

Attachment L: Thank You Letter and Closure Letter to Non-Interview

Thank You Letter



**DEPARTMENT OF HEALTH & HUMAN SERVICES
Public Health Service
Centers for Disease Control and Prevention
National Center for Health Statistics
3311 Toledo Road
Hyattsville, Maryland 20782**

Thank You

I want to personally thank you for participating in the National Survey of Residential Care Facilities and for assisting the RTI International field representative who conducted the survey in your community. It is only through the cooperation of directors like you that we are able to conduct such a study to produce for the first time, important national data about assisted living communities and the care they provide. The findings will be an invaluable source of information for health care professionals, the long-term care industry, and the general public.

Again, I appreciate the time and effort you have given in support of this study.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Sondik". The signature is fluid and cursive, with the first name "Ed" and last name "Sondik" clearly distinguishable.

Edward J. Sondik, Ph.D.
Director, National Center for Health
Statistics

Closure Letter to Non-Interview

LOGO US DEPT HHS CDC

NCHS
3311 TOLEDO RD
HYATTSVILLE MD 20782

[DATE]

[DIRECTOR]
[FACILITY NAME]
[ADDRESS]
[CITY, STATE ZIP]

Dear [FIRST NAME LAST NAME OF DIRECTOR]:

On behalf of the National Survey of Residential Care Facilities (NSRCF), we want to thank you for considering participation in this study. We have completed the 2010 study and will no longer attempt to contact you.

NSRCF will provide a national picture of assisted living and residential care communities and the services they provide. These findings will help characterize how residential care and assisted living communities meet the needs of elders and adults with disabilities and help shape future long-term care policies.

Again, we appreciate the time and effort you have given in support of this study.

Sincerely,



Lauren Harris-Kojetin
Chief, Long-Term Care Statistics Branch
National Center for Health Statistics

For more information about the National Survey of Residential Care Facilities and other studies of long-term care, please visit <http://www.cdc.gov/nchs/nhcs.htm>