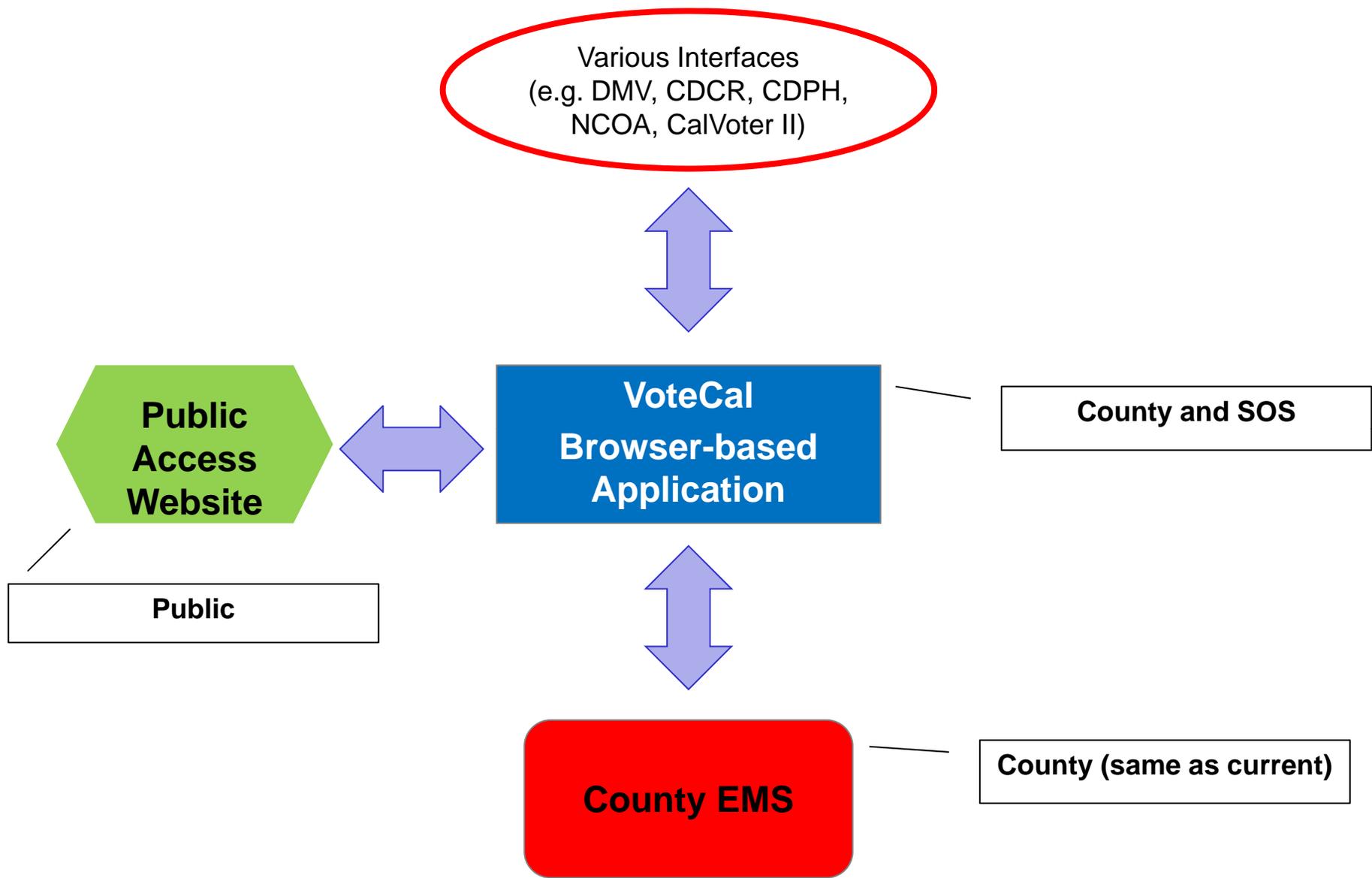


© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential

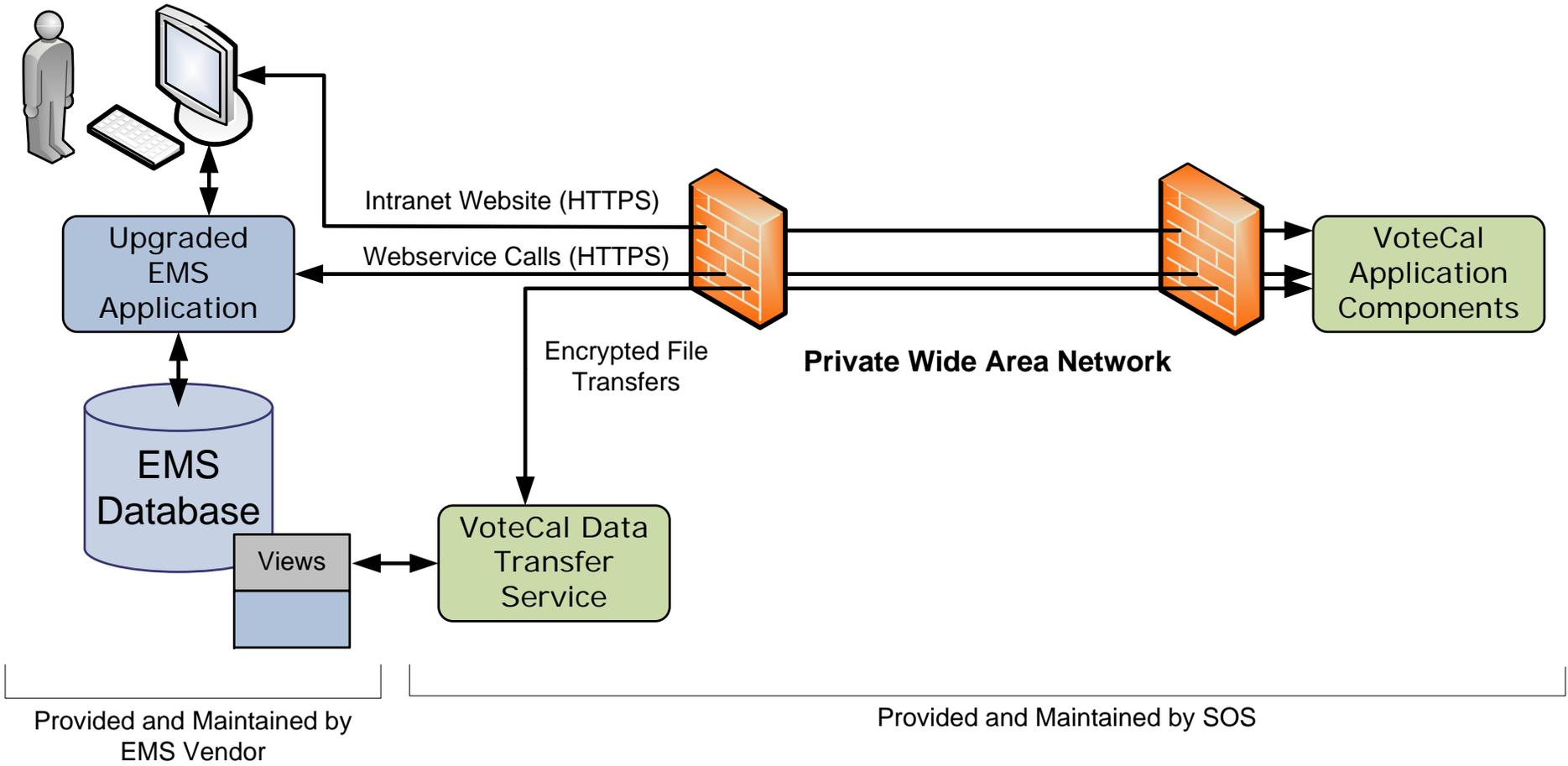


SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC.

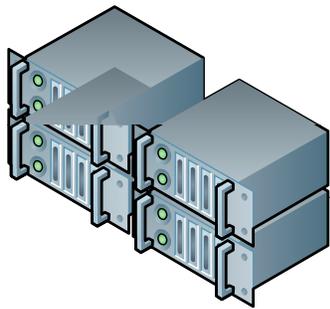


County User



County Server(s)

Host Local EMS Software and Database



County must allow for Transfer Service to be installed on a local machine

Connectivity to Local EMS Systems is Responsibility of County IT

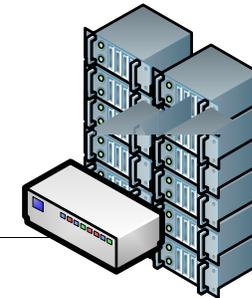
Firewall and Network Handoff at County Is provided by SOS



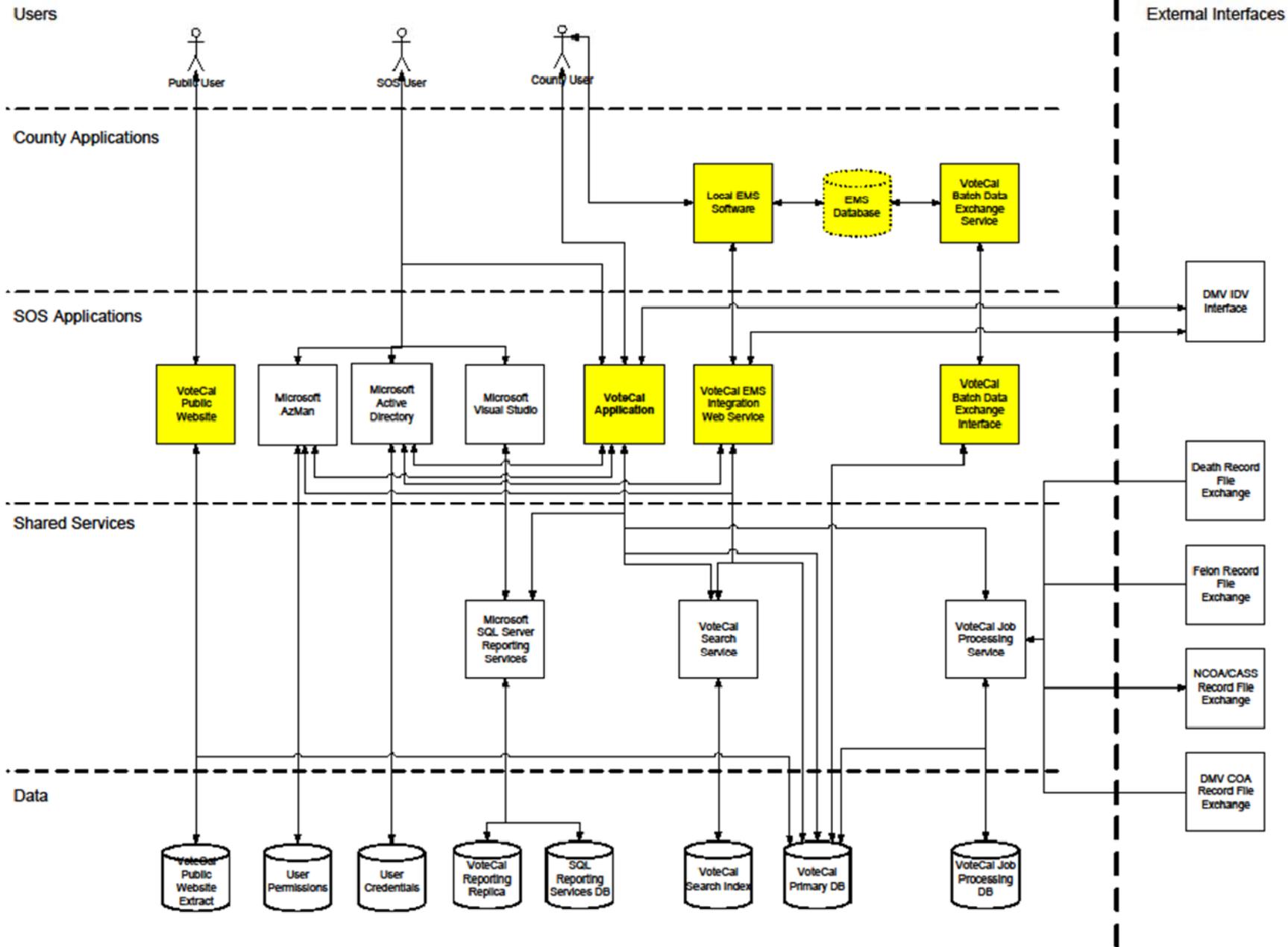
Private Wide Area Network

SOS Servers & Network

Host VoteCal Components



Architecture



Functionality Categories

- 1 – Voter Registration
- 2 – Voter Search
- 3 – List Maintenance
- 4 – Data Synchronization
- 5 – Administration
- 6 – Extracts / Lists
- 7 – Correspondence
- 8 – Reports
- 9 – Survey
- 10 – Public Access Website

Day 1 (Week 1, Tues)	Misc / General Usage
	Search in VoteCal
	Search in EMS
Day 2 (Week 1, Wed)	Report of Registration
	Mail or In-Person VR (Paper Forms)
Day 3 (Week 1, Thurs)	Update / Edit VR / Cancel Voter
	Rejected VR
	Transfer Voter (within CA)
	Batch updates of voter and supporting data

Day 4 (Week 2, Tues)	Periodic Duplicate Search
	Message Processing
	Periodic Death Records Validation
	NCOA processing (includes CASS)
	DMV COA processing
Day 5 (Week 2, Wed)	Define/Add Organizations
	Manage VoteCal Users (Add, Edit, Delete)
	Affidavit Issuance Tracking
	Print Precinct Roster / Supplemental Roster
	PVRDR
	Complete Work In Process
Day 6 (Week 2, Thurs)	External Voter Registration Sources
	Standard Reports
	Ad-Hoc Reporting

Day 7 (Week 3, Tues)	Check voter registration status
	Check provisional ballot status
	Check VBM status
	Opt-out of voter reg guide
Day 9 (Week 3, Thurs)	Internet VR (new)
	Define/Add Political Parties
	Update Content/Format of Reports
	Update Content/Format of Correspondence
	Update Matching Thresholds/County Preferences
	Manage VoteCal Users (Add, Edit, Delete)
	Affidavit Issuance Investigation
	PVRDR Investigation
	Manage Automatic Processes (Matching, Batch Transfers)
	Misc Admin Functions
	Confidential Voter expiration
	Confidential Voter Expiration Date (determine and mail)
	DMV Change of Address Failure Mailing
	Voter Notification Cards (VNC)
Residency Confirmation Postcard (RCP/ARCP)	
Change of Address Notice (CAN)	
Voter Information Guide (VIG)	



Core System Functions

Familiar Functions:

- Voter Registration
- Voter Search
- Extracts/Lists
- Correspondence
- Reports

New and Significantly Updated Functions:

- List Maintenance
- Data Synchronization
- Administration
- Survey
- Public Access Website



Key Concepts For VoteCal Design

- Single voter registration record for each voter.
- The official record for each voter is in VoteCal (Counties will have copies of voter data within EMS).
- Voter record will be updated as voter moves between counties.
- Counties will have ability to view all data for all voters in the state, but can only change data for their voters.
- High-confidence matches will be applied automatically by VoteCal. Counties will retain capability to undo matches they feel were in error. (Counties will participate in setting confidence levels.)



Current to Future Process Comparison

	Current Process	Future Process
Voter Registration Process	Maintained through EMS	Maintained through EMS
Voter Data	Owned by EMS, Copy to CalVoter	Owned by VoteCal, Copies to EMS
Duplicate Identification/ List Maintenance	<ul style="list-style-type: none"> • Batch process • All potentials sent to county 	<ul style="list-style-type: none"> • Check at time of registration • Periodic batches • High-confidence matches applied automatically • All others sent to county for review
Identify Verification	Separate process (CalValidator)	Integrated with registration processing in VoteCal
Voter Access to Data	<ul style="list-style-type: none"> • Hosted by counties • Varies from county to county 	<ul style="list-style-type: none"> • Hosted by State for all voters • Counties can still host additional functions
Online Registration	No!	Yes!



Potential Advantages of VoteCal for Counties

1. **Automatic Application of High Confidence Matches** - more time for county staff to focus on researching unclear cases
2. **Online Registration and Look-up** - increased self-service for voters
 - Faster processing of registrations
 - Reduced staff cost for processing registrations
 - More accurate data
 - Reduced staff cost for fielding inquiries
3. **Integrated Reporting** - SOS requires less interaction with counties to produce reports
4. **New Research Tools** - cross-county history, historical changes, organization tracking, etc. will centralize research
5. **Improved Synchronization** - new automation of synchronization between EMS and statewide database



VOTECAL REQUIREMENTS OVERVIEW



© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC. 22

#	Requirement Text
S.01	General Requirements and Features
S.02	Voter Registration - Registration Data
S.03	Voter Registration - Registrant Search
S.04	Voter Registration - Registration Processing
S.05	Voter Registration - ID Verification
S.06	Voter Registration - "Motor Voter"
S.07	Voter Registration - Voter Notification Cards (VNC)
S.08	Voter Registration -Synchronization for Independent Counties
S.09	List Maintenance – General
S.10	List Maintenance - Record Matching
S.11	List Maintenance-DHS Death Records
S.12	List Maintenance - CDCR Felon Data
S.13	List Maintenance - Duplicate Identification
S.14	List Maintenance – NCOA
S.15	List Maintenance - Pre-Election Residency Confirmation Postcards (RCPs)
S.16	List Maintenance - Change of Address Notification (CAN)
S.17	Voter Election Data - Official List of Voters
S.18	Voter Election Data - Voter Participation History
S.19	Voter Election Data - Vote-by-Mail Voting
S.20	Voter Election Data - Provisional Voting
S.21	Precincts and Districts - Precinct - District Mapping
S.22	Election Management -Vote-by-Mail & Mail Ballot Management
S.23	SOS Processes - Political Party Tracking
S.24	SOS Processes - Report of Registration (ROR)
S.25	SOS Processes - State Voter Information Guide (VIG)
S.26	SOS Processes - Public Voter Registration Data Requests (PVRDR)
S.27	SOS Processes - Jury Wheel Extracts
S.28	SOS Processes - Affidavit Issuance Tracking
S.29	SOS Processes - Public Access Website

#	Requirement Text
T.01	Security and Passwords
T.02	Interfaces
T.03	Availability and Operational Recovery
T.04	Performance and Capacity
T.05	Public Internet Access
T.06	Network
T.07	Currency and Productive In Use
T.08	Documentation
T.09	Auditing Requirements
T.10	Coding and Error Handling Requirements
T.11	Transition
T.12	Help Desk
T.13	Reporting Requirements
T.14	General Technical Requirements

VoteCal System Requirements

- In the RFP for the VoteCal System, 339 requirements were identified for “what” the system needs to accomplish
- These requirements have been refined, but remain stable to define scope.
- During Discovery Sessions we will discuss the “how” of these requirements



S1 - S7

Voter Registration

#	Requirement Text
S.01	General Requirements and Features
S.02	Voter Registration - Registration Data
S.03	Voter Registration - Registrant Search
S.04	Voter Registration - Registration Processing
S.05	Voter Registration - ID Verification
S.06	Voter Registration - "Motor Voter"
S.07	Voter Registration - Voter Notification Cards (VNC)

- These 107 requirements cover the primary functions of the VoteCal system: Voter Registration
- We will cover these requirements in our topics "Voter Registration", "Voter Search", "Correspondence", and "Administration"
- Sample content included in these requirements:
 - Receiving voter registration data from the County EMS or DMV
 - Conducting real-time ID verification, real-time duplicate searches, and address validation
 - Mailing Voter Notification Cards



S9-S16

List Maintenance

#	Requirement Text
S.09	List Maintenance - General
S.10	List Maintenance - Record Matching
S.11	List Maintenance - DHS Death Records
S.12	List Maintenance - CDCR Felon Data
S.13	List Maintenance - Duplicate Identification
S.14	List Maintenance - NCOA
S.15	List Maintenance - Pre-Election Residency Confirmation Postcards (RCPs)
S.16	List Maintenance - Change of Address Notification (CAN)

- These 29 requirements cover the secondary function of the VoteCal system: List Maintenance
- We will cover these requirements in our topics “List Maintenance” and “Correspondence”
- Sample content included in these requirements:
 - Conducting periodic searches for duplicates and death/felon matches
 - NCOA and CASS processing
 - Mailing of various voter correspondence



S8, S17-S22

Data Synchronization

#	Requirement Text
S.08	Voter Registration – Synchronization for Independent Counties
S.17	Voter Election Data - Official List of Voters
S.18	Voter Election Data - Voter Participation History
S.19	Voter Election Data - Vote-by-Mail Voting
S.20	Voter Election Data - Provisional Voting

- These 59 requirements cover the tertiary functions of the VoteCal system: Voter Election Data
- We will cover these requirements in our topics “Data Synchronization” and “Extracts/Lists”
- Sample content included in these requirements:
 - Printing rosters/poll books or extracting data for local printing
 - Synchronizing voter participation history



S23-S29

Miscellaneous

#	Requirement Text
S.21	Precincts and Districts - Precinct - District Mapping
S.22	Election Management -Vote-by-Mail & Mail Ballot Management
S.23	SOS Processes - Political Party Tracking
S.24	SOS Processes - Report of Registration (ROR)
S.25	SOS Processes - State Voter Information Guide (VIG)
S.26	SOS Processes - Public Voter Registration Data Requests (PVRDR)
S.27	SOS Processes - Jury Wheel Extracts
S.28	SOS Processes - Affidavit Issuance Tracking
S.29	SOS Processes - Public Access Website

- These 38 requirements cover the additional functions of the VoteCal system
- We will cover these requirements in our topics “Data Synchronization”, “Extracts/Lists”, “Survey” and “Reports”
- Sample content included in these requirements:
 - Synchronizing precinct assignments after redistricting
 - Extracting voter data for public data requests
 - Tracking issuance of affidavits



T1-14

Technical Requirements

#	Requirement Text
T.01	Security and Passwords
T.02	Interfaces
T.03	Availability and Operational Recovery
T.04	Performance and Capacity
T.05	Public Internet Access
T.06	Network
T.07	Currency and Productive In Use
T.08	Documentation
T.09	Auditing Requirements
T.10	Coding and Error Handling Requirements
T.11	Transition
T.12	Help Desk
T.13	Reporting Requirements
T.14	General Technical Requirements

- These 106 requirements cover the (primarily) behind-the-scenes technical functions
- We will only cover the business functions involved in these requirements
- Sample content included in these requirements:
 - Response times for key functions
 - Audit logs to trace history of actions on a voter record
 - Accessibility of public website



VoteCal System Requirements Summary

- We are not asking you to read all 339 requirements, but they are available as a reference at:
http://www.sos.ca.gov/elections/votecal_home.htm
- Use the requirements to understand “what” the system must do
- During the Discovery Sessions we will ask for input on “how” these requirements will be fulfilled



CONNECTING VOTECAL WITH THE COUNTY EMS OVERVIEW



© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC.

Intro

- As discussed earlier, there are a number of requirements for how VoteCal works as a browser-based application and for how VoteCal interfaces with the county EMS systems.
- For the counties, most functions will still be conducted directly in the County EMS.
- In our discussions, we will discuss which functions will be done through the EMS versus VoteCal browser application.



Remediation

- Perform the necessary system updates to ensure that the EMS system successfully interfaces with the VoteCal system



Types of Changes Expected in Remediation

- Batch Data
 - Data transferred from EMS to VoteCal in batch (e.g. signature images, voter events)
 - Data Stored in EMS received from VoteCal in batch (e.g. CASS standardized addresses)
- Transactional Data
 - Voter Search
 - Voter Registration
 - Receive, Retrieve, Acknowledge Messages from VoteCal
- Updated EMS Interface
 - New or updated screens
 - EMS may duplicate functions from VoteCal browser application



Key Milestones in Remediation

- Spring 2010: Feasibility Meetings with EMS Vendors, including training planning
- Spring 2010: EMS Specifications deliverable
- Summer 2010: Remediation Contracting
- Summer 2010- Winter 2011: Remediation/Development
- Winter 2011: Testing for County EMS Compliance
- Summer 2011: Pilot Training and Implementation
- Fall 2011: Statewide Training and Implementation

Remediation → Testing → Training → Deployment



EMS Vendor Visions



© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC.

Summary

- For the counties, most of the VoteCal system changes will be behind-the-scenes for the remediated EMS.
- We are committed to working together with all EMS's to ease the process of remediation.
- HAVA compliance is the primary goal. We want to minimize disruption to current processes and systems as we meet this goal.



VoteCal Statewide Voter Registration System Project

Discovery Session Orientation



CALIFORNIA
Secretary of State
DEBRA BOWEN



CATALYST
CONSULTING GROUP, INC.

Business Process, Use Case, Data List Overview

Discovery Sessions will use three types of documents as the main materials:
business process maps, use cases, and data lists.

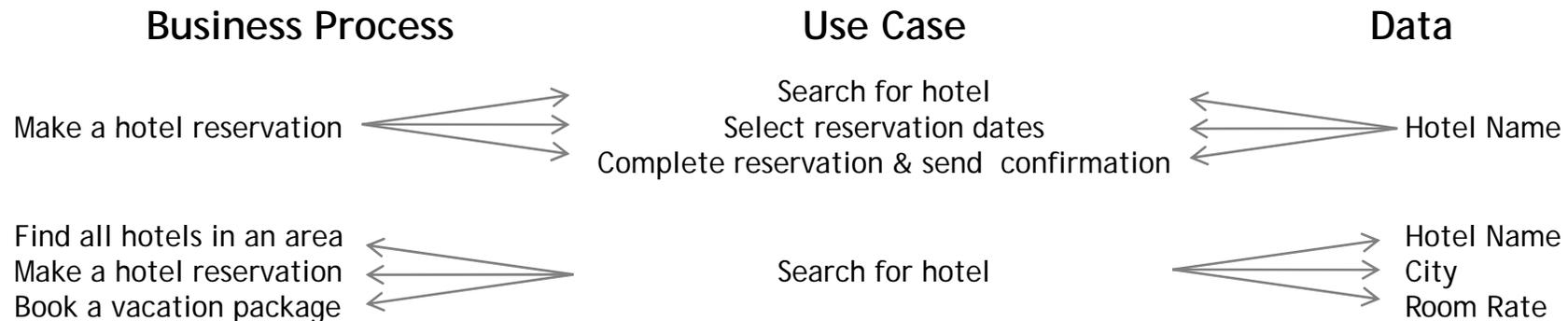
We realize these document types may not be familiar to county staff, so we have created this orientation document to introduce them. We will also review this presentation on the first day of the Discovery Sessions.

- **Business Processes:** defines a workflow from beginning-to-end that may involve multiple system functions (use cases). Provides context to the use cases.
- **Use Cases:** defines the distinct functions that the VoteCal System will perform from the perspective of a user interacting with the system
- **Data Lists:** identifies the data elements involved in a use case. Describes the data element, lists possible values, and identifies limits/characteristics of the data values.



How are these documents related?

- There is NOT a one-to-one relationship between Use Cases, Business Processes, and Data
- The one-to-many relationships can go both ways:



Functionality Categories

- 1 – Voter Registration
- 2 – Voter Search
- 3 – List Maintenance
- 4 – Data Synchronization
- 5 – Administration
- 6 – Extracts / Lists
- 7 – Correspondence
- 8 – Reports
- 9 – Survey
- 10 – Public Access Website

Day 1 (Week 1, Tues)	Misc / General Usage
	Search in VoteCal
	Search in EMS
Day 2 (Week 1, Wed)	Report of Registration
	Mail or In-Person VR (Paper Forms)
Day 3 (Week 1, Thurs)	Update / Edit VR / Cancel Voter
	Rejected VR
	Transfer Voter (within CA)
	Batch updates of voter and supporting data

Day 4 (Week 2, Tues)	Periodic Duplicate Search
	Message Processing
	Periodic Death Records Validation
	NCOA processing (includes CASS)
	DMV COA processing
Day 5 (Week 2, Wed)	Define/Add Organizations
	Manage VoteCal Users (Add, Edit, Delete)
	Affidavit Issuance Tracking
	Print Precinct Roster / Supplemental Roster
	PVRDR
	Complete Work In Process
Day 6 (Week 2, Thurs)	External Voter Registration Sources
	Standard Reports
	Ad-Hoc Reporting

Day 7 (Week 3, Tues)	Check voter registration status
	Check provisional ballot status
	Check VBM status
	Opt-out of voter reg guide
Day 9 (Week 3, Thurs)	Internet VR (new)
	Define/Add Political Parties
	Update Content/Format of Reports
	Update Content/Format of Correspondence
	Update Matching Thresholds/County Preferences
	Manage VoteCal Users (Add, Edit, Delete)
	Affidavit Issuance Investigation
	PVRDR Investigation
	Manage Automatic Processes (Matching, Batch Transfers)
	Misc Admin Functions
	Confidential Voter expiration
	Confidential Voter Expiration Date (determine and mail)
	DMV Change of Address Failure Mailing
	Voter Notification Cards (VNC)
Residency Confirmation Postcard (RCP/ARCP)	
Change of Address Notice (CAN)	
Voter Information Guide (VIG)	



BUSINESS PROCESS MAPS



© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC.

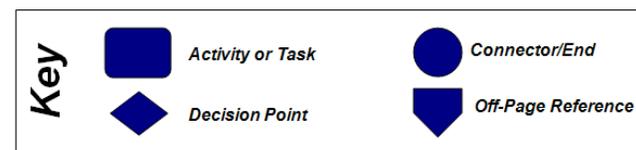
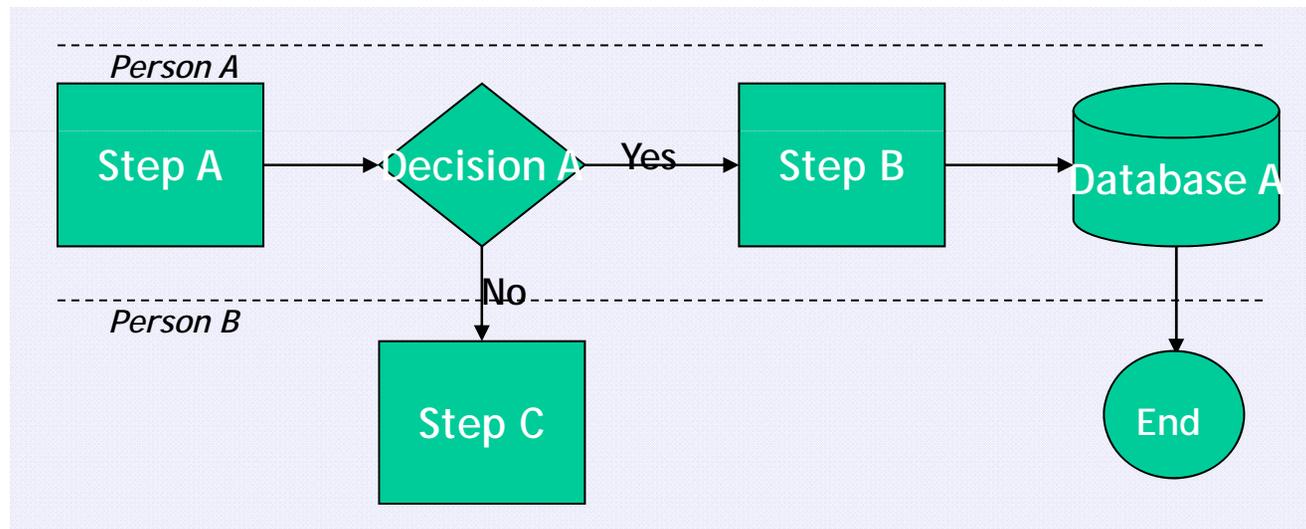
Overview of Business Processes

- Reviewing processes provides a framework for discussing system functions and associated data needs.
- Provides an opportunity to identify non-system issues that will affect implementation (i.e., business policies, issues, etc.)
- Helps develop the “scenarios” from which training, test cases, and other activities can be developed.
- Business Processes may be documented in business process maps, as shown on the following pages, or may be a simpler written description of the steps involved.

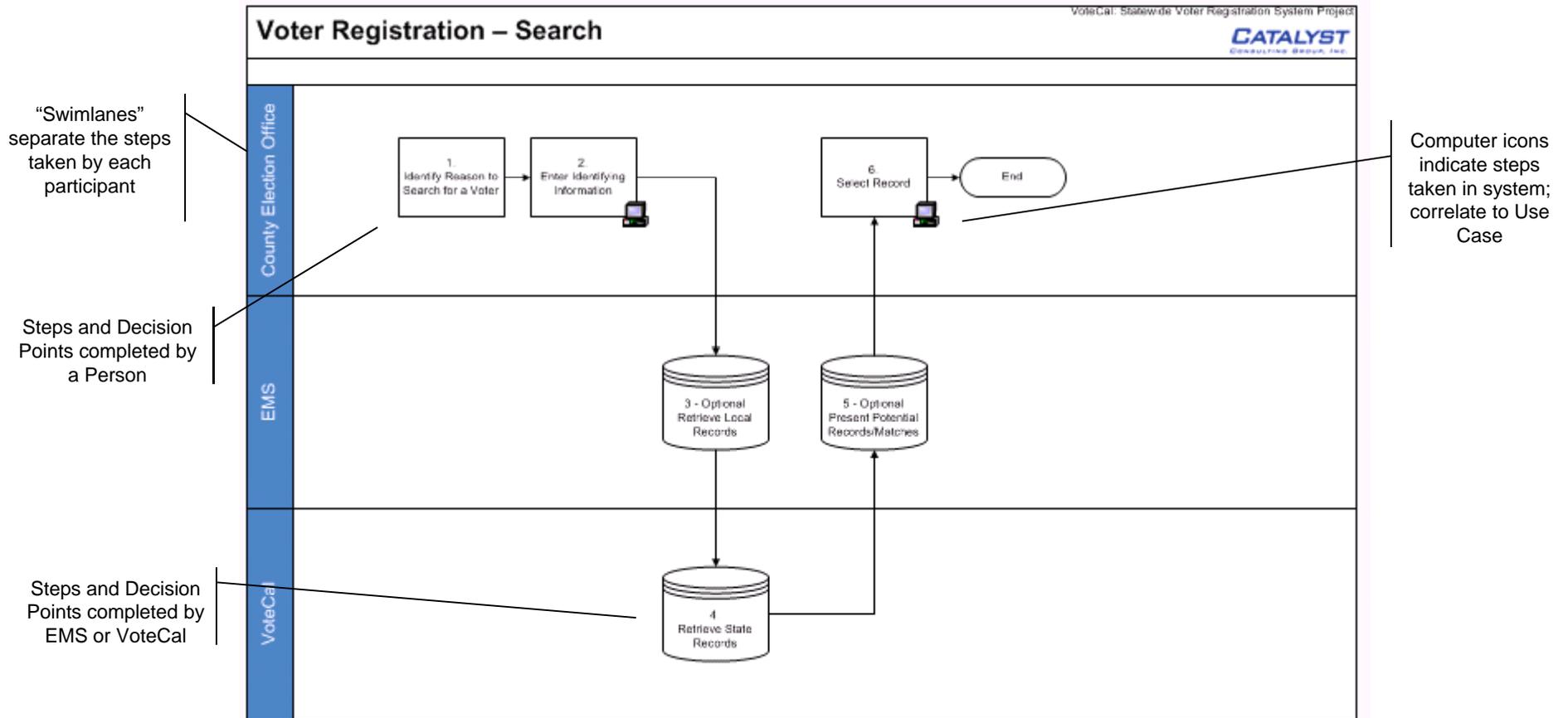


Process Overview

- A business process is a sequence of tasks or activities that resolve a need or question. It starts with an input (e.g. task list) or trigger (e.g. voter interaction), and ends with the resolution of the situation.



Anatomy Of A Business Process Map



Key Terms

- **As-Is Process** - The current (as it happens pre-VoteCal) sequence of tasks or steps by which the voters are registered and elections managed.
- **To-Be Process** - A redesigned sequence of tasks or steps by which the voters are registered and elections managed once VoteCal implemented. Sometimes referred to as a redesigned process.
- **Business Issue** - An identified issue that affects the VoteCal application and its development.
- **Business Rule** - A policy defined by management or law that mandates how specific business activities are to be conducted.
- **Triggers** - Events, either internal or external, which compel the onset of a process
- **Inputs** - Any information/ documentation required to begin a process
- **Output** - Results of completed processes
- **Participants** - Individuals whose participation is required to complete a process
- **Activities** - Tasks or steps involved in the completion of a process



USE CASES



© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC.

Overview of Use Cases

- Use cases are a standard design artifact in the Unified Process.
- Use cases reflect the system functions conducted through the VoteCal System (VoteCal, County EMS, and Public Web Site). The universe of use cases will represent all of the functions that the VoteCal System will provide.
- A use case describes a series of actions, presented step-by-step at a high level using a ping pong approach (user-to-system, system-to-user), that provide value to an actor.
- Use cases are a central point of connection between business rules, data formats, user interface design, and class diagrams.
- These documents are the main discussion documents during Discovery. They provide common agreement to how the system will function.



Anatomy of a Use Case

Title: Specifies the number and name of the use case

Description: Summarizes the system function covered by the use case

Trigger: Describes the actors intent... the reason for invoking the use case.

Precondition: Define all the conditions that must be true before the use case can begin.

Normal Flow: The primary sequence of actions that can be performed on the system and the system's responses. Typically the aspects of the scenario that are always executed.

CATALYST CONSULTING GROUP, INC.	
VoteCal Statewide Voter Registration System Project Use Case: UC06.99.88 / Create or Modify PVRDR Salt Record	
Use Case: UC06.99.88 / Create or Modify PVRDR Salt Record	
Attribute	Detail
System Requirements:	826.7 VoteCal must include the ability for authorized BOE administrators to insert one or more fictional registration records into each PVRDR extract to "salt" the data extract so that improper use of the data can be traced to the particular PVRDR data release.
Description:	User creates and modifies fictional "salt" records that can be inserted into PVRDR extracts.
Actors:	BOE User
Trigger:	User initiates the use case when there is a need to create a "salt" record for PVRDR extracts. A salt record can only be used for one PVRDR extract. This use case is typically initiated just before generating a PVRDR extract (UC06.07.01).
System:	VoteCal Application
Preconditions:	<ul style="list-style-type: none"> All global preconditions apply.
Postconditions:	<ul style="list-style-type: none"> A Salt Record will be created or modified. All global postconditions apply.
Normal Flow:	<ol style="list-style-type: none"> User accesses the Organizations Management area of the application. User selects the "Create PVRDR Salt Record" command. System presents UI06.xxxx>Create PVRDR Salt Record screen. User enters information for a fictitious Salt Record, including ("I" required): <ul style="list-style-type: none"> Name* Address* City* State* Zip Code* Phone Number Comments – some notes about this salt record User selects the "Save" command to create the salt record. System validates that no business rules are violated, and then stores data. <ol style="list-style-type: none"> A Salt Record containing the entered information will be created. System presents message confirming success. (NOTE: The actual generation of the PVRDR extract is described by UC06.07.01 Generate PVRDR File Set.)
Alternate Flow:	<ol style="list-style-type: none"> User needs to modify an existing salt record. <ol style="list-style-type: none"> User selects "Modify PVRDR Salt Record". System presents UI06.xxxx/Modify PVRDR Salt Record. <ol style="list-style-type: none"> System queries for all existing Salt Records and presents them to the user. User selects the Salt Record they want to modify, by selecting the "Edit"

Requirements: References the specific system requirements that are addressed by the use case.

Actors: Someone or something outside of VoteCal, such as a user or external system, that interacts with the system.

System: Documents the system (VoteCal, County EMS, Public Web Site) to which the use case pertains.

Postcondition: Define all the conditions that are guaranteed to be true, i.e., the change in state of the system, when the use case ends.

Alternate Flow: Alternate steps that can occur during execution of the use case. Typically the aspects of the scenario that are conditionally executed or optional.



Anatomy of a Use Case (Continued)

CATALYST
CONSULTING GROUP, INC.

VoteCall Statewide Voter Registration System Project
Use Case: UC06.99.88 / Create or Modify PVRDR Salt Record

Attributes	Details
	<p>command:</p> <p>2a.5 System queries the Salt Record that the user selected and presents the details to the user.</p> <p>2a.5.1 A Status (used or unused) is presented to the user to indicate whether the Salt Record has already been associated with a PVRDR Extract.</p> <p>2a.5.2 If a Salt Record is already associated with a PVRDR Extract, then only the Comments can be modified.</p> <p>2a.6 User modifies the information in the Salt Record, including (*) required:</p> <ul style="list-style-type: none"> ▪ Name* ▪ Address* ▪ City* ▪ State* ▪ Zip Code* ▪ Phone Number ▪ Comments – some notes about this salt record; the only field that can be modified if the salt record has already been used. <p>2a.7 User selects the "Save" command to update the salt record.</p> <p>2a.8 System validates that no business rules are violated, then stores data.</p> <p>2a.8.1 The selected Salt Record will be updated with the user's changes.</p> <p>2a.9 System presents message confirming success.</p> <p>2a.10 The use case ends.</p>
Exceptions:	<p>5a. User enters invalid information.</p> <p>5a.1 System presents validation error message.</p> <p>5a.2 Go back to Step 4.</p>
Includes:	UC06.07.01: Generate PVRDR File Set
Frequency of Use:	TBD. Will depend on the number of PVRDR Requests to process.
Business Rules:	<ul style="list-style-type: none"> ▪ A Salt Record can only be associated with one PVRDR Extract. ▪ Once a Salt Record has been associated with one PVRDR Extract, then only the Comments field can be modified.
Assumptions:	<ul style="list-style-type: none"> ▪ Salt Records may be associated with only one PVRDR Extract.
Notes and Issues:	<ul style="list-style-type: none"> ▪ Per SOB, Salt Records may be associated with only one PVRDR Extract. ▪ PVRDR Requests can be processed by SOB and counties. Shouldn't county users also be allowed to create and modify Salt Records? ▪ More fictitious information for a Salt Record may need to be stored, such as Date of Birth, Gender, Political Party, SSN4, etc. ▪ Ask SOB about the expected frequency of this use case.

01/21/2010
Version: 1.0 Page 2

Includes: Other use cases that this particular use case can invoke.

Business Rules: Documents the business rules that are applicable to the use case.

Notes and Issues: Documents any outstanding notes or issues that require further research or discussion.

Exceptions: Anticipated error conditions that may be encountered during the execution of the use case.

Frequency of Use: Indicates the expected frequency for the use case scenario.

Assumptions: Documents any assumptions that apply to the content of the use case.



Anatomy of a Use Case (Continued)

Revision History: Document revision history

CATALYST
CONSULTING GROUP, INC.

VoteCall Statewide Voter Registration System Project
Use Case: UC06.95.88 / Create or Modify PVRDR Ball Record

Revision History

Date	Document Version	Document Revision Description	Revision Author
12/15/2009	0.1	Initial Draft	Victor Vergara
01/06/2010	0.2	Document Revisions	Victor Vergara
01/21/2010	1.0	Minor edits and release to client	Maureen Lyon
mm/dd/yyyy	1.1	Incorporate Client Feedback	[Name]
mm/dd/yyyy	2.0	Submit to Client for Review	[Name]
mm/dd/yyyy	2.1	Incorporate Client Feedback	[Name]
mm/dd/yyyy	3.0	Submit to Client for Approval	[Name]

01/21/2010
Version: 1.0

Page 2



DATA LISTS



© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC. 51

Overview of Data Lists

- Data Lists are grouped by a data table, or group of related data tables.
- The focus is on how VoteCal data elements connect to existing data elements in current county EMS's. We will discuss opportunities for standardization and/or translation.
- Discovery Sessions will not discuss every data element; our focus will be on data that is currently captured in the EMS's.
- County input is important for consensus on data standardization.
- These discussions will inform the EMS Data Exchange Specifications and the Data Integration Plan.



Sample Data List: State Voter

Attribute	Type	Size	Required	Comments
Unique Identifier	Alpha	24	Yes	Unique constraint – system generated identifier that uniquely identifies each voter in the system
First Time Voter	Logical	N/A	Yes	Yes/No
ID Requirement Satisfied	Logical	N/A	Yes	Yes/No
Requirement Exemption	Code Table	N/A	No	References a list of valid values
Signature	Image	N/A	No	
Accessibility Code	Code Table	N/A	No	References a list of valid values
Confidentiality Code	Code Table	N/A	No	References a list of valid values
Language Code	Code Table	N/A	No	References a list of valid values
Party	Code Table	N/A	No	References a list of valid values
State	Code Table	N/A	No	References a list of valid values
Registration	Code Table	N/A	No	References a list of valid values
Local Voter Identifier	Numeric	4	No	
Status	Alpha	1	Yes	
First Name	Alpha	48	Yes	
Middle Name	Alpha	48	No	
Last Name	Alpha	48	Yes	
Alternate Name	Alpha	48	No	
Name Suffix	Code Table	N/A	No	References a list of valid values
Date of Birth	Date	N/A	No	mm/dd/yyyy
Gender	Alpha	1	No	
Place of Birth	Alpha	512	No	
ID Number	Alpha	24	No	
SSN4	Numeric	4	No	
Confidential	Logical	N/A	Yes	Yes/No
Confidentiality Application Date	Date		No	mm/dd/yyyy

Code	Name	Description
<null>	Blank or None	Blank or None
JR	Junior	Junior
SR	Senior	Senior
I	1 st	First
II	2 nd	Second
III	3 rd	Third
IV	4 th	Fourth
V	5 th	Fifth
VI	6 th	Sixth
VII	7 th	Seventh
VIII	8 th	Eighth
IX	9 th	Ninth
X	10 th	Tenth



Questions?



© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC.

WEEK ONE - WEDNESDAY



© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC.

Today's Agenda

9:00 - 9:10 Questions from Day One?

9:10 - 10:30 Report of Registration

10:30 - 10:45 Break

10:45 - 12:30 Voter Registration

12:30 - 1:30 Lunch

1:30 - 2:45 Voter Registration

2:45 - 3:00 Break

3:00 - 4:30 Voter Registration



Questions from Orientation / Overview?

- Goals/Objectives
- Agenda
- System Overview
- Requirements Overview
- Connecting VoteCal to the County EMS
- Business Process / Use Case / Data Orientation



Topic 1: Voter Registration

- **Representative functions:**
 - Receiving voter registration data from the County EMS
 - Conducting real-time ID verification, real-time duplicate searches, and address validation
- **Key topics for discussion - Business Process:**
 - Differences between New, Update and Transfer
 - Responding to delayed messages from VoteCal/EMS
- **Key topics for discussion - Use Case:**
 - Sequencing of calling various services
 - Business rules for matching
- **Key topics for discussion - Data:**
 - Voter Details
 - Voter Participation History
 - Associated code values



WEEK ONE - THURSDAY



© 2010 Catalyst Consulting Group, Inc.
All rights reserved. Proprietary and Confidential



SECRETARY OF STATE
STATE OF CA | ELECTIONS

CATALYST
CONSULTING GROUP, INC. 59

Today's Agenda

- | | |
|----------------------|-----------------------------|
| 9:00 - 9:10 | Questions from Day Two? |
| 9:10 - 10:30 | Update Voter Registration |
| <i>10:30 - 10:45</i> | <i>Break</i> |
| 10:45 - 11:45 | Update Voter Registration |
| 11:45 - 12:30 | Transfer Voter Registration |
| <i>12:30 - 1:30</i> | <i>Lunch</i> |
| 1:30 - 2:45 | Transfer Voter Registration |
| <i>2:45 - 3:00</i> | <i>Break</i> |
| 3:00 - 4:30 | Batch Data Updates |

