

[NCHS Letterhead]

Date

Name of Director
Name of Community
Community Address
Community City, State, Zip

Dear <Name of director>,

The Centers for Disease Control and Prevention's National Center for Health Statistics is conducting the **2016 National Study of Long-Term Care Providers** (NSLTCP). NSLTCP tracks trends in five major long-term care services sectors—assisted living and similar residential care communities, adult day services centers, home health agencies, nursing homes, and hospices. NSLTCP collects information about the characteristics of residential care providers, the services they offer, their staffing profile, and the demographics, functional status, and health of the residents they serve. Data are used to produce national and state estimates to help inform long-term care providers, planners, researchers, and policymakers. See http://www.cdc.gov/nchs/nsltcp/nsltcp_products.htm for examples.

In a couple of weeks, we will send you information to complete the 2016 NSLTCP questionnaire. When your questionnaire arrives, please complete it as soon as possible. Completing the questionnaire will take 30 minutes on average. A few items may require you to consult your administrative/resident records. **If you are the director for more than one community selected for this study, you will receive and be asked to complete a separate questionnaire for each selected community.**

Your participation in this survey is voluntary, but will assist greatly in helping to further our nation's understanding and planning for the long-term care needs of older adults and people with disabilities.

Data collection by NSLTCP is authorized by Section 306 of the Public Health Services Act (Title 42, U.S. code 242K). As required by federal law (section 308(d) of the Public Health Services Act in 42, U.S. Code, 242m(d) and the Confidential Information Protection and Statistical Efficiency Act Title 5 of PL 107-347), all information collected will be used only for statistical purposes and held in the strictest confidence. No data on individual residents will be collected.

These national organizations support NSLTCP: the Center for Excellence in Assisted Living (CEAL), 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).

To learn more about this study, please visit <http://www.cdc.gov/nchs/nsltcp.htm> or call an NSLTCP representative at (XXX) XXX-XXXX.

Thank you, in advance, for your help with this important study.

Sincerely,

Charles Rothwell
Director, National Center for Health Statistics

[NCHS Letterhead]

Date

Name of Director
Name of Community
Community Address
Community City, State, Zip

Dear <Name of director>,

About one week from now you will receive in the mail a request to fill out a questionnaire for the **2016 National Study of Long-Term Care Providers**, an important research project being conducted by the Centers for Disease Control and Prevention's National Center for Health Statistics.

This study collects information about the characteristics of residential care providers, the services they offer, their staffing profile, and the demographics, functional status, and health of the residents they serve.

I am writing in advance to let you know you can expect your questionnaire packet to be arriving soon. **If you are the director for more than one community selected for this study, you will receive and be asked to complete a separate questionnaire for each selected community.**

By completing and returning the questionnaire, you will help inform long-term care providers, planners, researchers, and policymakers obtain a better understanding of the long-term care needs and services in the United States.

Thank you, in advance, for your generous help with this important study.

Sincerely,

Charles Rothwell
Director, National Center for Health Statistics

[NCHS Letterhead]

Date

Name of Director

Name of Center

Center Address

Center City, State, Zip

Dear <Name of director>,

The Centers for Disease Control and Prevention’s National Center for Health Statistics is conducting the **2016 National Study of Long-Term Care Providers (NSLTCP)**. NSLTCP tracks trends in five major long-term care services sectors—adult day services centers, assisted living and similar residential care communities, home health agencies, nursing homes, and hospices. NSLTCP collects information about the characteristics of adult day service providers, the services they offer, their staffing profile, revenue sources, and the demographics, functional status, and health of the participants they serve. Data are used to produce national and state estimates to help inform long-term care providers, planners, researchers, and policymakers. See http://www.cdc.gov/nchs/nsltcp/nsltcp_products.htm for examples.

In a couple of weeks, we will send you information to complete the 2016 NSLTCP questionnaire. When your questionnaire arrives, please complete it as soon as possible. Completing the questionnaire will take 30 minutes on average. A few items may require you to consult your administrative/participant records. **If you are the director for more than one center, you will receive and be asked to complete a separate questionnaire for each center.**

Your participation in this survey is voluntary, but will assist greatly in helping to further our nation’s understanding and planning for the long-term care needs of older adults and people with disabilities.

Data collection for NSLTCP is authorized by Section 306 of the Public Health Services Act (Title 42, U.S. code 242K). As required by federal law (section 308(d) of the Public Health Services Act in 42, U.S. Code, 242m(d) and the Confidential Information Protection and Statistical Efficiency Act Title 5 of PL 107-347), all information collected will be used only for statistical purposes and held in the strictest confidence. No data on individual participants will be collected.

The National Adult Day Services Association (NADSA), LeadingAge, and the National Association of States United for Aging and Disabilities (NASUAD) are in support of NSLTCP.

To learn more about this study, please visit <http://www.cdc.gov/nchs/nsltcp.htm> or call an NSLTCP representative at (XXX) XXX-XXXX.

Thank you, in advance, for your help with this important study.

Sincerely,

Charles Rothwell

Director, National Center for Health Statistics

[NCHS Letterhead]

Date

Name of Director
Name of Community
Community Address
Community City, State, Zip

Dear <Name of director>,

About one week from now you will receive in the mail a request to fill out a questionnaire for the **2016 National Study of Long-Term Care Providers**, an important research project being conducted by the Centers for Disease Control and Prevention's National Center for Health Statistics.

This study collects information about the characteristics of adult day services centers, the services they offer, their staffing profile, and the demographics, functional status, and health of the participants they serve.

I am writing in advance to let you know you can expect your questionnaire packet to be arriving soon. **If you are the director for more than one center, you will receive and be asked to complete a separate questionnaire for each center.**

By completing and returning the questionnaire, you will help inform long-term care providers, planners, researchers, and policymakers obtain a better understanding of the long-term care needs and services in the United States.

Thank you, in advance, for your generous help with this important study.

Sincerely,

Charles Rothwell
Director, National Center for Health Statistics