STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE
MEDICAL SERVICES DIVISION

REPORT OF PERSONAL INSPECTION

(STATE SCHOOLS FOR THE MENTALLY DEFICIENT)

State

Minnesota

Name of School

The Cambridge School and Hospital

Surveyed by

Dr. H. Le Faine

Date

November 7, 8, 9, and 10, 1984.
1. GENERAL STATEMENT

State of Minnesota

A. Name of school: The Cambridge School and Hospital

1. Location: Town Cambridge (pop. 2000) County Isanti
   F.O. Cambridge

2. Access: Private car

3. Surroundings: The Am River circles around a portion of the School. There is also timber land (scrub) and swamps.

4. Acreage (owned 359 Under cultivation 150) Character Pecor sandy. rented 22 acres

5. Year established 1825 Year opened Present location since

6. Former names of institution
   Colony for Epileptics
   and was under the Minnesota School and Colony.

7. Classes of patients received (disorders, ages, convulsives)
   Most are convulsives from six years upwards.
8. District from which patients are received
   The whole state.

9. Fiscal year ends June 30

10. Rated capacity 1101

11. Method of support State

12. Reports to Department of Public Welfare

13. Officially inspected by
   Dr. E. L. Feins

14. Census: Male Female Total
      511          297  1008

15. Convulsives:
   (if any) Practically all.

16. Annual admissions: 55

17. Waiting list: Yes. Between 100 and 150, 40 considered emergency.
II. PHYSICAL CONDITIONS

A. General description

1. Lawns, grounds, exercise yards, groves, etc. Acreage of campus

2. Arrangement of buildings (rough sketch)

3. Original buildings (construction)
   One Cot**e 1.

4. Additions (construction)

5. General state of repair
   Good

6. Lighting
   All electricity is made. It is A.C.
   The lighting on yards is adequate.
   Several buildings in the back have not got good ground lighting.
7. Heating
   Adequate

8. Ventilation
   Windows in present buildings except bakery and laundry which have
   forced ventilation.

9. Water supply
   2 Driven wells, 180 feet deep.
   Water is hard.
   Softener on hot water.

10. Sewage disposal
    Sewage is dumped into the Tux River.

11. Fire protection (general and ward)
    Volunteer organization in town
    Sandbags at institution.
    Only 2 inches to cottages

B. Specific description: arrangements, condition, window guards,
   floors, cleanliness, etc. (See also supplementary ward sheets
   attached.)

   See ward sheets.

1. Day rooms
   Are not adequate where low grade children are who do not get out of
   doors as much as others.
2. Porches
   Yes on most of the wards.
   Two wards in administration building do not have porches.

3. Dormitories (space per patient)
   46 feet.

4. Single rooms (number, floor space, etc.)
   Very few single rooms.

5. Bathrooms and water closets
   Adequate

6. Furnishings
   Inadequate.

7. Fly screening (especially of kitchens, garbage, dining rooms, sick wards)

8. Storerooms
   Scattered. No separate building.
   Stores are in basement rooms.

9. Ice houses and refrigeration
   No ice house. Refrigeration is not adequate - one sharp cold small unit. A refrigeration should be much larger.

10. Power house
    Adequate for heating.
    Border line for electricity.
    When new buildings come into operation there may be difficulty.

11. Laundry
   Adequate for present set up.

12. Shops
   Inadequate.
   Carpenter shop in basement of Cottage 3.
   Paint shops are unheated buildings, so basement of Cottage 7 is used
   for painting.

13. Chapel and assembly hall
   Auditorium will seat 600 or 700.
   They could use a gymnasium.

14. Morgue
   None

15. Other buildings
   2 - one story buildings to house a 150 patients - men.
   1 - Infirmary and children's to house 100.

16. Farm buildings

17. Crops raised
   Vegetables.
   Small amount of forage.
   Corn for silage.

18. Domestic animals
   35 cows.
   150 hogs.
   6 horses.
   600 chickens.
III. GOVERNING BOARD AND OFFICERS

A. Board of Managers or Trustees

1. Name  
2. Residence  
3. Year appointed  
4. Year retires

__________________________________________  
__________________________________________  
__________________________________________  
__________________________________________  
__________________________________________  
__________________________________________  

B. Chief Executive Officer

1. Name  
2. Official title

3. Year of birth  
4. Year appointed  
5. Compensation  
6. Method of appointment

7. Maintenance or allowances  
8. Education

9. Previous hospital, professional, and executive experience

   Senior physician St. Peter State Hospital, about 8 years.
   Assistant Superintendent, Cambridge State School & Hospital, 6 years.

10. Teaching and clinical appointments  

11. Medical Societies: AMA, AAO, APA, AOA, AN, EMS, CNS, etc.

(Omit if biography is on file.)
C. Consulting Medical Staff

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. L. E. Wippermann</td>
<td>Ophthalmologist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Ellis Ellison</td>
<td>Ear, Nose &amp; Throat</td>
<td></td>
<td>$75.00 per visit</td>
</tr>
<tr>
<td>Dr. Carl Gassner</td>
<td>Orthopedist</td>
<td></td>
<td>$70.00 per visit</td>
</tr>
<tr>
<td>Dr. William Hill</td>
<td>Reading E.E.G.'s</td>
<td></td>
<td>$70.00 per visit</td>
</tr>
<tr>
<td>Dr. Richard Weber</td>
<td>Surgeon</td>
<td></td>
<td>$100.00 per visit</td>
</tr>
<tr>
<td>Dr. Elmer W. Bill</td>
<td>Dermatologist</td>
<td></td>
<td>$70.00 per visit</td>
</tr>
<tr>
<td>Dr. Grant Halberg</td>
<td>Reserve Consultant</td>
<td></td>
<td>$70.00 per visit</td>
</tr>
</tbody>
</table>

D. Resident Medical Staff

<table>
<thead>
<tr>
<th>1. Name</th>
<th>2. Position</th>
<th>3. Year appointed</th>
<th>4. Compensation or allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. J. T. Sherman</td>
<td>Physician II</td>
<td>11-1-44</td>
<td>$710.00</td>
</tr>
<tr>
<td>Dr. E. H. Lee</td>
<td>Physician II</td>
<td>10-1-52</td>
<td>$695.00</td>
</tr>
<tr>
<td>Dr. E. L. Fortier</td>
<td>Physician II</td>
<td>1-12-53</td>
<td>$582.00</td>
</tr>
</tbody>
</table>


E. Assistant Physicians

1. How appointed
   Appointed by the Superintendent after being certified by Civil Service Department.

2. Quarters
   Quarters available, charged for out of salaries.

3. Provisions for married men
   For Medical Staff only.

4. Method of promotion
   Civil Service certification.

5. Vacations
   Annual, regulated by Civil Service rules. From 1 to 1½ days per month (working days) on a five day week basis.

6. Recreations
   None

7. Tenure of office (political interference, frequency of changes, etc.)
   Under Civil Service regulations.

8. Part-time positions
   On consulting basis only.

9. Ratio of physicians to patients
   About 1 to 275 if all positions are filled.

IV. MEDICAL WORK

A. General

1. Clinical director (titles, other functions)
   Psychiatrist II, also as Assistant Superintendent & Chief of Medical Staff. Position vacant at present.

2. General plan of organization (special duties, rotation of services, instruction of new physicians, etc.)
   No rotation of services and the change of staff not frequent. New Physicians are familiarized with the institution by the existing staff.
3. Staff meetings: (a) Frequency: once a week  
(b) Hours: 1 to 2 hours.  
(c) Conducted by Medical Staff.

4. Case study (methods pursued, blanks used, routine examinations, history taking, etc.) Use reverse of sheet if necessary. 

5. Pathological and laboratory work 
(a) In charge of expert? Medical Technologist  
(b) What examinations equipped to make? Blood examinations, such as complete blood count, urinalysis, gastric analysis, liver function tests, metabolic rates, 

6. Autopsies (number, made by whom, ratio to deaths) Autopsies are rarely performed, but may be performed by any member of the medical staff. 

7. Number of deaths last fiscal year: Male Female Total  
11 9 20  

Unusual causes of death: None
6. Medical library and periodicals:
   Yes, about 200 volumes
   About 10 journals.
   In whose charge?
   Institution Librarian
   (Position vacant)

9. Relations with similar institutions
   No direct relations.

10. Relations with general hospitals, practitioners, etc.
    Surgical services and medical services are extended by Rochester State
    Hospital, Anoka State Hospital, and the University Hospital.

11. Use of clinical material for medical instruction
    A few cases were transferred to the University for brain surgery.

12. Research; are productive projects under way?
    This is under direction of Research Director Dr. Franz Halberg.
    The Adrenal Cortical Steroids are being studied by the aid of a
    U.S.P. Research Grant and a Research Grant from the State of Minnesota.

13. Training for undergraduates
    None

B. Medical specialties

1. Roentgenology, equipment and operation
   None

2. Ophthalmology
   Consultant

3. Laryngology and otology
   Consultant

4. Neurology (cases available, interest)
   None

5. Surgery
   Consultant
6. Acute sick (provision for, proportion of patient population, etc.)
   As can take care of about 60, which is 8%, in the hospital wards.

7. Contagious diseases (ditto)
   A few separation rooms in hospital wards.

8. Tuberculosis (ditto)
   These cases are transferred to the Anoka State Hospital for treatment.

9. Syphilis (ditto)
   No special provisions. Cases very rare.

10. Orthopedics
    Consultant

11. Physiotherapy
    None
C. Preventive medicine

1. Smallpox
   All patients vaccinated routinely.

2. Typhoid fever
   None - stool culture done routinely.

3. Diphtheria
   Nose & Throat Cultures done routinely.

4. Scarlet fever
   None

5. Is milk pasteurized and properly handled?
   Yes

6. Who is responsible for sanitation?
   Clinical Director.

D. Regulations regarding investigation of accidents and injuries
   All accidents and injuries are reported to the ward physician.
E. Dentistry

1. Resident or attending dentist
   Resident - full time.
2. If resident, hours If attending, how often 40 hours a week.
3. Number of patients treated last year About 1100.
4. Equipment Adequate, including x-ray
5. Procedures Extraction, prophylaxis, fillings, dentures, bridges, and crowns.

V. PSYCHOLOGICAL DEPARTMENT

1. Director (a) Name Vacant Clinical Psychologist
    (b) Qualifications and experience

2. Number of assistants and qualifications (juniors and students) None

3. Laboratory (size, location, light, ventilation, etc.)
    Administration Building, 18' x 20', good ventilation (windows),
    good artificial lighting. (office space)

4. Equipment (testing tables, seating for younger and older subjects one way observation screens for teaching)
    Nearly Adequate and good.

5. Test materials
   (a) Intelligence Tests
       Language tests of intelligence
       Nonlanguage " " 
       Performance " " 
   (b) Educational tests
       Reading tests Some of the tests below are given by the
       Spelling tests School principal and elementary teachers.
       Arithmetic tests
       Others
(c) Vocational training tests
   Aptitude tests (mechanical aptitude, etc.)
   Interest blanks
(d) Sensory tests (color vision, pressure discrimination, etc.)
   visual acuity, audiometer
(e) Other tests (personality, attitude, etc.)

6. Test instruments and apparatus
   (a) Motor ability (dynamometers, etc.)
   (b) Tests of handedness, eyedness, etc.
   (c) Apparatus (galvanometers and other electrical equipment,
         electroencephalogram)

7. Form of psychological report - types of recommendations

8. Research (published and in progress)

VI. DIETETICS

(1) Organization of department
   Supervised by a Dietitian II.
(2) Number of kitchens
   One
   Equipment
   Good
(3) Where are special diets prepared
   Main kitchen and hospital serving rooms.
(4) Number of dining rooms
13
Type
Family style and cafeteria.
Tables
Small four seat tables and larger eight seat tables.
Tableware
Plastic dishes and stainless steel flatware.
(5) Inspection of food service, by whom
(6) Observations (style of food, methods of handling, condition when served, choice of items, second helpings, etc.)
Steam and oven cooked food, handled by food carts and air voids, served in fairly good condition and second helpings are permitted.
(7) Feeding the helpless
Carried on by inmate and paid help.
(8) Are patients trained in cafeteria service, restaurant service, family service?
Cafeteria service and family service.
(9) Tray service
In the hospital ward only.
(10) Weighing patients, when done
Monthly.
(11) Garbage, disposition
Refrigerated and sold.
VII. RECEIPTION SERVICE
A. Where housed
Hospital Department of Administration Building.

<table>
<thead>
<tr>
<th>Number of beds</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>For new admissions and Hospital patients.</td>
<td>25</td>
<td>25</td>
<td>50</td>
</tr>
</tbody>
</table>

B. Organization

1. Medical - Patients cared for by the physician who attends them in their cottage. Other physicians on staff also assist and consult.
2. Number and grades of nurses and attendants in this service
3. Average daily census of this service
   About 40
4. Duration of stay of patients in this service
   From a few days to several months.
C. Description of method of admitting new patients.

Working in conjunction with County Welfare Boards and Central Office patients are admitted in order of emergencies and waiting list.

D. Arrangements for medical and psychological examinations

All patients are examined before admission by social service in the county and again following admission.

E. Classification, how made and when

Following admission patient is placed in reception center and they are classified and assigned to the ward where thought best placement.

VIII. EMPLOYEES

A. Department heads

<table>
<thead>
<tr>
<th>1. Number</th>
<th>2. Title</th>
<th>3. Department</th>
<th>4. Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Executive II</td>
<td>Bus. Mgr.</td>
<td>560.00 - 410.00</td>
</tr>
<tr>
<td></td>
<td>Chief Eng.</td>
<td>Engineering</td>
<td>380.00 - 440.00</td>
</tr>
<tr>
<td></td>
<td>BMg. Foreman II</td>
<td>Maintenance</td>
<td>360.00 - 410.00</td>
</tr>
<tr>
<td></td>
<td>Dietitian II</td>
<td>Dietetic</td>
<td>360.00 - 410.00</td>
</tr>
<tr>
<td></td>
<td>Farmer III</td>
<td>Farm</td>
<td>290.00 - 330.00</td>
</tr>
<tr>
<td></td>
<td>Clinical</td>
<td>Medical</td>
<td>790.00 - 970.00</td>
</tr>
</tbody>
</table>

B. Trained nurses

<table>
<thead>
<tr>
<th>1. Number</th>
<th>2. Title</th>
<th>3. Department</th>
<th>4. Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grad. Nurse IV</td>
<td>Hospital &amp; Ward</td>
<td>390.00 - 440.00</td>
</tr>
<tr>
<td></td>
<td>Psych. Aide IV</td>
<td>Ward</td>
<td>510.00 - 350.00</td>
</tr>
</tbody>
</table>

C. Attendants

<table>
<thead>
<tr>
<th>1. Number</th>
<th>2. Organized training</th>
<th>3. Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 (Aid I)</td>
<td>Nurse Instructor</td>
<td>201.00 - 231.00</td>
</tr>
<tr>
<td>21 (Aid II)</td>
<td>Nurse Instructor</td>
<td>231.00 - 281.00</td>
</tr>
<tr>
<td>3 (Aid III)</td>
<td>Nurse Instructor</td>
<td>280.00 - 320.00</td>
</tr>
</tbody>
</table>
4. Examinations when hired

   Limited physical examination following employment.

D. Cottage mothers, matrons, etc.

   None

E. Supervisors

   1 Grad. Nurse IV
   1 Psychiatric Aid IV
   3 Psychiatric Aid III

F. Other employees

<table>
<thead>
<tr>
<th>1. Number</th>
<th>2. Type of work</th>
<th>3. Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>Office, Medical,</td>
<td>Range 2 - $175 - $200</td>
</tr>
<tr>
<td></td>
<td>School, Recreation,</td>
<td>through Range 32 - $340 - $710</td>
</tr>
<tr>
<td></td>
<td>Engineering, Farm,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintenance, Tailor Shop,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Culinary, Domestic,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laundry, Chaplain,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barber, &amp; Beauty Operator</td>
<td></td>
</tr>
</tbody>
</table>

G. Quarters for employees

   Room and board are furnished to any employee who desires same.
   Family accommodations are provided for medical and dental staff only.

H. Impressions
### IV. EDUCATION AND TRAINING DEPARTMENT

#### A. Director: School Principal (Vacant)

**Qualifications:**

**Compensation:**

$380.00 - $440.00

#### B. Teachers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualifications</th>
<th>Compensation</th>
<th>Vocational</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan Beck</td>
<td>Bachelor's &amp; Master's Degree $354 - 420</td>
<td>Teaching</td>
<td>xx Music</td>
</tr>
<tr>
<td>Mary Corrigan</td>
<td>Certificate</td>
<td>$310 - 380</td>
<td>Elementary Teacher</td>
</tr>
<tr>
<td>Elizabeth Perrault</td>
<td>Degree Teaching</td>
<td>$310 - 380</td>
<td>Elementary Teacher</td>
</tr>
<tr>
<td>Anna Fae Peterson</td>
<td>Certificate Bachelor's D</td>
<td>$310 - 380</td>
<td>Elementary Teacher</td>
</tr>
<tr>
<td>Gerhard Winger</td>
<td>Degree Teachers</td>
<td>$261 - 261</td>
<td>Handicraft</td>
</tr>
<tr>
<td>Perellie Darrah</td>
<td>Certificate</td>
<td>$261 - 261</td>
<td>Handicraft</td>
</tr>
</tbody>
</table>
C. Scholastic training

1. Average number of pupils - 104

2. Number of classrooms - 6

3. Character of classrooms (size, location, light, ventilation, toilet facilities, etc.)
   - Size - 1 room - 20 ft. x 10 ft; 2 rooms - 16 ft. x 26 ft.
   - Location - basement of administration building.
   - Ventilation - windows at ground level
   - Toilet facilities - one for boys and one for girls.

4. School hours per day and days per week - 8:30-3:30; five days per week.
   Class day is divided into four periods. Students attend two periods of academic classes, one period handicraft and short period music classes.

5. If convulsives are admitted to the school, what arrangements are made for their education and training.
   All children who are educationable are in school.

6. Years spent by patient students in Educational Department.
   Students may stay in school until 21 years of age.

7. Uses of training made by patient students.
   Correspondence - use of library - community placement - and return to public school.

8. Are patients beyond usual trainable age or below the trainable age (chronological or mental) in this department?
   Yes, most kindergarten pupils function at imbecile level.

9. Are patients graduated from school into vocational training?
   No, vocational training department.

10. Academic Department:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Chronological Age</th>
<th>Mental Level</th>
<th>No. of Patients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>22-1 - 8-6</td>
<td>12-9 - 4-0</td>
<td>78</td>
</tr>
<tr>
<td>Arithmetic</td>
<td>23-1 - 8-8</td>
<td>12-9 - 4-0</td>
<td>78</td>
</tr>
<tr>
<td>Spelling</td>
<td>24-2 - 10-8</td>
<td>12-9 - 4-11</td>
<td>45</td>
</tr>
<tr>
<td>Language</td>
<td>23-1 - 10-8</td>
<td>12-9 - 4-11</td>
<td>45</td>
</tr>
<tr>
<td>Penmanship</td>
<td>23-1 - 8-6</td>
<td>12-9 - 4-0</td>
<td>78</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>17-2 - 8-0</td>
<td>5-3 - 1-8</td>
<td>25</td>
</tr>
</tbody>
</table>

Students are divided into classes according to their reading level. Average size of class is 12 students.
11. Speech training
   No special speech classes.

12. Music (orchestra, band, children's rhythmic band)
   Church choirs, girls glee club, male chorus, and male sextet.
   Individual lessons in wind and string instruments and piano.
   Children from primary class on up attend classes in grade school music.

13. Continuation classes (patients above school age)
   Patients above school age attend handicraft and music classes.

D. Social practice and habit training
   1. At table
   2. Toilet habits
   3. Care of teeth on ward training for all.
   4. Bathing
   5. Clothing
   6. Courtesy
   7. Homosexuality

E. Patients' Library
   1. In whose charge: School Department
   2. Number of books: Approx. 3500
   4. Extent and type of use by patients: Books may be taken out weekly
   5. Reading to groups: Yes
   6. Annual expenditures for library: About $400.00
F. Manual and vocational training

1. The patients

   (1) Range of chronological age
       4 to 25

   (2) Range of mental level
       Age 8 to adult level.

   (3) Number enrolled in classes
       About 80.

   (4) Proportion of total patient population
       About 3%

   (5) Average daily attendance: Male 40, Female 43, Total 83

2. Physical equipment

   (1) Number of shops
       3 in operation
   (2) Shop hours
       8:30 to 5:30 P.M.
   (3) Character of shops (size, location, ventilation, toilet facilities, etc.)
       2 in administration building about 40' x 60'
       1 in Cottage 9, 30' x 40', 1 in Cottage 6, not in operation.
       Direct ventilation and adequate toilet facilities.

   (4) Tools
       a. Power Power equipment operated by instructor only.
       b. Hand All hand tools.

3. Types of training

   Needle work, weaving, cane and warp, woodwork, leather work.

4. Disposition of products
   Does maker derive money from its sale?

5. Is department run for the training of patients - to produce a display - material for sale - or material for use in the school? Mostly for training of patients.
6. Number of patients employed by location:  

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Wards</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>(b) Laundry</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>(c) Kitchens</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>(d) Dining rooms</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>(e) Employees' quarters</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>(f) Boiler house</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>(g) Farm</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>(h) Other services</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

G. Physical education

Physical education program is carried out under the recreational program.

1. The patients

(1) Range of chronological age
(2) Range of mental age
(3) Number enrolled
(4) Proportion of total patient population
(5) Average daily attendance: Male Female Total

2. Physical equipment (gymnasium, fields, apparatus)

Outside playground equipment consisting of swings, slides, etc., softball diamond, and auditorium is used as gymnasium.

3. The training (types given; emphasis on competition)

Competitive games played, such as soccer, basketball, and softball.

I. SPECIAL GROUPS OF PATIENTS

A. General plan of classification

Segregation between male and female patients. Segregation of children and wards for the aged. An attempt is also made to segregate according to I.Q. levels. Crippled and handicapped are also grouped together.
B. Method of commitment

C. Voluntary patients

D. Crippled and bedridden (provision for, proportion of patient population, etc.)

E. Antisocial (ditto)

F. Epileptic (ditto)

<table>
<thead>
<tr>
<th>Year</th>
<th>Types of work</th>
<th>Types of training</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

G. Colonies (supervision: type, frequency, by whom, etc.)

(a) Working
(b) Training

H. Arrangements for working out
XI. DISCIPLINE

(1) Forms used:

Daily report.

(2) Ordered by whom?

Dependent on occasion when it arises. Anyone can order discipline when occasion arises but cannot be continued without orders of supervisor approved.

(3) Supervised by whom:

1. Supervisor
2. Physician

(4) How?

By daily rounds.

(5) Statistics

On November 6 there were 7 cases of discipline.
Method: Restriction of privileges.
Seclusion an hour to 24 hours.

XII. STERILIZATION

(Law, practice, operations used, number in 10 years, etc.)

Not carried out on epileptics in this state.

XIII. DIVERSION

(1) In whose charge?

Recreational Leader II, Miss Adelaide Arvy.

(2) Dances

Once a week.

(3) Moving pictures

Once a week in the auditorium. A 16 mi. show on ward once a week.

(4) Teams (baseball, basketball, soccer, etc.)

Kittenball, 7 teams of basket ball

(5) Band or orchestra concerts

Harmonica band.
(6) Picnics - In summer
(7) Excursions - No
(8) Festivals (Xmas, July 4th, etc., as well as all occasions specially celebrated by the school or community)
    All celebrated by school.
(9) Summer vacation colonies
    None
(10) Funds available for diversions
    Current expense money for operating expenses last year $600.00 for radios.

(11) Clubs
    Dramatic club
    Birthday parties
    Checker tournaments
    Bible classes run by volunteers from town.
    Hill billy band goes to other institutions to entertain.

XIV. RELIGIOUS SERVICES

1. Frequency
   Every Sunday

2. Denominations
   Protestant and Roman Catholic
   Jewish once a month.

3. Paid chaplains
   One roman Catholic

4. Provision for group instruction
   Several bible classes (Protestant)
   One morning a week.

5. Provision for individual instruction
   Father Syde has individual instruction, Protestant - by volunteers.

6. Burial services
   Under the various religious leaders.

   Choirs are frequently taken out to surrounding churches to sing.
XV. VISITING

1. Days Every day 2. Hours 9-4
   Anytime in hospital.

3. Where received
   Main office.

4. Who is assigned to answer inquiries?
   Telephone operator then social worker or physician.

5. Average number visitors each visiting day
   35 to 40 on Sunday
   15 a day would be average.

6. Number of patients not visited for year or more
   Estimated to be one fourth.

7. Means for encouraging visiting
   Letters and conversations.

XVI. PAROLE AND DISCHARGE

A. Parole:

1. Parole of grounds (number, regulations, etc.)
   Cottage 5 is the only locked building. Cottage 7 and 9 have two wards with
   low I.Q. children who have to be supervised when out.

2. Parole to near-by town (number, regulations, etc.)
   Not unless taken by an employee.

3. Working parole (supervision, type, frequency, by whom, etc.)
   In summer they may go out on visit and they are supervised by the
   person taking them out. 50 may go out.

4. Open wards
   All male wards except Cottage 5 and portion of Cottage 7 and 9.

5. Visits to home
   Anyone can go out for the day.
   For over night they must be approved by the welfare board.

6. Daily average number on parole for last fiscal year
   On Nov. 6-12 were on vacations.
   Sept. 27 - 14 were on vacations.
   July 6 - 141 were on vacations.
B. Discharge  Called vacations

1. General methods (who decides, proportion on provisional parole)
   The county welfare boards are notified 10 days in advance of their return and they investigate and determine.

2. Duration of provisional parole
   They are discharged from the school after being on vacation 60 days. They are not discharged from the guardianship of the commissioner.

3. Provisions for examining paroled patients before unconditional discharge
   A cooperative deal between supt., social worker, county welfare board and the central office.
   The original request is made to the county welfare board who clears with the institution and central office if home conditions are suitable.

4. After care (social worker, volunteer workers, employment, etc.)
   (a) Name  (b) Training  (c) Salary
   The social workers of the county welfare board give all supervision after the patient leaves the school.

XVII. FAMILY CARE

Numbers involved, practice, supervision, etc.

None
XVIII. SOCIAL SERVICE

(1) Director, qualifications

Mrs. Betty Line

(2) Assistants, number and training

None

(3) Case load

Whole case load

(4) Duties of workers

Contact patients in school and then work with county welfare board and central office.

XIX. UNIFORM STATISTICS

A. What classification is used?

American Psychiatric Association.

B. Is the hospital preparing its annual statistics in accordance with uniform tabular forms advocated by the American Association on Mental Deficiency?

According to the National Institute of Health.
XX. OUT-PATIENT DEPARTMENTS

A. Clinics held at

B. Days and hours

C. Affiliations with

D. Director

E. Supported by

F. Persons given advice or treatment in out-patient department during last year

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

G. Forms used (copies should be attached)

XXI. BUSINESS DEPARTMENT

1. Name and head of department:
   Mr. George Mcgland

2. Title
   Business Manager

3. How appointed?
   Civil Service

4. To whom responsible?
   To the superintendent, budget examiners and the department.

5. Duties of this department:

   (a) Is purchasing for the school done locally or through a central purchasing department?
(b) Are there delays or other difficulties in securing needed supplies?

No

6. Are there conflicts between this department and the medical department or the superintendent?

No

XXII. PATIENTS EXAMINED OR ESPECIALLY OBSERVED

A. General considerations (clothing, cleanliness, cuts and bruises, nutrition, etc.)

All patients except the very old appeared very well nourished. They were clean and their clothing was clean. No nurses were found or the patients examined.
B. Individual patients examined

Many male patients were examined, their bodies were free from any evidence of disease, vermin, or bruises.
XXIII. GENERAL REMARKS AND IMPRESSIONS

(In addition, data may be recorded here under numbered headings for which space on previous pages was not sufficient.)

See comments and recommendations.