

Housing Collection Instrument Screen Shots

Last Modified: October 6, 2021

Assignment Overview

Monday, April 09, 2018

Release 34.7

Data Collection Work

PANEL 3 -- March 2018				
TYPE	ASSIGNED	READY	HOLD	NO ACTION
SI	0	0	0	0
NI	0	0	0	0
SP	15	0	9	6
LP	0	0	0	0
TOTAL	15	0	9	6

PANEL 4 -- April 2018				
TYPE	ASSIGNED	READY	HOLD	NO ACTION
SI	0	0	0	0
NI	0	0	0	0
SP	0	0	0	0
LP	0	0	0	0
TOTAL	0	0	0	0

ON-PANEL NOTES

There are 20 days left in the on-panel Collection Month

Non-Monthly Work

CLOSE OUT	ASSIGNED	READY	HOLD	NO ACTION
2018/04/30	9	0	9	0
2018/06/30	19	0	6	13
2018/07/31	4	0	1	3
//	0	0	0	0
//	0	0	0	0
//	0	0	0	0
TOTAL	32	0	16	16

Assignment Organizer

Assignment Organizer - Housing DC March 2018

Organizer View Print Help

Wild Card	Int No	Schedule Status	egmer	Coll PSU	.line	Index PSU	IG	Unit Address	Pre Info	Prev Respondent	Mgr Name / Mgmt Company
TELE...	SP	Hold	A1011	S305	1	S12A			P	JEFFREY fields	
PVN...	SP	Hold	A1011	S305	3	S12A			T	REGINA HENDRICKS	
TELE...	SP	Hold	A1011	S305	4	S12A			T	JOSEPH ZIMBARDO	
EVEA...	SP	Hold	A1011	S305	5	S12A			P	nancy	
PVN...	SP	Hold	A1165	S305	1	S12A			T	HEATHER HILL PROP...	HEATHER HILL P...
TELD...	SP	Hold	A1165	S305	2	S12A	SM2		T	ASHLEY MACARONE	ASHLEY MACAR...
TELD...	SP	Hold	A1165	S305	3	S12A	SM2		T	ASHLEY MACARONE	ASHLEY MACAR...
TELA...	SP	No Action	A1177	S305	4	S12A			P	greg.gorelick	
TELE...	SP	No Action	A1178	S305	1	S12A			T	MARK MIX	
TELE...	SP	No Action	A1178	S305	2	S12A			P	William Randazzo	
TELE...	SP	No Action	A1179	S305	1	S12A			T	MS. HEBA SADEK	
TELD...	SP	Hold	A1179	S305	2	S12A			T	Kathleen Carlin RJB As...	
NED...	SP	Hold	A1179	S305	3	S12A			P	VERONICA DONNER	
TELE...	SP	No Action	A1179	S305	4	S12A			T	Jacqueline Mccune	
TELD...	SP	No Action	A1180	S305	1	S12A			T	NOEL CAGNASSOLA	

Unit Addr: [REDACTED]
 PISCATAWAY, NJ 08854-1672

Prev Resp: JEFFREY FIELDS,
 OCCUPANT

RESPONDENT INFO

IG Interview Group:

WC Wild Card: TELEVE

MESSAGES TELEPHONE PERSONAL VISIT

Unit Facesheet

UNIT FACESHEET

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx
 xx xx xx, GILBERT, AZ, 85297-3025

SSR	HOUSING UNIT CODE	INDEX PSU	SEGMENT	SECTOR	LINE
HO4	4020371	S48A	B0110	1	84

COLLECTION PERIOD	2020/04	PANEL	4	INTERVIEWTYPE	SP
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UNIT ADDRESS	<input style="width: 100%;" type="text" value="GILBERT"/>	<input style="width: 100%;" type="text" value="AZ"/>	<input style="width: 100%;" type="text" value="85297-3025"/>
--------------	-----------------------------------------------------------	------------------------------------------------------	--------------------------------------------------------------

COMPLEX NAME	<input style="width: 100%;" type="text" value="xx"/>
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ELEVATOR	<input style="width: 100%;" type="text" value="YES"/>	STRUCTURE TYPE	<input style="width: 100%;" type="text" value="MULTI, 10 to 19 UNITS"/>
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MAP

Unit
 Occ/Resp/E/A
 Ldid/Mgr/Auth
 Messages

Observation: Type of Structure

OBSERVATION - TYPE OF STRUCTURE SCREEN - PRACTICE COLLECTION

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

(OBSERVE / SECONDARY SOURCE):

Select type of structure from the following list:

- SINGLE DETACHED
- SINGLE DETACHED**
- SINGLE ATTACHED
- MOBILE HOME TRAILER
- MULTI, 2 UNITS
- MULTI, 3 to 4 UNITS
- MULTI, 5 to 9 UNITS
- MULTI, 10 to 19 UNITS
- MULTI, 20 to 49 UNITS

Observation: Type of Structure, Elevator Question

OBSERVATION - TYPE OF STRUCTURE SCREEN - PRACTICE COLLECTION

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

(OBSERVE / SECONDARY SOURCE):

Select type of structure from the following list

MULTI, 5 to 9 UNITS

Does this type of structure have an elevator?

YES
NO
DON'T KNOW

Observation: Eligibility Screen with Ineligible Displayed

OBSERVATION - ELIGIBILITY SCREEN - PRACTICE COLLECTION

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

(OBSERVE / SECONDARY SOURCE):

Is this house eligible?

YES

NO

YES

NO

Display Ineligible

- * COLLEGE DORMITORY
- CONVENT, MONASTERY, RELIGIOUS GROUP RESIDENCE
- * CORRECTIONAL INSTITUTION
- FARM WITH INCOME FROM MORE THAN 10 ACRES
- FRATERNITY OR SORORITY HOUSE
- HALFWAY HOUSE
- * HOSPITAL
- * LICENSED NURSING HOME
- * MENTAL INSTITUTION
- MIGRATORY WORKER HOME
- MILITARY HOUSING ON A BASE OR FORT

* Units in the above structures that provide housing for staff or maintenance personnel and meet the housing unit definition are eligible

Observation: Public Housing Screen

OBSERVATION - PUBLIC HOUSING SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

(OBSERVE): Is this house Public Housing?

Definition	YES	NO	DON'T KNOW
xx xx xx	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> DON'T KNOW

PUBLIC HOUSING -
Housing units which are subsidized and owned or operated by a Federal, State, City, or other government agency. Rent paid by the occupant is usually based on income and the additional rental cost is covered by the government agency.

Close Window

Unit Respondent Screen

UNIT RESPONDENT SCREEN							
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return
Next							
1 ANY S 1 ANY ST, ANYTOWN, US, 99999 *** (Select Respondent Type and Indicate Same or Different. Update Respondent Information as necessary.)***							
QUIT							
<input type="radio"/> OCCUPANT	Update Occupant Info		PREVIOUS RESP: KIM TYLER, MANAGER				
JESSE HIGGINS							
PHONE: (555)555-7777				ALT. PHONE:			
CONTACT TIME:							
<input type="radio"/> LANDLORD	Update Landlord Info						
PHONE: ALT. PHONE:							
CONTACT TIME:							
<input checked="" type="radio"/> MANAGER	Update Manager Info						
KIM TYLER							
PHONE: (555)555-1234				ALT. PHONE:			
CONTACT TIME:				<input checked="" type="radio"/> SAME <input type="radio"/> DIFFERENT			
<input type="radio"/> AUTH.REP.	Update Auth.Rep. Info						
PHONE: ALT. PHONE:							
CONTACT TIME:							

Respondent Screen for Interview Groups

IG RESPONDENT SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
1 ANY S 1 ANY ST, ANYTOWN, US, 99999								
*** (Select Respondent Type and Indicate Same or Different. Update Respondent Information as necessary.) ***								
QUIT		Display IG Address						
<input type="radio"/> LANDLORD	Update Landlord Info	PREVIOUS RESP: James Katz, MANAGER						
PHONE:		ALT. PHONE:						
CONTACT TIME:								
<input checked="" type="radio"/> MANAGER	Update Manager Info							
James Byers						<input type="radio"/> SAME		
PHONE: (202)555-1522		ALT. PHONE:				<input checked="" type="radio"/> DIFFERENT		
CONTACT TIME:								
<input type="radio"/> AUTH.REP.	Update Auth.Rep. Info							
PHONE:		ALT. PHONE:						
CONTACT TIME:								

Occupancy Screen

UNIT OCCUPANT SCREEN							-	□	x
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next	
xx xx xx xx xx xx, DECATUR, IL, 62526-3488									
*** (Since the last collection period, is the occupancy...?) ***									
<input checked="" type="radio"/> Same									
<input type="radio"/> Different - Please update Name and enter a Move-In Date									
<input type="radio"/> Vacant									
OCCUPANT	Update Occupant Info		xx					06/2016	
xx									
PHONE:	EXT. xx	ALT. PHONE:	EXT. xx						
CONTACT TIME:									
*** (If necessary, please update the Move-In Date for this occupant) ***									
			06	/	2016				
			MONTH		YEAR				

Owner Occupied Screen

TENURE SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
Is this house/apt. occupied by the owner or is it rented?								
						<i>OWNER</i>	<i>RENTED</i>	
1 ANY ST						<input type="radio"/> OWNER	<input type="radio"/> RENTED	

PUBLIC HOUSING SCREENS

(Screen appears if data collector cannot determine if unit is public housing through observation)

OBSERVATION - PUBLIC HOUSING SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

(OBSERVE): Is this house Public Housing?

Definition	YES	NO	DON'T KNOW
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xx xx xx YES NO DON'T KNOW

PUBLIC HOUSING -
Housing units which are subsidized and owned or operated by a Federal, State, City, or other government agency. Rent paid by the occupant is usually based on income and the additional rental cost is covered by the government agency.

Close Window

Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
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Is it owned or operated by a government agency?

YES	NO
-----	----

1 ANY ST

YES

NO

ASSISTED LIVING SCREEN

Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
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(ASK ONLY IN A HOUSING COMPLEX OR MULTI-UNIT SITUATION; OTHERWISE CODE "NO".)

Is this apartment part of an assisted living program?

Does the program provide ADL assistance to an occupant of this apartment?

ASSISTED LIVING	
YES	NO

<i>Definition</i>	
ADL INCLUDED	
YES	NO

1 ANY ST

YES NO

YES NO

Definitions Window for ASSISTING LIVING SCREEN

ASSISTED LIVING SCREEN

ASSISTED LIVING PROGRAM -

Close Window

- Any group residential program that is not licensed as a nursing home and that provides personal care and support services to people who need help with the activities of daily living (ADL)* as a result of physical or cognitive disability.

- Assisted living communities are designed for individuals who cannot function in an independent living environment but do not need nursing care on a daily basis. Many assisted living facilities also have professional nurses and other health care professionals on staff or available on call should a resident require special care.

- These communities go by a variety of names: adult homes, personal care homes, retirement residences, and sheltered housing. Local jurisdictions vary in their definitions and requirements. Assisted living communities are often affiliated with independent living communities or nursing care facilities offering residents a continuum of care for changing needs.

*ACTIVITIES OF DAILY LIVING (ADL)-

ADL's are considered to be everyday activities, such as walking, getting in and out of bed, dressing, bathing, eating, and using the bathroom.

Primary Residence Screen

PRIMARY RESIDENCE SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
Is this house the primary residence of at least one of the occupants?								
							YES	NO
1 ANY ST						<input type="radio"/> YES	<input type="radio"/> NO	

Relative of the Landlord Screen

RELATIVE OF THE LANDLORD SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
Is anyone living in this house a relative of the landlord?						<i>YES</i>		<i>NO</i>
1 ANY ST						<input type="radio"/> YES	<input type="radio"/> NO	

Number of Rooms Screen

NUMBER OF ROOMS SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
1 ANY S 1 ANY ST, ANYTOWN, US, 99999								
***** Please verify the number of rooms in this apartment. *****								
BEDROOMS	1	<input type="text"/>		What is the reason for the change?				
FULL BATHS	1	<input type="text"/>		SPLIT, USE FACESHEET TO ENTER UNIT APARTMENT, ENTER MSG		<input type="radio"/>		
HALF BATHS	0	<input type="text"/>		MERGE, USE FACESHEET TO ENTER UNIT APARTMENT, ENTER MSG		<input checked="" type="radio"/>		
OTHER ROOMS	2	<input type="text"/>		PREVIOUS DATA INCORRECT **VERIFY UNIT ADDRESS**		<input type="radio"/>		
TOTAL ROOMS	4			RECONFIGURATION - NO SPLIT OR MERGE		<input type="radio"/>		
Has there been a change in the number of rooms?				ROOMS CHANGE MSG				
<input checked="" type="radio"/> YES <input type="radio"/> NO				<input type="text" value="MERGE,"/>				

When Built Screen

WHEN BUILT SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx

xx xx xx, TONAWANDA, NY, 14223-2470

In what year was this structure built?

Select Decade	Select Year	
Before 1900 >	2020	<p>(The WO needs the actual year built for an important index calculation)</p> <p>YEAR DECADE</p> <p><input style="width: 40px; height: 20px; border: 1px solid gray;" type="text"/> <input style="width: 40px; height: 20px; border: 1px solid gray;" type="text"/></p> <p><input type="radio"/> DON'T KNOW</p> <p><input style="width: 100px; height: 20px; background-color: #cccccc; border: 1px solid gray;" type="button" value="CLEAR ALL"/></p>
1900 - 1909 >	2021	
1910 - 1919 >	2022	
1920 - 1929 >	2023	
1930 - 1939 >	2024	
1940 - 1949 >	2025	
1950 - 1959 >	2026	
1960 - 1969 >	2027	
1970 - 1979 >	2028	
1980 - 1989 >	2029	
1990 - 1999 >	DK	
2000 - 2009 >		
2010 - 2019 >		
2020 - 2029 >		

Rent Control Screen

RENT CONTROL SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
Is this apartment under rent control?								
						<input type="button" value="YES"/>	<input type="button" value="NO"/>	
1 ANY ST						<input type="radio"/> YES	<input type="radio"/> NO	

Move-In Date Screen

MOVE-IN DATE SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

1 ANY S
1 ANY ST, Anytown, US, 99999

When did the person, who has lived in this house the longest, move in?

MONTH / YEAR

Lease Screen

LEASE SCREEN - PRACTICE COLLECTION

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

1 ANY S

1 ANY ST, ANYTOWN, US, 99999

Definition

(Do you, Does the tenant) have a lease or other rental agreement ?

YES NO DON'T KNOW REFUSED

YES NO DON'T KNOW REFUSED

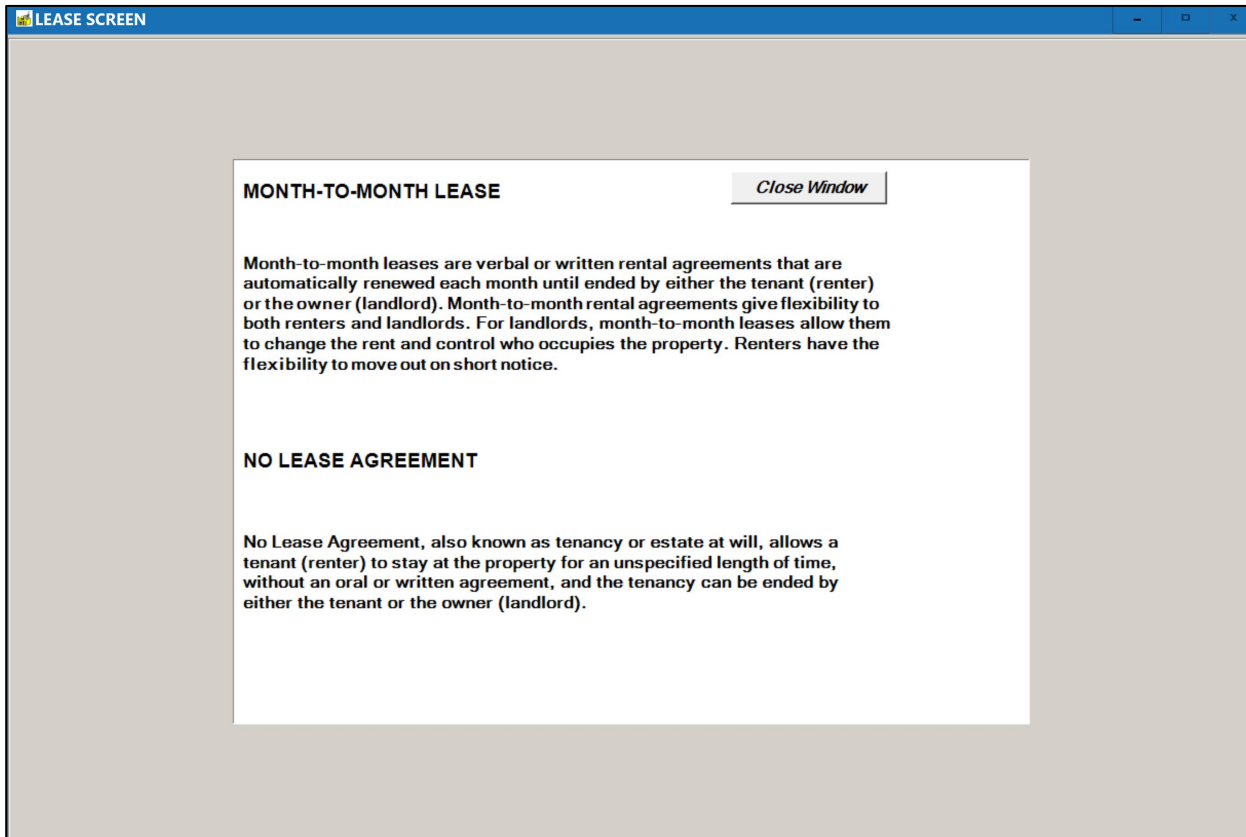
How long is the current lease agreement ?

12 months

In what month and year did the current lease start ?

MONTH / YEAR DON'T KNOW REFUSED
 DON'T KNOW REFUSED

Lease Screen Definitions



The screenshot shows a window titled "LEASE SCREEN" with a blue header bar. Inside the window, there is a white rectangular area containing two sections of text. The first section is titled "MONTH-TO-MONTH LEASE" and includes a "Close Window" button. The second section is titled "NO LEASE AGREEMENT" and provides a definition for that term.

MONTH-TO-MONTH LEASE *Close Window*

Month-to-month leases are verbal or written rental agreements that are automatically renewed each month until ended by either the tenant (renter) or the owner (landlord). Month-to-month rental agreements give flexibility to both renters and landlords. For landlords, month-to-month leases allow them to change the rent and control who occupies the property. Renters have the flexibility to move out on short notice.

NO LEASE AGREEMENT

No Lease Agreement, also known as tenancy or estate at will, allows a tenant (renter) to stay at the property for an unspecified length of time, without an oral or written agreement, and the tenancy can be ended by either the tenant or the owner (landlord).

RENT POD

"Respondent/Occupant" Window

RENT POD	
 Disagg.	 Messages
 DCM	 KB
 Incomplete	 Previous
 Jump	 Return
Next 	
1 ANY S 1 ANY ST, ANYTOWN, US, 99999	
RESPONDENT NAME (Curr. Rent)	<input type="text"/>
RESPONDENT TYPE (Curr. Rent)	<input type="text"/>
OCCUPANT NAME	<input type="text"/>
<input type="button" value="Close Window"/>	

RENT POD

"Rent Amount"

RENT POD

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx

xx xx xx, GILBERT, AZ, 85297-3025

RENT AMOUNT

How much rent (are you, is the tenant) paying for this apartment now?
What period of time does that rent cover?

RESPONDENT	On This Date
TENANT PAYS AND PERIOD	<input style="width: 100%;" type="text" value="9870"/> <input type="text" value="Select Period"/>
SUBSIDY	<input type="text" value="One Month"/> <input type="text" value="Two Weeks"/> <input type="checkbox"/> EST <input type="text" value="One Week"/> <input type="text" value="Number of Days"/>
WORK	<input type="text"/> <input type="checkbox"/> EST
REVIEW	<input type="text"/> <input type="checkbox"/> CERT

7	8	9
4	5	6
1	2	3
	0	.

RENT POD

"Subsidy"

RENT POD

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx
xx xx xx, TONAWANDA, NY, 14223-2470

SUBSIDY

Is the rent lower because the landlord receives a subsidy from a government program such as Section 8?

Yes No

(IF YES) How much was the subsidy?
You may have to uncertify current month to make changes.

RESPONDENT	On This Date
TENANT PAYS AND PERIOD	<input style="width: 80%;" type="text" value="987"/> <input type="text" value="One Month"/>
SUBSIDY	<input style="width: 80%;" type="text"/> <input type="checkbox"/> EST
WORK	<input style="width: 80%;" type="text"/> <input type="checkbox"/> EST
REVIEW	<input style="width: 80%;" type="text"/> <input type="checkbox"/> CERT

7	8	9
4	5	6
1	2	3
⊗	0	.

RENT POD

"Work Reduction"

RENT POD

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

xx xx xx

xx xx xx, TONAWANDA, NY, 14223-2470

WORK REDUCTION

Is the rent lower because someone did work for the landlord?

Yes No

(IF YES) How much was the reduction?
You may have to uncertify current month to make changes.

RESPONDENT	On This Date	
TENANT PAYS AND PERIOD	<input style="width: 80%;" type="text" value="987"/> <input style="width: 80%;" type="text" value="One Month"/>	
SUBSIDY	<input style="width: 80%;" type="text" value="0"/>	<input type="checkbox"/> EST
WORK	<input style="width: 80%;" type="text"/>	<input type="checkbox"/> EST
REVIEW	<input style="width: 80%;" type="text"/>	<input type="checkbox"/> CERT

7	8	9
4	5	6
1	2	3
⊞	0	.

RENT POD

“Review”

RENT POD
- □ x

Disagg. Messages DCM KB ✖ Incomplete ← Previous ↕ Jump ↩ Return Next →

xx xx xx
 xx xx xx, HUNTINGTON BEACH, CA, 92646-5524

REVIEW
 (Please review the rent data, making all necessary adjustments. When you are finished, please certify the data.)

VERIFY PREVIOUSLY COLLECTED RENT
 (Please verify the rent from the last collection attempt displayed in the second column below. Explain in a field message.)

RESPONDENT	On This Date	In October 2019	RESP: Occupant (Different)
TENANT PAYS AND PERIOD	<input style="width: 100%;" type="text" value="987"/> <input style="width: 100%;" type="text" value="One Month"/>	<input style="width: 100%;" type="text" value="3200"/> <input style="width: 100%;" type="text" value="One Month"/>	
SUBSIDY	<input style="width: 100%;" type="text" value="0"/> <input type="checkbox"/> EST	<input style="width: 100%;" type="text" value="0"/> <input type="checkbox"/> EST	
WORK	<input style="width: 100%;" type="text" value="0"/> <input type="checkbox"/> EST	<input style="width: 100%;" type="text" value="0"/> <input type="checkbox"/> EST	
REVIEW	<input style="width: 100%;" type="text" value="987"/> <input checked="" type="checkbox"/> CERT	<input style="width: 100%;" type="text" value="3200"/> <input checked="" type="checkbox"/> CERT	

7	8	9
4	5	6
1	2	3
⊗	0	.

EXTRA CHARGES SCREEN

"Extra Charges" Tab

EXTRA CHARGES SCREEN

Disagg.MessagesDCMKBIncompletePreviousJumpReturnNext

1 ANY S
1 ANY ST, ANYTOWN, US, 99999

Does the rent include any optional extra charges?

YES NO

YES NO

No unit(s) have a previous extra charge

Extra Charges

Collection Screen

EXTRA CHARGES SCREEN

“Collection Screen” Tab – SELECT EXTRA CHARGE” Window

EXTRA CHARGES SCREEN	
Air Conditioners	Pets
Alarm System/Security	Pool
Association Fee	Recreation Fee
Cable TV	Refrigerator
Carpet	Water/Sewer
Garbage Collection/Trash Collection	Storage
Gym/Health Club	Telephone
Lawn Care/Yard Maintenance	Utilities
Lease Charge	Washer/Dryer
Maintenance	YMCA/YWCA Membership
Meals	Other1
New windows	Other2
Parking - Off-Street	Other3
Pest Control	

KB *HW*

NO PREVIOUS EXTRA CHARGES FOR THIS UNIT

Close Window

EXTRA CHARGES SCREEN

"Collection Screen" Tab – Amount

EXTRA CHARGES SCREEN

Disagg. Messages DCM KB Incomplete Previous Jump Return Next

1 ANY S
1 ANY ST, ANYTOWN, US, 99999

What are they and how much is each one?

SELECT EXTRA CHARGE

#	EXTRA CHARGE	CURRENT	PREVIOUS
1.	Pets	.00	◆◆◆◆
2.	Washer/Dryer	.00	◆◆◆◆

SP CHANGES SCREEN

("Last interview" date is filled in with actual month and year)

SP CHANGES SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
<p>Since July 1998 have there been any changes in who pays the utilities for this apartment? This includes water, sewer, electricity, air conditioning, heating, and hot water.</p> <p><input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> DON'T KNOW</p>								
<hr/> <p>1 ANY ST</p> <hr/>								

Free Parking Screen

FREE PARKING SCREEN									
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next	
Does the landlord provide free off-street parking for this house?								<input type="button" value="YES"/>	<input type="button" value="NO"/>
1 ANY ST								<input type="radio"/> YES	<input type="radio"/> NO

Water Screen

WATER SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
Who pays for the water?								
					<i>TENANT</i>	<i>LANDLORD</i>	<i>WELL/CISTERN</i>	<i>NONE</i>
1 ANY ST					<input type="radio"/> TENANT	<input type="radio"/> LANDLORD	<input type="radio"/> WELL/CISTERN	<input type="radio"/> NONE

Sewer Screen

SEWER SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
Who pays for the sewer service?								
					<i>TENANT</i>	<i>LANDLORD</i>	<i>SEPTIC</i>	<i>NONE</i>
1 ANY ST					<input type="radio"/> TENANT	<input type="radio"/> LANDLORD	<input type="radio"/> SEPTIC	<input type="radio"/> NONE

Electricity Screen

WHO PAYS ELECTRICITY SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
Who pays for the electricity?								
				<i>TENANT</i>	<i>LANDLORD</i>	<i>NO ELECTRICITY</i>		
1 ANY ST			<input type="radio"/> TENANT	<input type="radio"/> LANDLORD	<input type="radio"/> NO ELECTRICITY			

Electricity Cost Included in Rent Screen

COST FOR ELECTRICITY INCLUDED IN RENT SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
Is the cost for electricity included in the rent you reported earlier for this house ?								
						YES	NO	
1 ANY ST						<input type="radio"/> YES	<input type="radio"/> NO	

Electricity Charge Screen

CHARGE FOR ELECTRICITY SCREEN	
Disagg.	Messages
DCM	KB
Incomplete	Previous
Jump	Return
Next	
How much is the charge for electricity for this house ?	
1 ANY ST	.00

A/C Equipment Screen

A/C EQUIPMENT SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
<p>What type of A/C equipment does this house have?</p>								
		<i>ALL</i>	<i>ALL</i>	<i>ALL</i>	<i>ALL</i>	<i>ALL</i>		
<i>DEFINITIONS</i>		<i>Central</i>	<i>Swamp Cooler</i>	<i>Thru-the-wall A/C unit</i>	<i>Window A/C unit</i>	<i>None</i>		
1 ANY ST		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Definitions Window for A/C EQUIPMENT SCREEN

A/C EQUIPMENT SCREEN

Close Window

CENTRAL A/C

An A/C unit with ducts that can cool a number of rooms. These ducts may also carry warm air during the heating season.

SWAMP COOLER

A cooling unit that moistens and cools the air by saturating it with water vapor. Commonly found in the Southwestern United States.

THRU-THE-WALL A/C

An A/C unit built into a wall that provides refrigerated air for that room only. There is no ductwork to carry cool air to several rooms.

WINDOW A/C UNIT

An A/C unit located in a window that provides refrigerated air for that room only. There is no ductwork to carry cool air to several rooms.

NONE

The house/apartment does not contain any type of A/C equipment.

Thru-the-Wall A/C Units Screen

THRU-THE-WALL A/C UNITS SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
How many thru-the-wall air conditioners does this house have?								
1 ANY ST								0 Units

Window A/C Units Screen

WINDOW A/C UNITS SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
How many window air conditioners does this house have?				How many are provided by the landlord?				
				# UNITS		# PROVIDED		
1 ANY ST				1 Unit		0 Units		

Heating Fuel Screen

HEATING FUEL SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
<p>What is the primary type of heating fuel used by this house? (A "Don't Know" response will be treated as a missing answer. Try to collect the heating fuel from an alternate respondent.)</p>								
	<i>ALL</i>	<i>ALL</i>	<i>ALL</i>	<i>ALL</i>	<i>ALL</i>	<i>ALL</i>		
<i>DEFINITIONS</i>	<i>Electricity</i>	<i>Gas</i>	<i>Fuel Oil</i>	<i>Alternate Fuels</i>	<i>None/No Heat</i>	<i>Don't Know</i>		
1 ANY ST	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Definitions Window for HEATING FUEL SCREEN

HEATING FUEL SCREEN

Close Window

ELECTRICITY - Metered electric power supplied by a central utility to a residence via underground or aboveground power lines. If an on-site generator produces the electricity, code the fuel used in the generator unit. If the electricity is generated by on-site water or wind systems, use the Fuel Type "Alternate fuels."

GAS - Includes metered natural gas supplied by underground pipelines to residences by a central utility company or Liquefied Petroleum Gas which is any fuel gas supplied to a residence in liquid form such as propane or butane. The liquid gas is normally delivered by tank truck and stored near the residence in a gas tank or cylinder. Capture privately owned and operated gas wells as "Alternate fuels. "

FUEL OIL - No. 1, 2, or 4 grade fuel oil or residual oil that is burned for space or water heating purposes.

ALTERNATE FUEL - Fuels not specified in one of the three other categories, including kerosene, coal, firewood/charcoal, solar, geothermal and electricity generated from wind or water. Steam and hot water are not heating fuels; please try to determine the fuel used to produce the steam or hot water.

NONE/NO HEAT - No fuel used for heat/hot water.

WHO PAYS FOR HEATING FUEL SCREEN

(Wording substituted with selected fuel, such as "gas", "fuel oil" or "alternate fuel")

WHO PAYS FOR THE HEATING FUEL SCREEN		
Disagg.	Messages	DCM
KB	Incomplete	Previous
Jump	Return	Next
Who pays for the fuel oil for this house?		
	<i>TENANT</i>	<i>LANDLORD</i>
1 ANY ST	<input type="radio"/> TENANT	<input type="radio"/> LANDLORD

COST FOR HEATING FUEL INCLUDED IN RENT SCREEN

(Wording substituted with selected fuel, such as "gas", "fuel oil" or "alternate fuel")

COST FOR HEATING FUEL INCLUDED IN RENT SCREEN			
Disagg.	Messages	DCM	KB
Incomplete	Previous	Jump	Return
			Next
Is the cost for fuel oil included in the rent you reported earlier for this house?			
			<input type="button" value="YES"/> <input type="button" value="NO"/>
1 ANY ST		<input type="radio"/> YES	<input type="radio"/> NO

CHARGE FOR HEATING FUEL SCREEN

(Wording substituted with selected fuel, such as "gas", "fuel oil" or "alternate fuel")

CHARGE FOR HEATING FUEL SCREEN	
Disagg.	Messages
DCM	KB
Incomplete	Previous
Jump	Return
Next	
How much is the charge for the fuel oil for this house?	
1 ANY ST	.00

Hot Water Screen

HOT WATER SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
<p>What is the primary type of hot water fuel used in this house? (A "Don't Know" response will be treated as a missing answer. Try to collect the hot water fuel from an alternate respondent.)</p>								
<i>DEFINITIONS</i>	<i>ALL</i>	<i>ALL</i>	<i>ALL</i>	<i>ALL</i>	<i>ALL</i>	<i>ALL</i>		
	<i>Electricity</i>	<i>Gas</i>	<i>Fuel Oil</i>	<i>Alternate Fuels</i>	<i>None</i>	<i>Don't Know</i>		
1 ANY ST	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Definitions Window for HOT WATER SCREEN

HOT WATER SCREEN

Close Window

ELECTRICITY - Metered electric power supplied by a central utility to a residence via underground or aboveground power lines. If an on-site generator produces the electricity, code the fuel used in the generator unit. If the electricity is generated by on-site water or wind systems, use the Fuel Type "Alternate fuels."

GAS - Includes metered natural gas supplied by underground pipelines to residences by a central utility company or Liquefied Petroleum Gas which is any fuel gas supplied to a residence in liquid form such as propane or butane. The liquid gas is normally delivered by tank truck and stored near the residence in a gas tank or cylinder. Capture privately owned and operated gas wells as "Alternate fuels. "

FUEL OIL - No. 1, 2, or 4 grade fuel oil or residual oil that is burned for space or water heating purposes.

ALTERNATE FUEL - Fuels not specified in one of the three other categories, including kerosene, coal, firewood/charcoal, solar, geothermal and electricity generated from wind or water. Steam and hot water are not heating fuels; please try to determine the fuel used to produce the steam or hot water.

NONE/NO HEAT - No fuel used for heat/hot water.

WHO PAYS FOR THE HOT WATER FUEL SCREEN

(Wording substituted with selected fuel, such as "gas", "fuel oil" or "alternate fuel")

WHO PAYS FOR THE HOT WATER FUEL SCREEN		
Disagg.	Messages	DCM
KB	Incomplete	Previous
Jump	Return	Next
Who pays for the gas for this house?		
	<i>TENANT</i>	<i>LANDLORD</i>
1 ANY ST	<input type="radio"/> TENANT	<input type="radio"/> LANDLORD

COST FOR HOT WATER FUEL INCLUDED IN RENT SCREEN

(Wording substituted with selected fuel, such as "gas", "fuel oil" or "alternate fuel")

COST FOR HOT WATER FUEL INCLUDED IN RENT SCREEN		
Disagg.	Messages	DCM
KB	Incomplete	Previous
Jump	Return	Next
Is the cost for gas included in the rent you reported earlier for this house?		
	<input type="radio"/> YES	<input type="radio"/> NO
1 ANY ST	<input type="radio"/> YES	<input type="radio"/> NO

CHARGE FOR HOT WATER FUEL SCREEN

(Wording substituted with selected fuel, such as "gas", "fuel oil" or "alternate fuel")

CHARGE FOR HOT WATER FUEL SCREEN	
Disagg.	Messages
DCM	KB
Incomplete	Previous
Jump	Return
Next	
How much is the charge for the gas for this apartment?	
1 ANY ST	.00

INCOMPLETE INTERVIEW POD DURING SCOPE DETERMINATION

INCOMPLETE INTERVIEW POD

Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
---------	----------	-----	----	------------	----------	------	--------	------

1 ANY S

1 ANY ST, ANYTOWN, US, 99999

INCOMPLETE INTERVIEW POD DURING SCOPE DETERMINATION

Why are the current data incomplete?

- Respondent(s) unable to answer all questions
- Respondent(s) refuses to answer one or more questions
- No eligible respondent contacted/Not vacant
- Vacant but habitable

- No housing unit available
- Dangerous situation

- Other

INCOMPLETE INTERVIEW POD DURING INITIATION/PRICING

INCOMPLETE INTERVIEW POD

Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
---------	----------	-----	----	------------	----------	------	--------	------

1 ANY S

1 ANY ST, ANYTOWN, US, 99999

INCOMPLETE INTERVIEW POD DURING INITIATION/PRICING

Why are the current data incomplete?

- Respondent(s) unable to answer all questions
- Respondent(s) refuses to answer one or more questions
- No eligible respondent contacted/Not vacant
- Vacant but habitable
- Converted to ineligible housing
- No housing unit available
- Dangerous situation

Other

UNIT SI FACESHEET and UNIT FACESHEET

(Basically have the same content but different screen titles)

“Unit” Tab

UNIT SI FACESHEET						
Disagg. Messages DCM KB Incomplete Previous Jump Return Next						
1 ANY S 1 ANY ST, ANYTOWN, US, 99999						
SSR	HOUSING UNIT CODE	INDEX PSU	SEGMENT	SECTOR	LINE	
	0	A209	0001C	1	216	
COLLECTION PERIOD	1999/01	PANEL	1	INTERVIEW TYPE	SI	Unit
UNIT ADDRESS	1	ANY ST				Occ/Resp/EA
	ANYTOWN			US	99999	Ltd/Mgr/Auth
COMPLEX NAME			STRUCTURE TYPE	SINGLE DETACHED		Messages
					MAP	

UNIT SI FACESHEET and UNIT FACESHEET

(Basically have the same content but different screen titles)

"Occ/Resp/EA" Tab

UNIT SI FACESHEET			
Disagg.	Messages	DCM	KB
Incomplete	Previous	Jump	Return
Next			
1 ANY S 1 ANY ST, ANYTOWN, US, 99999			
OCCUPANT	Update Occupant Info		/
Mary			Unit
PHONE:	ALT.PHONE:		
CONTACT TIME:			
RESPONDENT	Jim, LANDLORD		
PREVIOUS TYPE OF CONTACT	CURRENT TYPE OF CONTACT	P	PREVIOUS EA ID
PREVIOUS COLLECTION DATE	COLLECTION PERIOD OF LAST PERSONAL VISIT		CURRENT EA ID

Occ/Resp/EA
 Ldd/Mgr/Auth
 Messages

UNIT SI FACESHEET and UNIT FACESHEET

(Basically have the same content but different screen titles)

"Lld/Mgr/Auth." Tab

UNIT SI FACESHEET	
1 ANY S 1 ANY ST, ANYTOWN, US, 99999	
LANDLORD	Update Landlord Info
JIM LANDLORD	
1 OVER RD, CITY, MR 12345	
PHONE: (555)555-1234	ALT.PHONE:
CONTACT TIME: WEEKDAYS BEFORE 5 PM	
MANAGER	Update Manager Info
PHONE:	ALT.PHONE:
CONTACT TIME:	
AUTH.REP.	Update Auth.Rep. Info
PHONE:	ALT.PHONE:
CONTACT TIME:	

Unit
Occ/Resp/EA
Lld/Mgr/Auth
Messages

UNIT SI FACESHEET and UNIT FACESHEET

(Basically have the same content but different screen titles)

"Messages" Tab

UNIT SI FACESHEET	
Disagg.	Messages
DCM	KB
Incomplete	Previous
Jump	Return
Next	

1 ANY S 1 ANY ST, ANYTOWN, US, 99999	
PERM. SPECIAL INSTRUCTIONS	<input type="text"/>
PREVIOUS TEMP. SPECIAL INSTRUCTIONS	<input type="text"/>
TEMP. SPECIAL INSTRUCTIONS	<input type="text"/>
PREVIOUS FIELD MSG. TO WASH.	<input type="text"/>
FIELD MSG. TO WASH.	<input type="text"/>
PREV. INCOMPLETE REASON	<input type="text"/>
WO MESSAGE TO FIELD	<input type="text"/>
SMD SPECIAL INSTRUCTIONS	<input type="text"/>

Unit
Occ/Resp/EA
Ldid/Mgr/Auth
Messages

UNIT SI FACESHEET and UNIT FACESHEET

(Basically have the same content but different screen titles)

Field MSG. TO WASH. Button on the "Messages" Tab. Tap this to display standardized field message to Washington

POP UP		
Code	General Reason	Specific Reason
H1A	Answering machine	Both tenant and landlord
H1B	Answering Machine	Tenant Only
H1C	Answering Machine	Landlord only
H2	Secure building/Locked gate	
H3A	Dangerous situation (InterComm required)	Neighborhood
H3B	Dangerous situation (InterComm required)	Tenant
H3C	Dangerous situation (InterComm required)	Landlord
H3D	Dangerous situation (InterComm required)	Other
H4A	Foreign language barrier	Tenant
H4B	Foreign language barrier	Landlord
H4C	Foreign language barrier	Other
H5	New tenant	
H6	See InterComm	

Wrap Screen

WRAP SCREEN								
Disagg.	Messages	DCM	KB	Incomplete	Previous	Jump	Return	Next
<i>TRANSMIT</i>				<i>TEMPORARY HOLD</i>				
1 ANY ST				<i>Ready to transmit</i>		<input type="radio"/> TRANSMIT		<input type="radio"/> HOLD

JUMP Screen with JUMP MENU

The screenshot displays a software window titled "EXTRA CHARGES SCREEN - PRACTICE COLLECTION". The window has a toolbar at the top with buttons for "Disagg.", "Messages", "DCM", "KB", "Incomplete", "Previous", "Jump", "Return", and "Next". The main content area shows a unit identifier "5218 N WAS" and a question: "Does the rent include any o". Below this, it states "No unit(s) have a previous". A "JUMP MENU" dialog box is open, listing the following options: "UNIT FACESHEET", "ASSIGNMENT SCREEN VERSION 34.5 04/07/17", "UNIT OCCUPANT SCREEN", "TENURE SCREEN", and "RENT POD". A "Close Window" button is located at the bottom of the dialog box. On the right side of the main window, there are vertical labels "Extra Charges" and "Collection Screen".