Pennsylvania
Election Results Reporting and Ballot Definition Directive

Date: August 27, 2020
Version: 1.1

Background

Act 77 of 2019 allows voters in Pennsylvania to request and cast a mail-in ballot. With the implementation of mail-in voting, there are four voting methods in Pennsylvania:

- casting an absentee ballot, for eligible voters;
- casting a mail-in ballot;
- casting an election day ballot; and
- casting a provisional ballot, if required by certain circumstances.

Act 77 of 2019 also required that absentee and mail-in ballots be centrally counted at the board of elections office or other designated area, instead of being sent to election day polling places to be tallied along with the election district (precincts) results. Since absentee and mail-in ballots are now tallied separate from ballots cast by voters in their election day precincts, a new reporting group is needed to distinguish ballots cast in-person on election day, and those that were cast as part of a by-mail voting method. Further, a distinct reporting method is needed for provisional ballots that are approved for counting during the canvassing period.

This directive is intended to implement a uniform reporting structure for all Pennsylvania counties and their voting system vendor to account for all voting methods. It should be followed by all counties, regardless of the voting system and configuration used. A uniform reporting structure will provide greater transparency and enhance reconciliation procedures, which are necessary to promote the security and integrity of this state's elections.

Ballot Definition Requirements

In order to report contest results by voting method, the ballot definition and counting process must incorporate these reporting requirements. Counties should work with their voting system vendor or ballot coding vendor to ensure that ballot definitions allow results to be broken down by voting method. Specifically, county boards of election must be able to report contest vote totals for each candidate or contest choice by the following vote methods:

- Election Day
- Mail (combination of absentee and mail-in ballots)
- Provisional

When appropriate, the reporting group or counting group label should be identified as "Election Day," "Mail," and "Provisional." Processes for ballot counting must be defined upfront to ensure the reporting requirements are met. The most efficient ways to meet the requirements are to either code the different ballot styles and/or configure the reporting processes.

Reporting Requirements

Pre-election Testing

The Department of State will work with voting system vendors to identify the appropriate results export files and data reports. Counties must ensure that county election support personnel are trained to generate the extracts and upload them to the SURE portal.

Producing export files and identified reports from the voting system's election management software(EMS) should be incorporated into counties' logic & accuracy testing procedures. In coordination with testing and the Department of State Mock Election events, county election officials shall not change file reporting formats following a successful test unless the change is required to successfully report totals on election night and the change is communicated to the Department. Any unreported changes at the county level following a successful test may interfere or delay reporting election night results to the Department.

Election Night

When submitting election results to the Department of State on election night, county boards of elections must report contest totals in a manner that shows the candidate and contest choice totals by total votes, election day votes, and mail votes. To ensure accuracy with reporting, counties must submit export files from their voting system's elections management software (EMS). For ease of state-level reporting, counties must submit county-level summary results file to the Department, instead of precinct-level results. At the conclusion of election night, when all county precinct results have been returned to the board of elections, in addition to importing the final county-level results, the county must submit: 1) a precinct-level results file; 2) a county-level summary report from the EMS system; and 3) a precinct-level summary report from the EMS system. See Appendix.

Post-election Night Reporting

Following election night, county boards must submit updated election results export files daily, as canvassing boards continue their adjudication of election results, update write-in totals, count supplemental mail ballots, and approve and tally provisional ballots.

Critical Reporting Events

County boards of elections will be asked to produce results export files and relevant reports during the following times:

- Upon receipt of election coding (Zero Results file)
- Upon a scheduled Mock Election event (at least two prior to election day)
- Upon completion of a county's logic & accuracy testing period
- On or about the day prior to election day
- On election night after the close of polls. County boards of election must ensure that all election day ballots are counted before closing election day operations and must report the results to DOS.
- Daily, during the canvassing period, as additional mail ballots and provisional ballots are counted
- At the time of the certification of the election results
- At the time that the county submits its final election results by election district
- At other times, as may be necessary to ensure the integrity of the election

Implementation

These new requirements regarding results reporting and ballot definition will go into effect for the November 3, 2020 general election and for any subsequent election. The Department will update this directive as necessary.

# # #

Version History:

Version	Date	Description	Author
1.0	8.17.2020	Initial document release	Bureau of Election Security and Technology
1.1	8.27.2020	ES&S EMS Instruction Update	Bureau of Election Security and Technology

Appendix

The Department will supplement this directive with instructions for each voting system.

ClearBallot

Dominion

ES&S

ESS Ballot Coding
Attachment.pdf

Hart

Unisyn

ES&S Ballot Coding and Reporting Groups

ES&S counties must ensure that they define appropriate reporting groups during election definition as mentioned in this document to ensure that the export files stay uniform across all ES&S counties. The order of the reporting groups is important.

1. **Reporting Groups Required for DOS Flat file export**

The following Reporting Groups will be required for DOS processing of results exports from the Electionware Election Management System.

Reporting Group Name	Reporting Group Abbreviation	Alternate ID	Comments
TOTAL ***	TOTAL ***	NA ***	This group reports the total votes for a candidate in a contest. ***
Election Day	ELE	1	This group reports the votes for a candidate in a contest from Election Day ballots cast. The Election Day reporting group is created by default when a new election is generated in Electionware, therefore in most cases only an update to the Reporting Group Abbreviation will be needed for this reporting group.
Mail Votes	MV	2	This group reports the votes for a candidate in a contest from any Mail ballots. This includes all votes by mail - absentee, mail-in, UOCAVA absentees. This reporting group will need to be created, see below screenshot.
Provisional Votes	PV	3	This group reports the votes for a candidate in a contest from Provisional ballots cast. This reporting group will need to be created, see below screenshot.

> ******* By default, the TOTAL reporting group is always displayed on reports and exports therefore does not need to be added in Electionware-Reporting.

When all Reporting Groups have been added in Electionware, the *Reporting Groups List* will look like this:

 As noted in the above table, below is a screenshot from Electionware. To add a reporting group, type in the appropriate *Reporting Group Name*, *Reporting Group Abbreviation,* and *Alternate ID 1*. Once entered, select **Save**.

2. **Flat File Export for DOS Election Night Reporting (ENR) and any additional reporting requirements**

All jurisdictions must be able to provide the following files to the DOS for ENR and other reporting requirements.

- Summary Results – with Text – using groups (required on Election Night every 45 – 60 minutes)
- Precinct Detail – with Text – using groups (required at the time of results certification and at request by DOS)

3. **File Naming Requirements**

The files submitted to DOS must be named following the below naming conventions
- 'County Name'_Summary_Text_Groups_ESS_Date/Time Stamp.txt
- 'County Name'_Precinct_Text_Groups.txt_ESS_Date/Time Stamp.txt

The county name and the "Summary_Text_Groups"/"Precinct_Text_Groups" are required elements in the file name.

Additional Notes:

- Write-in Totals do not need to be included for ENR but must be selected for results certification.

- Jurisdictions do not need to report local contest results to the DOS, but the file can have them included.

- Instructions for generating the files are in **Section 2.5.3** of the ES&S documentation labeled "EWARE_5'0'2'0_SOP_05Resutls.pdf". If needed, jurisdictions should work with ES&S support representatives to select the appropriate options or in generating the required files from *Electionware - Reporting*.

Attachment A
Clear Ballot – Election Coding Counter Groups

Clear Ballot counties must ensure that they define appropriate counter groups during election definition as mentioned in this document to ensure that the export files stay uniform across all Clear Ballot counties.

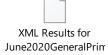1) **Reporting Groups Required for XML file export**

Counter Group Name	Counter Group Abbreviation	Comments
Election Day	ED	This will report the votes for a candidate in a contest from Election Day ballots cast.
Mail	MI	This will report the votes for a candidate in a contest from any mail ballots. This includes all votes by mail - absentee, mail-in, UOCAVA absentees.
Provisional Votes	PR	This will report the votes for a candidate in a contest from Provisional ballots cast.

For details on defining counter groups contact your Clear Ballot representative.

2) **XML File Export for DOS Election Night Reporting (ENR) and any additional reporting requirements**

All jurisdictions must be able to provide the following files to DOS for ENR and other reporting requirements.

- **Clear Ballot generic XML Results File by Precinct** – using counter groups is required to be sent on Election Night every 45 minutes or depending on county precinct tabulation progress on election night. If there have not been any additional precincts tabulated in 45 minutes counties can send a file when there is additional data to be reported. In addition, the same file must be provided daily through the canvassing period, as additional mail ballots and provisional ballots are counted.

- See sample file attached for reference received from Clear Ballot.

  XML Results for
  June2020GeneralPrim

3) **File Naming Requirements**

The files submitted to DOS must be named following the below naming conventions
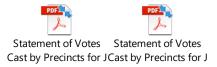
- '*County Name*'_"ENR"_"CBG"_"XML Results for [Name of the election in ClearCount]". Date/Time Stamp .xml

The naming convention was used based on the generic xml naming convention from ClearBallot. The county name is required in the file name.

4) **PDF Reports from Election Management System**
   In addition to importing the final county-level results, jurisdictions must submit a county level summary of votes cast and precinct level summary of votes cast pdf reports once when all counting is over on election night and then daily until all ballots are counted. DOS has identified the following reports from the Clear Ballot system to serve this purpose.
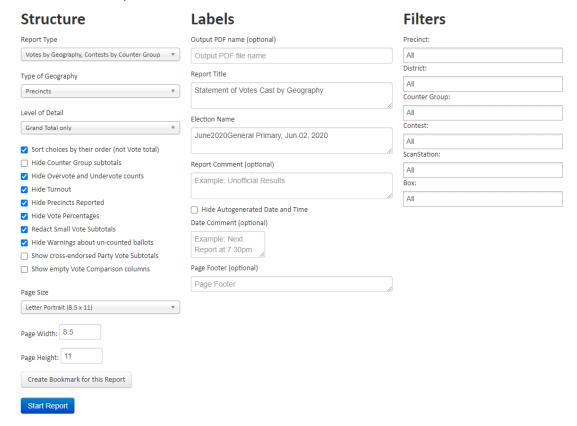
Statement of Votes Cast by Precincts for J

Statement of Votes Cast by Precincts for J

Screenshot of Report settings screenshot as identified by Clear Ballot

Generate PDF Report

Structure

Report Type

Votes by Geography, Contests by Counter Group ▾

Type of Geography

Precincts ▾

Level of Detail

Detail only ▾

☑ Sort choices by their order (not Vote total)
☐ Hide Counter Group subtotals
☑ Hide Overvote and Undervote counts
☑ Hide Turnout
☑ Hide Precincts Reported
☑ Hide Vote Percentages
☑ Redact Small Vote Subtotals
☑ Hide Warnings about un-counted ballots
☐ Show cross-endorsed Party Vote Subtotals
☐ Show empty Vote Comparison columns

Page Size

Letter Portrait (8.5 x 11) ▾

Page Width: 8.5

Page Height: 11

Create Bookmark for this Report

Start Report

Labels

Output PDF name (optional)

Output PDF file name

Report Title

Statement of Votes Cast by Geography

Election Name

June2020General Primary, Jun 02, 2020

Report Comment (optional)

Example: Unofficial Results

☐ Hide Autogenerated Date and Time

Date Comment (optional)

Example: Next Report at 7:30pm

Page Footer (optional)

Page Footer

Filters

Precinct:

All

District:

All

Counter Group:

All

Contest:

All

ScanStation:

All

Box:

All

Generate PDF Report

Structure

Report Type

[Votes by Geography, Contests by Counter Group ▾]

Type of Geography

[Precincts ▾]

Level of Detail

[Grand Total only ▾]

- ☑ Sort choices by their order (not Vote total)
- ☐ Hide Counter Group subtotals
- ☑ Hide Overvote and Undervote counts
- ☑ Hide Turnout
- ☑ Hide Precincts Reported
- ☑ Hide Vote Percentages
- ☑ Redact Small Vote Subtotals
- ☑ Hide Warnings about un-counted ballots
- ☐ Show cross-endorsed Party Vote Subtotals
- ☐ Show empty Vote Comparison columns

Page Size

[Letter Portrait (8.5 x 11) ▾]

Page Width: [8.5]

Page Height: [11]

[Create Bookmark for this Report]

[Start Report]

Labels

Output PDF name (optional)

[Output PDF file name]

Report Title

[Statement of Votes Cast by Geography]

Election Name

[June2020General Primary, Jun 02, 2020]

Report Comment (optional)

[Example: Unofficial Results]

- ☐ Hide Autogenerated Date and Time

Date Comment (optional)

[Example: Next Report at 7:30pm]

Page Footer (optional)

[Page Footer]

Filters

Precinct:

[All]

District:

[All]

Counter Group:

[All]

Contest:

[All]

ScanStation:

[All]

Box:

[All]

Additional Notes:

- Write-in Totals do not need to be included for ENR but must be reported for results certification.

- Jurisdictions do not need to report local contest results to the DOS, but the file can have them included.