

[INSERT LETTERHEAD]

[DATE LETTER SENT]

Dear [First Name Last Name]:

I am writing to **ask you to answer a few questions** about the experiences of [Nursing Home Name] during the COVID-19 pandemic, including experiences with COVID-19 Quality Improvement efforts like the Agency for Healthcare Research and Quality's (AHRQ) ECHO National Nursing Home COVID-19 Action Network and other trainings and initiatives facilitated by federal and state agencies, local organizations, and other sources.

Your feedback is very important to us and will help inform the support that AHRQ offers to nursing homes in the future for delivering high quality and safe care.

### **What am I being asked to do?**

We are asking you to complete a brief, 5-minute web survey. I understand how precious your time is and also how valuable your knowledge and experience are. AHRQ is committed to learning about your facility's experience with the COVID-19 pandemic. To do this, we need your feedback.

Your survey access information is below. Please note that we may also contact you about this survey by email, but you only need to complete the survey once.

Survey Link: <https://XXXX.norc.org>  
Unique PIN: [\$PIN]

### **Why have I been selected to take this survey?**

We are asking all nursing homes that were eligible for CARES Act Provider Relief Funds to take this survey. As a senior staff member in your nursing home, we believe you have a high level of knowledge about your facility. **If you feel that someone else should complete the survey on behalf of your facility, please give them this letter.** All responses are confidential and your responses will be combined with others' responses to report summary (aggregated) results.

I hope you will be able to help us with this important effort. **If you have any questions, please call AHRQ Nursing Home Survey Team toll-free at [1-XXX-XXX-XXX] or email [XXXX@norc.org].**

Sincerely,

David Meyers  
Acting Director  
Agency for Healthcare Research and Quality (AHRQ)

OMB No. [XXXX] | Expires [M/DD/YYYY]