

UseCaseID	UCVR030
Module	VoteCalVoterRegistration
SubModule	
Summary	Process VoteCal supplied NCOA changes to voter
Description	Users may view pending NCOA changes, validate a voter match, and decline, modify or accept NCOA updates to a voter record.
Trigger Events	
Precondition	<ol style="list-style-type: none"> 1. VoteCal has sent a potential NCOA match to the system. 2. User has performed use case "Search for pending VoteCal voter records" within the pending NCOA queue. 3. User has appropriate security role permissions
ExpectedResult	<ol style="list-style-type: none"> 1. User can validate the potential match. 2. The NCOA match has been processed: <ol style="list-style-type: none"> 2.1. Matches will merge NCOA changes to record 2.2. Non- matching records will be untouched 3. User can modify pertinent voter information, and save the record with changes
DetailedProcessFlow	<ol style="list-style-type: none"> 1. User views proposed changes to voter record <ol style="list-style-type: none"> 1.1. The system shall readily display the proposed forwarding address changes to the voter record. These fields include: <ol style="list-style-type: none"> 1.1.1.Forwarding Address 1.1.2.Deliver Address 1.2. The system shall readily display the 'forwarding effective date' of the NCOA data. 1.3. The system shall readily display the prior address information from NCOA data. 1.4. The system shall display additional voter and forwarding information supplied by VoteCal in the NCOA packet. These fields may include: <ol style="list-style-type: none"> 1.4.1. Names (last, first, middle) 1.4.2.Forwarding type, response code, registrant ID, carrier route 2. The system shall parse the NCOA forwarding address information into the appropriate voter record fields: <ol style="list-style-type: none"> 2.1. NCOA forwarding Address to Residence Address (house number, fraction, street and street type, pre- and post-directional, secondary unit and unit type, city) 2.2. NCOA Deliver address to Mailing address fields 3. User compares proposed changes to current voter record <ol style="list-style-type: none"> 3.1. The system shall display the proposed voter record with NCOA changes. <ol style="list-style-type: none"> 3.1.1.The system shall display a before and after preview comparing the changes to summary information from the voter record (name, address, mailing address) before and after the proposed change. 3.2. For validation purposes the system may additionally display a side-by-side comparison, or minimally facilitate comparison of the forwarding address changes and the current voter information. Comparisons include: <ol style="list-style-type: none"> 3.2.1.NCOA Forwarding effective date and latest registration date 3.2.2.NCOA Forwarding address and current voter residence address 3.2.3.NCOA Deliver address and current voter mailing address 3.2.4.NCOA Prior address and current voter residence address 4. User modifies voter record <ol style="list-style-type: none"> 4.1. The system shall allow authorized users to update any non-fixed information on voters record according to the user's security role.

	<ul style="list-style-type: none"> 4.2. The system shall only apply changes, or allow updates, to the voter record that are from NCOA: <ul style="list-style-type: none"> 4.2.1. Addresses (mailing and residence) 4.2.2. Registration date 4.2.3. Other administrative information 4.3. User can add comments to pending NCOA record. 4.4. The current voter record registration date must be less than the NCOA forwarding effective date 4.5. System should validate changes to a voter record against election law and auto-correct. <ul style="list-style-type: none"> 4.5.1. System shall apply a fatal pend code/flag to a record and place in a fatal pend status a record that has functional or legal issues such as: <ul style="list-style-type: none"> 4.5.1.1. Voter under 18 years prior to next election 4.5.1.2. Affidavit registration lacks signature 4.5.1.3. Voter is not a United States citizen 4.5.1.4. Voter residence address is not in Los Angeles County 4.5.1.5. Voter residence address is at a business, post office or mail drop address 4.5.1.6. Voter is incarcerated for a felony conviction 4.6. System should automatically assign a voter to a precinct when given an eligible residence address. <ul style="list-style-type: none"> 4.6.1. The system should provide the user with a selectable list of appropriate street name, street directional, house number ranges, street type, city or zip when the residence address is minimally incomplete, a near match or ambiguous. 4.6.2. System shall allow non-standard residential addresses. 4.6.3. System shall allow manual precincting of voter address <p>5. User processes NCOA record.</p> <ul style="list-style-type: none"> 5.1. User applies NCOA changes to Voter record. <ul style="list-style-type: none"> 5.1.1. System should validate changes to a voter record according to conformance to data type, content and election law. <ul style="list-style-type: none"> 5.1.1.1. System alerts user to any deficiencies in voter record and provides user with specific resolution instructions to correct any deficiencies 5.1.1.2. System autocorrects issues that would result in a VoteCal record fault whenever possible. 5.1.2. Changed addresses from prior existing voter record should be saved to prior address fields. 5.1.3. System updates local data tables and sends updates to VoteCal. 5.1.4. Potential match is marked as processed and removed from unprocessed queue. 5.1.5. System shall log all changes to voter record in a transaction table. 5.2. User can defer applying DMV COA records changes to the voter record to <ul style="list-style-type: none"> 5.2.1. Indicate that record may need more research. 5.2.2. Record should be returned to State unapplied 5.3. System shall send processing outcome to VoteCal 5.4. System shall log all changes to NCOA record in a transaction table.
AlternateFlow	<ul style="list-style-type: none"> 1. The system shall allow user to perform an automated task that processes multiple records (bulk apply). <ul style="list-style-type: none"> 1.1. User must have appropriate security role. 1.2. Records must conform to data type, content and to election law. 1.3. The system should autocorrect records for known deficiencies with VoteCal data. 1.4. The system shall allow bulk apply be set for a subset of records according to criteria: <ul style="list-style-type: none"> 1.4.1. Record(s) are in a specific active election

	<p>1.4.2.Dates or date ranges 1.4.3.Status</p> <p>2. The system should automatically apply records that conform to specific VoteCal and County criteria.</p>
Related Use cases	<ol style="list-style-type: none"> 1. Apply affidavit 2. Process Responses to Notices/mailings 3. Merge voter 4. Confidential Voter 5. Manage Duplicates 6. Apply pending VoteCal updates 7. User security roles 8. DMV COA 9. Bulk Processing NCOA records
Related Requirements	<ol style="list-style-type: none"> 1. The system shall allow user to print letters and labels, including but not limited to: voter mailing address labels, letters of registration deficiency and ballot label. 2. System shall maintain a history of signatures tied to a voter's registration record. 3. System shall maintain history of prior voter names and addresses 4. System shall store unlimited signatures in signature history. 5. System shall store unlimited comments in comments. 6. Stem should provide precinct resolution to house fraction, building numbers, secondary unit designators and building floors as needed. 7. System shall provide IT staff database level individual and bulk update, insert and delete capabilities with logging of transaction data for each record. 8. System shall provide capability to use 3rd party application to validate voter information including names and addresses. 9. System shall issue 8D2 or VNC card as appropriate 10. System shall contact voter via email or SMS when a relevant change to voter information occurs. 11. System shall provide the capability to remove cancelled voter records after the statutory retention period has expired. 12. System shall provide ability to remove fatal pended records, or restore voter to prior status after statutory retention period has expired. 13. System shall provide ability to cancel inactive voters according to ARC and other voter maintenance activity
Process Flows	
Parent	
Requirements	<p>UCVR030-01 The system shall readily display the proposed forwarding address changes to the voter record. These fields include but is not limited to:</p> <ol style="list-style-type: none"> 1.1. Forwarding Address 1.2. Deliver Address <p>UCVR030-02 The system shall readily display the 'forwarding effective date' of the NCOA data.</p> <p>UCVR030-03 The system shall readily display the prior address information from NCOA data.</p> <p>UCVR030-04 The system shall display additional voter and forwarding information supplied by VoteCal in the NCOA packet. These fields may include the following fields but is not limited to:</p> <ol style="list-style-type: none"> 1.1. Names (last, first, middle) 1.2. Forwarding type, response code, registrant ID, carrier route

	<p>UCVR030-05 The system shall parse the NCOA forwarding address information into the appropriate voter record fields but is not limited to:</p> <ol style="list-style-type: none"> 1.1. NCOA forwarding Address to Residence Address (house number, fraction, street and street type, pre- and post-directional, secondary unit and unit type, city) 1.2. NCOA Deliver address to Mailing address fields <p>UCVR030-06 The system shall display the proposed voter record with NCOA changes.</p> <p>UCVR030-07 The system shall display a before and after preview comparing the changes to summary information from the voter record (name, address, mailing address) before and after the proposed change.</p> <p>UCVR030-08 The system shall allow authorized users to update any non-fixed information on voters record according to the user’s security role.</p> <p>UCVR030-09 The system shall only apply changes, or allow updates, to the voter record that are from NCOA including the following fields but is not limited to:</p> <ol style="list-style-type: none"> 1.1. Addresses (mailing and residence) 1.2. Registration date 1.3. Other administrative information <p>UCVR030-10 The system shall validate changes to a voter record against election law and auto-correct.</p> <p>UCVR030-11 System shall apply a fatal pend code/flag to a record that has functional or legal issues when specific conditions are met including but limited to:</p> <ol style="list-style-type: none"> 1.1. Voter under 18 years prior to next election 1.2. Affidavit registration lacks signature 1.3. Voter is not a United States citizen 1.4. Voter residence address is not in Los Angeles County 1.5. Voter residence address is at a business, post office or mail drop address 1.6. Voter is incarcerated for a felony conviction <p>UCVR030-12 System shall automatically assign a voter to a precinct when given an eligible residence address.</p> <p>UCVR030-13 The system shall provide the user with a selectable list of appropriate street name, street directional, house number ranges, street type, city or zip when the residence address is minimally incomplete, a near match or ambiguous.</p> <p>UCVR030-14 System shall allow non-standard residential addresses.</p> <p>UCVR030-15 System shall allow manual precincting of voter address.</p> <p>UCVR030-16 System shall validate changes to a voter record according to conformance to data type, content and election law.</p> <p>UCVR030-17 System shall alert user to any deficiencies in voter record and provides user with specific resolution instructions to correct any deficiencies</p> <p>UCVR030-18 System shall autocorrect issues that would result in a VoteCal record fault whenever possible.</p> <p>UCVR030-19 System shall update local data tables and sends updates to VoteCal.</p> <p>UCVR030-20 System shall log all changes to voter record in a transaction table.</p> <p>UCVR030-21 System shall send processing outcome to VoteCal.</p> <p>UCVR030-22 System shall log all changes to NCOA record in a transaction table.</p>
RequirementID	
Risk	[List of Risk IDs]
Actors	[Actors that use Use Case]

Documents	[List of documentation name, Link or location]
Author	Stephen Murray 20181226
Signoff	Election operations management
Date	[Date Signed off as Complete]