

Attachment E - Advance Notification-NCHS Cover Letter

[NCHS Letterhead]

Date

Name of Director

Name of Community/Center

Community/Center Address

Community/Center City, State, Zip

Dear <Name of director>,

The CDC's National Center for Health Statistics is conducting the **2024 National Post-acute and Long-term Care Study** (NPALS). You have been randomly selected to participate and you will represent other [residential care communities/adult day services centers] like yours. We will be sending you a questionnaire packet soon.

NPALS tracks trends in seven major long-term care services sectors— assisted living and similar residential care, adult day, home health, nursing home, hospice, inpatient rehabilitation, and long-term care hospital. NPALS collects information about the characteristics of [residential care providers/adult day services centers], the services they offer, their staffing profile, and the demographics, functional status, and health of the [residents/participants] they serve. By participating you will help to improve the value of critical national information used by long-term care providers, planners, researchers, and policymakers.

Participating in this study will involve you completing a provider questionnaire by web or mail. We ask for approximately 30 minutes of your time to participate.

Your participation in this survey is voluntary, but will assist greatly in helping to further our nation's understanding and planning for the long-term care needs of older adults and people with disabilities. Refusal to participate will involve no loss of benefits and participation can be discontinued at any time. If you have questions about your rights as a participant in this research study, call the Ethics Review Board toll-free at 1-800-223-8118.

We take your privacy very seriously. Everything you tell us is confidential. The information you give us is **ONLY** used for statistical research. If you have any questions about confidentiality, call NCHS' Confidentiality Officer at (888) 642-4159.

To learn more about this study, please visit <https://www.cdc.gov/nchs/npals/index.htm> or call an NPALS representative at (XXX) XXX-XXXX.

Thank you, in advance, for your help with this important research study.

Sincerely,

Brian Moyer, PhD

Director, National Center for Health Statistics