

Attachment II – Screen Images - Housing Collection Instrument

February 19, 2025

Housing Collection Instrument – Home Screen

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
<input type="checkbox"/>	/	A214	0001C	112	829 BARKLEY SQ , UNIVERSITY CITY, MO 631301234		Y	SI	Hold	A214	202212
<input type="checkbox"/>	/	A214	0001C	122	7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234		Y	SI	No Action	A214	202212
<input type="checkbox"/>	/	A214	0001C	136	7582 BLACKBERRY AVE , UNIVERSITY CITY, MO, 631301234		Y	SI	No Action	A214	202212
<input type="checkbox"/>	/	N48D	0001C	148	1210 S 38TH ST , OREON CITY, UT, 661061234		Y	SI	No Action	N616	202212
<input type="checkbox"/>	/	N48D	0001C	35	5201 SWANN ST , HIGHLAND PARK, UT, 662075678		Y	SI	No Action	N616	202212
<input type="checkbox"/>	/	S24B	0001C	216	1207 S 39TH ST , MOUNT VERNON , IL, 661061234		Y	SI	No Action	S605	202212
<input type="checkbox"/>	/	S24B	0001C	224	5311 W 103RD ST 110, MOUNT VERNON , IL, 662071234		Y	SI	No Action	S605	202212
<input type="checkbox"/>	/	S24B	0001C	232	5311 W 103RD ST 118, MOUNT VERNON , IL, 662071234		Y	SI	No Action	S605	202212
<input type="checkbox"/>	/	S24B	0001C	240	5311 W 103RD ST 205, MOUNT VERNON , IL, 662071234		Y	SI	No Action	S605	202212
<input type="checkbox"/>	/	C222	0001C	1	849 BOXLEY SQUARE , MOUNT VERNON , IL, 661061234		Y	SI	No Action	C222	202212
<input type="checkbox"/>	/	C222	0001C	19	1228 S 40TH ST , MOUNT VERNON , IL, 661061234		Y	SI	No Action	C222	202212
<input type="checkbox"/>	/	C222	0001C	27	5322 W 104TH ST 212, MOUNT VERNON , IL, 662075678		Y	SI	No Action	C222	202212
<input type="checkbox"/>	/	C222	0001C	33	5322 W 104TH ST 221, MOUNT VERNON , IL, 662075678		Y	SI	No Action	C222	202212

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Housing Collection Instrument – Assignment Manager Screen

The screenshot shows the 'Assignment Manager' screen. At the top, there is a blue header with the BLS logo and the text 'BLS- Housing Collection Instrument'. To the right of the header are 'Online' and 'Home' buttons. Below the header is a navigation bar with four tabs: 'Collection Instrument', 'Assignment Manager' (which is highlighted with a black box), 'Resources', and 'Practice Collection Instrument'. The main content area features a 'Select a Region:' dropdown menu with '0' selected, a 'Create Profile' button with a person icon, and a 'Search and Filter' input field. Below this is a table with the following columns: 'Action', 'Profile Name' (with an up/down arrow), 'Description', and '# of Rows'. The table is currently empty, and the footer of the table area shows '0 of 0' with navigation arrows.

Housing Collection Instrument – Resources Screen

The screenshot shows the 'Resources' screen. It has the same blue header and navigation bar as the previous screen. The 'Resources' tab in the navigation bar is highlighted with a black box. Below the navigation bar, there is a section titled 'DCM Link' with a blue hyperlink labeled 'Housing Data Collection Manual'.

Housing Collection Instrument – Reference Screen

The screenshot displays the BLS Housing Collection Instrument interface. The top navigation bar includes 'Collection Instrument', 'Assignment Manager', 'Resources', and 'Practice Collection'. A 'DCM Link' section contains a link to the 'Housing Data Collection Manual'. The main content area is titled 'Reference' and lists keyboard shortcuts under four categories: Keyboard Legend, Global Keyboard Shortcuts, Home Menu Item Navigation, and Tab Specific Keyboard Navigation. An 'Exit' button is located at the bottom of the reference content.

BLS- Housing Collection Instrument

Collection Instrument | Assignment Manager | Resources | Practice Collection

DCM Link
[Housing Data Collection Manual](#)

Reference

KEYBOARD LEGEND

GLOBAL KEYBOARD SHORTCUTS:

- Esc to close information popups like this one (not data entry popups).
- Alt + [] shortcut for button or clickable item is identified by the underscored character(if available).

HOME MENU ITEM NAVIGATION:

- Alt + h highlights Home button above the navigation bar.
- Alt + o highlights Online/Offline indicator above the navigation bar.

TAB SPECIFIC KEYBOARD NAVIGATION:

- Shift + Tab to navigate to the previous focal position.
- Tab to navigate to the next focal position according to the tab index.

NAVIGATION BAR SPECIFIC KEYBOARD CONTROLS:

- Alt + c to go to Collection Instrument.

Exit

Online Home

Housing Collection Instrument – Assignment Screen

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
<input type="checkbox"/>	/	A214	0001C	112	829 BARKLEY SQ , UNIVERSITY CITY, MO 631301234		Y	SI	Hold	A214	202212
<input type="checkbox"/>	/	A214	0001C	122	7583 AMHERST AVE , UNIVERSITY CITY, MO, 631301234		Y	SI	No Action	A214	202212
<input type="checkbox"/>	/	A214	0001C	136	7582 BLACKBERRY AVE , UNIVERSITY CITY, MO, 631301234		Y	SI	No Action	A214	202212
<input type="checkbox"/>	/	N48D	0001C	148	1210 S 38TH ST , OREON CITY, UT, 661061234		Y	SI	No Action	N616	202212
<input type="checkbox"/>	/	N48D	0001C	35	5201 SWANN ST , HIGHLAND PARK, UT, 662075678		Y	SI	No Action	N616	202212
<input type="checkbox"/>	/	S24B	0001C	216	1207 S 39TH ST , MOUNT VERNON , IL, 661061234		Y	SI	No Action	S605	202212
<input type="checkbox"/>	/	S24B	0001C	224	5311 W 103RD ST 110, MOUNT VERNON , IL, 662071234		Y	SI	No Action	S605	202212
<input type="checkbox"/>	/	S24B	0001C	232	5311 W 103RD ST 118, MOUNT VERNON , IL, 662071234		Y	SI	No Action	S605	202212
<input type="checkbox"/>	/	S24B	0001C	240	5311 W 103RD ST 205, MOUNT VERNON , IL, 662071234		Y	SI	No Action	S605	202212
<input type="checkbox"/>	/	C222	0001C	1	849 BOXLEY SQUARE , MOUNT VERNON , IL, 661061234		Y	SI	No Action	C222	202212
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<input type="checkbox"/>	/	C222	0001C	27	5322 W 104TH ST 212, MOUNT VERNON , IL, 662075678		Y	SI	No Action	C222	202212
<input type="checkbox"/>	/	C222	0001C	33	5322 W 104TH ST 221, MOUNT VERNON , IL, 662075678		Y	SI	No Action	C222	202212

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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

Full Baths

Half Baths

Other Rooms

Total Rooms **8**

In what year was this structure built?

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?

What period of time does that rent cover?

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? Est

Is the rent lower because someone did work for the landlord? Yes No

How much was the reduction? Est

Total Certify

Uncheck 'Certify' to edit any data

Close

Refused

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?

<u>Extra Charge</u>	<u>\$ Amount</u>
<input type="checkbox"/> Alarm System/Security	<input type="text"/>
<input type="checkbox"/> Association Fee	<input type="text"/>
<input type="checkbox"/> Cable TV	<input type="text"/>
<input type="checkbox"/> Carpet	<input type="text"/>
<input type="checkbox"/> Garbage Collection/Trash Collection	<input type="text"/>
<input type="checkbox"/> Gym/Health Club	<input type="text"/>
<input type="checkbox"/> Lawn Care/Yard Maintenance	<input type="text"/>
<input type="checkbox"/> Maintenance	<input type="text"/>
<input type="checkbox"/> Meals	<input type="text"/>
<input type="checkbox"/> New Windows	<input type="text"/>
<input type="checkbox"/> Parking - Off-Street	<input type="text"/>
<input type="checkbox"/> Pest Control	<input type="text"/>
<input type="checkbox"/> Pets	<input type="text"/>

Disaggregation

Refused

Housing Collection Instrument – Respondent Information Screen

Toggle Fullscreen7583 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	<input type="checkbox"/>	

Delete Contact

Add Contact

Unit Primary Phone

Ext.

Unit Alt. Phone

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 #

Street Name

Apartment

City

State

Zip Code

Disaggregation Message (read-only)

Complex Name

Corporate Name

Type of Structure

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 **Review and Transmit** Disaggregation

Current Contact Method

- Certify Contact Information
- Certify Unit Information
- Certify Messages

Primary Contact Method

OBSERVATION

Type of Structure: Single Detached
Specify Structure: N/A
Elevator: Yes
Eligibility: Yes
Public Housing: No

SCOPE DETERMINATION

Tenure: Rented
Public Housing Respondent:
Government Owned and Operated:
Assisted Living: No
ADL Included:
Primary Residence: Yes
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 End (DK or Refused):
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](#)

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

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