



July 31,

2021

Dear Facility Director:

We have been attempting to contact you to gain your participation to complete the **2021 National Substance Use and Mental Health Services Survey (N-SUMHSS)**. This annual survey, sponsored by the Federal government's Substance Abuse and Mental Health Services Administration (SAMHSA) and conducted by [COMPANY], collects data from all known substance use and mental health treatment facilities in the United States and its jurisdictions. Data from the N-SUMHSS is used to populate SAMHSA's online Treatment Locator, which helps people to seek treatment for substance use and mental health disorders.

If you have already responded to this survey, thank you for your participation. The enclosed pink flyer provides this facility's unique User ID and Password for accessing the questionnaire on the web. It is important that we receive your response as soon as possible.

To save you time, for 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.
- A worksheet has been included in this packet to help you calculate client counts

The survey should be completed by you or another person knowledgeable about this facility's daily operations. **If your facility no longer provides substance use 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,

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

Note: *If your organization offers treatment services at more than one location, you may receive a duplicate letter for another facility at another location. The N-SUMHSS is designed to collect information about a single facility at a single location, that is, the facility whose name and address is printed on the enclosed pink flyer. On the web, you will be able to complete the survey for multiple locations at the same time.*