

DEPARTMENT _____

Administration

Office Memorandum

TO : Larry McHugo, Assistant Administrator,
Residential Program Services

DATE: June 11, 1976

Assistant Group Supervisors

FROM : Charles V. Turnbull, Chief Executive Officer

CVT/ln

SUBJECT: Resident Programming - Emphasis Evenings and Week-Ends

On Monday evening, May 24, 1976, our Advisory Board toured several buildings. The hour was 6:15 p.m. to 7:00 pm. The evening was warm and pleasant.

What they saw raised several questions. Why do people get ready for bed at 6:30 p.m.? Why do we have so many people inside on a nice evening?

Based on these questions they requested that we have a report put together. I have decided not to do a report--we will do a report for each building. The attached Advisory Board minutes actually spell out the motion that was passed. Please use it as a guide. The report each building is to prepare should be in the attached form and should be developed keeping the following questions in mind:

1. What is the role and function of the Faribault State Hospital?
(Hospital Regulation 1001)
2. What is the role and function of the staff in my building?
3. What do Advisory and Review Boards get from their observations when they tour my building in off-hours?
4. What are the critical times for all staff to be working, i.e., no coffee or lunch breaks allowed?
5. Does my building look as organized as it should (could) have?
6. When I am in charge of a building can I afford to have outside agents see me look bad?
7. Am I responsible as the building's supervisor or do I shun responsibility for the total?
8. What is the best staff distribution and utilization for building "X"; do I want staff evenly spread or effectively spread? (Effective would be based on planned programs and activities for residents.)
9. When I get the new households, is anything going to change?
10. If my building looks good, then why do Advisory and Review Boards raise questions?
11. Do I have to defend my staff's and my actions?
12. Have I recently reviewed the A.G.S. job specs? Am I really making it happen?
13. Do I have an activity plan for evenings and week-ends? Who does the activities? Have I made assignments?
14. Do my planned activities fit the needs of residents, even if I have to do group activities?

Mr. McHugo will ask several Group Supervisors or Assistant Group Supervisors to present their work and to answer questions at the next Advisory Board meeting on June 28, 1976. Because of this all reports are due by you on Monday, June 21, 1976, at 4:30 p.m. Please send them to Mr. McHugo.

P.S. If you are not currently doing what the outline asks for, then develop a plan for what you will do and state when it will happen.

Outline for the Residential Program Services Resident Programming and Program Implementation Report.

- I. Identify building and type of residents in each household.
- II. Describe the method of individual program planning--What are the basic goals for your residents?
- III. Describe the way individual program plans are implemented in your building and in Program Services.
- IV. What type of activity schedules do you develop ahead of time? (Attach one.)
- V. How do you make staffing assignments to do the activities? (What happens when someone calls in sick or you give the day off for vacation after plans have been made?)
- VI. Describe and attach what you feel a good day should look like (basically from 6:30 a.m. to bedtime).
- VII. Discuss, based on the above I - VI), what you feel a good program should be-- what is needed?