

Use Agency/Department Letterhead

Dear Substance Use and/or Mental Health Treatment Facility Director:

I am [We are] writing to request your participation in the 202X National Substance Use and Mental Health Services Survey (N-SUMHSS). This voluntary annual survey, sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA) and conducted by ICF, collects data from all known substance use and mental health facilities in the United States, its territories, and the District of Columbia. SAMHSA's contractor, ICF, is administering the 202X survey on SAMHSA's behalf. Your participation in the N-SUMHSS is critical to its success, ensuring a comprehensive snapshot of the substance use and mental health services in your area, while improving the understanding of the national treatment resource landscape.

Facilities participating in the N-SUMHSS are listed on FindTreatment.gov (<https://findtreatment.gov>), which may help potential clients you do not currently serve to reach you. In addition, by participating in the N-SUMHSS, your facility will be properly represented in analyses and reports describing substance use and mental health treatment in the United States.

To complete this survey, please follow the instructions found on the blue flyer enclosed in this packet. We urge you to complete this survey promptly. The survey should be completed by you or another person knowledgeable about your facility's daily operations. For more information on this survey, please visit <https://info.nsumhss.samhsa.gov>.

If your facility no longer provides substance use or mental health services, has had an address change, or if you have any questions about the survey, please call the N-SUMHSS helpdesk at **(833) 302-1759** or send an email to ICFsupport@nsumhss.org.

If you have questions about the survey that should be answered by our office[s], please contact:

[NAMES OF CONTACT(S)]

Thank you very much for your participation in this important effort.

Sincerely,

[NAME(S) and Signature(s)]