

**For:** State and County Offices

**2004 County Election Web-Based Reporting Procedures**

**Approved by:** Deputy Administrator, Field Operations



**1 Overview**

**A Background**

County Committee (COC) election results will be reported in a web-based application located at: <http://intranet.fsa.usda.gov/fsa> under Programs/COC Election. The site for entering the election results will be available December 13, 2004.

**Note:** Date is subject to change without notice.

The 2002 Farm Bill requires that County Offices file an election report with the Secretary and the State Office.

**B Purpose**

This notice explains the process of entering election results into the web-based system.

**2 Actions and Contacts**

**A County Office Action**

County Offices shall immediately begin to input the COC nominee and voter data information from the results of the current election. Voter data information is collected from the returned ballots. The timeframe for entering the COC election information is December 13, 2004, through December 23, 2004.

County Offices must ensure that all records regarding each candidate have been verified in SCIMS. Update data in SCIMS if not correct.

**B State Office Action**

State Offices shall monitor County Office reports to ensure the reports are submitted on schedule.

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2005	State Offices; State Offices relay to County Offices

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**2 Actions and Contacts (Continued)**

**C Contact**

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact either of the following:
  - Ken Nagel at 202-720-7890
  - Zina Riley at 202-720-0258.

**Recording Candidate Information**

Use this table to record candidate information from returned ballots.

Step	Screen Title	Action
1	USDA WebCAAF Authentication and Authorization Warning	Click "Continue".
2	eAuthentication Login	Enter WebCAAF user ID and password. Click "Login" or PRESS "Enter".
3	County FSA Committee Election	Choose the applicable County Office. Click "County FSA Committee Election Login".
4	County FSA Committee Election Reports	Click "Reporting for Candidates".
5	Administering Location	Verify the State, COC, and LAA holding the election.  <b>Note:</b> The State and county boxes will be pre-filled with the user's State and county.  The user shall enter and verify number of:  <ul style="list-style-type: none"> <li>• COC holding an election</li> <li>• LAA holding an election.</li> </ul> Click "Submit".  <b>Note:</b> Each LAA shall be processed separately.
6	Candidate List	A pre-filled list of candidates entered during the nomination process will be displayed. Click on the candidate's name to display the SCIMS Producer Profile Data Screen.

Recording Candidate Information (Continued)

Step	Screen Title	Action
7	SCIMS Producer Profile Data	<p>Verify that the information is correct. If the information does:</p> <ul style="list-style-type: none"> <li>• match, click box stating “Information on the nomination form matches the information stored in SCIMS”</li> <li>• <b>not</b> match                             <ul style="list-style-type: none"> <li>• click “SCIMS” link to update SCIMS with new profile information</li> <li>• update information</li> <li>• check the verified box.</li> </ul> </li> </ul> <p>Enter the number of votes received for the candidate.</p> <p>Click “Submit” to accept the information displayed.</p> <p><b>Note:</b> If the user does not verify the SCIMS producer profile data or if there is any information missing from the gender, race, or ethnicity; the information must be updated before the user will be able to enter the count information for that election.</p>
8	Total Votes Received in the Current Election	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• “Total Votes Disqualified”</li> <li>• “Total Votes Received”.</li> </ul> <p><b>Note:</b> The “Total Votes Received” must be equal to the “Total Votes Counted” plus the “Total Votes Disqualified”.</p> <p>Click “Submit”.</p> <p><b>Notes:</b> If there is a write-in candidate, Click “Add a write-in candidate”. Candidate Search Screen will be displayed. Go to step 9.</p> <p>If there is <b>not</b> a write-in candidate click “Submit”. Go to step 11.</p>

**Recording Candidate Information (Continued)**

Step	Screen Title	Action
9	Candidate Search	Enter any of the following for the candidate: <ul style="list-style-type: none"> <li>• last 4 digits of ID</li> <li>• first few letters of last name</li> <li>• entire last name.</li> </ul> Click “Submit”.
10	Candidate Data	To select another candidate, click “Search” and repeat step 9 until all candidates have been entered.  If an incorrect candidate is added to the list: <ul style="list-style-type: none"> <li>• highlight the incorrect candidate name</li> <li>• click “Remove From List”.</li> </ul> When all candidates are displayed in the “Candidates Entered” field, click “Submit”.
11	Candidate Confirmation	Click “Submit to Database”.  <b>Note:</b> Scroll to bottom.  Transaction Completed Screen will be displayed.  <b>Notes: Print screen for your records.</b>  Data will not transmit until all entries for candidates are balanced.

Return to Election Entry Screen.

**Recording Voter Information**

Use this table to record voter information from returned ballots.

Step	Screen Title	Action
1	County FSA Committee Election	Click "Reporting for Voter".
2	Administering Location	Enter the COC and LAA holding the election.  Select correct number from the drop down boxes.  Click "Submit"
3	Voter Data	A pre-filled list of eligible voters will be displayed. Highlight the letter that the user wants to display and select the desired voter.
4	Updating Voter Information	Voter information is displayed, select one: <ul style="list-style-type: none"> <li>• ballot undeliverable</li> <li>• ballot returned</li> <li>• ballot rejected.</li> </ul> <p><b>Note:</b> If the ballot is rejected, choose one of the following from the drop down box:</p> <ul style="list-style-type: none"> <li>• "Unsigned"</li> <li>• "No Label"</li> <li>• "Over Voted"</li> <li>• "Under Voted"</li> <li>• "Ineligible".</li> </ul> Click "Submit".  User will be returned to the voter list. The Ballot Status column will display the information entered.
5	Add New Voter  <b>Note:</b> Use if voters name does not appear on the voter data list.	If voter has a ballot that was printed by the County Office the voter must be added.
6	Voter Search	Enter one of the following: <ul style="list-style-type: none"> <li>• last 4 digits of the voter's ID</li> <li>• the first few letters of voter's last name</li> <li>• voter's entire last name.</li> </ul> Click "Submit".
7	Voter Data	Voter's name will appear in the box. To add voter to the list click "Add Voter".

**Recording Voter Information (Continued)**

<b>Step</b>	<b>Screen Title</b>	<b>Action</b>
8	Update Information	Update the ballot status for the voter, follow step 4.  Click "Submit".

Return to Election Entry Screen.

**Recording for COC Election Results**

Use this table to record COC election result information from returned ballots.

Step	Screen Title	Action/Result
1	County FSA Committee Election Reports	Click "COC Election Results".
2	Request Report	Choose one of the following reports: <ul style="list-style-type: none"> <li>• Member(s) Information</li> <li>• Candidate(s) Information</li> <li>• Media/Outreach Data</li> <li>• Local Public Meetings Attendance</li> <li>• Reconsiderations/Appeals</li> <li>• LAA Voter Total</li> <li>• Committee Voter Total</li> </ul> <p><b>Note:</b> Each of the reports must be completed.</p> Click "Go To".
3	Member Information	The information displayed is from the previous COC directory. County Offices should update with new members after the first COC meeting held in January each year.
4	Candidate(s) Information	Report generated from ballot information.
5	Outreach Report	Enter the numbers for each item displayed on the screen. <p><b>Note:</b> ENTER "0" (zero) if media/outreach item was <b>not</b> used.</p> Click "Submit"
6	Public Meetings	Enter the number of Public Meetings
7	Reconsiderations/Appeals	Enter the number of Reconsiderations/Appeals
8	Eligible Voter and /Ballots Return Report	Generated report based on previous information. <p><b>Note:</b> Only for LAA's holding an election.</p>
9	COC Report	Eligible voters report. Generated report based on previous information.