CHARTS USED IN SHEPPARD AND ENOCH PRATT HOSPITAL¹

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1. The prescription blanks for occupational therapy are forms 6½ by 11; printed with Ward, Date; Name, Sex Age; Previous Vocation; Psychosis; Special Aptitudes or Interests; Conditions to be treated; Results desired; Dangers, Warnings, and Suggestions.

There are two types of occupation (a) Mechanical, Intellectual; (b) Monotonous, Varied. Duration, Hours, Increase gradually; Intermit with, Rest, Other Occupation; Exercise, games for, hours; Report in, days; Signed.

This blank is filled out and accompanies patient to class or is sent direct to the instructor when the patient needs individual care.

Patients, as a rule, have work prescribed about the second or third day after admission to the hospital.

Weekly conferences are held by the physicians for the aides. Histories are read and the behavior and work of the patient is discussed.

2. On patient's admission to class. His name is filed on an index card where crafts which he does are added. His name is also added to the monthly list, and if the patient is paroled his name is especially posted.

3. Special behavior charts. Are kept and turned in weekly to the physicians; these are returned to the occupational therapy department the first of the following week, when reports are made up for the entire week. They are not filed permanently in the patients' histories until the end of the month on account of the bulk.

¹ Read at sixth annual meeting of American Occupational Association, held at Atlantic City, September 25–29, 1922.
These charts are ruled sheets with printed heading as follows:

Name... Report for... 1922

Note patient's behavior in class, whether quiet or restless, cheerful or depressed, cooperative and responsive, or antagonistic and disinterested. Also note if patient works with spontaneity and initiative, is neat or careless, and if an improvement is shown. Describe behavior which might be helpful to the physician.

Note the character of work which attracts the patient's interest.

These charts are cut to fit the history folder 8½ by 11 inches.

4. Monthly charts for crafts, are kept showing the number of patients employed according to each craft. In this way, the cost of each craft may be determined. These charts are 8½ by 11 inches, are printed leaving space for Month, Class and Instructor at top. The rest of the page is ruled off vertically into spaces for the Date, Number attending, Duration, Number Articles finished for Patients, Cost Value, Outside Cost, Number Articles finished for Hospital, Number Articles repaired for Hospital, Cost Value, Outside Value, Total Articles finished, Total Value, Total Outside Value.

Also the page is ruled across and numbered from 1 to 31 for days of the month.

5. Special charts for print shop. These charts are 4 by 11 inches and are printed with:

Name of job
For whom
Paper
Size
Measure
Copy received
Proof delivered
Proof received
Printed
Delivered
Number

6. Repair slip. For upholstery and carpenter shop. A tag 2½ by 4¾ is attached to the article when brought to the shop.

Date
Name of article

Broken by
On the back of the Tag is, "Cost of Repairs."

7. **Forms for monthly report.** Are made to the superintendent, also yearly reports.

   **Report of occupational and recreational department**

   For month ................ Year ........
   
   **Occupations**
   - Number of patients enrolled (ward) ................................
   - Number of patients enrolled (shop) ........................................
   - Number of articles finished ..................................................
   - Number of articles kept by patients ......................................
   
   **Receipts**
   - Material to patients ..........................................................
   - Sale to employees, etc ......................................................
   - Articles for hospital...hospital cost...outside cost...
   - Carpenter shop
   - Articles repaired ............................................................
   - Upholstery .................................................................
   - Total outside cost ......................................................
   - Total hospital cost .....................................................
   - Total (saved) ..............................................................
   
   **Printing** .................................................................
   
   **Recreations** ............................................................

8. **Memo bill.** Made out by the aide in charge of each class and passed to director, from which the patient's bills are made. The bill is printed on white paper, 5½ by 8½ inches, ruled leaving space for

   Name ...................... Date .......... Amount ........ Cost ........

9. **Bills.** Bills should be paid directly to the financial office. They may be paid to the director when more convenient. Bills are printed on tan bill heads, size 5 by 8½ inches with name and address of hospital, and department.

10. **Price tag.** This a small printed tag with name of hospital and department which is attached to each finished article. The cost price, which is the amount charged to the patient, is shown by a number. The outside selling price is also added.

11. **Form of certificate.** Used for student aides.
This is to certify that ................................................................ has satisfactorily completed a course in Occupational Therapy, and is qualified to act as an Aide in Occupational Therapy in the following crafts:

Superintendent

Date

FINANCIAL CHARTS

These charts were devised for recording the expenses of the occupational department in order to ascertain if it was being run economically and if the good derived was commensurate with the expense involved.

The first of these, which may be termed the craft chart gives the month's record of each class, for example, men's metal, women's weaving, and in columns are given the

1. Date
2. Attendance
3. Duration
4. Number of articles finished for patients
5. Cost value
6. Outside value
7. Number of articles finished for hospital
8. Number of articles repaired for hospital
9. Cost value
10. Outside value
11. Total articles finished
12. Total value
13. Total outside value

Read at sixth annual meeting of the American Occupational Therapy Association, held at Atlantic City, September 25–29, 1922.
Should there be a combined class, as 6 men weaving, 3 binding and 2 at leather work, a separate report is made for each group.

On the back are written the names of those patients who have shown an improvement. The charts are 8½ by 11 inches and are horizontally ruled for the 31 days of the month (see "4" in Mrs. Price's paper).

The data recorded on these is summarized and transferred each month to a chart hand ruled on foolscap.

This has the following columns:

A. Month
B. Number of classes
C. Average attendance
D. Total number of hours instruction
E. Number of articles finished
F. Estimated cost
G. Estimated selling price
H. Cost of instruction
J. Cost per class (instruction)
K. Cost of materials
L. Total cost (H and K)
M. Estimated profit or loss. Difference between G and L
N. Number of patients showing improvement

Probably the most likely source of error is in the "estimated" columns, although great care is used and a comparison with market products is made as frequently as possible.

The most difficult thing to estimate is the value of the aide's time. For example, in the class noted above we assume that an aide will give the same amount of time to each pupil.

There are 6 weaving, 3 binding and 2 doing leather work, therefore, we may charge half of the teachers time against weaving and one-quarter against both binding and leather work. This is accurate enough for our purpose even though leather work is apparently charged a disproportionate amount. The question is not so simple when two or more aides are in charge of a class. In such a case it is found that each aide will specialize, as in weaving and bookbinding so that half of her time may be charged against her special craft and a quarter to each of the others. Should she only work with binding and leather, yet give the greater part of her time to the former, the proportion would be two-thirds and one-third.
In our service each aide has three classes a day either alone or with others, the remainder of her time being occupied in preparation for these, or with special duties.

We, therefore, take one-third the amount of salary plus maintenance as the sum to be placed in column H, subject, of course, to the modifications noted above.

That is, in the example given, one sixth of the aides salary and maintenance should be placed in column H in the binding chart and one ninth in the leather chart.

It is necessary that the person keeping this chart know which aside is in charge of the work as salaries vary and some have full maintenance and others only part.

The value of this procedure was shown soon after these charts were put in use. Wooden toy making, while an interesting occupation, was found to cost from $39.08 to $41.78 per month for an average of from 1.5 to 4.6 patients, with an estimated loss of from $29.18 to $36.08 per month. The value of the product was very low. From $3 to $15 per month. The estimated loss was much greater than the average total cost of occupation, while the therapeutic value was not sufficiently greater than other occupations to warrant our continuing toymaking. The greatest expense was the time of the aide. Chiefly on account of the use of sharp tools it was impossible to combine other occupations with this small group, the precautionary need being high.

Another chart, also hand ruled on double foolscap, summarizes the costs and credits of the occupational department. The columns are headed:

It is obvious that this chart must be modified to suit the needs of individual institutions. Either a printing or upholstery shop may be lacking and credit may be necessary under another heading, as where a shoe shop or other industry is used as a therapeutic measure.

A fourth chart is used to summarize the director’s monthly report which has already been described by Mrs. Price. This has proved a convenience but is believed to be less important than the others described. It will be noted that it duplicates in part the cost and credit chart.

This chart, also hand ruled on double foolscap, has the following columns.

<table>
<thead>
<tr>
<th>Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Month</td>
</tr>
<tr>
<td>2. Number of patients enrolled</td>
</tr>
<tr>
<td>3. Number of articles kept by patients</td>
</tr>
<tr>
<td>4. Receipts:</td>
</tr>
<tr>
<td>a. material to patients</td>
</tr>
<tr>
<td>b. articles</td>
</tr>
<tr>
<td>5. Articles kept for hospital use:</td>
</tr>
<tr>
<td>a. cost</td>
</tr>
<tr>
<td>b. value</td>
</tr>
<tr>
<td>6. Printing:</td>
</tr>
<tr>
<td>a. for hospital</td>
</tr>
<tr>
<td>b. others</td>
</tr>
<tr>
<td>7. Repairs:</td>
</tr>
<tr>
<td>a. cost</td>
</tr>
<tr>
<td>b. value</td>
</tr>
<tr>
<td>8. Upholstery:</td>
</tr>
<tr>
<td>a. cost</td>
</tr>
<tr>
<td>b. value</td>
</tr>
<tr>
<td>9. Expenses (office statement)</td>
</tr>
</tbody>
</table>

Still another chart is used to analyze the costs as summarized by the business office each month. This is also hand ruled on double foolscap and is divided into columns headed, amusements, athletics, basketry, bookbinding, and so on. It is obvious that these headings must be adapted to individual use. It conveniently gives the costs of materials used without the salaries and maintenance.

After over six months use we feel that these charts are satisfactory and no changes have been suggested. The first chart, which is kept by the aides, had nearly a year’s trial, was modified and is now printed.
It should be noted that the system as here described takes no note of overhead charges such as depreciation of buildings, equipment, heat, light, and water. Nor in our accounts have we taken cognizance of equipment installed before the present department was organized. All new furniture and equipment, however, has been charged to the respective craft using it or to "general."

A trained accountant to whom these charts have been shown has expressed the opinion that they adequately summarize the costs which it is so necessary that we know if occupational therapy is to be properly administered.