

Attachment II – Screen Images - Housing Collection Instrument

February 19, 2025

Housing Collection Instrument – Home Screen

HousingCI.WEB - HousingCI

 **BLS- Housing Collection Instrument**

Online

Home

Collection Instrument

Assignment Manager

Resources

Practice Collection Instrument

Search and Filter

Reset

Select/Order Columns

Export to Excel

Select	Action	Index PSU	Segment	Line ID	Unit Address	IG	Non-Monthly	Interview Type	Schedule Status	Collection PSU	Collection Period
☐		A214	0001C	112	829 BARKLEY SQ , UNIVERSITY CITY, MO 631301234		Y	SI	Hold	A214	202212
☐		A214	0001C	122	7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234		Y	SI	No Action	A214	202212
☐		A214	0001C	136	7582 BLACKBERRY AVE , UNIVERSITY CITY, MO, 631301234		Y	SI	No Action	A214	202212
☐		N48D	0001C	148	1210 S 38TH ST , OREON CITY, UT, 661061234		Y	SI	No Action	N616	202212
☐		N48D	0001C	35	5201 SWANN ST , HIGHLAND PARK, UT, 662075678		Y	SI	No Action	N616	202212
☐		S24B	0001C	216	1207 S 39TH ST , MOUNT VERNON , IL, 661061234		Y	SI	No Action	S605	202212
☐		S24B	0001C	224	5311 W 103RD ST 110, MOUNT VERNON , IL, 662071234		Y	SI	No Action	S605	202212
☐		S24B	0001C	232	5311 W 103RD ST 118, MOUNT VERNON , IL, 662071234		Y	SI	No Action	S605	202212
☐		S24B	0001C	240	5311 W 103RD ST 205, MOUNT VERNON , IL, 662071234		Y	SI	No Action	S605	202212
☐		C222	0001C	1	849 BOXLEY SQUARE , MOUNT VERNON , IL, 661061234		Y	SI	No Action	C222	202212
☐		C222	0001C	19	1228 S 40TH ST , MOUNT VERNON , IL, 661061234		Y	SI	No Action	C222	202212
☐		C222	0001C	27	5322 W 104TH ST 212, MOUNT VERNON , IL, 662075678		Y	SI	No Action	C222	202212
☐		C222	0001C	33	5322 W 104TH ST 221, MOUNT VERNON , IL, 662075678		Y	SI	No Action	C222	202212
☐		C222	0001C	40	18004 N 44TH AVE , OVERLAND PARK, IL, 662075678		Y	SI	No Action	C222	202212

1 of 2

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Housing Collection Instrument – Assignment Manager Screen

HousingCI.WEB - HousingCI

 **BLS- Housing Collection Instrument**

Online

Home

Collection Instrument

Assignment Manager

Resources

i

Practice Collection Instrument

Select a Region: 0

Create Profile

Search and Filter

Action	Profile Name ↑↓	Description	# of Rows
0 of 0 << < > >>			

Housing Collection Instrument – Resources Screen

HousingCI.WEB - HousingCI

 **BLS- Housing Collection Instrument**

Online

Home

Collection Instrument

Assignment Manager

Resources

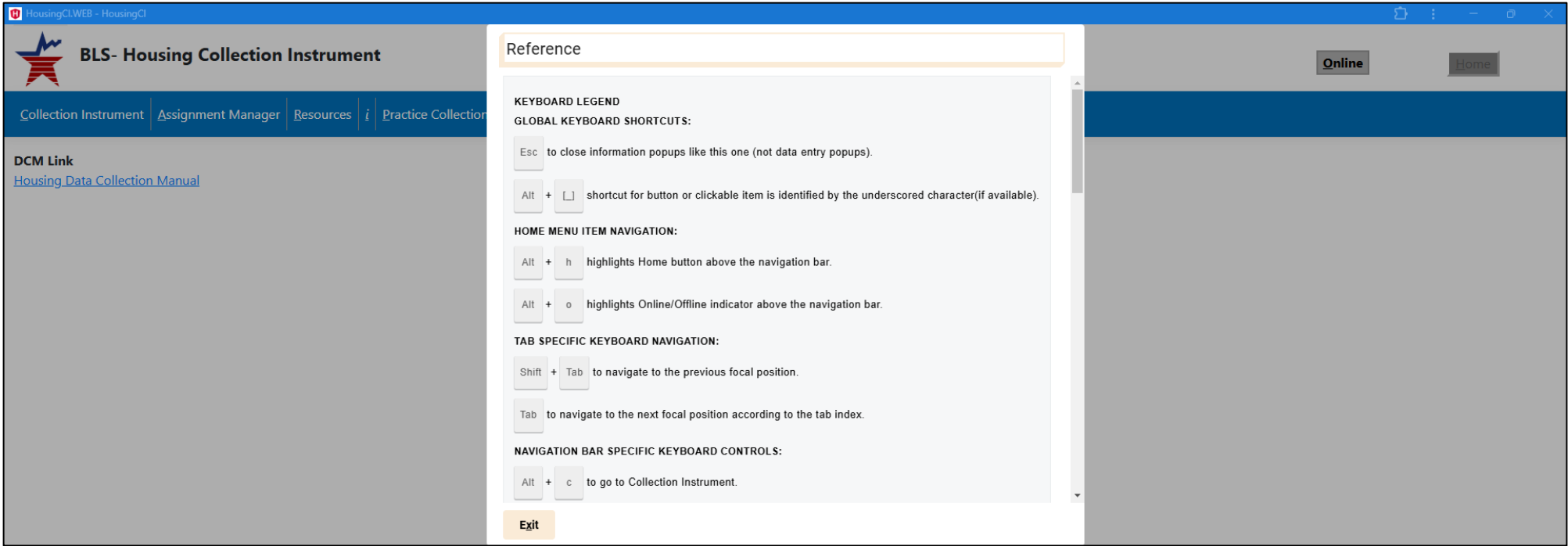
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Practice Collection Instrument

DCM Link

[Housing Data Collection Manual](#)

Housing Collection Instrument – Reference Screen



Housing Collection Instrument – Assignment Screen

[Online](#)
[Home](#)

[Collection Instrument](#)
[Assignment Manager](#)
[Resources](#)
[Practice Collection Instrument](#)

[Reset](#)
[Select/Order Columns](#)
[Export to Excel](#)

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1 of 2
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Housing Collection Instrument – Observation Questions

Toggle Fullscreen

7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234

Collection

Contact Information

Unit Information

Messages

Wrap Up

Disaggregation

(Observe/Secondary Source): Select type of structure from the following list:Single Detached

(Observe/Secondary Source): Is this house eligible?

Yes

No

Display Ineligible

(Observe): Is this house Public Housing?

Yes

No

Don't Know

Is this house occupied by the owner or is it rented?

Owner

Rented

Is this house the primary residence of at least one of the occupants?

Yes

No

Is anyone living in this house a relative of the landlord?

Yes

No

How many of each of the following rooms does this house have?

Bedrooms

2

Full Baths

2

Half Baths

1

Other Rooms

3

Total Rooms

8

In what year was this structure built?

1920 - 1929

1921

Is this house under rent control?

Yes

No

Don't Know

Enter Respondent Information

Housing Collection Instrument – Tenure and Lease Questions

Toggle Fullscreen

7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234

Collection

Contact Information

Unit Information

Messages

Wrap Up

Disaggregation

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

03/2022

What is the name of this person who has lived in this house the longest?

Dave

Does the tenant have a [lease](#) or other rental agreement?

☒ 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?

08/2024

☐ Don't Know

☐ Refused

Housing Collection Instrument – Rent Questions

Toggle Fullscreen

7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234

Collection

Rent Pod

Disaggregation

Note: All data entered will be saved automatically

Review - Please review the rent data, making all necessary adjustments. When you are finished, please certify the data.

How much rent is the tenant paying for this house now?

1000

What period of time does that rent cover?

One Month

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

☐ Yes

☒ No

How much was the subsidy?

0

☐ Est

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

☐ Yes

☒ No

How much was the reduction?

0

☐ Est

Total

1000

☒ Certify

Uncheck 'Certify' to edit any data

Close

Housing Collection Instrument – Extra Charges and Utilities Questions

Toggle Fullscreen

7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234

Collection

Contact Information

Unit Information

Messages

Wrap Up

Disaggregation

Does the rent include any optional extra charges?

Yes No

Does the landlord provide free off-street parking for this house?

Yes No

Who pays for the water?

Tenant Landlord Well/Cistern None

Who pays for the sewer service?

Tenant Landlord Septic None

Who pays for the electricity?

Tenant Landlord No Electricity

Is the cost for electricity included in the rent you reported earlier for this house ?

Yes No

What type of A/C equipment does this house have?

Central

What is the primary type of heating fuel used by this house?

Electricity

What is the primary type of hot water fuel used by this house?

Gas

Who pays for the gas for this house?

Tenant Landlord

Is the cost for gas included in the rent you reported earlier for this house?

Yes No

The survey is completed. Please proceed to the Wrap Up Tab.

Housing Collection Instrument – Extra Charges Detail Screen

Toggle Fullscreen

7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234

Collection

Extra Charges Types and Amounts

X

What are they and how much is each one?

Extra Charge	\$ Amount
☐ Alarm System/Security	
☐ Association Fee	
☐ Cable TV	
☐ Carpet	
☐ Garbage Collection/Trash Collection	
☐ Gym/Health Club	
☐ Lawn Care/Yard Maintenance	
☐ Maintenance	
☐ Meals	
☐ New Windows	
☐ Parking - Off-Street	
☐ Pest Control	
☐ Pets	

Disaggregation

Refused

Housing Collection Instrument – Respondent Information Screen

Toggle Fullscreen

7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234

Collection

Contact Information

Unit Information

Messages

Wrap Up

Disaggregation

Contact Name	Contact Type	Current Respondent	Previous Respondent	Update	Delete	Respondent Date
PETER MANAGER	Manager			Update	☐	

Delete Contact

Add Contact

Unit Primary Phone

Unit Alt. Phone

Ext.

Ext.

Contact Notes

Housing Collection Instrument – Unit Information Screen

Toggle Fullscreen

7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234

Collection

Contact Information

Unit Information

Messages

Wrap Up

Disaggregation

Index PSU	Collection PSU	Segment	Line	CollPer	Panel	Interview Type	CloseOut Date	WildCard CI
A214	A214	0001C	122	202212	4	SI	20230731	RENTER

Street #

7583

Street Name

AMHERST AVE

Apartment

City

UNIVERSITY CITY

State

MISSOURI

Zip Code

631301234

Disaggregation Message (read-only)

Complex Name

Corporate Name

Type of Structure

Single Detached

Specify Structure Type

Elevator

Reason for the Structure Change

Housing Collection Instrument –Messages Screen

Toggle Fullscreen

7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234

Collection

Contact Information

Unit Information

Messages

Wrap Up

Disaggregation

Special Instructions

Field Message to Washington Office

Previous Field Message to Washington Office (read-only)

Washington Office Message to Field (read-only)

Housing Collection Instrument – Wrap Up Screen

Toggle Fullscreen

7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234

Collection

Contact Information

Unit Information

Messages

Wrap Up

Disaggregation

Current Contact Method

--Select--

Required

☐ Certify Contact Information

☐ Certify Unit Information

☐ Certify Messages

Primary Contact Method

--Select--

Exit

Transmit-Incomplete

Review and Transmit

Housing Collection Instrument – Review and Transmit Screen

Toggle Fullscreen

7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234

Collection

Current Contact Method

☒ Certify Contact Information

☒ Certify Unit Information

☒ Certify Messages

Primary Contact Method

Review and Transmit

OBSERVATION

Type of Structure: Single Detached

Specify Structure: N/A

Elevator: Yes

Eligibility: No

Public Housing: No

SCOPE DETERMINATION

Tenure: Rented

Public Housing Respondent:

Government Owned and Operated:

Assisted Living: No

ADL Included: Yes

Primary Residence: No

Relative of Landlord: No

Rent Control: No

Bedrooms: 2

Full Baths: 2

Half Baths: 1

Other Rooms: 3

Total Rooms: 8

Rooms Changed:

Rooms Changed Reason:

Occupant Name: Dave

Move-in Date: 202203

LEASE

Lease Agreement: Yes

Lease Length: 12 months

Lease Length- Other Specify:

Lease Start: 202408

Lease Start (DK or Refused):

Lease End: 202507

Lease Still Month-to-Month:

Lease Renew:

Lease Converted to Month-to-Month:

RENT

Rent Amount: 1000

Rent Period: One month

Number of Days:

Subsidy Included: No

Subsidy Amount: 0

Subsidy Estimate:

Work Included: No

Work Amount: 0

Work Estimate:

EXTRA CHARGES

Extra Charges Included in Rent: No

UTILITIES

Free Off-Street Parking: Yes

Who Pays for Water: Tenant

Who Pays for Sewer: Tenant

Who Pays for Electricity: Tenant

Electricity Included in Rent: No

Extra Charge for Electricity:

A/C Equipment: Central

Number of A/C Units: 0

Number of Units Provided by Landlord: 0

Heating Fuel Type: Electricity

Who Pays for Heating Fuel: Tenant

Heating Fuel Included in Rent:

Extra Charge for Heating Fuel:

Hot Water Fuel Type: Gas

Who Pays for Hot Water Fuel: Tenant

Hot Water Fuel Included in Rent: No

Extra Charge for Hot Water Fuel:

OTHERS

Year Built: 1921

Incomplete Reason:

Submit

Go Back

Disaggregation

Housing Collection Instrument – Incomplete Interview Screen

Toggle Fullscreen

7582 BLACKBERRY AVE , UNIVERSITY CITY, MO, 631301234

Collection

Contact Information

Unit Information

Messages

Wrap Up

Disaggregation

Current Contact Method

☒ Certify Contact Inform

☒ Certify Unit Informatio

☒ Certify Messages

Primary Contact Method

Transmit-Incomplete

X

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

--Select--

☐ Vacant but habitable

☐ No housing unit available

--Select--

☐ Dangerous situation

--Select--

☐ Other

--Select--

Close

Next