

Attachment B8- N-SSATS 2019 Thank You/Reminder Letter

Data Collection Manager

National Survey of Substance Abuse Treatment Services (N-SSATS)  
Survey Operations Center, Princeton, NJ  
(888) 324-8337

April XX, 2019

[Facility Director] [or Current Facility Director]

[Facility Name 1]

[Facility Name 2]

[Attn Name]

[Address 1] [Address 2]

[City], [State] [Postal Code]

**Subject:** Facility located at –  
[Address 1][Address 2]  
[City], [State] [Postal Code]

Dear Facility Director:

About three weeks ago, we sent you a packet for the **2019 National Survey of Substance Abuse Treatment Services (N-SSATS)** sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA). If you have already completed the questionnaire on the web, we thank you for your participation. If you have not yet completed your questionnaire, please do so at your earliest convenience.

**Important information about the 2019 N-SSATS:**

- **Many** questions are pre-filled if you completed the 2018 N-SSATS
- Ways to complete the web survey: **computer, tablet, or smartphone**
- If eligible, your facility can choose to be listed, at no cost, in the online treatment Locator (<https://findtreatment.samhsa.gov>)
- Standard client count information will be collected
- Ability to preview the questionnaire at <https://info.nssats.com> or log onto the survey and choose the "Preview" option

**To complete the 2019 N-SSATS on the web**, log onto: <https://survey.nssats.com>

The unique USER ID and PASSWORD assigned to this facility, at the location shown above, are:

**USER ID:** [Web User Name]

**PASSWORD:** [Web Password]

The survey should be completed by you or another person knowledgeable about this facility's daily operations. If you have any questions about the survey, please feel free to call the N-SSATS helpline at **1-888-324-8337** or send an email to [nssatsweb@mathematica-mpr.com](mailto:nssatsweb@mathematica-mpr.com).

We look forward to your participation in the 2019 N-SSATS!

Sincerely,

Data Collection Manager  
National Survey of Substance Abuse Treatment Services