WARD LIVING CONDITIONS QUESTIONNAIRE
Revised 1971

Research Section
Medical Services Division
Department of Public Welfare
State of Minnesota

Instructions:

This questionnaire has two kinds of items, (1) those which describe the patients and staff on your ward, and (2) those which describe specific characteristics of the ward itself and its treatment or management. Please answer all questions which apply to your ward, leave blank any questions which do not apply.

Please use a red pencil; if a red pencil is not available, please use a soft black pencil. Erasing is permitted.

Except where otherwise indicated, your answers should reflect the situation as of the date you fill out the questionnaire. You will note that some items call for additional written information. If you wish to comment on any other items please write in the spaces provided, or on the back of the sheet.

You will note that each blank is numbered in some way (under the blank, or after the "Yes" or "No"). These numbers are for tabulating purposes and should be ignored by the rater.

For those questions which ask for specific numbers, there is a blank for each digit. Be sure the last digit in any two or three digit number is in the right-hand blank. For example; if there are three available blanks (___) for your answer, and your answer is four write "___4"; if your answer is 12, write "_1_2", and if your answer is 163, write "1_6_3".

For those questions which ask for a "Yes" or "No" response, circle the one best answer.

**CARD 1**

1

<table>
<thead>
<tr>
<th>Hospital: ____________________________</th>
</tr>
</thead>
</table>

2 3

Ward/Cottage: ________________________

4 5

Year: ________________________________

6 7

Rater's Name _________________________

8 9

Rater's Civil Service Job Classification (psychiatric technician, social worker, etc.): ____________________________
Indicate here if the rater has a working title other than or in addition to the above (unit director, program coordinator, patient, etc.): _______________________________

1. How many patients presently residing on this ward are in each of the following age categories?

<table>
<thead>
<tr>
<th>AGE GROUP</th>
<th>NO. MALES</th>
<th>NO. FEMALES</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 12</td>
<td>15 16</td>
<td>27 28</td>
</tr>
<tr>
<td>13 - 18</td>
<td>17 18</td>
<td>29 30</td>
</tr>
<tr>
<td>19 - 25</td>
<td>19 20</td>
<td>31 32</td>
</tr>
<tr>
<td>26 - 45</td>
<td>21 22</td>
<td>33 34</td>
</tr>
<tr>
<td>46 - 64</td>
<td>23 24</td>
<td>35 36</td>
</tr>
<tr>
<td>65 + over</td>
<td>25 26</td>
<td>37 38</td>
</tr>
</tbody>
</table>

2. How many patients on this ward are in each of the following disability categories?

<table>
<thead>
<tr>
<th>NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentally Ill</td>
</tr>
<tr>
<td>Mentally Retarded</td>
</tr>
<tr>
<td>Inebriate</td>
</tr>
</tbody>
</table>

3. How many patients on this ward fall into each of the following categories?

<table>
<thead>
<tr>
<th>NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Usually ambulatory</td>
</tr>
<tr>
<td>b) Usually bedridden</td>
</tr>
<tr>
<td>c) Usually toilet selves</td>
</tr>
<tr>
<td>d) Usually dress selves</td>
</tr>
</tbody>
</table>
e) Usually feed selves
f) Usually groom selves
g) Usually communicative
h) Usually management problems (i.e., suicidal, steals, sets fires, bangs head, etc.)
i) Usually take care of own feminine hygiene
j) Have sensory handicaps (i.e., deaf, blind, etc.)
k) Have seizures

4. How many technicians (other than registered nurses) are assigned to your ward?

5. How many nursing department personnel (other than registered nurses) work on each shift on an average day?

<table>
<thead>
<tr>
<th>SHIFT</th>
<th>NO. ON WEEKDAYS</th>
<th>NO. ON WEEKENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>69 70</td>
<td>75 76</td>
</tr>
<tr>
<td>Afternoon</td>
<td>71 72</td>
<td>77 78</td>
</tr>
<tr>
<td>Night</td>
<td>73 74</td>
<td>79 80</td>
</tr>
</tbody>
</table>

END OF CARD 1
Card 2

6. On the average, how many hours per week are each of the following available to your ward? (For example: If there are two full time persons in housekeeping, add their hours together (40+40=80). If there is one full time person plus one person working half-time, add forty and twenty together (40+20=60).

2 1

Hours Per Week

a. Housekeeping Personnel

15 16 17

b. Industrial Therapists

18 19 20
c. Music Therapists

d. Occupational Therapists

e. Physical Therapists

f. Physicians

g. Psychiatrists

h. Psychologists

i. Recreational Therapists

j. Registered Nurses

k. Social Workers

l. Special Teachers

m. Speech and Hearing Therapists

n. Vocational Rehabilitation Counselors

o. Volunteers

p. Counselors on Alcoholism and Drug Dependency

7. How many patients participated in regularly scheduled group therapeutic activities (other than work) this past week?

8. How many patients participated in regularly scheduled work or industrial therapy this past week?

9. How many patients have an individual written treatment plan in their charts?

(69) Yes=1 No=2  10. Does the ward have a bulletin board easily seen by all patients? (Circle your answer)

(70) Yes=1 No=2  11. Is there a large calendar easily seen by all patients?
12. Is there a clock easily seen by all patients?
Yes=1  No=2

13. Are there musical instruments on the ward?
List the instruments ________________________________

14. Is there a radio for patients on your ward?
Yes=1  No=2
Do you regulate listening hours?
How and When? ________________________________

15. Is there a record player on your ward?
Yes=1  No=2
Do you regulate listening hours?
How and When? ________________________________

16. Is there a television set on your ward?
Yes=1  No=2
Do you regulate listening hours?
How and When? ________________________________

17. How many dressing tables with mirrors are there where patients can sit and apply makeup, shave, etc.?
15

18. Are there games, toys, or play equipment on hand?
Yes=1  No=2

19. Are they geared to the level of the patients?
Comment __________________________________________
19. How many live plants are there on the ward including those in patients' rooms?

20. How many artificial plants are there on the ward including those in patients' rooms?

(22) Yes=1 No=2

21. Do patients have pets?
What kinds of pets _____________________________

22. How many toilet bowls are on the ward?

a. How many are on the same floor as the sleeping areas?

b. How many have seats?

c. How many have full partitions?

d. How many have doors to partitions?

23. How many showers?

24. How many bathtubs?

(37) Yes=1 No=2

25. Is there privacy in bathing?
Comment _____________________________

(38) Yes=1 No=2

26. Is there nonskid flooring in bathroom and shower areas?

(39) Yes=1 No=2

27. Do you need more bathing facilities?
What do you need? _____________________________

(40) Yes=1 No=2

28. Are all patients required to go to bed at night at the same time?
If so, at what time? _____________________________
29. Are all patients required to get up in the morning at the same time? If so, at what time?

(Encircle one)

30. When is the principal meal of the day? Morning=1 Noon=2 Evening=3

31. What time is Breakfast?

32. What time is Lunch?

33. What time is Supper?

34. Are snacks available on the ward? Comment

35. Are snacks available off the ward? Comment

36. Is there a pop machine on the ward?

37. Is there a water cooler on the ward? (This refers to a water cooler as distinct from a water fountain).

38. How many pictures in dayrooms and halls?

39. How many pictures in patients' rooms or dormitories that patients put up (this includes photographs on bedside stands, pictures of movie stars, etc. on walls etc.)?

40. Are patients allowed to smoke after bedtime (in dayrooms, etc.)? Comment

41. Are patients allowed to carry matches? Comment
42. How many patients have a place to keep personal possessions?

53 54

43. How many places for personal possessions have a lock to which the patient has a key?

55 56

(57) Yes=1 No=2 44. Do all windows have curtains (other than bathrooms, etc.)?
If not, explain: ________________________________

58

(58) Yes=1 No=2 45. Are cooking facilities available for patients' use on the ward?
What Kind? ________________________________

59

46. How many irons on the ward?

60

(60) Yes=1 No=2 a) Is their use regulated?
If yes, explain ________________________________

61

(61) Yes=1 No=2 47. Is there a clothes washer on the ward?

62

(62) Yes=1 No=2 48. Is there a clothes dryer on the ward?

49. Are the following telephone facilities freely available to patients; indicate if private (enclosed):

63

(63) Yes=1 No=2 Private=3 a) Free telephone on the ward (not counting telephone in nursing station, offices, etc.)

64

(64) Yes=1 No=2 Private=3 b) Free telephone elsewhere in the hospital (not counting telephones in nursing stations, offices, etc.)

65

(65) Yes=1 No=2 Private=3 c) Pay telephone on the ward

66

(66) Yes=1 No=2 Private=3 d) Pay telephone elsewhere in the hospital

67

(67) Yes=1 No=2 Private=3 e) Hospital WATS line

68

(68) Yes=1 No=2 50. Do patients on your ward have ready access to writing paper?

69

(69) Yes=1 No=2 Stamps?

70

(70) Yes=1 No=2 Pens and Pencils?
51. Does your ward have an appropriate place where patients can write letters (with desk, light, privacy, etc.)?
Comment __________________________

52. For how many patients is mail opened before it is sent out?

53. For how many patients is incoming mail opened before they receive it?

54. Are there private areas available for those who wish or need to be alone when they want to?
Comment __________________________

55. Does your ward have adequate provisions for privacy during physical examinations?

56. How many patients have ready access to their own toiletries (lipstick, shaving lotion, toothpaste, etc.)?

57. Is there a full length mirror on the ward (other than in the bathroom)?

58. Is there a current daily newspaper regularly subscribed to for the ward as a whole?

59. Are there current magazines regularly subscribed to for the ward as a whole?

60. Are any patient ward activities coeducational?
Describe ________________________________

61. Are male and female patients allowed to mix during leisure time?
62. Does the staff interfere with patients engaging in the following behaviors?

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>IN PUBLIC</th>
<th>IN PRIVATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking together</td>
<td>(22) Yes=1 No=2</td>
<td>(30) Yes=1 No=2</td>
</tr>
<tr>
<td>Sitting close together</td>
<td>(23) Yes=1 No=2</td>
<td>(31) Yes=1 No=2</td>
</tr>
<tr>
<td>Holding Hands</td>
<td>(24) Yes=1 No=2</td>
<td>(32) Yes=1 No=2</td>
</tr>
<tr>
<td>Kissing</td>
<td>(25) Yes=1 No=2</td>
<td>(33) Yes=1 No=2</td>
</tr>
<tr>
<td>Fondling</td>
<td>(26) Yes=1 No=2</td>
<td>(34) Yes=1 No=2</td>
</tr>
<tr>
<td>Masturbation</td>
<td>(27) Yes=1 No=2</td>
<td>(35) Yes=1 No=2</td>
</tr>
<tr>
<td>Sexual intercourse</td>
<td>(28) Yes=1 No=2</td>
<td>(36) Yes=1 No=2</td>
</tr>
<tr>
<td>Homosexual behavior</td>
<td>(29) Yes=1 No=2</td>
<td>(37) Yes=1 No=2</td>
</tr>
</tbody>
</table>

Comment

(38) Yes=1 No=2

63. Is sex education routinely offered?

Explain ___________________________

(39) Yes=1 No=2

64. If they wish, do female patients receive contraceptive counseling and prescriptions?

Explain ______________________________________________

(40) Yes=1 No=2

65. Where there is a danger of illegitimate pregnancy, are contraceptives prescribed?

Explain ______________________________________________

(41) Yes=1 No=2

66. Are there ornaments, decorations, toys, etc. hung from the walls or ceilings for bedridden patients?

List: _________________________________________________

(42) Yes=1 No=2

67. Is the temperature in living and sleeping areas reasonably comfortable in extreme weather, both winter and summer?

Comment

_______________________________
68. Do you have comfortable chairs and sofas in your dayroom?  
_____ 69. How many patients have had injuries requiring nursing or  
medical attention in the past month?  

70. How and by whom are families notified in case of:  
Sickness?  
__________________________________________________________  
__________________________________________________________  
Accident?  
__________________________________________________________  
__________________________________________________________  
Death?  
__________________________________________________________  
__________________________________________________________  
Transfer to another ward?  
__________________________________________________________  
__________________________________________________________  
Transfer to another facility?  
__________________________________________________________  
__________________________________________________________  
Discharge?  
__________________________________________________________  
__________________________________________________________  

71. Do patients' relatives ordinarily participate in the ongoing treatment planning?  
Explain  
__________________________________________________________  
__________________________________________________________  

72. Are patients asked for suggestions or opinions concerning their treatment or handling?  
__________________________________________________________  
__________________________________________________________  

73. Are patients on this ward informed about the Hospital Humane Practices Committee?  
__________________________________________________________  
__________________________________________________________  

74. Are patients on this ward informed about the hospital Review Board?  
__________________________________________________________  
__________________________________________________________  

75. Is there a patient council on your ward?  
__________________________________________________________  
__________________________________________________________  

76. Has the patient council (for the ward or for the hospital) been helpful to your ward?  
Comment  
__________________________________________________________  
__________________________________________________________
(52) Yes=1 No=2  77. Does your ward have facilities for the deaf, blind, or physically handicapped?
Explain ________________________________________________

(53) Yes=1 No=2  78. Do patients choose their own hair styles?

(54) Yes=1 No=2  79. Do the patients have an opportunity to participate in religious activities of their own choosing?

(55) Yes=1 No=2  80. May technicians and nurses choose whether they wear uniforms or street attire?

81. How many technicians and nurses on your ward usually wear street clothes on duty?

56 57

82. How are patients on this ward informed about institution and ward rules? ___

83. How are patients on this ward informed about significant events or occurrences on the ward and in the institution (employee changes, patients' and employees' deaths and injuries, transfers or closing of wards, important changes in policy, etc.)? ___________________________________________________________

58 59

84. How many patients ordinarily wear their own clothes?

85. Is state clothing well fitting and pleasing in appearance? If not, comment ______________________________

86. Is personal clothing automatically labeled at admission?

87. How many of your patients are responsible for maintaining their own clothing?

62 63

88. Do patients have a personal storage place for clothing?

89. Does each patient have sufficient winter clothing?
90. In the past month, how many patients were isolated or locked in their own rooms for other than physical sickness?

91. In the past month, how many patients were isolated or locked in ward seclusion rooms for other than physical sickness?

92. In the past month, how many patients were isolated or locked in rooms on other wards for other than physical sickness?

93. How many rooms do you have on the ward that are used only for seclusion for other than physical sickness?

94. Do you use seclusion rooms on another ward?

95. Is the seclusion room temperature usually the same as the ward temperature?

96. Is food served warm to patients in seclusion?

97. Is there a toilet in each seclusion room?

98. How is your seclusion room furnished?

99. When are the sleeping rooms and dorms locked?

100. Is your ward usually locked during daytime hours? If yes, when is your ward open?

101. Are patients allowed to take naps during the day in their own beds?

102. During mealtimes, do patients and staff usually eat together? Explain
103. Do most patients go when they choose to the dining area, within the hours that the dining area is open? Comment

104. How many patients go by themselves to the canteen (store)?

105. For how many patients are store orders made up?

106. Do patients and employees sit together in the canteen?

107. Is there more than one private room where patients can visit with visitors?

108. Can patients from other wards visit patients on the ward? Explain

109. Is there a large enclosed area outside the cottage so that patients who are otherwise unable to do so can obtain fresh air and exercise?
a. When is it used in summer?
b. When is it used in winter?

110. What are the conditions under which grounds permits are awarded or taken away?

111. Patients who are physically able frequently go by themselves on trips (picnics, walks, visits, etc.) outside of the hospital.

112. Patients who are physically able are often taken on trips outside of the hospital, either individually or in groups.
(29) Yes=1 No=2 113. When a patient is granted a ground permit or refused one, the reasons for doing so are always discussed with him.

(30) Yes=1 No=2 114. Patients are escorted by a member of the staff whenever they leave the ward.

(31) Yes=1 No=2 115. Patients' behavior is controlled by the staff by letting patients have certain privileges or taking them away from them.

(32) Yes=1 No=2 116. Patients from the ward often participate in activities on some other ward.

(33) Yes=1 No=2 117. Members of the staff try to make the atmosphere of the ward more like the outside community.

(34) Yes=1 No=2 118. Members of the staff are constantly seeking ways of expanding patients' freedom of movement (about the hospital, grounds, and community).

(35) Yes=1 No=2 119. Patients are often allowed off the ward in the evening to participate in outside activities.

(36) Yes=1 No=2 120. Patients are usually asked about what activities they would like to engage in or how they want to spend their time each day.

(37) Yes=1 No=2 121. Patients usually have the opportunity to start activities themselves.

(38) Yes=1 No=2 122. The staff permits patients to "try out" new situations before they really get involved in them.

(39) Yes=1 No=2 123. Patients often engage in activities together without staff participation.

(40) Yes=1 No=2 124. Patients are encouraged to take a great deal of responsibility for maintaining their own physical cleanliness and grooming.

(41) Yes=1 No=2 125. Patients are encouraged to make changes in the ward which they think will increase its attractiveness or convenience.

(42) Yes=1 No=2 126. When a patient is transferred from one unit of the hospital to another, the reasons for making the change are always explained to him.

(43) Yes=1 No=2 127. The feelings and wishes of patients are taken into consideration in making decisions about transferring them, by discussing the proposed changes with them beforehand.

(44) Yes=1 No=2 128. The staff lets most of the patients work out their own problems with one another without staff involvement.

(45) Yes=1 No=2 129. Patients take much responsibility for maintaining their own quarters.
<table>
<thead>
<tr>
<th>No.</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>130</td>
<td>Patients' opinions about the staff are considered seriously.</td>
</tr>
<tr>
<td>131</td>
<td>Members of the staff almost always explain to patients why particular behaviors are appropriate or inappropriate (good or bad).</td>
</tr>
<tr>
<td>132</td>
<td>Staff encourages patients to help one another in taking care of themselves.</td>
</tr>
<tr>
<td>133</td>
<td>The feelings and wishes of patients involved are often taken into consideration by discussing with them proposed transfers of personnel and other administrative changes.</td>
</tr>
<tr>
<td>134</td>
<td>Staff members other than doctors discuss patients' behavior and problems with them.</td>
</tr>
<tr>
<td>135</td>
<td>Ward staff spend most of their day interacting with patients.</td>
</tr>
<tr>
<td>136</td>
<td>Parties or other special social activities are often held on the ward.</td>
</tr>
<tr>
<td>137</td>
<td>Members of the staff attempt to get withdrawn, difficult, or stubborn patients to participate in ward activities.</td>
</tr>
<tr>
<td>138</td>
<td>When a patient is admitted, any funds he has with him are automatically put in safekeeping.</td>
</tr>
<tr>
<td>139</td>
<td>It's up to a patient how much money he keeps on his person or in his room.</td>
</tr>
<tr>
<td>140</td>
<td>Patients are allowed to set up savings and checking accounts in local banks if they so desire.</td>
</tr>
<tr>
<td>141</td>
<td>The amount of money a patient can spend at one time is set by hospital administration.</td>
</tr>
<tr>
<td>142</td>
<td>Patients can shop in town.</td>
</tr>
<tr>
<td>143</td>
<td>It is all right in most instances for relatives to send money directly to the patients.</td>
</tr>
</tbody>
</table>
144. Patients can trade or barter their personal possessions if they wish.

145. Patients without funds can receive an allowance from the institution.

146. Patients can work out of the hospital for pay. Explain __________________________________________________

147. There are opportunities to work for pay within the hospital. Explain _____________________________________________

148. Visiting hours: __________________________________________

149. What is your curfew policy (give hours if applicable)? __________________________________________

150. What can be done to improve conditions on your ward? __________________________________________