

[NCHS Letterhead]

Date

Name of Director  
Name of Community  
Community Address  
Community city, state, zip code

Dear <NAME OF DIRECTOR>,

You are invited to participate in the **2024 National Post-acute and Long-term Care Study** (NPALS). The CDC's National Center for Health Statistics conducts NPALS.

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 one-time password:

**URL:**

**User ID:**

**Password:**

Benefits to completing by web include getting only the questions that apply to your community 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 \_\_\_\_\_ to avoid receiving another questionnaire for this community.**

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 residents (see question X), numbers of select types of staff (see question X), and the residents' demographic distribution, activities of daily living, health conditions, and health care use (see questions X-X).

NPALS data inform long-term care providers, planners, researchers, and policymakers about the important work your community does to meet the needs of your residents and families. We have enclosed an NCHS Data Brief as an example of how your data may be used. 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. Please see the confidentiality brochure in this packet for more information.

If you need technical support or have further questions about this survey please see the Frequently Asked Questions on the back of this letter, visit <https://www.cdc.gov/nchs/npals/index.html>, or call 855-500-1435.

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

Sincerely,

Brian C. Moyer, PhD  
Director, National Center for Health Statistics