



## How the EAVS Project Team Reviews Data Submissions

The Election Assistance Commission (EAC) and the project team for the Election Administration and Voting Survey (EAVS) want to ensure that the 2020 EAVS data is as complete and accurate as possible. One way this is accomplished is through the data validations that are built into the EAVS online and Excel templates, which assist points of contact (POC) as they complete their data entry. In addition, the EAVS project team reviews each state's and territory's draft data submission. This newsletter describes what the project team looks for in these data reviews, how the results are communicated to state and territory POCs, and how to incorporate the results of the project team's review into your final data submission.

### Timeframe for Draft Data Reviews

States and territories that submit their draft data by **February 1** are guaranteed to receive the results of their data review within 10 business days (no later than February 15). This allows your state or territory another 10 business days to make corrections before your final data submission is due on **March 1**.

Draft data submissions that are received after the February 1 deadline will still be reviewed by the project team, but the results of the data review may not be ready until after February 15. However, your state's or territory's final data submission is still due on March 1.

The 2020 EAVS data will be locked on **March 30**, and no further changes will be accepted after that date.

### What Does the Project Team Look for in Its Data Review?

Once your state or territory provides the first draft of your 2020 data, the EAVS project team will conduct an intensive review of the submission. The goal of this review is to identify recurrent or persistent issues in the data, so the state or territory and, where applicable, local POCs can address the issues (either by correcting the data or providing additional context) before certifying the 2020 EAVS data as complete and final. The project team will undertake the following checks when reviewing a data submission.

- **Template validations:** The project team will run the built-in error checks in the data collection templates to identify math issues, logic issues, conflicts with the Policy Survey data, and missing items. Any of these validation issues that remain in the data and are not explained in the comments sections will be flagged for further review.
- **Previous EAVS submissions:** Your 2020 data will be compared to your state's or territory's 2016 EAVS submission to identify an expected range for each data point. Numbers in your 2020 EAVS data that fall outside of this expected range, or unexpected increases or decreases, will be flagged for further review. The EAVS project team understands that some of the changes in your EAVS data points since 2016 are due to changes in population, election policy, or voter behavior during the COVID-19 pandemic.



- **External data sources:** The project team will incorporate data from other sources, such as the U.S. Census Bureau’s calculation of state and jurisdiction Citizen Voting Age Population (CVAP) to calculate metrics such as registration rates and turnout rates. Rates that fall outside of the expected range (such as a CVAP registration rate below 50% or above 130%) will be flagged for further review.
- **Key metrics:** Using your 2020 EAVS submission, the project team will calculate a number of key rates for each jurisdiction within your state or territory. These metrics will be provided in a spreadsheet so that the state or territory POC can confirm that the metrics align with expectations.

EAVS Metric	How It’s Calculated
Total number of registered voters	A1a
Total registration as a percentage of jurisdiction’s citizen voting age population (CVAP)	$(A1a/CVAP) \times 100$
Percentage of registrations received that were new and valid	$(A3b/A3a) \times 100$
Percentage of registrations received that were duplicates	$(A3d/A3a) \times 100$
Percentage of registrations received that were rejected or invalid	$(A3e/A3a) \times 100$
Percentage of registrations received that were changes to name, party, or address (within the jurisdiction)	$(A3f/A3a) \times 100$
Percentage of total registration forms received by mail, email, and fax	$(A4a/A3a) \times 100$
Percentage of total registration forms received in person	$(A4b/A3a) \times 100$
Percentage of total registration forms received online	$(A4c/A3a) \times 100$
Percentage of total registration forms received through motor vehicle agencies	$(A4d/A3a) \times 100$
Total number of confirmation notices sent since the 2018 General Election	A8a
Total number of voters removed from the registration rolls since the 2018 General Election	A9a
Voters removed as a percentage of total registered voters	$(A9a/A1a) \times 100$
Total number of Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voters registered	B1a
Total number of Federal Post Card Applications (FPCA) received for the 2020 General Election	B2a
Percentage of FPCAs rejected	$(B3a/B2a) \times 100$
Total number of UOCAVA ballots transmitted	B5a



EAVS Metric	How It's Calculated
Total number of UOCAVA ballots returned	B9a
Percentage of transmitted UOCAVA ballots that were returned	$(B9a/B5a) \times 100$
Percentage of returned UOCAVA ballots that were counted	$(B14a/B9a) \times 100$
Percentage of returned UOCAVA ballots that were rejected	$(B18a/B9a) \times 100$
Total number of Federal Write-In Absentee Ballots (FWAB) received	B23a
Percentage of received FWABs that were counted	$(B24a/B23a) \times 100$
Percentage of received FWABs that were rejected	$((B25a+B26a+B27a)/B23a) \times 100$
Total number of domestic civilian mail ballots transmitted	C1a
Percentage of transmitted mail ballots that were returned by voters	$(C1b/C1a) \times 100$
Percentage of returned mail ballots that were counted	$(C3a/C1b) \times 100$
Percentage of returned mail ballots that were rejected	$(C4a/C1b) \times 100$
Total number of polling places used on Election Day	D3a
Total number of polling places used for early voting	D4a
Total number of provisional ballots submitted	E1a
Percentage of submitted provisional ballots that were rejected	$(E1d/E1a) \times 100$
Total number of voters who cast a ballot that was counted	F1a
Turnout as a percentage of CVAP	$(F1a/CVAP) \times 100$
Percentage of voters who cast a ballot in person on Election Day	$(F1b/F1a) \times 100$
Percentage of voters who cast a domestic civilian mail ballot or voted in an all vote-by-mail state or jurisdiction	$((F1d+F1g)/F1a) \times 100$
Percentage of voters who cast an early ballot in person	$(F1f/F1a) \times 100$
Percentage of voters who cast a UOCAVA ballot	$(F1c/F1a) \times 100$



EAVS Metric	How It's Calculated
Percentage of voters who cast a provisional ballot	$(F1e/F1a) \times 100$
Total number of voting machines deployed	Sum of all F5c, F6c, F7c, F8c, F9c and F10c items

## How Will I Receive the Results of My Data Review?

Once the EAVS project team completes its review of your draft data, the results will be posted to the State Files page of the EAVS Portal (state and territory POCs will need to log in with their credentials at <https://eavsportal.com/Account/Login>):

- **Memo:** This document will highlight the most important issues found in your state's or territory's data in a list of bullet points in the first one to two pages. These highlights will focus on recurring issues that appear across multiple EAVS items or in multiple jurisdictions. The memo will also contain additional tables detailing the number of validations flagged by jurisdiction, the number of validations flagged by item, and the number of missing items by jurisdiction.
- **Excel template:** This file will contain all of the data you submitted in your initial submission (no data will be edited by the EAVS project team). This file will be named "2020\_EAVS\_Final\_Data\_[your postal abbreviation]."
- **Excel spreadsheet with sample EAVS metrics:** This spreadsheet will contain the calculated metrics described above for each jurisdiction in your state or territory and at the state or territory level. These metrics are not final and should only be used to spot-check any results that look unexpectedly high or low. This file will be named "2020\_EAVS\_Sample\_Rates\_[your postal abbreviation]."

The POCs for your state or territory will be notified by email when these files are available to download.

## How Do I Address the Issues Highlighted in My Data Review?

We encourage POCs to carefully review every issue highlighted in their data review and address it to the best of their ability. If the issue is a result of a data calculation error or a data entry error, it can be corrected by updating the numbers in the data collection template. If the data is correct, we encourage POCs to use the comments space available for each question to provide us with more context about their election practices or how they calculated their numbers. This will allow the project team to review and analyze the EAVS data correctly.

If you used the [online template](#) to help compile your draft data submission, then your jurisdictions may use this template again to make final data corrections. You should share the results of the data review with your jurisdictions to let them know which EAVS items need to be corrected, and the jurisdictions' POCs can access the online template again at <https://survey.eavsportal.com/> using the same password they used to complete their initial data submission. Once jurisdictions have made their data corrections and have resubmitted their online templates, the state or territory POC may download the file of online data submissions from the EAVS Portal (see [Vol. 7: Managing Online Submissions Through the EAVS Portal](#) for more details on this), complete final data checks, and submit this file to the EAVS project team as your state's or territory's final data submission.



If you used the [Excel template](#) to compile your draft data submission, you will use the file named “2020\_EAVS\_Final\_Data\_[your postal abbreviation],” which you will download from the State Files page of the EAVS Portal, to make modifications to your data. Once your data corrections are complete, you will submit this file to the EAVS project team as your state’s or territory’s final data submission.

Once the EAVS project team receives your final data submission by **March 1**, the project team will conduct a brief final review to determine whether all data issues have been satisfactorily addressed. Once the data submission is confirmed, the team will ask you to certify your data submission as final. Volume 10 of the EAVS newsletter will discuss the data certification process.