2018 EAVS Newsletter

Volume 6

January 11, 2019

Reminder of EAVS Deadlines

The 2018 EAVS data collection period is underway! Important dates to keep in mind are:

- February 1, 2019: Data submissions due. Early submissions are encouraged and welcome! To submit your data, upload your state's completed Data Aggregation Template to the State Files page of the EAVS Portal.
- Mid-February 2019: You will receive a memo from Fors Marsh Group (FMG) with data issues flagged for further review. For more information on how the Election Assistance Commission (EAC) and FMG validate your data submissions, see Vol. 4 of this newsletter.
- March 1, 2019: Final dataset and signed data certification form are due.

Managing Online Template Submissions Through the EAVS Portal

The EAVS support team has added some new features to the State Files page of the EAVS Portal to assist designated state points of contact (POCs) with collecting EAVS data from their jurisdictions. To view these features, please log in to the EAVS Portal at <u>https://eavsportal.com/Account/Login</u> with your assigned credentials.

Tracking Jurisdiction Progress

The Online Survey Tracking Status table keeps state POCs informed of their jurisdictions' progress through the Online Template.

Jurisdiction	$\downarrow_{\overline{F}}$	Status				.↓†
ARKANSAS COUNTY		In Progre	ess			
ASHLEY COUNTY		Not Start	ted			
BAXTER COUNTY		Not Start	ted			
BENTON COUNTY		Not Start	ted			
BOONE COUNTY		Complete	ed			
BRADLEY COUNTY		Not Start	ted			
CALHOUN COUNTY		Not Start	ted			
CARROLL COUNTY		Complete	ed			
CHICOT COUNTY		Not Start	ted			
CLARK COUNTY		Not Start	ted			
CLAY COUNTY		In Progre	ess			
CLEBURNE COUNTY		Not Start	ted			
CLEVELAND COUNTY		Not Start	ted			
COLUMBIA COUNTY		Not Start	ted			
CONWAY COUNTY		Not Start	ted			
howing 1 to 15 of 75 entries						

Jurisdictions listed as "Not Started" have not accessed the Online Template. Jurisdictions listed as "In Progress" have accessed the Online Template and may have entered some data but have not submitted. Jurisdictions listed as "Completed" have submitted their data. Please note that jurisdictions that are listed as "Completed" are not able to edit their data in the Online Template.

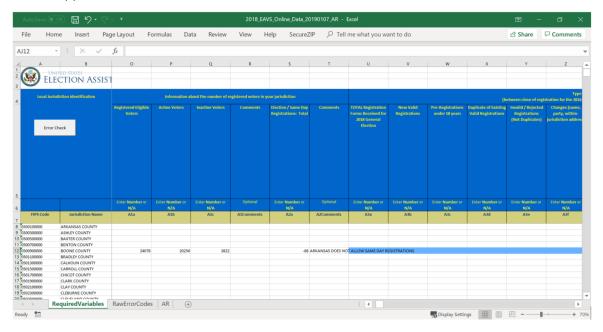
This table is automatically updated daily between 11:00 PM and 1:00 AM Eastern time. The table can be sorted alphabetically by jurisdiction name or by survey status by clicking on the arrows on the right-hand side of the header cells.

Accessing Data Submitted Through the Online Template

Data that jurisdictions submit through the Online Template will be uploaded to the Portal daily between 11:00 PM and 1:00 AM Eastern time. Data will only be uploaded once the jurisdiction has clicked "Submit". The data from the Online Template is available in the document "2018_EAVS_Online_Data". The name of the document will also contain the date it was last updated (formatted as "YYYYMMDD") and your state's abbreviation.

ownl	oads
• 2016	_Statutory_Overview_Response_AR.pdf
• 2018	EAVS Data Aggregation Template AR.xlsm
• 2018	_EAVS_Online_Data_20190107_AR.xlsm
• 2018	_EAVS_State_Guidelines_AR.pdf
• Juriso	diction_Passwords_Online_Template_AR.docx
Policy	y Survey Instructions_AR.docx

The most up-to-date document will always be shown in the Downloads section of the State Files page; should you need to access previous versions of this document, please reach out to the EAVS technical support team.



The data from the Online Template will be imported into a file that has the exact same look and functionality as the Excel Data Aggregation Template. State POCs will be able to use this file to error check and correct data as described in the <u>Guide to Using the 2018 EAVS Data Templates</u> document (available on the Resources tab of the EAVS Portal).

Updated Excel Data Aggregation Template Available on EAVS Portal

An updated version of the Excel Data Aggregation Template has been released that corrects misapplied error messages in Questions A4-A7 and B23-B26. To access this version, simply redownload the file from the State Files page of the EAVS Portal. If you've been using a previous version of the template to start your data collection, simply copy and paste your data into the new version and continue with your data collection process.

FAQs and Technical Assistance

We have already received a number of questions about EAVS from state and local election officials. We have released a document addressing some of the common questions—you can find this document on the Resources page of the EAVS Portal (<u>https://eavsportal.com/Home/Resources</u>).

If your question isn't addressed in the FAQs or if you encounter any other difficulties in completing the EAVS, you can get in touch with a trained EAVS technical support assistant.

- Email: <u>EAVS@forsmarshgroup.com</u>. That inbox is accepting inquiries now, and <u>all requests</u> <u>will be answered within one business day</u>. When sending an email, it can be helpful to include screenshots of any errors you are experiencing; this will help the technical assistance team provide you with customized support.
- Telephone: available <u>8 a.m. and 6 p.m. ET, Monday through Friday</u> (excluding Federal holidays) so you can receive immediate responses to your questions. The phone number is listed on the State Files page of the EAVS Portal.

Please don't hesitate to reach out to technical assistance if you encounter any difficulties in completing the EAVS. We want to hear about challenges you're having, and we'll work with you to solve them.