



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
ELECTIONS DIVISION

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August 3, 2018

County Clerk/Registrar of Voters (CC/ROV) Memorandum #18187

TO: All County Clerks/Registrars of Voters

FROM: /s/ Catherine Ingram-Kelly
VoteCal Program Manager

RE: General Election: CalVoter II and VoteCal Election Reporting Schedule

Attached is the CalVoter II and VoteCal Election Reporting Schedule for the November 6, 2018, General Election to assist with CalVoter II file management and VoteCal related activities.

Counties should continue to respond to VoteCal messages relating to processing voter registration records and potential match messages.

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

Thank you.

November 6, 2018, General Election

CalVoter II and VoteCal Election Reporting Schedule

Date	Description
August 8, 2018 (E-90)	NCOA Processing Suspended Secretary of State (SOS) suspends processing National Change of Address Processing pursuant to California Administrative Code, Title 2, Division 7, Chapter 2 Section 20108.50.
September 4, 2018 (E-63)	Auto-County Documentation Available Gubernatorial General (GG##.txt) template files and the <i>Auto-County User's Guide</i> will be available for Auto-County election reporting. These files may be retrieved from the VoteCal County Communications Portal.
September 7, 2018 – September 17, 2018 (E-60 – E-50)	60-Day Close of Registration Report of Registration (ROR): Counties must report no later than E-50 their registration as of E-60. County verifies all eligible voters are entered in the EMS, indicates readiness in their EMS that they are ready for the ROR, reviews the registration statistics for reasonableness, and sends completed certification to the SOS. SOS generates the 60-day ROR. Voter Information Guide (VIG): Counties must verify the election is setup locally in the EMS so that VoteCal will have access to precinct/district mapping associated with that election, enter all online and paper registrations into the EMS with a registration date up to and including E-60, and complete and return the VIG readiness form. SOS requests VIG mailing list extract from VoteCal and mails state VIG to all households with voters registered as of E-60.
September 24, 2018 – November 2, 2018 (E-43 – E-4)	Certification Testing for Auto-County Election Reporting All counties that will be electronically reporting their election results on Election Night must complete Auto-County Certification no later than E-4. (Please see the <i>Auto-County Users' Guide</i> for more information about certification.)
October 8, 2018 (E-29)	Additional Voter Information Guide (VIG): The SOS will run an extract from VoteCal for additional VIG mailing and will mail state VIGs to all households with voters with a registration date of September 8, 2018 (E-59) to October 8, 2018 (E-29).
October 8, 2018 – December 6, 2018 (E-29 – E+30)	Apply Vote by Mail (VBM) Ballot Status to Voter Records County applies VBM ballot status in the local EMS to each voter record <ul style="list-style-type: none"> • When VBM ballot is issued (issue date and method) • When VBM ballot is returned (received date and method) • VBM ballot return status (accepted or not accepted) • VBM “Ballot Reject Reason” (if applicable) <p>DFM Counties: The voter record is updated in VoteCal automatically.</p> <p>ESSVR Counties: Use the Vote by Mail Status “SEND” functionality from the VoteCal Election Update page.</p> <p>VBM status information is available to registered voters on the My Voter Status webpage.</p>
October 17, 2018 8 a.m. – Noon (E-20)	Test of Election Night Reporting System #1 All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE, should participate. Counties must participate in at least one test.
October 22, 2018 – October 30, 2018 (E-15 – E-7)	15-Day Close of Registration Counties must report no later than E-7 their registration as of E-15. County verifies all eligible voters are entered in the EMS, indicates readiness in their EMS that they are ready for the Report of Registration (ROR), reviews the registration statistics for reasonableness, and sends completed certification to the SOS. SOS generates the 15-day ROR.

Date	Description
October 23, 2018 - November 6, 2018 (E-14 - E)	<p>Generate Official List for the Election County requests the Official List from VoteCal using the local county EMS for the November 6, 2018, General Election. The counties have the ability to request the official list up to Election Day. This includes any supplemental official lists for polling place rosters.</p>
October 23, 2018 – November 6, 2018 (E-14 – E)	<p>Apply Conditional Voter Registration (CVR) Provisional Ballot Status to Voter Records County can accept CVR provisional ballots at election offices, vote centers and at designated satellite offices starting October 23, 2018 (E-14) through Election Day.</p> <p>To the extent feasible, county will verify that all other counties have applied polling place participation history before adjudicating CVR provisional ballots. County applies CVR provisional ballot status in the local EMS to each registered voter when CVR provisional ballot is adjudicated</p> <ul style="list-style-type: none"> • CVR provisional ballot is counted or not counted • Provisional Ballot Not Counted Reason Code (if the CVR provisional ballot is not counted) <p>DFM Counties: The voter record is updated in VoteCal automatically.</p> <p>ESSVR Counties: Use the Provisional Status “SEND” functionality from the VoteCal Election Update page.</p> <p>CVR provisional ballot status information is available to registered voters on the My Voter Status webpage.</p>
October 24, 2018 8 a.m. – Noon (E-13)	<p>Test of Election Night Reporting System #2 All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE, should participate. Counties must participate in at least one test.</p>
October 31, 2018 8 a.m. – Noon (E-6)	<p>FINAL System Test of Election Night Reporting System All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE, should participate. Counties must participate in at least one test.</p>
November 2, 2018 (E-4)	<p>SOV/SSOV Template Files Available SOV/SSOV Template files available on the VoteCal County Communications Portal for reporting Official Canvass Results.</p>
November 6, 2018	<p>ELECTION DAY / Semi-Official Canvass Counties must submit returns at least every two hours until completed. All counties must submit final returns before shutting down. Counties must provide final system generated report and verbally go over final numbers with SOS prior to leaving for the night.</p>
November 8, 2018 – December 6, 2018 (E+2 – E+30)	<p>Official Canvass Counties should submit update reports periodically to update their election returns while they conduct their Official Canvass.</p> <p>Apply Provisional Ballot Status to Voter Records County applies provisional ballot status in the local EMS to each registered voter when the provisional ballot is adjudicated</p> <ul style="list-style-type: none"> • Provisional ballot is counted or not counted • Provisional Ballot Not Counted Reason Code (if the provisional ballot is not counted) <p>DFM Counties: The voter record is updated in VoteCal automatically.</p>

	<p>ESSVR Counties: Use the Provisional Status “SEND” functionality from the VoteCal Election Update page.</p> <p>Provisional ballot status information is available to registered voters on the My Voter Status webpage.</p>
<p>November 8, 2018 – January 5, 2019 (E+2 – E+60)</p>	<p>Apply Voter Participation History to Voter Records County applies voter participation history in the local EMS to each voter who voted in the November 6, 2018, General Election pursuant to California Administrative Code, Title 2, Division 7, Chapter 2, Section 20108.75.</p> <ul style="list-style-type: none"> • Voter participation history for Vote Center regular ballots must be sent to VoteCal when the ballots are issued. • Voter participation history for CVR provisional ballot must be sent to VoteCal upon adjudication of the voter’s ballot, but no later than December 7, 2018 (E+31). • For all other ballots, voter participation history must be sent to VoteCal between November 8, 2018 (E+2) and January 5, 2019 (E+60). <p>DFM Counties: Run the “Apply Voter History” process to send the voter participation history to VoteCal.</p> <p>ESSVR Counties: Use the Vote History “SEND” functionality from the VoteCal Election Update page.</p> <p>Voter participation history information is available to registered voters on the My Voter Status webpage.</p>
<p>November 12, 2018 (E+6)</p>	<p>NCOA Processing Resumes SOS resumes processing of the change of address notices pursuant to California Administrative Code, Title 2, Division 7, Chapter 2 Section 20108.50.</p>
<p>December 7, 2018 (E+31)</p>	<p>Statement of Vote reporting deadline Counties must submit their SOV/SSOV to SOS no later than E+31.</p>