

41 - DOP - EJE  
State Inst - Fairbault

January 31, 1941

Mr. John F. Pero  
State Training School  
American Fork, Utah

Dear Mr. Pero:

We received your request for information concerning our institution and are enclosing the form which has been briefly filled out. In Minnesota guardianship is delegated after commitment of a feeble minded person in Probate Court to the Director of the State Division of Social Welfare. In this Division there is a Section for Feeble Minded & Epileptic which is in charge of Miss Mildred Thomson. The state ward may be either in or out of the institution depending upon his adjustment and whether we have space here. Miss Thomson handles the waiting list which now numbers over 1,500, and she also works with the paid staffs of the county welfare board in plans for outside supervision of all committed cases. Information regarding feeble minded wards in the community might be obtained from her.

The use of the word parole is applied only to penal and delinquent cases from such institutions and not to the feeble minded. For lack of a better designation, the terms "community placement" or "return to county supervision" are used.

Our case records in the institution consist of two sections, the first containing a face sheet, the court commitment forms, conference sheet, medical and laboratory record. The second section contains the correspondence. In some cases it is possible to secure a copy of the case history or a summary from the local county welfare board which is very useful to us here in studying the patient, and that also becomes a part of the permanent record.

Minnesota has a Civil Service law which is being put into effect. The employees have received definite classifications and a wage scale which is quite involved. The classifications mentioned in the form are only generalized, and these in turn are broken up into sub-classifications based on added responsibilities and duties.

We are enclosing the case conference abstract outline, the fact sheet in our records, and an organization chart of the Social Security Board in the State of Minnesota. Of course, the legislature is in session at this time, and it may be that some changes will be made in the present plan of Public Welfare Administration.

Very truly yours,

E. J. Engberg, M. D.  
Superintendent

CP:FE

UTAH STATE TRAINING SCHOOL

AMERICAN FORK

UTAH

TO THE SUPERINTENDENT.

Dear Doctor-

I am compiling data on various phases of institution work and ask for your kind co-operation.

Enclosed you will find forms for your convenience. Will you kindly supply the information asked for in these forms?

Thanking you for any assistance you may give me in this matter, I am,

Very respectfully,

*John E. Pero*

JOHN E. PERO.

DIRECTOR OF SOCIAL SERVICE

UTAH STATE TRAINING SCHOOL

AMERICAN FORK, UTAH.

P.S.-----Under separate cover will you kindly mail me a copy of your latest annual report and also copies of all forms used in your social service department/

J.E.P.

*perception  
and other  
forms used in  
social service  
department*

January 30, 1941

Minnesota School & Colony.

Faribault, Minn.

Pt.s enrolled                      1264 males:                      1224 females.

Pt.s paroled.                      See 1 tter.

How do you determine which patients shall be paroled: Recommendations may be made to the State Div. of Social Welfare and the local county welfare board by the institution based on the pt.'s record here. In turn, the local county welfare board and the State Division of Social Welfare make recommendations based on the plan for the patient in the community. The conclusions are cleared through the state office and proper action authorized.

Sexual Sterilization part of your social Program. Yes.

Do you have a placing out system for Pts.      Not directly from the institution.

What plan of placing out is used - what types of patients are placed out? The local county welfare board assumes the supervision of the patient while he is in the community either before institutionalization or after discharge from the institution. The lower in mentality are only placed if home conditions are adequate to care for them. Those of higher mentality are placed either to work under welfare board supervision or with a reliable relative.

Method used in granting visit leave: Vacations are not encouraged in winter because of prevalence of colds and contagion (except for very special reasons.) Summer vacations up to three months may be arranged at responsibility of reliable relative if the local welfare board approved.

School Dept. supervises recreation for patients.

Any plan where patients are paid for the work they do. About \$300.00 monthly is divided among 1150 patients in small sums ranging from 10¢ to \$1.00. A store room is open once a month where they can purchase small articles, fruit, candy, cookies, with any spending money.

Visiting days. Visiting is permitted on any day, including Sundays and holidays, from nine A.M. to four P.M. (Hospital visiting hours: 10 to 11 A.M. and 2 to 4 P.M.)

Are these visits supervised: Supervisor in charge of the division or his or her assistant.  
Special rooms for visiting: Yes.

**Duties of Social Wervice Department:**

Interviewing social workers, relatives, and other visitors particularly interested in the patients. Preparing case conference histories for use of the staff. Compiling answers to correspondence received concerning patients which are sent out over the superintendent's signature. Conducting groups of students, social workers, clubs, etc. through the institution.

**The Staff:**

Psychol- One. At Inst.  
ogists: one week a month.

Psychiatrists The Supt. and one staff  
physician are trained  
psychiatrists.

Social Workers: One.

Female: X

Salary: \$150. a mth.  
and Maintenance.  
Sick Leave:

One day a month, accumulative to  
100 days.

Vacation:

One day a month, accumulative up to  
24 months.

Hours worked a day: Eight.

Days " a week: Six.

Staff Meetings: Yes. Weekly.

Purpose: To study and classify new admissions. To discuss  
and make recommendations regarding patients here.

Attendants:            Number: 154            Male: 56            Female: 98

Do female attendants supervise male patients: Hospital nurses; attendants in  
infirmary for helpless males,  
grades for small custodial boys, and for young school boys.

Salary range of attendants: \$35. to \$85. and maintenance.

Do staff members and other employees live in the institution:  
Yes.

What is your "Days Off" plan for Attendants:

One holiday a month.

No. of other employees: 201.

Classifications: Clerical help, Food service supervisors, custodial  
helpers, carpenters, masons, sheet metal workers, operating engineers  
laborers, firemen, machinist, painters, cabinetmaker. farmer,  
gardener, florist, dairyman, cooks, bakers, librarian, dietitian,  
teachers, plant operating supt. bldg. foreman.

Under which state Department or division does your institution function:  
State Division of Institutions.