

Attachment A - C12

N-SSATS 2007 pretest advance letter

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Dear Facility Director:

Thank you for talking with us about the questionnaire changes being considered for the 2007 National Survey of Substance Abuse Treatment Services (N-SSATS) sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA). We appreciate your willingness to participate in the pretest of this questionnaire.

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 survey. 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 over a limited period of time. This means:

- An Internet version of the pretest questionnaire will not be programmed. Only a paper version will be available;
- If there are other treatment facilities in your organization, they will probably receive the regular 2006 N-SSATS questionnaire. For this reason, questionnaires should not be compared with other facilities in your organization;
- Because we have a limited period of time to finalize changes to the questionnaire before the 2007 survey, we ask that you complete your questionnaire within a week of receiving it in the mail.

Your questionnaire will be mailed to you on [fill date]. Following the mailing, we will call you to arrange a date and time to discuss your experience completing the questionnaire. Please keep your completed questionnaire for reference during the phone call. After our discussion, we will ask you to return your completed questionnaire to us in the prepaid envelope that will be enclosed in your questionnaire packet.

Thank you again for agreeing to participate in 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