



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:

I wanted to reach out one more time to see if you are willing to participate in the **202X National Substance Use and Mental Health Services Survey (N-SUMHSS)**. You have likely heard from us and ICF a few times by now. One of the most important uses of these data from the N-SUMHSS is to populate FindTreatment.gov (<https://findtreatment.gov>), which helps people to seek treatment for substance use and mental disorders in their communities. *Your facility must complete the N-SUMHSS every year to have the option of maintaining your listing on FindTreatment.gov.*

If you have already responded to this survey, thank you for your participation. The enclosed blue flyer provides this 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.

- 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

