



FOREWORD

The Superintendent and Staff of the Cambridge State School and Hospital believe sincerely that well informed relatives and friends of the hospital residents contribute a great deal to their morale and contentment. Communications must, therefore, be developed between the hospital and the community to insure that this objective is achieved. It is felt that this brochure should provide the answers to most of the questions which may arise. If there are questions which are not answered in this booklet, responsible friends and relatives are invited to discuss these questions with the Superintendent or other members of his Staff.

Public education is overcoming public indifference, suspicions and prejudices with respect to mental retardation and epilepsy. As a result it is no longer considered a fact we must hide from ourselves and our neighbors. Like physical infirmities, it is now a matter of public concern for improved treatment, education, and community efforts towards prevention and correction. Progress made through knowledge and research in the fields of Medicine, Nursing, Education, Psychology, Social Service and other related disciplines, is enabling us to develop and utilize the maximum potentials of all the patients toward making a good hospital

adjustment and of returning many of them to their homes and communities to become self-sufficient citizens. To reach our desired goals we solicit the full cooperation of relatives and friends.

We also feel that the successful operation of a School for the Mentally Retarded and Epileptic depends upon teamwork. This team is comprised of doctors, administrative officers, nurses, social workers, psychologists, aides, clerks, utility and maintenance workers. The efforts of all these individuals must be coordinated so that we may all pull together in the united effort. It is of course, true that some members of the team, of necessity, have more responsibility than others, but no one can say that one person or group of persons is more important than another. Each has a function. Failure to perform that function tends to slow up the team.

Care of the Mentally Retarded and the person suffering from Epilepsy is a high calling. The members of the staff at this institution have answered this call for human service. We trust that as you visit the hospital you will always find a kind, sympathetic, and understanding attitude on the part of our employees, which is so essential if our efforts are to be effective.

This booklet has been prepared to acquaint you with the general policies and rules of the Cambridge State School and Hospital.

George L. Wadsworth, M. D.
Superintendent

I. INTRODUCTION

The Cambridge State School and Hospital was known, until 1949, as the Colony for Epileptics. On the above date the State Legislature changed the name to the present title. The institution is located in Isanti County about a mile southwest of the Village of Cambridge, and about forty-five miles north of Minneapolis on Highway 65. The buildings are located upon 360 acres of land.

In 1919 the first authorization for the institution was given by the Legislature. A Legislative Committee was appointed to select a site from state owned lands for the location of a Colony for Epileptics. In 1923 a law was enacted authorizing the purchase of land for the institution. The present site was purchased and construction was started.

When the first cottage for patients was completed on June 1, 1925, five male epileptic patients were transferred to the institution from Faribault State School and Hospital. Since that time the institution has expanded until at the present time it consists of an Administration Building, which houses the administrative offices, four wards for patients, the division of educational services, the laundry, kitchen, and bakery. There are twelve outlying cottages for patients, the institution hospital, a dormitory for male employees, an auditorium and ware-

house, the power plant, several farm buildings, and three residences for physicians.

Construction is now underway to erect two new buildings, one for male patients, and one for female patients. These two new additions will add 500 more to the present census of 1508. It is anticipated that construction will be completed by March, 1958. The total census for the Cambridge State School and Hospital will then be 2008.

II. FACILITIES AND SERVICES

The institution is administered by the Superintendent through three main divisions, i.e., Medical, Educational and Administrative.

The grounds about the buildings are attractive and well kept. An athletic field is provided for outdoor sports and summer festivals. Two large picnic grounds are available with fireplaces which can be used for the preparation of picnic luncheons. There are several enclosed playgrounds for the use of the smaller children. In the winter time at least two ice skating rinks are available for the patients' use.

A large auditorium is used for religious services, and in the winter for basketball, band concerts, plays, dancing, and other activities.

A moderately sized farm is operated in connection with the grounds and it supplies a considerable portion of the food consumed. The farm provides vocational education facilities for some of the patients.

A most attractive canteen is located in the Administration Building from which patients may purchase candy, cigarettes, soft drinks, coffee, and many other items of personal comfort. For those patients who cannot come to the canteen this service is supplied to wards and cottages. Volunteers, serving as personal shoppers, are provided for those patients who may desire to make purchases in the stores in the Village of Cambridge. The items purchased are clothing, shoes, and such items as might be desired. If the patient is well enough to leave the grounds, he or she is encouraged to accompany the Volunteer to assist in making selection of the items they wish to purchase.

A library for the patients' use is located in the Administration Building. All of the better known magazines are available there. The library has recently been enlarged. Circulating book carts are provided for library service to the cottages and wards.

Each week movies are shown in the afternoon and again in the evening. All patients who are able to come generally attend the movies. Television and radios are provided on all wards.

There are barber shops in each male building and the barber rotates through these cottages giving hair cuts. The aides in the various cottages usually shave the patients. A beauty shop is available for the female patients who wish to have permanents, hair styling or other special hair care.

There are many other facilities and services that are directly concerned with the care and comfort of the patient. Some of these are: Engineering, Building and Maintenance, Personnel, Hospital Housekeeping, Farm, Laundry, Dietary, Hospital Finance, Business Affairs, Education, Volunteer, Recreational, and Registrar Service. Patients are assigned to some of these services for vocational training.

III. GENERAL INFORMATION

Visiting

Visiting of patients by relatives and friends is encouraged. However during the first three weeks following admission to the hospital, patients may not have visitors except in special circumstances when an exception may be made by a physician. This limitation on visiting enables the patient to become better adjusted to the hospital and to facilitate the diagnostic work of the Hospital Staff during the first weeks of the patient's hospitalization.

Regular Visiting Hours

Since encouragement is given by the hospital administration to the program of patient visitation, an established schedule for visiting is necessary in order to insure that essential treatment services are uninterrupted. Following is the schedule for visiting:

Visits will be permitted every day of the week, including holidays, except Tuesdays and Thursdays, from 1:00 to 4:00 P.M., however relatives may call at their own convenience when taking patients off the grounds for the day, provided arrangements are made in advance with the hospital authorities. Visiting will also be permitted on Wednesday evenings from 7:00 to 8:00 P.M.

Visitors will call at the administration office for visiting permits and will enter the buildings by regular visiting entrances.

Guardians or relatives of critically ill patients will be allowed visiting privileges at any time when approved either by the ward physician or the Officer of the Day.

Children under 15 years of age will not be allowed visiting privileges, unless approved by the ward physician.

It is expected that all visitors will comply with the schedule and regulations given. This will insure that treatment services will not be interrupted.

Mail to Patients

Mail for patients should be addressed as follows:

Patient's full name
Cambridge State School and Hospital
Cambridge, Minnesota

Please feel free to write as often as you like. Mail from relatives and friends is important to patients. The Hospital is anxious that the patient's ties to his family and community be maintained during the period of his hospitalization through visits and correspondence.

Incoming mail for patients is given to the patients who open it in the presence of an aide on the ward so that money, checks, or money orders can be properly deposited in the patient's personal account. However, we discourage the sending of money directly to the patient. See paragraph "Money for Patients."

Mail from Patients

Patients may write as many letters as they wish although the hospital is able to supply stationery and stamps for only two letters per month. Any more than this must be supplied by the patient or his family.

After the letter is written, it is given unsealed to the ward aide who censors the letter, approves and initials the envelope. The letter

is then deposited for mailing. This censorship is intended primarily to prevent patients from sending letters which might be embarrassing to the patient later.

Patients may send sealed letters which do not have to be censored to the following persons: The Governor and the Commissioner of Public Welfare.

Patients may not mail their own letters. Visitors are asked not to mail letters for patients. This is a protection, not only for persons in the community, but for the patient as well.

Mail to the Hospital Staff

Please address all mail for the hospital staff as follows:

Superintendent
Cambridge State School and Hospital
Cambridge, Minnesota

Be sure to give the patient's full and correct name in your letter. Also please include your current address. Keeping us informed of any change in your address or telephone number is very important.

Packages

Packages may be sent to the patients. However, before sending food it is advisable to check with the doctor to be sure that the pa-

tient is not on a special diet. Please do not send matches, lighters, or sharp instruments. If jewelry, watches, pens, or other valuable items are sent, they should be accompanied by a letter stating that the sender will assume all responsibility for loss or breakage of the article.

Packages are sent to the ward, opened and all contents listed. A card will then be mailed to acknowledge receipt of the package.

Phone Calls

All letters and telegrams regarding patients should be addressed to "Superintendent, Cambridge State School and Hospital, Cambridge, Minnesota." When telephone is used call Cambridge 660, and be prepared to tell the operator just what you want to know, and you will be connected with the person who can best answer your question. Do not ask for an individual doctor. The Superintendent or Chief of Professional Services should be contacted by phone on emergency or urgent matters only. After hours and on Saturday, Sunday, or holidays, call for the Medical Officer of the Day.

In general we believe you will find a letter or a visit more satisfactory than telephoning. We must be very careful about disclosing confidential medical information; consequently we are very reluctant to discuss these matters

over the phone. We feel that it is more helpful to discuss most matters by means of a personal interview and will make every effort to arrange an early appointment to see you at your request.

Patients are not allowed the use of the telephone at any time.

Patient's Clothing and Personal Belongings

Upon admission an inventory is made of the patient's clothing and other personal items—all clothing received is marked and record maintained. If the patient brings valuables with him—such as watches, rings, jewelry and similar items—the family is requested either to keep the valuables for safekeeping, or to write a letter to the superintendent in which they assume responsibility for repairs, loss, or damage if they prefer having the patient use the items. Money the patient has will be credited to his personal account.

If the patient goes home on a visit or a vacation a list is made of the clothing he takes with him, and upon his return the list is checked. New clothing is recorded and marked.

Some parents and guardians prefer furnishing clothing to patients. If you are one who has this preference, we suggest that you furnish washable clothing which can be easily laundered. Rayon and nylon clothing suffer in

the hospital bulk laundering and their use is discouraged. An excessive amount of clothing and clothing which requires pressing and dry cleaning proves to be a burden to personnel in charge of the wards. The result is less time for the training program. Clothing may be purchased by the family and mailed to the hospital, or money may be deposited to the patient's personal account for the purchase of clothing. Clothing should not be given directly to the patient, but should be given to the aide at the cottage who will record and mark it. If this clothing is outgrown the family will be notified.

Money for Patients

If a patient has any money the business office sets up a personal account for the patient, from which he may withdraw small amounts as needed for purchases in the canteen or for other items of personal needs.

Money mailed for the personal account of a patient should be addressed to the Superintendent, with a careful notation, "For (patient's full name) Personal Account." The money will be credited to the account designated and a receipt will be sent acknowledging your deposit. If you are visiting the hospital, money may be left at the information desk for deposit to the patient's account; a receipt will

be given to the donor. Please do not give money directly to the patient.

Home Visits

The Department of Public Welfare, the County Welfare Boards, and the Institution share responsibility for vacations and visits. Vacations are not granted automatically but must first be requested of and approved by the County Welfare Board of the patient's residence. There may be occasions when the request has to be refused if it is felt a vacation will not serve the best interests of the patient. Requests for vacations should be made of the County Welfare Board at least three weeks previous to the desired date as many persons must of necessity be involved in getting a patient ready for a vacation. The Department of Public Welfare and the Institution will give information regarding the time of year when vacations or visits are permitted, and the length of vacations.

All those having vacations or visits must be called for and returned by a responsible adult. They should be called for on a weekday during business hours, from 9:00 A.M. to 5:00 P.M. The welfare board must notify the institution who will call, the date and approximate time of arrival at the institution. If plans cannot be executed, the hospital should be notified

in order that there not be resultant disappointment on the part of the patient.

No female adult or adolescent can leave the institution with a man unaccompanied by a responsible woman unless he is her husband, father or other responsible male relative approved by the Welfare Board. Return of patient should also be made during business hours.

Financial Support of Patients

The County Welfare Board is responsible for getting such information as is requested by the Commissioner of Public Welfare in carrying out the law relative to payment for institutional care. The Cambridge State School and Hospital itself, makes no determination of ability to pay for the care of patients. All inquiries regarding payment of financial support should be directed to the County Welfare Board, of the County of legal settlement.

Religious Service

The Hospital recognizes the importance of religious activities in the well-being of its patients, and encourages patients to worship in their own faith. A resident Catholic Chaplain administers to the religious needs of Catholic patients; Protestant Pastors are called upon to conduct services in their particular faiths; a Jewish Rabbi conducts services and administers

to the needs of the Jewish patients. The spiritual needs of the patients are further supplemented through Catechism classes, Bible classes, individual counseling, and volunteer services by religious groups.

The Catholic Chaplain, or the Minister of their faith takes special care to administer to patients who are critically ill.

Cemetery

The institution cemetery is located on a fenced, sloping plot in a wooded area at the south end of the hospital grounds. The graves are marked with cement markers and the cemetery receives perpetual care to provide a suitable resting place for the patients buried there.

Any patient of the hospital may be buried in this cemetery. Funerals are conducted at the Mortuary in the Village of Cambridge with the Pastor of their choice officiating. The pall bearers are selected from the patient population. Funerals may also be held on the hospital grounds.

IV. MEDICAL DIVISION

The Cambridge State School and Hospital functions directly under the Medical Division of the Department of Public Welfare. This department makes every effort to keep all the institutions and clinics under its jurisdiction

in the state abreast of modern educational and treatment procedures. The Medical Division of this hospital is under the direct control of the Director of Medical Services, who is responsible to the Superintendent.

Patient's problems and plans for his future are approached by means of the team concept. The team comprises the physician, psychologist, social worker, nurse, and others involved in the care of the patient. A daily program for treatment of each individual patient is outlined.

The latest developments in diagnosis, such as electroencephalogram, modern laboratory techniques, and up to date x-ray equipment are utilized to assist this team in making the diagnosis of each particular patient. A patient, on admission, immediately receives a thorough physical examination, including a psychiatric evaluation and is subjected to a battery of psychological tests, administered by skilled and highly trained specialists. On completion the results of these studies, supplemented by the Social History contributed by the parents and the County Welfare Board, are presented to the Planning Conference. This conference composed of representatives from every department in the institution who will be touching the life of the patient carefully evaluate the material presented and personally meet the patient. It is this group, all specially trained for the

specific jobs, who will make a complete plan for the patient's medical, social, educational, religious, recreational and vocational needs while he is in the institution.

It is the aim of the Medical Division to educate and to treat as many patients as possible, with the objective in mind of their eventual return to the community, or provide for them a good hospital adjustment. Therefore, as the patient improves he is given more liberty, is educated as far as his potential will allow, in the academic educational program, and following this is assigned to some vocational educational project within the institution. Vocational guidance is available to the patient through the Patient Placement Officer and the patient is seen periodically by the Disposition Staff Conference to evaluate his progress.

The Hospital staff does not desire to retain a patient in the hospital any longer than necessary. When the patient has reached a point where it is felt he may make an adjustment in the community his release is considered and the recommendations are then submitted to his County Welfare Board for consideration and action.

Relatives who wish to discuss a patient's condition may do so with the ward physician, the Director of Medical Services, or the Superintendent. It is strongly recommended that inter-

views be arranged for in advance. Social Service frequently requests interviews with relatives as they are always considered valuable resources in planning for the individual patient.

Should a patient require care in the hospital infirmary the nearest relative is notified by letter giving details. In case of serious or critical illness, his nearest relative is notified by telephone or telegraph, followed by a letter giving details, if deemed necessary by the physician. In case of death the hospital makes every effort to notify the patient's family, using all known contacts including both relatives and friends. If it is fully ascertained that there are no relatives, or if the family is not financially able to bear burial expenses, arrangements are made for burial at state expense. Funeral services are conducted by either the Catholic or Protestant Chaplain depending upon the religion of the deceased, and the remains are accompanied by the Chaplain to the hospital cemetery. The families of Catholic patients may be assured that arrangements will be made by the staff for last rites prior to death.

The hospital is fortunate in having an outstanding consultant staff comprised of all specialties in the field of medicine and surgery. These physicians call periodically at the hospital and give the resident staff valuable advice

and directions in managing the more difficult medical and surgical cases.

There is also a research program functioning in conjunction with the medical program. Both federal and state grants are utilized to finance the research program.

V. EDUCATIONAL DIVISION

The Educational Division is under the supervision of the Director of Education, who is responsible to the Superintendent. A basic reorganization of the school has recently been completed. There are now five main educational services. They are as follows:

- A. Academic Education
 - 1. Basic Education
 - 2. Primary Education
 - 3. Intermediate Education
 - 4. Advance Education
- B. Physical Education
- C. Music Education
- D. Library
- E. Special Education

The educational program is geared to the individual need of the patient. Residents or students remain in the educational division until they reach the chronological age of 18 years, unless other arrangements have been made for them by the Disposition Staff Conference. When the student has completed his academic

educational work he is automatically transferred into the vocational educational program. Attempts are then made to provide him with the knowledge of some trade. At a later date it is hoped he may develop a degree of proficiency which would allow for community placement.

Special classes are given to the blind and deaf, and there are journal groups organized for the vocational educational groups.

VI. ADMINISTRATIVE SERVICES

The Administrative Division is under the direction of the Director of Administrative Services, who is responsible to the Superintendent. Hospital supplies, equipment, and subsistence are purchased by this department in accordance with state government specifications and regulations applying to the purchase of materials and supplies. Competitive bidding by reputable dealers for the purchase of these supplies is a state requirement.

All food is carefully inspected by government inspectors, as well as an experienced Hospital Dietitian and her staff. This procedure insures delivery and use of supplies that meet rigid specifications as to quality. The preparation of food at the institution is under the supervision of a qualified Dietitian, who has specialized training in hospital dietetics.

The engineering service provides electricity from the local power plant and also clean water, which is periodically tested, from a well on the hospital grounds. A central powerplant supplies steam for heating all buildings, sterilizers and steam cookers.

The hospital operates a modern laundry capable of handling all the station linens and patients' wearing apparel. However, there are no arrangements made for dry cleaning patients' clothing.

A recent addition to the hospital staff is that of Hospital Housekeeper. She manages all cleansing and cleaning supplies and has direct supervision of housekeeping procedures throughout the institution.

The Registrar service manages the mail, medical records, and communications.

The Building Maintenance service not only keeps the grounds attractive but also offers the opportunity for patients to learn a great deal concerning the building trades.

The farm assists, to some extent, in furnishing part of the food to the hospital and is also a vocational training area for deserving students.

VII. VOLUNTEER SERVICES

The Hospital Volunteer Coordinator is directly responsible to the Director of Medical

Services for the Volunteer Service Program. In order to provide closer relationship with the various volunteer organizations connected with the hospital and the hospital staff, the State Hospital Volunteer Service Committee was established. The Volunteer Coordinator is chairman of the committee and all volunteer organizations are requested to select an official representative with a designate to become active members of the committee. The committee meets once a month. There are four areas of volunteer services: (a) Individual Service, (b) Group Service, (c) Gifts to Patients and (d) Gifts to Government. The committee determines in which area of service their organization may participate most advantageously. The Volunteer Coordinator presents requests of service where aid is required.

The Volunteer Coordinator requires staff assistance in properly providing volunteer services to hospital divisions. To properly integrate and coordinate this program a committee of staff members representing the using services was formed with the following members: Volunteer Coordinator as Chairman, Director of Medical Services, Chief of Social Service, Chief Dietitian, Chief Psychologist, Chief of Rehabilitation Therapy, Chief of Nursing Service, Chaplain, Librarian, Director of Administrative Services, Hospital Housekeeper, and Registrar. This committee meets once a month and the

members then make their needs for Volunteer Services known to the chairman. These requests are then presented to the State Hospital Volunteer Service Committee.

Two of the charter organizations which give individual service to the institution are the Gray Ladies of the Isanti County American Red Cross, and the Women's Auxiliary of the Cambridge State School and Hospital. The latter organization has direct control of the hospital canteen operations and has provided a beautiful canteen for the enjoyment and contentment of the patient population.