

This document accompanies the OMB Clearance Request for collection of the Housing Vacancy Survey (HVS) (OMB Control Number 0607- 0179). This document provides excerpts of training instruction for Field Representatives; each excerpt is separated by a summary description.

The following pages are an extract from a self-study training for Field Representatives, and explain the various sections of the “front” of the Current Population Survey. Different types of interviews and non-interviews are explained, then the Housing Vacancy Survey (HVS) is introduced, and instructions are given on what situations will lead to the HVS.

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Lesson 9 - The Front of the CPS Instrument

Objectives

Earlier in this self-study you learned there are three parts to the CPS instrument—the front, middle and back. In this lesson you will navigate through the front part of the CPS instrument which includes noninterviews. At the conclusion of this lesson, you will be able to:

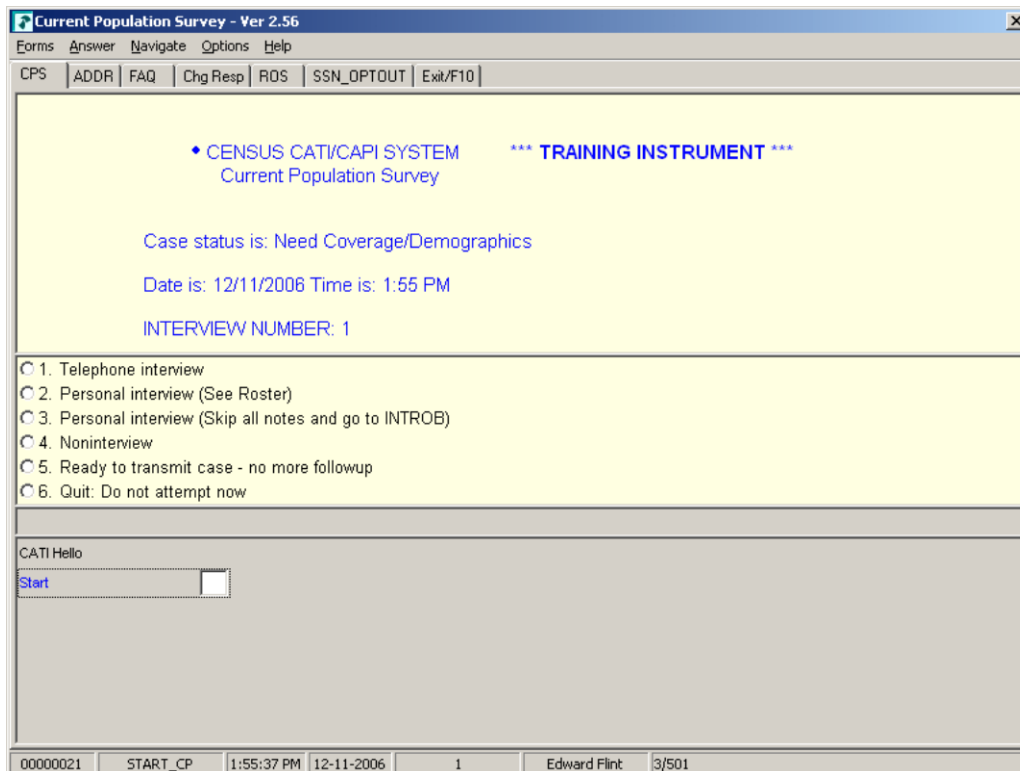
- Know who the respondent is.
- Learn about the respondent's initial personal contact with an FR.
- Learn how to answer respondents questions about CPS.
- Learn about building rapport with respondents.
- Determine who is a household member and which members require interviewing.
- Learn the definitions of living quarters and group quarters.
- Know what a noninterview is.
- Know the different types of noninterviews.

Your Responsibilities

Your job is to contact each unit in your assignment and to conduct an interview with a knowledgeable member of each household. When you go to the household to conduct the interview, you should have your laptop booted up, selected the sample address in Case Management, and pressed [F2] to begin the interview. This way you are ready to begin without having the respondent wait for you.

CPS Start Screen (START_CP)

The illustration below shows the main CPS screen. The only difference between this screen and the same screen in the CPS production instrument are the words “Training Instrument.” The training instrument uses fictitious sample addresses that are not used in any way with the real CPS sample addresses.



Type of Interview

At the START_CP screen, the first thing you must determine is the type of interview.

Precode 1-- Telephone Interview

You may remember that telephone interviews can be conducted for all interview months except for the 1st and 5th months. The 1st and 5th month interviews must be conducted in person. Additionally, if a person requests an interview in person, we will conduct all interviews for that household in person.

*Precode 2--
Personal
Interview (see
Roster)*

Notice in the illustration on the previous page that you have two choices for conducting a personal interview. When you select precode 2, the instrument will take you to the roster to see who the household members are. In addition, precode 2 allows you to view any case-level notes for that case. It is recommended that for all interview months, you select precode 2.

*Precode 3--
Personal
Interview (Skip
all notes and
go to
INTROB_CP)*

As a general rule, you will not select precode 3. But in some instances, you may not want to see the household roster and/or the notes for the sample address. For instance, maybe you conducted part of the interview earlier in the day and the respondent indicated to call back later that evening. In this case, you may not need to review the roster or notes, so you would select precode 3 to skip these and go directly to the introduction screen.

*Precode 4--
Noninterview*

Select precode 4 if for any reason you cannot conduct the interview. We'll go into more detail on this precode in just a moment. First, let's finish reviewing the remaining precodes.

*Precode 5--
Ready to
transmit case--
no more
followup*

Select precode 5 if you were able to collect some of the information but were not able to complete the entire case. For instance, if it is time to closeout and you haven't been able to contact all eligible members in the household, you would select precode 5 to transmit the case with the partial information you collected.

*Precode 6--
Quit: Do not
attempt now*

This precode is self-explanatory. You select precode 6 if you're not ready to begin interviewing, or if you selected the wrong case.

What is a Noninterview?

Precode 4 was briefly mentioned above, but let's take a more in-depth look at noninterviews. The majority of the people you contact will readily agree to participate in the survey. However, there will be some interviews that you just can't get – either you are unable to obtain an interview with any household members, or circumstances that are out of your control prevent you from obtaining an interview. **Anytime you don't get an interview for a sample household, we call this case a noninterview.**

Although a small percentage of the households contacted for CPS will refuse to participate, there are other reasons, besides a refusal, for not getting a completed interview.

Types of Noninterviews

If you are unable to interview at a sample household, you must explain why. The reasons for noninterviews are classified into three general types:

1. Type A.
2. Type B.
3. Type C.

Type A Noninterviews

Type A noninterviews occur when you fail to get an interview with an eligible sample household. Always talk with your supervisor before classifying a case as a Type A. The office will be sure that all efforts have been exhausted before accepting a Type A noninterview. The Type A categories are:

- **No One Home**—You are unable to contact someone after repeated attempts, even though you know (or have been told) the unit is occupied. This is called a “No One Home” or NOH.
- **Temporarily Absent**—The occupants are temporarily away, for example, on vacation and will not be home before the end of the interview period. This is also known as a TA.
- **Refused**—You should make every reasonable effort to gain cooperation from the households assigned to you for interview. In a few cases, the respondent may refuse to cooperate or respond with only “no change” answers. In these few cases, complete the case as a Type A Noninterview, “Refused.”

- **Language Barrier**—Occasionally, you will come across an entire household that does not speak English. If this occurs, contact your RO so an interpreter can be found. If the RO cannot arrange for an interpreter to complete the interview, complete the case as a Type A Noninterview, “Language Barrier.”
- **Unable to Locate**—There may be some instances when you cannot locate a residence. If you come across this situation, refer to Section 1.3, (pages 1-5) of the Listing and Coverage Manual. Once you follow the procedures in the Manual and the instructions from your supervisor, if you still are unable to locate the address, complete the case as a Type A Noninterview, “Unable to Locate.”
- **Other Occupied (Specify)**—This classification covers **rare** situations where the unit is occupied, but you are still unable to get an interview (for example, a unit is quarantined for health reasons and a telephone interview is not possible).

Some of these Type A noninterview reasons are out of your control, like a family being away on vacation. Other Type A reasons, such as refusals, can be prevented with practice. You learned valuable techniques to prevent refusals from your generic initial training which you completed prior to this self-study.

*Type B
Noninterviews*

A Type B noninterview occurs when a household is not eligible for an interview during the current interview period, but could become eligible during the next interview period. The Type B reasons are:

- **Vacant Regular (REG)**—This unit is vacant but ready to be occupied.
- **Vacant - Storage of Household Furniture**—This unit is not occupied by anyone and is used as storage of household furniture only.

- **Unfit or To Be Demolished**–If the inside of the unit is exposed to the elements – either through one or more missing or broken windows or holes in the exterior walls or roof – it is a Type B, unfit or to be demolished. Make sure this type of unit is unoccupied.
- **Under Construction, Not Ready**–A unit that is being built and all of its exterior windows and doors are not installed, AND the final, usable floors are not finished. However, if a unit under construction is beyond that point, for example, the windows are in place but the doors or finished floors are missing, categorize it as a “Vacant - Regular.”
- **Converted to Temporary Business or Storage**–This is any unit that was previously a housing unit and is being used as business space or storage space temporarily.
- **Unoccupied Tent or Trailer Site**–This is a site intended for a trailer or tent, but currently does not have a trailer or tent on it.
- **Permit Granted, Construction Not Started**–In Permit segments, you may encounter sites that are intended to be new housing units, but construction has not yet started.
- **Temporarily Occupied by Persons with URE (Usual Residence Elsewhere)** All people staying at the household have a usual residence elsewhere. An example of this type of noninterview would be people staying at a beach house on vacation. You will generally find this during the interview.
- **Occupied by Persons Under 15 Years of Age**–This type of noninterview occurs when there are no household members that are 15 years old or older. You will generally find this during the interview.

- **Other Type B (Specify)**–This is a “catch all” for all other Type B noninterviews, and includes any situation in which a unit is not currently eligible to be interviewed, but may be eligible during a future interview time. **Do not use this category for usual residence elsewhere or Armed Forces households.**

*Type C
Noninterviews*

A Type C noninterview occurs when the household no longer qualifies for a CPS interview. Always talk to your supervisor before classifying a case as a Type C. The Type C categories are:

- **Demolished**–If you expect to find a structure at a particular site, but you find that the structure has been completely torn down or demolished, classify the unit as Type C, Demolished.
- **House or Trailer Moved**–This occurs if you find that the house or trailer which existed at the address has been moved to another address.
- **Address Outside Segment**–This noninterview occurs when the housing unit is outside of the segment boundaries. This occurs in Area segments only. If it does occur, call your RO for instructions on classifying the case.
- **Converted to Permanent Business or Storage**–This includes any unit that was previously a housing unit, but has been permanently converted to a business or storage space.
- **Merged**–This occurs when one housing unit merges with another at the time of the original listing and the first of the merged units is not in the current sample.
- **Condemned**–This occurs when a unit is unoccupied AND a sign or notice on the structure says, “Condemned.”

- **Unused Serial #/Listing Sheet Line**—This occurs when a sample designation AND a serial number exist on a line of the listing sheet that has no unit designation.
- **Removed During Subsampling**—This occurs when you find a large number of EXTRA or additional units and your RO eliminates cases from your workload to make it more manageable. The RO will tell you which units to Type C.
- **Unit Already Had a Chance of Selection**—This occurs for an EXTRA unit which has already been given a chance of selection. This unit was on the address list to select the CPS sample, but for various reasons, showed up in our system as a completely different address, thus giving it more than one chance of selection.
- **Other Type C (Specify)**—This includes any Type C noninterview, that is, a case that must be permanently removed from the sample, but cannot be classified into any of the previous Type C categories, such as a duplicate listing.

During classroom training, you will learn more about the different types of noninterviews, but it's extremely important you remember the three different types of household-level noninterviews: Type A, Type B, and Type C. Also refer to Part C, Chapter 6 in your Interviewing Manual for more detailed descriptions of noninterviews.

Because the CPS sample was chosen to represent many other people with the same demographic and economic backgrounds, it is important that we make every effort to obtain each interview. Keeping Type A noninterviews to a minimum helps us obtain the most accurate data possible.

You will receive more training on noninterviews and what you can do to prevent them during the classroom training session

Housing Vacancy Survey

The Housing Vacancy Survey (HVS) is a regular part of the CPS. Each month, the CPS collects additional information on certain sample units that have been identified as vacant housing units.

The information collected from the HVS questions are used to:

- Estimate the trend in housing vacancies,
- Provide information on the characteristics of vacant units currently on the market, and
- Determine the relationship between the supply and demand for housing.

Which Cases ask HVS Questions

Not all cases are eligible for the HVS questions. The HVS questions come up for cases that you have classified as a Type B noninterview. These are:

- Type B, Temporarily Occupied with persons with Usual Residence Elsewhere (URE). The CPS instrument will select the case(s) for you to asks the HVS questions.
- Type B, Vacant Regular, and
- Type B, Vacant Household Furniture Storage.

You will learn more about the HVS questions during classroom training.

Beginning the Interview

Once you've verified that you're at the correct address you're ready to begin your interview. First, you will ask the respondent questions regarding his/her living quarters, such as whether their living quarters are owned or rented.

Then you will enter the type of housing unit based upon your visual observation. You will recall that the types of living quarters were discussed in Lesson 4 of this self-study. The kinds of places in which people live vary – including houses, hotels, apartments, boarding and rooming houses, trailers, dormitories, nursing homes, prisons, and hospitals. These are just a few examples of the wide variety of living quarters in which people live.

Summary

This lesson provided you with information on the different types of interview precodes. You also learned about the three types of noninterviews.

Review

Now complete the review exercise for this lesson which begins on the following page.

Lesson 8 Review Quiz - The Front of the CPS Instrument

1. When you are ready to conduct a CPS interview, what is the first thing you must determine?

2. What are the types of noninterviews?

3. Classify the following, by entering the noninterview type on the right column.

Situation	Noninterview Type
1. After repeated visits to 1515 Aztec Way, you discover from a neighbor that the occupants are traveling in Europe and will return in about 5 weeks.	
2. In a Permit segment, you encounter a housing unit that is under construction. It definitely will not be occupied by the end of the interview period. It has some, but not all of its windows in place.	
3. You have both units of a duplex in sample. One person owns both units and occupies one of them. The other unit is currently for rent, but the owner has not been able to find any occupants for over 3 months.	
4. You are interviewing at a mobile home park. "Site 7," which has a sample designation of S04 on the listing sheet, does not currently have a trailer occupying it.	
5. You find what appears to be a housing unit, but discover that the owner of the unit, Dr. Donaldson, built a new house and has converted the old house to a dental office.	

Now compare your answers with
the answer key that follows.



Lesson 8 **Answer Key to Review Quiz - The Front of the CPS Instrument**

1. When you are ready to conduct a CPS interview, what is the first thing you must determine?

You must determine the type of interview

2. What are the types of noninterviews?

Type A, Type B, and Type C

3. Classify the following, by entering the noninterview type on the right column.

Situation	Noninterview Type
1. After repeated visits to 1515 Aztec Way, you discover from a neighbor that the occupants are traveling in Europe and will return in about 5 weeks.	Type A, Temporarily Absent
2. In a Permit segment, you encounter a housing unit that is under construction. It definitely will not be occupied by the end of the interview period. It has some, but not all of it's windows in place.	Type B, Under Construction, Not Ready
3. You have both units of a duplex in sample. One person owns both units and occupies one of them. The other unit is currently for rent, but the owner has not been able to find any occupants for over 3 months.	Type B, Vacant Regular
4. You are interviewing at a mobile home park. "Site 7," which has a sample designation of S04 on the listing sheet, does not currently have a trailer occupying it.	Type B, Unoccupied Tent or Trailer Site
5. You find what appears to be a housing unit, but discover that the owner of the unit, Dr. Donaldson, built a new house and has converted the old house to a dental office.	Type C, Converted to Permanent Business or Storage

The following document is an excerpt taken from the Current Population Survey's Field Representative Interviewing Manual (CPS-250). It explains the various types of non-interviews. Type B non-interviews, which lead to the Housing Vacancy Survey, are explained on pages 6-7 through 6-9.

Part C, Chapter 6

Noninterviews

Topic	See Page
6.A Introduction	C6-3
6.B Explanation of Type A Codes	C6-4
6.C Type A Procedures	C6-7
6.D Explanation of Type B Codes	C6-7
6.E Type B Procedures	C6-10
6.F Explanation of Type C Codes	C6-10
6.G Type C Procedures	C6-12
6.H Seasonal Status	C6-12
6.I When Intended for Occupancy	C6-13

PART C, CHAPTER 6 NONINTERVIEWS

6.A INTRODUCTION

Circumstances sometimes prevent you from obtaining an interview at an address on your case list. We divide noninterview cases into Type A, Type B, and Type C.

You must make special entries for each case that turns out to be a noninterview.

Do not classify a case as a noninterview until you are certain of the status of the case. Entering the noninterview code tells your computer to send the case file to HQ in your next transmission. If done too soon, this keeps you from verifying the status of the case or trying again to get the interview.

When you are certain that the case is a noninterview and you know what type (A, B, or C), continue forward in the program to the INTROB item (Figure C94) and Enter 4. This will bring up the NONTYP screen, shown in Figure C95 on page C6-4, for you to select the type of noninterview.

NOTE: On the INTROB screen, you **cannot** code a Type A refusal by pressing 3. Option 3 is for initial refusals, which you plan to convert. Selecting option 3 on this screen makes the case incomplete and allows you to re-access the instrument. You must take further action on the case by completing the interview or making it a Type A. This removes the case from your case management system.

Figure C94. INTROB Screen, Noninterview Option

Current Population Survey - Ver 2.20 Tobacco ver 1.40

Forms Answer Navigate Options Help

CPS ADDR FAQ RDS OPTOUT Exit/F10

◆ Is respondent ready to complete the interview?

1. Continue

2. Inconvenient time. Callback needed.

3. Reluctant respondent - hold for refusal followup

4. Noninterview

5. Other outcome OR problem interviewing respondent

6. Wrong address (wrong case selected)

Ready to Continue?

Replacement HH?

Verify Address

Figure C95. NONTYP, Type of Noninterview

Current Population Survey - Ver 1.30

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp ROS F9 Exit/F10

• What type of Noninterview do you have?

1. TYPE A
 2. TYPE B
 3. TYPE C

6.B EXPLANATION OF TYPE A CODES

Keep Type A noninterviews to a minimum. Every Type A noninterview means we are losing valuable information and our sample returns may not be representative of the population. These noninterviews may arise under the following circumstances:

- You find no one at home despite repeated visits.
- The entire family is temporarily away all of interview week.
- The respondent refuses to give information.
- The unit, although occupied, cannot be reached because of impassable roads.

- You cannot complete an interview because of serious illness or death in the family
- You are unable to locate a sample unit.

Under some circumstances, Type A noninterviews are unavoidable. However, establishing good relations with your respondents and visiting when people are likely to be home will help you avoid many noninterviews. Also, using the telephone instead of making return visits will reduce callbacks and noninterviews among households difficult to find at home.

There are six Type A noninterview categories for units occupied by persons eligible for interview which you could not interview. (See Figure C96 on page C6-5)

Figure C96. TYPEA, Type of Type A Noninterview

Current Population Survey - Ver 1.30

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp RDS F9 Exit/F10

- Do Not F10 From This Screen
- Enter Type of Noninterview

1. No one home (NOH)

2. Temporarily Absent (TA)

3. Refused (REF)

4. Language Barrier

5. Unable to locate

6. Other occupied-specify

6.B.1 No One Home (NOH, 216)

When no one is at home, and you determine they are **not** temporarily absent, proceed as follows:

- Fill a Request for Appointment indicating whether you plan to telephone (if eligible) or call back. Include the household's control number for identification. Enter your name and telephone number in the space provided.
- Call back or telephone (if eligible for callback telephoning) to interview a responsible member of the household. Try to find out from neighbors, janitors, or other knowledgeable persons when the occupants will be home.
- If you have made repeated callbacks or phone calls and still have been unable to contact the respondent, call your Regional Office or Team Leader to discuss the situation. If they concur, complete it as a Type A noninterview, "No one home." Do not confuse this reason with the noninterview reason "Temporarily absent."

6.B.2 Temporarily Absent (TA, 217)

When no one is home at the first visit for the month, find out from neighbors, janitors, etc., whether the occupants are temporarily (TA) absent. A household is "Temporarily Absent" when the following conditions are met:

- All the occupants are away temporarily on a vacation, business trip, caring for sick relatives, or some other reason, and will not return before your scheduled closeout.
- The housing unit is the occupant's usual place of residence.
- The unit is not a summer cottage or other seasonal type unit.

If a household is temporarily absent, complete it as a Type A noninterview, "Temporarily Absent" and explain in your case NOTES.

a. Callbacks for TA Units

If the occupants will return on a certain date, record the date and the source of the

information (such as a neighbor) in your case NOTES. If the date of their expected return is before your closeout, make a return visit or telephone the household if eligible for callback telephoning.

b. Vacation Follow-ups

The vacation reminder will help you determine the vacation status of the household. You ask the vacation reminder in all 1st, 2nd, 3rd, 5th, 6th, and 7th month households. This will aid you in reducing your temporarily absent noninterviews.

During the next month's interview week, visit the household as early in the week as possible. If the "temporarily absent" is in the local telephone area, conduct a telephone follow-up yourself. If the household is "temporarily absent" outside the local area, contact your Regional Office supervisor.

6.B.3 Refused (218)

Occasionally, a household may refuse to give any information. You should make every reasonable effort to gain cooperation from the households assigned to you for interview. In a few cases, the respondent may refuse to cooperate or respond with only "no change" answers. In these few cases complete the case as Type A noninterview, "Refused."

If you have already completed a portion of the interview when the respondent refuses to continue, you will need to skip out of the remainder of the case [Exit/F10] and set the noninterview. If you have completed enough of the labor force questions for the instrument to set one person's labor force status the instrument will treat the case as a partial interview and will not allow you to set a noninterview outcome for the case.

Refusal Letter

Your office will send a letter to the respondent (copy to you) requesting the household's cooperation. It will also state that you will call on them again that month or the following month. If your supervisor will be in the area on other business, he/she may also visit the refusal household to try to gain their cooperation.

Confirmed refusals

Your office will advise you whether you can consider a refusal household "confirmed." Once a refusal becomes "confirmed," future calls are not required. For such households, check with neighbors or other sources in future months to see if the people who refused are still there. If you discover that they have moved and a new family is now in the unit, interview the new family as you would any other new household. If the "refusal" household is still living in the unit, enter the refusal on the noninterview screen.

6.B.4 Language Barrier (213)

Occasionally, you will come across an entire household that does not speak English. If this occurs, contact your RO so an interpreter can be found. If the RO cannot arrange for an interpreter to complete the interview, complete the case as a Type A noninterview, "Language Barrier".

6.B.5 Unable to Locate (214)

There may be some instances when you cannot locate a residence. If you come across this situation, please refer to Section 1.3 (pages 1-5) of the Listing and Coverage Manual (11-8). Once you have followed the procedures in the manual, if you still cannot locate the address, complete the case as a Type A noninterview "Unable to Locate".

6.B.6 Other Occupied (specify reason, 219)

When you cannot interview at a unit occupied by persons eligible for interview, and the reasons "No one home," "Temporarily Absent," "Language Barrier", "Unable to Locate" or "Refused" do not apply, enter "Other-Occ." Specify the reason, such as:

- "Death in family"
- "Household quarantined"
- "Roads impassable"

During the winter months or in case of floods or similar disaster, there may be households that you cannot reach because of impassable roads. In such cases, distinguish between occupied and not occupied households. If you obtained an interview the previous month, assume the unit is still occupied unless some knowledgeable person tells you that the unit is now vacant. If the household was vacant the previous month, assume it is still vacant. If the unit has never been visited before, find out if it is occupied from: neighbors, local grocery stores, gasoline service stations, Post Office or rural mail carrier, the county tax assessor's office, the office of the county recorder or deeds, the U.S. Forest Service (Department of Agriculture) or other local officials. If you determine the unit is occupied, consider it a Type A noninterview, "Other-Occ.--Roads impassable."

If you determine the unit is vacant, consider it a Type B noninterview using the criteria given in section 6.D.

6.C TYPE A PROCEDURES

For an apparent Type A case, try all possible means to get the interview, following the Type A conversion instructions below. For

refusals, this normally means a repeat visit after a letter has been sent to the household by your Regional Office. For other Type As, repeat visits are necessary.

- If all your efforts are fruitless, enter 1 to select Type A from the noninterview type selection screen.
- On the TYPEA item screen, choose the Type A category that applies to this case. Based on your selection, the computer assigns the case a status code, and prompts you to enter explanatory notes.

When you exit the interview program, the computer places the files for the case in a directory to be sent to the HQ computer in your next telecommunications transmission. Your CPS Supervisor reviews all Type A cases. Based on his/her review, these cases will be either reassigned for further follow-up or sent on for processing.

6.D EXPLANATION OF TYPE B CODES

Type Bs are units which are either unoccupied or occupied solely by persons not eligible for interview. (Figure C97 on page C6-8)

6.D.1 Vacant - Regular (226)

This category includes the bulk of the vacant living quarters. For example, a house, apartment or flat which is for rent or sale or is being held off the market for personal reasons. This includes dilapidated places if they are still considered living quarters. (Units that are unfit for human habitation, being demolished, or to be demolished are defined in section 6.D.4.) Also report unusual types of vacant living quarters, such as mobile homes, tents and similar units as "Vacant-regular." Do **not** consider vacant, a

unit whose occupants are only temporarily absent. Include OTHER units in this category also; such as vacant transient quarters.

a. Units being converted

Mark this category for unoccupied units being converted to more units based on how you handle your listing. (Consult your 11-8 Listing and Coverage Manual.)

b. Units undergoing repairs

If a vacant unit is undergoing repairs or alterations report it as "vacant-regular."

6.D.2 Temporarily occupied by persons with usual residence elsewhere (URE) (225)

There are two ways to classify a case as a Type B URE:

- 1) The preferred way is to treat the case as an interview and go through the roster, identifying each person's household membership as URE by

entering 2 (no) at the **S_HHMEM** screen, and entering 1 (yes) at the **URE** screen.

- 2) The alternate way is to treat the case as a noninterview (**INTROB** = noninterview) and report it as a Type B URE (**NONTYP** = Type B and **TYPB** = Temporarily occupied by persons with URE). At this point, you have 2 options from which to choose. The first and preferred option is to go through the roster identifying each person's household membership status as URE. The second option, or last resort, should only be used in circumstances where you can't get the roster but you have information that the household is URE.

In either of these situations, the instrument will automatically set the case's Final code to URE (225) after you determine the household membership for each person. It is important to classify Type B URE's correctly in case the household is eligible for the Housing Vacancy Survey (HVS).

Figure C97. TYPB, Type of Type B Noninterview

Current Population Survey - Ver 1.30

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp RQS F9 Exit/F10

- ◆ Do not F10 from this screen
- ◆ Enter Type B Noninterview

1. Vacant regular (REG)

2. Temporarily occupied by persons with URE

3. Vacant-storage of HHL D furniture

4. Unfit or to be demolished

5. Under construction, not ready

6. Converted to temp. business or storage

7. Unoccupied tent site or trailer site

8. Permit granted, construction not started

9. Other Type B - specify

6.D.3 Vacant-Storage of Household Furniture (227)

Mark "vacant-storage of household furniture" if the vacant sample unit is used **only** to store excess household furniture.

Report a vacant, furnished housing unit offered for rent as "vacant-regular."

6.D.4 Unfit or to be Demolished (228)

Mark this category for an unoccupied sample unit that is unfit for human habitation. **An unoccupied sample unit is unfit for human habitation if the roof, walls, windows, or doors no longer protect the interior from the elements.** This may be due to vandalism, fire, or other means such as deterioration. Some indications are: broken windows, missing or swinging open doors; missing or destroyed roof or walls or holes in the structure; parts of the building have been blown or washed away; or part of the building is collapsed or missing.

CAUTION: If doors and windows have been boarded up to keep them from being destroyed, do not consider them missing. Also, in the few rural sections of the country where doors and windows are not ordinarily used, do not consider them missing.

Also mark this category for vacant units which are to be demolished if there is positive evidence such as a sign, notice, or mark on the house or in the block, that the unit is to be demolished but on which demolition has not yet been started.

6.D.5 Under Construction, Not Ready (229)

Mark "Under construction, not ready" for sample units which are not ready for occupancy. This includes units under

construction where the exterior windows and doors are not installed and the final usable floors are not finished. If construction is beyond this point, classify the unit as "vacant-regular."

6.D.6 Converted to Temporary Business or Storage (230)

Mark "Converted to temporary business or storage" for sample units intended for living quarters but which are temporarily in use for commercial or business purposes, or for the storage of hay, machinery, business supplies, and the like.

NOTE: Report vacant units in which excess household furniture is stored as "Vacant-storage of household furniture."

Report vacant units that have been permanently converted to business or storage as Type C--"Converted to permanent business or storage."

If no change or alteration has taken place at the time of interview, report vacant units which are to be used for business or storage purposes in the future, as "Vacant Regular."

6.D.7 Unoccupied Tent Site or Trailer Site (231)

Choose "Unoccupied tent site or trailer site" for an unoccupied tent **site** or trailer (mobile home) **site** in a mobile home park.

6.D.8 Permit Granted, Construction Not Started (232)

Choose this category for a sample unit in a permit segment for which a construction permit has been granted, but on which construction has not yet started.

6.D.9 Other Type B (233)

Choose this category ("Other") and specify the reason for noninterview for units which you cannot classify under any of the above reasons. **Do not use this category for URE or Armed forces (AF) households.** The instrument will automatically set Type B URE and AF after you go through the household roster and determine each household member's status.

6.E TYPE B PROCEDURES

When you have confirmed the Type B status of the unit, go to the noninterview type selection screen (Figure C95 on page C6-4).

- Enter precode 2 to select Type B. The TYPB selection screen appears (Figure C97 on page C6-8).
- On the TYPB item screen, select the category of Type B noninterview that

applies to this case. Based on your selection, the computer assigns the case a status code, and prompts you to enter explanatory notes.

Your case management will transmit the files for type B cases in your next telecommunications transmission.

6.F EXPLANATION OF TYPE C CODES

Type C units are those ineligible for sample. The TYPC screen is shown in Figure C98.

6.F.1 Demolished (240)

"Demolished" sample units existed at time of listing, but were since torn down or destroyed, or are in the process of being torn down.

Figure C98. TYPC, Type of Type C Noninterview

Current Population Survey - Ver 1.30

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp ROS F9 Exit/F10

- Do not F10 from this screen
- Enter Type C Noninterview

1. Demolished

2. House or trailer moved

3. Outside segment

4. Converted to permanent business or storage

5. Merged

6. Condemned

7. Removed during subsampling

8. Unit already had a chance of selection

9. Unused line of listing sheet

10. Other - specify

6.F.2 House or Trailer Moved (241)

Mark this category for a structure or trailer moved since listing. This rule applies for trailers or mobile homes not found in a mobile home park.

6.F.3 Outside Segment (242)

For Area Segments only - if the address is outside the segment boundaries, mark this category.

6.F.4 Converted to Permanent Business or Storage (243)

This refers to units which were living quarters but are now being used permanently for commercial business or business purposes, or for the permanent storage of hay, machinery, business supplies, and the like.

6.F.5 Merged (244)

Any current sample unit(s) **eliminated** after applying the rules for mergers are Type C - "merged." (Consult your 11-8 Listing and Coverage Manual for merger rules.)

6.F.6 Condemned (and Unoccupied) (245)

Mark "Condemned" for **unoccupied** sample units only if there is positive evidence such as a sign, notice, or mark on the house or in the block that the unit is condemned. Be sure this refers to **unoccupied** units. If occupied units are posted "Condemned," ignore the sign and interview the occupants. If there is no such evidence, report the units as "Vacant - regular" unless it is unfit for human habitation, in which case mark "Unfit or to be demolished."

6.F.7 Removed During Subsampling (256)

Occasionally, more EXTRA units are identified than CPS allows. When this occurs, you are instructed to call your RO. You may then be given instructions to complete some units as a Type C noninterview, "Removed during Subsampling".

6.F.8 Unit Already Had a Chance of Selection (257)

When more than one EXTRA unit is created, you should see a screen instructing you to call the RO. The RO will check with the National Processing Center (NPC) to see if any of the potential EXTRA units already had a chance of selection. If an EXTRA unit already had a chance of selection, you will be instructed to complete the EXTRA(s) as a Type C noninterview(s), "Unit already had a chance of selection".

6.F.9 Unused Line of Listing Sheet (247)

This category applies to units segments, permit segments, and TA places in group quarters segments, where you list/enumerate. At this time, if you list fewer units than expected, mark this category for any unused serial numbers which the office had preassigned.

6.F.10 Other Type C (248)

Mark "Other" and specify the reason for units which cannot be classified in any of the above categories. Some examples might be "duplicate listing," "never living quarters," or "permit abandoned" (permit segments ONLY). This should not be used for "Built after April 1, 2000" (Final code 246). The instrument will bring up a specific question to determine this based on the type of segment the case is in.

6.G TYPE C PROCEDURES

As discussed in the introduction, after you confirm the status of the unit you go to the noninterview type selection screen (Figure C95 shown previously on page C6-4).

- Enter precode 3 to select Type C at the NONTYP screen.
- On the TYPC screen, select the category of Type C noninterview that applies to this case. Based on your selection, the computer assigns the case status code, and prompts you to enter explanatory notes.

Your Case Management will transmit Type C cases in your next telecommunications transmission. The Type C classification and your notes are reviewed by the RO staff. If approved, the unit is deleted from sample.

6.H SEASONAL STATUS

You will need to choose one of the three categories for each unit that is vacant for the following reasons:

- Vacant-regular (226)
- Vacant-storage of household status (227)
- Temporarily occupied by persons with URE (225)

Classify the unit by how it is **intended** for occupancy. If you cannot determine the intended occupancy status, mark this item according to how the unit was **last** occupied. (Figure C99, contains the SEASON screen.) Your answer to this question will help determine if you need to complete the HVS. See Part D for HVS instructions.

Figure C99. SEASON, Seasonal Status of Unit

Current Population Survey - Ver 2.14 Tobacco ver 1.38

Forms Answer Navigate Options Help

CPS ADDR FAQ ROS OPTOUT Exit/F10

• Read if necessary.

This unit is intended for occupancy:

1. Year round

2. By migratory workers

3. Seasonally

6.H.1 Year round

Mark "Year round" for vacant or URE units which are intended by the owner for occupancy (by him/herself or others) at any time of the year. If a unit on a resort area is **intended** for occupancy on a year-round basis (that is summer, fall, winter, and spring) choose "Year round", even if it is only occupied during a certain season. This also pertains to units **intended** for year round occupancy that are used only occasionally throughout the year, such as on weekends. The status of the unit depends upon the owner's intention of how (s)he will use the unit.

6.H.2 By migratory workers

Mark "By migratory workers" only if the vacant/URE unit is held for occupancy by migratory workers employed in farm work during the crop season.

6.H.3 Seasonally

Mark "Seasonally" if the vacant or URE unit is **intended** for occupancy by the owners or

renters only during a certain season (or seasons) of the year, except units held for migratory farm workers. Include units intended for recreational use, like beach cottages and hunting cabins, provided they are used on a seasonal basis and not year round. Where a unit is offered to vacationers in the summer for summer sports and in the winter for winter sports, consider it as seasonal, again excluding units offered to vacationers **throughout** the year. Also include units held for herders, loggers, and cannery workers in this category, provided they are used on a seasonal basis and not year round.

If an owner or knowledgeable respondent says that the owner (or others) uses the unit for a specific season every year and that season is less than 6 months long, you must probe to determine the intended use during the rest of the year. For example, if an owner uses his/her house in Florida from November through February and then tries to rent it for the rest of the year, then it is "year round." If (s)he does not intend to rent it, then it is "seasonal."

6.I WHEN INTENDED FOR OCCUPANCY

You need to determine which season these units are intended for occupancy (Figure C100).

6.I.1 Summers only

Include units intended for occupancy only in the summer whether occupied just for several weeks or on weekends or for the entire summer.

6.I.2 Winters only

Mark "Winters only" for units located at snow resorts in the North or beach resorts in the South which are intended for occupancy only in winter, whether occupied just for several weeks or on weekends or for the entire winter.

6.I.3 Other

Mark "Other" if neither of the above classifications is applicable and explain in the space provided. For example, "Intended for occupancy during tomato canning months only," or "Used during hunting season only" or occupied both "summer and winter seasons" by vacationers and the like.

Figure C100. INTOCC, When Unit Intended for Occupancy

Current Population Survey - Ver 2.14 Tobacco ver 1.38

Forms Answer Navigate Options Help

CPS ADDR FAQ ROS OPTOUT Exit/F10

♦ Read if necessary:

This unit is intended for occupancy:

1. Summers only

2. Winters only

3. Other - specify

The following document is an excerpt taken from the Current Population Survey's Field Representative Interviewing Manual (CPS-250). It gives a general description of the Housing Vacancy Survey, and explains who the interviewer is to speak with to determine if the housing unit is vacant or occupied (p. D1-3).

PART D

THE HOUSING VACANCY SURVEY

January 2007

Part D, Chapter 1

General Description – Housing Vacancy Survey

Topic	See Page
1.A How to Identify HVS	D1-3
1.B Completing HVS Items	D1-4

PART D, CHAPTER 1 GENERAL DESCRIPTION - HOUSING VACANCY SURVEY

The Housing Vacancy Survey (HVS) is a regular part of the CPS. Each month, the U.S. Census Bureau collects additional information on certain sample units identified as vacant housing units in the CPS. The results are used to estimate the trend in housing vacancies, provide information on the characteristics of vacant units currently on the market, and to determine the relationship between the supply and demand for housing. Data for the HVS are obtained from some CPS questions and special HVS items. The CPS contains the information needed for all vacant, seasonal and nonseasonal housing units. The HVS items ask specific questions about the housing unit in sample.

1.A HOW TO IDENTIFY HVS

HVS questions come up for cases that have a Type B outcome code:

- 225 - Type B, Temporarily Occupied with persons with Usual Residence Elsewhere (URE)
(Selected by the instrument)
- 226 - Type B, Vacant Regular
(Selected by you)
- 227 - Type B, Vacant Household Furniture Storage
(Selected by you)

If the unit is available for year-round use AND the type of living quarters is housing unit.

You may complete the HVS case by telephone without making a personal visit to the sample unit only if all three of the following conditions exist:

Conditions Necessary for Completing an HVS Case by Telephone:

1. The unit was determined to be a Type B noninterview in the preceding month.
2. The unit is a substantial distance from your home, and you are not planning to return to the area for other interviews.
3. You have the name and telephone number of a reliable respondent (owner, rental agent, knowledgeable neighbor, or local merchant) and a telephone interview is acceptable with that person. (Which you collected at the BCNAME and BCNUM screens the previous month.)

If one or more of the above conditions is not met, you **must** make a personal visit to the sample unit. Interview the landlord, owner, agent or, if none of these are available, a knowledgeable neighbor. If you cannot find any of these, you may complete the HVS by observation as a last resort.

Figure D1. BCNAME Screen

Current Population Survey - Ver 2.20 Tobacco ver 1.40

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

- Enter name of contact person
- Press ENTER for None or Same

NAME:

Enter a text of at most 42 characters

Name of contact person

contact person's title

contact phone number

by observation

00000073 BCNAME 1:34:51 PM 10-3-2006 5 490/740

1.B COMPLETING HVS ITEMS

Use the same care in completing the HVS items (questions) that you do for the regular CPS questions. They are as important to CPS as the questions for occupied units.

The following document is an excerpt taken from the Current Population Survey's Field Representative Interviewing Manual (CPS-250). This excerpt gives additional instructions on what units qualify for the survey and who to pose the questions to.

Part D, Chapter 2

Instructions for Completing HVS Items

Topic		See Page
2.A	Determining if Housing Units Qualify for HVS	D2-3
2.B	Person to Interview for HVS	D2-3
2.C	Items Obtained by Telephone	D2-3

PART D, CHAPTER 2 INSTRUCTIONS FOR COMPLETING HVS ITEMS

2.A DETERMINING IF HOUSING UNITS QUALIFY FOR HVS

When you call up a case in the CPS instrument and determine that the housing unit is a Type B noninterview, you select category **(4) Noninterview** at the **INTROB** screen or, if it is a URE household, select category **(1) Continue**, and the instrument will set the Type B - temporarily occupied with persons with URE (you will have to go through the roster and identify each person's household membership as URE (**S_HHMEM** = no and **URE** = yes)).

After selecting **(4) Noninterview** at the **INTROB** screen, you must also choose the type of noninterview at the **NONTYP** screen. At the **NONTYP** screen, selecting **(2) TYPE B** makes the case a Type B noninterview. After you make the housing unit a Type B in the CPS, you will enter the category of Type B noninterview that applies to the case at the **TYPB** screen. Next, you collect the mailing address in **ABMAIL** screens, whether the housing unit has direct access in **ACCESS**, the type of living quarters in **LIVQRT** and if the unit is available for use year-round in **SEASON**.

If the noninterview status changes before you begin to collect HVS information, you complete information according to the status of the unit during interview week, that is, the period for which the CPS is collected.

2.B PERSON TO INTERVIEW FOR HVS

Interview the landlord, owner, agent, resident or building manager. Consider a janitor as an agent if he/she is responsible for answering inquiries about the unit. Frequently, the name, address, and phone number of persons who can provide information is posted on the property.

Interview a knowledgeable neighbor when the landlord, owner, or agent is not available. Enter the name of whoever supplies most or all the information necessary to complete the HVS, if possible, and a telephone number where they can be reached in the **BCNAME** and **BCNUM** screens. Enter the neighbor's name if the neighbor supplied all or most of the information.

2.C ITEMS OBTAINED BY TELEPHONE

See Chapter 1 of this section, for conditions in which you may complete the HVS by telephone. In addition, you may make a telephone callback when a responsible qualified respondent is not available at the time of your visit. You must first obtain the telephone number of a qualified respondent or information for contacting the owner, manager, etc.

The following pages are an extract from the Current Populations Survey's Field Representative Interviewer Manual (CPS-250). This excerpt gives detailed instructions for each of the questions within the Housing Vacancy Survey, such as how to ask the question, and how to code the respondent's reply.

Part D, Chapter 3 HVS Items

Topic	See Page
3.A Introduction	D3-3
3.B Number of Acres	D3-3
3.C Year Structure Built	D3-3
3.D Number of Housing Units in Structure	D3-3
3.E Number of Rooms	D3-5
3.F Number of Bedrooms	D3-5
3.G Complete Plumbing Facilities	D3-6
3.H Complete Kitchen Facilities	D3-6
3.I Number of Bathrooms	D3-7
3.J Air Conditioning	D3-8
3.K Unit Ever Occupied	D3-8
3.L Number of Months Vacant	D3-9
3.M Status of Unit	D3-10
3.N Monthly Rent	D3-12
3.O Utilities Paid by Renter	D3-13
3.P Commercial Use of Property	D3-13
3.Q Sales Price of the Property	D3-14

CHAPTER 3 THE HVS ITEMS

3.A INTRODUCTION

After you identify the unit as meeting HVS criteria, the series of HVS items appear in the CPS instrument.

3.B NUMBER OF ACRES

You ask HVSC (Figure D2) during the first month of each 4-month period of interview. If the housing unit is an apartment in an apartment complex of 10 acres or more, select “10 acres or more.”

Figure D2. HVSC, Number of Acres

The screenshot shows a software interface for the Current Population Survey. The title bar reads "Current Population Survey - Ver 2.20 Tobacco ver 1.40". Below the title bar are menu options: "Forms", "Answer", "Navigate", "Options", and "Help". A navigation bar contains "CPS", "ADDR", "FAQ", "Chg Resp", "ROS", "OPTOUT", "F9", and "Exit/F10". The main content area has a yellow background and contains the text "Do not ask" with a blue bullet point, followed by "Is this housing unit on a place of". Below this, there are two radio button options: "1. Less than 10 acres" (which is selected) and "2. 10 acres or more".

3.C YEAR STRUCTURE BUILT

The year in which the structure was built... (see HVSYR, Figure D3) refers to the completion of the original construction or the date when the sample unit was first occupied, if that came first. It does **not** refer to the time of any later remodeling, additions, or conversions.

If the respondent does not know the year built, get the best estimate. Notice that for old structures you need know only if they were built before 1939.

For mobile homes and trailers, “year built” is the model year.

When answering this item, be very careful to enter the appropriate category.

Figure D3. HVSYR, Year Structure Built

The screenshot shows a software interface for the Current Population Survey. The title bar reads "Current Population Survey - Ver 2.14 Tobacco ver 1.38". Below the title bar are menu options: "Forms", "Answer", "Navigate", "Options", and "Help". A navigation bar contains "CPS", "ADDR", "FAQ", "ROS", "OPTOUT", and "Exit/F10". The main content area has a yellow background and contains the question "In what year was this structure built?". Below the question, there are nine radio button options: "1. 4/1/2000 or later" (which is selected), "2. 1995 to 3/31/2000", "3. 1990 to 1994", "4. 1980 to 1989", "5. 1970 to 1979", "6. 1960 to 1969", "7. 1950 to 1959", "8. 1940 to 1949", and "9. 1939 or earlier".

3.D NUMBER OF HOUSING UNITS IN STRUCTURE

Before you determine the number of housing units in a structure, determine what constitutes the structure. The definition is the same as that used in the CPS.

Structure. A structure is a separate building that either has an open space on all sides or is separated from other structures by dividing walls that extend from ground to roof. In double houses, row houses, and houses attached to nonresidential structures, each building is a structure if the common wall between them goes from ground to roof.

Sheds and private garages that adjoin houses are not separate structures. See Part C, Chapter 2 of your CPS manual for information on the classification of living quarters.

3.D.1 Examples of Structures

Following are some examples of structures other than ordinary houses:

- An apartment building is one structure.
- In rental developments or housing developments of the village or garden type, each building with open space on all four sides is a separate structure.
- Sheds, private garages, etc., which **adjoin** the house are not separate structures.

- **Select (1) 1 unit-detached** for mobile homes and trailers.

3.D.2 Determining the Number of Housing Units

After you have determined the structure, select the number of housing units it contains in HVSNUM (Figure D4). Use the following guidelines:

- The number of housing units in the structure is the **total** number, occupied and vacant, in sample or out. If the sample unit is a vacant housing unit in a structure which contains 2 **other** apartments, **select (4) 3-4 units**.
- Count only **housing units** in the structure and exclude other living quarters.
- Determine by **observation (if possible) or inquiry** how many housing units the structure contains.
- Enter the same item selection for all vacant housing units in the same structure. For example, if the structure contains 9 housing units and you interview 2 sample units, **select (5) 5-9 units** for each.

Figure D4. HVSNUM, Number of Units in Structure

The screenshot shows a software window titled "Current Population Survey - Ver 2.14 Tobacco ver 1.38". The window contains a form with the following elements:

- Menu bar: Forms, Answer, Navigate, Options, Help
- Navigation bar: CPS, ADDR, FAQ, ROS, OPTOUT, Exit/F10
- Question: "How many housing units are in this structure?"
- Two blue bullet points: "Do not ask" and "Count occupied and vacant"
- Radio button options:
 - 1. 1 unit - detached
 - 2. 1 unit - attached (Examples -townhouse, rowhouses, etc.)
 - 3. 2 units
 - 4. 3-4 units
 - 5. 5-9 units
 - 6. 10 or more units

3.E NUMBER OF ROOMS

Count whole rooms such as: living rooms, dining rooms, bedrooms, kitchens, finished basement or attic rooms, recreation rooms, permanently enclosed sun porches which are suitable for year-round use, and lodger's rooms (HVSRRM, Figure D5).

Do not include: bathrooms, halls, foyers or vestibules, balconies, closets, alcoves, pantries, strip or pullman kitchens, laundry or furnace rooms, unfinished attics or basements, open porches, sun porches not suited for year-round use, unfinished space used for storage, mobile homes or trailers used only as bedrooms, and offices used only by persons not living in the unit.

A partially divided room, such as a dinette next to a kitchen or living room is a separate room **only** if there is a partition from floor to

ceiling, but not if the partition consists solely of shelves or cabinets.

If a room is to be used by occupants of more than one unit, include the room with the unit from which it is most easily reached.

3.F NUMBER OF BEDROOMS

Count rooms used **mainly** for sleeping, even if they are used for other purposes (HVSRM, Figure D6). Also count rooms **reserved** for sleeping, such as guest rooms, even though they are used infrequently. Do **not** count as a bedroom a room used mainly for other purposes, even though it is also used for **sleeping**, such as a living room with a hide-away bed. Also, do **not** count bedrooms that have been converted to home offices. Count only finished rooms. **Select (5) None** for a 1-room apartment, or if the living quarters have no rooms used mainly for sleeping.

Figure D5. HVSRM , Number of Rooms in Unit

The screenshot shows a software window titled "Current Population Survey - Ver 2.14 Tobacco ver 1.38". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar is a navigation bar with "CPS", "ADDR", "FAQ", "RDS", "OPTOUT", and "Exit/F10". The main content area has a yellow background and contains the question "How many rooms are in this unit?". There are two radio button options: "Do not ask" and "Count the kitchen and not the bathroom". Below these options is a list of radio button choices for the number of rooms: 1 room, 2 rooms, 3 rooms, 4 rooms, 5 rooms, 6 rooms, 7 rooms, and 8 rooms.

Figure D6. HVSRM, Number of Bedrooms in Unit

The screenshot shows a software window titled "Current Population Survey - Ver 2.14 Tobacco ver 1.38". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar is a navigation bar with "CPS", "ADDR", "FAQ", "RDS", "OPTOUT", and "Exit/F10". The main content area has a yellow background and contains the question "How many bedrooms are in the unit?". There are five radio button options: "1. 1 Bedroom", "2. 2 Bedrooms", "3. 3 Bedrooms", "4. 4 or more bedrooms", and "5. None".

3.G COMPLETE PLUMBING FACILITIES.

Figure D7. HVSPLB, Complete Plumbing Facilities in Unit

Current Population Survey - Ver 2.20 Tobacco ver 1.40
Forms Answer Navigate Options Help
CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

Does this unit have **COMPLETE** plumbing facilities; that is,

- 1) hot and cold piped water,
- 2) a flush toilet, and
- 3) a bathtub or shower?

1. Yes, have all three facilities
 2. No

In order to have complete plumbing facilities, all facilities must be located inside the structure, but not necessarily in the same room.

Select (1) Yes, have all three facilities, only if the unit has all of the following:

3.G.1 Hot and Cold Piped Water

A housing unit has piped water if piped running water is: 1) inside the structure and 2) available to the housing unit. Piped water means that there is a supply of water is available at a sink, wash basin, bathtub or shower. The hot water does not have to be supplied continuously.

3.G.2 A Flush Toilet

A flush toilet is connected to piped water. Units with facilities that are intended to be used by persons not living in the housing unit and by occupants of that particular housing unit should be included. Do not include units that do not have an installed flush toilet. Also do not include units with types of toilet facilities such as: privies, outhouses, chemical toilets, and flush toilets outside of the structure.

3.G.3 A Bathtub or Shower

A bathtub is connected to piped water. Units with facilities that are intended to be used by persons not living in the housing unit and by occupants of that particular housing unit should be included. Do not include units that do not have installed bathing facilities in the building or units with portable or temporary bathing facilities available to the intended occupants.

If the unit does not meet all three of these conditions, **Select (2) No.**

3.H COMPLETE KITCHEN FACILITIES

Figure D8. HVSKIT, Complete Kitchen Facilities in Unit

Current Population Survey - Ver 2.20 Tobacco ver 1.40
Forms Answer Navigate Options Help
CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

Does this unit have **COMPLETE** kitchen facilities; that is,

- 1) a sink with piped water,
- 2) a range or cookstove, and
- 3) a refrigerator?

1. Yes, have all three facilities
 2. No

In order to have complete kitchen facilities, all facilities must be located inside the unit, but not necessarily in the same room.

Select (1) Yes, have all three facilities, if the unit has all of the facilities listed.

Select (2) No, if the following three conditions do not apply.

3.H.1 A Sink with Piped Water

A housing unit has a sink with piped water if the supply of water is available at the sink and the water is running inside the structure and is available to the housing unit.

3.H.2 A Range or Cookstove

The unit must have a range or cookstove. The range or cookstove does not have to be mechanical; it can be a wood burning stove. It must be in working order. Do not include units where the range or cookstove is not in working order and the landlord/owner does not plan to fix or replace it prior to renting or selling the unit.

3.H.3 A Refrigerator

The unit must have a working mechanical refrigerator. A freezer is not necessary. Do not include units where the only refrigerator does not work, and the landlord/owner does not plan to fix or replace it prior to renting or selling the unit.

3.I NUMBER OF BATHROOMS

Select (1) No bathroom, or only a half bathroom, if the unit lacks one or more of

the required facilities for a complete bathroom (flush toilet, a bathtub or shower, and a wash basin with piped water) or has no bathroom facilities.

Select (2) 1 complete bathroom, if the unit has a room with a flush toilet, bathtub or shower, and a wash basin with piped water.

Select (3) 1 complete bathroom, plus half bath(s), if the unit has all the facilities for one complete bathroom in one room and has additional facilities such as a flush toilet or shower, but does not have all the facilities for a complete bathroom in one or more rooms.

Select (4) 2 or more complete bathrooms, if the unit has 2 or more rooms, each with a flush toilet, a bathtub or shower, and a wash basin with piped water.

Figure D9. HVSBTB, Number of Bathrooms in Unit

Current Population Survey - Ver 2.20 Tobacco ver 1.40

Forms Answer Navigate Options Help

CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

How many bathrooms does this unit have?

A complete bathroom is a room with flush toilet, bathtub or shower, and wash basin with piped water.

A half bathroom has at least a flush toilet or bathtub or shower, but does not have all the facilities for a complete bathroom.

1. No bathroom, or only a half bathroom

2. 1 complete bathroom

3. 1 complete bathroom, plus half bath(s)

4. 2 or more complete bathrooms

Interview by observation Kitchen facilities payment for electricity

Knowledgeable person # of bathrooms payment for gas

Number of acres Air conditioning payment for water

Year structure built Unit occupancy payment for oil, coal, etc.

of housing units # of months unit vacant commerical use

of rooms Unit for rent, for sale, or sold property sale price

of bedrooms Other - specify

Plumbing facilities Monthly Rent

3.J AIR CONDITIONING

Figure D10. HVSAC, Air Conditioning in Unit

Current Population Survey - Ver 2.20 Tobacco ver 1.40
Forms Answer Navigate Options Help
CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

Does this unit have air conditioning?

1. Yes, a central air-conditioning system
 2. Yes, 1 individual room unit
 3. Yes, 2 or more individual room units
 4. No

Select (1) Yes, a central air conditioning system, if a central installation which air conditions a number of rooms is used. In an apartment building, such a system may cool all apartments in the building, each apartment may have its own central system, or there may be several systems, each providing central air conditioning for a group of apartments. This category should also be chosen if the unit has a central system in addition to individual room unit(s).

Select (2) Yes, 1 individual room unit, if the unit has only the cooling of air by a single refrigeration room unit. Do **not** select this category if the unit has evaporative coolers, fans, or blowers which are not connected to a refrigeration unit.

Select (3) Yes, 2 or more individual room units, if the unit has only the cooling of air by 2 or more refrigeration room units. Do **not** select this category if the unit has evaporative coolers, fans, or blowers which are not connected to a refrigeration unit.

Select (4) No, if the unit is not cooled by a refrigeration unit and does not have a central air conditioning system.

3.K UNIT EVER OCCUPIED

Figure D11. HVSOCC, Unit Ever Occupied

Current Population Survey - Ver 2.20 Tobacco ver 1.40
Forms Answer Navigate Options Help
CPS ADDR FAQ Chg Resp ROS OPTOUT F9 Exit/F10

Has this unit ever been occupied?

1. Yes
 2. No

If the unit is now or has ever been occupied, even if it is or was occupied by persons with URE, **select (1) Yes**. If a previously occupied unit has been converted into several housing units, report each unit as having been occupied. Also, select “Yes” for a housing unit resulting from conversion of nonresidential space because it had been used previously. Similarly, a housing unit resulting from a merger would have been previously occupied.

Select (2) No, only for **newly constructed** and **still vacant** units.

Determine by observation whether or not the unit has ever been occupied. When in doubt, ask.

3.L NUMBER OF MONTHS VACANT

Select the number indicating the amount of time that the unit has been vacant (HVSVAC, Figure D12). Keep in mind that a month is a four-week span of time, not necessarily from the first of a month to the end of a month. Count the time from the date the last occupants moved to the date of the previous CPS interview. For example, a month would be from the 18th of one month to the 18th of the next month. If the date of the previous CPS interview was March 21 and the unit has been vacant since December 24, select item (3) **2 up to 4 months**.

For newly constructed units, report how long the unit was vacant from the date construction was completed. Construction is considered to be complete when all exterior windows and doors are installed and the final usable floors are in place.

For recently converted or merged units, report the time from the date the conversion or merger was completed. **Conversion** is the creation of two or more housing units from fewer units through structural alteration or change in use. For example, one unit may be divided into two or three units. **Merger** is the combining of two or more housing units into fewer units through structural alteration or change in use. For example, two units may be combined into one.

For units “temporarily occupied with persons with usual residence elsewhere”, report the length of time since the last **usual** residents moved. If the unit has always been occupied by **UREs** and has never been occupied by a **usual** resident, enter the length of time since the unit was originally ready for occupancy.

Figure D12. HVSVAC, Number of Months Unit Has Been Vacant

Current Population Survey - Ver 2.14 Tobacco ver 1.38

Forms Answer Navigate Options Help

CPS ADDR FAQ ROS OPTOUT Exit/F10

How many months has this unit been vacant?

1. Up to 1 month
 2. 1 up to 2 months
 3. 2 upto 4 months
 4. 4 up to 6 months
 5. 6 up to 12 months
 6. 1 year up to 2 years
 7. 2 years or more

Interview by observation	2	Kitchen facilities	1	payment for electricity
Knoledgeable person		# of bathrooms	2	payment for gas
Number of acres	1	Air conditioning	1	payment for water
Year structure built	1	Unit occupancy	1	payment for oil, coal, etc.
# of housing units	1	# of months unit vacant		commerical use
# of rooms	5	Unit for rent, for sale, or sol		property sale price
# of bedrooms	2	Other - specify		
Plumbing facilittes	1	Monthly Rent		

3.M STATUS OF UNIT

Report the status of the unit as of the date CPS was completed (see Figure D13, HVSSTA, on page D3-11). If a unit was for rent on the 16th when you completed the CPS interview, but was already rented when you returned for vacancy information on the 18th, **select (1) For rent** since that was the status on the 16th.

You might encounter a situation in which the unit is being time-shared. Time-sharing is a form of ownership in which a single property is owned by multiple owners. Each is entitled to occupy the unit for a limited period. If the unit is time-shared, select the appropriate item for the particular situation at the time of the interview.

Select (1) For rent for those units offered for rent only, and for units offered for rent or for sale at the same time. Do not depend entirely on signs; a “For sale” sign does not always mean that the unit is not for rent also. If it is for rent also, report “For rent” rather than “For sale.” For time-shared units, select “For rent” if the unit is being offered for rent at the time of interview. Instead of the owner occupying the unit during his/her allotted time, he/she might have decided to offer the unit for rent during that period. Also, local management may be attempting to rent a unit during a time period yet to be sold.

Select (2) Rented, not occupied only if any money has been paid or agreed upon, but the renter has not yet **moved in**. For time-shared units, select “Rented, not occupied” if money has been paid or agreed upon, but the renter has not yet moved in.

(3) Regular ownership and

(4) Condominium or cooperative ownership are enclosed under “FOR SALE ONLY.” In order for a unit to be included

in one of the FOR SALE ONLY options the unit must be **only** for sale. For time-shared units, the management could be selling the unit for a specific time interval which includes the date of interview, or one of the owners could be selling his/her allotted time.

Regular Ownership - Ownership of a unit that is not part of a condominium or cooperative. For time-shared units, if the unit **is not** part of a condominium or cooperative, it should be included in this category.

Cooperative or condominium ownership - A cooperative is a type of ownership whereby a group of housing units is owned by a corporation of member-owners. Each individual member is entitled to occupy an individual housing unit and is a shareholder in the corporation which owns the property. With regard to time-shared units, several individuals would be assigned to occupy the same unit, but only at different time periods throughout the year.

A condominium is a type of ownership that enables a person to own an apartment or house in a project of similarly owned units. The owner has the deed and very likely the mortgage on the unit occupied. The owner may also hold common or joint ownership in some or all common areas such as grounds, hallways, entrances, elevators, etc. With regard to time-shared condominiums, several individuals own a unit that is part of the condominium complex and each individual has the right to occupy the unit during his/her allotted time.

Cooperative or condominium ownership may apply to various types of structures including single-family houses, rowhouses, townhouses, etc., as well as apartment buildings.

Select (5) Sold, not yet occupied for a unit which has been sold but the new owner has not moved in. However, if the new owner is offering it for rent, report the status as (1) “For rent.” For time-shared units, select “Sold, not yet occupied” for a unit which has been sold for occupancy at the time of interview but the new owner has never stayed there.

Select (6) For occasional use if the vacant unit is not for rent or for sale but is held only for weekends or occasional use throughout the year. For time-shared units, select “For occasional use” if the vacant unit is not for rent or for sale but is held for the use of a specific individual during the time of interview and he has stayed there in the past.

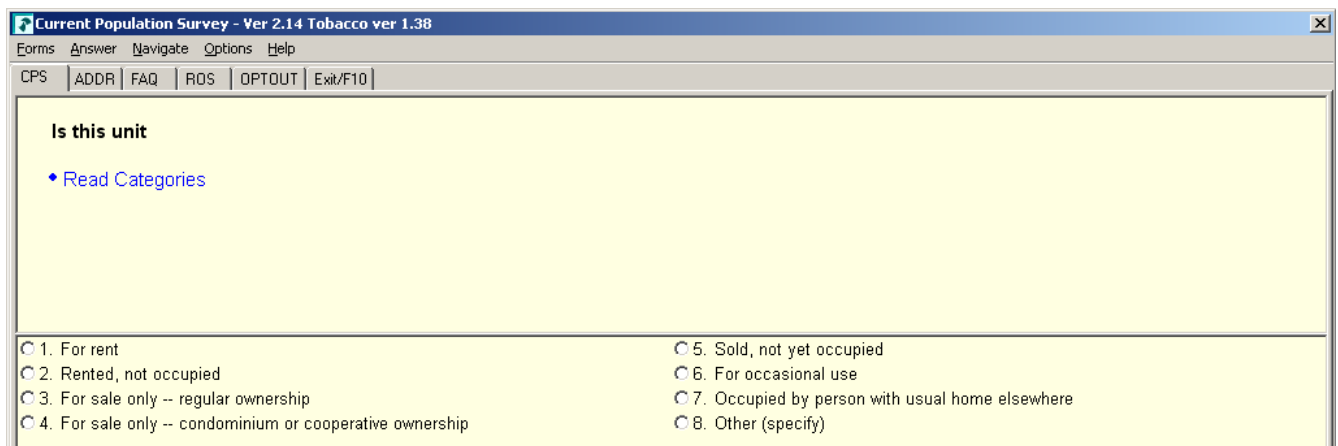
Select (7) Occupied by persons with usual home elsewhere for a unit temporarily occupied by persons with a usual place of residence elsewhere. For most **occupied** time-shared units, the occupants will normally have a place of residence elsewhere. Therefore, the unit should be included in this category.

If the vacant unit (time-shared units included) does not fall into one of the above classifications, **select (8) Other** at the **HVSSTA** screen (Figure D13) and specify the other status at the **HVSSTS** screen.

Examples of units held off the rental or sale market include units which are:

- Held for settlement of an estate.
- Held off the market for personal reasons of the owner, such as: 1) the owner has not decided whether or not the unit will be torn down, 2) the owner is remodeling or repairing the unit and will not make it available until the work is completed.
- Held for the occupancy of a caretaker or janitor.
- Being used temporarily for storage of excess house furniture.
- In a multi-unit structure being held for sale of the entire structure, except as described in “For sale only” above.
- Model apartment or model home if it will become available during the survey period.
- Vacant units whose renters moved during the month although the rent is paid to the end of the month.

Figure D13. HVSSTA, Status of Unit



Current Population Survey - Ver 2.14 Tobacco ver 1.38

Forms Answer Navigate Options Help

CPS ADDR FAQ ROS OPTOUT Exit/F10

Is this unit

[Read Categories](#)

1. For rent
 2. Rented, not occupied
 3. For sale only -- regular ownership
 4. For sale only -- condominium or cooperative ownership
 5. Sold, not yet occupied
 6. For occasional use
 7. Occupied by person with usual home elsewhere
 8. Other (specify)

3.N MONTHLY RENT

Figure D14. HVSRNT, Monthly Rent for Unit

The screenshot shows a software window titled "Current Population Survey - Ver 2.14 Tobacco ver 1.38". The main content area is titled "What is the monthly rent asked for this unit?". Below the title, there are 18 radio button options arranged in two columns:

- 1. Less than \$100
- 2. \$100 to \$199
- 3. \$200 to \$249
- 4. \$250 to \$299
- 5. \$300 to \$349
- 6. \$350 to \$399
- 7. \$400 to \$449
- 8. \$450 to \$499
- 9. \$500 to \$599
- 10. \$600 to \$699
- 11. \$700 to \$799
- 12. \$800 to \$899
- 13. \$900 to \$999
- 14. \$1000 to \$1249
- 15. \$1250 to \$1499
- 16. \$1500 to \$1749
- 17. \$1750 to \$1999
- 18. \$2000 or more

The **HVSRNT** screen (Figure D14) comes up if “For Rent” or “Rented, not occupied” is selected at the **HVSSTA** screen.

Select the rent asked, regardless of what utilities or services it includes. If the rent requested is based on the occupant's income (ability to pay), select the monthly amount paid by the last occupants.

Table D1. HVS Converting Rent Amount to a Monthly Rate

If period is:	Multiply dollar amount by:	Divide dollar amount by:
Daily	30	--
Weekly	4	--
Biweekly	2	--
Quarterly	--	3
Semiannually	--	6
Annually	--	12

Create a scratch sheet and convert reported rent to monthly rates as indicated in Table D1.

For example, if the rent is to be paid by the week and the weekly rate is \$30, you would

multiply \$30 by 4 and **select (3) \$100 to \$124** at the **HVSRNT** screen for that sample unit. Do not attempt to subtract costs for furniture, utilities and services provided by the landlord as part of each regular rent payment.

If the rent to be paid includes rent for a business unit or for other living quarters, report only that part of the total rent which is for the **sample unit**.

Report only the rent paid or scheduled to be paid to the landlord or rental agent. **DO NOT** deduct for any part of the rent that may be paid by a church, government agency or similar organization. For example, if the unit will rent for \$100 a month but the renter will have to pay only \$75 because a church will pay the other \$25, you would still select the “\$100 to \$124” category.

If the unit “for rent” is a mobile home or trailer, include the amount paid for the site, if the site rent is to be paid separately.

3.O UTILITIES PAID BY RENTER

Figure D15. HVSUT1, Utilities Paid by Renter

The screenshot shows a software interface titled "Current Population Survey - Ver 2.20 Tobacco ver 1.40". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar are navigation buttons: "CPS", "ADDR", "FAQ", "Chg Resp", "ROS", "OPTOUT", "F9", and "Exit/F10". The main content area has a yellow background and contains the text: "In addition to rent, does renter pay for: Electricity?". At the bottom of the screen, there are two radio button options: "1. Yes" and "2. No".

Note: Screens **HVSUT2**, **HVSUT3** and **HVSUT4** ask if the renter pays for gas; water; or oil, coal, wood, kerosene, etc.

This item is also asked of units that are “For rent” or “Rented, not occupied”.

For this item, you want to know what utilities or fuels are to be paid for by the renter **in addition** to the “monthly rent asked” and not what **could be** included for more rent, or what **could be** omitted for less rent.

Select (1) Yes or (2) No for each of the four parts: electricity; gas; water; and oil, coal, wood, or kerosene. If there is any question about the meaning of the categories, follow these instructions.

Select “**Yes**” if the renter will pay separately for all or part of the utility or fuel.

Select “**No**” if the cost of the utility or fuel is included in the rent or if the renter will not use the utility or fuel.

If the utility or fuel is available, but you cannot determine whether the next occupants will use it (for example, it may depend on whether they have a gas or electric stove), report on the basis of the last

occupant. Select “**Yes**” in the “oil, coal, wood, kerosene, etc?” category if the renter will use (and pay separately for) fuel other than those listed in the question. The “coal, oil, wood, and kerosene” are merely **examples** of heating and cooking fuels, other than gas and electricity.

If the utility is free, consider it as being included in the rent and select “**No.**”

3.P COMMERCIAL USE OF PROPERTY

Figure D16. HVSCOM, Commercial Use of Property

The screenshot shows a software interface titled "Current Population Survey - Ver 2.20 Tobacco ver 1.40". The menu bar includes "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar are navigation buttons: "CPS", "ADDR", "FAQ", "Chg Resp", "ROS", "OPTOUT", "F9", and "Exit/F10". The main content area has a yellow background and contains the text: "Is any part of this property used as a commercial establishment, or a medical or dental office?". At the bottom of the screen, there are two radio button options: "1. Yes" and "2. No".

This screen comes up if “For sale only” or “Sold, not yet occupied” is selected at the **HVSSTA** screen. Use the following guidelines selecting categories at **HVSCOM**:

Select (1) Yes if any part of the property is used as a commercial establishment or a medical or dental office.

Examples of commercial establishments are a regular store, shop, restaurant, or filling station. A medical office would include medical doctor's and/or dentist's office which may be in the same structure or in a separate structure on the same property.

If there is no commercial establishment, or medical or dental office (either occupied or vacant) on the property, **select (2) No.**

3.Q SALES PRICE OF THE PROPERTY

Item HVSPRC (Figure D17) is only for property **not** used as a commercial establishment, or a medical or dental office; that is, **(2) No** is selected at the **HVSCOM** screen.

Report the **total sales price** (not just the down payment) asked by the owner for “this property.” For units recently sold but not yet occupied, report the selling price.

The sales price asked for “this property” includes the price of the housing unit. Usually, “this property” consists of the one structure and the land on which it is located. However, it may include additional structures such as garages, sheds, barns, etc. For rural units, the property may also include substantial acreage. In some multi-unit structures where individual housing units in the structure are owned separately, “this property” refers to the individual unit that is for sale.

Figure D17. HVSPRC, Sales Price of Property

Current Population Survey - Ver 2.14 Tobacco ver 1.38

Forms Answer Navigate Options Help

CPS ADDR FAQ ROS OPTOUT Exit/F10

What is the sales price asked for this property?

1. Less than \$10,000
 2. \$10,000 to \$12,499
 3. \$12,500 to \$14,999
 4. \$15,000 to \$19,999
 5. \$20,000 to \$24,999
 6. \$25,999 to \$29,999
 7. \$30,000 to \$34,999
 8. \$35,000 to \$39,999
 9. \$40,000 to \$49,999
 10. \$50,000 to \$59,999
 11. \$60,000 to 74,999
 12. \$75,000 to \$99,999
 13. \$100,000 to \$124,999
 14. \$125,000 to \$149,999
 15. \$150,000 to \$199,999
 16. \$200,000 to \$249,999
 17. \$250,000 to \$299,999
 18. \$300,000 to \$349,999
 19. \$350,000 to \$399,999
 20. \$400,000 to \$449,999
 21. \$450,000 to \$499,999
 22. \$500,000 to \$549,999
 23. \$550,000 to \$599,999
 24. \$600,000 or more

Interview by observation Kitchen facilities payment for electricity
 Knowledgeable person # of bathrooms payment for gas
 Number of acres Air conditioning payment for water
 Year structure built Unit occupancy payment for oil, coal, etc.
 # of housing units # of months unit vacant commerical use
 # of rooms Unit for rent, for sale, or sold **property sale price**
 # of bedrooms Other - specify
 Plumbing facilities Monthly Rent

00000133 HVSPRC 11:00:53 AM 9/14/2006 1 536/786

END OF PART D

This is the end of the survey subject matter portion of your CPS Manual.
The next section contains WEBCATI computer procedures.