



Date

Name of Director

Name of Center

Center Address

Center city, state, zip code

Dear <NAME OF DIRECTOR>,

You are invited to participate in the **2016 National Study of Long-Term Care Providers (NSLTCP)** conducted by the Centers for Disease Control and Prevention's National Center for Health Statistics.

To participate in this important study, 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:

Benefits to completing by web include getting only the questions that apply to your 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 enclosed questionnaire and return it in the pre-addressed, postage-paid envelope provided.

Please submit your questionnaire by web or hardcopy by August 29, 2016 to avoid receiving another questionnaire for this center.

Completing the questionnaire will take 30 minutes on average. Before starting, please consult or have your records available to be prepared to answer questions on the number of participants (see questions 2-4), numbers of select types of staff (see Section 4: Staff Profile), and the demographic distribution, activities of daily living, health conditions, and health care use of the participants (see questions 13-22).

Your participation in this survey is voluntary, but will assist greatly in helping to further our nation's understanding of the long-term care needs of seniors and younger adults with disabilities. The information you provide will be used only for statistical purposes and held in the strictest confidence. See

http://www.cdc.gov/nchs/nsltcp/nsltcp_products.htm for examples of products using NSLTCP data.

On the back of this letter are NSLTCP Frequently Asked Questions. If you need technical support or have further questions about this survey, visit <http://www.cdc.gov/nchs/nsltcp.htm> or call (866) 245-8078.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Charles J. Rothwell".

Charles J. Rothwell
Director, National Center for Health Statistics

National Study of Long-Term Care Providers (NSLTCP) Frequently Asked Questions

Why should I participate in this survey?

CDC's National Center for Health Statistics (NCHS) recognizes that adult day services centers are an important component of the long-term care spectrum in the United States. NCHS' National Study of Long-Term Care Providers (NSLTCP) tracks changes, every two years, in the supply and use of five major sectors of long-term care services—adult day, assisted living and similar residential care, home health, nursing home, and hospice. When you participate in NSLTCP, you help ensure that the survey data for adult day services centers and enrolled participants are up-to-date and accurately portray your industry to health care planners and policymakers.

Should I complete a questionnaire if I participated in NSLTCP a couple of years ago?

Yes. Your participation in this 2016 survey is important. NSLTCP is conducted every two years to obtain accurate, up-to-date information about adult day services centers, other long-term care providers, and the people they serve to detect changes in the long-term care industry over time.

What other adult day services centers are being contacted to participate in this survey?

The survey includes more than 5,000 adult day services centers operating in the United States. To protect the privacy of individual centers, their staff, and the participants they serve, we do not release the names of these centers to anyone.

Will the results be made public?

Yes. NCHS intends to publish reports using 2016 NSLTCP survey data starting in late 2017. Reports will be published at <http://www.cdc.gov/nchs/nsltcp.htm>. If you would like to be notified when new NSLTCP products are available, please subscribe to the NCHS long-term care listserv by going to http://www.cdc.gov/nchs/nsltcp/longterm_listserv.htm and completing the steps. While results from this survey will be made publicly available, all data will be kept strictly confidential and aggregated, so that the names of the centers, staff, participants, and respondents will not be identifiable. See http://www.cdc.gov/nchs/nsltcp/nsltcp_products.htm for products using earlier NSLTCP data.

Why can't some other center take our place?

You represent other centers like yours. If you do not participate in NSLTCP, there is no guarantee that adult day services centers like yours will be represented adequately and the representation of your center's unique qualities will be lost. NCHS aims to produce state estimates where possible, and your participation may allow us to produce estimates for your state.

Where did you get my name?

A nonprofit association of adult day services centers, under contract to NCHS, compiled a list of all adult day services centers in the U.S.

Will my name and information be held confidential?

Yes. NSLTCP is authorized by Congress in Section 306 of the Public Health Service Act (42 USC 242K). All information collected in this survey will be held in the strictest confidence according to law [Section 308 (d) of the Public Health Service Act (42 United States Code 242m (d) and the Confidential Information Protection and Statistical Efficiency Act (PL 107-347)]. Information collected in this survey may be used only for statistical purposes. Any government staff, contractor, or agent who willfully discloses confidential information may be subject to a jail term or a \$250,000 fine.

Who supports this study?

This survey is supported by the National Adult Day Services Association (NADSA), LeadingAge, and the National Association of States United for Aging and Disabilities (NASUAD). The enclosed letter of support provides this specific information.

Where should I mail my completed questionnaire?

Please return your completed questionnaire in the enclosed pre-addressed, postage-paid envelope. The address is: NSLTCP, RTI International, One North Commerce Center, 5265 Capital Blvd., Raleigh, NC 27616.

If I choose to complete the web questionnaire, can I stop partway through and start again, at a later time, where I left off?

Yes. The answers you entered will be saved, and you can pick up, at a later time, where you left off. You will not need to start the web questionnaire from the beginning again.