



Minnesota Department of **Human Services**

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May 17, 2010

Dear Long-Term Care Facility:

You have been contacted by Vital Research, on behalf of the Minnesota Department of Human Services (DHS) and the MN Department of Health, to schedule a date for resident quality of life/satisfaction interviews and a mailed family survey for the Minnesota Nursing Home Report Card. You have been asked to submit your resident census list and a corresponding family representative list.

Vital Research is a vendor of the DHS and through a privacy agreement is required to strictly safeguard resident health and family contact information. Subcontractors of Vital Research, Express Employment Professionals and Information Specialists Group, are also required to strictly safeguard resident health information and/or family contact information they collect for the report card.

Please be assured that the protected information of your residents and family representatives will be maintained in a confidential manner. Please also be aware that Vital Research, Express Employment Professionals, and Information Specialists Group will not retain data collected for the survey. All such data will be turned over to the DHS or destroyed on or before March 15, 2011.

Further questions or concerns may be directed to the project director at DHS, Valerie Cooke, (651) 431-2263 or email: [valerie.cooke@state.mn.us](mailto:valerie.cooke@state.mn.us)

Sincerely,

Robert Held, Director  
Nursing Facility Rates and Policy Division  
Department of Human Services