

## RCC NCHS Cover Letter with FAQs



DEPARTMENT OF HEALTH & HUMAN SERVICES

Centers for Disease Control and Prevention

National Center for Health Statistics  
3311 Toledo Road  
Hyattsville, Maryland 20782

Date

Name of Director  
Name of Community  
Community Address  
Community city, state, zip code

Dear <NAME OF DIRECTOR>,

Recently, we contacted you about the **2014 National Study of Long-Term Care Providers** (NSLTCP) conducted by the Centers for Disease Control and Prevention's National Center for Health Statistics. We invite you to participate in this important national study.

Please complete the enclosed questionnaire and return it in the pre-addressed, postage-paid envelope provided. If it is more convenient, you can complete the questionnaire by web over a safe and secure network. To do so, go to this URL address and type in your unique User ID and password:

URL:

User ID:

Password:

**Submit your questionnaire by July 7, 2014 to avoid receiving another questionnaire for this community.**

Completing the questionnaire will take 30 minutes on average. Before starting, please consult or have your records available to be prepared to answer questions on the number of residents (see question 5), numbers of select types of staff (see question 17), and the demographic distribution, ADLs, health conditions, and health care use of the residents (see questions 18-25).

Your participation in this survey is voluntary, but will assist greatly in helping to further our nation's understanding of the long-term care needs of older adults and people with disabilities. The information you provide will be used only for statistical purposes and held in the strictest confidence. For examples, see the enclosed insert and our recent NSLTCP report at [http://www.cdc.gov/nchs/data/nsltcp/long\\_term\\_care\\_services\\_2013.pdf](http://www.cdc.gov/nchs/data/nsltcp/long_term_care_services_2013.pdf).

On the back of this letter are NSLTCP Frequently Asked Questions. If you need technical support or have further questions about this survey, please call (800) XXX-XXXX.

Thank you for your help in this important study.

Sincerely,

Charles Rothwell, MS, MBA  
Director, National Center for Health Statistics

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To learn more, please visit <http://www.cdc.gov/nchs/nsltcp.htm>.

## **National Study of Long-Term Care Providers (NSLTCP)** **Frequently Asked Questions**

### **Why should I participate in this survey?**

CDC's National Center for Health Statistics (NCHS) recognizes that residential care communities are an important part of the long-term care spectrum in the United States. NCHS' National Study of Long-Term Care Providers (NSLTCP) tracks trends, every two years, in the supply and use of five major types of long-term care providers—assisted living and similar residential care communities, adult day services centers, home health agencies, nursing homes, and hospices. When you participate in NSLTCP, you help ensure that the survey data for residential care communities are up-to-date and accurately portray your industry to health care planners and policymakers.

### **Should I complete a questionnaire if I participated in NSLTCP a couple of years ago?**

Yes. Your participation in this 2014 survey is important. NSLTCP is conducted every two years to obtain accurate, up-to-date data about residential care communities, other long-term care providers, and the people they serve to detect changes in the long-term care services industry over time.

### **What other residential care communities are being contacted to participate in this survey?**

The 2014 survey includes approximately 11,700 residential care communities operating in the United States. This is a random nationally representative sample. To protect the privacy of individual communities, their staff, and the residents they serve, we do not release the names of sampled communities to anyone. .

### **Will the results be made public?**

An overview report that will include survey data from the 2014 NSLTCP is anticipated for release in 2015 and will be made available online at <http://www.cdc.gov/nchs/nsltcp.htm>. If you would like to be informed of when it is available, you may join the Long-Term Care ListServ at [http://www.cdc.gov/nchs/dhcs/longterm\\_listserv.htm](http://www.cdc.gov/nchs/dhcs/longterm_listserv.htm). Identifying information about participants will not be contained in the summary report. You can view overview report that includes 2012 NSLTCP data at [http://www.cdc.gov/nchs/data/nsltcp/long\\_term\\_care\\_services\\_2013.pdf](http://www.cdc.gov/nchs/data/nsltcp/long_term_care_services_2013.pdf)

### **Why can't some other community take our place?**

You represent other communities like yours. If you do not participate in NSLTCP, there is no guarantee that residential care communities like yours will be represented adequately and the representation of your community's unique qualities may be lost. NCHS produces state estimates where possible, and your participation may help allow us to produce estimates for your state.

### **Where did you get my name?**

Individual state licensing agencies provided the names of all licensed, certified, or otherwise regulated residential care communities in their respective states.

### **Will my name and information be held confidential?**

Yes. NSLTCP is authorized by Congress in Section 306 of the Public Health Service Act (42 USC 242K). All information collected in this survey will be held in the strictest confidence according to law [Section 308 (d) of the Public Health Service Act (42 United States Code 242m (d) and the Confidential Information Protection and Statistical Efficiency Act (PL 107-347)]. Information collected in this survey may be used only for statistical purposes. Any government staff, contractor, or agent who willfully discloses confidential information may be subject to a jail term or a \$250,000 fine.

### **Who supports this study?**

This 2014 survey is supported by American Seniors Housing Association (ASHA), Assisted Living Federation of America (ALFA), LeadingAge, and the National Center for Assisted Living/American Health Care Association (NCAL/AHCA). The enclosed letter of support provides this specific information.

### **Where should I mail my completed hardcopy questionnaire?**

Please return your completed questionnaire in the enclosed pre-addressed, postage-paid envelope. The address is: NSLTCP, RTI International, One North Commerce Center, 5265 Capital Blvd., Raleigh, NC 27616..

### **If I choose to complete the web questionnaire, can I stop partway through and start again, at a later time, where I left off?**

Yes. The answers you entered will be saved, and you can pick up, at a later time, where you left off. You will not need to start the web questionnaire from the beginning again.

## ADSC Cover Letter with FAQs



DEPARTMENT OF HEALTH & HUMAN SERVICES

Centers for Disease Control and Prevention

National Center for Health Statistics  
3311 Toledo Road  
Hyattsville, Maryland 20782

Date

Name of Director

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Center Address

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Dear <NAME OF DIRECTOR>,

Recently, we contacted you about the **2014 National Study of Long-Term Care Providers** (NSLTCP) conducted by the Centers for Disease Control and Prevention's National Center for Health Statistics. We invite you to participate in this important national study.

Please complete the enclosed questionnaire and return it in the pre-addressed, postage-paid envelope provided. If it is more convenient, you can complete the questionnaire by web over a safe and secure network. To do so, go to this URL address and type in your unique User ID and password:

URL:

User ID:

Password:

**Submit your questionnaire by July 7, 2014 to avoid receiving another questionnaire for this center.**

Completing the questionnaire will take 30 minutes on average. Before starting, please consult or have your records available to be prepared to answer questions on the number of participants (see questions 2-4), numbers of select types of staff (see question 12), and the demographic distribution, ADLs, health conditions, and health care use of the residents (see questions 15-22).

Your participation in this survey is voluntary, but will assist greatly in helping to further our nation's understanding of the long-term care needs of older adults and people with disabilities. The information you provide will be used only for statistical purposes and held in the strictest confidence. For examples, see the enclosed insert and our recent NSLTCP report at [http://www.cdc.gov/nchs/data/nsltcp/long\\_term\\_care\\_services\\_2013.pdf](http://www.cdc.gov/nchs/data/nsltcp/long_term_care_services_2013.pdf).

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Sincerely,

Charles Rothwell, MS, MBA

Director, National Center for Health Statistics

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## **National Study of Long-Term Care Providers (NSLTCP)** **Frequently Asked Questions**

### **Why should I participate in this survey?**

CDC's National Center for Health Statistics (NCHS) recognizes that adult day services centers are an important component of the long-term care spectrum in the United States. NCHS' National Study of Long-Term Care Providers (NSLTCP) tracks trends, every two years, in the supply and use of five major types of long-term care providers—adult day services centers, assisted living and similar residential care communities, home health agencies, nursing homes, and hospices. When you participate in NSLTCP, you help ensure that the survey data for adult day services centers are up-to-date and accurately portray your industry to health care planners and policymakers.

### **Should I complete a questionnaire if I participated in NSLTCP a couple of years ago?**

Yes. Your participation in this 2014 survey is important. NSLTCP is conducted every two years to obtain accurate, up-to-date data about adult day services centers, other long-term care providers, and the people they serve to detect changes in the long-term industry over time.

### **What other adult day services centers are being contacted to participate in this survey?**

The survey includes approximately 5,000 adult day services centers operating in the United States. . To protect the privacy of individual centers, their staff, and the participants they serve, we do not release the names of these centers to anyone.

### **Will the results be made public?**

An overview report that will include survey data from the 2014 NSLTCP is anticipated for release in 2015 and will be made available online at <http://www.cdc.gov/nchs/nsltcp.htm>. If you would like to be informed of when it is available, you may join the Long-Term Care ListServ at [http://www.cdc.gov/nchs/dhcs/longterm\\_listserv.htm](http://www.cdc.gov/nchs/dhcs/longterm_listserv.htm). Identifying information about participants will not be contained in the summary report. You can view overview report that includes 2012 NSLTCP data at [http://www.cdc.gov/nchs/data/nsltcp/long\\_term\\_care\\_services\\_2013.pdf](http://www.cdc.gov/nchs/data/nsltcp/long_term_care_services_2013.pdf)

### **Why can't some other center take our place?**

You represent other centers like yours. If you do not participate in NSLTCP, there is no guarantee that adult day services centers like yours will be represented adequately and the representation of your center's unique qualities will be lost. NCHS aims to produce state estimates where possible, and your participation may help allow us to produce estimates for your state.

### **Where did you get my name?**

A nonprofit association of adult day services centers, under contract to NCHS, compiled a list of all adult day services centers in the U.S.

### **Will my name and information be held confidential?**

Yes. NSLTCP is authorized by Congress in Section 306 of the Public Health Service Act (42 USC 242K). All information collected in this survey will be held in the strictest confidence according to law [Section 308 (d) of the Public Health Service Act (42 United States Code 242m (d) and the Confidential Information Protection and Statistical Efficiency Act (PL 107-347)]. Information collected in this survey may be used only for statistical purposes. Any government staff, contractor, or agent who willfully discloses confidential information may be subject to a jail term or a \$250,000 fine.

### **Who supports this study?**

This survey is supported by the National Adult Day Services Association (NADSA) and LeadingAge. The enclosed letter of support provides this specific information.

### **Where should I mail my completed questionnaire?**

Please return your completed questionnaire in the enclosed pre-addressed, postage-paid envelope. The address is: NSLTCP, RTI International, One North Commerce Center, 5265 Capital Blvd., Raleigh, NC 27616.

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