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August 31, 2021

County Clerk/Registrar of Voters (CC/ROV) Memorandum #21144

TO: All County Clerks/Registrars of Voters

FROM: Debra Ledsinger
Associate Elections Analyst

RE: VoteCal: County Test Environment – November 21, 2021, Release

As you are aware, the VoteCal Release was delayed from August 8, 2021, to November 21, 2021, due to the Gubernatorial Recall Election on September 14, 2021. As a result, the November code release will be deployed to the County Test Environment (CTE) on October 8, 2021.

Additionally, the associated Mock Election is now taking place from November 5 to November 19, 2021. We encourage counties to participate in the Mock Election given the updated schedule if you have not already signed up.

The revised CTE schedule for the November 21, 2021, release is attached. The schedule details the responsible party, description, and the start and end dates of each CTE task.

If you have any questions, please contact the VoteCal Help Desk at (888) 868-3225 or votecalhelp@sos.ca.gov.

Attachment

Schedule for the County Test Environment – November 21, 2021, Release

SCHEDULE FOR THE COUNTY TEST ENVIRONMENT
November 21, 2021, Release Schedule

The schedule below represents the remaining County Test Environment (CTE) tasks with estimated start and end dates for the counties, EMS, CGI, and the SOS. Steps 1 through 13 have been completed.

#	Responsible Entity	Task	Start	End
14	All CTE Counties	Receive and install the updated November 2021 EMS release into the County EMS CTE (and/or confer with EMS to determine what updates are needed) COUNTY TO INSTALL RELEASE PRIOR TO RECONNECTING TO VOTECAL CTE	10/4/2021	10/8/2021
15	SOS/CGI	Install the current VoteCal release into the VoteCal CTE VOTECAL CTE WILL BE DOWN	10/4/2021	10/8/2021
16	SOS/Elections	Inform counties that services to VoteCal CTE are reinitiated and can be reconnected to county EMS CTE.	10/8/2021	10/8/2021
17	All CTE Counties	Conduct a connectivity/smoke test as needed with all counties to verify that VoteCal search works from the County EMS CTE	10/12/2021	10/12/2021
18	Counties	Opted-in counties regression test and/or train as needed within the CTE and report any issues to the VoteCal Help Desk	10/12/2021	On-going
19	All CTE Counties/SOS	SOS led user acceptance testing (UAT) / Mock Election for the VoteCal release within the CTE environment	11/5/2021	11/19/2021
Completed Tasks				
1	NEW Counties	Respond to CCROV indicating Opt-In status and signed Memorandum of Understanding (MOU)	N/A	5/25/2021
2	SOS/ITD	Assign an MPLS IP address for the CTE and grant access to the DMV HAVA endpoint for new counties	N/A	5/28/2021
3	NEW Counties	Complete setup activities for CTE environment per MOU, see section titled “County Responsibilities”	N/A	5/28/2021
4	SOS/Elections	Provide new Opt-In counties with access credentials and endpoints	5/25/2021	5/28/2021
5	SOS/Elections	Contact counties as needed (with ITD/CGI support) to verify correct setup of County networks, ports, firewalls, and connectivity	5/25/2021	5/28/2021

6a	All CTE Counties	Take a backup copy of the County EMS Production database at 11:00 p.m. and place into County EMS CTE	6/25/2021 11:00 p.m.	6/25/2021 11:00 p.m.
6b	SOS/CGI	Take a backup copy of the VoteCal Production database at 11:00 p.m. and place into VoteCal CTE	6/25/2021 11:00 p.m.	6/25/2021 11:00 p.m.
7	SOS/CGI	Copy VoteCal production data and place this into the VoteCal CTE VOTECAL CTE WILL BE DOWN	6/28/2021	7/9/2021
8	NEW Counties	Receive and install the current EMS release into the county EMS CTE	6/28/2021	6/28/2021
9	SOS/Elections	Contact counties to verify that the EMS backup was successful and saved to the EMS CTE	6/28/2021	6/28/2021
10	All CTE Counties	Receive and install the updated August 2021 EMS release into the County EMS CTE (and/or confer with EMS to determine what updates are needed)	7/2/2021	7/9/2021
11	SOS/CGI	Install the current VoteCal release into the VoteCal CTE	7/9/2021	7/9/2021
12	All CTE Counties	Conduct a connectivity/smoke test as needed with all counties to verify that VoteCal search works from the County EMS CTE	7/12/2021	7/12/2021
13	SOS/CGI	Install the current VoteCal "mini release" Service Pack into the VoteCal CTE	7/09/2021	7/09/2021

Note: Counties are expected to install any new EMS version provided for production to the CTE.