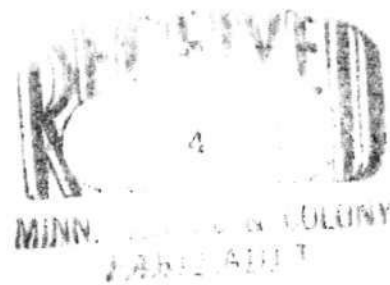




CARL J. JACKSON
DIRECTOR

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



April 1st, 1950.

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

Dear Dr. Engberg:

At this time you have undoubtedly received the information regarding newly-authorized recreation training teams. The major purpose of this nine week in-service training project is that of orienting new recreation workers to hospital routine and practices.

Program objectives of this plan are:

1. To orient new recreation workers who have not worked in hospital settings before to general hospital routine and procedures.
2. Demonstration and practice of recreation skills in the "back wards".
3. Introduction to social factors (dressing, bathing, feeding of patients, etc.) involved in activation.
4. The training of ward personnel in the execution of activities for patients in evening hours between meals and retirement.

In harmony with the previous communication on this project, will you please direct all of your new recreation workers to Hastings State Hospital for the first week's training, which begins the week of April 3rd. All new recreation workers who have been appointed by you during the last two weeks should be immediately referred to the Hastings training unit.

Those workers who are appointed by you during the period April 14th through April 21st should report to Hastings for a second similar training team project.

After the recreation worker is appointed, the travel expenses incident to the training should be paid by the hospital on whose payroll the employee is carried.

The recreation training teams will arrive at the hospitals according to this schedule:



April 1st, 1950.

Dr. E. J. Engberg.

Team #1	- Hastings	April 3rd	(week of)
" #2	- "	"	17th
" #1	- Rochester	"	17th
" #2	- "	"	24th
" #1	- Faribault	"	24th
" #2	- "	May	1st
" #1	- St. Peter	"	1st
" #2	- " "	"	8th
" #1	- Willmar	"	8th
" #2	- "	"	15th
" #1	- Fergus Falls	"	15th
" #2	- " "	"	22nd
" #1	- Moose Lake	"	22nd
" #2	- " "	"	29th
" #1	- Cambridge	"	29th
" #2	- "	June	5th
" #1	- Anoka	"	5th
" #2	- "	"	12th

It will be appreciated if you plan for these arrivals on the specified dates.

Each group will be under the direction of an assistant whom I will appoint. The most skilled worker on the team will carry out the majority of these supervisory duties. Suggestions from you or your staff will be welcomed as to means of improving and evaluating this project.

You will be notified in advance regarding the number of recreation trainees that will arrive at your hospital, so that housing accommodations may be allocated.

Thank you for your cooperation in this plan to help develop oriented and trained recreation therapy staffs in the Minnesota State Hospitals.

Very truly yours,

Fred M. Chapman

Fred M. Chapman
Occupational and Recreational Supervisor.

FMC-.KH

cc to Dr. Ralph Rossen
cc to Mr. Frank Nichols