



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 2022 EAVS data are 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 and territory's draft data submission. This newsletter describes what the EAVS 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 EAVS 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 (on or before 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 EAVS project team, but the results of the data review may not be ready until after February 15. However, your state or territory's final data submission is still due on March 1.

The 2022 EAVS data will be locked on **March 30**, and no further changes to your EAVS data will be accepted after that date.

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

Once your state or territory provides the first draft of your 2022 data, the EAVS project team will conduct an intensive review of the submission. The goal of this review is to identify recurring 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 2022 EAVS data as complete and final. The EAVS project team will undertake the following checks when reviewing a data submission.

- **Template validations**: The EAVS project team will run the built-in error checks in the data collection templates to identify math issues, logic issues, conflicts with the state or territory's 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 2022 data will be compared to your state or territory's 2018 EAVS submission to identify an expected range for each data point. Data points in your 2022 EAVS data that fall outside of this expected range or are 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 2018 are due to changes in population or election policy.



- **External data sources:** The EAVS 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.

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://eavportal.com/Account/Login> to download the data review results):

- **Memo:** This document will highlight the most important issues found in your state or territory’s draft data. These issues will be listed as bullet points in the first one to three pages of the memo. These highlights will focus on recurring issues that appear across multiple EAVS items or in multiple jurisdictions.

Memorandum

February 5, 2023

To: Jane Doe
State of Alabama

From: Fors Marsh EAVS Project Team

Subject: Review of Draft 2022 EAVS Submission

Thank you for submitting your draft 2022 Election Administration and Voting Survey (EAVS) data on February 1, 2023. Our project team has reviewed your submission for completeness and accuracy. This memo and the accompanying data review files outline the results of that review and highlight items for your state (and, if applicable, your jurisdictions) to review before your data is certified as final.

Items for Review

Below is a summary of the most consistent issues identified in your draft data submission. We ask that you address these items prior to submitting your next data set.

- There were several items that had math or logic errors. Please review these items to ensure they were calculated correctly and placed in the correct column of the data spreadsheet. If the data is correct, please add comments explaining how the data were calculated and why it does not conform to expected patterns.
 - For 25 counties, A3a did not match the sum of A4a–l.
 - For two counties, F1e exceeds E1a. In addition, 13 counties report substantially different numbers of provisional voters in E1b + E1c and F1e.
- Because you reported in the 2022 Policy Survey that you did not administer an all-mail election, F1g should be marked as “Does not apply.”
- Several items throughout the survey are marked as “Does not apply,” though data for these items were provided in previous EAVS. Please revisit the items and provide data if available (if no instance of the item occurred for the 2022 general election, then the appropriate response is zero), or provide a comment within the survey explaining why the item does not apply to you. The “Does not apply” code should only be used when you do not have an election law or policy that allows voters to register or cast a ballot via the method described in the item.
 - ABC: confirmation notices received back confirming that the registration should be invalidated.

Page 1 of 3



- **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 “2022_EAVS_Final_Data_[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 the bullet points of the Items for Review section of their data review memo and address the issues to the best of their ability. If an 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 are correct, we encourage POCs to use the comments space available for each question to provide the EAVS project team with more context about the state or territory’s election practices or how they calculated their numbers. This will allow the EAVS 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 reviewed. 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 [2022 EAVS Newsletter: Vol. 7: Managing Online Submissions Through the EAVS Portal](#) for more details on this process), complete final data checks, and submit this file to the EAVS project team as your state or territory’s final data submission.

If you used the Excel template to compile your draft data submission, you will use the file named “2022_EAVS_Final_Data_[your postal abbreviation],” which you will download from the State Files page on 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 or territory’s final data submission.

Once the EAVS project team receives your final data submission by **March 1**, the EAVS project team will conduct a final review to determine whether all data issues have been satisfactorily addressed. The EAVS project team will notify you if there are additional issues in your draft data that need further review. Once your data submission has been accepted as final, the EAVS project team will generate a copy of the analysis of your data that will appear in the appendix tables of the 2022 EAVS report, share it with you, and invite you to provide footnotes to print alongside the analysis. Volume 10 of the EAVS newsletter, which will be released in mid-February, will discuss the final data review and data certification process.