

October 2012

Data Collection Manager
National Mental Health Services Survey (N-MHSS)
Mathematica Policy Research
Mathematica Survey Operations Center
P.O. Box 2393
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Subject: Facility located at [field 1]

Dear Facility Director:

About three weeks ago, we sent you a questionnaire packet for the **2012 National Mental Health Services Survey (N-MHSS) - Locator Survey** sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA). If you have already completed the online questionnaire, please accept my sincere thanks. If you have not yet completed your questionnaire, please do so at your earliest convenience.

N-MHSS-Locator data will be used to update SAMHSA's online Mental Health Facility Locator at (<http://store.samhsa.gov/mhlocator>). This Locator is a vital resource for persons in search of needed mental health treatment services available in their local community.

The easiest way to complete the questionnaire is on the Internet. Just log on to: <https://www.nmhss.org>. The screen will ask for a USER ID and PASSWORD. The unique USER ID and PASSWORD assigned to this facility, at the location shown above, are:

USER ID: [field 2]

PASSWORD: [field 3]

If you have any questions regarding the survey, did not receive a survey packet in the mail, or are unable to complete the survey online, please contact the toll-free N-MHSS-Locator survey helpline at 1-866-778-9752. Staff will be available to assist you Monday thru Friday 9 a.m. to 5 p.m. (Eastern Time).

We look forward to receiving your response, which will help ensure that the information collected through the N-MHSS-Locator survey is as complete and accurate as possible.

Sincerely,

Data Collection Manager
N-MHSS-Locator Survey