



Advancing independence and inclusion of older adults and people with disabilities

Date

«Title» «SUA_Director_First_Name» «SUA_Director_Last_Name»
«SUA_Name»
«Address_1», «Address_2»
«City», «State» «ZIP»

Re: 2023 National Survey of Older Americans Act Participants

Dear «Title» «SUA_Director_Last_Name»:

*The Administration for Community Living (ACL) is undertaking the 2024 National Survey of Older Americans Act Participants (NSOAAP). Six single-PSA states and 294 AAAs have been selected to participate in this year's study based on a statistical stratified sampling procedure. **For multi-PSA states, a list of AAAs selected to participate in your state is attached to this email.***

The NSOAAP is a national survey of programs on aging funded by Title III of the Older Americans Act. The OAA services being evaluated include case management, congregate meals, home-delivered meals, homemaker, transportation, and family caregiver support services. The purpose of the survey is to collect timely data for ACL to measure client needs and satisfaction of services and to meet the accountability requirements of Congress and the Administration. The survey results will demonstrate to decision makers the outstanding value that the Aging Network produces.

As required, ACL received approval from the Office of Management and Budget (OMB) to identify and contact older individuals and family caregivers who receive OAA services (OMB approval number 0985-0023). ACL and the NSOAAP research team are committed to maintaining the privacy of individuals surveyed. The personally identifiable information that is being collected is solely for contacting individuals to ask the survey questions. Data and reports from the survey will not be traceable to any states, agencies, or individual respondents.

*Westat is the research firm that will be conducting the 18th NSOAAP for ACL. Each selected AAA will be asked to work with Westat to submit electronic lists of clients via a secure web site. The client lists are the survey frame from which clients are randomly selected to participate. **Client lists will need to be provided to ACL no later than [enter date].** For this summer's survey, the client list deadline is earlier than in previous years in order to support the mailing and administration of a new paper-based version of the survey.*

Where possible, ACL would like to work directly with State IT contacts to expedite the collection of client lists and ease the burden on selected AAAs. ACL encourages SUAs to use their client data systems to generate client lists for selected AAAs in your state whenever possible in an effort to support the data collection needed for this study.

*In late [enter month], you will receive an email from ACL (AoASurvey@westat.com) with detailed instructions for developing and submitting client lists. A webinar about the annual NSOAAP, the new paper-based and online survey options, and additional guidance will be held on **[enter date and time pm EDT]**. Please refer to the attached document for webinar registration information.*

You will be working [enter staff contact information] to complete this process. If you have any questions about your SUA's participation in the survey, please contact Kristen Robinson at Kristen.Robinson@acl.hhs.gov or Westat at AoASurvey@westat.com.

Thank you for supporting this important effort.

Sincerely,

*Amanda Cash,
Title, Center for Policy and Evaluation*

cc: <<ACL Regional Administrator>>

Public Burden Statement:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number (OMB 0985-0023). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for gathering and maintaining the data needed and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary under the statutory authority of the Older Americans Act (OAA) Section 202(f). This information collection gathers cross-sectional survey data of OAA participants. The Administration for Community Living uses the information reported to assess OAA program participants issues associated with aging. Data will be kept private to the extent allowed by law. There are no assurances of confidentiality.