

STATE OF MINNESOTA

DEPARTMENT Public Welfare

Office Memorandum

DATE: February 14, 1968

TO : Medical Directors and Administrators  
Institutions for the Mentally Retarded

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

SUBJECT: Study of Ward Needs by Nursing Service Staff

The attached study done by your nursing service staff through Mrs. Hiltz indicates to me that ward needs are serious to the extent that program development is being hampered.

Some of these needs represent supplies and equipment that would result in reduced staff time devoted to routine tasks, improved efficiency, and would allow more time for planning and carrying out a more effective program.

The extent of such deficiencies will need to be determined by you, but it should be clear that a major effort will be needed to focus on implementation of programs on the ward level and medical and prosthetic needs.

In preparation for legislative budget requests, I will give as much support to this grass roots effort to facilitate programming on the ward level as I can. The need is great, perhaps the result of a year-by-year pile-up of needs, but I also sense a feeling of frustration at the ward level and therapist level. To be sure, priorities have to be assigned, but hopefully, this will reflect a concerted effort to support and implement ward level program development.

Legislative budget planning should emphasize staff efficiency by getting the supplies and equipment they need in order to make maximum use of staff. It is therefore requested that you study your needs with ward personnel and unit program staff in order to:

1. Establish priorities accordingly.
2. Determine what can be accomplished through existing budgets.
3. Study existing inventories of equipment and supplies for maximum use between departments and wards.
4. Plan your budget requests for the next legislative session, reflecting your program needs.

The Volunteer Services should not be taxed for donations of such items that are more properly the responsibility of the institution.

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Budget planning is a very complicated business. However, the process may need to be improved. I would like to suggest that you consider broadening the base of participation by including more of the troops and analyzing the communications system in establishing priorities for the expenditure of budget.

As there is pressure related to deadlines for submittal of budget requests to the Department of Public Welfare, I suggest that you start the discussions promptly.

Thank you!

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cc: Mr. Hursh  
Mr. Ove Wangenstein  
Mr. Chet Chapado  
Mr. Ardo Wrobel  
Mrs. Vi Hiltz  
Institution Program Coordinators

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