



TEAM System New Business Rules

24-26 August 2005
Austin, TX

Office of the Secretary of State
Elections Division

Overview of New Business Rules and Processes

- **Offline Counties** not using the **TEAM** online application must update the statewide database with all voter record changes, additions and cancellations on a daily basis
- All Counties must verify an applicant's Texas Driver's License/ID or last four digits of their Social Security Number before issuance of the voter certificate
- If an applicant's identity cannot be confirmed:
 - the applicant will receive a modified "**Notice of Incomplete**" to verify their TDL/ID or SSN number
 - a new reason will be added to the "**Notice of Incomplete**" to accommodate this

Overview of New Business Rules and Processes

- State will assign a unique identifier (VUID) to all voters. This number will appear on all certificates, voter notices, all system reports, and all official lists used to conduct business.
 - No more on-site voter registration!*
- All official voting lists will be generated using the database file maintained at the State level (TEAM)
 - A report can be created using TEAM and posted to your web browser for local printing

Overview of New Business Rules and Processes

- The State desires a paperless process, therefore:
 - No more NVRA reports or annual registration statements by precinct
 - We will no longer print and mail error reports from the update submissions, deceased or duplicate reports
 - These reports will be sent through the TEAM System interface
- **Offline counties** will have access to some of TEAM's screens for certain functionality (entry of FPCA applications, define a Plan, resolve events, ordering an official voting list...)
- Address format must comply with **E911 Format**

E911 Format - 1

- **Block Number** - The house number of the address
- **Designator** - A designator used in the address (i.e. a fraction or non-numeric portion of the house number)
- **Direction Prefix ID** - The pre-street name directional (E, W, N, W, etc.)
- **Street Name** - The name of the street
- **Street Type ID** - The type of street (street, ave, blvd, etc.)
- **Direction Suffix ID** - The post-street type directional (E, W, N, W, etc.)

E911 Format - 2

- **Unit Number** - For multi-family housing units
- **Unit Type ID** -The type of unit in a multifamily housing address
- **Parcel Number** - A county-defined parcel of land that can be used as a substitute for a parted address
- **City** -The city in which the address occurs
- **State Code** - The state portion of the residential address
- **Zip Code (ZIP_CODE)** The address' postal code

Overview of New Business Rules and Processes

- Counties must map the Street Type and Unit Types fields to State defined abbreviations
- Submission of voting history is required
- Submission of jurisdictional information is required

Overview of New Business Rules and Processes

- **Strong Match Criteria** - If the State identifies a “strong” match for a duplicate voter:
 - The voter with the *older* effective date of registration (EDR) will be *cancelled* and the voter information appended to the new record
 - The voter record in the *new* county will inherit the VUID. State will send notification through the **TEAM** system interface to the county with the *oldest* (cancelled) EDR

Overview of New Business Rules and Processes

■ Strong Match Criteria:

	Last/Former Name	First Name	full SSN#	last 4 digits of SSN#	TDL#	DOB
1	✓	✓	✓			
2	✓	✓			✓	
3	✓	✓		✓		✓

Overview of New Business Rules and Processes

■ **Weak Match Criteria (Out of County):**

If the State identifies an “out of county” duplicate by a “weak” match:

- The county with the oldest EDR date is sent a notice to further investigate
- If the county believes it to be the same voter, a “**Notice of Address Confirmation**” should be sent to the voter, placing them on the suspense list

Overview of New Business Rules and Processes

- **Weak Match Criteria (Within Same County):**
If the State identifies a possible duplicate “within the same county” by a “weak” match:
 - The county can elect to merge the new application with the existing voter record, or
 - Create a new record for the new applicant, and send the possible duplicate a “**Notice of Address Confirmation**”, placing them on the suspense list

Overview of New Business Rules and Processes

■ Weak Match Criteria:

	Last/Former Name	First Name	full SSN#	last 4 digits of SSN#	TDL#	DOB
1	✓	✓		✓		
2					✓	

Overview of New Business Rules and Processes

- BVS Deceased Match Criteria:**
 The State will receive weekly files on deaths from the **Bureau of Vital Statistics (BVS)**. If a person meets the following match criteria, their voter registration record will be **cancelled** and a notice will be sent to the county:

	Last/Former Name	First Name	full SSN#	last 4 digits of SSN#	TDL#	DOB
1	✓		✓			✓

Overview of New Business Rules and Processes

- BVS Potentially Deceased Match Criteria:**
 If the person matched the criteria below, their record will be marked as “**potentially deceased**”. Further investigation by the county should be done before canceling the record:

	Last/Former Name	First Name	full SSN#	last 4 digits of SSN#	TDL#	DOB
1			✓			✓
2				✓		✓

Overview of New Business Rules and Processes

- The State will receive jurisdictional information from the **Texas Legislative Council (TLC)** that will be applied to all counties for the following districts:
 - US Congressman
 - State Senator
 - State Representative
 - State Board of Education
 - Commissioner Precincts
 - JP Precincts

Things to do Prior to Converting to TEAM

1. **Data Clean Up:** The State will generate reports for you listing records that do not pass validation requirements for conversion to the TEAM system
 - Counties must clean up data and submit resolutions to the State prior to conversion process
 - A sample of the errors that could be on the reports:
 - Mailing address is not complete, one of more fields missing
 - Invalid precinct number
 - Zip code is not equal to 5 or 9 digits
 - Effective date of registration is less than date of birth
2. Define and enter your [local jurisdictional information](#)

Minimal HAVA Compliance

To be compliant with HAVA in 2006, Texas counties will need to do the following:

- **Offline Counties** must submit a complete voter file in **December 2005**
- Daily update submissions will begin **January 2006**
- New voters will be verified against DPS if a TDL/ID is provided

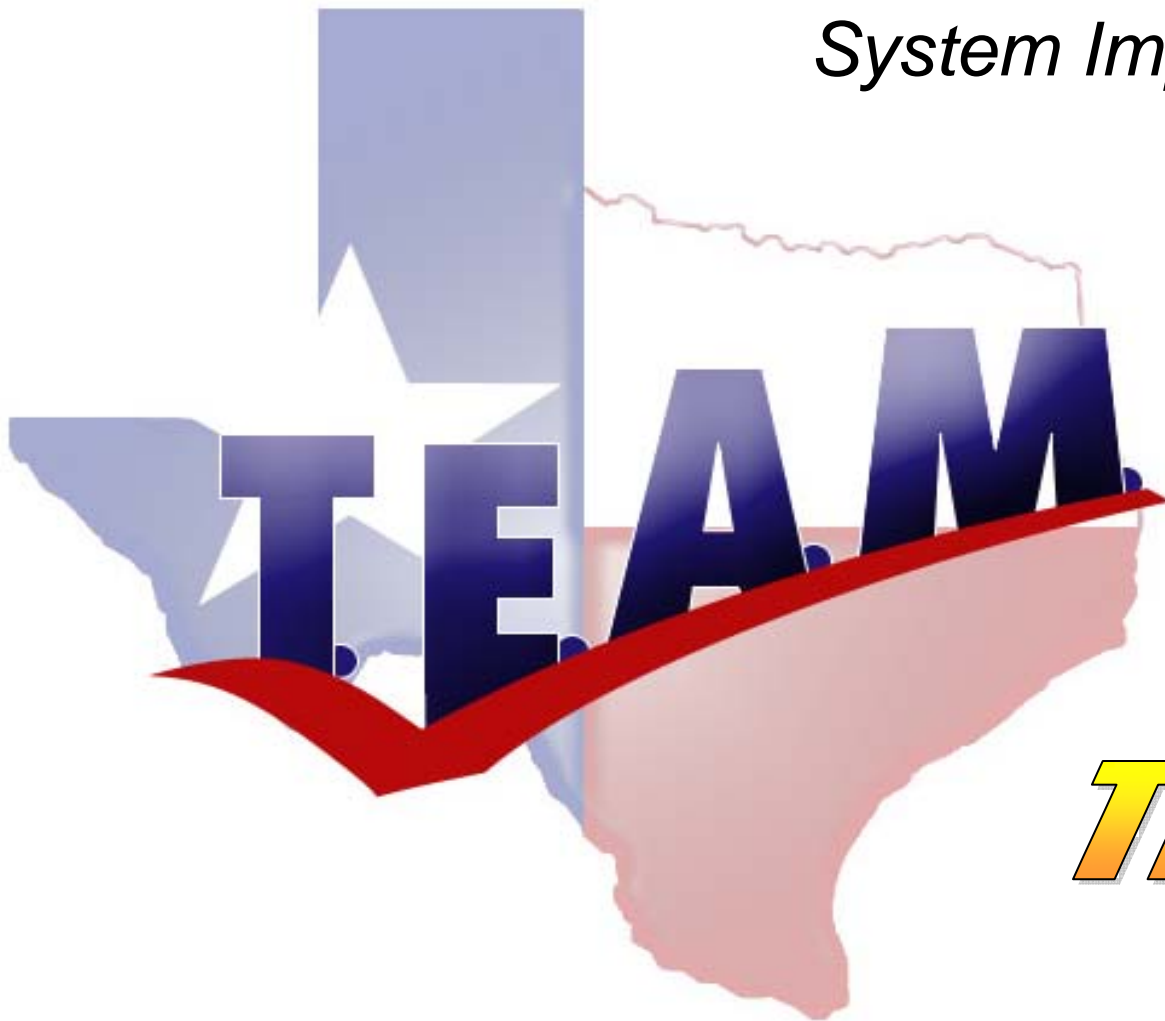
County Schedule Highlights*

- **January 2006** – Test Files submitted for Migration Tests
- **Mid April-May 2006** – TEAM Training Classes in Austin
 - Voter Registration/Jury Wheel – 2 days
 - Election Management – 1 day class
- **Early May 2006** – Voter Files Submitted for Migration
- **June 2006** – All counties converted to TEAM
- The first daily update submitted after migration will need to include all work done at the local level since the creation of the migration file

* Subject to vendor negotiations

Texas Elections Administration Management

System Implementation Project



- **Voter Registration**
- **Election Management & Election Night Returns**
- **Jury Wheel**

Thanks !

For More Information

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Elections Division

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