

MATHEMATICA LETTERHEAD

Data Collection Manager
National Mental Health Services Survey (N-MHSS)
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June XX, 2014

Subject: [FacName1] [FacName2]
[LocAddress1] [LocAddress2]
[LocCity], [LocState] [LocZip5]-[LocZip4]

Dear Director of Mental Health Program(s):

About two weeks ago, we sent you a survey packet for the **2014 National Mental Health Services Survey (N-MHSS)** sponsored by the federal Substance Abuse and Mental Health Services Administration (SAMHSA). If you have already completed the online questionnaire, please accept our sincere thanks. If you have not yet completed your questionnaire, please do so at your earliest convenience.

The purpose of this survey is to collect information that will provide mental health researchers, health care providers, and program decision-makers with a current picture of the number and types of public and private mental health facilities, what services are available, and where resources could be allocated to meet the needs of persons with mental illness. N-MHSS data will also be used to update SAMHSA's online Behavioral Health Treatment Services Locator found at <http://findtreatment.samhsa.gov>. 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://survey.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: [MPRID]

PASSWORD: [WEBPW]

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

We look forward to receiving your completed questionnaire which will help ensure that the information collected through the 2014 N-MHSS is as complete and accurate as possible.

Sincerely,

Data Collection Manager
National Mental Health Services Survey