



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:

Over the past few months, we have been trying to contact you to make sure your facility is represented in the **202X National Substance Use and Mental Health Services Survey (N-SUMHSS)**. This voluntary annual survey, sponsored by the Federal Government's Substance Abuse and Mental Health Services Administration (SAMHSA) and conducted by ICF, collects data from all known substance use and mental health treatment facilities in the United States and its jurisdictions.

If you have already responded to this survey, thank you for your participation. If by chance your survey materials have been misplaced, we are resending the information needed to complete this important survey. The enclosed blue flyer provides your facility's unique User ID and Password for accessing the questionnaire on the web. It is important that we receive your response as soon as possible.

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 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 your facility to be listed, the questionnaire will ask you 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.

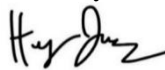
What has SAMHSA done to make it easy to participate?

- 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 through the survey.
- You can save your responses at any time and go back later.
- A worksheet is available 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.

The survey should be completed by you or another person that is knowledgeable about this facility's daily operations. **If your facility no longer provides substance use or mental health treatment**, has changed address, or if you have any questions about the survey, please call the N-SUMHSS helpline at **(833) 302-1759**, send an email to ICFsupport@nsumhss.org or visit <https://info.nsumhss.samhsa.gov>.

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

