Voter Participation History (VPH) Instructions & Reminders

Prepared by the Division of Elections – (NEW December, 2017)

The following instructions and reminders are provided for the newly-designed VPH Statement of Completion. Please read them carefully, as the Statement of Completion (SOC) form has changed.

1. Section A: Verification of VPH Accuracy

Verification of VPH accuracy has been moved to the front page of the SOC form. NEW: We have provided the SOC with your municipality, and Final Total Ballots Cast (TBC), auto-filled.
* Line A of the table: Enter the final VPH (# of voters in your final VPH Report).
* Line B of the table: Now pre-filled with your municipality’s TBC either as reported in CVR results, or adjusted

by us for UOCVA voters.

* Line C of the table: Enter difference between Final VPH and Final TBC.

This number will be 0 (no discrepancies); or the number of additional voters who have been assigned VPH compared to Final TBC; or the number of voters with VPH not assigned compared to Final TBC.

Why does TBC need to be adjusted? Ballots for UOCAVA voters are processed at the State, but the VPH for them is assigned to your municipality (through the Import Absentees process). To account for the UOCAVA ballots that were not counted at the local level, you have to add the number of UOCAVA voters to your local (base) TBC. For the 11/7/17 Referendum Election, there were 406 UOCAVA voters whose ballots were accepted. These voters are from 172 municipalities. If you are one of the those 172 municipalities, you will find enclosed a yellow sheet, providing the information on those voters and the adjusted TBC. If your municipality did not have UOCAVA voters with accepted ballots, your TBC remains as reported to us in your Certified CVR Results

.

* Verification 1: If Line C of the table is 0, then select this verification – you have no discrepancies.
* Verification 2: If you report a discrepancy on Line C, and it is because you have more voters with VPH

assigned than Final TBC, then select this verification.

* Verification 3: If you report a discrepancy on Line C, and it is because you have fewer voters with VPH

assigned than Final TBC, then select this verification.

* Reasons for Discrepancies:

Describe each discrepancy that you have. For example, the discrepancy might be because of an ACP voter who voted, but whose name will not appear in the VPH Report. Or the discrepancy might be because of a voter who could not be added to CVR because no voter registration application was received. Note: Do not attribute discrepancies just to voters not checked off or voters checked off in error, without first attempting to rule out all possible reasons. Call this office to discuss questions.

1. Section B: Verification that VPH steps have been completed

You are verifying that all VPH steps have been completed, and that all necessary date or record changes have been reported to us and corrected, before submitting the Statement of Completion.

You are expected to perform each proofreading step to eliminate discrepancies and to assure that the correct voters are assigned the VPH. This is important for several reasons, and a responsibility that should be taken very seriously

* Inaccurate assigning of VPH can result in a voter being investigated for potential dual voting.

Maine is participating in a multi-state voter cross-check program that matches voter names, SSNs, and voting history. Over half of the voters identified so far as having potential dual voting for the 11/8/16 General Election were assigned VPH in Maine erroneously. This is very serious, as these voters would have been contacted by investigators from the Attorney General’s Office had we not taken the time to contact the municipalities involved and ruled out VPH in Maine.

*Continued on reverse*

* Every voter is entitled to have complete, accurate voter history captured in CVR, and those eligible to receive voter data rely on accurate data.
* Accurate VPH is needed for statewide maintenance, reporting, analytical and planning purposes.
* Importing Absentees and proofreading.

Follow the instructions for importing absentee voters described on pages 6-8 in Chapter 7 of the CVR Guide. After importing the absentee voters, generate a VPH Report, and proofread the VPH Report against your final Absentee Voter Report.  All of the voters on your Absentee Voter Report should have VPH assigned, and those voters should be on the VPH Report. If any absentee voters are not in the VPH Report, go back to Multiple Voter Participation and see if the Import Absentee button is still activated. If so, import again. If not, and you cannot determine why the absentee voters are not in your VPH Report, call this office for assistance.

If you resolve all absentee voter issues at this point, you will know that any VPH discrepancies at the end do not involve absentee voters.
* Assigning VPH for in-person voters and proofreading.

Follow the instructions in Chapter 7 of the CVR Guide for scanning the barcodes, or manually entering the voter record numbers, of the voters checked off on your IVL as having voted at the polls.  When done, generate a new VPH Report, and proofread the regular voters against your IVL.

* Resolving discrepancies and proofreading.

Remove voters who should not have been assigned VPH, and add voters who should have been assigned VPH. If there are date or record corrections that need to be made to assign VPH, contact this office immediately (do not note corrections on the SOC; submit the Voter Record/Date Correction form before completing the SOC).

Wrong registration dates cannot be corrected by local or state users – they must be corrected by scripts from our IT department or the CVR vendor so that all affected tables are updated. Use the “Voter Record/Date Correction Request Form” to report wrong dates, allowing 3-4 weeks for resolution.

Important: Do not make “fake” changes to records or select “Duplicate Application” as a change reason in an effort to correct dates on your own. This only creates more problems with the record and more data that has to be corrected.

After you have made all of the corrections needed for the VPH Report, generate a new VPH report and proofread to confirm that all corrections were made.

* Generating a final VPH Report.

When you have resolved all of the discrepancies that you can, and all corrections have been made, generate a final VPH Report. NEW: Attach a copy of the last page of the report (showing the number of voters in the report) to the SOC.
* Completing the paper SOC and certifying VPH electronically in CVR.

Both the Municipal Election Certification and the paper SOC are due on the VPH completion deadline date of January 17, 2018. Instructions for Municipal Election Certification are in Chapter 9 of the CVR Guide, page 62.

The expectation is that VPH will be completed and accurate by that date – complete the assigning of VPH in a timely manner that will allow extra time to resolve any issues prior to the statutory deadline.

Additional resources:

* Additional information on assigning VPH was provided in Mailing #5 from October 23, 2017. Please review that material again before you start to assign VPH.
* A VPH Tips and Troubleshooting Techniques document is posted on the Elections Temp Page (in the CVR section) which provides quick-reference information on assigning VPH. An optional VPH Calculation Worksheet is also posted on the Elections Temp Page. You are encouraged to review these documents before you assign VPH.

For questions about assigning VPH and completing the Statement of Completion and Municipal Certification, call the CVR Helpdesk at 1-877-HAVAHLP (1-877-428-2457) or the Elections Division (1-888-VOTESME)

Elections Temp Page: http://www.maine.gov/sos/cec/elec/temp/