



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]

John Smith or Current Facility Director
Martinsville Healthcare
Helping Hands
980 Beaver Creek Drive Suite 2
Martinsville, VA 24112



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Dear Facility Director:

I am following up on my earlier letter to invite you to participate in the **202X National Substance Use and Mental Health Services Survey (N-SUMHSS)**. This annual voluntary survey, sponsored by the Federal government’s Substance Abuse and Mental Health Services Administration (SAMHSA), collects data from all known substance use and mental health treatment facilities in the United States and its jurisdictions. The N-SUMHSS is the most comprehensive snapshot of the United States substance use and mental health treatment landscape and is being conducted by ICF, an independent research company. Your facility’s participation will help researchers, policy makers, and facility directors like you better understand the national treatment resource landscape, and support informed, evidence-based planning.

You can begin the questionnaire today. Please find your secure login information on the enclosed blue flyer. The survey should be completed by you or another person knowledgeable about this facility's daily operations.

Why should I participate in the N-SUMHSS?

- Your facility will have the *option* to be listed on FindTreatment.gov (<https://findtreatment.gov>), which will make others aware of your services, and help you reach potential clients in your community you don’t currently reach. ***Your facility must complete the N-SUMHSS every year to maintain your listing on FindTreatment.gov.*** If you do not want to have your facility listed, the questionnaire will ask for your preference.
- Your response is vital to ensuring the survey represents facilities like yours. Data from the N-SUMHSS will be available at SAMHSA’s data dissemination website (<https://www.samhsa.gov/data/>). This website helps researchers, policy makers, and facility directors like you better understand the national treatment resource landscape, and support informed, evidence-based planning. You can learn more about the data and their uses on that site.

What has SAMHSA done to make it easy to participate?

- If you completed the 202X N-SUMHSS, many of your responses will be filled in already, so you only need to confirm or change them!
- You can respond for **more than one facility** with a single User ID and Password.
- A survey progress indicator has been added to communicate your position as you advance.
- You can save your responses at any time and go back later.
- A worksheet has been included in this packet to help you calculate client counts.
- An online resource center includes a copy of the questionnaire, definitions to key survey terms, and tutorials on completing the N-SUMHSS.
- You may complete the N-SUMHSS in either English or Spanish.

If your facility no longer provides substance use or mental health treatment services, has changed address, or if you have any questions about the survey, please review the enclosed Frequently Asked Questions (FAQs) or visit our website at <https://info.nsumhss.samhsa.gov> (which also includes materials available in Spanish). If you need additional information, do not hesitate to contact the N-SUMHSS help desk at (833) 302-1759 or ICFsupport@nsumhss.org.

We look forward to your participation in the 202X N-SUMHSS!

Sincerely,



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



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SAMHSA
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N-SUMHSS
NATIONAL SUBSTANCE USE AND MENTAL HEALTH SERVICES SURVEY