

[MONTH,] 2021

Dear [Facility Director] [or Current Facility Director]

Your facility has been approved by your State Agency to be listed in the Behavioral Health Treatment Services Locator maintained by the Substance Abuse and Mental Health Services Administration (SAMHSA). The Locator is an online directory that contains listings for both substance abuse treatment facilities and mental health treatment facilities, and can be found at <https://findtreatment.samhsa.gov>. SAMHSA maintains the Locator as a public service for persons seeking treatment for themselves or family members. There is no charge for being listed in the Locator.

To be listed in the Locator, the facility must respond to SAMHSA's annual survey: the National Substance Use and Mental Health Services Survey (N-SUMHSS). The N-SUMHSS is the most comprehensive source of data on substance use and mental health treatment facilities in the nation. Policymakers at local, State, and Federal levels use information from the N-SUMHSS to determine the extent of services available and what new or expanded services may be needed.

Although data collection for the next N-SUMHSS is not scheduled to begin until March 2021, facilities that are approved in the interim can be quickly added to the Locator by answering a brief set of questions about the types of treatment and services they offer.

To answer this brief set of questions please follow the steps listed below:

1. Log onto: [WEBSITE]
2. The utility will ask for a USER ID and PASSWORD. The unique USER ID and PASSWORD assigned to this facility 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-SUMHSS helpline at **1-888-324-8337**, Monday through Friday between 8 am and 8 pm (ET), or send an email to [WEBSITE].

Sincerely,

[SAMHSA Contact/Title]  
Center for Behavioral Health Statistics and Quality  
SAMHSA