

Attachment G Prompting Letters and Emails

Letter

[NCHS Letterhead]

Date

Name of Director

Name of Community/Center

Community/Center Address

Community/Center city, state, zip code

Dear [Name of Director],

We have been trying to reach you to ask you to participate in the **2022 National Post-acute and Long-term Care Study (NPALS)**. If you already returned your completed provider questionnaire, thank you for your participation.

If you have not completed and returned your provider questionnaire, we hope you will consider participating. Your responses are very important in providing accurate information on long-term care in the United States.

Please complete the provider questionnaire by web over a safe and secure network by going to this URL address and typing in your unique User ID and password:

URL:

User ID:

Password:

Benefits to completing by web include getting only the questions that apply to your community/center based on your responses—so it takes less time--and having the option to print a copy of your completed provider questionnaire for your records. However, if you prefer to use hardcopy, please complete the provider questionnaire you recently received and return it in the pre-addressed, postage-paid envelope provided. Completing the provider questionnaire takes 30 minutes on average.

If you are the director for more than one community/center selected for this study, you may receive and be asked to complete separate questionnaires for each selected community/center. Please complete each questionnaire only for the specific community/center listed on the front of the provider questionnaire; otherwise, we cannot use your data.

If you need technical support or have further questions about this survey, please visit <https://www.cdc.gov/nchs/npals/index.htm> or call (xxx) xxx-xxxx.

Thank you once again,

Brian Moyer, PhD

Director, National Center for Health Statistics

We have been trying to reach you to ask you to participate in the **2022 National Post-acute and Long-term Care Study (NPALS)** To date, we have not yet received your completed provider questionnaire .

Please complete the provider questionnaire by web over a safe and secure network by going to this URL address and typing in your unique User ID and password:

URL:

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Thank you for your participation

Brian Moyer, PhD
Director, National Center for Health Statistics

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Email

Date

Dear [insert name of individual],

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Thank you once again,

Brian Moyer, PhD
Director, National Center for Health Statistics

Please do not reply to this e-mail, as it is not monitored

Email

Date

Dear [insert name of individual],

Recently, we sent you a questionnaire packet for the **2022 National Post-acute and Long-term Care Study (NPALS)**. Your email address was provided to us by you or someone in your community/center. To date we have not yet received your completed web or mail provider questionnaire.

Please complete the provider questionnaire by web over a safe and secure network by going to this URL address and typing in your unique User ID and password:

URL:

User ID:

Password:

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If you need technical support or have further questions about this survey, please visit <http://www.cdc.gov/nchs/nsltcp.htm> or call (xxx) xxx-xxxx.

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Brian Moyer, PhD
Director, National Center for Health Statistics