

65-IVC-DSV  
State Inst Gen  
Dr. E. J. Engberg, Supt. ✓  
Faribault State School and Hospital

cc. meK

DEPARTMENT OF PUBLIC WELFARE

TO: All Medical Services Division Institutions  
Attention: Medical Directors  
Administrators May 11, 1966

FROM: David J. Zarr, M.D.  
Medical Director

SUBJECT: Institution visits and

As I mentioned to you at the Budget meeting on April 28, 1966, I will be starting a new system of regular visits with institutions. These are:

1. Regular annual visits to all institutions.
2. Regular quarterly supervisory conferences with medical directors and administrators
3. Enlarged Goals Seminars during at least the 1966-67 fiscal year, to include medical directors and administrators from all Medical Services Division institutions.

In detail, the plans are as follows:

1. Regular annual visits

Once each month I will visit one of the Medical Services Division institutions. Such visits will be in addition to any other visits which I may make (e.g., Legislative Building Commission tours, accreditation-type surveys, ward evaluation surveys, etc.). The purpose of the visit will be in the medical tradition of "Grand Rounds": to see as much of the institution -- its personnel and its patients -- as possible.

The format is very simple:

- (1) Brief conference with medical director and administrator.
- (2) A tour of the institution, especially patient-care areas.
- (3) Conference with department heads and program directors.

I will make arrangements around or before the first of the month as to the specific day of the visit.

The visit to the St. Peter State Hospital and the Minnesota Security Hospital will be accomplished on the same day.

See schedule below. Probable day: Wednesdays.

2. Supervisory conferences

Again, the purpose is to set up a regular system of supervisory conferences with medical directors and administrators to review progress, problems, proposed policy changes, and other matters of interest. This will not include and will be in addition to other conferences on special problems which may arise, budget reviews, etc.

The format is a two-hour meeting in my office with the Medical Director and Administrator, arranged at mutual convenience around or before the first of the month of the conference.

The conferences for the St. Peter State Hospital and the Minnesota Security Hospital will be held on the same day.

See schedule below. Probable day: Thursdays.

3. Goals Seminar

In order to bring institutional programs for mental illness and mental retardation closer together, we will expand the present Goals Seminar structure to include all Medical Services Division institutions. The Medical Directors and Administrators will meet with Art Funke and myself to go over basic goal issues along the lines we have followed so far in Goals Seminars. Thus, these will not be administrative meetings, but rather discussions in depth concerning the Medical Services Division program. The format for at least the 1966-67 fiscal year will be to involve all the institutions in a discussion of regional programming.

Probable day: Mondays.

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SCHEDULE FOR INSTITUTIONAL VISITS AND SUPERVISORY CONFERENCES

Institution	Visits	Conferences			
Anoka	August	October	January	April	July
Brainerd	September	October	January	April	July
Cambridge	October	October	January	April	July
Faribault	November	October	January	April	July
Fergus Falls	December	September	December	March	June
Hastings	January	September	December	March	June
Moose Lake	October	September	December	March	June
Minnesota Residential Treatment Center	March	September	December	March	June
Minnesota Security Hospital	April	August	November	February	May
Orontona	May	August	November	February	May
Rochester	Jun	August	November	February	May
St. Peter	April	August	November	February	May
Willmar	July	August	November	February	May

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Barring unforeseen contingencies, and making allowances for possible modifications during summer months and planning hazards during the legislative session, this schedule is a reasonable one that we should be able to stick with.

DJW:rej