Voter Participation History (VPH) Completion Tips

Prepared by the Secretary of State – March, 2020

The following tips are provided to facilitate assigning of VPH that is “discrepancy free” (or nearly discrepancy-free):

Tip #1: Follow correct order for post-election tasks  
  
Assign VPH after all voter records are updated. If you attempt to assign VPH before all absentee records are resolved and new registrations and changes from Election Day are entered in CVR, there will be discrepancies.

**Tip #2:** Proofread as each post-election task is completed  
  
Proofreading after each post-election task is completed will greatly reduce the number of VPH discrepancies and save time in the long run. Proofreading as you go allows you to rule out causes of discrepancies.

The 2 most common causes of VPH discrepancies are failure to proofread, and the use of wrong dates for Election Day registrations and changes. Date corrections are done on a first-received basis – to avoid a long delay, identify wrong dates immediately after entering the new records and changes in CVR.

Tip #3: Report wrong dates immediately – do not attempt to correct them yourself!Wrong registration dates cannot be corrected by local or state users – they must be corrected by scripts from our IS department or the CVR vendor so that all affected tables are updated. Use the “Voter Record/Date Correction Request Form” to report wrong dates.

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.

Tip #4: Proofread after importing absentees  
  
After importing absentees, generate a VPH Report and proofread it against your final Absentee Voter Report to confirm that all absentee voters were included with the import, and to rule out absentee voters as the cause of discrepancies after VPH has been assigned.

Tip #5: Watch the screen when scanning barcodes!

With VPH, slow and steady wins the race. Scanning is temperamental, and you must watch the screen as each barcode is scanned to make sure that the cursor is in the box and that the entire number populates in the box. If the barcode number does not go into the box properly, that voter will not be assigned VPH.

Tip #6: Use a barcode template  
  
Construct a template out of a 3 x 6 piece of heavy paper, cutting a rectangular opening in the middle just big enough for one barcode and the column containing the checkmark. Gliding the template down the IVL, you will capture only the barcodes of voters whose names are checked off, and you can keep your eyes on the screen.

Tip #7: Understand why proofreading is critical!

Proofreading is a critical component of assigning VPH for several reasons, and a responsibility that should be taken very seriously:

* Every voter is entitled to have complete, accurate voter history captured in CVR.
* Inaccurate assigning of VPH can result in a voter being investigated for potential dual voting.
* Accurate VPH is needed for statewide maintenance, reporting, analytical and planning purposes.

In reviewing VPH for previous elections or reviewing duplicate records, we have discovered that voters have been assigned VPH erroneously or in 2 records in different towns. This is very serious, as these voters would have been researched for potential dual voting and contacted by investigators from the Attorney General’s Office had we not taken the time to resolve the discrepancies with the municipalities involved.

Tip #8: Proofread VPH in segments  
  
Your IVL is divided alphabetically by last name, which is a good way to assign VPH (particularly for large municipalities). Proofreading after assigning VPH for each letter allows you to rule out the voters in each letter group as the cause of discrepancies, and you won’t wind up with one massive proofing job at the end.

Troubleshooting Techniques on reverse

Voter Participation History Troubleshooting Techniques – Referendum Election

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| Issue | Reason | Resolution |
| Any discrepancy | Using the wrong amount for TBC. | If your municipality had UOCAVA voters, you must add those voters to your base TBC. |
| Any discrepancy | DS200 municipalities: Tally Sheet error, such as ballots from auxiliary bin not added to tape total. | Confirm no errors made on Tally Sheet; ask Division of Elections to review. |
| Any discrepancy | Election Day procedural errors, including names not checked off IVL or names checked off in error (valid reason only after proofing, and other errors ruled out). | Review IVL marking, ballot counting & tallying with election workers to ID possible problems. |
| Any discrepancy | Misunderstanding of “Spoiled Ballots” (they are not ballots the counters didn’t count because intent was not clear). A “Spoiled ballot” is given to the Warden by a voter, and a replacement ballot is issued, marked and cast. | Spoiled Ballots are segregated and not counted, and therefore they cannot be a reason for VPH not matching TBC, unless you are aware of a voter who did not want a replacement ballot. |
| Any discrepancy | Scanner picked up barcodes of non-voters, or numbers did not insert properly, or you missed barcodes | Proofread VPH Report against IVL to ID voters, then use Single Voter Participation to delete, or or Single or Multiple Voter to add. Always watch boxes to ensure #’s are populating. |
| More voters in VPH than TBC | Not accounting for blank votes properly on the Warden’s Return of Votes Cast. | If blank votes were not included on the Warden’s ROVC, then you’ll have more voters checked off as having voted than TBC. |
| More voters in VPH than TBC | Scanner picked up barcodes of non-voters. | Proofread VPH Report against IVL to ID voters; use Single VPH to delete VPH, if necessary. |
| More votersin VPH than TBC | VPH for voters who have moved to new municipality showing up on your VPH Report because new municipality used incorrect change date. | Proofread VPH Report against IVL to ID voters, then notify Division of Elections. VPH will be removed by division staff. |
| More votersin VPH than TBC | For a Primary Election when there is also a Referendum Election, Age Pending voters (who received Primary ballot only). | Report discrepancy on SOC and indicate the number of Age Pending voters you had. |
| Fewer voters in VPH than TBC | Not all absentee voters made it into VPH Report when absentees were imported. | Go under Multiple Voter Participation; if the Import Absentee Ballots button is activated (not grayed out), then you need to import again. |
| Fewer voters in VPH than TBC | Possible other issue with absentee voter(s). | Proofread final Absentee Voter Report against VPH Report to rule out absentee voter(s) as the problem. Then proofread regular voters. |
| Fewer votersin VPH than TBC | VPH not entered for voters who registered on Election Day. | If voters have not been entered in CVR, enter them (be sure to use Election Day as the date of new registration or change). Then scan history for these voters. |
| Fewer votersin VPH than TBC | VPH for voters who have moved from a different municipality not showing up on VPH Report because incorrect change date was used. | Proofread VPH Report against IVL to ID voters, then notify CVR Helpdesk. Dates will be corrected and VPH removed from previous municipality, then VPH will have to be re-entered in your municipality. |
| Fewer votersin VPH than TBC | VPH for voters with new registrations not showing up on VPH Report because incorrect registration date was used (used a date after election). | Proofread VPH Report against IVL to ID voters,then notify CVR Helpdesk. Registration date will be corrected by division staff, and VPH will have to be entered. |
| Fewer votersin VPH than TBC | Municipality had ACP voters, who do not appear in VPH printed report or disk file. | Report discrepancy on SOC and indicate the number of ACP voters you had. |
| Scanner beeping but numbers not inserting | Not using Internet Explorer (IE) or Microsoft Edge as the browser for CVR, or old scanner has stopped functioning. | Use IE or Microsoft Edge; get required settings from Elections Temp page or CVR Helpdesk. Replace old scanner. |

VPH Completion Tips on reverse