



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

PUBLIC WELFARE DEPARTMENT

An Inventory of Its Manuals and Handbooks

OVERVIEW OF THE RECORDS

Agency: Minnesota. Dept. of Public Welfare.
Series Title: Manuals and handbooks.
Dates: 1942-1987.
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(1944-1972), manual letters, the new or updated sections of the volume (1944-1972), and an administrative manual that superceded the Public Welfare Manual but which included some material from it (1945-1985).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:**

[Indicate the cited volume and page or item and folder title here]. Minnesota. Dept. of Public Welfare. Statistical Reports. Minnesota Historical Society. State Archives.
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
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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.

101-200, 1947-1951.

201-300, 1951-1955.

301-400, 1955-1957.

401-500, 1957-1959.

501-600, 1959-1961.

601-700, 1961-1962.

701-800, 1962-1964.

801-899, 1964-1965.

[Missing 900-1067.]

1068-1100, 1968-1969.

Missing 1078-1079, 1081.

1101-1300, 1970-1971.

Missing 1102, 1113-1115, 1117, 1119, 1126, 1132, 1169, 1175.

Location

- 119.F.2.2F 1201-1300, 1970-1971.
Missing 1202, 1209, 1212, 1257, 1275, 1291.
- 119.F.2.3B 1301-1398, 1971-1972.
Missing 1303, 1306, 1309, 1314, 1316, 1327, 1343.
Administrative Manual, 1945-1985. 17 folders.
Index, general table of contents, and Parts I-VI; includes some
obsolete sections of the Public Welfare Manual.
- Manuals:
Arranged alphabetically.
AFDC Program Manual, 1974-1980. 13 folders.
Basic Supervision and Management - Course Materials Manual, [ca.
1972].
Budgeting: A Manual of Policies and Procedures Governing the
Issuance of Relief, 1942.
Catastrophic Health Expense Protection Manual, 1978.
Child Care Workers Manual, 1961, 1966. 2 items in folder.
- 119.F.2.4F Child Protective Services Practice Guide, 1983. 2 folders.
Child Support Enforcement Manual, 1978-1979.
Child Welfare Manual, [ca. 1963-1970]. 2 folders.
Communications II - Instructor's & Participant's Manual, 1971,
Revised 1976.
Communications III - Participant's Manual, 1978.
Community Services Information Systems of Minnesota
Administrative Manual, 1985. 2 folders.
Data Practices Policies and Procedures, 1984.
Daytime Activity Centers Manual, 1974.
Issued by Community Programs Division.
Developing Community-Based Residential Alternatives: A Manual
for Prospective Developers, March 1976.
Dietary in Service Manual, [undated].
Division of Public Institutions Manual, [ca. 1942].
Employee Assistance Program, Supervisor's Manual, 1978.
Food Stamp Program Manual, 1975-1987. 7 folders.
Foster Care Accounts Manual, [ca. 1969] – 1976. 2 folders.
Foster Care Services for Workers and Supervisors: A Practice
Guide, August 1982.
General Assistance - Manual Letters 2-7, 1979-1980.
General Assistance Program Manual, 1978-1979.
Housekeeper's Training Manual, 1967.

Location

- 119.F.2.5B Income Maintenance Manual, 1959-1980. 13 folders.
 Index and Parts I-VII.

Income Maintenance Systems Manual, 1974. 2 folders.
Infection, Communicable Disease and Environmental Sanitation
Control Manual, 1965, 1967, 1970, 1971. 4 volumes.
Institutions Manual, [ca. 1954-1971]. 3 folders.
Institutions Manual Transmittal Nos. 1-151, 1954-1973.
Missing Nos. 11, 55, 114.

Legislative Manual for Employees, 1981.
Medical Assistance Manual, 1976-1984. 4 folders.
- 119.F.2.6F ... Mental Deficiency and Epilepsy Manual, June 1959.
Merit System, Manual Letters 1-20, 1974-1978.
Merit System Manual, 1978. 3 folders.
Minnesota Children's Center's Manual for House Parents, 1953.
Minnesota Family Day Care Training and Assessment Project -
Training Guide, 1981.
Rulemaking Manual, 1984.
Social Service Manual, 1977-1981. 1986. 17 folders.
Specific Disability, 1977. 5 folders.
 Mental Illness I, March 1977.
 Mental Illness I, April 1979.
 Mental Illness II, March 1977.
 Mental Illness III, November 1977.
 Overview, Mental Illness, Mental Retardation, Chemical
 Dependency, 1977.
- 120.I.3.1B Staff Awareness Training: Participant Manual, April 1971.
State Hospital Employee Orientation Manual for the Minnesota
Mental Health Program, [ca. 1950].
Substitute Care Services Self Assessment Manual for Local
Agencies, 1982.
Title XX Reporting System Manual, 1975-1977.
User's Manual for the MDPS-CMB [Minnesota Developmental
Programming System-Case Management Battery], 1979.
Welfare Boards Manual, 1943, 1950. 2 volumes.
 Issued by Division of Public Institutions.
- Handbooks and guides:
Client Handbook: Minnesota State Hospitals, April 1983.
Family Day Care Handbook, [undated].
Handbook for Welfare Board Members, 1968.
Medical Assistance Program Handbooks:
 [General, 1975, 1977].
 Audiology Services, [1974].
 Chiropractor's Handbook, 1979.

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].
Optician/Optomtrist Handbook, 1975.
Personal Care Services, [1975].
Pharmacy Handbook, 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?].
Mental Health Services: A Practice Handbook for Mental Health
Workers in Social Service Agencies, 1976.
Orientation to Department of Public Welfare: Handbook for
Division Directors and Section Supervisors, 1956.
Patient Handbook: Minnesota State Hospitals, March 1980.
Personnel Guide, [1950s-1960s]. 2 volumes.
Programs for the Needy: A Guide to Welfare, August 1983.
Social Service Component Guidebook, August 1972.
Staff Development Program, 1973, 1974. 2 folders.
Staff Development Activities, 1975, 1977-1978. 1 volume and 1
folder.
Toys 'n Things Training and Resource Center Curriculum
Handbook, 1975.