

SAMHSA LETTERHEAD

July XX, 2014

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

Dear Director of Mental Health Program(s):

In June, 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). I am contacting you today to urgently request your facility's participation in the N-MHSS. If you have already completed the survey online or by mail, please accept our sincere thanks. If you have not yet completed your questionnaire, please do so at your earliest convenience.

N-MHSS data will be used to update SAMHSA's online Behavioral Health Treatment Services Locator 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. Results of the N-MHSS will also provide state mental health agencies and the behavioral health research community with information about the number and types of public and private mental health treatment facilities and the persons they serve, nationwide.

Your facility is an important part of this effort, and **your participation in the N-MHSS is crucial to its success**. The easiest way to complete the questionnaire is to log on to the Internet and follow the instructions on the flyer enclosed with this letter. The flyer provides the Internet address to access the questionnaire as well as your facility's unique user ID and password. If for any reason you cannot complete online, please complete the paper questionnaire that was enclosed in your June packet.

If you have any questions regarding the survey or how to complete the questionnaire online, please contact the toll-free N-MHSS helpline at **1-866-778-9752** and mention the reference number listed above. Staff will be available to assist you Monday through Friday 9 a.m. to 5 p.m. (Eastern Time).

Thank you for participating in this important national survey. We look forward to receiving your response.

Sincerely,

Peter J. Delany, Ph.D., LCSW-C
RADM, U.S. Public Health Service
Assistant Surgeon General
Director
Center for Behavioral Health Statistics and Quality

Enclosure