

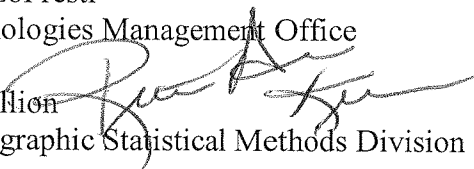


UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau

Washington, DC 20233-0001

JUN 12 2008

MEMORANDUM FOR Barbara M. LoPresti
Chief, Technologies Management Office

From: Ruth Ann Killion 
Chief, Demographic Statistical Methods Division

Subject: Demographic Area Address Listing (DAAL) - Functional
Requirements for the Group Quarters Automated Instrument for
Listing (GAIL) Version 6.0 (Doc # 1.6-S-35)

I. Background

This specification provides requirements for version 6.0 of the Group Quarters Automated Instrument for Listing (GAIL). Beginning March 2009, version 6.0 will replace the version 5.5 GAIL currently in production. GAIL version 6.0 will be used for current surveys: to list GQs in the GQ Frame (GQ cases) and to list those GQs found while listing Update Block (Area Frame) cases (GQ-A cases). The GAIL will also be used for CAUS (Community Address Updating System), to list those GQs found while listing Update Block cases (GQ-A cases).

The GAIL version 6.0 addresses changes required for the modified Group Quarter type codes as a result of the 2008 Census Dress Rehearsal and 2010 Census. The GAIL version 6.0 also incorporates a few wording changes to screens.

The Technologies Management Office (TMO) is programming the GAIL using Blaise, a survey processing system software suite developed by Statistics Netherlands. It is distributed and supported in the U.S. and Canada by Westat. For more information concerning Blaise, refer to <http://www.westat.com/blaise/>.

For completeness, this document outlines the entire GAIL instrument, rather than just the changes/additions being made specifically for version 6.0. These changes/additions will be highlighted in blue for easier identification.

This document is organized into the following sections:

- I. Background
- II. General GAIL requirements
- III. Outcome Codes
- IV. Screen Layout/Design
- V. Screen Details
- VI. Timing
- VII. Inputs to/Outputs from the GAIL

II. General GAIL Requirements

- A. At the bottom of every screen a status bar containing the Case ID, screen name, time, date, control number, and GQ name.
- B. Yes/No boxes will be used to update GQ information.
- C. The original data should appear in the top half of the screen (Info Pane).
- D. The user can press F10 to exit the instrument at any time. An exit screen should appear, followed by case notes.
- E. Where help is available, ?[F1] will appear in the top left of the screen.
- F. Verbatim instructions for the user are in black type. Instructions specifically for the user are in blue type. These instructions can sometimes be read verbatim to the respondent.
- G. For current surveys cases only, once the listing method is established, the instrument should display the type of listing method at the top of the screen.
- H. Pressing *Home* will take the user to the first screen of the case. Pressing *End* will take the user to the last screen that was worked for that case.
- I. Speed buttons will not be enabled.
- J. When making a selection, the user has two options. The user can use the mouse to “click” on the radio button immediately next to the correct selection or the user can enter the selection number via the key-pad (for example, “O 1. Yes”).
- K. The user can access Case Notes from anywhere in the instrument by using Ctrl + F7.
- L. Any pre-full system test instruments DSMD receives for testing should include the following:
 - watch window
 - X in the top right corner should be active
 - Complete Listing screen – the A/D Flag and GQ Line # field are to be shown
 - CaseID output
 - FOG
 - Case Notes
- M. The instrument used for training materials should:
 - exclude the watch window
 - disable the X in the top right corner
 - Complete Listing screen – the A/D Flag and GQ Line # field should not be shown

- exclude the CaseID output
 - not produce a FOG
- The view should be the same as it will appear for Production.

III. Outcome Codes

Outcome Code	Description	Transmittable	TMO Action Code	Listing Status Code
800	Not started	No	00	
801	Completed - residential	Yes	10	L
802	Insufficient partial – follow-up required	Yes - Final only, SR	23	O
803	Sufficient partial - unable to complete	Yes - SR	03	P
804	Sufficient partial - follow-up required	Yes - Final only, SR		P
805	Insufficient partial - follow-up not required	Yes - SR	21	E
815	Not started - unable to complete	Yes - SR	21	E
817	Unable to locate	Yes - SR	21	E
818	Refusal	Yes - SR	21	E
833	Other - explain in notes	Yes - SR	31	F
840	Complete - address/GQ deleted	Yes - SR	41	G
842	Out-of-Scope GQ	Yes - SR	41	G
849	Other - Not listed, won't be sent out again	Yes - SR	41	G
870	Not started – outside FR's assignment area	Yes - SR	21	F
901	Completed - non-residential, uninhabitable, no HUs	Yes - SR	11	L
902	GQ entirely institutional	Yes - SR	11	L
903	GQ entirely military	Yes - SR	11	L
904	GQ converted to regular housing unit	Yes - SR	11	L
905	Commercial unit	Yes - SR	11	L

Notes:

SR = Supervisory Review. These cases will go to Supervisory Review.

For Current Surveys cases, the GAIL will assign an outcome code of 802 for any case where the user does not complete the case up to the estimated number of units (unless otherwise specified).

For CAUS cases, the GAIL will assign an outcome code of 802 for any case where the user does not complete the case up to Special Place (unless otherwise specified).

IV. Screen Layout/Design

Per Graphical User Interface (GUI) standards, colors are to be assigned as follows:

Background Info Pane:	Cream
Background Form Pane:	Light gray
Background Status Bar:	Light gray
Verbatim Wording:	Bold black
Interview instructions/info:	Regular blue - preceded by a diamond or bold blue
Precodes:	Regular black

Below is an example of both the production instrument screen and the training instrument screen. The screen components are described following the illustration.

The screenshot shows a software window titled "Current Survey Group Quarters (GQ) Listing Ver 3.1 (Dress Rehearsal)". The window has a menu bar with "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar is a tab sheet with "Main Block" and "Set Appointment/Call Back/Exit". The main content area is divided into an "Info Pane" and a "Form Pane". The "Info Pane" contains the U.S. Census Bureau logo, the text "G A I L", "GQ AUTOMATED INSTRUMENT FOR LISTING CURRENT SURVEYS", "v3.2 (10/17/2002)", and instructions: "Press 'CTRL+F7' to access NOTES at any time during the instrument" and "Press 'F10' to exit at anytime during the instrument.". The "Form Pane" is currently empty and has a small "Introduction screen to the GAIL" checkbox. The status bar at the bottom displays "00000002 SurveyScreen 1:15:37 PM 1/7/2003 511630301002026 0003112 INAYAL LOCK-UP C".

Title Bar

Menu Bar

Tab Sheet

Info Pane

Form Pane

Status Bar

Title Bar: Contains the program title and instrument version. The standard is:

- ✓ All options for switching between window sizes are to be disabled. The “X” at the far right will be displayed but will be disabled.
- ✓ For Production, display survey name, version of the instrument, and the date (MM/DD/YYYY) created. Example: Group Quarters (GQ) Listing – Production Instrument Ver 6.0 Created 04/01/2005.
- ✓ For Training, display survey name, version of the instrument, and the date (MM/DD/YYYY) created on the SurveyScreen. Example: Group Quarters (GQ) Listing – Training Instrument Ver 6.0 Created 04/01/2005. The standard training screen (when SURVTYPE=T) is displayed above. This screen will precede the SurveyScreen.

Menu Bar: Contains five menu items/options. These are accessed using standard windows options. The user can click on the options or hold down the Alt key and press the underlined letter of each option. For example, to access the Forms sub-menu, the user would press Alt - F.

The table below lists the standards options and sub-menus. *Notes:* Not all sub-menu items will be available choices on each screen.

Menu Item	Sub-Menu Option	Function Key/ Key Combinations	Notes/Definition
Forms			
	Save	Ctrl+S	Saves and continues in the current form
	Exit	F10	Calls another instrument
Answer			
	Don't Know	Ctrl+D	Select if respondent does not know the answer to a question
	Refuse	Ctrl+R	Select if respondent refuses to answer a question
	Case Notes	Ctrl+F7	Accesses Case-level notes
	Repeat	F12	Copies the value of a similar field
Navigate			
	Jump Menu	F4	Jumps to the SurveyScreen or ApptSelect screen

Menu Item	Sub-Menu Option	Function Key/ Key Combinations	Notes/Definition
	Return	F8	Jumps to the SurveyScreen
	Show Function Keys	Shift+F10	Displays list of function keys and uses
	Search Tag	Ctrl+F	Jumps to a particular variable/screen
Options			
	Calendar	Ctrl+F11	Opens a calendar
	Calculator	F11	Opens the window calculator
Help			
	Question Help	F1	Displays help for the current question
	Show Function Keys	Ctrl+K	Displays list of function keys and uses
	Show Standard Abbr	Shift+F11	Displays standard listing abbreviations
	Info	Ctrl+H	Displays information about the program

Tab Sheet: There are only two tabs: Main Block and Exit/F10. The user can click on the Exit/F10 tab to set a non-interview. The Main Block is used for all other parts of the survey.

Info Pane: This section contains items such as question text, instructions, previous interview data, navigation prompts, and other information meant for the user.

Form Pane: The data entry portion of the screen. Items such as field descriptions, pick lists, and data entry fields appear here.

Status Bar: Contains information about the case the user is currently in. The following items are to appear on the status bar, in the order listed:

Case ID
Variable Name
Current Time (HH:MM:SS AM/PM)
Current Date (MM/DD/YYYY)
Control Number
GQ Name

V. Screen Details

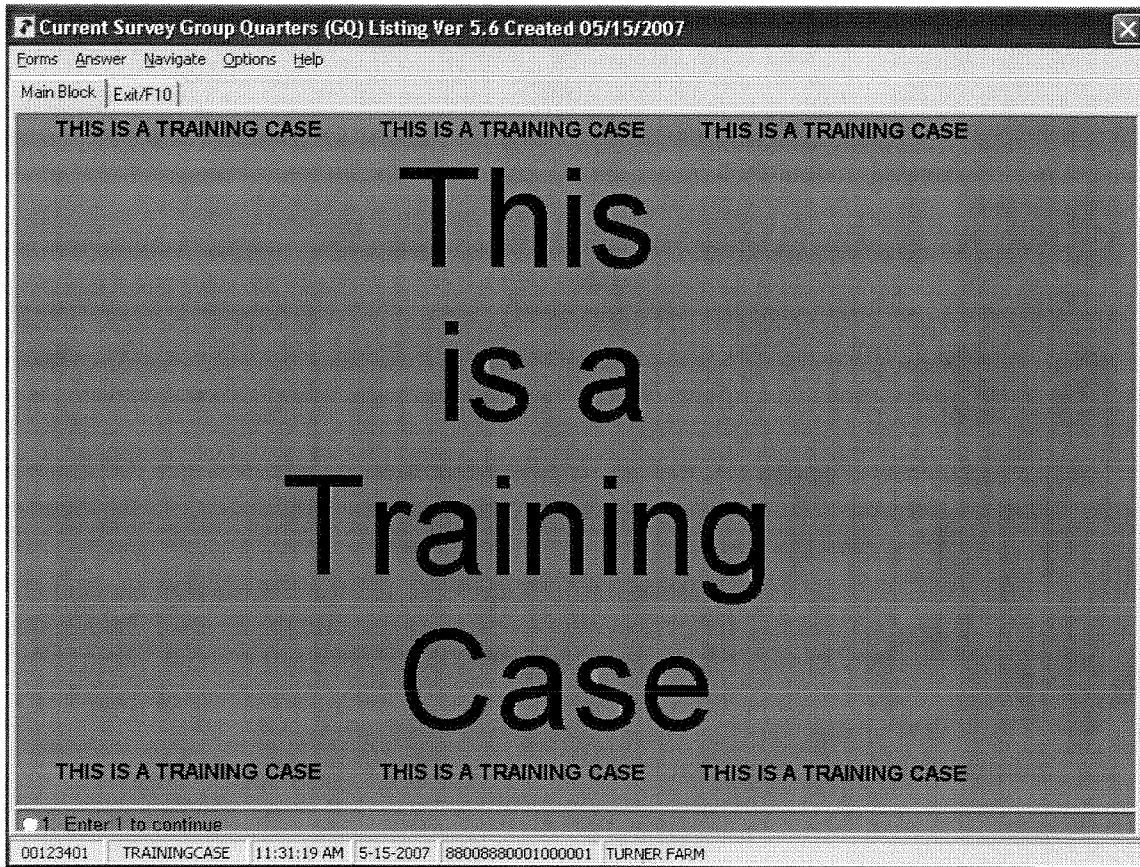
The following pages outline the details of each screen in the GAIL. The parts of each screen are as follows:

Variable Name The screen name. This name appears on the status bar.

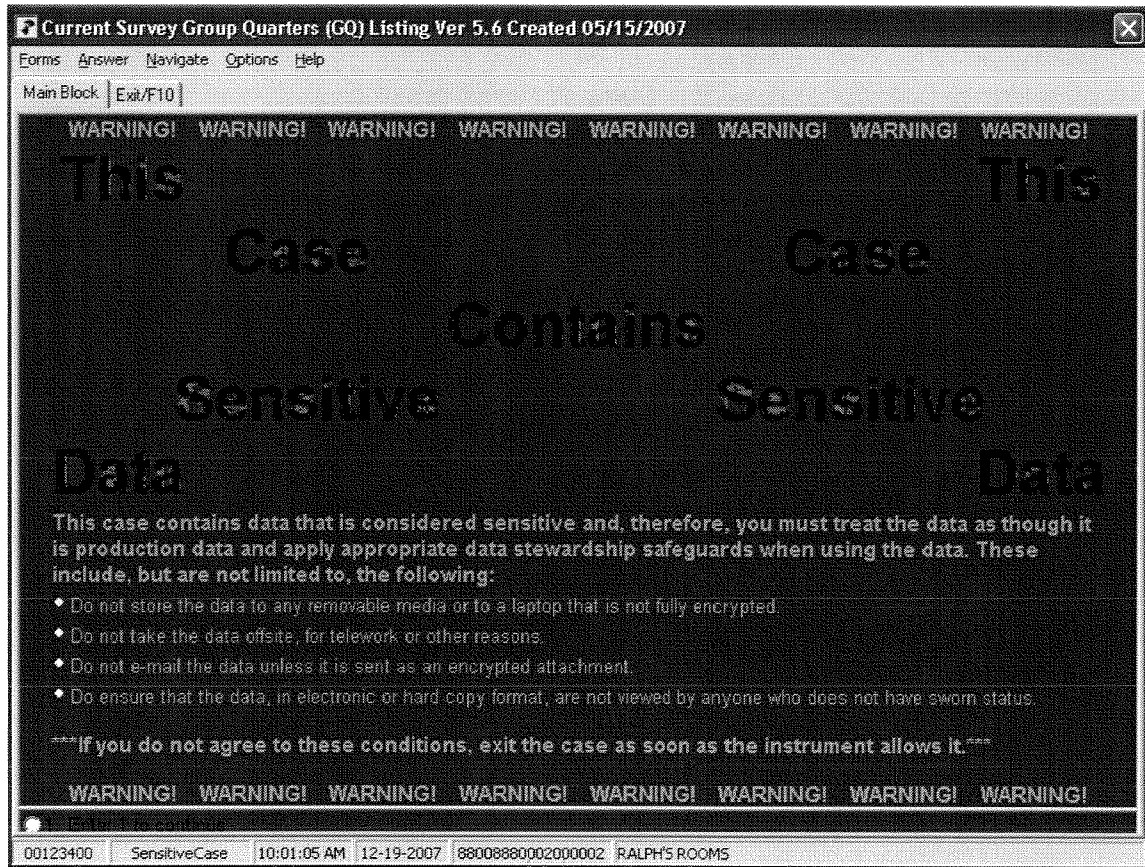
Field Description	The name used in the Form Pane. The user's answer appears next to this variable.
Field Definition	Gives a definition of the variable collected.
Universe	Tells when the variable is used or what must occur to obtain the variable.
Info Pane	Outlines how the screen should look and the wording it should contain.
Form Pane	Contains the Field Descriptions. The user's answers are collected here.
Question Text/Fill Instruction	Displays the question the user must answer.
Field Length	The maximum length of the field.
Valid Values	Gives the values that are valid for the variable. When "blank" is acceptable, it will be included.
Skip Instructions	Tells where the user will go after collecting a specific variable.
Special Instructions	Contains important information for the variable. Hard Error screens, Active screens, and procedures incorporated into the instrument are in this section.
Help Reference Word	Contains the key word that will be included in the Help section of the instrument. The definition of the key word will appear when the user presses F1.

An index of GAIL variable names appears as Attachment A.

The GAIL will display a special screen, that identifies the instrument as a training instrument before the screen that would typically appear first. This screen is only displayed when the survey type field in Record Type 10 identifies the study as a training instrument. This training screen is displayed below.



The GAIL will display a special screen that identifies the case as sensitive before the screen that would typically appear first. This screen is only displayed when the data sensitivity field in Record Type 10 has a value = 'S' in a SCIF delivered for testing purposes. This data sensitivity screen is displayed below.



Variable Name: **SurveyScreen**

Field Description: Survey screen

Field Definition: Introduction screen to the GAIL

Universe: Always display when entering the GAIL

Info Pane:

(Picture) U.S. CENSUS BUREAU	(Current date)
	(Current time)
G A I L	
GQ AUTOMATED INSTRUMENT FOR LISTING	
(survey name)	
v(current version and release date)	
Press "CTRL + F7" to access NOTES at any time during the instrument.	
Press "F10" to exit at anytime during the instrument.	
<input type="radio"/> 1. Enter 1 to continue	

Form Pane:

Survey screen [fill]

Question Text/Fill Instruction:

User Instructions: 1. Enter 1 to continue

Field Length: 1

Valid Values: 1

Skip Instructions: <1> Go to StartScreen (StartScreen) if the GQ is Military, Non-Military,
or the GQChangeFlag = B or blank
Go to GQChangeFlag (GQChangeFlag) if the GQChangeFlag ne B

Special Instructions: If the SCIF Assignment Type = 13 or 33, display 'CURRENT SURVEYS'
for the survey name. If the SCIF Assignment Type = 53, display 'CAUS' for
the survey name.

After "1" is entered, the outcome code should be set to 802 for all cases.

Help Reference Word: SurveyScreen

Variable Name: **StartScreen**

Field Description: Start Screen

Field Definition: Displays information about the case

Universe: Always display after SurveyScreen if no GQ change flag exists or
GQChangeFlag = B

Info Pane:

? [F1]	
◆ You are about to conduct a GQ Listing for:	
Special Place Name	:[fill with SP name]
GQ Name	:[fill with GQ name]
GQ Address	:[fill with complete GQ address]
Control Number	:[fill with control number]
I/N	:[fill with Institutional or Non-Institutional] :[fill with Military if applicable]
Assignment Type	:[fill with GQ or GQ-A]
Initial/Updating	:[fill with Initial Listing or Updating]
GQ Type Code	:[type code space space - space space description]
<input type="radio"/> 1. Proceed	
<input type="radio"/> 2. Quit	

Form Pane:

Start Screen	[fill]
GQChangeFlag	[]

Question Text/Fill Instructions:

User Instructions: ◆ You are about to conduct a GQ listing for:

1. Proceed
2. Quit

Field Length: 1
Valid Values: 1, 2

Skip Instructions: <1> Go to GQInfoAdd1Q (Verify GQ Address)
<2> Go to ApptSelect (Select Option)

Special Instructions: If the GQChangeFlag = B display: “◆ You made changes (address, GQ Name, SP Name) to this GQ in the ALMI. Please verify those changes as you list the GQ in the GAIL.”

Help Reference Word: StartScreen

Variable Name: **GQChangeFlag**

Field Description: GQChangeFlag

Field Definition: Tells the user what action was taken on the GQ in the ALMI

Universe: Display if GQ Change Flag = D, M, U, N, or C

Info Pane:

? [F1]	
◆ [fill with appropriate change flag expression]	
Special Place Name	:[fill with SP name]
GQ Name	:[fill with GQ name]
GQ Address	:[fill with complete GQ address]
Control Number	:[fill with control number]
I/N	:[fill with Institutional or Non-Institutional] :[fill with Military if applicable]
Assignment Type	:[fill with GQ or GQ-A]
Initial/Updating	:[fill with Initial Listing or Updating]
GQ Type Code	:[type code space space - space space description]
<input type="radio"/> 1. Yes	
<input type="radio"/> 2. No	
<input type="radio"/> 3. Quit	

Form Pane:

Start Screen	[fill]
GQChangeFlag	[]

Question Text/Fill Instruction:

User Instructions: ◆ [fill with appropriate change flag expression]

- 1. Yes
- 2. No

Field Length: 3. Quit
1

Valid Values: 1, 2, 3

Skip Instructions: <1> Go to Thank; assign appropriate outcome code
<2> Go to Thank; assign an outcome code = 800
<3> Go to Thank; assign an outcome code = 800

Special Instructions: When the GQ change flag is:
D - display "This GQ was **deleted** in the ALMI. Is this correct?"

M - display "This GQ was **moved** in the ALMI. Is this correct?"

U - display "This GQ is **unable to be verified** in the ALMI. Is this correct?"

N - display "This GQ is **non-residential** in the ALMI. Is this correct?"

C - display "This GQ **converted to housing units** in the ALMI. Is this correct?" Change type code to '000' if "1. Yes" is selected.

Help Reference Word: GQChangeFlag

Variable Name: **GQInfoAdd1Q**

Field Description: Verify GQ Address

Field Definition: Verifies the location address of the GQ

Universe: Display if the GQ has a location address

Info Pane:

<p>? [F1]</p> <p>◆ Is (GQ address) still the complete location address of this GQ? (A complete address usually includes a street type, direction, etc, e.g. 101 S Main Street NE.)</p> <p>Special Place: [fill with SP name] GQ Name: [fill with GQ name] Location Address: [fill with GQ address] Physical Description: [fill with physical description] Building Name: [fill with building name] GQ Type Description: [fill with description]</p>
<p><input type="radio"/> 1. Yes</p> <p><input type="radio"/> 2. No</p>
<p>Verify GQ Address [fill]</p>

Form Pane:

Question Text/Fill Instructions:

User Instructions: ◆ Is **(GQ address)** still the **complete** location address of this GQ?
 (A complete address usually includes a street type, direction, etc,
 e.g. 101 S Main Street NE.)

1. Yes
 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to GQPhysDescQ (GQ Phys Desc Quex) if a physical desc exists.
 Go to PHYSDES (Physical description of the GQ) if a physical
 description doesn't exist.

<2> Go to GQNonCityQuex (House #, Street Name)

Special Instructions: If a city-style and non-city-style address appear on the SCIF, display the city-style address if it contains a house number and street name (complete address). Otherwise, display the non-city-style address.

Help Reference Word: GQInfoAdd1Q

Variable Name: GQNonCityQuex

Field Description: House #, Street Name

Field Definition: Determines whether the address to be collected will be city-style (House #, Street Name) or non-city-style (RR, Box#)

Universe: Display when GQInfoAdd1Q = 2, or when an address is missing

Info Pane:

? [F1]	
◆ Does the location address contain a House #, Street Name? (as opposed to a Rural Route, Box #)	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]
<input type="radio"/> 1. Yes	
<input type="radio"/> 2. No	

Form Pane:

House #, Street Name	[fill]	GQ Street name suffix dir	[]
GQ House number	[]	Street name extension	[]
GQ House number suffix	[]	Unit designation	[]
GQ Street name prefix dir	[]	Rural Route descriptor	[]
GQ street name prefix type	[]	Rural Route ID	[]
GQ Street name	[]	Box descriptor	[]
GQ Street name suffix type	[]	Box ID	[]

Question Text/Fill Instruction:

User Instructions: ◆ Does the location address contain a House #, Street Name?
(as opposed to a Rural Route, Box #)

- 1. Yes
- 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to HNO_ (GQ House number)
<2> Go to RRDESC_ (Rural Route descriptor)

Special Instructions:

Help Reference Word: GQNonCityQuex

Variable Name: **HNO_**

Field Description: GQ House number

Field Definition: Update or verify the GQ House number

Universe: Display when GQNonCityQuex (House #, Street Name) = 1

Info Pane:

? [F1]	
◆ What is the house number of this GQ?	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]

Form Pane:

House #, Street Name	<input type="checkbox"/>	GQ Street name suffix dir	<input type="checkbox"/>
GQ House number	[fill]	Street name extension	<input type="checkbox"/>
GQ House number suffix	<input type="checkbox"/>	Unit designation	<input type="checkbox"/>
GQ Street name prefix dir	<input type="checkbox"/>	Rural Route descriptor	<input type="checkbox"/>
GQ street name prefix type	<input type="checkbox"/>	Rural Route ID	<input type="checkbox"/>
GQ Street name	<input type="checkbox"/>	Box descriptor	<input type="checkbox"/>
GQ Street name suffix type	<input type="checkbox"/>	Box ID	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: ◆ What is the house number of this GQ?

Field Length: 10

Valid Values: Alphanumeric, standard punctuation (-, @, #, \$, %, ^ & *, -, /), blank

Skip Instructions: Go to HNOSUF_ (GQ house # suffix) if HNO_ (GQ House number) is filled.
Go to STRPRXD_ (GQ street name prefix dir) if HNO_ (GQ House number) is not filled.

Special Instructions: If house number is NOT filled in, a physical description is must enter.
Otherwise, physical description is optional (user is allowed to enter through).

Help Reference Word: HNO_

Variable Name: **HNOSUF_**

Field Description: GQ House number suffix

Field Definition: Update or verify the house number suffix.

Universe: Display when HNO_ (GQ House number) is filled.

Info Pane:

? [F1]	
◆ What is the house number suffix (if any) of this GQ? (e.g. A, 3, 1/2)	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]

Form Pane:

House #, Street Name	<input type="checkbox"/>	GQ Street name suffix dir	<input type="checkbox"/>
GQ House number	<input type="checkbox"/>	Street name extension	<input type="checkbox"/>
GQ House number suffix	[fill]	Unit designation	<input type="checkbox"/>
GQ Street name prefix dir	<input type="checkbox"/>	Rural Route descriptor	<input type="checkbox"/>
GQ street name prefix type	<input type="checkbox"/>	Rural Route ID	<input type="checkbox"/>
GQ Street name	<input type="checkbox"/>	Box descriptor	<input type="checkbox"/>
GQ Street name suffix type	<input type="checkbox"/>	Box ID	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: ◆ What is the house number suffix (if any) of this GQ? (e.g. A, 3, 1/2)

Field Length: 3

Valid Values: Alphanumeric, blank

Skip Instructions: Go to STRPRXD_ (GQ Street name prefix dir)

Special Instructions:

Help Reference Word: HNOSUF_

Variable Name: **STRPRXD_**

Field Description: GQ Street name prefix dir

Field Definition: GQ street name direction prefix.

Universe: Display when GQNonCityQuex (House #, Street Name) = 1

Info Pane:

? [F1]	
◆ What is the street name prefix direction (if any) of this GQ? (e.g. N=North, SW=Southwest)	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]

Form Pane:

House #, Street Name	<input type="checkbox"/>	GQ Street name suffix dir	<input type="checkbox"/>
GQ House number	<input type="checkbox"/>	Street name extension	<input type="checkbox"/>
GQ House number suffix	<input type="checkbox"/>	Unit designation	<input type="checkbox"/>
GQ Street name prefix dir	[fill]	Rural Route descriptor	<input type="checkbox"/>
GQ Street name prefix type	<input type="checkbox"/>	Rural Route ID	<input type="checkbox"/>
GQ Street name	<input type="checkbox"/>	Box descriptor	<input type="checkbox"/>
GQ Street name suffix type	<input type="checkbox"/>	Box ID	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: ◆ What is the street name prefix direction (if any) of this GQ?
(e.g. N=North, SW=Southwest)

Field Length: 2

Valid Values: N, S, E, W, NE, NW, SE, SW, O, NO, SO, blank

Skip Instructions: Go to STRPRXT_ (GQ Street name prefix type)

Special Instructions: The Spanish street name prefix direction label should be displayed immediately after the English label if both the Spanish and English label have the same abbreviation. (See the Hard Error message below for an illustration of this.)

Display a Hard Error message if the valid values are not entered.
Allow the user to delete an incorrect entry and leave the field blank.

Hard Error: An incorrect street direction was entered. Try again.
These are the valid entries:

N = North/Norte	NE = Northeast/Noreste	O = Oeste
S = South/Sur	SE = Southeast/Sudeste	NO = Noroeste
E = East/Este	NW = Northwest	SO = Sudoeste
W = West	SW = Southwest	

Suppress	gray out
Close	return to STRPRXD
Goto	return to STRPRXD

Help Reference Word: STRPRXD_

Variable Name: STRPRXT_

Field Description: GQ Street name prefix type

Field Definition: GQ street name prefix type

Universe: Display when GQNonCityQuex (House #, Street Name) = 1

Info Pane:

? [F1]
◆ What is the street name prefix type (if any) of this GQ? (e.g. USHY = U S Highway, BYP = Bypass)
Special Place: [fill with SP name]
GQ Name: [fill with GQ name]
Location Address: [fill with GQ address]
Physical Description: [fill with physical description]
Building Name: [fill with building name]
GQ Type Description: [fill with description]

Form Pane:

House #, Street Name	<input type="checkbox"/>	GQ Street name suffix dir	<input type="checkbox"/>
GQ House number	<input type="checkbox"/>	Street name extension	<input type="checkbox"/>
GQ House number suffix	<input type="checkbox"/>	Unit designation	<input type="checkbox"/>
GQ Street name prefix dir	<input type="checkbox"/>	Rural Route descriptor	<input type="checkbox"/>
GQ Street name prefix type	[fill]	Rural Route ID	<input type="checkbox"/>
GQ Street name	<input type="checkbox"/>	Box descriptor	<input type="checkbox"/>
GQ Street name suffix type	<input type="checkbox"/>	Box ID	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instruction: ◆ What is the street name prefix type (if any) of this GQ?
(e.g. USHY = U S Highway, BYP = Bypass)

Field Length: 4

Valid Values: Street name prefix type list (provided by DSMD), blank

Skip Instructions: Go to STRNAME_ (GQ Street Name)

Special Instructions: When the user enters an alpha-character in this field, the first word beginning with that character should be displayed.

The prefix type list should be available as a drop down list.

Help Reference Word: STRPRXT_

Variable Name: STRNAME_

Field Description: GQ Street Name

Field Definition: The name of the street where the GQ is located

Universe: Display when GQNonCityQuex (House #, Street Name) = 1

Info Pane:

? [F1]	
◆ What is the street name of this GQ?	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]

Form Pane:

House #, Street Name	<input type="checkbox"/>	GQ Street name suffix dir	<input type="checkbox"/>
GQ House number	<input type="checkbox"/>	Street name extension	<input type="checkbox"/>
GQ House number suffix	<input type="checkbox"/>	Unit designation	<input type="checkbox"/>
GQ Street name prefix dir	<input type="checkbox"/>	Rural Route descriptor	<input type="checkbox"/>
GQ street name prefix type	<input type="checkbox"/>	Rural Route ID	<input type="checkbox"/>
GQ Street name	[fill]	Box descriptor	<input type="checkbox"/>
GQ Street name suffix type	<input type="checkbox"/>	Box ID	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instruction: ◆ What is the street name of this GQ?

Field Length: 28

Valid Values: Alphanumeric

Skip Instructions: Go to STRSFXT_ (GQ Street name suffix type)

Special Instructions: This is a must enter field. Display a Hard Error message if the user tries to enter through this field.

Hard Error: You have indicated that the location address contains a street name. A street name must be entered.

Suppress - gray out

Close - return to STRNAME

Goto - return to STRNAME

Help Reference Word: STRNAME_

Variable Name: STRSFXT_

Field Description: GQ Street name suffix type

Field Definition: The street name suffix type of the GQ

Universe: Display when GQNonCityQuex (House #, Street Name) = 1

Info Pane:

? [F1]
◆ What is the street name suffix type (if any) of this GQ? (e.g. DR = Drive, ST = Street)
Special Place: [fill with SP name]
GQ Name: [fill with GQ name]
Location Address: [fill with GQ address]
Physical Description: [fill with physical description]
Building Name: [fill with building name]
GQ Type Description: [fill with description]

Form Pane:

House #, Street Name	<input type="checkbox"/>	GQ Street name suffix dir	<input type="checkbox"/>
GQ House number	<input type="checkbox"/>	Street name extension	<input type="checkbox"/>
GQ House number suffix	<input type="checkbox"/>	Unit designation	<input type="checkbox"/>
GQ Street name prefix dir	<input type="checkbox"/>	Rural Route descriptor	<input type="checkbox"/>
GQ Street name prefix type	<input type="checkbox"/>	Rural Route ID	<input type="checkbox"/>
GQ Street name	<input type="checkbox"/>	Box descriptor	<input type="checkbox"/>
GQ Street name suffix type	[fill]	Box ID	<input type="checkbox"/>

Question Test/Fill Instructions:

User Instruction: ◆ What is the street name suffix type (if any) of this GQ?
(e.g. DR = Drive, ST = Street)

Field Length: 4

Valid Values: Street name suffix type list (provided by DSMD), blank

Skip Instructions: Go to STRSFXD (GQ Street name suffix dir)

Special Instructions: When the user enters an alpha-character in this field, the first word beginning with that character should be displayed.

A drop down list of valid suffix types should be available to the user.

Help Reference Word: STRSFXT_

Variable Name: **STRSFXD_**

Field Description: GQ Street name suffix dir

Field Definition: The directional suffix for the GQ street name

Universe: Display when GQNonCityQuex (House #, Street Name) = 1

Info Pane:

? [F1]	
◆ What is the street name suffix direction (if any) of this GQ? (e.g. N = North, SW = Southwest)	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]

Form Pane:

House #, Street Name	[fill]	GQ Street name suffix dir	[fill]
GQ House number	[]	Street name extension	[]
GQ House number suffix	[]	Unit designation	[]
GQ Street name prefix dir	[]	Rural Route descriptor	[]
GQ Street name prefix type	[]	Rural Route ID	[]
GQ Street name	[]	Box descriptor	[]
GQ Street name suffix type	[]	Box ID	[]

Questions Text/Fill Instructions:

User Instruction: ◆ What is the street name suffix direction (if any) of this GQ?
(e.g. N = North, SW = Southwest)

Field Length: 2

Valid Values: N, S, E, W, NE, NW, SE, SW,O, NO, SO, blank

Skip Instructions: Go to STRNAMX_ (Street name extension)

Special Instructions: The Spanish street name prefix direction label should be displayed immediately after the English label if both the Spanish and English label have the same abbreviation. (See the Hard Error message below for an illustration of this.)

Display a Hard Error message if the valid values are not entered. Allow user to delete an incorrect entry and leave the field blank.

Hard Error: An incorrect street direction was entered. Try again.
These are the valid entries:

N = North/Norte	NE = Northeast/Noreste	O = Oeste
S = South/Sur	SE = Southeast/Sudeste	NO = Noroeste
E = East/Este	NW = Northwest	SO = Sudoeste
W = West	SW = Southwest	

Suppress	gray out
Close	return to STRPRXD_
Goto	return to STRPRXD_

Help Reference Word: STRSFXD_

Variable Name: STRNAMX_

Field Description: Street name extension

Field Definition: The street name extension for the GQ (also referred to as street qualifiers).

Universe: Display when GQNonCityQuex (House #, Street Name) = 1

Info Pane:

? [F1]
◆ What is the street name extension (if any) of this GQ? (e.g. BUS = Business, BYP = Bypass)
Special Place: [fill with SP name]
GQ Name: [fill with GQ name]
Location Address: [fill with GQ address]
Physical Description: [fill with physical description]
Building Name: [fill with building name]
GQ Type Description: [fill with description]

Form Pane:

House #, Street Name	[fill]	GQ Street name suffix dir	[]
GQ House number	[]	Street name extension	[fill]
GQ House number suffix	[]	Unit designation	[]
GQ Street name prefix dir	[]	Rural Route descriptor	[]
GQ Street name prefix type	[]	Rural Route ID	[]
GQ Street name	[]	Box descriptor	[]
GQ Street name suffix type	[]	Box ID	[]

Question Test/Fill Instructions:

User Instructions: ◆ What is the street name extension (if any) of this GQ?
(e.g. BUS = Business, BYP = Bypass)

Field Length: 3

Valid Values: Street name extension list (provided by DSMD), blank

Skip Instruction: Go to UNITDES_ (Unit designation)

Special Instructions: Display the valid values in a drop down list.

Help Reference Word: STRNAMX_

Variable Name: **UNITDES_**

Field Description: Unit designation

Field Definition: The unit designation used for a GQ

Universe: Display when GQNonCityQuex (House #, Street Name) = 1

Info Pane:

? [F1]

◆ What is the unit designation (if any) of this GQ?
(e.g. #3, A-12, Wing 3)

Special Place: [fill with SP name]
GQ Name: [fill with GQ name]
Location Address: [fill with GQ address]
Physical Description: [fill with physical description]
Building Name: [fill with building name]
GQ Type Description: [fill with description]

Form Pane:

House #, Street Name	<input type="checkbox"/>	GQ Street name suffix dir	<input type="checkbox"/>
GQ House number	<input type="checkbox"/>	Street name extension	<input type="checkbox"/>
GQ House number suffix	<input type="checkbox"/>	Unit designation	[fill]
GQ Street name prefix dir	<input type="checkbox"/>	Rural Route descriptor	<input type="checkbox"/>
GQ Street name prefix type	<input type="checkbox"/>	Rural Route ID	<input type="checkbox"/>
GQ Street name	<input type="checkbox"/>	Box descriptor	<input type="checkbox"/>
GQ Street name suffix type	<input type="checkbox"/>	Box ID	<input type="checkbox"/>

Question Test/Fill Instructions:

User Instruction: ◆ What is the unit designation (if any) of this GQ?
(e.g. #3, A-12, Wing 3)

Field Length: 20

Valid Values: Alphanumeric, blank

Skip Instructions: Go to ZIP5_ (GQ ZIP 5)

Special Instructions:

Help Reference Word: UNITDES_

Variable Name: ZIP5_

Field Description: GQ ZIP 5

Field Definition: The five-digit ZIP code for the GQ

Universe: Always display when updating the address (city-style or non-city-style)

Info Pane:

? [F1]
◆ What is the ZIP code of this GQ?
Special Place: [fill with SP name]
GQ Name: [fill with GQ name]
Location Address: [fill with GQ address]
Physical Description: [fill with physical description]
Building Name: [fill with building name]
GQ Type Description: [fill with description]

Form Pane:

GQ ZIP 5	[fill]
GQ ZIP 4	<input type="checkbox"/>
GQ Phys Desc Question	<input type="checkbox"/>
Verify GQ Bldg Name	<input type="checkbox"/>
GQ Building Name	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instruction: ◆ What is the ZIP code of this GQ?

Field Length: 5

Valid Values: Numeric

Skip Instructions: Go to ZIP4_ (GQ ZIP 4)

Special Instructions: This field must always be filled with a 5-digit ZIP code, else display the Hard Error. The user can enter through this field (without changing the ZIP code), but the last 5-digit code entered must be kept.

Hard Error: You must enter all five digits of the ZIP code.

Suppress	gray out
Close	return to ZIP5
Goto	return to ZIP5

Help Reference Word: ZIP5_

Variable Name: ZIP4_

Field Description: GQ ZIP 4

Field Definition: The four-digit extension of the ZIP code for a GQ

Universe: Always ask when updating the address (city-style or non-city-style)

Info Pane:

? [F1]
◆ What is the 4 digit extension of the ZIP code (if any) of this GQ?
Special Place: [fill with SP name]
GQ Name: [fill with GQ name]
Location Address: [fill with GQ address]
Physical Description: [fill with physical description]
Building Name: [fill with building name]
GQ Type Description: [fill with description]

Form Pane:

GQ ZIP 5	<input type="checkbox"/>
GQ ZIP 4	<input type="checkbox"/> [fill]
GQ Phys Desc Question	<input type="checkbox"/>
Verify GQ Bldg Name	<input type="checkbox"/>
GQ Building Name	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instruction: ◆ What is the 4 digit extension of the ZIP code (if any) of this GQ?

Field Length: 4

Valid Value: Numeric, blank

Skip Instructions: Go to GQPhysDescQ (GQ Phys Desc Question) if a physical description exists, or if house number is missing.
Go to PHYDES if a physical description does not exist.

Special Instructions: Display a Hard Error message if the field has less than 4 digits. Allow the user to space four times to leave the field blank. This field can be entered through and left empty.

Hard Error: You must enter all four digits of the ZIP code extension.

If you don't know the four digit ZIP extension, go back and press the 'Delete' key to leave the field blank.

Suppress	gray out
Close	return to ZIP4_
Goto	return to ZIP4_

Help Reference Word: ZIP4_

Variable Name: **RRDESC_**

Field Description: Rural Route descriptor

Field Definition: The descriptor used for a rural route address

Universe: Display when GQNonCityQuex (House #, Street Name) = 2, indicating a non-city-style address

Info Pane:

?[F1]

◆ What is the rural route descriptor (if any) of this GQ? (e.g., RR, SR, HCR)

Special Place: [fill with SP name]
 GQ Name: [fill with GQ name]
 Location Address: [fill with GQ address]
 Physical Description: [fill with physical description]
 Building Name: [fill with building name]
 GQ Type Description: [fill with description]

Form Pane:

House #, Street Name	<input type="checkbox"/>	GQ Street name suffix dir	<input type="checkbox"/>
GQ House number	<input type="checkbox"/>	Street name extension	<input type="checkbox"/>
GQ House number suffix	<input type="checkbox"/>	Unit designation	<input type="checkbox"/>
GQ Street name prefix dir	<input type="checkbox"/>	Rural Route descriptor	[fill]
GQ Street name prefix type	<input type="checkbox"/>	Rural Route ID	<input type="checkbox"/>
GQ Street name	<input type="checkbox"/>	Box descriptor	<input type="checkbox"/>
GQ Street name suffix type	<input type="checkbox"/>	Box ID	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: ◆ What is the rural route descriptor (if any) of this GQ? (e.g., RR, SR, HCR)

Field Length: 4

Valid Values: Rural route descriptor list, blank

Skip Instructions: Go to RRID (Rural Route ID) if filled with a valid descriptor.
Go to BOXID (Box ID) if filled with “blank”, PS or entered through.

Special Instructions: If RRDESC_ = blank, then POBOX must appear for Box descriptor. Skip the rural route ID field and place the cursor in the Box ID field.
If RRDESC_ is filled with a valid value, then BOX must appear for Box descriptor. The user can enter through (blank fill) rural route ID and Box ID.

Help Reference Word: RRDESC_

Variable Name: **RRID_**

Field Description: Rural Route ID

Field Definition: The ID associated with the rural route descriptor

Universe: Display if RRDESC_ (Rural Route descriptor) is filled

Info Pane:

? [F1]

◆ What is the rural route ID (if any) of this GQ?

Special Place: [fill with SP name]
GQ Name: [fill with GQ name]
Location Address: [fill with GQ address]
Physical Description: [fill with physical description]
Building Name: [fill with building name]
GQ Type Description: [fill with description]

Form Pane:

House #, Street Name	<input type="checkbox"/>	GQ Street name suffix dir	<input type="checkbox"/>
GQ House number	<input type="checkbox"/>	Street name extension	<input type="checkbox"/>
GQ House number suffix	<input type="checkbox"/>	Unit designation	<input type="checkbox"/>
GQ Street name prefix dir	<input type="checkbox"/>	Rural Route descriptor	<input type="checkbox"/>
GQ street name prefix type	<input type="checkbox"/>	Rural Route ID	[fill]
GQ Street name	<input type="checkbox"/>	Box descriptor	<input type="checkbox"/>
GQ Street name suffix type	<input type="checkbox"/>	Box ID	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: ◆ What is the rural route ID (if any) of this GQ?

Field Length: 4

Valid Values: Alphanumeric, blank

Skip Instructions: Go to BOXID_ (Box ID)

Special Instructions: Allow field to be entered through (blank filled). If field is entered through (blank filled), a physical description is needed (must enter a physical description).

Help Reference Word: RRID_

Variable Name: **Box Descriptor**

Field Description: Box descriptor

Field Definition: Indicates whether the address has a Box or a PO Box address

Universe: Display when GQNonCityQuex (House #, Street Name) = 2

Info Pane:

? [F1]

◆ What is the box number (if any) of this GQ?

Special Place: [fill with SP name]
GQ Name: [fill with GQ name]
Location Address: [fill with GQ address]
Physical Description: [fill with physical description]
Building Name: [fill with building name]
GQ Type Description: [fill with description]

Form Pane:

House #, Street Name	<input type="checkbox"/>	GQ Street name suffix dir	<input type="checkbox"/>
GQ House number	<input type="checkbox"/>	Street name extension	<input type="checkbox"/>
GQ House number suffix	<input type="checkbox"/>	Unit designation	<input type="checkbox"/>
GQ Street name prefix dir	<input type="checkbox"/>	Rural Route descriptor	<input type="checkbox"/>
GQ Street name prefix type	<input type="checkbox"/>	Rural Route ID	<input type="checkbox"/>
GQ Street name	<input type="checkbox"/>	Box descriptor	[BOX or PO BOX]
GQ Street name suffix type	<input type="checkbox"/>	Box ID	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: N/A

Field Length: N/A

Valid Values: BOX, PO BOX

Skip Instructions: Go to BOXID (Box ID)

Special Instructions: Display **BOX** if a valid rural route descriptor is chosen (non-blank). Display **PO BOX** if “blank” is chosen for the rural route descriptor (or rural route descriptor is blank). Skip the rural route ID is this situation.

Help Reference Word: Box Descriptor

Variable Name: **BOXID_**

Field Description: Box ID

Field Definition: The Box ID of the GQ address

Universe: Display when GQNonCityQuex (House #, Street Name) = 2

Info Pane:

? [F1]	
◆ What is the box number (if any) of this GQ?	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]

Form Pane:

House #, Street Name	<input type="checkbox"/>	GQ Street name suffix dir	<input type="checkbox"/>
GQ House number	<input type="checkbox"/>	Street name extension	<input type="checkbox"/>
GQ House number suffix	<input type="checkbox"/>	Unit designation	<input type="checkbox"/>
GQ Street name prefix dir	<input type="checkbox"/>	Rural Route descriptor	<input type="checkbox"/>
GQ Street name prefix type	<input type="checkbox"/>	Rural Route ID	<input type="checkbox"/>
GQ Street name	<input type="checkbox"/>	Box descriptor	<input type="checkbox"/>
GQ Street name suffix type	<input type="checkbox"/>	Box ID	[fill]

Question Text/Fill Instructions:

User Instructions: ◆ What is the box number (if any) of this GQ?

Field Length: 10

Valid Values: Alphanumeric, blank

Skip Instructions: Go to ZIP5_ (ZIP 5)

Special Instructions: Display the Hard Error when Box Descriptor is 'PO Box' and BoxID blank.

Hard Error: You must enter a box number for a PO Box address.

Suppress gray out
Close BoxID_
Goto BoxID_

Help Reference Word: BOXID_

Variable Name: GQPhysDescQ

Field Description: GQ Phys Desc Question

Field Definition: Asks the physical description of the GQ

Universe: Display when the city-style address is missing a house number, if the non-city-style address contains a blank rural route ID or Box ID, or there is a physical description entered

Info Pane:

? [F1]	
◆ Is the physical description of this GQ still best described as <u>[fill with physical description]</u> ?	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]
<input type="radio"/> 1. Yes	
<input type="radio"/> 2. No	

Form Pane:

GQ ZIP 5	[]
GQ ZIP 4	[]
GQ Phys Desc Question	[fill]
Physical description of the GQ	[]
Verify GQ Bldg Name	[]
GQ Building Name	[]

Question Text/Fill Instructions:

User Instruction: ◆ Is the physical description of this GQ still best described as as [fill with physical description]?

- 1. Yes
- 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to GQBuildQ (Verify GQ Bldg Name) or BLDGNAME_ (GQ Building Name) if a building name exists.

<2> Go to PHYSDES_ (Physical description of a GQ).

Special Instructions:

If HNO_ (House number) is blank (entered through by user) or STRNAME_ (Street name) is blank, then this field is must enter.

If RRID_ (Rural Route #) or BOXID_ (Box #) is blank, then this filed is must enter.

If PO BOX appears in the Box descriptor field, then this field is must enter.

If the above conditions are not present, this field is an option for the user.

Help Reference Word: GQPhysDescQ

Variable Name: **PHYSDES_**

Field Description: Physical description of the GQ

Field Definition: Collects the physical description of the GQ

Universe: Display when a physical description does not exist

Info Pane:

? [F1]	
◆ What is the physical description (if any) of this GQ?	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]

Form Pane:

GQ ZIP 5	<input type="checkbox"/>
GQ ZIP 4	<input type="checkbox"/>
GQ Phys Desc Question	<input type="checkbox"/>
Physical description of the GQ	[fill]
Verify GQ Bldg Name	<input type="checkbox"/>
GQ Building Name	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instruction: ◆ What is the physical description (if any) of this GQ?

Field Length: 99

Valid Values: Alphanumeric, blank

Skip Instructions: Go to GQBuildQ (Verify GQ Bldg Name) if a building name exists.
Go to BLDGNAME_ (GQ Building Name) if a building name does not exist.

Special Instructions: This field is must enter if:
-address is city-style and house number or street name is missing.
-address is non-city-style and Rural Route ID is missing.
-address is non-city-style and Rural Route descriptor is "blank" (POBOX address)
-address is non-city-style and Box ID is missing.

Display the following Hard Error when a physical description is not entered but is required:

Hard Error: This GQ needs a physical description. Please enter one.

Suppress	gray out
Close	return to PHYSDS_
Goto	return to PHYSDS_

Help Reference Word: PHYSDS_

Variable Name: **GQBuildQ**

Field Description: Verify GQ Bldg Name

Field Definition: Updates or verifies the GQ Building Name

Universe: Display when a building name exists

Info Pane:

? [F1]	
◆ Is the building name of this GQ still best described as <u>[fill with building name]</u> ?	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]
<input type="radio"/> 1. Yes	
<input type="radio"/> 2. No	

Form Pane:

GQ ZIP 5	[]
GQ ZIP 4	[]
GQ Phys Desc Question	[]
Physical description of the GQ	[]
Verify GQ Bldg Name	[fill]
GQ Building Name	[]

Question Text/Fill Instructions:

User Instructions: ◆ Is the building name of this GQ still best described as [fill with building name]?
 1. Yes
 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to EnterGQ (Enter GQ)
 <2> Go to BLDGNAME_ (GQ Building Name)

Special Instructions:

Help Reference Word: GQBuildQ

Variable Name: **BLDGNAME_**

Field Description: GQ Building Name

Field Definition: Collects the GQ building name

Universe: Display when a building name does not exist or needs to be updated

Info Pane:

? [F1]	
◆ What is the building name (if any) of this GQ?	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]

Form Pane:

GQ ZIP 5	<input type="checkbox"/>
GQ ZIP 4	<input type="checkbox"/>
GQ Phys Desc Question	<input type="checkbox"/>
Physical description of the GQ	<input type="checkbox"/>
Verify GQ Bldg Name	<input type="checkbox"/>
GQ Building Name	[fill]

Question Text/Fill Instructions:

User Instructions: ◆ What is the building name (if any) of this GQ?

Field Length: 60

Valid Values: Alphanumeric, blank

Skip Instructions: Go to EnterGQ (Enter GQ)

Special Instructions:

Help Reference Word: BLDGNAME_

Variable Name: **EnterGQ**

Field Description: Enter GQ

Field Definition: Instruction screen for the user to alert them that they should be entering the GQ to conduct the listing

Universe: Display after the building name questions, BLDGNAME and GQBuildQ

Info Pane:

? [F1] ◆ The GQ verification process is now complete. Please enter the GQ, find a knowledgeable person, and begin listing.
<input type="radio"/> 1. Enter 1 to continue

Form Pane:

Enter GQ [fill]

Question Text/Fill Instructions:

User Instructions: ◆ The GQ verification process is now complete.

 Please enter the GQ, find a knowledgeable person, and begin listing.

1. Enter 1 to continue

Field Length: 1

Valid Values: 1

⚡ Skip Instructions: <1> Go to IntroScreen1 (IntroScreen1) if the case is an Initial Listing OR CP1NAME is blank
<1> Go to IntroScreen2 (IntroScreen2) if the case is an Updating case OR CP1NAME ne empty (exists)

Special Instructions:

Help Reference Word: EnterGQ

Variable Name: **IntroScreen1**

Field Description: IntroScreen1

Field Definition: Introduction Screen for Initial Listing cases

Universe: Display for all initial listing cases

Info Pane:

? [F1]	
Hello, my name is (FR name) with the United States Census Bureau. Here is my identification card (Show ID). I am here to collect some information about [fill with GQ name]. I'd like to speak with someone who is knowledgeable about [fill with GQ name].	
Special Place Name	: [fill with SP name]
GQ Name	: [fill with GQ name]
GQ Address	: [fill with complete GQ address]
Control Number	: [fill with control number]
I/N	: [fill with Institutional or Non-Institutional] : [fill with Military when applicable]
Assignment Type	: [fill with GQ or GQ-A]
Initial/Updating	: [fill with Initial Listing or Updating]
GQ Type Code	: [type code space space - space space description]
Press "CTRL + F7" to access NOTES at any time during the instrument. Press "F10" to exit at anytime during the listing.	
<input type="radio"/> 1. Proceed	

Form Pane:

IntroScreen1	[fill]
IntroScreen2	[]

Question Text/Fill Instructions:

User Instructions: **Hello, my name is (FR name) with the United States Census Bureau. Here is my identification card (Show ID). I am here to collect some information about [fill with GQ name]. I'd like to speak with someone who is knowledgeable about [fill with GQ name].**

Special Place Name :[fill with SP name]

GQ Name :[fill with GQ name]

GQ Address :[fill with complete GQ address]

Control Number :[fill with control number]

I/N :[fill with Institutional or Non-Institutional]

: [fill with Military when applicable]

Assignment Type :[fill with GQ or GQ-A]

Initial/Updating :[fill with Initial Listing or Updating]

GQ Type Code :[type code space space - space space description]

1. Proceed

Field Length: 1

Valid Values: 1

Skip Instructions: <1> Go to ContactNameAdd (New Contact Name)

Special Instructions: This screen will only be used for Initial Listing cases.

GQ name should be inserted in user instructions. If the GQ Name is missing, display “**this facility**” in place of the GQ Name.

Help Reference Word: IntroScreen1

Variable Name: **IntroScreen2**

Field Description: IntroScreen2

Field Definition: Introduction Screen for Update Listings

Universe: Display for all updating cases or when a contact name exists

Info Pane:

? [F1]	
Hello, my name is (FR name) with the United States Census Bureau. Here is my identification card (Show ID). I am here to update the information about [fill with GQ name]. May I speak with [fill with Contact Name]?	
Special Place Name	:[fill with SP name]
GQ Name	:[fill with GQ name]
GQ Address	:[fill with complete GQ address]
Control Number	:[fill with control number]
I/N	:[fill with Institutional or Non-Institutional]
Assignment Type	:[fill with GQ or GQ-A]
Initial/Updating	:[fill with Initial Listing or Updating]
GQ Type Code	:[type code space space - space space description]
Press "CTRL + F7" to access NOTES at any time during the instrument. Press "F10" to exit at anytime during the listing.	
<input type="radio"/> 1. Yes	
<input type="radio"/> 2. No	

Form Pane:

IntroScreen2 [fill]

Question Text/Fill Instructions:

User Instructions: **Hello, my name is (FR name) with the United States Census Bureau. Here is my identification card (Show ID). I am here to update the information about [fill with GQ name]. May I speak with [filled with Contact Name]?**

Special Place Name :[fill with SP name]

GQ Name :[fill with GQ name]

GQ Address :[fill with complete GQ address]

Control Number :[fill with control number]

I/N :[fill with Institutional or Non-Institutional]

Assignment Type :[fill with Military when applicable]

Initial/Updating :[fill with GQ or GQ-A]

GQ Type Code :[fill with Initial Listing or Updating]

GQ Type Code :[type code space space - space space description]

1. Yes
2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to ContactTitlequestion (Contact title question) if a title exists.
 Go to CP1TITL_ (Update contact title) if a title does not exist.
 <2> Go to CP1NAME_ (Update Contact Name)

Special Instructions: This screen will only be used for Update Listing cases.

GQ name should be inserted in user instructions. If the GQ Name is missing, display “**this facility**” in place of the GQ Name.

Help Reference Word: IntroScreen2

Go to CP1TITL_ (Update contact title) if a contact title does not exist.

Special Instructions:

Help Reference Word: ContactNameAdd

Variable Name: CPINAME_

Field Description: Update contact name

Field Definition: Updates the contact person's name

Universe: Display when the contact person's name needs to be changed (IntroScreen2 = 2)

Info Pane:

? [F1]

May I have your name please?

Contact Name: [fill]
Contact Person Title:
Contact Phone Number: ext:
Phone Type:
Office Location:

Form Pane:

New contact name	<input type="checkbox"/>
Update contact name	<input type="checkbox"/> [fill]
Contact title question	<input type="checkbox"/>
Update contact title	<input type="checkbox"/>
Verify contact phone number	<input type="checkbox"/>
Update contact phone number	<input type="checkbox"/>
Extension question	<input type="checkbox"/>
Update contact extension	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: **May I have your name please?**

Field Length: 42

Valid Values: Alphanumeric

Skip Instructions: Go to ContactTitlequestion (Contact title question) if a title exists.
Go to CP1TITL_ (Update contact title) if a title does not exist.

Special Instructions:

Help Reference Word: CP1NAME_

Variable Name: **ContactTitlequestion**

Field Description: Contact title question

Field Definition: Verifies the contact person's title

Universe: Display when a title exists

Info Pane:

? [F1]	
Is your title still [fill with Contact Person Title]?	
Contact Name: [fill]	
Contact Person Title: [fill]	
Contact Phone Number:	ext:
Phone Type:	
Office Location:	
<input type="radio"/> 1. Yes	<input type="radio"/> 2. No

Form Pane:

New contact name	<input type="checkbox"/>
Update contact name	<input type="checkbox"/>
Contact title question	<input type="checkbox"/> [fill]
Update contact title	<input type="checkbox"/>
Verify contact phone number	<input type="checkbox"/>
Update contact phone number	<input type="checkbox"/>
Extension question	<input type="checkbox"/>
Update contact extension	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: **Is your title still [fill with Contact Person Title]?**

- 1. Yes
- 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to ContactPhonequestion (Verify contact phone number) if a phone number exists. Go to CP1PHON_ (Update contact phone number) if a phone number does not exist.
 <2> Go to CP1TITL_ (Update contact title).

Special Instructions:

Help Reference Word: ContactTitlequestion

Variable Name: CP1TITL_

Field Description: Update contact title

Field Definition: Collect or update contact person's title

Universe: Display when a contact person's title needs to be collected or updated

Info Pane:

? [F1]	
What is your title?	
Contact Name:	[fill]
Contact Person Title:	
Contact Phone Number:	ext:
Phone Type:	
Office Location:	

Form Pane:

New contact name	<input type="checkbox"/>
Update contact name	<input type="checkbox"/>
Contact title question	<input type="checkbox"/>
Update contact title	[fill]
Verify contact phone number	<input type="checkbox"/>
Update contact phone number	<input type="checkbox"/>
Extension question	<input type="checkbox"/>
Update contact extension	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: **What is your title?**

Field Length: 20

Valid Values: Alphanumeric

Skip Instructions: Go to ContactPhonequestion (Verify contact phone number) if a phone number exists.
Go to CP1PHON_ (Update contact phone number) if a phone number doesn't exist.

Special Instructions:

Help Reference Word: CP1TITL_

Variable Name: **ContactPhonequestion**

Field Description: Verify contact phone number

Field Definition: Verifies the contact person's phone number

Universe: Display when a contact phone number exists

Info Pane:

?[F1]	
Is [fill with contact phone number] still the number where you can be reached?	
Contact Name: [fill]	
Contact Person Title: [fill]	
Contact Phone Number: [fill]	ext:
Phone Type:	
Office Location:	
<input type="radio"/> 1. Yes <input type="radio"/> 2. No	

Form Pane:

New contact name	<input type="checkbox"/>
Update contact name	<input type="checkbox"/>
Contact title question	<input type="checkbox"/>
Update contact title	<input type="checkbox"/>
Verify contact phone number	<input type="checkbox"/> [fill]
Update contact phone number	<input type="checkbox"/>
Extension question	<input type="checkbox"/>
Update contact extension	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions **Is [fill with contact phone number] still the number where you can be reached?**

1. Yes

2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to ContactExtquestion (Extention question) if an extension exists.

Go to CP1EXT_ (Update contact extension) if an extension doesn't exist.

<2> Go to CP1PHON_ (Update contact phone number).

Special Instructions:

Help Reference Word: ContactPhonequestion

Variable Name: CP1PHON_

Field Description: Update contact phone number

Field Definition: Updates the contact person's phone number

Universe: Display when the contact person's phone number needs to be updated

Info Pane:

? [F1]

What is your phone number? (display phone pad)

Contact Name: [fill]
Contact Person Title: [fill]
Contact Phone Number: ext:
Phone Type:
Office Location:

- ◆ If number not available enter ' #'
- ◆ If number unknown enter ' CTRL + D'
- ◆ If contact refuses enter ' CTRL + R'

Form Pane:

New Contact Name	<input type="checkbox"/>
Update Contact Name	<input type="checkbox"/>
Contact title question	<input type="checkbox"/>
Update contact title	<input type="checkbox"/>
Verify Contact phone number	<input type="checkbox"/>
Update contact phone number	[fill]
Extension question	<input type="checkbox"/>
Update contact extension	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: **What is your phone number?**

Field Length: 10

Valid Values: Numeric, #, DK, R

Skip Instructions: Go to ContactExtquestion (Extension question) if an extension exists.
Go to CP1EXT (Update contact extension) if an extension doesn't exist.
Go to ContactOfcLocationquestion (Verify office location) if #, Ctrl + D, or Ctrl + R is entered and an office location exists.

Go to CP1ADD1_ (Update office location) if #, Ctrl + D, or Ctrl + R is entered and an office location does not exist.

Special Instructions:

If ' #' is entered, enter 999 999 9997 in the Contact Phone field and skip to ContactOfcLocationquestion (Verify office location) if an office location exists. If an office location doesn't exist, skip to CP1ADD1_ (Update office location).

If ' CTRL + D ' is entered, enter ? , skip to ContactOfcLocationquestion (Verify office location) if an office location exists. If an office location doesn't exist, skip to CP1ADD1_ (Update office location). Output 9999999999 on the FOG.

If ' CTRL + R ' is entered, enter ! and skip to ContactOfcLocationquestion (Verify office location) if an office location exists. If an office location doesn't exist, skip to CP1ADD1_ (Update office location). Output 9999999998 on the FOG.

Phone number cannot begin with a zero. The 1st and 4th digits of the ten digit number cannot be zero.

Hard Error for 1st digit: The Area Code cannot begin with a '0'.

Suppress	gray out
Close	CP1PHON_
Goto	CP1PHON_

Hard Error for 4th digit: The Phone Number cannot begin with a '0'.

Suppress	gray out
Close	CP1PHON_
Goto	CP1PHON_

Hard Error for lt 10 digits: You must enter all ten digits of the contact person's phone number.

Suppress	gray out
Close	CP1PHON_
Goto	CP1PHON_

Help Reference Word: CP1PHON_

Variable Name: **ContactExtquestion**

Field Description: Extension question

Field Definition: Verifies the contact phone number extension

Universe: Display when a phone number extension exists

Info Pane:

? [F1] Is your extension still [fill]?	
Contact Name: [fill]	
Contact Person Title: [fill]	
Contact Phone Number: [fill]	ext: [fill]
Phone Type:	
Office Location:	
<input type="radio"/> 1. Yes	
<input type="radio"/> 2. No	

Form Pane:

New Contact Name	<input type="checkbox"/>
Update Contact Name	<input type="checkbox"/>
Contact title question	<input type="checkbox"/>
Update contact title	<input type="checkbox"/>
Verify Contact phone number	<input type="checkbox"/>
Update contact phone number	<input type="checkbox"/>
Extension question	[fill]
Update contact extension	<input type="checkbox"/>

Questions Text/Fill Instructions:

User Instructions: **Is your extension still _____ ?**

- 1. Yes
- 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to CP1PHT_ (Contact phone type)
 <2> Go to CP1EXT_ (Update contact extension)

Special Instructions:

Help Reference Wrds: ContactExtquestion

Variable Name: CP1PHT_

Field Description: Contact phone type

Field Definition: Contact person's phone type

Universe: Display when an actual phone number exists (not #, DK or R)

Info Pane:

? [F1]	
Is this your work number?	
◆ If not, probe for type of phone.	
Contact Name: [fill]	
Contact Person Title: [fill]	
Contact Phone Number: [fill]	ext: [fill]
Phone Type:	
Office Location:	
<input type="radio"/> 1. Home	<input type="radio"/> 5. Public (pay phone)
<input type="radio"/> 2. Work	<input type="radio"/> 6. Toll Free
<input type="radio"/> 3. Cellular or Digital	<input type="radio"/> 7. Other (CTRL + F7 to specify)
<input type="radio"/> 4. Beeper/Pager/Answering Service	<input type="radio"/> 8. FAX

Form Pane:

Contact phone type	[fill]
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Question Text/Fill Instructions:

User Instructions: **Is this your work number?**

◆ If not, probe for type of phone.

Field Length: 1

Valid Values: 1, 2, 3, 4, 5, 6, 7, 8

Skip Instructions: Go to ContactOfcLocationquestion (Verify office location) if an office location exists.
Go to CP1ADD1_ (Update office location) if an office location doesn't exist.

Special Instruction:

Help Reference Word: CP1PHT_

Variable Name: CP1ADD1_

Field Description: Update office location

Field Definition: Update the office location

Universe: Display when the office location needs to be updated

Info Pane:

<p>? [F1] I need to enter your office location. Is it...</p> <p>◆ Probe to determine office location.</p> <p>Contact Name: [fill] Contact Person Title: [fill] Contact Phone Number: [fill] ext: [fill] Phone Type: [fill] Office Location:</p>
--

Form Pane:

<p>Verify office location <input type="checkbox"/></p> <p>Update office location <input type="checkbox"/></p>

Question Text/Fill Instructions:

User Instructions: **I need to enter your office location. Is it...**

◆ Probe to determine office location.

Field Length: 54

Valid Values: Alphanumeric

Skip Instructions: Go to GQInfoNameQ (Verify GQ name) if a GQ name exists.
Go to GQNAME (Update GQ name) if a GQ name doesn't exist.

Special Instruction:

Help Reference Word: CP1ADD1_

Variable Name: **GQInfoNameQ**

Field Description: Verify GQ name

Field Definition: Verify the GQ Name

Universe: Display when a GQ Name exists

Info Pane:

? [F1]	
Is [fill with GQ name] still the name of this facility?	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]
<input type="radio"/> 1. Yes <input type="radio"/> 2. No	

Form Pane:

Verify GQ name	[fill]	Verify GQ type code	[]
Update GQ name	[]	Update GQ type code	[]
Free to leave grounds?	[]	GQ description	[]
Outside permission required?	[]	Institutional Nursing Home or	[]
Confirm I/NI	[]	Institutional Nursing Home	[]

Question Text/Fill Instructions:

User Instructions: **Is [fill with GQ name] still the name of this facility?**

 1. Yes
 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to DetermINGQ1 (Free to leave grounds?)
 <2> Go to GQNAME (Update GQ name)

Special Instructions:

Help Reference Word: GQInfoNameQ

Variable Name: **GQNAME**

Field Description: Update GQ name

Field Definition: Updates the GQ name

Universe: Display when GQ name is blank or GQInfoName =2

Info Pane:

? [F1]

What is the name of this facility?

Special Place: [fill with SP name]
GQ Name: **[fill with GQ name]**
Location Address: [fill with GQ address]
Physical Description: [fill with physical description]
Building Name: [fill with building name]
GQ Type Description: [fill with description]:

Form Pane:

Verify GQ name	<input type="checkbox"/>	Verify GQ type code	<input type="checkbox"/>
Update GQ name	[fill]	Update GQ type code	<input type="checkbox"/>
Free to leave grounds?	<input type="checkbox"/>	GQ description	<input type="checkbox"/>
Outside permission required?	<input type="checkbox"/>	Institutional Nursing Home or	<input type="checkbox"/>
Confirm I/NI	<input type="checkbox"/>	Institutional Nursing Home	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instruction: **What is the name of this facility?**

Field Length: 100

Valid Values: Alphanumeric

Skip Instructions: Go to DetermINGQ1 (Free to leave grounds?)

Special Instructions:

Help Reference Word: GQNAME

Variable Name: **DetermINGQ1**

Field Description: Free to leave grounds?

Field Definition: Question to determine eligibility of the GQ

Universe: Always display

Info Pane:

? [F1]
The next couple of questions are about the occupants of this facility.
1. Are ANY of the occupants of this facility free to leave the building or its grounds without permission?
◆ For example, can anyone leave without authorization from an individual or outside agency?
<input type="radio"/> 1. Yes
<input type="radio"/> 2. No

Form Pane:

Verify GQ name	<input type="checkbox"/>	Verify GQ type code	<input type="checkbox"/>
Update GQ name	<input type="checkbox"/>	Update GQ type code	<input type="checkbox"/>
Free to leave grounds?	[fill]	GQ description	<input type="checkbox"/>
Outside permission required?	<input type="checkbox"/>	Institutional Nursing Home or	<input type="checkbox"/>
Confirm I/NI	<input type="checkbox"/>	Institutional Nursing Home	<input type="checkbox"/>

Question Text/Fill Instructions:

FR Instructions: **The next couple of questions are about the occupants of this facility.**

1. Are ANY of the occupants of this facility free to leave the building or its grounds without permission?

◆ For example, can **anyone** leave without authorization from an individual or outside agency?

- 1. Yes
- 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to DetermINGQ2 (Outside permission required?)
<2> Go to GQInfoDescQ (Verify GQ type code)

Special Instructions: If <2>, then the GQ is Institutional.

Help Reference Word: DetermINGQ1

Variable Name: **DetermINGQ2**

Field Description: Outside permission required?

Field Definition: Question to determine eligibility of the GQ

Universe: Always display

Info Pane:

? [F1]
2. In reference to the residents who can freely leave the building, do ALL of them require permission to change their residence?
◆ For example, do they require authorization from an outside individual or agency to move out of this facility?
<input type="radio"/> 1. Yes
<input type="radio"/> 2. No

Form Pane:

Verify GQ name	<input type="checkbox"/>	Verify GQ type code	<input type="checkbox"/>
Update GQ name	<input type="checkbox"/>	Update GQ type code	<input type="checkbox"/>
Free to leave grounds?	<input type="checkbox"/>	GQ description	<input type="checkbox"/>
Outside permission required?	[fill]	Institutional Nursing Home or	<input type="checkbox"/>
Confirm I/NI	<input type="checkbox"/>	Institutional Nursing Home	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: **2. In reference to the residents who can freely leave the building, do ALL of them require permission to change their residence?**

◆ For example, do they require authorization from an outside individual or agency to move out of this facility?

- 1. Yes
- 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to Confirm I/NI.
 <2> Go to Confirm I/NI.

Special Instructions: If <1>, then the GQ is Institutional.
If <2 >, then the GQ is Non-Institutional.

Help Reference Word: DetermINGQ2

Variable Name: **Confirm_I_NI**

Field Description: Confirm_I_NI

Field Definition: Tells the user that the GQ is institutional or non-institutional

Universe: Always display after DetermING1 if = 2, else after DetermING2

Info Pane:

? [F1]
◆ You have determined the GQ is [institutional/noninstitutional].
You are only allowed to select the [institutional type codes 000, 101 - 405/ noninstitutional type codes 000, 501 - 903].
<input type="radio"/> 1. Enter 1 to continue

Form Pane:

Verify GQ name	<input type="checkbox"/>	Verify GQ type code	<input type="checkbox"/>
Update GQ name	<input type="checkbox"/>	Update GQ type code	<input type="checkbox"/>
Free to leave grounds?	<input type="checkbox"/>	GQ description	<input type="checkbox"/>
Outside permission required?	<input type="checkbox"/>	Institutional Nursing Home or	<input type="checkbox"/>
Confirm I/NI	[fill]	Institutional Nursing Home	<input type="checkbox"/>

Question Test/Fill Instructions:

User Instruction: ◆ You have determined that the GQ is [**institutional/noninstitutional**].

 You are only allowed to select the [institutional type codes 000, 101 – 405
 noninstitutional type codes, 000, 501 – 903].

 1. Enter 1 to continue

Field Length: 1

Valid Values: 1

Skip Instructions: Go to GQInfoDescQ (Verify GQ type code)

Special Instructions: If DetermING1 = 2 **or** [DetermING1 = 1 and DetermING2 = 1] then display:

 ◆ You have determined that the GQ is **institutional**.

 You are only allowed to select the institutional type codes 000, 101 - 405.

If DetermING1 = 1 **and** DetermING2 = 2 then display:

◆ You have determined that the GQ is **noninstitutional**.

You are only allowed to select the noninstitutional type codes 000, 501 - 903.

Help Reference Word:

Confirm_I_NI

Variable Name: **GQInfoDescQ**

Field Description: Verify GQ type code

Field Definition: Verify the GQ type code

Universe: Always display

Info Pane:

? [F1]	
Can this facility STILL be described as [fill with description]?	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:[fill with description]	
<input type="radio"/> 1. Yes	
<input type="radio"/> 2. No	

Form Pane:

Verify GQ name	<input type="checkbox"/>	Verify GQ type code	[fill]
Update GQ name	<input type="checkbox"/>	Update GQ type code	<input type="checkbox"/>
Free to leave grounds?	<input type="checkbox"/>	GQ description	<input type="checkbox"/>
Outside permission required?	<input type="checkbox"/>	Institutional Nursing Home or	<input type="checkbox"/>
Confirm I/NI	<input type="checkbox"/>	Institutional Nursing Home	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: **Can this facility STILL be described as [fill with description]?**

- 1. Yes
- 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions:

- <1> If the type code is Institutional, but the GQ is now Non-Institutional, display the Hard Error 1 message. If the type code is Non-Institutional but the GQ is now Institutional, display the Hard Error 1 message. If the type code does not match the

2009 GQ Type Code list, display the Hard Error 2 message. If the type code is 911 and the GQ is Non-Institutional, display the Hard Error 2 message. If the type code matches the GQ, and the GQ Type Code is not 000, 501, 903, or 301, go to SpecialPlace (Verify Special Place) if a Special Place exists or UpdSpecialPlace (Update Special Place Name) if a Special Place does not exist.

If the type code matches the GQ and the GQ Type Code = 301 go to 301 Code (Institutional Nursing Home or); GQ Type Code = 000, go to DeterHUs for GQs and HUExit for GQ-As; GQ Type Code =501, go to CH_1 (CH_1); GQ Type Code = 902, go to RH_1 (RH_1).

<2> Pop-up Active Signal

Active Signal: You are about to change the GQ type code.

To change the type code select 'Suppress'
To keep the same type code select 'Close' or 'Goto'

Skip Instructions for Active Signal:

<Suppress> GQTYPE_ (Update GQ type code)
<Close,Goto> GQInfoDescQ (Verify GQ type code)

Hard Error 2: Please change the GQ type code or change the answer to the questions about the occupants of this GQ, The code displayed is no longer valid.

Suppress gray out
Close return to GQInfoDescQ (Verify GQ type code)
Goto return to DeterMINGQ1

Hard Error 3: GQ type code 911 is no longer valid. If you feel this facility is an Assisted Living Facility you must list the facility as housing units. Please select type code 000 and continue.

Suppress gray out
Close return to GQInfoDescQ (Verify GQ type code)
Goto return to GQInfoDescQ (Verify GQ type code)
Special Instructions: Display Hard Error2 when GQ type code=911 and I/NI flag=NI

Help Reference Work: GQInfoDescQ

Variable Name: **GQTYPE_**

Field Description: Update GQ type code

Field Definition: Update the GQ type code

Universe: Display if the GQ type code needs to be updated

Info Pane:

? [F1]

◆ Determine which of the following GQ type codes **BEST** describes this GQ.
If unsure, please ask.

Special Place: [fill with SP name]
GQ Name: [fill with GQ name]
Location Address: [fill with GQ address]
Physical Description: [fill with physical description]
Building Name: [fill with building name]
GQ Type Description: [fill with description]

PRESS THE BACKSPACE KEY TO SELECT THE BEST TYPE CODE.

Form Pane:

Verify GQ name	<input type="checkbox"/>	Verify GQ type code	<input type="checkbox"/>
Update GQ name	<input type="checkbox"/>	Update GQ type code	[fill]
Free to leave grounds?	<input type="checkbox"/>	GQ description	<input type="checkbox"/>
Outside permission required?	<input type="checkbox"/>	Institutional Nursing Home or	<input type="checkbox"/>
Confirm I/NI	<input type="checkbox"/>	Institutional Nursing Home	<input type="checkbox"/>

Question Text/Fill Instructions:

FR Instructions: ◆ Determine which of the following GQ type codes **BEST** describes this GQ. If unsure, please ask..

PRESS THE BACKSPACE KEY TO SELECT THE BEST TYPE CODE.

Field Length: 3

Valid Values: GQ type code lists (Institutional or Non-Institutional)

Skip Instructions:

<Enter> If GQTYPE_ = '000', go to DeterHUs (Number of Housing Units) for GQ Frame cases. Go to HUExit (Housing Units Exit) for GQ-A cases. If GQTYPE_ = 602, 703, 702, 900, or 903, go to OutOfScope (Out of scope).

Otherwise, go to SpecialPlace (Verify Special Place) if a Special Place name exists. If a Special Place name does not exist, go to UpdSpecialPlace (Update Special Place name).

<Backspace> Display the appropriate GQ type code list (Institutional or Non-Institutional).

Special Instructions:

Display the Institutional GQ type code list if the GQ is Institutional. Display the Non-Institutional type code list if the GQ is Non-Institutional.

Display the chosen type code description in the Info Pane and in the GQ Description Update field.

When the GQ type code converts to '000' using the Institutional Type Code list, do not output 'I' for the institutional code. Always output 'N'.

If the GQ type code = 30, go to 301 Code (Institutional Nursing Home or HU)

If the GQ type code = 501, go to CH_1 (CH_1)

If the GQ type code = 902, go to RH_1 (RH_1)

Help Reference Word: GQTYPE_

Variable Name: **SpecialPlace**

Field Description: Verify Special Place

Field Definition: Verifies the GQ Special Place name

Universe: Display when a Special Place exists

Info Pane:

?[F1]	
◆ Is [fill] still the name of this Special Place?	
Special Place:	[fill with SP name]
GQ Name:	[fill with GQ name]
Location Address:	[fill with GQ address]
Physical Description:	[fill with physical description]
Building Name:	[fill with building name]
GQ Type Description:	[fill with description]
○ 1. Yes	
○ 2. No	

Form Pane:

Verify Special Place	[fill]
Update Special Place Name	[]
New Special Place Name	[]

Question Text/Fill Instructions:

User Instructions: ◆ Is [fill] still the name of this Special Place?

 1. Yes

 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> For all current survey cases (Assignment Type = 13 or 33):
 If the GQ type code is Non-Institutional and Military [601], go to
 MilDeter (Military type).
 If the GQ type code is Institutional and Military [106 or 404], go to
 InstExit2 (Institute and Military). If the GQ type code is Institutional
 but not Military [101-105, 201-203, 301, 401, 402, 403, 405] go to
 InstExit1(Institute Exit1).

Else, go to DeterElig (Eligible units).
For all CAUS cases (Assignment Type = 53), go to DeterElig_2
(Eligible units CAUS).

<2> Go to UpdSpecialPlace (Update Special Place name).

Special Instructions: For all CAUS cases (Assignment Type = 53), set outcome code = 804
– Sufficient Partial, follow-up required

Help Reference Word: SpecialPlace

Variable Name: **UpdSpecialPlace**

Field Description: Update Special Place Name

Field Definition: Update the Special Place Name

Universe: Display when the Special Place doesn't exist or needs to be updated

Info Pane:

? [F1]

◆ What is the name of the Special Place?

Special Place: [fill with SP name]
GQ Name: [fill with GQ name]
Location Address: [fill with GQ address]
Physical Description: [fill with physical description]
Building Name: [fill with building name]
GQ Type Description: [fill with description]

PRESS THE BACKSPACE KEY TO SELECT THE SPECIAL PLACE NAME.

◆ If the Special Place name is NOT on the list, select "Other" from the list. **Press Enter.** Type in the new Special Place name.

Form Pane:

Verify Special Place []
Update Special Place Name [fill]
New Special Place Name []

Question Text/Fill Instruction:

User Instructions: ◆ What is the name of the Special Place?

Field Length: 100

Valid Values: Alphanumeric

Skip Instructions: <Enter> If <Other> is selected from the Special Place list, go to NewSpecialPlace.

Else: For all current survey cases (Assignment Type = 13 or 33):
If the GQ type code is Non-Institutional and Military [601], go to MilDeter (Military type).

If the GQ type code is Institutional and Military [106, or 404], go to InstExit2 (Institute and Military).

If the GQ type code is Institutional but not Military [101-105, 201-203, 301, 401, 402, 403, 405], go to InstExit1 (Institute Exit1).
Else go to DeterElig (Eligible Units).

For all CAUS cases (Assignment Type = 53), go to DeterElig_2 (Eligible units CAUS).

<Backspace> Display Special Place Name List

Special Instructions: Display the Special Place Name List when the backspace key is pressed.

When Other is selected, go to the NewSpecialPlace screen.

If CAUS case, set outcome code = 804 – Sufficient Partial, follow-up required

Help Reference Word: UpdSpecialPlace

Variable Name: **NewSpecialPlace**

Field Description: New Special Place Name

Field Definition: New Special Place Name

Universe: Display when Other is selected from the UpdSpecialPlace screen

Info Pane:

? [F1]

◆ Type in the new Special Place Name in the space provided.

Special Place: [fill with SP name]
GQ Name: [fill with GQ name]
Location Address: [fill with GQ address]
Physical Description: [fill with physical description]
Building Name: [fill with building name]
GQ Type Description: [fill with description]

Form Pane:

Verify Special Place []
Update Special Place Name []
New Special Place Name [fill]

Question Text/Fill Instruction:

User Instructions: ◆ Type in the new Special Place Name in the space provided.

Field Length: 100

Valid Values: Alphanumeric

Skip Instructions: For all current survey cases (Assignment Type = 13 or 33):
If the GQ type code is Non-Institutional and Military [601], go to MilDeter (Military type).
If the GQ type code is Institutional and Military [106, 404], go to InstExit2 (Institute and Military).
If the GQ type code is Institutional and not military [101-105, 201-203, 301, 401, 402, 403, 405], go to InstExit1 (Institute Exit1).
Else go to DeterElig (Eligible Units)

For all CAUS cases (Assignment Type = 53), go to DeterElig_2 (Eligible units CAUS).

Special Instructions:

Help Reference Word: NewSpecialPlace

Variable Name: CH_1

Field Description: CH_1

Field Definition: Question to help the user determine if the GQ is an HU

Universe: Display when GQ type code 501 is chosen

Info Pane:

?[F1]

You've indicated that these living quarters are student housing.

Is the housing:

1. **Fraternity/Sorority housing that is recognized by a college or university?**
2. **Dormitory, Apartment, or Other College Housing owned, leased, or managed for students by a college, university or, seminary?**
3. **None of the above?**

1. Fraternity/Sorority housing that is recognized by a college or university?

2. Dormitory, Apartment, or Other College Housing **owned, leased, or managed for students by a college, university, or seminary?**

3. None of the above?

Form Pane:

CH_1 [fill]

CH_2 []

RH-1 []

Question Text/Fill Instructions:

User Instructions: **You've indicated that these living quarters are student housing.**

Is the housing:

1. **Fraternity/Sorority housing that is recognized by a college or university?**
2. **Dormitory, Apartment, or Other College Housing owned, leased, or managed for students by a college, university or seminary?**
3. **None of the above?**

Field Length: 1

Valid Values: 1, 2, 3

Skip Instructions:

<1> Goto SpecialPlace (Verify Special Place) if Special Place exists.

Goto UpdSpecialPlace (Update Special Place name) is Special Place does not exist.

<2> Goto CH_2 (CH_2)

<3> Goto Hard Error (see below)

Special Instructions:

Hard Error GQ type code 501 must be:

1. **Fraternity/Sorority housing that is recognized by a college or university?**
2. **Dormitory, Apartment, or Other College Housing owned, leased or managed for students by a college, university, or seminary?**
3. **None of the above?**

To select one of the above select 'Close'

To change the GQ type code select 'Goto'

Suppress gray out

Close return to CH_1 (CH-1)

Goto return to GQTYPE_ (Update GQ type code)

Help Reference Word: CH_1

Variable Name: CH_2

Field Description: CH_2

Field Definition: Second question to determine if the GQ is an HU

Universe: Display when CH_1 = 2 only

Info Pane:

?[F1]	
Are the students living here...	
1. Unmarried?	
2. Married?	
3. Both (married and unmarried)?	
<input type="radio"/> 1. Unmarried students	<input type="radio"/> 3. Both (married and unmarried)
<input type="radio"/> 2. Married students	

Form Pane:

CH_1	<input type="checkbox"/>
CH_2	<input type="checkbox"/> [fill]
RH-1	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: Are the students living here...

1. Unmarried?
2. Married?
3. Both (married and unmarried)?

Field Length: 1

Valid Values: 1, 2, 3

Skip Instructions:

- <1> Goto SpecialPlace (Verify Special Place)
- <2> Goto DeterHUs (Number of Housing Units) for GQ cases. Change type code to '000'.
Goto HUExit (Housing Units Exit) for all GQ-A cases. Change type code to '000'.
- <3> Goto DeterHUs (Number of Housing Units) for GQ cases. Change type code to '000'.
Goto HUExit (Housing Units Exit) for all GQ-A cases. Change type code to '000'.

Special Instructions:

Help Reference Word: CH_2

Variable Name: **RH_1**

Field Description: RH-1

Field Definition: Determines the type of religious housing

Universe: Display when GQ type code is 902

Info Pane:

?[F1]

**You've indicated that these living quarters are religious housing.
Is the housing:**

1. **a convent?**
2. **a rectory?**
3. **a monastery?**
4. **a parsonage?**
5. **none of the above?**

- | | |
|---------------------------------------|---|
| <input type="radio"/> 1. a convent? | <input type="radio"/> 4. a parsonage? |
| <input type="radio"/> 2. a rectory? | <input type="radio"/> 5. none of the above? |
| <input type="radio"/> 3. a monastery? | |

Form Pane:

CH_1	[]
CH_2	[]
RH-1	[fill]

Question Text/Fill Instructions:

User Instructions: **You've indicated that these living quarters are religious housing.
Is the housing:**

1. **a convent?**
2. **a rectory?**
3. **a monastery?**
4. **a parsonage?**
5. **none of the above?**

Field Length: 1

Valid Values: 1, 2, 3, 4, 5

Skip Instructions:

<1> Goto SpecialPlace (Verify Special Place) if a Special Place exists.

- Goto UpdSpecialPlace (Update Special Place name) if a Special Place does not exist.
- <2> Goto SpecialPlace (Verify Special Place) if a Special Place exists.
Goto UpdSpecialPlace (Update Special Place name) if a Special Place does not exist.
- <3> Goto SpecialPlace (Verify Special Place) if a Special Place exists.
Goto UpdSpecialPlace (Update Special Place name) if a Special Place does not exist.
- <4> Goto DeterHUs (Number of Housing Units) for GQ cases. Change type code to '000'.
Goto HUExit (Housing Units Exit) for GQ-A cases. Change type code to '000'.
- <5> Goto Hard Error (see below)

Special Instructions:

Hard Error

GQ type code 902 must be a **convent, rectory, or monastery**.

To select one of the above select 'Close'
To change the GQ type code select 'Goto'

Suppress gray out
Close return to RH_1 (RH-1)
Goto return to GQTYPE_ (Update GQ type code)

Help Reference Word: RH_1

Variable Name: **DeterElig**

Field Description: Eligible units

Field Definition: Determines the valid GQ units

Universe: Display for current survey cases (Assignment Type = 13 or 33), when the GQ is eligible

Info Pane:

?[F1]

Do you have a usable register or list of rooms or beds at this facility that I may view? By usable, I mean a register or list that is up-to-date, accessible, and easily located.

- 1. Yes
- 2. No
- 3. This GQ does not have defined room numbers, bed numbers, or other designations
- 4. This GQ has no eligible living quarters (GQ units, eligible persons)
- 5. Yes, but I prefer to do a complete listing for accuracy

Form Pane:

Eligible units [fill]
Eligible units CAUS
GQ has no units
Ineligible No GQ

Question Text/Fill Instruction:

User Instructions: **Do you have a usable register or list of rooms or beds at this facility that I may view? By usable, I mean a register or list that is up to date, accessible, and easily located.**

- 1. Yes
- 2. No
- 3. This GQ does not have defined room numbers, bed numbers, or other designations
- 4. This GQ has no eligible living quarters (GQ units, eligible persons)
- 5. Yes, but I prefer to do a complete listing for accuracy

Field Length: 1

Valid Values: 1, 2, 3, 4, 5

- Skip Instructions:
- <1> Go to DeterList1 (Estimated number of units) if previous listing was **NOT** done using the Complete Listing Method. If the previous listing **WAS** done using the Complete Listing Method, display the Hard Error.
 - <2> Go to DeterListMethod1 (Determine List Method)
 - <3> Go to GetList (Useable List)
 - <4> Go to NoUnitGQ (GQ has no units)
 - <5> Go to DeterList2

Special Instructions:

When using the Register Method, include REGISTER METHOD at the top of each screen.

When using the Complete Listing Method, include COMPLETE LISTING METHOD at the top of each screen.

When using the Register of Persons Method, include REGISTER OF PERSONS METHOD at the top of each screen.

Display the following Hard Error message if the previous listing was done using the Complete Listing Method.

Hard Error: The previous listing was done using the complete listing method. To ensure accuracy of the listing, you will only be allowed to do a complete listing. Please select option 5 and continue.

Suppress	gray out
Close	DeterElig
Goto	DeterElig

Help Reference Word: DeterElig

Variable Name: **DeterElig_2**

Field Description: Eligible units CAUS

Field Definition: Determines the valid GQ units

Universe: Display for CAUS cases (Assignment Type = 53), when the GQ is eligible

Info Pane:

?[F1]

Does this facility have defined room numbers, bed numbers, or other designations?

- 1. Yes, this GQ has defined room numbers, bed numbers, or other designations
- 2. No, this GQ does not have defined room numbers, bed numbers, or other designations
- 3. This GQ has no eligible living quarters (GQ units, eligible persons).

Form Pane:

Eligible units

Eligible units CAUS [fill]

GQ has no units

Ineligible No GQ

Question Text/Fill Instruction:

User Instructions: **Does this facility have defined room numbers, bed numbers, or other designations?**

Field Length: 1

Valid Values: 1, 2, 3

Skip Instructions: <1> Go to DeterList1 (Estimated number of units)
 <2> Go to GetList (Useable List)
 <3> Go to NoUnitGQ (GQ has no units)

Special Instructions:

Help Reference Word: DeterElig_2

Variable Name: **DeterList1**

Field Description: Estimated number of units

Field Definition: Determine the estimated number of units

Universe: Display when DeterElig=1 or DeterElig_2=1

Info Pane:

?[F1]

How many rooms or beds are in this facility?

◆ If unknown, ask for an approximate number.

Form Pane:

Units from previous listing [auto filled if updating case]
Previous Listing Method [auto filled if updating case]
Estimated number of units [fill]

Question Text/Fill Instructions:

User Instructions: **How many rooms or beds are in this facility?**

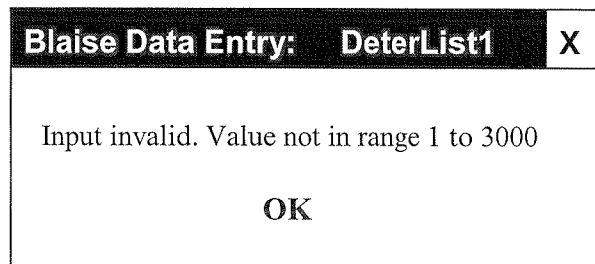
◆ If unknown, ask for an approximate number.

Field Length: 4

Valid Values: 1 - 3000

Skip Instructions: Go to RegQual1 (Register only units) for current survey cases (Assignment Type = 13 or 33)
Go to Thank (Thank you) for CAUS cases (Assignment Type = 53)

Special Instructions: For CAUS cases, set outcome code = 801. Display a Blaise Data Entry error message if the entry is outside the value range.



Help Reference Word: DeterList1

Variable Name: **RegQual1**

Field Description: Register only units

Field Definition: Question 1 of the register qualifying questions

Universe: Display for current survey cases (Assignment Type = 13 or 33), when
DeterElig = 1

Info Pane:

<p>?[F1]</p> <p>◆ Use the following questions to determine if the GQ qualifies for the Register Method.</p> <p>1. Does the register only include rooms or beds at [display GQ address]?</p>
<p><input type="radio"/> 1. Yes</p> <p><input type="radio"/> 2. No</p>

Form Pane:

Register only units	[fill]
Register up to date?	[]
Register NINM	[]
Embedded housing exit	[]

Question Text/Fill Instructions:

User Instructions: ◆ Use the following questions to determine if the GQ qualifies for the Register Method.

1. Does the register only include rooms or beds at [display GQ address]?

- 1. Yes
- 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> or <2> Go to RegQual2 (Register up to date?)

Special Instructions: If <2> , display “**the register contains units from another location.**” on the ListUnit screen. The GQ cannot be listed using the Register Method.

Help Reference Word RegQual1

Variable Name: **RegQual2**

Field Description: Register up to date?

Field Definition: Question 2 of the register qualifying questions

Universe: Display for current survey cases (Assignment Type = 13 or 33), after
RegQual1

Info Pane:

<p>?[F1]</p> <p>◆ Use the following questions to determine if the GQ qualifies for the Register Method.</p> <p>1. Does the register only include rooms or beds at [display GQ address]?</p> <p>2. Is the register up-to-date?</p> <p><input type="radio"/> 1. Yes</p> <p><input type="radio"/> 2. No</p>
--

Form Pane:

Register only units	<input type="checkbox"/>
Register up to date?	[fill]
Register NINM	<input type="checkbox"/>
Embedded housing exit	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: ◆ Use the following questions to determine if the GQ qualifies for the Register Method.

1. Does the register only include rooms or beds at [display GQ address]
- 2. Is the register up-to-date?**

1. Yes
2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> or <2> Go to RegQual3 (Register NINM)

Special Instructions: If <2>, display “**the register is not up-to-date.**” on the ListUnit screen. The GQ cannot be listed using the Register Method.

Help Reference Word: RegQual2

Variable Name: **RegQual3**

Field Description: Register NINM

Field Definition: Question 3 of the register qualifying questions

Universe: Display for current survey cases (Assignment Type = 13 or 33), after RegQual2

Info Pane:

<p>?[F1]</p> <p>◆ Use the following questions to determine if the GQ qualifies for the Register Method.</p> <p>1. Does the register only include rooms or beds at [display GQ address]?</p> <p>2. Is the register up-to-date?</p> <p>◆3. Does the register contain only non military noninstitutional (occupants can freely leave the unit [room or bed]) units?</p> <p><input type="radio"/> 1. Yes</p> <p><input type="radio"/> 2. No</p>
--

Form Pane:

Register only units	<input type="checkbox"/>
Register up to date?	<input type="checkbox"/>
Register NMNI	[fill]
Embedded housing exit	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: ◆ Use the following questions to determine if the GQ qualifies for the Register Method.

1. Does the register only include rooms or beds at [display GQ address]?

2. Is the register up-to-date?

◆3. Does the register contain only non military noninstitutional (occupants can freely leave the unit [room or bed]) units?

1. Yes

2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to RegisterCount (Register units) if RegQual1 = 1 and
RegQual2 = 1 and
RegQual3 = 1

<2> Go to ListUnit (List of units) if RegQual1 = 2 or
RegQual2 = 2 or
RegQual3 = 2

Special Instructions: If <2>, display “**the register contains institutional or military units.**” on
the ListUnit screen. The GQ cannot be listed using the Register Method.

Help Reference Word: RegQual3

Variable Name: **RegQual4 - DELETED**

Variable Name: **RegisterCount**

Field Description: Register units

Field Definition: Actual number of units on a register

Universe: Display when user uses the Register Method (Current Survey cases,
Assignment Type = 13 or 33)

Info Pane:

<p>?[F1]</p> <p>REGISTER OF UNITS METHOD</p> <p>◆If the number of units on the register differs from the number below, change it. Otherwise, press enter.</p>
--

Form Pane:

Register units	[auto fill with estimated number of units; allow changes]
Register type	<input type="checkbox"/>
Register Description	<input type="checkbox"/>
Register location	<input type="checkbox"/>
Exit Register Method	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: ◆If the number of units on the register differs from the number below, change it. Otherwise, press enter.

Field Length: 4

Valid Values: 1 - 3000

Skip Instructions: Go to RegisterType (Register type).

Special Instructions: Fill with the value from DeterList1. Allow user to change this value. Write this value out to the FOG if a value exists in the DeterList1 field.

Help Reference Word: RegisterCount

Variable Name: **RegisterType**

Field Description: Register type

Field Definition: Describes the type of units on the register

Universe: Display after RegisterCount (Current Survey cases, Assignment Type = 13 or 33)

Info Pane:

?[F1]	
REGISTER OF UNITS METHOD	
What type of units are on the register? Rooms or beds?	
<input type="radio"/> 1. Rooms	<input type="radio"/> 3. Other
<input type="radio"/> 2. Beds	

Form Pane:

Register units	[]
Register type	[fill]
Register Description	[]
Register location	[]
Exit Register Method	[]

Question Text/Fill Instructions:

User Instructions: **What type of units are on the register? Rooms or beds?**

- 1. Rooms
- 2. Beds
- 3. Other

Field Length: 1

Valid Value: 1, 2, 3

Skip Instructions: Go to GQRegDes (Register Description)

Special Instructions:

Help Reference Word: RegisterType

Variable Name: **GQRegDes**

Field Description: Register Description

Field Definition: Describes the register used for listing the GQ

Universe: Display when using the Register Method (Current Survey cases, Assignment Type = 13 or 33)

Info Pane:

?[F1]	
REGISTER OF UNITS METHOD	
Is the register a ...	
◆ Read choices if necessary.	
<input type="radio"/> 1. Computer generated listing	<input type="radio"/> 4. Sketch of units within the GQ
<input type="radio"/> 2. Handwritten or typed list	<input type="radio"/> 5. Other
<input type="radio"/> 3. Card Index	

Form Pane:

Register units	[]
Register type	[]
Register Description	[fill]
Register location	[]
Exit Register Method	[]

Question Text/Fil Instructions:

User Instructions: **Is the register a ...**

◆ Read choices if necessary.

- | | |
|-------------------------------|----------------------------------|
| 1. Computer generated listing | 4. Sketch of units within the GQ |
| 2. Handwritten or typed list | 5. Other |
| 3. Card Index | |

Field Length: 1

Valid Values: 1, 2, 3, 4, 5

Skip Instructions: Go to RegisterLocation (Register Location)

Special Instructions: Replace REGISTER OF UNITS METHOD with REGISTER OF PERSONS METHOD when applicable.

Help Reference Word: GQRegDes

Variable Name: **RegisterLocation**

Field Description: Register location

Field Definition: Identifies the location of the register within the GQ

Universe: Display when using the Register Method (Current Survey cases, Assignment Type = 13 or 33)

Info Pane:

<p>?[F1]</p> <p>REGISTER OF UNITS METHOD</p> <p>Where is the register normally kept, please be specific?</p> <ul style="list-style-type: none">◆ For example, in the main office, room 112, etc.◆ Must be a location that can easily be determined for future interviews.

Form Pane:

Register units	<input type="checkbox"/>
Register type	<input type="checkbox"/>
Register Description	<input type="checkbox"/>
Register location	<input type="text" value="[fill]"/>
Exit Register Method	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: **Where is the register normally kept, please be specific?**

- ◆ For example, in the main office, room 112, etc.
- ◆ Must be a location that can easily be determined for future interviews.

Field Length: 25

Valid Values: Alphanumeric

Skip Instructions: Go to ExitRegister (Exit Register Units)

Special Instructions:

Help Reference Word: RegisterLocation

Variable Name: **ExitRegister**

Field Description: Exit Register Method

Field Definition: Exit screen

Universe: Display at the end of the Register Method (Current Survey cases, Assignment Type = 13 or 33)

Info Pane:

REGISTER OF UNITS METHOD Thank you for your time. ◆ The GQ listing is complete. You will now exit to Case Notes. [GQ type code space - space Description]
<input type="radio"/> 1. Exit

Form Pane:

Register units	<input type="checkbox"/>
Register type	<input type="checkbox"/>
Register Description	<input type="checkbox"/>
Register location	<input type="checkbox"/>
Exit Register Method	<input type="checkbox"/> [fill]

Question Text/Fill Instructions:

User Instructions: **Thank you for your time.**

◆ The GQ listing is complete. You will now exit to Case Notes.
 [GQ type code space - space Description]

1. Exit

Field Length: 1

Valid Values: 1

Skip Instructions: Exit the instrument and go to Case Notes.

Special Instructions:

Help Reference Word: ExitRegister

Variable Name: **ListUnit**

Field Description: List of units

Field Definition: Identifies the reason(s) a register cannot be used.

Universe: Display when RegQual1, 2 or 3 = 2 (Current Survey cases, Assignment Type = 13 or 33)

Info Pane:

<p>?[F1]</p> <p>We cannot use the register because...</p> <p>[the register contains units from another location.] [the register is not up-to-date.] [the register contains institutional or military units.]</p> <p>May I list the rooms or beds (or some other designation) at this facility?</p> <p><input type="radio"/> 1. Yes - List via the Complete Listing Method <input type="radio"/> 2. No - List via the Register of Persons Method</p>
--

Form Pane:

List of units	[fill]
---------------	--------

Question Text/Fill Instructions:

User Instructions: **We cannot use the register because...**

[the register contains units from another location.]
[the register is not up-to-date.]
[the register contains institutional or military units.]

May I list the rooms or beds (or some other designation) at this facility?

- 1. Yes - List via the Complete Listing Method
- 2. No - List via the Register of Persons Method

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to Insert_Delete (I/D/E) for all initial listing, updating, GQ and GQ-A assignments.
<2> Go to GetList (Useable List) for all GQs.

Special Instructions: Write out the reason as follows:
RegQual1 → **the register contains units from another location.**
RegQual2 → **the register is not up-to-date.**
RegQual3 → **the register contains institutional or military units.**

Help Reference Word: ListUnit

Variable Name: **GetList**

Field Description: Useable List

Field Definition: Determines if there is a useable list of persons

Universe: Display when the GQ does not have defined rooms, beds, or other designations, to identify another method of listing.

Info Pane:

<p>?[F1]</p> <p>REGISTER OF PERSONS METHOD</p> <p>◆This GQ does not have defined rooms, beds, or other designations. You will list the GQ using the Register of Persons Method.</p> <p>Do you have a register or a list available with each occupant's name?</p>
<p><input type="radio"/> 1. Yes</p> <p><input type="radio"/> 2. No</p>

Form Pane:

Useable List	[fill]
Person units	[]
Register Description	[]
Person Reg location	[]
Estimated number of Persons	[]
Reg Persons Thank You	[]

Question Text/Fill Instructions:

User Instructions: ◆This GQ does not have defined rooms, beds, or other designations. You will list the GQ using the Register of Persons Method.

Do you have a register or a list available with each occupant's name?

- 1. Yes
- 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to PersUnits1 (Person units).

<2> Go to PersUnits2 (Ext Person Units).

Special Instructions:

For CAUS cases (Assignment Type = 53), the display should read: **Do you have a register or a list available with each occupant's name?** Do not display:

REGISTER OF PERSONS METHOD

◆ This GQ does not have defined rooms, beds, or other designations. You will list the GQ using the Register of Persons Method.

Help Reference Word: GetList

Special Instructions Auto fill in previous or estimated number of units here.

For CAUS cases, do not display: REGISTER OF PERSONS METHOD

For CAUS cases, set outcome code = 801

The entry must be greater than zero.

Help Reference Word: PerUnits1

Variable Name: **GQRegDesPerson**

Field Description: Register Description

Field Definition: Describes the register for the Register of Persons Method

Universe: Display when a register exists for the Register of Persons Method (Current Survey cases, Assignment Type = 13 or 33)

Info Pane:

?[F1]	
REGISTER OF PERSONS METHOD	
Is the register a ...	
◆ Read choices if necessary.	
<input type="radio"/> 1. Computer generated listing	<input type="radio"/> 4. Sketch of units within the GQ
<input type="radio"/> 2. Handwritten or typed list	<input type="radio"/> 5. Other
<input type="radio"/> 3. Card Index	

Form Pane:

Useable List	[]
Person units	[]
Register Description	[fill]
Person Reg location	[]
Estimated number of Persons	[]
Reg Persons Thank You	[]

Question Text/Fil Instructions:

User Instructions: **Is the register a ...**

◆ Read choices if necessary.

- | | |
|-------------------------------|----------------------------------|
| 1. Computer generated listing | 4. Sketch of units within the GQ |
| 2. Handwritten or typed list | 5. Other |
| 3. Card Index | |

Field Length: 1

Valid Values: 1, 2, 3, 4, 5

Skip Instructions: Go to PerRegLocation (Person Reg location)

Special Instructions:

Help Reference Word: GQRegDesPerson

Variable Name: **PerUnits2**

Field Description: Estimated number of Persons

Field Definition: Estimated number of persons for the Register of Persons Method

Universe: Display when GetList = 2

Info Pane:

?[F1]

REGISTER OF PERSONS METHOD

What is the approximate number of occupants?

Form Pane:

Useable List	<input type="checkbox"/>
Person units	<input type="checkbox"/>
Register Description	<input type="checkbox"/>
Person Reg location	<input type="checkbox"/>
Estimated number of Persons	<input type="text" value="[fill]"/>
Reg Persons Thank You	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: **What is the approximate number of occupants?**

Field Length: 4

Valid Values: 1 – 3000

Skip Instructions: Go to CompPerlist (Reg Thank You) for current survey cases (Assignment Type = 13 or 33)
Go to Thank (Thank you) for CAUS cases (Assignment Type = 53)

Special Instructions: For CAUS cases (Assignment Type = 53), set outcome code = 801. Do not display “REGISTER OF PERSONS METHOD”

Help Reference Word: PerUnits2

Variable Name: **PerRegLocation**

Field Description: Person Reg location

Field Definition: Indicates the location of the register

Universe: Display when a register exists for the Register of Persons Method (Current Survey cases, Assignment Type = 13 or 33)

Info Pane:

?[F1]

REGISTER OF PERSONS METHOD

Where is the register normally kept?

◆ For example, in the main office, room 112, etc.

Form Pane:

Useable List	<input type="checkbox"/>
Person units	<input type="checkbox"/>
Register Description	<input type="checkbox"/>
Person Reg location	<input type="checkbox"/> [fill]
Estimated number of Persons	<input type="checkbox"/>
Reg Persons Thank You	<input type="checkbox"/>

Questions Text/Fill Instructions:

User Instructions: **Where is the register normally kept?**

◆ For example, in the main office, room 112, etc.

Field Length: 25

Valid Values: Alphanumeric

Skip Instructions: Go to CompPerlist (Reg Thank You)

Special Instructions:

Help Reference Word: PerRegLocation

Variable Name: **CompPerlist**

Field Description: Reg Persons Thank You

Field Definition: Exit screen

Universe: Display at the end of the Register of Persons Method (Current Survey cases,
Assignment Type = 13 or 33)

Info Pane:

?[F1]

REGISTER OF PERSONS METHOD

Thank you for your time.

◆ The GQ listing is complete. You will now exit to Case Notes.
[GQ type code space - space Description]

1. Exit

Form Pane:

Useable List	<input type="checkbox"/>
Person units	<input type="checkbox"/>
Register Description	<input type="checkbox"/>
Person Reg location	<input type="checkbox"/>
Estimated number of Persons	<input type="checkbox"/>
Reg Persons Thank You	[fill]

Question Text/Fill Instructions:

User Instructions: **Thank you for your time.**

◆ The GQ listing is complete. You will now exit to Case Notes.
[GQ type code space - space Description]

1. Exit

Field Length: 1

Valid Values: 1

Skip Instructions: Exit the instrument and go to Case Notes.

Special Instructions:

Help Reference Word: CompPerlist

Variable Name: **RegEmbedHu – DELETED**

Variable Name: **Insert_Delete** (Assignment Type = 13, Current Survey GQ-A)

Field Description: I/D/E

Field Definition: Allows the user to insert or delete a line and end the listing early

Universe: First screen for the Complete Listing Method for Current Survey GQ-A cases

Info Pane:

<p>?[F1]</p> <p>COMPLETE LISTING METHOD</p> <p>1. Insert line above the current line. 2. Delete the current line. 3. End the listing.</p> <p>Press enter to continue.</p>
<p><input type="radio"/> 1. Insert</p> <p><input type="radio"/> 2. Delete</p> <p><input type="radio"/> 3. End the listing</p>

Form Pane:

I/D/E	Room #	Bed #	Other Designation	Remarks

Question Text/Fill Instructions:

- User Instructions: **1. Insert line above the current line.**
 2. Delete the current line.
 3. End the listing.

Press enter to continue.

1. Insert
2. Delete
3. End the listing

Field Length: 1

Valid Values: 1, 2, 3, or blank

Skip Instructions: Insert: Go to GQ_Room_Number (Room #) of the inserted line.

Delete: Go to Insert_Delete (I/D/E) for all initial listing cases and any case that was previously listed using the Register or Register of Persons Method.

End the listing: Go to EarlyExit (Units listed difference).

<Enter> Go to GQ_Room_Number (Room#)

Special Instructions:

Insert:

Insert a line above the insert command. On the new line, the cursor should be at the GQ_Room_Number (Room#) field.

All inserted lines must receive the next sequential GAIL sequence number.

The Insert/Delete Flag must equal "A" for any inserted line during updating only.

To insert a new line you must have a blank line available.

Display the following Hard Error message when the user tries to insert a line and there are no blank lines available.

Hard Error: You do not have a blank line to insert. To insert a new line, return to the estimated number of units and increase the number of units.

Suppress	gray out
Close	Insert_Delete
Goto	Insert_Delete

Delete: Initial Listing or Previously Listed by the Register or Register of Persons Method

Delete all keyed information and shift the line up.

Do not insert a "D" in the Ins/Del Flag field.

Place the cursor in the I/D/E field.

Delete: Updating - Previously listed by Complete Listing Method
Gray out all information previously listed.

The Ins/Del Flag must equal "D".

Place the cursor in the I/D/E field of the next line.

A line can be undeleted by removing the "2" from the I/D/E field. When the "2" is removed from the I/D/E field, the "D" should be removed from the Ins/Del Flag field.

Help Reference Word: Insert_Delete

Variable Name: **GQ_Room_Number** (Assignment Type = 13, Current Survey GQ-A)

Field Description: Room #

Field Definition: Indicates the complete listing room number

Universe: Display after Insert_Delete

Info Pane:

<p>?[F1]</p> <p>COMPLETE LISTING METHOD</p> <p>What is the room number?</p> <p>Press enter to continue.</p>
--

Form Pane:

I/D/E	Room #	Bed #	Other Designation	Remarks

Question Text/Fill Instructions:

User Instructions: **What is the room number?**

Press enter to continue.

Field Length: 5

Valid Values: Alphanumeric or blank

Skip Instructions: Go to GQ_Bed_Number (Bed#)

Special Instructions:

Help Reference Word: GQ_Room_Number

Variable Name: **GQ_Bed_Number** (Assignment Type = 13, Current Survey GQ-A)

Field Description: Bed #

Field Definition: Indicates the complete listing bed number

Universe: Display after GQ_Room_Number

Info Pane:

? [F1] COMPLETE LISTING METHOD What is the bed number? Press enter to continue.
--

Form Pane:

I/D/E	Room #	Bed #	Other Designation	Remarks

Question Text/Fill Instructions:

User Instructions: **What is the bed number?**

 Press enter to continue.

Field Length: 5

Valid Values: Alphanumeric or blank

Skip Instructions: Go to GQ_Unit_Other_Design

Special Instructions:

Help Reference Word: GQ_Bed_Number

Variable Name: **GQ_Unit_Other_Design (Assignment Type = 13, Current Survey GQ-A)**

Field Description: Other Designation

Field Definition: Indicates the complete listing other designation

Universe: Display after GQ_Bed_Number

Info Pane:

<p>?[F1</p> <p>COMPLETE LISTING METHOD</p> <p>What is the other designation? (Other than rooms or beds)</p> <p>Press enter to continue.</p>

Form Pane:

I/D/E	Room #	Bed #	Other Designation	Remarks

Question Text/Fill Instructions:

User Instructions: **What is the other designation?** (Other than rooms or beds)

Press enter to continue.

Field Length: 22

Valid Values: Alphanumeric or blank

Skip Instructions: Go to GQ_Unit_Remarks (Remarks)

Special Instructions: Display the following Hard Error when <enter> **and** Room #, Bed #, **and** Other Designation are blank.

Hard Error: Room #, Bed #, or Other Designation must be completed before you can continue.

Suppress	gray out
Close	GQ_Room_Number
Goto	GQ_Room_Number

Help Reference Word: GQ_Unit_Other_Design

Variable Name: **GQ_Unit_Remarks** (Assignment Type = 13, Current Survey GQ-A)

Field Description: Remarks

Field Definition: Indicates the remarks for a unit

Universe: Display after GQ_Unit_Other_Design

Info Pane:

?[F1]
COMPLETE LISTING METHOD
◆Enter any remarks.
Press enter to continue.

Form Pane:

I/D/E	Room #	Bed #	Other Designation	Remarks

Question Text/Fill Instructions:

User Instructions: ◆Enter any remarks.

Press enter to continue.

Field Length: 99

Valid Values: Alphanumeric or blank

Skip Instructions: Go to Insert_Delete (I/D/E) of the next line if the listing is not complete.
Go to Complist (List complete) if the listing is complete.

Special Instructions:

Help Reference Word: GQ_Unit_Remarks

Variable Name: **Insert_Delete** (Assignment Type = 33, Current Survey GQ)

Field Description: I/D/E

Field Definition: Allows the user to insert or delete a line and end the listing early

Universe: First screen for the Complete Listing Method in the GQ Frame

Info Pane:

<p>?[F1]</p> <p>COMPLETE LISTING METHOD</p> <p>1. Insert line above the current line.</p> <p>2. Delete the current line.</p> <p>3. End the listing.</p> <p>Press enter to continue.</p>
<p><input type="radio"/> 1. Insert</p> <p><input type="radio"/> 2. Delete</p> <p><input type="radio"/> 3. End the listing</p>

Form Pane:

I/D/E	Room #	Bed #	Other Designation	Remarks/HU Address	HU Designation

Question Text/Fill Instructions:

User Instructions: **1. Insert line above the current line.**

2. Delete the current line.

3. End the listing.

Press enter to continue.

- 1. Insert
- 2. Delete
- 3. End the listing

Field Length: 1
Valid Values: 1, 2, 3 or blank

Skip Instructions:

Insert: Go to GQ_Room_Number (Room #)
Go to GQ_Unit_Remarks (Remarks/HU Address) if GQ type code = 000

Delete: Go to GQ_Room_Number (Room #)
Go to GQ_Unit_Remarks (Remarks/HU Address) if GQ type code = 000

End: Go to EarlyExit (Units listed difference)

<Enter> Go to GQ_Room_Number (Room #) for initial cases.
Go to GQ_Unit_Remarks (Remarks/HU Address) if GQ type code = 000

Special Instructions:

For GQ type code = 000, set the HU in GQ Flag (huinqfl) = 1 for each line listed. Gray out the Room #, Bed #, and Other Designation fields. If the case is an updating case previously listed using the Complete Listing Method, be sure to display the previous listing in these grayed out fields.

For GQ type code ne 000, set the HU in GQ Flag (huinqfl) = 0 for each line listed. Gray out the HU Designation field.

Insert Key:

Insert new line above the insert command. On the new line, the cursor should be at the GQ_Room_Number (Room#) field unless GQ type code = 000. For these cases, the cursor should be at the GQ_Unit_Remarks (Remarks/HU Address) field.

The Insert/Delete Flag must equal "A" for any inserted or added line during updating only.

All added/inserted lines must receive the next GAIL sequence number.

Display the following Hard Error message when the user tries to insert a line and there are no blank lines available.

Hard Error: You do not have a blank line to insert. To insert a new line, return to the estimated number of units and increase the number of units.

Suppress	gray out
Close	Insert_Delete
Goto	Insert_Delete

Delete:

During an initial listing, delete all keyed information and shift the line up; during updating of a Complete Listing, gray out all information.

The Insert/Delete Flag must equal "D" for any line that has been deleted for updating cases

Delete all keyed information and shift the lines up for Initial Listing and Updating cases previously listed using the Register Method or Register of Persons Method.

A line can be undeleted only if a complete listing was done previously by removing the "2" from the I/D/E field. When the "2" is removed from the I/D/E field, the "D" should be removed from the Ins/Del Flag field.

Help Reference Word: Insert_Delete

Variable Name: **Housing_Unit- DELETED (Assignment Type = 33, Current Survey GQ)**
We want to drop the column but retain the variable.

Variable Name: **GQ_Room_Number (Assignment Type = 33, Current Survey GQ)**

Field Description: Room #

Field Definition: Indicates the complete listing room number

Universe:: Display after Housing _Unit (HU)

Info Pane:

<p>?[F1] COMPLETE LISTING METHOD What is the room number? Press enter to continue.</p>
--

Form Pane:

I/D/E	Room #	Bed #	Other Designation	Remarks/HU Address	HU Designation

Question Text/Fill Instructions:

User Instructions: **What is the room number?**

Press enter to continue.

Field Length: 5

Valid Values: Alphanumeric or blank

Skip Instructions: Go to GQ_Bed_Number (Bed #)

Special Instructions:

Help Reference Word: GQ_Room_Number

Variable Name: **GQ_Bed_Number** (Assignment Type = 33, Current Survey GQ)

Field Description: Bed #

Field Definition: Indicates the complete listing bed number

Universe:: Display after GQ_Room_Number (Room #)

Info Pane:

?[F1] COMPLETE LISTING METHOD What is the bed number? Press enter to continue.
--

Form Pane:

I/D/E	Room #	Bed #	Other Designation	Remarks/HU Address	HU Designation

Question Text/Fill Instructions:

User Instructions: **What is the bed number?**

Press enter to continue.

Field Length: 5

Valid Values: Alphanumeric or blank

Skip Instructions: Go to GQ_Unit_Other_Design (Other Designation)

Special Instructions:

Help Reference Word: GQ_Bed_Number

Variable Name: **GQ_Unit_Other_Design** (Assignment Type = 33, Current Survey GQ)

Field Description: Other Designation

Field Definition: Indicates the complete listing other designation

Universe:: Display after GQ_Bed_Number (Bed #)

Info Pane:

?[F1]

COMPLETE LISTING METHOD

What is the other designation? (Other than rooms or beds)

Press enter to continue.

Form Pane:

I/D/E	Room #	Bed #	Other Designation	Remarks/HU Address	HU Designation

Question Text/Fill Instructions:

User Instructions: **What is the other designation?** (Other than rooms or beds)

Press enter to continue.

Field Length: 22

Valid Values: Alphanumeric or blank

Skip Instructions: Go to GQ_Unit_Remarks (Remarks/HU Address)

Special Instructions: Display the following Hard Error message when <enter> **and** Room #, Bed #, **and** Other Designation are blank.

Hard Error: Room #, Bed #, or Other Designation must be completed before you can continue.

Suppress	gray out
Close	GQ_Unit_Other_Design
Goto	GQ_Unit_Other_Design

Help Reference Word: GQ_Unit_Other_Design

Variable Name: **GQ_Unit_Remarks** (Assignment Type = 33, Current Survey GQ)

Field Description: Remarks/HU Address

Field Definition: Indicates the remarks or HU address for a unit

Universe:: Display after GQ_Unit_Other_Design (Other Designation)

Info Pane:

? [F1] COMPLETE LISTING METHOD ◆ [display appropriate statement] Press enter to continue.

Form Pane:

I/D/E	Room #	Bed #	Other Designation	Remarks/HU Address	HU Designation

Question Tex/Fill Instructions:

User Instructions: ◆ [Display appropriate statement]

 Press enter to continue.

Field Length: 99

Valid Values: Alphanumeric or blank

Skip Instructions: If GQ type code ne 000, go to Insert_Delete (I/D/E) if the listing is not complete. Go to Complist (List complete) if the listing is complete.

 If GQ type code = 000, go to GQ_HU_Unit_Designation (HU Designation)

Special Instructions: If GQ type code ne 000, display: “Enter any remarks.”

If GQ type code = 000, display: “Enter HU address, then any remarks.”

Help Reference Word: GQ_Unit_Remarks

Variable Name: **GQ_HU_Unit_Designation (Assignment Type = 33, Current Survey GQ)**

Field Description: HU Designation

Field Definition: Indicates the unit designation of the HU address

Universe: Display when GQ type code = 000

Info Pane:

<p>?[F1]</p> <p>COMPLETE LISTING METHOD</p> <p>◆Enter the housing unit designation here. (ex. Suite 10, Wing 4, Bungalow 5, Apt 101)</p> <p>Press enter to continue.</p>
--

Form Pane:

I/D/E	Room #	Bed #	Other Designation	Remarks/HU Address	HU Designation

Question Tex/Fill Instructions:

Use Instructions: ◆Enter the housing unit designation here. (ex. Suite 10, Wing 4, Bungalow 5, Apt 101)

Press enter to continue.

Field Length: 20

Valid Values: Alphanumeric or blank

Skip Instructions: Go to Insert_Delete (I/D/E) if the listing is not complete.
Go to Complist (List complete) if the listing is complete.

Special Instructions: Display the following Hard Error message when both Remarks/HU Address **and** HU Designation are blank.

Hard Error: Remarks/HU Address or HU Designation must be completed before you can continue.

Suppress	gray out
Close	GQ_HU_Unit_Designation
Goto	GQ_HU_Unit_Designation

Help Reference Word: GQ_HU_Unit_Designation

Variable Name: **EarlyExit** (Assignment Type = 13 or 33, Current Surveys)

Field Description: Units listed difference

Field Definition: Alerts the user that they will be deleting lines if they end now

Universe: Display when the listing (initial or updating) is ended early

Info Pane:

<p>?[F1]</p> <p>COMPLETE LISTING METHOD</p> <p>◆ You are about to DELETE <u>[fill]</u> units/lines. You ended the listing at line [display line number the listing was ended]. Is this correct?</p>
<p><input type="radio"/> 1. Yes, End the listing.</p> <p><input type="radio"/> 2. No, Return to listing.</p>

Form Pane:

Units listed difference [fill]
List complete []

Question Text/Fill Instructions:

User Instructions: ◆ You are about to **DELETE** [fill] units/lines. You ended the listing at line [display line number the listing was ended] Is this correct?

1. Yes, End the listing.
2. No, Return to listing.

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to Complist (List complete)
 <2> Display Hard Error

Special Instructions:

Retain all information on the deleted lines until after the user exits the listing. (The user may return to the listing, therefore the screen should appear the same as when the user went to the EarlyExit screen.)

Assign a "D" to the current line and each line after. Add up the "D" flags. This is the number of deleted lines.

Fill = (DeterList1) - (total number of lines listed - all deleted lines).

Whatever line the "3" is on is the line the user ended the listing. Use this line number as the line the listing was ended.

Hard Error: You will return to the listing. Press Enter.

Suppress	gray out
Close	EarlyExit
Goto	Insert_Delete where the '3' was entered
Enter	Insert_Delete where the '3' was entered

Help Reference Word: EarlyExit

Variable Name: **DeterListMethod1** (Assignment Type = 13 or 33, Current Surveys)

Field Description: Determine List Method

Field Definition: Defines the eligible units for listing

Universe: Display when DeterElig = 2

Info Pane:

<p>?[F1]</p> <p>◆The listing must be done using the COMPLETE LISTING METHOD.</p>
<p><input type="radio"/> 1. Enter 1 to continue</p>

Form Pane:

Determine List Method	[fill]
Units from previous listing	[auto fill with previous input]
Previous Listing Method	[auto fill with previous input]
Estimated number of units	[]

Question Text/Fill Instructions:

User Instructions: ◆The listing must be done using the **COMPLETE LISTING METHOD**.

The GQ units you are about to list must meet the criteria below.

1. Enter 1 to continue

Field Length: 1

Valid Values: 1

Skip Instructions: <1> Go to DeterList2 (Estimated number of units)

Special Instructions:

Help Reference Word: DeterListMethod1

Variable Name: **DeterList2** (Assignment Type = 13 or 33, Current Surveys)

Field Description: Estimated number of units

Field Definition: Determine the estimated number of units

Universe: Display when DeterListMethod1 = 1; DeterElig = 5

Info Pane:

?[F1]

How many rooms or beds are in this facility?

◆ If unknown, ask for an approximate number.

Form Pane:

Determine List Method	[]
Units from previous listing	[auto fill with previous input]
Previous Listing Method	[auto fill with previous input]
Estimated number of units	[fill]

Question Text/Fill Instructions:

User Instructions: **How many rooms or beds are in this facility?**

◆ If unknown, ask for an approximate number.

Field Length: 4

Valid Values: 1 - 3000

Skip Instructions: Go to Insert_Delete (I/D/E)

Special Instructions:

Help Reference Word: DeterList2

Variable Name: **NoUnitGQ**

Field Description: GQ has no units

Field Definition: Probes the user for eligible units

Universe: Display when when DeterElig = 4 or DeterElig_2 = 3

Info Pane:

?[F1]

◆ Are you sure this GQ has no eligible living quarters?
(i.e., GQ units, eligible persons)

1. Yes, this GQ has no eligible units at this time.

2. No, go to Callback.

Form Pane:

GQ has no units [fill]

Ineligible No GQ []

Question Text/Fill Instructions:

User Instructions: ◆ Are you sure this GQ has no eligible living quarters?
(i.e., GQ units, eligible persons)

1. Yes, this GQ has no eligible units at this time.

2. No, go to Callback.

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to IneligNoGQ (Ineligible No GQ)

<2> Go to ApptSelect (Select Option)

Special Instructions:

Help Reference Word: NoUnitGQ

Variable Name: **IneligNoGQ**

Field Description: Ineligible No GQ

Field Definition: Allow the user to exit the listing

Universe: Display when NoUnitGQ = 1

Info Pane:

Thank you for your time.

◆ The GQ listing is complete.
You will now exit to Case Notes.
[GQ type code space - space Description]

1. Exit

Form Pane:

GQ has no units
Ineligible No GQ

Question Text/Fill Instructions:

User Instructions: **Thank you for your time.**

◆ The GQ listing is complete.
You will now exit to Case Notes.
[GQ type code space - space Description]

1. Exit

Field Length: 1

Valid Values: 1

Skip Instructions: Go to Case Notes

Special Instructions: Set the outcome code to 901 - Completed, Non-Residential, Uninhabitable, GQ with no living quarters.

Help Reference Word: IneligNoGQ

Variable Name: **MilDeter**

Field Description: Military type

Field Definition: Asks the user if all units are military

Universe: Display for all Current Survey (Assignment Type 13 or 33) non-institutional military type codes (601)

Info Pane:

<p>?[F1]</p> <p>Are all the units at...</p> <p>[display GQ address]</p> <p>...occupied by Military personnel?</p>
<p><input type="radio"/> 1. Yes</p> <p><input type="radio"/> 2. No</p>

Form Pane:

Military type	<input type="checkbox"/>
Military Exit1	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: **Are all the units at...**

[display GQ address]

...occupied by Military personnel?

1. Yes

2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> Go to MilExit1 (Military Exit1)
 <2> Go to DeterElig (Eligible units) for CS cases, DeterElig_2 for CAUS cases

Special Instructions:

Help Reference Word: MilDeter

Variable Name: **MilExit1**

Field Description: Military Exit1

Field Definition: Exit screen

Universe: Display for Current Survey (Assignment Type 13 or 33) cases when MilDeter = 1

Info Pane:

<p>Thank you for your time.</p> <p>◆ This GQ is Military. The GQ listing is complete. You will now exit to Case Notes. [GQ type code space - space Description]</p>
<p><input type="radio"/> 1. Exit</p>

Form Pane:

Military type	<input type="checkbox"/>
Military Exit1	<input type="checkbox"/>

Questions Text/Fill Instructions:

User Instructions: **Thank you for your time.**

◆ This GQ is Military.
The GQ listing is complete. You will now exit to Case Notes.
[GQ type code space - space Description]

1. Exit

Field Length: 1

Valid Values: 1

Skip Instructions: Go to Case Notes

Special Instructions: Set the outcome to 903 - GQ Entirely Military.

Help Reference Word: MilExit1

Variable Name: **DeterHUs**

Field Description: Number of Housing Units

Field Definitions: Alerts the user that the GQ is now HUs

Universe: Display when a GQ case (Assignment Type = 33) completely converts to housing units (type code '000')

Info Pane:

?[F1]
◆The entire GQ converted to/is classified as HUs.
List the housing units via the Complete Listing Method.
What is the number of housing units?

Form Pane:

Units from previous listing	[auto fill]
Previous Listing Method	[auto fill]
Number of Housing Units	[fill]
Current HUs > previous listing	[]

Question Text/Fill Instructions:

User Instructions: ◆The entire GQ converted to/is classified as HUs.

List the housing units via the Complete Listing Method.

What is the number of housing units?

Field Length: 4

Valid Values: 1 - 3000

Skip Instructions:

Updating cases: <# of HUs greater than previously listed>, go to DeterError (Current HUs > previous listing)
 <# of HUs less than or equal to previous listing>, go to Insert_Delete (I/D/E)

Initial cases: Go to Insert_Delete (I/D/E)

Special Instructions: For updating cases:
 The number of housing units listed during a complete conversion must be less than or equal to the number of GQ units listed previously.

Show the previously listed lines.
Set outcome code to 904 - GQ converted to Regular Housing Unit.

Help Reference Word: DeterHUs

Variable Name: **DeterError**

Field Description: Current HUs > previous listing

Field Definition: Alerts the user that they are trying to list more units than allowed

Universe: Display when number of HUs is greater than previously listed GQ units during a complete conversion for GQ cases (Assignment Type = 33). If the GQ was previously listed with no number of units and the GQ code is 000, go to DeterHUs screen (page 131) to allow the FR to list the units.

Info Pane:

<p>?[F1]</p> <p>◆ You've indicated that there are [display DeterHUs] new expected housing units, but there were only [display number listed previously] GQ units listed previously.</p> <p>You are only allowed to list [display number listed previously] housing units.</p>
<p><input type="radio"/> 1. Enter 1 to continue</p>

Form Pane:

Units from previous listing	[]
Previous Listing Method	[]
Number of Housing Units	[]
Current HUs > previous listing	[fill]

Question Text/Fill Instructions:

User Instructions: ◆ You've indicated that there are [display DeterHUs] new expected housing units, but there were only [display number listed previously] GQ units listed previously

You are only allowed to list [display number listed previously] housing units.

1. Enter 1 to continue

Field Length: 1

Valid Values: 1

Skip Instructions: <1> Go to Insert_Delete (I/D/E) (GQ frame)

Special Instructions: The GAIL will automatically display the maximum number of lines when the user requests more than the maximum number of lines.

Help Reference Word: DeterError

Variable Name: **HUExit**

Field Description: Housing Units Exit

Field Definition: Exit screen for complete conversions in the Area Frame

Universe: Display when a complete conversion happens for GQ-A cases (Assignment Type = 13 or 53)

Info Pane:

<p>?[F1]</p> <p>Thank you for your time.</p> <p>◆The GQ listing is complete. This GQ was coded as 000 - PREVIOUSLY IDENTIFIED AS A GQ, NOW HUs. You will now exit to Case Notes.</p> <p>In Case Management select tract [display GQ tract] block [display GQ block] and list all housing units in the ALMI.</p> <p><input type="radio"/> 1. Exit</p>

Form Pane:

Institute Exit1 <input type="checkbox"/>
Housing Units Exit <input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: **Thank you for your time.**

◆The GQ listing is complete. This GQ was coded as 000 - PREVIOUSLY IDENTIFIED AS A GQ, NOW HUS. You will now exit to Case Notes.

In Case Management select tract [display GQ tract] block [display GQ block] and list all housing units in the ALMI.

1. Exit

Field Length: 1

Valid Values: 1

Skip Instructions: Go to Case Notes

Special Instructions: Set outcome code to 904 - GQ converted to Regular Housing Unit. Set GQ type code to '000'.

Help Reference Word: HUExit

Variable Name: **Complis**

Field Description: List complete

Field Definition: Exit screen for a completed Current Surveys listing

Universe: Display when a Complete Listing Method listing is complete (Assignment Type = 13 or 33)

Info Pane:

<p>COMPLETE LISTING METHOD</p> <p>Thank you for your time.</p> <p>◆ [type code (space, space) type code description] You have listed: <u>[fill]</u> GQ unit(s). The GQ Listing is complete. The instrument will now exit to Case Notes.</p>
<p><input type="radio"/> 1. Exit</p>

Form Pane:

Units listed difference	<input type="text"/>
List complete	<input type="text"/>

Question Text/Fill Instruction:

User Instructions: Thank you for your time.

◆ [type code (space, space) - (space, space) type code description]
You have listed: [fill] GQ unit(s).
The GQ Listing is complete.
The instrument will now exit to Case Management.

1. Exit

Field Length: 1

Valid Values: 1

Skip Instructions: <1> Go To Case Notes

Special Instructions: The total number of units listed includes all lines (including "A" flagged lines) minus all deleted lines ("D" flagged lines).

Help Reference Word: Complis

Variable Name: **ApptSelect**

Field Description: Select option

Field Definition: Options to end the listing

Universe: Display when StartScreen (Start Screen) = 2, Quit

Info Pane:

◆ Select one of the following options:
1 Call Back 2. Case Complete 3. Seasonal 4. Non-Interview

Form Pane:

Select option [fill]

Question Text/Fill Instruction:

User Instructions: ◆ Select one of the following options:

- 1 Call Back
- 2 Case Complete
- 3 Seasonal
- 4 Non-Interview

Field Length: 1

Valid Values: 1, 2, 3, 4

Skip Instructions: <1> GoTo Call_Back (Call Back)
 <2> Go To Hard Error (see special instructions)
 <3> Go To Seasonal (Seasonal Screen)
 <4> Go To NonIntGQA (GQ-A frame only)
 Go To NonInt (GQ frame only)

Special Instructions: *Hard Error:* This option is not available at this time.
 Press Enter to continue.

Suppress	gray out
Close	ApptSelect
Goto	ApptSelect

Help Reference Word: ApptSelect

Variable Name: **Seasonal**

Field Description: Seasonal Screen

Field Definition: Allows the listing of a seasonal GQ

Universe: Display when ApptSelect (Select Option) = 3

Info Pane:

? [F1]
What is the estimated number of units at the facility?
◆ Try to get the estimated number of units from a contact person, someone living in the area, or by observation.

Form Pane:

Seasonal Screen	[fill]
Seasonal Notes	[]
Season Exit	[]

Question Text/Fill Instruction:

User Instructions: **What is the estimated number of units at the facility?**

◆ Try to get the estimated number of units from a contact person, someone living in the area, or by observation.

Field Length: 4

Valid Values: Numeric

Skip Instructions: <Enter> Goto SeasonOpen (Seasonal Notes)

Special Instructions:

Set the outcome code to the following for Current Survey cases (Assignment Type = 13 or 33):

If estimated number of units exists = 803 - Sufficient Partial, Unable to Complete.

If no estimated number of units exists = 805 - Insufficient Partial, Follow Up not required.

Set the outcome code to the following for CAUS cases (Assignment Type 53):

If Special Place or UpdSpecialPlace is filled = 803 - Sufficient Partial, Unable to Complete.

If Special Place or UpdSpecialPlace is not filled = 805 - Insufficient Partial, Follow Up not required.

Help Reference Word: Seasonal

Variable Name: **SeasonOpen**

Field Description: Seasonal Notes

Field Definition: Tell the user what information to enter into notes

Universe: Display after Seasonal (Seasonal screen)

Info Pane:

? [F1] ◆ Enter the following information in Case Notes: - The date the GQ is scheduled to re-open. - The months that it stays open. Press "CTRL + F7" to access notes.
<input type="radio"/> 1. Enter 1 to continue

Form Pane:

Seasonal Screen	<input type="checkbox"/>
Seasonal Notes	<input type="checkbox"/> [fill]
Season Exit	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: ◆ Enter the following information in Case Notes:
 - The date the GQ is scheduled to re-open.
 - The months that it stays open.

Press "CTRL + F7" to access notes.

1. Enter 1 to continue

Field Length: 1

Valid Values: 1

Skip Instructions: <1> Go to ExitSeason (Season Exit)

Special Instructions:

Help Reference Word: SeasonOpen

Variable Name: **ExitSeason**

Field Description: Season Exit

Field Definition: Exit screen for a seasonal GQ

Universe: Display after SeasonOpen (Seasonal Notes)

Info Pane:

<p>Thank you for your time.</p> <p>◆ [type code (space, space) - (space, space) type code description] The GQ Listing is complete. The instrument will now exit to Case Notes.</p>
<p><input type="radio"/> 1. Exit</p>

Form Pane:

Seasonal Screen	<input type="checkbox"/>
Seasonal Notes	<input type="checkbox"/>
Season Exit	<input type="checkbox"/> [fill]

Question Text/Fill Instructions:

User Instructions: **Thank you for your time.**

◆ [type code (space, space) - (space, space) type code description]
The GQ Listing is complete.
The instrument will now exit to Case Notes.

1. Exit

Field Length: 1

Valid Values: 1

Skip Instructions: <1> Goto Case Notes

Special Instructions:

Help Reference Word: ExitSeason

Variable Name: **NonIntGQA**

Field Description: Non Interview

Field Definition: Lists all the valid non-interview reasons for GQ-A cases

Universe: Display when ApptSelect (Select Option) = 4 and Assignment Type = 13 or 53

Info Pane:

◆ Select the reason for the noninterview.	
<input type="radio"/> 1. Unable to complete	<input type="radio"/> 6. Area GQ not listed. In incorrect block
<input type="radio"/> 2. Unable to locate	<input type="radio"/> 7. Commercial unit (store)
<input type="radio"/> 3. Refusal	<input type="radio"/> 8. Abused Women Shelter
<input type="radio"/> 4. GQ no longer exists	<input type="radio"/> 9. Other
<input type="radio"/> 5. All GQ units converted to regular housing units	

Form Pane:

Non Interview	[fill]
---------------	--------

Question Text/Fill Instructions:

User Instructions: ◆ Select the reason for the non-interview.

- | | |
|--|---|
| 1. Unable to complete | 6. Area GQ not listed. In incorrect block |
| 2. Unable to locate | 7. Commercial unit (store) |
| 3. Refusal | 8. Abused Women Shelter |
| 4. GQ no longer exists | 9. Other |
| 5. All GQ units converted to regular housing units | |

Field Length: 1

Valid Values: 1, 2, 3, 4, 5, 6, 7, 8, 9

Skip Instructions:

- <1> Goto Thank (Thank you); for Current Survey cases (Assignment type 13) assign outcome code 805 when an estimated number of units is NOT collected; assign outcome code 803 when an estimated number of units is collected. For CAUS cases (Assignment Type 53), assign outcome code 805 when Special Place or UpdSpecialPlace is NOT filled; assign outcome code 803 when Special Place or UpdSpecialPlace is filled
- <2> Goto Thank (Thank you); assign outcome code 817
- <3> Goto Thank (Thank you); for Current Survey cases (Assignment type 13), assign outcome code 818 when an estimated number of units is NOT collected; assign

outcome code 803 when an estimated number of units is collected. For CAUS cases (Assignment Type 53), assign outcome code 818 when Special Place or UpdSpecialPlace is NOT filled; assign outcome code 803 when Special Place or UpdSpecialPlace is filled

- <4> Goto Thank (Thank you); assign outcome code 840
- <5> Goto HUExit (Housing Unit Exit); assign outcome code 904; type code '000'
- <6> Goto Thank (Thank you); assign outcome code 849
- <7> Goto Thank (Thank you); assign outcome code 905
- <8> Goto OutofScope (Out of scope); assign outcome code 842; type code '703'
- <9> Goto Thank (Thank you); assign outcome code 833

Special Instructions:

Help Reference Word: NonIntGQA

Variable Name: **NonIntGQ**

Field Description: Non Interview

Field Definition: Lists all the valid non-interview reasons for GQ cases

Universe: Display when ApptSelect (Select Option) = 4 and Assignment Type = 33

Info Pane:

◆ Select the reason for the noninterview.	
<input type="radio"/> 1. Unable to complete	<input type="radio"/> 5. Commercial unit (store)
<input type="radio"/> 2. Unable to locate	<input type="radio"/> 6. Abused Women Shelter
<input type="radio"/> 3. Refusal	<input type="radio"/> 7. Other
<input type="radio"/> 4. GQ no longer exists	

Form Pane:

Non Interview	[fill]
Housing Units Exit	[]
Thank you	[]

Question Text/Fill Instructions:

User Instructions: ◆ Select the reason for the noninterview.

Field Length: 1

Valid Values: 1, 2, 3, 4, 5, 6, 7

Skip Instructions:

- <1> Goto Thank (Thank you); assign outcome code 805 when an estimated number of units is NOT collected; assign outcome code 803 when an estimated number of units is collected.
- <2> Goto Thank (Thank you); assign outcome code 817
- <3> Goto Thank (Thank you); assign outcome code 818 when an estimated number of units is NOT collected; assign outcome code 803 when an estimated number of units is collected.
- <4> Goto Thank (Thank you); assign outcome code 840
- <5> Goto Thank (Thank you); assign outcome code 905
- <6> Goto OutofScope (Out of scope); assign outcome code 842; type code '703'
- <7> Goto Thank (Thank you); assign outcome code 833

Special Instructions:

Help Reference Word: Noninterview

Variable Name: **Thank**

Field Description: Thank you

Field Definition: The standard exiting screen

Universe: This screen is used for GQ change flags and non-interviews

Info Pane:

<p>Thank you for your time.</p> <p>◆ The GQ listing is complete. You will now exit to Case Notes. [GQ type code (space, space) - (space, space) GQ type code description.]</p>
<p>○1. Exit</p>

Form Pane:

Thank you	[fill]
-----------	--------

Question Text/Fill Instruction:

User Instruction: **Thank you for your time.**

◆ The GQ listing is complete. You will now exit to Case Notes.
[GQ type code (space, space) - (space, space) GQ type code description.]

1. Exit

Field Length: 1

Valid Values: 1

Skip Instructions: <1> Go to Case Notes

Special Instructions: When the GQ change flag is as noted below, replace the first sentence in blue with the following. Always display at the end: "The instrument will now exit to Case Notes."

D and <1>, display: "This GQ was **DELETED**. The GQ Listing is complete."
Set Outcome Code = 840.

<2>, display: "You've indicated that the GQ was incorrectly deleted. Return to the ALMI and "Undelete" the GQ. **Select tract** [display GQ tract] **block** [display GQ block]." Set Outcome Code = 800.

M and <1>, display: "This GQ was **MOVED**. The GQ Listing is complete."

- Set Outcome Code = 849.
- <2>, display: “You’ve indicated that the GQ was incorrectly moved. Return to the ALMI and correct the GQ. **Select tract** [display GQ tract] **block** [display GQ block] “ Set Outcome Code = 800.
- U and <1>, display: “This GQ is **UNABLE TO BE VERIFIED**. The GQ Listing is complete.” Set Outcome Code = 833.
- <2>, display: “You’ve indicated that the GQ was verified. Return to the ALMI and verify the GQ. **Select tract** [display GQ tract] **block** [display GQ block]” Set Outcome Code = 800.
- N and <1>, display: “This GQ is **NON_RESIDENTIAL**. The GQ Listing is complete” Set Outcome Code= 901.
- <2>, display: “You’ve indicated that the GQ is valid (NONT Non-Residential). Return to the ALMI and correct the GQ. **Select tract** [display GQ tract] **block** [display GQ block]” Set Outcome Code = 800.
- C and <1>, display: “This **GQ converted to a HU**. The GQ Listing is complete.” Set Outcome Code = 904. Set GQ type code = 000.
- <2>, display: “You’ve indicated that the GQ did not change to housing units. Return to the ALMI and correct the GQ. **Select tract** [display GQ tract] **block** [display GQ block] “ Set Outcome Code = 800.

When the GQ change flag is:

D, M, U, N, C and <3>, display: “You have not taken action on this GQ. **Select tract** [display GQ tract] **block** [display GQ block] **in Case Management to make changes in the ALMI.**” Set Outcome Code = 800.

When NonIntGQA = 2, 6, or 7 OR NonIntGQ = 2, display the following sentence at the end:

“In Case Management select tract [display GQ tract] block [display GQ block], launch the ALMI, and correct the status of this unit.”

Help Reference Word: Thank

Variable Name: **Call_Back**

Field Description: Call Back

Field Definition: Allows the user to enter a note when to come back.

Universe: Display when ApptSelect (Select Option) = 1.

Info Pane:

<p>I'd like to schedule a date to return. What date and time would be best for you?</p> <p>Today is: [Full day name, month and number, YYYY] [ex. Wednesday, January 8, 2003]</p>
--

Form Pane:

Call Back []

Question Text/Fill Instruction:

User Instructions: **I'd like to schedule a date to return. What date and time would be best for you?**

Today is: [Full day name, month and number, YYYY]
 [ex. Wednesday, December]

Field Length: 25

Valid Values: Alphanumeric

Skip Instructions: Go to Case Notes

Special Instructions: Set the outcome code to the following for CS cases:
If estimated number of units exists = 804- Sufficient Partial
If no estimated number of units exists = 802-Insufficient Partial

Set the outcome code to the following for CAUS cases:
If Special Place or UpdSpecialPlace is filled = 804 - Sufficient Partial
If Special Place or UpdSpecialPlace is not filled = 802 - Insufficient Partial

Help Reference Word: Call_Back

Variable Name: **InstExit1**

Field Description: Institute Exit1

Field Definition: Exit screen

Universe: Display when GQ is institutional (Current Surveys Assignment Type 13 or 33)

Info Pane:

<p>Thank you for your time.</p> <p>◆This GQ is Institutional. The GQ listing is complete. You will now exit to Case Notes. [GQ type code space - space Description]</p>
<p><input type="radio"/> 1. Exit</p>

Form Pane:

Institute Exit1 <input type="checkbox"/>
Housing Units Exit <input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: **Thank you for your time.**

◆This GQ is Institutional.
The GQ listing is complete. You will now exit to Case Notes.
[GQ type code space - space Description]

1. Exit

Field Length: 1

Valid Values: 1

Skip Instructions: <1> Go to Case Notes

Special Instructions: Set the outcome to 902 - GQ Entirely Institutional.

Help Reference Word: InstExit1

Variable Name: **InstExit2**

Field Description: Institutional and Military

Field Definition: Institutional and Military exit screen

Universe: Display when GQ is institutional and military (type code 106,or 404)
(Current Surveys Assignment Type 13 or 33)

Info Pane:

<p>◆This GQ is Institutional and Military.</p> <p>The GQ listing is complete. You will now exit to Case Notes. [GQ type code space - space Description]</p>
<p><input type="radio"/> 1. Exit</p>

Form Pane:

<p>Institutional and Military []</p>

Question Text/Fill Instructions:

User Instructions: ◆This GQ is Institutional and Military.

The GQ listing is complete. You will now exit to Case Notes.
[GQ type code space - space Description]

1. Exit

Field Length: 1

Valid Values: 1

Skip Instructions: <1> Go to Case Notes

Special Instructions: Set the outcome code to 902 - GQ Entirely Institutional.

Help Reference Word: InstExit2

Variable Name: **OutofScope**

Field Description: Out of scope

Field Definition: GQ has an out-of-scope GQ type code

Universe: Display when the GQ type code = 602, 702, 703, 900, or 903

Info Pane:

<p>Thank you for your time.</p> <p>◆ This GQ is out-of-scope. The GQ listing is complete. You will now exit to Case Notes. [GQ type code (space, space) - (space, space) Description]</p>
<p><input type="radio"/> 1. Exit</p>

Form Pane:

Out of scope [fill]

Question Text/Fill Instructions:

User Instructions: **Thank you for your time.**

◆ This GQ is out-of-scope.
The GQ listing is complete. You will now exit to Case Notes.
[GQ type code (space, space) - (space, space) Description]

1. Exit

Field Length: 1

Valid Values: 1

Skip Instructions: <1> Go to Case Notes

Special Instructions: Set the outcome code to 842 - GQ is Out of Scope.

Help Reference Word: OutofScope

Variable Name: **301 Code**

Field Description: Institutional Nursing Home or HU

Field Definition: Determines if GQ is an Institutional Nursing Home or Housing Unit

Universe: Display when GQ type code is 301

Info Pane:

<p>Is this facility licensed to provide medical care with 7-day, 24 hour coverage for people requiring long-term non-acute care?</p> <p>◆ 24 hour care is defined as having registered nurses on duty 24 hours a day. ◆ Licensed is defined as acquiring an official document to provide such care from a government authority at the federal, state, or county level.</p> <p><input type="radio"/> 1. Yes <input type="radio"/> 2. No</p>

Form Pane:

Verify GQ name	<input type="checkbox"/>	Verify GQ type code	<input type="checkbox"/>
Update GQ name	<input type="checkbox"/>	Update GQ type code	<input type="checkbox"/>
Free to leave grounds?	<input type="checkbox"/>	GQ description	<input type="checkbox"/>
Outside permission required?	<input type="checkbox"/>	Institutional Nursing Home or	[fill]
Confirm I/NI	<input type="checkbox"/>	Institutional Nursing Home	<input type="checkbox"/>

Question Text/Fill Instructions:

User Instructions: **Is this facility licensed to provide medical care with 7 day, 24 hour coverage for people requiring long-term non-acute care?**

- ◆ 24 hour care is defined as having registered nurses on duty 24 hours a day.
- ◆ Licensed is defined as acquiring an official document to provide care from a government authority at the federal, state, or county level.

- 1. Yes
- 2. No

Field Length: 1

Valid Values: 1, 2

Skip Instructions: <1> If GQ type code = 301 go to SpecialPlace if Special Place name is ne to blank; else go to UpdSpecialPlace if Special Place is blank.

<2> If GQ-A (Assignment Type 13 or 53), then change GQ type code to '000' and go to HUExit. If GQ (Assignment Type 33), change GQ type code to '000' and go to DeterHUs

Special Instructions:

Help Reference Word:

301 Code

Delete Screen

Variable Name: 911 Code_Yes

Field Description: Institutional Nursing Home

Field Definition: Indicates GQ is a institutional nursing home

Universe: Display when 911 Code (Institutional Nursing Home or HU) = 1 and GQ type code = 911

Info Pane:

◆ The GQ is an institutional Nursing Home. Please select option 1 on the DetermINGQ2 screen, and select an appropriate GQ Type Code, 301-307.

○ Enter 1 to continue

Form Pane:

Verify GQ name	<input type="checkbox"/>	Verify GQ type code	<input type="checkbox"/>
Update GQ name	<input type="checkbox"/>	Update GQ type code	<input type="checkbox"/>
Free to leave grounds?	<input type="checkbox"/>	GQ description	<input type="checkbox"/>
Outside permission required?	<input type="checkbox"/>	Institutional Nursing Home or	<input type="checkbox"/>
Confirm I/NI	<input type="checkbox"/>	Institutional Nursing Home	[fill]

Question Text/Fill Instructions:

User Instructions: ◆ The GQ is an institutional Nursing Home. Please select option 1 on the DetermINGQ2 screen, and select an appropriate GQ Type Code, 301-307.

1. Enter 1 to continue

Field Length: 1

Valid Values: 1

Skip Instructions: <1> Go to DetermINGQ2

Special Instructions:

Help Reference Word: N/A

VI. Timing

Listed below are tentative dates for delivering the GAIL version 6.0 instrument.

- TMO internal testing with ALMI: 8/29/08
- Deliver systems test 9/30/08
- Deliver instrument for Verification Test 12/11/08

VII. Inputs to/Outputs from the GAIL

Inputs to the GAIL are the CASEID.IN File and the DAAL GQ SCIF. The layout of the CASEID.IN File appears as Attachment C. No changes have been made to this file for version 6.0. The layout of the DAAL GQ SCIF can be found at the Corporate Metadata Repository (CMR) website: cmr.ssd.census.gov.

Outputs from the GAIL are the CASEID.OUT File and the FOG. The layout of the CASEID.OUT File appears as Attachment D, and the FOG as Attachment E. No changes have been made to the CASEID.OUT File for version 6.0.

VIII. Contact Persons

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IX. Attachments

- A - Index of GAIL Variables
- B – List of GQ Type Codes and Descriptions
- C – Layout of the CASEID.IN File
- D – Layout of the CASEID.OUT File
- E – Layout of the File of Outputs from the GAIL (FOG) for Version 6.0

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List of GQ Type Codes and Descriptions

The following GQ Type Codes have been removed for the 2008 Dress Rehearsal and 2010 Census:

- 107 – Other types of correctional institutions
- 209 – Type of Juvenile Institution Unknown
- 400 – Hospitals for Drug/Alcohol Abuse
- 604 – Group Quarters Miscellaneous
- 605 – Military Hotels/Campgrounds
- 904 – Dormitories for Nurses and Interns in Military Hospitals
- 908 – Other Non-household Living Situations
- 910 – Other Non-Household Living Situations and Transient Locations
- 911 – Residential Care Facilities Providing “Protective Oversight,”
- 913 – Other Household Living Situation “Dangerous Encampments.”

Non-institutional GQ Type Codes:

GQ Type Code	Type Name	Description
000	GQ_to_HU	Previously identified as a GQ, now Housing Units
501	Student_Housing	College/University Student Housing
601	Military	Military Quarters
602	Military	Military Ships
701	Emerg_Shelters	Emergency and Transitional Shelters (with sleeping facilities) for People Experiencing Homelessness
703	Emerg_Shelters	Domestic Violence Shelters
702	Emerg_Shelters	Soup Kitchens, Regularly Scheduled Mobile Food Vans, and Targeted Non-Sheltered Outdoor Locations
801	Group_Homes	Group Homes Intended for Adults (non-correctional)
802	Group_Homes	Residential Treatment Centers for Adults (non-correctional)
900	Ships_Vessel	Maritime/Merchant Vessels
901	Worker_Housing	Workers’ Group Living Quarters and Job Corps Centers
902	Religious	Religious Group Quarters (convents, monasteries, abbeys)
903	Nature_Disaster	Living Quarters for Victims of Natural Disasters

Institutional GQ Type Codes:

GQ Type Code	Type Name	Description
000	GQ_to_HU	Previously identified as a GQ, now HUs
101	Correctional_Inst	Federal Detention Centers
102	Correctional_Inst	Federal Prisons
103	Correctional_Inst	State Prisons
104	Correctional_Inst	Local Jails and Other Municipal Confinement Facilities
105	Correctional_Inst	Correctional Residential Facilities
106	Correctional_Inst	Military Disciplinary Barracks and Jails
201	Juvenile_Inst	Group Homes for Juveniles (non-correctional)
202	Juvenile_Inst	Residential Treatment Centers for Juveniles (non-correctional)
203	Juvenile_Inst	Correctional Facilities Intended for Juveniles
301	Nursing_Homes	Nursing facilities/Skilled-Nursing Facilities
401	Hospitals	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals
404	Hospitals	Military Treatment Facilities with Assigned Patients
402	Hospitals	Hospitals with Patients Who Have No Usual Home Elsewhere (patients with no UHE in military hospitals/medical centers are expected to be civilians)
403	Hospitals	In-Patient Hospice Facilities
405	Hospitals	Residential Schools for People with Disabilities

Layout of the CASEID.IN File

The following are passed in from Case Management. If any were changed in the ALMI or Case Management, the updates should be displayed in the GAIL. There are no changes from version 5.5

Source	Length
CM_Case.caseid	8
FR_Info.ro_code	2
FR_Info.fr_code	3
CM_Case.collection_mode	1
CM_Case.reassigned	1
CM_Listing_Case.new_unit	1
CM_Listing_Case.gq_name	100
CM_Case.callback_notes	25
CM_Listing_Case.gq_change_flag	1
CM_Case.tract	6
CM_Case.block	6
CM_Address_Info.house_number	10
CM_Address_Info.house_number_sfx	3
CM_Address_Info.prefix_direction	2
CM_Address_Info.prefix_type	4
CM_Address_Info.street_name(1:28)	28
CM_Address_Info.suffix_type	4
CM_Address_Info.suffix_direction	2
CM_Address_Info.street_name_ext	3
CM_Address_Info.unit_designation	20
CM_Address_Info.rr_description	4
CM_Address_Info.rr_id	4
CM_Address_Info.box_description	6
CM_Address_Info.box_id	10
CM_Address_Info.building_name	60
CM_Address_Info.place	28
CM_Address_Info.state	2
CM_Address_Info.zip	5
CM_Address_Info.zip4	4

Source	Length
CM_Address_Info.physical_description	99
CM_Listing_Case.gq_type	3
CM_Listing_Case.gq_inst	1
CM_Listing_Case.SpecPlace	100

Layout of the CASEID.OUT File

The following are passed out to Case Management. If any were changed in the GAIL, then the updated information should be displayed in Case Management. There are no changes to this file from version 5.5. Changes in blue where incorporated in earlier versions but were not documented.

Source To Update	Length	Start Position	Data Model Name
cm_case.control_number	24	1	CTRLNUM
cm_case.caseid	8	25	CASEID
cm_case.outcome_code	3	33	OUTCOME
cm_address_info.house_number	10	36	HNO
cm_address_info.house_number_sfx	3	46	HNOSUF
cm_address_info.prefix_direction	2	49	STRPRXD
cm_address_info.prefix_type	4	51	STRPRXT
cm_address_info.street_name	28	55	STRNAME
cm_address_info.suffix_type	4	83	STRSFXT
cm_address_info.suffix_direction	2	87	STRSFXD
cm_address_info.street_name_ext	3	89	STRNAMX
cm_address_info.unit_designation	20	92	
cm_address_info.rr_description	4	105	RRDESC
cm_address_info.rr_id	4	109	RRID
cm_address_info.box_description	6	113	BOXDESC
cm_address_info.box_id	10	119	BOXID
cm_address_info.place	28	129	PO
cm_address_info.state	2	151	ST
cm_address_info.zip	5	153	ZIP5
cm_address_info.zip4	4	158	ZIP4
cm_address_info.physical_description	99	162	PHYDES
cm_address_info.building_name	60	261	
cm_case.callback_notes	25	321	CALLBACK
cm_contacts.contact_type	1	346	CP1TYPE
cm_contacts.contact_name	42	347	CP1NAME
cm_contacts.contact_title	20	389	CP1TITL
cm_contacts.contact_phone	10	409	CP1PHON
cm_contacts.contact_phone_ext	5	419	CP1EXT
cm_contacts.contact_phone_type	1	424	CP1PHT
cm_contacts.contact_addr1	54	425	CP1ADD1
cm_contacts.contact_addr2	54	479	CP1ADD2

Source To Update	Length	Start Position	Data Model Name
cm_contacts.contact_city	20	533	CPIPO
cm_contacts.contact_state	2	553	CP1ST
cm_contacts.contact_zip	5	555	CP1ZP5
cm_contacts.contact_zip4	4	560	CP1ZP4
cm_listing_case.gq_type	3	564	GQTYPE
cm_listing_case.gq_name	100	567	GQNAME
cm_listing_case.nbr_units_listed	5	667	UNITLIST
cm_listing_case.sp_name	100	672	SPECPLACE
cm_listing_case.institutional	1	772	GQINST
cm_listing_case.military	1	773	MNMFLAG
cm_listing_case.gq_register_method	1	774	GQREGFL
cm_listing_case.gq_register_type	1	775	GQREGTYP
cm_listing_case.gq_register_description	1	776	GQREGDESFLG

Layout of the File of Output from the GAIL (FOG) for Version 6.0

Record Type 10 Subtype 99 (GQ Level Information)				
Variable	Length	Position	Valid Values	Definition
Record Type	2	1 - 2	10	
Record Sub-type	2	3 - 4	99	
Control Number	24	5 - 28	GQ Frame GQs = State (2), County (3), Special Place State (2), Special Place ID (6), GQID (4) Area Frame GQs = State (2), County (3), Tract (+suffix) (6), Tabulation Block - 2000 (6), Positions 6 – 12 of the MAFID (7)	
CASEID	8	29 - 36	Numeric	
Outcome Code	3	37 - 39	Numeric - 800, 801, 802, 803, 804, 805, 815, 817, 818, 833, 840, 842, 849, 870, 901, 902, 903, 904, 905, 000	Describes the final status of a case.
FR Code (Listing)	3	40 - 42	Alphanumeric	Identifies the FR who did the listing/updating.
House Number (housesno)	10	43 - 52	Alphanumeric or blank, (RJ)	The number associated with a housing unit that should uniquely identify a structure on a street.
House Number Suffix (housesnosuf)	3	53 - 55	Alphanumeric, fractional value or blank	An alphabetic or fractional addition to the end of house number to form a new house number.
Street Name Prefix Direction (streetpred)	2	56 - 57	Alphabetic or blank N = North NE = North East S = South NW = North West E = East SE = South East W = West SW = South West	Directional abbreviation in front of a street name.
Street Name Prefix Type (streetpret)	4	58 - 61	Alphabetic or blank (LJBF)	A street type that goes in front of the actual street name

Record Type 10 Subtype 99 (GQ Level Information)				
Variable	Length	Position	Valid Values	Definition
Street Name (streetname)	28	62 - 89	Alphanumeric or blank (LJBF)	The proper name of the street without any street direction, prefix, suffix, or type.
Street Name Suffix Type (streetsuft)	4	90 - 93	Alphabetic or blank (LJBF)	Street type that follows the actual street name.
Street Name Suffix Direction (streetsufd)	2	94 - 95	Alphabetic or blank (LJBF) N = North NE = North East S = South NW = North West E = East SE = South East W = West SW = South West	Directional abbreviation that follows the actual street name.
Street Name Extension (streetext)	3	96 - 98	Alphabetic or blank (LJBF)	Street name extension indicator.
Unit Designation (unitdesl)	20	99 - 118	Alphanumeric or blank e.g., APT 78, Ste, G, #1, Unit 3	A physical description of the type of unit (i.e., apt) and the character/number designation that uniquely identifies it.
MAF Source Code	2	119 - 120	Hard-code to 63, DAAL listing	Identifies the program which performed the listing
pad	3	121 - 123		
Location Description (locdescrip)	99	124 - 222	Alphanumeric or blank (LJBF)	Physical description of house/address.
GQ Building Name (gqbuildnm)	60	223 - 282	Alphanumeric or blank	Actual name on the building or structure that contains the GQ.
Rural Route Descriptor (rrdesc)	4	283 - 286	Alphabetic or blank	Rural route description for an address.
Rural Route ID (rrid)	4	287 - 290	Alphanumeric or blank (LJBF)	Rural route identifier for an address. Usually numeric.
Box/PO Box Descriptor (boxds)	6	291 - 296	Box, PO Box, or blank	Box description for an address
Box/PO Box ID (boxid)	10	297 - 306	Alphanumeric or blank (LJBF) e.g., 123, A, 1A	Actual number associated with the PO Box.

Record Type 10 Subtype 99 (GQ Level Information)				
Variable	Length	Position	Valid Values	Definition
ZIP Code (zip)	5	307 - 311	01001 - 99999	Zone Improvement Plan
ZIP4	4	312 - 315	Numeric or blank	Zone Improvement Plan Last 4-digits of a 9-digit ZIP.
Assignment Type	2	316 - 317	13 = GQ in Area Frame, CS 33 = GQ Frame Listing, CS 53 = GQ in Area Frame, CAUS	
NHIS/Non-NHIS Flag	1	318 - 318	0 = Non-NHIS 1 = NHIS (Set by CM for new GQs)	
MAFID (permanent or temporary) (mafid)	13	319 - 331	<u>Permanent</u> Original State 1-2 Original County 3-5 Within-County ID 6-12 <u>Position 13</u> 0 = No change in county 1 = County has changed <u>Temporary MAFID</u> char 1 = '9' char 2 = 'T' char 3-4 = RO Code char 5-7 = FR Code char 8 = caller/mode/version flag char 9 = assignment period month char 10-13 = sequence #	The unique identifier for a record on the MAF. For NHIS, DSMD assigns its own MAFID.
GQ Type (gqtype)	3	332 - 334	Numeric	Identifies the type of GQ (e.g., hospital)
GQ Name (gqname)	100	335 - 434	Alphanumeric or blank	The name of the Group Quarters.
Special Place Name (spname)	100	435 - 534	Alphanumeric or blank	The proper name of a Special Place (e.g., University of Maryland)
Institutional/Noninstitutional Flag (gqimmin)	1	535 - 535	I = Institutional GQ N = Noninstitutional GQ	Identifies if a GQ is institutional or non-institutional.
Military Flag (mltryfl)	1	536 - 536	M = Military GQ or blank	Indicates if a GQ is Military.

Record Type 10 Subtype 99 (GQ Level Information)				
Variable	Length	Position	Valid Values	Definition
GQ Register Method (gqregfl)	1	537 - 537	1 = Yes, register method used 0 = No, register method not used	Indicates whether the GQ was listed using the register method. If a register method is used, units are not actually listed—just the number of units from the register is recorded.
GQ Register Location (gqregloc)	25	538 - 562	Alphanumeric or blank	Identifies the location of the register within the GQ.
GQ Register Type (gqregtyp)	1	563 - 563	1 = Persons 2 = Beds 3 = Rooms 4 = Other Blank	A flag representing the type of GQ units the GQ register contains.
GQ Register Description (gqregdes)	1	564 - 564	1 = Computer Generated Listing 2 = Handwritten or Typed List 3 = Card Index 4 = Sketch of Units Within the GQ 5 = Other Blank	Indicates the physical characteristics of the register.
Listing Update Flag (LUF)	1	565 - 565	0 = Initial Listing case 1 = Updating case	This flag tells the GAIL if the case is an initial listing case or an updating case.
GQ Number of Units (gqnumunits)	5	566 - 570	Numeric or blank (RJBF)	Number of GQ units recorded at time of listing within a group quarters.
(pad)	1	571 - 571	blank	
(pad)	6	572 - 577	blank	
Contact Person Name (contactnam)	42	578 - 619	Alphabetic or blank	The name of the person to contact for a GQ.
Contact Person Title (title)	20	620 - 639	Alphanumeric or blank	Job title of the contact person at the GQ.
Contact Person Phone Number Expansion	1	640 - 640	blank fill	

Record Type 10 Subtype 99 (GQ Level Information)				
Variable	Length	Position	Valid Values	Definition
Contact Person Phone Number	10	641 - 650	Numeric, blank, or 9999999997 - number not available 9999999998 - refused 9999999999 - don't know Consists of Area Code (3), Prefix (3), and Suffix (4)	The phone number of the person to contact at the GQ.
Contact Person Phone Extension (cphoneext)	5	651 - 655	Alphanumeric or blank	The extension that enables a caller to reach a specific party after dialing a standard seven-digit phone number.
Contact Person Phone Type (cphonetype)	1	656 - 656	1 = Home 2 = Work 3 = Cellular or Digital 4 = Beeper/Pager/Answering Service 5 = Public Pay Phone 6 = Toll Free 7 = Other 8 = Fax Blank	Indicates the type of phone associated with the Contact Phone Number.
Contact Person Location (contactloc)	54	657 - 710	Alphanumeric or blank	The location of the contact person at the GQ.
Assignment Period	8	711 - 718	Format YYYYMM for CS, YYYYMM01 for CAUS.	Indicates when the listing is due.
Tract [includes suffix] (tract)	6	719 - 724	Position 1-4: 0001-9499 = Tract Position 5-6: 01-99, 00 = Suffix	
Block Code - 2000 Tabulation (combbk)	6	725 - 730	1001 - 9999 Allows for a 2 digit alpha suffix if needed - blank filled for now	2000 Census tabulation block number.
Listing Completion Date (listdate)	6	731 - 736	Format YYYYMM. Indicates when listing was completed.	Indicates the Year and Month the Area block or GQ was listed/updated.
Dataset Version	5	737 - 741	YYYYD, where D= Dataset Version number	The dataset version number will either be "1" or "2" depending on which of the two yearly dataset creations the Listing SCIF corresponds to.

Record Type 10 Subtype 99 (GQ Level Information)				
Variable	Length	Position	Valid Values	Definition
<Blank>	50	742 - 791	EOL marker in 763	

Record Type 85 Subtype 99 (GQ Unit Level Record)				
Name	Length	Position	Valid Values	Definition
Record Type	2	1 - 2	85	
Record Sub-type	2	3 - 4	99	
Roster Information	12	5 - 16	Blank	
GAIL Sequence Number	5	17 - 21	Alphanumeric	The order the GQ units are listed. This number can be different from the GQ Line Number.
GQ Line Number	4	22 - 25	Numeric	The line number of a GQ unit in a listing.
GQ Room Number (gqroomno)	5	26 - 30	Alphanumeric or blank	The number, alphabetic, or alphanumeric designation assigned to identify a room within a GQ (e.g. 15, B, 2A).
GQ Bed Number (gqbedno)	5	31 - 35	Alphanumeric or blank	The number, alphabetic, or alphanumeric designation assigned to a bed within a GQ, or within a room within a GQ (e.g., 16, C and 3B)
GQ Unit Other Designation (gqunitdes)	22	36 - 57	Alphanumeric or blank	A description of a GQ unit that does not have a room or bed number identifier or is not a room or bed designation (e.g. wheelchair #24; bay window ledge).
GQ Unit Remarks/HU Address (gqunitrmks)	99	58 - 156	Alphanumeric or blank	This field will contain comments or notes about a GQ unit. In the GQ frame, this field can also contain the address of a housing unit, for complete conversions.
HU Unit Designation in a GQ (huunitdesg)	20	157 - 176	Alphanumeric or blank	The unit designation for housing units listed in the GQ frame (complete conversions).
(pad)	5	177 - 181		
HU in GQ Flag (huingqfl)	1	182 - 182	0 = Unit is a GQ unit 1 = Unit is a housing unit	Indicates if the unit is a GQ unit or HU. (HUs are only listed for complete conversions in the GQ frame.).
GQ Add/Delete Flag	1	183 - 183	A=added line D=deleted line, blank	Indicates whether a line has been added to or deleted from a complete listing.

Record Type 85 Subtype 99 (GQ Unit Level Record)				
Name	Length	Position	Valid Values	Definition
<Blank>	50	185 - 234	EOL marker in 235	