



September 1, 2017

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/experience interviews and a mailed family survey for the Minnesota Nursing Home Report Card.

Vital Research is a vendor of DHS and through a privacy agreement is required to strictly safeguard resident health and family contact information. You will be asked to upload your resident census list and corresponding family representative contact information to Vital Research's ShareFile account. ShareFile is a secure file transmission site compliant with HIPAA and HITECH Act requirements. 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 DHS or destroyed on or before May 15, 2018.

Further questions or concerns may be directed to the project director at DHS, Teresa Lewis, at (651) 431-4208 or email: [teresa.lewis@state.mn.us](mailto:teresa.lewis@state.mn.us).

Sincerely,

A handwritten signature in cursive script that reads 'Valerie Cooke'.

Valerie Cooke, Director  
Nursing Facility Rates and Policy Division  
Department of Human Services