OVERVIEW OF THE RECORDS

Series Title: Manuals and handbooks.
Quantity: 6.6 cu. ft. (6 boxes and 1 partial box).
Location: See Detailed Description section for box locations.

SCOPE AND CONTENTS OF THE RECORDS

These records include incomplete runs of the Public Welfare Manual, a looseleaf volume documenting the state’s welfare program and policies distributed to the county welfare boards (1944-1972), manual letters, the new or updated sections of the volume (1944-1972), and an administrative manual that superseded the Public Welfare Manual but which included some material from it (1945-1985). There are also a variety of manuals and handbooks produced by the department covering such topics as aid to families with dependent children, general child welfare, child protective services, day care, communications, community services information systems, public institutions administration, foster care, food stamps, general assistance, income maintenance, infection and disease control, medical assistance, social service, mental illness, welfare board members, personnel, and staff development.

Included are materials of its predecessor, the Social Security Department (pre-1953), and a few items from its successor, the Human Services Department (post-1984).

INDEX TERMS

This collection is indexed under the following headings in the catalog of the Minnesota Historical Society. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

Topics:
Aid to families with dependent children programs—Minnesota.
Child welfare workers—Minnesota.
Communication in social work—Minnesota.
Community information services—Minnesota.
Daycare centers—Minnesota.
Food stamps—Minnesota.
Foster home care—Minnesota.
Human services personnel—Minnesota.
Income maintenance programs—Minnesota.
Medical assistance—Minnesota.
Mental illness—Minnesota.
Public health—Minnesota.
Public institutions—Minnesota.
Public welfare administration—Minnesota.
Public welfare—Minnesota—Accounting.
Public welfare—Minnesota—Forms.
Social service—Minnesota.

Organizations:
Minnesota. Dept. of Human Services.
Minnesota. Dept. of Social Security.

Types of Documents:
Handbooks, manuals, etc.

ADMINISTRATIVE INFORMATION

Preferred Citation:
See the Chicago Manual of Style for additional examples.

Accession Information:
Accession number(s): None; 979-14; 984-75; 989-4; 993-76; 995-87; 2005-42; 2007-21

Processing Information:
Processed by: Processing Staff
Catalog ID No.: 1733119
DETAILED DESCRIPTION OF THE COLLECTION

Note to Researchers: To request materials, please note the location shown below.

Location

119.F.2.1B  Public Welfare Manual, 1944-1972:
In 1944, in order to develop a better view of the state’s welfare program and policies as a “whole,” the welfare department began distribution of a Public Welfare Manual to the county welfare boards. A loose leaf volume, the manual was designed in parts that were easily updated. Each page was coded with the part and page number. New or updated sections of the manual were transmitted to the counties through sequentially numbered manual letters. Each manual letter indicated what new material was being transmitted, and what material, if any, it superseded. The manual was discontinued in December 1972; its contents were incorporated into a number of new manuals.

Index, 1948-1972. 2 folders.
[Parts I-IV (partial); see Administrative manual later in this list.]
Part IV (3000) – Part V. 4 folders.
Part VI.
Part VII. 9 folders.
[Part VIII, missing]
Part IX.
Part X (0-3535). 3 folders.

119.F.2.2F  Part X (3440-4940). 9 folders.
Manual letters, 1944-1972:
1-100, 1944-1947.
201-300, 1951-1955.
[Missing 900-1067.]
Missing 1078-1079, 1081.
Missing 1102, 1113-1115, 1117, 1119, 1126, 1132, 1169, 1175.
Location

           Missing 1202, 1209, 1212, 1257, 1275, 1291.
           Missing 1303, 1306, 1309, 1314, 1316, 1327, 1343.

Index, general table of contents, and Parts I-VI; includes some obsolete sections of the Public Welfare Manual.

Manuals:
Arranged alphabetically.
Basic Supervision and Management - Course Materials Manual, [ca. 1972].

Issued by Community Programs Division.
Dietary in Service Manual, [undated].
Division of Public Institutions Manual, [ca. 1942].
Foster Care Services for Workers and Supervisors: A Practice Guide, August 1982.
<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
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<tbody>
<tr>
<td></td>
<td>Index and Parts I-VII.</td>
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<tr>
<td></td>
<td>Missing Nos. 11, 55, 114.</td>
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<tr>
<td>119.F.2.6F</td>
<td>... Mental Deficiency and Epilepsy Manual, June 1959.</td>
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<tr>
<td></td>
<td>Minnesota Children’s Center’s Manual for House Parents, 1953.</td>
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<td></td>
<td>Specific Disability, 1977. 5 folders.</td>
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<td>Mental Illness I, April 1979.</td>
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<td>Mental Illness III, November 1977.</td>
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<td></td>
<td>Overview, Mental Illness, Mental Retardation, Chemical Dependency, 1977.</td>
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<tr>
<td></td>
<td>State Hospital Employee Orientation Manual for the Minnesota Mental Health Program, [ca. 1950].</td>
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<td>Issued by Division of Public Institutions.</td>
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<td>Handbooks and guides:</td>
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<td>Family Day Care Handbook, [undated].</td>
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<td></td>
<td>Medical Assistance Program Handbooks:</td>
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<td></td>
<td>[General, 1975, 1977].</td>
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<td>Audiology Services, [1974].</td>
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</table>
Location
120.I.3.1B

Dental Services, 1978.
Direct Billing, [1975].
Family Planning, [1975].
Hearing Aid Dealers, [1975].
Independent Labs, [1975].
Inpatient Hospital Services Handbook, [1975].
Medical Supply Services, [1975].
Mental Health Centers, [1975].
Personal Care Services, [1975].
Physical Therapy, [1975].
Podiatry Services, [1975].
Private Duty Nursing Services, 1975.
Psychological Services, [1977].
Rehabilitation Agencies, 1975.
Special Rehabilitative Services in Nursing Facilities, [1975].
Speech Pathology, [1975].
Vision Care Services, 1975.
Medical Transportation Services Handbook, [1975?].
Orientation to Department of Public Welfare: Handbook for Division Directors and Section Supervisors, 1956.
Social Service Component Guidebook, August 1972.
Staff Development Activities, 1975, 1977-1978. 1 volume and 1 folder.