TO: Hon. Karl F. Rolvaag, Governor
Hon. A.M. Keith, Lieutenant Governor
Mr. Ray Lappegaard, Commissioner, Department of Administration
Mr. Robert Mattson, Attorney General
Mr. John Jackson, Director, Civil Service Department
Mr. Morris Hursh, Commissioner, Department of Public Welfare
DPW Cabinet
Mental Health Medical Policy Committee
Citizens Mental Health Review Committee
Community Mental Health Advisory Committee
Hospital Construction Advisory Council
Mental Health Planning Council
Mental Retardation Planning Council
Legislative Building Commission
Medical and Administrative Chiefs -- All Institutions
Program and Clinical Directors, Board Chairmen, Community
Mental Health Centers
Mental Health Executive Council
Members of Regional Coordinating Committees
University of Minnesota: Department of Psychiatry and Neurology
Department of Pediatrics
Department of Public Health
School of Hospital Administration
Mayo Clinic: Psychiatry Section -- Attention Dr. E. Litin
Mr. Virgil Shoop, Regional Program Director, Miss Hazel
Kandler, Mental Health Services, 560 Westport Road,
Kansas City, Missouri 64111
Veterans Administration Hospital, 54th St. & 46th Avenue South,
Minneapolis, Minnesota
Veterans Administration Hospital, St. Cloud

FROM: David J. Vail, M.D.
Medical Director

SUBJECT: Shakopee Home for Children

Through a series of communication errors, it has not been clear to many in the Medical Services Division and other parts of the Department of Public Welfare as to the nature of the Medical Services Division relationship with the Shakopee Home for Children. The purpose of this note is to clarify that point.

The Shakopee Home for Children is physically located on the grounds of the State Reformatory for Women. It houses a group of 30 moderately-severely retarded ambulatory girls from 4 to 12 years of
age. Starting last October it serves the same receiving district as the Faribault State School and Hospital. Intake and certain other specialized functions and services are provided by Faribault State School and Hospital.

Despite the fact that the Reformatory is part of the Department of Corrections, the Shakopee Home for Children is functionally, for program purposes, a part of the Medical Services Division. This means that the Shakopee Home for Children will enjoy full status as one of the Medical Services Division institutions. The superintendent, Miss Ruby Benson, will attend Superintendents' Meeting, Goals Seminar, and other general meetings of the institutions in this division. A program of visits and quarterly supervisory conferences will be set up. Miss Benson will be placed on the mailing list for memos to MSD institution heads and other similar items.

DJV:vw
cc: Mr. James Alexander
    MSD Staff