

ATTACHMENT B  
INTRODUCTORY COVER LETTER

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**INTRODUCTORY COVER LETTER**

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RTI International  
3040 Cornwallis Road  
RTP  
NC 2770

National Association of State Alcohol  
and Drug Abuse Directors  
1919 Pennsylvania Avenue NW  
Suite M-250  
Washington, DC 20006

[Date]

Dear [name]:

The federal Office of the Assistant Secretary for Planning and Evaluation (ASPE) of the Department of Health and Human Services (HHS) seeks to understand what patient placement data states collect and maintain, and the degree to which the data can be used to examine the SUD treatment needs and gaps across the United States. ASPE has contracted with RTI International and its partner, the National Association of State Alcohol and Drug Abuse Directors (NASADAD), to conduct a brief survey on this topic.

We ask for your help by completing the attached survey on your organization's use and requirements for SUD patient placement criteria, practices, and data collection.

We expect it to only take about ten minutes of your time. Please use this link to access the survey and complete the 17-question survey by [Date + 14 days]: [link]. If you have questions or concerns, please contact Dr. John Richardson at RTI International via telephone at 919-316-3528 or email at [jsrichardson@rti.org](mailto:jsrichardson@rti.org).

Thank you in advance for helping us in this important endeavor!

Sincerely,

[signature]