

[Date]

[FACILITY DIRECTOR] [OR “Current Facility Director”]
[FACILITY NAME 1]
[FACILITY NAME 2]
[ADDRESS1]
[ADDRESS2]
[CITY], [STATE] [POSTAL CODE]

Subject: Facility located at –
[ADDRESS1]
[ADDRESS2]
[CITY], [STATE] [POSTAL CODE]

Dear [FACILITY DIRECTOR] [OR “Current Facility Director”]:

A few weeks ago, Heydy Juarez, the BHSIS Project Officer with the Substance Abuse and Mental Health Services Administration (SAMHSA) invited you to the **202X National Substance Use and Mental Health Services Survey (N-SUMHSS)**. If you have already completed the N-SUMHSS on the web, we *thank you* for your participation. If you have not yet completed the N-SUMHSS, please do so at your earliest convenience. 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. As a reminder, *your facility must complete the N-SUMHSS every year to maintain your listing on FindTreatment.gov (<https://findtreatment.gov>)*.

Step 1: Visit the survey online at:
<https://nsumhss.samhsa.gov>

-OR-

Scan this code with
your smartphone:



Step 2: Enter the following unique User ID and Password to access the survey:
User ID: [WEB USERID] Password: [WEB PASSWORD]

To save you time when completing the 202X N-SUMHSS, the survey has these **features**:

- 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.

The survey should be completed by you or another person 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,



Tonja M. Kyle
N-SUMHSS Survey Director
ICF