

Attachment A - C6

**N-SSATS 2006 cover letter; on-line questionnaire access
instructions; and frequently asked questions sheet**

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service



Substance Abuse and Mental
Health Services Administration
Rockville, MD 20857

February 2006

Dear Facility Director:

I am writing to request your participation in the 2006 National Survey of Substance Abuse Treatment Services (N-SSATS). The N-SSATS is an annual survey of substance abuse treatment facilities sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA), an agency of the U.S. Department of Health and Human Services. Mathematica Policy Research of Princeton, NJ, has been contracted by SAMHSA to conduct the data collection for this survey.

Your participation in the N-SSATS is important. This is the only comprehensive source of information on the kinds of treatment services that are available in this country and the number of persons in treatment. This information is used to develop treatment policies and allocate resources. In addition, survey responses are used to update SAMHSA's National Directory of Drug and Alcohol Abuse Treatment Programs and the online Treatment Facility Locator (<http://findtreatment.samhsa.gov>).

More facilities are completing the N-SSATS questionnaire on the Internet each year. If you have not already experienced the ease of completing the N-SSATS online, we urge you to try it this year. Simply log on to the Internet and follow the instructions on the pink flyer enclosed with this packet. The flyer provides the Internet address to access the questionnaire as well as your facility's unique user ID and password. Since there are some facilities that cannot complete the questionnaire online, a paper version of the questionnaire is enclosed in this packet.

It is important that you (or another person knowledgeable about the facility's daily operations and administrative aspects) complete the questionnaire. If you have any questions about the survey or need additional questionnaires, please call the N-SSATS helpline at **1-888-324-8337**.

Thank you for your participation in this important survey.

Sincerely,

Charlene Lewis, Ph.D.
Acting Director, Office of Applied Studies

Enclosures

*NOTE: The N-SSATS questionnaire is designed to collect information about a single facility at a single location, that is, the facility whose name and address is printed on the questionnaire's cover. If your organization offers treatment services at more than one location and you receive a questionnaire for each, **please complete and return a separate questionnaire for each location.***

Do You Know There is a “Fast and Easy” Way to Complete Your N-SSATS Questionnaire on the Internet?

Here’s what some have said about completing their N-SSATS on the Internet!

- ***“I found it very easy to answer this questionnaire on-line.”***
- ***“The online survey is more convenient and easier to fit into one’s day.”***
- ***“I love this computer survey. I remember in the past someone would have to be on my case all the time to get this mailed. Thank you for making this kind of fun.”***
- ***“Your computer questionnaire was easy to use, was very clear, and “user friendly.” Thank you.”***

**To respond online, all you have to do is
log on at: <http://nssats.mprnj.com>
(THIS IS A SECURE SITE.)**

The screen will ask you for a USER ID and a PASSWORD. The unique USER ID and PASSWORD assigned to this facility are:

User ID:

[Field 1]

(ALL NUMBERS)

Password:

[Field 2]

(2 LETTERS; 6 NUMBERS)

We hope you will take advantage of the speed and ease of completing this year’s survey online. If you plan to respond via the Internet, you may want to review the paper questionnaire enclosed in this packet beforehand and use it to jot down some of your numerical responses before logging on. Of course, you still have the option of filling out the paper questionnaire and returning it to MPR in the prepaid envelope provided.

If you have any questions about the survey or responding on the Internet, please contact us at our toll-free helpline or by e-mail.

Telephone Helpline: (888) 324-8337

E-mail: nssatsweb@mathematica-mpr.com

COMMON QUESTIONS ABOUT COMPLETING

THE NATIONAL SURVEY OF SUBSTANCE ABUSE TREATMENT SERVICES

(N-SSATS)

1. **This is a privately-owned facility. We don't get any Federal, State, or local funds. Do we have to participate in the survey?** It is *very important* to have information about all substance abuse treatment providers so that we can properly describe our national substance abuse treatment network, including service availability.
2. **Is it mandatory that I complete this survey?** Your participation is important. Because the N-SSATS is the most comprehensive source of data on alcohol and drug abuse treatment facilities in the nation, policymakers at local, State, and Federal levels use information from the N-SSATS to determine the extent of services available and what funding may be needed for new or expanded services. State-approved facilities that respond to the survey are listed in SAMHSA's National Directory of Drug and Alcohol Abuse Treatment Programs and the online Treatment Facility Locator (at <http://findtreatment.samhsa.gov>).
3. **Another facility in our organization will report for us on their questionnaire. Do we need to do anything?** *We do want to hear from you!* Sections A and C of the 2006 N-SSATS questionnaire are designed to collect information about the services offered at each individual facility. This information will be used to update SAMHSA's National Directory of Drug and Alcohol Abuse Treatment Programs and its online Treatment Facility Locator (at <http://findtreatment.samhsa.gov>). Even if another facility is providing information on the number of clients in treatment at this facility, every facility should answer Sections A and C of the questionnaire for themselves.
4. **Can we complete the survey on the Internet?** Yes. Enclosed in this packet is a pink flyer that provides the Internet address and this facility's unique user ID and password which are required to access this facility's questionnaire on the Internet.
5. **Is alcohol treatment considered substance abuse treatment for the N-SSATS survey?** Yes.
6. **Our facility offers treatment to clients in their homes. This doesn't seem to fit into any of the categories listed in the N-SSATS -- hospital inpatient, residential, or outpatient. What should I do?** Home-based programs such as yours are becoming more common. Although you may not consider home-based treatment to be traditional outpatient treatment, please count it as such for the purpose of the survey. When reporting client counts, include them on the line for "regular outpatient treatment" clients.
7. **How should our facility report for a 12-month reporting period in question 28 if we have been open less than one year?** Please report for the period of time the facility has been open.