UseCaseID	UC-PRO001
Module	Provisional
SubModule	
Summary	Process provisional voter
Description	Processing a voter that submitted a provisional envelope
Trigger Event	
Precondition	• User has appropriate security permissions • Provisional envelope is to be processed • Election is active
ExpectedResult	Provisional envelope is processed. Ballot is accepted or rejected

DetailedProcessFlow	1. User searches in system for registered voter that matches voter information entered on provisional envelope.
	   1.1. User will follow search process described in " Search for and open voter in election " use case. Specific focus will include, but not be limited to, matches, or close matches on
	     1.1.1.Names
	     1.1.2.Addresses (current and/or prior)
	     1.1.3.Birthdate
	     1.1.4.Driver license or SSN4 (if supplied)
	   1.2. User will confirm match by signature comparison
	2. User selects registered voter match
	   2.1. Systems creates a provisional voter record
	     2.1.1.Systems shall alert user if there are any other returned or outstanding ballots
	     2.1.2.System copies voter information to a provisional voter record fields that are on provisional envelope including but not limited to:
	       2.1.2.1. Names
	       2.1.2.2. Addresses
	       2.1.2.3. Birth date
	       2.1.2.4. Driver license
	       2.1.2.5. SSN4
	       2.1.2.6. Political party
	       2.1.2.7. Contact info (phone and email)
	       2.1.2.8. Perm status
	       2.1.2.9. Precinct
	     2.1.3. Systems shall use a default source and delivery for provisionals
	     2.1.4.User enters in affidavit from provisional
	     2.1.5.User changes the voter information in the provisional voter record to match the information on the provisional envelope.
	       2.1.5.1. The system flags the record so it can be processed as a reregistration.

	2.1.5.2. The system verifies the voter's ballot and precinct eligibility in election when there is an address change.
	2.1.5.3. The system auto corrects address and precincts
	2.1.6. User enters in precinct voted.
	    2.1.6.1. Systems determines need for ballot rework by comparing ballot group order and contests included in voted precinct vs voters home precinct.
	    2.1.6.1.1. System flags ballot as 'greater than' when rework is required
	2.1.7. The User applies adjudication to the provisional record.
	    2.1.7.1. The system shall validate the provisional adjudication to ensure it meets election and business laws
	2.1.8. The system shall perform quality assurance and validation for user fields.

AlternateFlow	3. Voter has a cancelled status.
	    3.1. User processes as above but ballot does not count
	4. Provisional voter is not in system
	    4.1. User enters provisional voter's information from the provisional envelope into the provisional record.
	      4.1.1. The provisional ballot will not count
	    4.2. System shall not count ballot
	    4.3. System shall change voter to a new voter and use provisional record as a new voter.

Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Related Use Cases/Process Flows	[Use cases that relate to, have a super/subset of functionality or are pre/post conditions. Note: minimize overlap]
Requirements	UC-PRO001-01 The System shall provide a solution capable of managing, processing, and auditing all elements of Conditional Voter Registration (CVR) processes as required in -- California Election Code: DIVISION 2. VOTERS [2000 - 2700]; CHAPTER 2. Registration [2100 - 2194.1]; ARTICLE 4.5. Conditional Voter Registration [2170 - 2173] -- California Secretary of State: Title 2. Administration; Division 7. Secretary of State; Chapter 1. Voter Registration; Article 3.5. Conditional Voter Registration and related official guidance. The System shall have the capability and flexibility to meet large scale CVR volume and related technology requirements relative to local, state and election law, regulation and guidance. This includes providing CVR services to voters – as described in those laws, regulations, and guidance - in near real time at central elections office and any remote sites. UC-PRO001-02 The system shall allow staff to process receipt of a provisional / Conditional Voter Registration (CVR) ballot. UC-PRO001-03 The system shall allow staff to record information provided on the outside of a provisional / CVR ballot. UC-PRO001-04 The system shall have the capability to record a scanned copy of the outside of a provisional ballot / CVR ballot. UC-PRO001-05 The system shall allow voter to enter their information into device to locate their record. UC-PRO001-06 The system shall allow staff to identify the registered voter associated with the provisional ballot / CVR ballot and confirm their voter registration eligibility, including but not limited to : the voter's address and precinct if the voter's residence is within Los Angeles County, verification that the voter has not cast a ballot in another county for the same election and verification that the voter does not exist on another county's roster of voters. UC-PRO001-07 The system shall display the voters signature from the voter registration UC-PRO001-08 The System shall display an image of the signature of voter's provisional / CVR ballot if scanned into the system. UC-PRO001-09 The system shall provide for a side by side/top and bottom comparison of the two signatures from the scanned provisional / CVR ballot and the voter's registration card, determine if the signature match and provide information on the potential match to staff.

	UC-PRO001-10 The system shall allow staff to indicate if a handwritten signature matches between the voter's registration and their provisional / CVR ballot. UC-PRO001-11 The system shall allow staff to verify address written on the provisional / CVR to addresses that are allowed to vote in a precinct. UC-PRO001-12 The system shall verify if a voter that submits a provisional / CVR ballot has not already submitted a ballot for the same election within California and if it was accepted, the voter will not be eligible to cast a provisional/CVR ballot. UC-PRO001-13 The system shall display to staff whether a ballot has been accepted or rejected. UC-PRO001-14 The system shall require staff to indicate a disposition of the received ballot in the system, the receipt number of the provisional / CVR ballot and if rejected, a reason for the rejected provisional / CVR ballot. UC-PRO001-15 The system shall have the capability to track why the provisional / CVR ballots was submitted, as well as reason for rejection. UC-PRO001-16 The system shall auto correct address and precincts entered into the system by staff to correctly precinct the voter.
RequirementID	[List of requirement IDs in Use Case]
Related Requirements	[Requirements not stated in use case that need to be captured or may impact]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Stephen Murray
Signoff	Data Entry
Date	[Date Signed off as Complete]

USE CASE WORKSHEET