

58-CRE-DPW

A G E N D A

HOSPITAL SUPERINTENDENTS' MEETING

10 a.m., April 3, 1958

Conference Room B

Veterans Service Building

St. Paul, Minnesota

1. Consideration of Minutes of January 31, 1958 Meeting (sent out with February 28 agenda) and February 28, 1958 Meeting (attached)

2. Patients' Clothing

The counties and courts have been asking for a list of the clothing that patients should bring with them to the hospital. In response to this request a committee of personnel from the institutions for the retarded has developed a list for those institutions (attached). Discussion of its applicability to the hospitals for the mentally ill.

3. Discharge Clothing

A few patients have inadequate clothing at the time of their discharge. Discussion of methods for providing suitable discharge clothing.

4. Collections from Patients

At the January 31, 1958 meeting under "Other Business" there was discussion of this item. Apparently some patients were concerned about the "new bills" and others were concerned about the amount they were asked to pay as compared to other patients. It was decided to defer payment of any "questionable bills" until there was further discussion at a future meeting with members of the collections staff present. Resumption of this discussion.

5. Overtime Plan

At the January 31, 1958 meeting under "Other Business", there was considerable discussion of this subject. It was pointed out that the proposed policy contained in Mr. Gardner's October, 1957 memorandum was only a slight revision of the current practice. However, after considerable discussion, Mr. Gardner was requested to revise the proposed policy and have it ready for discussion at a future meeting (to be distributed at the meeting).

6. Purchase of Additional Medical Record Forms . . . . . Mr. Wujcik

Each hospital purchased certain of these forms. They will be put into use soon. (Discussion of date). The present supply will last only a short while. Discussion of method for future purchases.

7. Drug Shortage, 4th and Possibly 5th Quarters.

One or more hospitals may have a shortage before delivery of 5th quarter drugs. (Tranquilizers and some others) Please check on drugs at your hospital so that some loans may be worked out at the meeting if necessary.

8. Biennial Budget Considerations

- a. Inclusion of item for meals for volunteers. *2 per day*
- b. Inclusion of minimal staff for outpatient functions.
- c. Other items.

9. Affiliation for General Practice Residents.

One Twin Cities hospital expects to have four non-licensed, foreign, general practice residents in lieu of interns. Inquiry has been made as to possibility of a 2-3 month psychiatric affiliation with a state hospital out of the two years each resident will be at that hospital. Discussion of feasibility of affiliation.

10. Review of Proposed Legislation.

Each superintendent has indicated the general nature of bills he thinks should be introduced. It is planned to review these and other proposals in some detail so that drafting can get underway.

11. Other Business.

12. Selection of Next Meeting Place and Date. (June 2 is suggested.)

13. Adjournment

CLOTHING REQUIREMENTS FOR ENTRANCE TO INSTITUTIONS FOR THE  
MENTALLY DEFICIENT AND EPILEPTIC

1. It is the responsibility of the family or the welfare board to provide the patient with adequate clothing prior to entrance.
2. The lists on the inside pages of this form give items of clothing considered adequate for a patient, adjusted to his needs. The case worker will check the appropriate list and give to the parent or relative who will provide the clothing. It is the responsibility of the welfare board to see that it is provided even if the relatives are unable to do it.
3. If clothing cannot be taken to the institution with the patient, it should be sent immediately after or arrangements made for purchasing it.
4. All clothing must be new or in good condition.
5. Clothing should be washable, as far as possible.
6. Clothing should not be marked as the institutions wish to have all clothing marked in the same manner and will do this after entrance.
7. Individual substitutions are possible for those occasional cases of persons who need special garments due to unusual physical conditions.
8. In addition to clothing listed, untidy children whose parents take them out when visiting will need a pair of rubber or plastic panties.
9. For nursery or bed-ridden children it is suggested that the regulation open-back hospital gown be provided.
10. Families may continue to supply clothing but are not required to do so. It is well to check the child's needs with the institution before purchasing additional clothing. County welfare boards will not be asked for clothing other than that listed for provision at time of entrance.

NOTE FOR THIS COPY, NOT FOR FINAL COPY FOR THE MANUAL:

The plan is that there be a double sheet which will be folded and this information will be on the outside while the lists of clothing will be on the inside, and, therefore, all of the lists can be seen at the same time in order to choose the appropriate one. It will be given a form number and stocked with the welfare boards or sent when space is offered so that it can be given to the parents who furnish the clothing. It will make it possible for the institutions to check against the list when a person enters and know whether the requirements have been met.

LISTS OF CLOTHING ADJUSTED TO THE NEEDS OF A PATIENT

FEMALE		MALE	
1. For the ADULT WHO IS ABLE to care for personal needs and take part in activities:		2. For the ADULT WHO IS ABLE to care for personal needs and take part in activities:	
Everyday Hose	6 pr.	Everyday Hose	6 pr.
Dress Hose	2 pr.	Dress Hose	3 pr.
Galoshes or Rubbers	1 pr.	Galoshes, Overshoes	1 pr.
Shoes, everyday	2 pr.	Shoes, everyday	1 pr.
Shoes, dress	1 pr.	Shoes, dress	1 pr.
Dresses, everyday	4	Belt, if needed	1
Dresses, dress-up	2	Trousers, everyday	3
Panties	7	Trousers, dress	2
Slips	4	Shirts, everyday	6
Bras, or Vests	7	Shirts, dress	3
Nightwear	3	Nightwear	4
Slacks, Jeans, etc.	3	Shorts, underwear	7
Coat, winter	1	Shirts or White T-Shirts	7
Jacket or Sweater	1	Underwear, knee leng. cot.	4
Hat, cap, or Headscarf	1	Jackets, summer	2
Mittens or Gloves	1 pr.	Mackinaw, winter	1
Sanitary Belt	1	Tie	1
Robe or Housecoat	1	Bathrobe	1
Rainwear	1	Rainwear	1
Girdle or Garter Belt	2	Cap, winter	1
		Mittens	2 pr.
		Loafers or Bed Slippers	1 pr.
3. For the ADULT WHO IS UNABLE to care for personal needs and whose participation in activities is limited:		4. For the ADULT WHO IS UNABLE to care for personal needs and whose participation in activities is limited:	
Everyday Hose	6 pr.	Everyday Hose	6 pr.
Dress Hose	2 pr.	Dress Hose	2 pr.
Galoshes or Rubbers	1 pr.	Galoshes or Overshoes	1 pr.
Shoes, everyday	1 pr.	Shoes, everyday	1 pr.
Shoes, dress	1 pr.	Shoes, dress	1 pr.
Dresses, everyday	6	Belt, if needed	1
Panties	10	Trousers, everyday	6
Slips	2	Trousers, dress	2
Bras or Vests	7	Shirts, everyday	6
Nightwear	4	Shirts, dress	2
Slacks, Jeans, etc.	0	Nightwear	4
Coat, winter	1	Shorts, underwear	10
Jacket or Sweater	1	Shirts or White T-Shirts	7
Hat, Cap, or Headscarf	1	Jackets, summer	1
Mittens or Gloves	1	Mackinaw, winter	1
Sanitary Belt	1	Tie	1
Garter Belt or Girdle	1	Cap, winter	1
Dresses, dress-up	1	Mittens	1 pr.
		Loafers or Bed Slippers	1 pr.

FEMALE		MALE	
5. For the CHILD WHO IS ABLE to care for personal needs and take part in activities:		6. For the CHILD WHO IS ABLE to care for personal needs and take part in activities:	
Hose, everyday	7 pr.	Hose, everyday	7 pr.
Galoshes or Rubbers	1 pr.	Galoshes or Overshoes	1 pr.
Shoes, everyday	1 pr.	Shoes, everyday	1 pr.
Shoes, dress	1 pr.	Shoes, dress	1 pr.
Dresses, everyday	6	Belt, if needed	1
Dress, dress-up	1	Trousers, everyday	6
Panties	7	Trousers, dress	1
Slips	3	Shirts, everyday	6
Bras, or Vests	7	Shirts, dress	2
Nightwear	3	Nightwear	4
Slacks, Jeans, etc.	3	Shorts, underwear	7
Coat, winter	1	Shirts or White T-Shirts	7
Jacket or Sweater	1	Underwear, knee leng. cot.	4
Headscarf, Cap, or Hat	1	Jacket, summer	1
Mittens or Gloves	1 pr.	Mackinaw, winter	1
Robe or Housecoat	1	Tie	1
Rainwear	1	Rainwear	1
		Cap, winter	1
		Mittens	2 pr.
		Loafers, or Bed Slippers	1 pr.
		Bathrobe	1
7. For the CHILD WHO IS UNABLE to care for personal needs and whose participation in activities is limited:		8. For the CHILD WHO IS UNABLE to care for personal needs and whose participation in activities is limited:	
Hose, everyday	7 pr.	Hose, everyday	7 pr.
Galoshes or Rubbers	1 pr.	Galoshes or Overshoes	1 pr.
Shoes, everyday	1 pr.	Shoes, everyday	1 pr.
Shoes, dress	1 pr.	Shoes, dress	1 pr.
Dresses, everyday	7	Belt, if needed	1
Dresses, dress-up	2	Trousers, everyday	10
Panties	12	Trousers, dress	2
Slips	2	Shirts, everyday	6
Bras or Vests	7	Shirts, dress	2
Nightwear	4	Nightwear	4
Slacks, Jeans, etc.	3	Shorts, underwear	10
Coat, winter	1	Shirts or White T-shirts	7
Jacket or Sweater	1	Jacket, summer	1
Headscarf, Cap, or Hat	1	Mackinaw, winter	1
Mittens or Gloves	1 pr.	Tie	1
		Cap, winter	1
		Mittens	1 pr.
9. NURSERY (Male and Female) CHILDREN, who are Bed-ridden			
Flannel Diapers	2 doz.	Rubber Pants	2
Undershirts	6	Play Suits	6
Hose	6 pr.	Dresses (girls)	2
Slack Suits (boys)	2	Hospital-type gowns	6
Shoes	1 pr.	Jacket, coat & cap if indicated	