

Attachment A - C13

N-SSATS 2007 pretest cover letter

March 2006

Dear Facility Director:

Thank you for agreeing to pretest the new and revised questions that are being considered for the 2007 National Survey of Substance Abuse Treatment Services (N-SSATS) questionnaire. N-SSATS is the annual survey of substance abuse treatment facilities sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA). The enclosed questionnaire has been revised to address problems encountered in previous N-SSATS surveys, as well as add new questions of interest to policymakers. Since any proposed change may have unintended outcomes, testing these changes is fundamental to collecting high-quality data.

As we mentioned to you on the telephone, your responses to the pretest questionnaire will also be considered as your responses to the 2006 N-SSATS questionnaire. There will be no need for you to complete two questionnaires. Please keep in mind that the enclosed questionnaire is being tested with only a limited number of treatment facilities, and that, if there are other facilities in your organization, they may receive a different questionnaire.

Enclosed is the revised N-SSATS questionnaire for this pretest:

- Please have the questionnaire filled out by the person who normally would complete the N-SSATS questionnaire.
- We will call you shortly to schedule a convenient time for you (or the person who completed the questionnaire) to discuss your experiences with the questionnaire—for instance, which questions were clear and concise, which were not and why, whether instructions were coherent—and to collect any suggested revisions you might have. If you have comments on particular questions, make a note on the questionnaire so we can discuss your comments during our follow-up telephone call.
- Since the 2007 questionnaire must be finalized soon, we would appreciate discussing your completed pretest questionnaire with you as soon as possible. ***Knowing how you answered particular questions will be important, so please have your completed questionnaire with you during the debriefing phone call.*** After the debriefing is complete, please return your questionnaire to us in the prepaid envelope enclosed in this packet.

Thank you again for taking the time to help us with this pretest; we value your input. If you have any questions about the N-SSATS questionnaire or this pretest, please call the toll-free N-SSATS hotline at 1-888-324-8337, and ask for Barbara Murphy.

Sincerely,

Barbara Rogers
N-SSATS Survey Director