

## Attachment 3

### Sample Grantee Invitation Letter



Name

Address

Dear SAMHSA Grantee,

We are inviting your program and the people who receive services in your program to participate in a project being conducted by SAMHSA. As you may know SAMHSA has developed a new working definition of recovery from mental disorders and/or substance use disorders. Recovery is defined as “A process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential.”

This definition was arrived at after having numerous meetings and discussions with consumers, providers, family members, researchers and advocates interested in promoting a healthier and better life for people with mental and substance use disorders.

The next step is the development of an instrument that can be used to assess the degree to which recovery is occurring. To this end SAMHSA has developed a short 20-item instrument that has been designed to capture the four major dimensions of recovery – health, home, purpose, and community. The measure takes approximately 10 minutes to administer.

SAMHSA would like your program to participate in a pilot test of this instrument. If you agree to participate you will be asked to:

- Participate in a webinar that will provide you and your selected staff with further information on the project;
- Agree to administer the Recovery Measure at the time that you administer the baseline and six-month follow up Government Performance and Results Act (GPRA) measures

for the period of time beginning ----- and ending -----, and to submit these data to SAMHSA.

- SAMHSA will provide you with an Institutional Review Board (IRB) approved informed consent form that each person participating in the project will be required to read and sign. Also, the staff member who conducts the informed consent will sign as a witness. A copy of this will be kept on file at SAMHSA and a copy will be given to the participant.

SAMHSA feels that this is an important project that will contribute to the overall goal of advancing recovery from mental health and substance use disorders.

If you would like to participate in this project or would like to know more about this project please contact the following for further information:

**Alyson Essex, PhD, MHS**, Center for Behavioral Health Statistics and Quality (CBHSQ);  
SAMHSA

**Daytime Phone:** 240-276-0529

**Email:** [Alyson.Essex@SAMHSA.HHS.Gov](mailto:Alyson.Essex@SAMHSA.HHS.Gov)

Signatures of the Center Directors from CBHSQ, CSAT, and CMHS