

Part D, Chapter 2

Instructions for Completing HVS Items

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PART D, CHAPTER 2

INSTRUCTIONS FOR COMPLETING HVS ITEMS

2.A DETERMINING IF HOUSING UNITS QUALIFY FOR HVS

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

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

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

2.B PERSON TO INTERVIEW FOR HVS

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

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

Below is a resource list for the types of contacts who can provide information about a property.

People	Owner Realtor Neighbor Rental/leasing office Building/property manager Janitorial staff Security guards Mail carrier
Offices	Post office County/tax assessor Property appraisal Register of deeds Utility department Permit office City hall/town clerk

	Building department or inspector Fire station
Other Type of Contact	Building Management Contact (BMC) Fast Data Observe the grounds

2.C ITEMS OBTAINED BY TELEPHONE

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