

## Unable to Contact Letter - Screening

Resident  
[STREET ADDRESS]  
[CITY], [STATE] [ZIP]

Dear Resident:

I am writing to let you know that your address was scientifically chosen for an important study called the National Survey on Drug Use and Health\*. Since 1971, this study has been a trusted source of data used by local, state and national agencies for planning and support for education, treatment and prevention programs related to substance use and mental health.

**Your participation is key to the study's continued success**, but so far, we have been unable to reach you. Here are a few important things to know about the study:

- Your household cannot be replaced. A limited number of addresses in your area were randomly chosen to take part. We do not have any information about the residents other than an address.
- **Your privacy is important to us**. Your responses are never connected with your address. Answers from all participants are reported only as overall numbers.
- We are not selling anything. We want you to have a chance to be included in the study.

Please take a few minutes today to answer general questions online about the people in your household. These general questions will determine whether zero, one, or two household members aged 12 or older will be selected to complete the full interview. **Everyone who is selected for and completes the full interview will receive \$30.**

You must be an adult member of this household to respond online	
To answer the questions online, go to <b><a href="https://nsduhweb.rti.org/survey">https://nsduhweb.rti.org/survey</a></b> (or scan the QR code below), enter your <i>Participant Code</i> , and follow the on-screen instructions.	<i>Participant Code:</i> <CODE>

To learn more about the study, visit <https://nsduhweb.rti.org>. If you have any questions, please contact me toll-free at [TOLL FREE NUMBER].

Thank you for your time. I hope you'll choose to participate in this important study.

Sincerely,

[FS NAME], Field Supervisor



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\*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services. [<http://www.samhsa.gov>] [<http://www.rti.org>]

## Unable to Contact Letter - Interview [Adult]

Resident  
[STREET ADDRESS]  
[CITY], [STATE] [ZIP]

Attention: [age] year old resident

Dear Resident:

Recently, a professional interviewer from RTI International came to your home and asked you to participate in the National Survey on Drug Use and Health\*. Your participation is key to the study's continued success, but so far, we have been unable to reach you. Here are a few important things to know about the study:

- You cannot be replaced. A limited number of people were scientifically selected to represent the population of the U.S. If you choose not to participate, your experiences and views—as well as the thousands of people you represent—will not be heard.
- Your participation can impact important health-related decisions. Local, state, and national agencies use the study findings to develop education, prevention, and treatment programs and monitor substance use and mental health trends.
- Your privacy is important. Federal law requires us to keep all of your answers confidential. Your answers are combined with the answers of thousands of other people and reported only as overall numbers.

The interview takes about an hour and can be completed online from any from any internet-enabled device (though a desktop or laptop computer is recommended). **As a token of our appreciation, you will receive a \$30 gift card at the end of the interview.** To complete the interview online, please follow the steps below.

You must be a selected individual to participate in this interview.	
To complete the interview, go to <b><a href="https://nsduhweb.rti.org/survey">https://nsduhweb.rti.org/survey</a></b> , enter your <i>Participant Code</i> , and follow the on-screen instructions.	<i>Participant Code:</i> <CODE>

To learn more about the study, please visit <https://nsduhweb.rti.org>. If you have any questions, contact me toll-free at [TOLL FREE NUMBER].

Thank you for your time. I hope you'll choose to participate in this important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

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\*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services. [<http://www.samhsa.gov>] [<http://www.rti.org>]

## Unable to Contact Letter - Interview [Parent]

Resident  
[STREET ADDRESS]  
[CITY], [STATE] [ZIP]

Attention: Parent/Guardian of [age] year old resident

Dear Resident:

Recently, a professional interviewer from RTI International came to your home and asked permission for your child to participate in the National Survey on Drug Use and Health\*. Your child's participation is key to the study's continued success, but so far, we have been unable to reach you. Here are a few important things to know about the study:

- Your child cannot be replaced. A limited number of young people were scientifically selected to help represent the population of the U.S. We need responses from everyone selected to get an accurate picture of youth-related health issues.
- Your child's participation can impact important health-related decisions. Local, state, and national agencies use the study findings to develop education, prevention, and treatment programs and monitor substance use and mental health.
- Your child's privacy is important. Federal law requires us to keep all answers confidential. Your child's answers will be combined with the answers of thousands of other young people and reported only as overall numbers.

The interview takes about an hour and can be completed online from any from any internet-enabled device (though a desktop or laptop computer is recommended). **As a token of our appreciation, your child will receive a \$30 gift card at the end of the interview.** If your child is interested in completing the interview online, choose a time when you and your child are home and in a private location, then follow the steps below.

Only a selected individual may participate in this interview.	
<b>Parent or guardian of selected child:</b> Call 1-800-848-4079 to receive instructions about beginning the interview and provide parental consent.	
<b>Selected child:</b> To complete the interview, go to <a href="https://nsduhweb.rti.org/survey">https://nsduhweb.rti.org/survey</a> , enter your <i>Participant Code</i> , and follow the on-screen instructions.	<i>Participant Code: &lt;CODE&gt;</i>

To learn more about the study, please visit <https://nsduhweb.rti.org>. If you have any questions, please contact me toll-free at [TOLL FREE NUMBER].

Thank you for your time. I hope you'll choose to let your child participate in this important and beneficial study.

Sincerely,

[FS NAME], Field Supervisor

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\*The National Survey on Drug Use and Health is conducted by RTI International for the Substance Abuse and Mental Health Services Administration, an agency in the U.S. Department of Health and Human Services. [<http://www.samhsa.gov>] [<http://www.rti.org>]

## Controlled Access Letters

[DATE]

[NAME], [TITLE]  
[COMPLEX/COMMUNITY NAME]  
[ADDRESS]  
[CITY], [STATE] [ZIP]

Dear [FIRST & LAST NAMES]:

Recently one of our interviewers, [FIRST & LAST NAMES], attempted to contact specific residences within [COMPLEX/COMMUNITY NAME] that were randomly selected to participate in the National Survey on Drug Use and Health (NSDUH) conducted by RTI International for the U.S. Department of Health and Human Services. So far, [FIRST & LAST NAMES] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [NAME OF COMPLEX/COMMUNITY], and we are asking for your help.

We understand your responsibility to protect your residents and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of household addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- The interviewer only needs a few minutes of the residents' time to see if someone in the household will be asked to participate in an interview. If selected, those completing the interview receive an incentive.
- All information provided is kept completely confidential.
- For more details about the study, please visit <https://nsduhweb.rti.org>

By helping our interviewer access the selected households in [NAME OF COMPLEX/COMMUNITY], **you** will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call them toll free at [**TOLL FREE NUMBER**].

Your assistance is extremely important to the success of this study, and I thank you in advance for your help.

Sincerely,

[INSERT SIGNATURE]

Kathleen Considine  
Director of Data Collection  
Enclosures

## Controlled Access Letters

[DATE]

[NAME], [TITLE]

[COMPLEX/COMMUNITY NAME]

[ADDRESS]

[CITY], [STATE] [ZIP]

Dear [FIRST & LAST NAMES]:

One of our interviewers, [FIRST & LAST NAMES], needs to contact specific residences within [COMPLEX/COMMUNITY NAME] that were randomly selected to participate in the National Survey on Drug Use and Health (NSDUH) conducted by RTI International for the U.S. Department of Health and Human Services.

We understand your responsibility to protect your residents and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of household addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- The interviewer only needs a few minutes of the residents' time to see if someone in the household will be asked to participate in an interview. If selected, those completing the interview receive an incentive.
- All information provided is kept completely confidential.
- For more details about the study, please visit <https://nsduhweb.rti.org>.

By helping our interviewer access the selected households in [NAME OF COMPLEX/COMMUNITY], **you** will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call them toll free at [**TOLL FREE NUMBER**].

Your assistance is extremely important to the success of this study, and I thank you in advance for your help.

Sincerely,

[INSERT SIGNATURE]

Kathleen Considine  
Director of Data Collection

Enclosures

## Controlled Access Letters

[DATE]

[NAME], [TITLE]  
[COLLEGE/UNIVERSITY NAME]  
[ADDRESS]  
[CITY], [STATE] [ZIP]

Dear [FIRST & LAST NAMES]:

Recently one of our interviewers, [FIRST & LAST NAMES], attempted to contact specific [ROOMS/RESIDENCES] on the [COLLEGE/UNIVERSITY NAME] campus that were randomly selected to participate in the National Survey on Drug Use and Health (NSDUH) conducted by RTI International for the U.S. Department of Health and Human Services. So far, [FIRST & LAST NAMES] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [NAME OF RESIDENCE HALL/STUDENT APTS], and we are asking for your help.

We understand your responsibility to protect the students on campus and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of [ROOMS/HOUSEHOLDS] were randomly chosen to take part. We do not have any information about the residents other than an address.
- The interviewer only needs a few minutes of the residents' time to see if someone in the [ROOM/HOUSEHOLD] will be asked to participate in an interview. If selected, those completing the interview receive an incentive.
- All information provided is kept completely confidential and used for statistical purposes only in compliance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (PL 107-347).
- For more details about the study, please visit <https://nsduhweb.rti.org>.

A current Institutional Review Board (IRB) summary package is included for your review. By helping us access the selected [ROOMS/HOUSEHOLDS] at [COLLEGE/UNIVERSITY NAME], you will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call them toll free at **[TOLL FREE NUMBER]**.

Your assistance is extremely important, and I thank you in advance for your help.

Sincerely,

[INSERT SIGNATURE]

Kathleen Considine  
Director of Data Collection

## Controlled Access Letters

[DATE]

[NAME], [TITLE]

[GQU NAME]

[ADDRESS]

[CITY], [STATE] [ZIP]

Dear [FIRST & LAST NAMES]:

Recently one of our interviewers, [FIRST & LAST NAMES], attempted to contact specific [RESIDENCES/UNITS] within your [TYPE OF GQU] that were randomly selected to participate in the National Survey on Drug Use and Health (NSDUH) conducted by RTI International for the U.S. Department of Health and Human Services. So far, [FIRST & LAST NAMES] has been unable to [GAIN ACCESS/GAIN FULL ACCESS] to [GQU NAME OR ADDRESS], and we are asking for your help.

We understand your responsibility to protect your residents and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- A limited number of addresses were randomly chosen to take part. We do not have any information about the residents other than an address.
- The interviewer only needs a few minutes of the residents' time to see if someone in the [HOUSEHOLD/UNIT] will be asked to participate in an interview. If selected, those completing the interview receive an incentive.
- All information provided is kept completely confidential.
- For more details about the study, please visit <https://nsduhweb.rti.org>.

By helping our interviewer access the selected [RESIDENCES/UNITS] in [NAME OF GQU], **you** will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call them toll free at **[TOLL FREE NUMBER]**.

Your assistance is extremely important to the success of this study, and I thank you in advance for your help.

Sincerely,

[INSERT SIGNATURE]

Kathleen Considine  
Director of Data Collection

## Controlled Access Letters

[DATE]

[RANK] [FULL NAME], [TITLE]  
[NAME OF BASE]  
[ADDRESS]  
[CITY], [STATE] [ZIP]

Dear [RANK] [FIRST & LAST NAMES]:

Please be advised that [FIRST & LAST NAMES], an authorized representative of RTI International, is collecting data for the National Survey on Drug Use and Health (NSDUH). This important research study is sponsored by the U.S. Department of Health and Human Services (OMB No. 0930-0110).

We understand and respect your responsibility to protect individuals living on [NAME OF BASE] and want to provide you with additional information about the study:

- We are not selling anything. This is not a marketing survey.
- NSDUH provides valuable national and state-level information about important health-related issues including experiences with and opinions about the use or non-use of alcohol, drugs, and tobacco. For this reason, it is just as important that we talk to people who have not used drugs as it is that we talk to people who have.
- The interviewer only needs a few minutes of the residents' time to see if any **civilian** members of the household will be asked to participate in an interview (*active-duty members of the military are not eligible for this study*). If selected, those completing the interview receive an incentive at the end of the interview.
- All information provided is kept completely confidential and used for statistical purposes only in compliance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (PL 107-347).
- For more details about the study, please visit <https://nsduhweb.rti.org>.

An Institutional Review Board (IRB) summary package is included for your review. By helping us access the selected households on [NAME OF BASE], you will make a direct contribution to this important research effort. [FIRST & LAST NAMES], our supervisor in your area, will contact you soon to address any questions, or you may call them toll free at **[TOLL FREE NUMBER]**.

Your assistance is extremely important to the success of this study, and I thank you in advance for your help.

Sincerely,

[INSERT SIGNATURE]

Kathleen Considine  
Director of Data Collection  
Enclosures



## Controlled Access Letters

[DATE]

[FIRST NAME] [LAST NAME]  
[POSITION], [LAW ENFORCEMENT AGENCY]  
[ADDRESS]  
[CITY], [STATE] [ZIP]

Dear [TITLE] [FIRST & LAST NAMES]:

RTI International will be in your area conducting the National Survey on Drug Use and Health (NSDUH) for the U.S. Department of Health and Human Services during the months of [FILL IN MONTHS OF QUARTER].

We understand your responsibility to protect the residents of [CITY/COUNTY NAME]. Since the public may ask your department about the legitimacy of this national study, we seek your cooperation in providing information about the study to staff members who may receive such inquiries.

- We are not selling anything. This is not a marketing survey.
- NSDUH is the primary source of national and state-level data concerning alcohol, tobacco, and drug use. Information from this study is used by government agencies, policy makers, and researchers to monitor substance abuse trends, design and support prevention, treatment, and education programs.
- A limited number of household addresses are randomly selected to represent the population of the U.S. Once a household has been chosen, it cannot be replaced.
- A professional interviewer from RTI International will only visit the selected households and needs a few minutes of the residents' time to see if someone in the household will be asked to participate in an interview. If selected, those completing the interview will receive an incentive.
- All information provided is kept completely confidential as required by federal law\*.
- For more details about the study, please visit <https://nsduhweb.rti.org>.

Thank you in advance for sharing this information with all pertinent staff in your department. Your efforts are important to the success of this study, and I thank you in advance for your help. If you have any questions, please contact our supervisor for your area, [FIRST & LAST NAMES] toll free at **[TOLL FREE NUMBER]**.

Sincerely,

[INSERT SIGNATURE]

Kathleen Considine  
Director of Data Collection

\* The Confidential Information Protection and Statistical Efficiency section of the E-Government Act of 2002 (Public Law 107-347) ensures that any information residents provide will only be used for statistical purposes and cannot be used for any other purpose. Any unlawful use of these data may result in a jail term of up to 5 years, a fine of \$250,000, or both.

## **Controlled Access Letters**

### **List of Enclosures**

#### **National Survey on Drug Use and Health**

##### **A. Lead Letter**

Prior to the interviewer's arrival at a household, a "lead letter" will be mailed to the selected address briefly explaining the survey and requesting the residents' assistance. The interviewer will visit the household a few days later, refer the resident to this letter, and answer questions if necessary. If the resident has no knowledge of the lead letter, the interviewer will provide another copy. All NSDUH interviewers prominently display their ID badge, which is referenced on this letter.

##### **B. Authorization Letter**

Each NSDUH interviewer will carry a personal identification letter which is provided by the Substance Abuse and Mental Health Services Administration (SAMHSA), the agency within the U.S Department of Health and Human Services (HHS) that sponsors the study. This letter serves as documentation that SAMHSA formally authorizes the interviewer to work on the NSDUH for RTI International.

##### **C. Study Description**

When an in-person contact is made with an adult member of a selected household and an introductory exchange is completed, the interviewer will follow consent procedures that include presenting a "Study Description" and answering any questions the respondent might have. Upon respondent permission, the interviewer will proceed to create a list of all members of the household using a tablet computer. This list includes information such as the member's age, gender, and race, but does not include names or any other personally identifying information. The tablet will process this roster of the household members and apply a statistical algorithm to randomly select zero, one, or two persons age 12 and older to be interviewed. The selected respondent(s) will be asked to complete an interview using a laptop computer.

##### **D. Question and Answer Brochure**

The NSDUH Question and Answer Brochure provides a ready reference to the study, including answers to commonly asked questions. This brochure is given to each adult interview respondent or parent or guardian of youth respondents.

##### **E. Highlights from the Study**

Each year SAMHSA releases results of the study, and this document highlights some of the findings from the most recent NSDUH data release.

## Public Health Authorization Letter

[DATE]

[NAME], [TITLE]  
[COMPLEX/COMMUNITY NAME]  
[ADDRESS]  
[CITY], [STATE] [ZIP]

Dear [FIRST & LAST NAMES]:

This letter is to confirm that RTI International is authorized to conduct data collection for the 2024 National Survey on Drug Use and Health (NSDUH) for the U.S. Department of Health and Human Services.

The NSDUH began in 1971 and has maintained an outstanding level of participation, primarily through a rigorous commitment to respondent confidentiality as well as an increased public awareness of the effects of drug abuse. The data from this study provide information for tracking drug use in the general population and for monitoring drug control policies.

I want to assure you that this agency and RTI International are committed to full compliance with all policies regarding security on your property. RTI International's representative will work with you to develop a mutually agreeable procedure for contacting selected units for voluntary participation in our study.

Thank you for your assistance. If you have any questions, you may call me at (240) 276-1269 (9:00 a.m. to 5:00 p.m., ET, Monday through Friday).

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Hoenig". The signature is written in a cursive, flowing style.

Jennifer Hoenig, Ph.D., MPH  
National Study Director  
Center for Behavioral Health Statistics and Quality  
Substance Abuse and Mental Health Services Administration

## **Thank You Letter**

[DATE]

[NAME], [TITLE]

[NAME OF COMPLEX/COMMUNITY]

[ADDRESS]

[CITY], [STATE] [ZIP]

Dear [FIRST & LAST NAMES]:

On behalf of our client, the U.S. Department of Health and Human Services, I would like to express our most sincere appreciation for the assistance you recently provided our [FI/FS] [CIRCUMSTANCES] at [NAME OF COMPLEX/COMMUNITY]. It was your cooperation that made it possible for us to meet our response rate goals in this important national study. Every completed interview helps ensure that the data collected for the 2024 National Survey on Drug Use and Health (NSDUH) are statistically sound. The information generated from the 2024 NSDUH will provide the nation's policymakers with accurate data on a number of important health issues.

If you have any questions, please do not hesitate to call me during 9:00 am and 5:00 pm (Eastern Time), Monday through Friday, at 1-800-848-4079. Once again, thank you for your cooperation.

Sincerely,

[INSERT SIGNATURE]

Kathleen Considine

Director of Data Collection

## Meet Me Letter

[DATE]

Resident  
[NAME OF COMPLEX/UNIVERSITY]  
[STREET ADDRESS]  
[CITY], [STATE] [ZIP]

Dear Resident:

We need your help with the National Survey on Drug Use and Health conducted by RTI International for the U.S. Department of Health and Human Services.

A limited number of addresses—including yours—were randomly chosen to take part in this important study. No other household or person can take your place.

Typically, a professional interviewer from RTI International visits each selected residence in person. We respect the policies of [NAME OF COMPLEX/UNIVERSITY] so we are asking you to speak with our interviewer, who only needs a few minutes of your time to see if someone in your [HOUSEHOLD/ROOM] will be chosen for an interview. Every person who **is chosen and completes the full interview will receive \$30 at the end of the interview as a token of appreciation.**

Please meet with our interviewer [FI FIRST/LAST NAME] in [MEETING PLACE]:

Please meet in [MEETING PLACE]:

- [DAY OF WEEK], [MONTH] [DATE] [TIME]

OR

- [DAY OF WEEK], [MONTH] [DATE] [TIME]

If you are unable to speak with [MR/MS] [LAST NAME], call [FS FIRST/LAST NAME], our supervisor for your area, at [TOLL FREE NUMBER] (toll free) to request another meeting time.

Any information you provide is kept completely confidential and used only for statistical purposes. Information gathered from this study is used by researchers and local, state and federal health agencies for education, treatment, and prevention programs.

For more details about the study, please visit <https://nsduhweb.rti.org>.

Your visit with [MR/MS] [FI LAST NAME] or call to [MR/MS] [FS LAST NAME] is extremely important to the success of this study, and I thank you in advance for your cooperation.

Sincerely,

[INSERT SIGNATURE]

Kathleen Considine  
Director of Data Collection

# ATTENTION RESIDENTS!

The U.S. Department of Health and Human Services is conducting a national survey on health-related issues in order to provide better future services to all segments of the population. RTI International has been contracted to complete the work.

Some residences in this building were randomly selected for participation in this survey. A representative, **[FIELD INTERVIEWER]**, will be at your complex:

- **[DATE]**
- **[TIMES]**
- **[LOCATION]**

The initial questions will only take a few minutes and then one or two persons from your household may be asked to participate in a voluntary interview. It is also possible that no one will be selected to participate. All data collected will be kept completely confidential. This study is covered by the Confidential Information Protection and Statistical Efficiency section of the E-Government Act of 2002 (Public Law 107-347) which ensures that any information provided will only be used for statistical purposes and cannot be used for any other purpose.

You may contact Field Supervisor **[FS NAME]** at **[FS PHONE NUMBER]** or visit <https://nsduhweb.rti.org/> for more information and to verify the legitimacy of the study.

**Your participation is extremely important to the success of this study and we thank you in advance for your cooperation.**