

Attachment A-2 -DCW mailing-NCHS Cover Letter with FAQs

[NCHS Letterhead]

Date
Name of DCW
Address
City, State, Zip

Dear <Name of DCW>,

The CDC's National Center for Health Statistics is conducting a pilot study for a direct care worker (DCW) survey as a supplement to the 2022 National Post-acute and Long-term Care Study (NPALS). You have been selected to participate.

NCHS is exploring the development of a national survey to understand the work of DCWs, to evaluate current trends, and to better understand the impact of the COVID-19 pandemic on the direct care workforce. This pilot study, which builds upon NPALS infrastructure, will allow NCHS to design and test procedures, questionnaires, and contact strategies that could be used in a national DCW survey in the future. By participating you will help to greatly improve the efforts in designing a national study.

To participate in this important study, you can complete the web questionnaire 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 you based on your responses—so it takes less time—and having the option to print a copy of your completed questionnaire for your records. If you prefer to use hardcopy, please complete the enclosed questionnaire and return it in the pre-addressed, postage-paid envelope provided.

Please submit your questionnaire by web or hardcopy by _____ to avoid receiving another questionnaire.

Completing the questionnaire will take 30 minutes on average.

Your participation in this survey is voluntary, but will assist greatly in helping to further efforts to study DCWs and the important jobs they do. Refusal to participate will involve no loss of benefits and participation can be discontinued at any time. You may choose not to answer any question you don't want to. Enclosed is a letter of approval from the Ethics Review Board at the National Center for Health Statistics. If you have questions about your rights as a participant in this survey, call the Ethics Review Board toll-free at 1-800-223-8118 and leave a message stating you are calling about Protocol #2023-XX. Your call will be returned as soon as possible.

We take your privacy very seriously. Everything you tell us is confidential. The information you give us is ONLY used for statistical purposes. No information will be given to your supervisor or facility. See reverse for more information. Enclosed is an NCHS confidentiality brochure. If you have any questions about confidentiality, call NCHS' Confidentiality Officer at (888) 642-4159.

On the back of this letter are Frequently Asked Questions. To learn more about this study, please visit <https://www.cdc.gov/nchs/npals/index.htm> or call an NPALS representative at (XXX) XXX-XXXX.

Thank you, in advance, for your help with this important survey.

Sincerely,

Brian C. Moyer, PhD
Director, National Center for Health Statistics

Direct Care Worker (DCW) Pilot Study DCW Frequently Asked Questions (FAQs)

Why should I participate in this pilot study?

CDC's National Center for Health Statistics (NCHS) recognizes that DCWs are an important component of the long-term care sector in the United States. When you participate in this pilot study, you help ensure that in the future DCW surveys will be up-to-date and more accurately portray your job to health care planners and policymakers.

Who else is being contacted to participate in this pilot study?

The pilot study includes DCWs in residential care communities, adult day services centers, and nursing homes. To protect their privacy we do not release the participants' names to anyone.

Why can't someone else take my place?

You represent others like you. If you do not participate in this pilot study, there is no guarantee that DCWs like you will be represented adequately, and your unique qualities may be lost.

Where did you get my name?

You were selected because the director of a facility you work at either completed the 2022 NPALS or was included in the Centers for Medicare and Medicaid Services NPALS data.

Will the results be made public?

Yes. The results from this methodologic pilot survey will focus on lessons learned from the survey and will be made public via NCHS reports and presentations. A restricted-use data file will also be made available via the NCHS Research Data Center if requested. While results from this survey will be made publicly available, all data will be kept strictly confidential and aggregated, so that the names and individual information about facilities and DCWs will not be identifiable.

How confidential is the information I give you?

The information you give is kept private by Federal law. No information will be given to your supervisor or facility. Your answers will be grouped with answers given by other direct care workers who work for other residential care communities, adult day services center, and nursing homes in the United States. The survey results will be released in summary form in tables and reports only.

What if I am uncomfortable answering any questions?

Your participation is voluntary, and you can stop at any time or not answer any questions that make you feel uncomfortable. We assure you that all answers you provide are confidential to the extent allowed by law. Nothing about you personally will be reported, including your name and the facility you work. Nothing you tell us will be given to your employer, supervisor, or colleagues.

Who will see my information?

We take your privacy very seriously. All information that relates to or describes identifiable characteristics of individuals, a practice, or an establishment will be used only for statistical purposes. NCHS staff, contractors, and agents will not disclose or release responses in identifiable form without the consent of the individual or establishment in accordance with section 308(d) of the Public Health Service Act (42 U.S.C. 242m(d)) and the Confidential Information Protection and Statistical Efficiency Act (44 U.S.C. 3561-3583). In accordance with CIPSEA, every NCHS employee, contractor, and agent has taken an oath and is subject to a jail term of up to five years, a fine of up to \$250,000, or both if he or she willfully discloses ANY identifiable information about you. In addition to the above cited laws, NCHS complies with the Federal Cybersecurity Enhancement Act of 2015 (6 U.S.C. §§ 151 and 151 note) which protects Federal information systems from cybersecurity risks by screening their networks.