

Data Collection Manager
National Substance Use and Mental Health Services Survey (N-SUMHSS)
Survey Operations Center, [CITY], [STATE]
(888) 324-8337

April 22, 2021

[Facility Director] [or Current Facility Director]
[Facility Name 1]
[Facility Name 2]
[Attn Name]
[Address1] [Address2]
[City], [State] [Postal Code]

Subject: Facility located at –
[Address1][Address2]
[City], [State] [Postal Code]

Dear Facility Director:

About three weeks ago, we sent you a packet for the **2021 National Substance Use and Mental Health Services Survey (N-SUMHSS)** 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.

To save you time when completing the 2021 N-SUMHSS, the following **features** have been implemented:

- You will have the ability to go back and change answers, if necessary
- Multiple questions are **grouped together** on the same web page
- If you are responsible for completing the N-SUMHSS for **more than one location**, you can complete multiple web surveys in a single session

To complete the 2021 N-SUMHSS on the web, log onto: <https://survey.nsumhss.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 your facility no longer provides substance abuse or mental health treatment services**, has had an address change, or if you have any questions about the survey, please call the N-SUMHSS helpline at **1-888-324-8337** or send an email to [WEBSITE].

We look forward to your participation in the 2021 N-SUMHSS!

Sincerely,

Data Collection Manager
National Substance Use and Mental Health Services Survey