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DIRECTOR

State of Minnesota
Department of Social Security
Division of Public Institutions
Globe Building - 4th and Cedar
St. Paul 1



403 Physicians & Surgeons Building
Minneapolis 2, Minnesota
April 4, 1950

Dr. E. J. Engberg
Superintendent
Minnesota School and Colony
Faribault, Minnesota

Dear Dr. Engberg:

The following procedure shall be observed in the placement and training of all new recreation workers:

The training of these workers is under the immediate direction of Mr. Fred M. Chapman, State Supervisor of Recreational and Occupational Therapy.

Recreational workers shall be assigned to the respective hospitals, placed on the payrolls, and then report for a nine-week orientation and training program which will take place at their hospital and other state hospitals.

This training program, under Mr. Chapman's supervision, shall include a week's orientation program in each of the 9 respective mental institutions.

At the end of this training period, the recreation workers shall report for full time duty to their respective hospitals, on whose payrolls they have been during the training period.

Plans have been authorized to start the first group of recreation workers on a tour of training duty on April 3. The second group shall start on April 10.

Your attention is called to the fact that all recreation workers now coming into the system are to receive:


- 1) psychological testing and
- 2) training



Dr. Engberg, April 4, 1950 - Page 2

For this reason, all persons whom you plan to place on your payrolls in this capacity should immediately be referred to Mr, Chapman. This, of course, in no way interferes with your appointing authority, but it is suggested as a means of integrating and training all new recreation workers for maximum effectiveness when in your employ.

Sincerely,


Ralph Rossen, M.D.
Commissioner of Mental Health

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