

Attachment G Prompting Letters and Emails

Letter

[NCHS Letterhead]

Date

Name of Director

Name of Community/Center

Community/Center Address

Community/Center city, state, zip code

Dear [Name of Director],

We have been trying to reach you to ask you to participate in the **2024 National Post-acute and Long-term Care Study (NPALS)**. If you already returned your completed questionnaire, thank you for your participation.

If you have not completed and returned your questionnaire, we hope you will consider participating. Your responses are very important in providing accurate information on long-term care in the United States.

Please complete the questionnaire by web over a safe and secure network by going to this URL address and typing in your unique User ID and one-time password:

URL:

User ID:

Password:

Benefits to completing by web include getting only the questions that apply to your community/center based on your responses—so it takes less time--and having the option to print a copy of your completed questionnaire for your records. However, if you prefer to use hardcopy, please complete the questionnaire you recently received and return it in the pre-addressed, postage-paid envelope provided. Completing the questionnaire takes 30 minutes on average.

If you are the director for more than one community/center selected for this study, you may receive and be asked to complete separate questionnaires for each selected community/center. Please complete each questionnaire only for the specific community/center listed on the front of the provider questionnaire; otherwise, we cannot use your data.

If you need technical support or have further questions about this survey, please visit <https://www.cdc.gov/nchs/npals/index.htm> or call (xxx) xxx-xxxx.

Thank you once again,

Brian Moyer, PhD

Director, National Center for Health Statistics

We have been trying to reach you to ask you to participate in the **2024 National Post-acute and Long-term Care Study** (NPALS) To date, we have not yet received your completed questionnaire .

Please complete the questionnaire by web over a safe and secure network by going to this URL address and typing in your unique User ID and one-time password:

URL:

User ID:

Password:

Thank you for your participation

Brian Moyer, PhD
Director, National Center for Health Statistics

If you need technical support or have further questions about this survey,
please visit <https://www.cdc.gov/nchs/npals/index.htm> or call (xxx) xxx-xxxx.

If you are the director for more than one community/center selected for this study, you may receive and be asked to complete separate questionnaires for each selected community/center. Please complete each questionnaire only for the specific community/center listed on the front of the provider questionnaire; otherwise, we cannot use your data.

Email

Date

Dear [insert name of individual],

We have been trying to reach you to ask you to participate in the **2024 National Post-acute and Long-term Care Study** (NPALS). If you already returned your completed questionnaire, thank you for your participation.

If you have not completed and returned your questionnaire, we hope you will consider participating. Your responses are very important in providing accurate information on long-term care in the United States.

Please complete the questionnaire by web over a safe and secure network by going to this URL address and typing in your unique User ID and one-time password:

URL:

User ID:

Password:

Benefits to completing by web include getting only the questions that apply to your community/center based on your responses—so it takes less time--and having the option to print a copy of your completed questionnaire for your records. However, if you prefer to use hardcopy, please complete the questionnaire you recently received and return it in the pre-addressed, postage-paid envelope provided. Completing the questionnaire takes 30 minutes on average.

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If you need technical support or have further questions about this survey, please visit <https://www.cdc.gov/nchs/npals/index.htm> or call (xxx) xxx-xxxx.

Thank you once again,

Brian Moyer, PhD
Director, National Center for Health Statistics

Email

Date

Dear [insert name of individual],

Recently, we sent you a questionnaire packet for the **2024 National Post-acute and Long-term Care Study** (NPALS). Your email address was provided to us by you or someone in your community/center. To date we have not yet received your completed web or mail questionnaire.

Please complete the questionnaire by web over a safe and secure network by going to this URL address and typing in your unique User ID and password:

URL:

User ID:

Password:

If you are the director for more than one community/center selected for this study, you may receive and be asked to complete separate questionnaires for each selected community/center. Please complete each questionnaire only for the specific community/center listed on the front of the provider questionnaire; otherwise, we cannot use your data.

If you need technical support or have further questions about this survey, please visit <https://www.cdc.gov/nchs/npals/index.htm> or call (xxx) xxx-xxxx

Thank you for your participation,

Brian Moyer, PhD
Director, National Center for Health Statistics