

Attachment E-1 - Advance Notification Letter

[NCHS Letterhead]

Date

Name of Director

Name of Community/Center

Community/Center Address

Community/Center City, State, Zip

Dear <Name of director>,

The Centers for Disease Control and Prevention's National Center for Health Statistics is conducting the **2020 National Post-Acute and Long-Term Care Study** (NPALS) formerly known as the National Study of Long-Term Care Providers or NSLTCP. You have been randomly selected to participate and you will represent other [residential care communities/adult day services centers] like yours.

The NPALS collects information about the characteristics of [residential care providers/adult day services centers], the services they offer, their staffing profile, and the demographics, functional status, and health of the [residents/participants] they serve.

In about a week, we will send you information to complete the 2020 NPALS questionnaire.

When your questionnaire arrives, please complete it as soon as possible. We made the questionnaire easier to complete compared to previous years. The questionnaire takes about 30 minutes to complete, by web or mail. A few items may require you to consult your administrative or [resident/participant] records. If you are the director for more than one [residential care community/center], you may receive and be asked to complete a separate questionnaire for each selected [community/center].

Your participation in this survey is voluntary. By participating, you will help improve the value of critical national and state information used by long-term care providers, planners, researchers, and policymakers.

We take your privacy very seriously. Everything you tell us is confidential. The information you give us is **ONLY** used for statistical research.

To learn more about this study, please visit <https://www.cdc.gov/nchs/npals/> or call an NPALS representative at (877) 256-8171.

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

Sincerely,

Brian Moyer, PhD
Director, National Center for Health Statistics