

Dave, This was our pattern for 1963 Legislative Staffing. In 1965 the five levels of care were added.
JCG



STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE
ST. PAUL 1

November 28, 1962

Dr. Maurice G. Kott, Director
Division of Mental Retardation
Department of Institutions and Agencies
Trenton 25, New Jersey

Dear Maurice

I am not sure that I have the information available which you desire; however, I am supplying the material which we have been working on for our budget requests which were presented to the Governor yesterday and will later be presented to the Legislature in January to cover our needs for the next biennium starting July 1, 1963.

We are not very proud of our staffing for our institutions for the mentally deficient. Our staffing as of June 30, 1962, was as follows for the various professional disciplines:

412 patients for each physician
929 patients for each psychologist
325 patients for each social worker
171 patients for each therapist or assistant
432 patients for each registered nurse on duty 7 days a week,
24 hrs. a day
32 patients for each psychiatric aide on duty 7 days a week,
24 hrs. a day
118 patients for each teacher
6,504 patients on books 6-30-62

Our present total complement of staff for each institution is as follows:

	<u>Population</u>	<u>Present Staff</u>	<u>Total No. New Positions Requested</u>
Faribault	3,088	718	211
Cambridge	1,898	596	201.50
Brainerd	962	229	256.25
Owatonna	354	146	33
Shakopee	29	10.5	.50

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In analyzing our program and needs for our institutions for the mentally deficient, we were aware that too much of the planning in the past had been done on the basis of a single entity, mental retardation. In an attempt to more critically analyze our institutional population and our program and staffing needs, Dr. Richard Bartman, our director of children's mental health services, devised the Bartman Classification System, which is based on an analysis of the intellectual, emotional, and physical handicap of the individual in terms of degree of impairment--none, mild, moderate, and severe.

BARTMAN CLASSIFICATION SYSTEM
Handicap

Degree	Intellectual	Emotional	Physical
0 - None			
1 - Mild			
2 - Moderate			
3 - Severe			

I am enclosing a copy of the directions given to our institutional personnel last February when this classification was done, following an intensive staff meeting on its use.

As a result of our classification of our total institutional population for the retarded last February, we came up with the following ratio system for determining necessary personnel in the institutions for the retarded:

	I 3x3	II 3x2 2x3	III 2x2 1x2	IV 1x1	Cler- ical	Supervisory Overhead
Education	1:500	1:130	(15)1:90	(12)1:50		2 per inst.
Recreation	1:250	150	(300)150	(300)250		2 " "
Occupational Therapy	350	250	(300)150	(300)200	1:75	1
Physical Therapy	260	260	240	160		1

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	I 3x3	II 3x2 2x3	III 2x2 1x2	IV 1x1	Cler- ical	Supervisor; Overhead
Industrial						
Therapy	---	750	(300)250	(300)250		1
Social Service	1:140	1:140	1:100	1:25	1:4	1:7
Psychology	1:300	1:250	1:75	1:35	1:4	1:9
Nursing(Aides)	1:3	1:3	1:6	1:10		
Housekeeping	1:22	1:25	1:25	1:38		
Barber	1:450 males					
Beautician	1:300 females					

I am also attaching a copy of the application of this system by the rehabilitation and education consultant.

Using this staffing system, we found that our staffing needs are tremendous--too much to request of this session of the legislature. We therefore are requesting one third of our staffing needs with the understanding that one third of our needs will be requested for each of the three ensuing bienniums. You undoubtedly are only too well aware, however, that our Governor will undoubtedly cut our request before he presents his recommendation, and the Legislature will undoubtedly cut it still further.

Since January of this year, a Governor's Advisory Committee on Mental Retardation has been considering our program for the retarded in Minnesota and submitted their report on October 8. The Governor's Advisory Committee on Mental Retardation made the following recommendation:

"It is recommended that, as a vitally necessary step towards bringing the three major Minnesota institutions for the mentally retarded up to an adequate level of "colony" type care, each of them be authorized enough additional positions at a minimum to bring its overall staff-patient ratio to the U. S. average level of 1:3.2.

"This would necessitate a total of 430 new positions allocated as follows:

Fairbault State School and Hospital	281 new positions
Cambridge State School and Hospital	76 new positions
Brainerd State School and Hospital	73 new positions"

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This report also, in Table 8, compared our staff ratios for our three large institutions as follows:

STAFF COMPARISONS AMONG MINNESOTA'S INSTITUTIONS

	Capacity	Staff	Ratio
Faribault State School and Hospital	3,200	719	1:4.46
Cambridge State School and Hospital	2,008	552	1:3.63
Brainerd State School and Hospital	954	225	1:4.13

You inquired about the number of working patients. At the present time we have a survey in process to determine how many staff members would be necessary to replace patient workers. We believe that preliminary material will be ready some time early in December. We estimate that there are about 2,100 or one third of our institutional population who are working patients.

I am enclosing a copy of "A Preliminary Study of Staff Ratios for our Brainerd State School and Hospital" since this will show how one superintendent used his Bartman Classification for determining staff needs.

I am sorry, Maurie, that we are not a leader in the country in the staffing of our institutions, but we believe that we are now getting greater community and legislative support for a stronger program than we have had. I hope that this will be of some value to you.

With very best wishes.

Sincerely

Frances M. Coakley

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