



Substance Abuse and Mental Health  
Services Administration

5600 Fishers Lane • Rockville, MD 20857  
www.samhsa.gov • 1-877-SAMHSA-7 (1-877-726-4727)



[Date]

Dear [Facility Director] [or Current Facility Director]:

Your state health department has approved your facility to be listed in the online Behavioral Health Treatment Services Locator, maintained by the Substance Abuse and Mental Health Services Administration (SAMHSA). The Locator is an online directory that contains listings for both substance use treatment facilities and mental health treatment facilities and can be found at <https://findtreatment.samhsa.gov>. SAMHSA maintains the Locator as a public service for persons seeking treatment for themselves, friends, or family members. There is no charge for having your facility listed in the Locator.

There are two requirements to be listed in the Locator. First, your facility must receive state health department approval, a condition that has already been met. Second, your facility must also respond to SAMHSA’s annual survey of substance use and mental health treatment facilities called the National Substance Use and Mental Health Services Survey (N-SUMHSS).

Although data collection for the next N-SUMHSS is not scheduled to begin until March 202X, facilities that are approved in the interim can be added to the Locator by answering a brief set of questions about the types of treatment and services they offer. Your participation in this survey will help many Americans find treatment in their communities.

To answer this brief set of questions, please follow the steps listed below:

1. Log onto: <https://nsumhss.samhsa.gov>
2. The website will ask for a USER ID and PASSWORD. The unique USER ID and PASSWORD assigned to your facility are:

**USER ID:** [Web User Name]  
**PASSWORD:** [Web Password]

If you have any questions please call or email SAMHSA’s research contractor, ICF, at **1-833-302-1759** or [ICFsupport@nsumhss.org](mailto:ICFsupport@nsumhss.org), Monday through Friday between 8 a.m. and 5 p.m. ET.

Sincerely,

Heydy Juarez  
BHSIS Project Officer  
Center for Behavioral Health Statistics and Quality  
SAMHSA

