Dear Sir:

We are attaching a summary of the replies received in response to our "Facilities Questionnaire" sent to all states and Canada. We tried to select the largest state-operated institutions for Mentally Retarded in each state for our mailing list. We received reports from 39 states. Including data of our institution this summary is based on reports from 40 states.

The simplicity of this summary may leave many questions unanswered, but we hope it will be of interest to you. Please let us know if you desire additional information relative to these reports. The summary covers all items included in our Questionnaire.

Yours truly,

R. C. Philips
Superintendent
## SUMMARY OF REPORTS

TO "FACILITIES QUESTIONNAIRE"

FROM INSTITUTIONS FOR MENTALLY RETARDED

March 17, 1961

<table>
<thead>
<tr>
<th>Institution Located in State of:</th>
<th>No. of Patients</th>
<th>No. of Employees</th>
<th>Patients Per Employee</th>
<th>Per Capita Cost</th>
<th>End of Reporting Period</th>
<th>No. Bldg. for Patients Exclusively Reporting</th>
<th>Average No. Patients Per Bldg.</th>
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</table>

### Number of Patients
- **5251** high
- **223** low
- **1738** average

### Patients Per Employee
- **5.75** high
- **1.61** low
- **3.20** average

### Per Capita Per Diem Cost
- **$7.03** high
- **$1.75** low
- **$4.00** average

### Patients Per Building
- **278** high
- **32** low
- **59** average
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>1. Does your institution own, operate, and maintain the following facilities? -</td>
<td></td>
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<tr>
<td>a. Cafeteria and/or Food Service Department</td>
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</tr>
<tr>
<td>b. Hospital or Infirmary unit</td>
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<tr>
<td>c. Training Department</td>
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<tr>
<td>d. Sheltered Workshop</td>
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<tr>
<td>e. Recreation Department</td>
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<tr>
<td>f. Central Laundry</td>
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<tr>
<td>g. Dairy Herd and Milk Processing Plant \ (No. cows milked daily 167 hi - 39 lo - 83.3 avg.) \ (Gallons per cow per day 6.42 hi - 2.70 lo - 4.5 avg.)</td>
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<tr>
<td>h. Farming Operations \ (Vegetables 33 yes 7 no) \ (Beef 20 yes 20 no) \ (Pork 30 yes 10 no)</td>
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</tr>
<tr>
<td>i. Paint Shop</td>
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</tr>
<tr>
<td>j. Plumbing and Electric Maintenance Department</td>
<td>1</td>
</tr>
<tr>
<td>k. Carpenter and Building Maintenance Department</td>
<td>1</td>
</tr>
<tr>
<td>l. Motor Pool or Transportation Department \ (No. of vehicles 58 hi - 0 lo) \ (6 have none) 22.2 avg.)</td>
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<tr>
<td>m. Grounds Maintenance Department</td>
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<td>n. Central Steam Generating Plant</td>
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<tr>
<td>o. Steam Generating Units in each building</td>
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<td>p. Sewage Disposal Plant</td>
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<td>q. Water Well and Distribution Plant</td>
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<tr>
<td>r. Electrical Generating Plant</td>
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</tbody>
</table>
2. What is your age limits for admission? 21 no limit - 19 various min. and max.

3. Is your admissions restricted to race or sex? 37 no restrictions - 3 on race

4. Total number of buildings in your institution:
   a. No. for patients' residing only 143 hi - 7 low - 47 average
   b. No. for employee residing only 48 hi - 2 low - 18 average
   c. Total 49 hi - 0 low - 11 average

5. Approximate area of your institution 3960 acres hi - 80 acres lo - 1122 acres average

6. Employee Benefits:
   a. Annual Leave allowed per year 21 days hi - 3 days lo - 12.8 days avg.
      (Accumulative to 41 days hi - 0 (7 reporting) lo - 27.4 average)
   b. Sick Leave allowed per year 30 days hi - 5 days lo - 14 average
      (Accumulative to 180 days hi - 0 (8 reporting) lo - 82.2 average)
   c. Other Leave (data inadequate for evaluation)
   d. Group Hospitalization Insurance 37 yes - 3 no
      (Paid by institution - 8 all or part - 32 no)
   e. Group Life Insurance 22 yes - 18 no
      (Paid by institution - 8 all or part - 32 no)
   f. Normal Work Day 39 - 8 hours - 1 - "Varies"
   g. Normal Work Week 30 - 5 days - 10 - more than 5 days
   h. Holidays Allowed Annually 13 days hi - 3 low - 9.7 average

7. Number of departmental directors directly and solely responsible to Superintendent or Administrator: 14 hi - 2 low - 6.8 average