

SEVENTEENTH ANNUAL REPORT
OF THE
ANCORA PSYCHIATRIC HOSPITAL
FOR THE PERIOD ENDING JUNE 30, 1971

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TABLE OF CONTENTS

	<u>PAGE</u>
Report of the Board of Managers	1 - 2
Table of Organization	3
Hospital Population Movement	4
Medical Director's Message	5 - 7
Hospital Units (I thru VI)	8 -12
Division of Training and Research	13-14
Personnel Department	14
Security Department	15
Business Division	15-16

Ancora Psychiatric Hospital

REPORT OF THE BOARD OF MANAGERS

To: Lloyd W. McCorkle, Ph.D.
Commissioner
Department of Institutions and Agencies

This is the Seventeenth Annual Report of the Board of Managers of Ancora Psychiatric Hospital.

The members of the Board express heartfelt thanks to the many dedicated employees whose outstanding service made possible a year of high level care and treatment for the patient population. Commendation is extended to the Medical Director for the outstanding manner in which he served in completing his first year in that position. Recommended by the Board of Managers and approved by the State Board of Control, the reappointment of the Medical Director was made in accordance with Administrative Order 1:42.

The terms of Board membership for Carl N. Ware, M.D. and Everett Jones expired as of the end of the past fiscal year and it was not until March 1971 that they were reappointed. Mr. Jones accepted the appointment for the term ending June 1973; Dr. Ware, however, declined the appointment to the Board.

During the year the bed capacity of the hospital was reduced from 1801 to 1520 with the approval of the State Board of Control in accordance with Administrative Order 1:63. With the concurrence of the Board of Managers, the administration successfully effected this reduction in bed capacity so as to be consistent with standards used by the Division of Mental Health and Hospitals and with standards used by the Joint Commission on Accreditation of Hospitals.

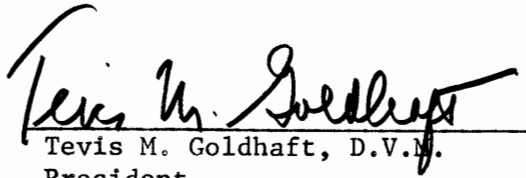
Corrected during the year was the serious financial difficulties experienced because of poor management of the hospital's commissary, the Anorage. A contract was effected with a new manager and throughout the past fiscal year there were growth in sales, better service and merchandising, improved sanitation and a considerable increase in net profits. Physical changes in this facility included redecoration with new draperies and furniture and a new ticket-dispensing machine. Under study during the latter part of the year was a plan to make the outside of the Anorage more attractive also. An additional service provided at the Anorage was the availability of New Jersey State Lottery Tickets; this service has proved to be greatly appreciated by those at Ancora.

Another Board-sponsored project undertaken and completed during the past year was the installation of stained-glass windows in the hospital's Interfaith Chapel. Included in the funds used for this installation was money from several memorial funds left to the hospital for that specific purpose. A dedication of these windows was held in a ceremony on January 20, 1971; among the invited guests were area clergymen, State officials and Ancora patients and personnel. A Board project for the coming year will be the air conditioning of the chapel to afford the patients a more comfortable setting for religious worship.

Another project undertaken and completed by the Board was the air conditioning of the hospital's Admission Office in the summer of 1970. Always extremely uncomfortable in hot weather, the Admission Office was air conditioned to provide a more comfortable environment for the people usually in their first contact with the hospital.

In its continuing awareness of the value of community relations, the Board presented its ninth Annual Humanitarian Award to the Deer Park Baking Company, Hammonton. Over the years of the hospital's existence this company has very generously provided many of their products for the enjoyment of the appreciative patient population. The members of the Board expressed grateful acknowledgment of this company's fine voluntary contributions for the welfare and benefit of Ancora's patients.

The terms of three Board members expired at the close of the year and, as of that time, no reappointments had been made. Without such reappointments, there are only three members remaining on the hospital's Board of Managers.


Tevis M. Goldhaft, D.V.M.
President

Assistant to the Medical Director

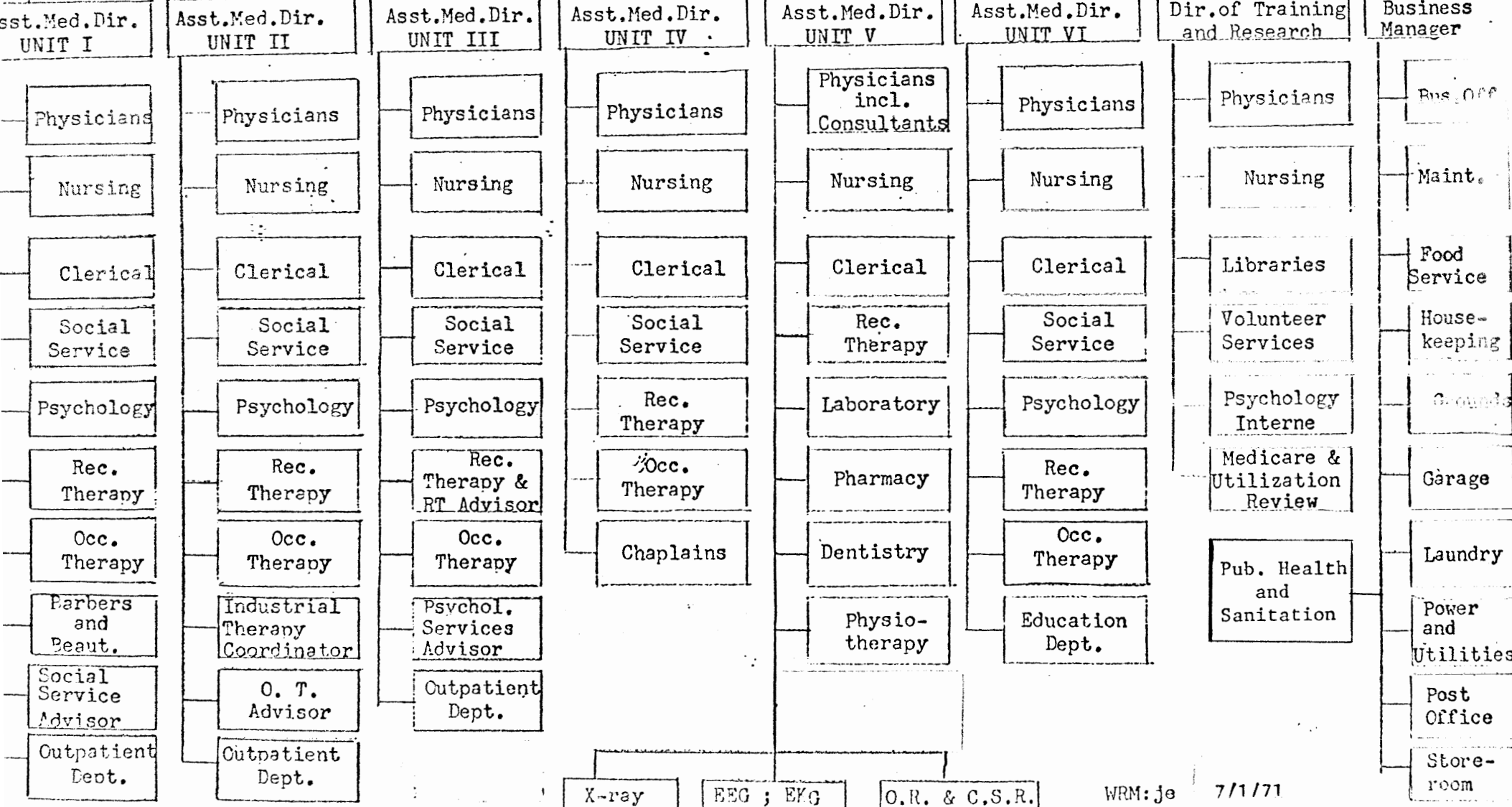
MEDICAL DIRECTOR AND CHIEF EXECUTIVE OFFICER

Deputy Medical Director

Chief Security Officer

Personnel Director

Nursing Advisor



HOSPITAL POPULATION MOVEMENT

	Unit <u>I</u>	Unit <u>II</u>	Unit <u>III</u>	Unit <u>IV</u>	Unit <u>V</u>	Unit <u>VI</u>	Total F.Y. 1971	Comparison with 1970
First Admissions	353	581	772	0	119	78	1903	+144
Readmissions	216	639	658	1	60	20	1594	+178
Transfers-In	8	2	8	0	23	0	41	- 95
Births	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ADMISSIONS	<u>577</u>	<u>1222</u>	<u>1438</u>	<u>1</u>	<u>202</u>	<u>98</u>	<u>3538</u>	<u>+227</u>
Returned from - Home Family Care	24	33	49	1	13	0	120	+ 52
Unauthorized Leave	4	21	23	0	0	2	50	+ 26
Med.-Surg.-Treatment	0	0	0	0	2	0	2	- 1
Discharged	535	1075	1229	33	48	91	3011	+187
Discharged from - Home Family Care	14	68	38	18	0	0	138	+ 18
Unauthorized Leave	4	34	23	0	1	2	64	+ 34
Med.-Surg.-Treatment	0	0	0	0	7	0	7	+ 7
Transfers-Out	<u>13</u>	<u>19</u>	<u>13</u>	<u>3</u>	<u>26</u>	<u>0</u>	<u>74</u>	<u>+ 13</u>
TOTAL DISCHARGES	<u>566</u>	<u>1196</u>	<u>1303</u>	<u>54</u>	<u>82</u>	<u>93</u>	<u>3294</u>	<u>+259</u>
Released to - Home Family Care	38	83	92	40	1	0	254	+ 20
Unauthorized Leave	9	54	46	1	1	4	115	+ 58
Med.-Surg.-Treatment	0	0	0	0	4	0	4	- 1
Deaths	14	60	85	102	2	0	263	0
Average Daily Resident Population	121	331	326	405	89	36	1308	- 14

Ancora Psychiatric Hospital

ANNUAL REPORT

The Medical Director completed his first fiscal year in that position and was reappointed prior to the end of the year. Throughout the year he toured the physical facilities to become more knowledgeable about the hospital areas and to meet with hospital personnel in the various levels and job classifications.

Considerable attention was given to surveying the deployment of personnel and utilization of office space. Deployment changes were effective in a number of departments to better serve the patients' interest and a number of departments were relocated so that they could work more effectively and efficiently. Included in the latter was the moving of the Personnel Department into the Main Building to make it more accessible to serve Ancora's employees.

During the past fiscal year the requested change of the hospital's bed capacity from 1801 to 1520 met with the approval of the Board of Managers and the Board of Control in accordance with Administrative Order 1:63. Also effected during the year was the inter-unit transfer of patients to approach equalization of patient occupancy and workload in each of the sectionalized psychiatric units.

In a continuing program of revising and maintaining hospital policy on a current basis, the Medical Director reviewed in detail many policies and effected changes to bring them up to date. This program is considered essential for good management and communications throughout the hospital operation. It will serve greatly, as well, in preparing for the Joint Commission on Accreditation of Hospitals' survey which will take place early in the new fiscal year. Considerable planning and effort has been extended in preparing for this inspection which will hopefully lead to re-accreditation by JCAH.

The hospital expanded services to the community and improved liaison with community agencies. Reactivation of interest in the development of mental health centers was underscored in areas of impasse, vacillation and procrastination. Preliminary talks with two more county applicants for mental health center funds were held. Approval was sought for relocating the Atlantic City Out-Patient Department to larger and more accessible quarters.

Structural changes in various Units have resulted in increased mobility, comfort and better treatment of patients. Areas particularly expanded were x-ray rooms, physiotherapy (waiting room), cast and clinic rooms, O.R. suite, Children's and Adolescent Unit, nurses' stations, observation rooms and Business Division. Additional air-conditioning was installed in ward areas. Nursing supervisory offices were relocated nearer to ward areas served. The Maintenance Building is nearing completion; removal of the shops from ward areas will mean added safety for patients and personnel alike and increased efficiency of the shops.

Civil Defense and Disaster Control programs were strengthened. A group of officers participated in a 32-hour course in Civil Defense Management conducted by Rutgers University. The entire staff was reorganized and the plan and procedures were updated.

For any service-oriented organization to remain viable and functional at maximum effectiveness, it must maintain its basic potential in manpower and facilities, and provide the necessary flexibility for growth and adaptation. Ancora Psychiatric Hospital, as an integral part of a governmental agency dedicated to public service, is dependent to a large degree on budgetary allocations. No requests for new positions to keep up with modern concepts in the treatment of the mentally ill have been approved during the last few consecutive years. Without this support certain services suffer, incentive wanes and a complacency prevails.

Greatly needed is continued delivery of high-quality mental health services based on sound theory and practice which embodies humanistic values, respect for personal dignity and acknowledgment of the individual's capacity for growth. The elimination of the dehumanizing aspects of institutional care remains to be our consistent goal and thereby hopefully banish its lingering residuals of stigmatization.

Also essential to the hospital program are endorsement and anticipation of the establishment of "intermediate care" facilities within the State to absorb the increasing numbers of geriatric and "disability" patients inappropriately hospitalized in a psychiatric facility and who are not eligible for either sheltered boarding care or nursing home placement. Other community resources should be continuously explored.

There must be increased efforts, with central divisional support, to formulate a timetable for the transfer of our disproportionately large number of mentally retarded patients to the appropriate institution in the Division of Mental Retardation. This has remained "in process" for several years with negligible action. Latest reports for two consecutive months actually indicated a worsening trend: there were 57 transfers from the Division of Mental Retardation to the Division of Mental Health and Hospitals while only two patients were accepted by the Division of Mental Retardation.

Indicated for growth and development of programs for the mentally ill is further improvement in community relations by closer and regular contacts with existing agencies and possible representation at patient screening and staff conferences to insure continuity of care. In counties where no community mental health centers exist or construction and staffing grants approved, hospital after-care clinics should be established or services expanded to accommodate the vast numbers of patients needing follow-up care to minimize readmission. This is but one aspect where badly-needed services are non-existent or curtailed in primary poverty areas in one catchment as a result of the consistent disapproval of our budget requests for new positions.

The Children's and Adolescent Unit would need additional structural changes to improve the setting as the original construction was not geared at all for its current utilization. An on-going full-time summer school program is planned plus more intensive individual psychotherapy and family counseling. The Adolescent Unit needs to be expanded to provide for the current surge of drug-induced problems.

More space is needed in the O.R. suite for the storage of vital materials and supplies. The relocation of the C.S.R. and main sterilizer would provide this added space. EKG and EEG Departments should be separated to minimize interruptions and improve tracings.

Recruitment needs to be stepped up to fill our approved quota of fifteen psychiatric residents and to provide such high caliber training and experience for board certification and facilitate retention of graduates at Ancora. Additional preceptors should be acquired. In-service training programs should continue to encompass paramedical services and other levels of the hospital staff. The Closed Circuit Television should ideally be tied in with university programs.

Essential to the operation is replacement of the small emergency generators in the Power House with a three 600-KVA full capacity generating system as the present generators are nowhere sufficient to even cover the critical areas of the hospital. The Preventive Maintenance Project to maintain the physical plant in good operating condition should be vigorously carried out to avoid the danger of the facility falling to sub-standard level. Additional air-conditioning in various patient areas is badly needed; the steam-absorption type appears to be the logical choice for our present set-up. A more permanent fire and vehicular garage is needed to meet the increased safety demands and equipment utilization. Building Service workers have constituted a long-standing need to relieve nursing personnel of heavy housekeeping chores and devote more time to direct patient care.

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HOSPITAL UNIT I

(Burlington County and outside Ancora catchment area)

During the 1970-71 fiscal year Ancora Psychiatric Hospital admitted 3,538 patients, which represents an increase of 227 over last year's total. Of this total 1,903 were first admissions, representing an increase of 144 over last year. There were 1,594 readmissions, which reflects an increase of 179 over last year's number. There were, additionally, 41 patients transferred in from other State institutions.

Of the hospital's 3,538 admissions, there were 16% admitted to Hospital Unit I (Burlington County and outside Ancora catchment area); 34% to Hospital Unit II (Atlantic, Cape May and Cumberland Counties); 42% to Hospital Unit III (Camden, Gloucester and Salem Counties); 0% to Hospital Unit IV (Geriatrics); 6% to Hospital Unit V (Medical-Surgical); and 2% to Hospital Unit VI (Children's Unit).

Total additions to the hospital census during the year were 3,710, as follows:

First Admissions	1903
Readmissions	1594
Transfers-In	41
Returned from Home Family Care	120
Returned from Unauthorized Leave	50
Returned from Medical-Surgical Treatment	<u>2</u>
Total	3710

Total releases from the hospital census during the year, excluding deaths, were 3,667, as follows:

Discharged	3011
Transfers-Out	74
Released to Home Family Care	254
Discharged from Home Family Care	138
Released to Unauthorized Leave	115
Discharged to Unauthorized Leave	64
Released to Medical-Surgical Treatment	4
Discharged from Unauthorized Leave	<u>7</u>
Total	3667

The year's total number released on Trial Visit was 2,626.

As of June 30, 1971 there was a resident population of 1,295 patients. These 1,295 patients were in residence in six Hospital Units as follows:

<u>Hospital Unit</u>		<u>Number of Residents</u>	<u>Percentage of Resident Population</u>
I	(Regionalized)	139	11
II	(Regionalized)	303	24
III	(Regionalized)	329	25
IV	(Geriatrics)	393	30
V	(Med.-Surg.-Neuro.)	95	7
VI	(Children's Unit)	36	3
		<u>1295</u>	<u>100%</u>

The average daily population for Unit I was 121.

The Burlington County Clinic is in operation on the first, second, third and fourth Tuesdays of each month in Mount Holly. Serviced by a psychiatrist and a social worker, this clinic had 1,126 scheduled appointments and 804 patients were seen during the year. With the present program, only discharged patients and Home Family Care patients can be seen. At the present time there are 152 patients actively attending the clinic.

In the central occupational therapy setting of Hospital Unit I there were 897 patients accommodated for a total of 18,849 program-hours. The Unit's occupational therapy program on the wards showed that a total of 461 patients were contacted, both individually and in groups, with the visits ranging up to 45 minutes each. The Unit I recreational therapy program had a total patient-attendance of 4,154 at 296 scheduled activities.

In addition to performing in an advisory capacity, the Social Service Advisor had 2,117 patient, collateral and inter-agency contacts during the past year. Contacts of similar types by Unit social workers numbered 3,274. The psychologist performed 87 psychological evaluations, 159 group psychological and counseling sessions and 131 individual psychological and counseling sessions.

The Central Record Room was able to remain current in its work, despite its considerably increased workload. The heavy admission and discharge rate is causing a backlog in coding, indexing and processing of patient charts for the limited staff. The Central Steno Pool and the Unit Record Room continued on a current basis in all of their clerical and filing duties.

HOSPITAL UNIT II

(Atlantic, Cape May and Cumberland Counties)

This Unit of 366 beds had an average daily resident population of 331 during the past year.

Cumberland County patients continued to be served on a one-day a week basis in which a treatment team composed of a psychiatrist and social worker utilize the newly structured facilities of the Cumberland County Guidance Center which have been relocated on Carmel Road, Millville, N. J. The clinic has made progress by establishing its function within the community and serves to provide emergency psychiatric evaluation for referrals from professionals, organizations and agencies within the community for pre-hospital diagnosis and evaluations.

The Unit social workers had a total of 4,469 patient interviews, 1,029 contacts with relatives and 931 referrals to community resources. The Psychology Department performed 201 individual psychological evaluations, plus evaluations of 32 mentally retarded patients.

Recreational therapy activities for the Unit numbered 399 and there was a total patient-attendance of 12,293 at the various activities conducted. During the year there were 1,008 patients on assignment in the industrial therapy program; these included 540 women and 468 men. There were 745 patients newly assigned to this program during the year.

The following is the total patient participation in occupational therapy programs operated in Unit II at the end of the year:

Unit I	35 patients	913 hours
Unit II	587 patients	16,398 hours
Unit III	91 patients	3,400½ hours

Also 69 patients participated for a total of 2,438 hours in the Unit III women's program; a total of 663 Unit II patients participated for a total of 19,267 patient hours in this occupational therapy program during the year.

The Occupational Therapy Advisor again served as chairman of the Hospital's Open House Committee. The 1971 Open House was held on May 6 and 468 visitors toured various parts of the hospital. Deposits to the occupational therapy revolving fund amounted to \$3,897.19 derived from the sale of projects completed in this program.

HOSPITAL UNIT III

(Camden, Gloucester and
Salem Counties)

The average daily resident population was 326 during the past year. Unit III had 1,438 admissions during the year; this was the highest number of admissions of any of the Hospital Units at Ancora.

The Out-patient Department conducted 2,604 interviews during the year. This total of 2,604 reflected an increase of 31% over last year.

Hospital Unit III (Continued)

Social service reported 1,805 patient contacts for the year, 1,820 collateral contacts and 617 referrals for the past year. At the end of the year there were 48 patients located in 16 homes on Home Family Care. The Psychology Department performed 214 psychological evaluations, as well as, 923 individual psychotherapy and counseling sessions. In the occupational therapy program 1,025 patients participated for a total patient-attendance of 89,399.

HOSPITAL UNIT IV

(Geriatrics)

The average daily resident population was 405 during the past year in this 434-bed Unit. At the end of the fiscal year there were 402 patients in residence in this Unit. There were 150 transfers to the Medical-Surgical Unit and 64 patients returned to this Unit from the Medical-Surgical Unit. Ninety patients from other hospital Units were transferred to this Unit during the year. Twenty-two patients were transferred to the project and eight patients were returned from the project.

The Social Service Department had 683 patient-interviews, 212 collateral contacts and 401 consultations. The total number of Unit IV patients who participated in the occupational therapy program was 91; the participation reflected 14,715 patient-hours. In recreational therapy there were 12,861 patients attending for a total of 185 meetings.

The hospital chaplains conducted scheduled religious services throughout the Hospital Units, as well as, having administered to other religious needs of the patient-population. Dedication of the stained glass windows in the Interfaith Chapel was held on January 20, 1971.

Census at the beginning of the year was 29; during the year 89 patients were admitted to the project, 22 patients were discharged, 38 patients were placed on Home Family Care, 22 patients were returned to their original Units and there were 3 deaths. The census at the end of the fiscal year was 32 for the project.

The social workers in the project held 539 patient-interviews, 190 collateral contacts and 605 consultations during the past year. In the occupational therapy program 52 patients were treated for a total of 9,846 hours. Recreational therapy reflected 971 activities during the year for a patient-attendance of 14,673.

HOSPITAL UNIT V(Medical-Surgical-
Neurological)

The average daily resident population was 89 during the past year.

Hospital Unit V (Continued)

The Laboratory reported a total of 87,833 tests. There were 261 deaths during the year. The autopsy rate was 27.58%. The Pharmacy filled 37,967 prescriptions. There were 5,778 patient-visits recorded by the Dental Department. In the Physiotherapy Department there were 6,977 treatments administered to 423 patients.

The Electroencephalography Department performed 4,599 electrocardiograms and 322 electroencephalograms. In the X-ray Department 14,165 exposures were made on 6,477 patients and 444 employees.

The Operating Room reported 50 major and 81 minor operations. The total anesthetics administered was 292. There were 2,046 patients treated in the various other specialty clinics.

HOSPITAL UNIT VI

(Children)

The average daily resident population in this Unit was 36 for the past year. There were 78 admissions, including 20 readmissions, 91 discharges and 4 transfers during the year.

The Social Service Department reported 933 interviews and 1,310 counseling sessions with patients during the year, as well as, 1,016 contacts with relatives and friends, 728 contacts with the Bureau of Children's Services and 653 sessions with other agencies. One thousand consultations were held with physicians and treatment teams.

In the occupational therapy program there were 5,928 treatments for a total of 8,122 patient-hours of participation during the year. The Education Department reported a total of 8,931 student hours for the past fiscal year.

DIVISION OF TRAINING AND RESEARCH

There were 10 psychiatric residents in training during the past year. Four residents successfully completed training; three joined our medical staff; one terminated upon completion of training; and two left after completing the first year of psychiatric training. Four residents remained in training as of the end of the fiscal year and five additional residents were scheduled to begin training in the next fiscal year.

Affiliations included Centralized Residency Training Program; Menlo Park Diagnostic Center; Trenton Psychiatric Hospital and Monmouth Medical Center, Department of Psychiatry.

On December 29, 1970 the hospital was notified that the Residency Review Committee for Psychiatry and Neurology, representing the American Board of Psychiatry and Neurology and the Council on Medical Education continued approval of the residency program in psychiatry at Ancora Psychiatric Hospital for three years of training.

There was a total of 12 employees in training during the past year at local community colleges who were granted scholarship by the Nursing Scholarship Committee. Two of these students are in their first year of training and seven students graduated. One resigned because of family problems, two dropped out because of failing the nursing course. The Nursing Scholarship Committee approved three candidates for Program I and three new candidates for Program II for the Fall 1971 term.

The three attendants who began training in the new Attendant-LPN Program on February 2, 1970 completed the program and have graduated. A second group consisting of five attendants started training in January 1971. A third group of five attendants will begin LPN training in September 1971.

One hundred and ten attendants entered the Psychiatric Aide Level I three-week orientation course during the year. There were nine cycles conducted. This level of training continued to function effectively throughout the year. Students successfully completing the training were assigned to the clinical area.

Twenty-eight students participated in the Psychiatric Aide Level II Program. There were three training cycles conducted. This level of training continued to function effectively and students completing the program were assigned to the clinical area.

Seventeen students enrolled in the Psychiatric Technician-Practical Nurse Equivalency Program during the fiscal year successfully completed the course. A new class of six students began training on March 15, 1971.

The Medical, Patients' and Nurses' Libraries continued to expand over the past year. The Medical Library had 6,759 books at the close of the year, the Nurses' Library had 852, and the Patients' Library had 7,101. A Medical Library Research Grant was approved for the third year.

The Suicide Prevention Telephone Service continued to function with 24-hours coverage. During the past year 170 calls were received by this Ancora Psychiatric Hospital service.

Division of Training and Research (Continued)

During the past year the Ancora Volunteer Services provided 6,328½ hours of service to the patients. A total of 1,482 resident patients were provided service by the volunteers and the Home Family Care patients served totaled 222. The regular trips of the Canteen Cart to patient areas brought total sales of \$15,197.02. Included in the total hours contributed by the volunteers were 1,568½ hours in the Clothing Room where good used clothing was provided free to the patient population.

Ancora's Utilization Review and Medicare Office continued to operate under the same plan as during the previous year. During the year the hospital was recertified for continued participation in the Health Insurance for the Aged Program. In March 1971 the hospital was informed to meet the requirements for hospital participation under Title 18 of the Social Security Act.

Physicians on the Utilization Review Committee reviewed 784 charts during the year and 560 Medicare patients were reviewed regarding recertification; 157 Medicare charts were processed for Blue Cross.

PERSONNEL DEPARTMENT

During the year the Personnel Department was relocated from Poplar Hall to the first floor of the Main Building, thereby making the department more easily accessible to better serve the employees. Unfortunately, however, the hospital has been without the services of the Institutional Personnel Officer, I who has been on one sick leave from February 4, 1971 and undoubtedly will continue to remain on such leave until late in 1971.

Recruitment for both professional and non-professional employees became easier during the year and the latter part of the year saw no shortage of applicants for positions formerly difficult to fill.

During the year 307 permanent, temporary, part-time and seasonal employees were hired and 316 were separated. Employees promoted and reassigned during the year numbered 152. There were 13 grievances presented by employees, compared with 21 presented during the previous year.

The Ancora Combined Charities completed its thirteenth year and the following appropriations were approved:

Hammonton Rescue Squad	\$ 100.00
Atco Ambulance	100.00
United Fund of Camden County	500.00
Muscular Dystrophy	300.00
Cerebral Palsy	200.00
Patients' Welfare Fund	1000.00
March of Dimes	550.00
Camden County Heart Association	200.00
Atlantic County Heart Association	200.00
Camden County Cancer Society	300.00
Atlantic County Cancer Society	300.00
Atlantic County Mental Health Association	900.00

TOTAL \$ 4,650.00

SECURITY DEPARTMENT

The hospital grounds were given 24-hour coverage by the Security Department. The department's activities included 350 general police investigations, 24 criminal investigations and 74 traffic investigations. In its identification work the department recorded fingerprinting and photographing 3,507 patients and 324 employees, including affiliating students.

BUSINESS DIVISION

A request was sent to the Department of the Treasury for the assignment of adequate rental space for our Atlantic City Out-Patient Department as the present rent-free lease will expire August 1, 1971. We have been unofficially notified that the request for 2,600 sq. ft. of space has been reduced to 2,100 sq. ft. by the Treasury Department and plans are being drawn to allocate this space to the various offices of this facility.

The Fire and Safety Department conducted 211 accident investigations; answered 55 fire calls; held 22 orientation classes and 4 unannounced fire drills. The Spring lectures conducted by the New Jersey Fire College were again held at Ancora.

The Food Service Department continued providing a high-standard of service but considerable difficulty has again been encountered due to the lack of sufficient employee and patient help. The problem of recruiting competent help for these various duties in these diet areas has been difficult and was made much more so due to the freeze that was experienced a number of weeks near the end of the fiscal year. Of a total of 1,315 patients on June 30, 991 were fed on the wards by food trucks, whereas, only 324 were fed in the cafeteria.

The Grounds Department, handicapped by the lack of inmate help, has had difficulty in maintaining the institutional grounds. The planting of the shrubs and trees at the Service Building has been completed and the installation of brick walks will be done as soon as possible. A storage shed for the Grounds Department equipment was completed and the areas in front of the building will soon be paved by the Department of Transportation.

The vehicular garage continued to operate in the quonset-hut building which is most inadequate for these activities. A suitable building to house this facility has again been requested in the budget.

The Laundry processed a total of 5,405⁵⁴⁰ pounds of which 62% was for this hospital; the remainder was for Vineland State School, Vineland Soldier's Home and Leesburg Prison Farm. Difficulty has been encountered in the processing of this work due to the unavailability of adequate inmate help from Leesburg Prison Farm. A new 600 lb. washer-extractor was installed in the Laundry.

Business Division (Continued)

The Building Service Department operated the ward linen rooms and provided clothing and linens as required. The sewing room repaired items as needed, and manufactured sheets, pillowcases and other items. It has been necessary to purchase dresses and other items formerly manufactured by the sewing room as no patient help is available. Bromphene L has been substituted for the cleaning agent "tergysl"; this Bromphene is dispensed by automatic proportioners and seems to be doing a much better cleaning job than the former cleaning agent. The task force which is responsible for all major cleaning in patient areas has continued to cover all the areas including steam tunnels, crawl spaces, tunnel areas, stairways, stairwells and also gave assistance to other areas as required. These employees, consisting of 1 foreman building maintenance worker and 4 senior building maintenance workers, have been approved in temporary non-budgeted positions for the past several years.

A 75 KVA Federal Surplus generator was received and has been placed on a trailer to facilitate its mobility. Work on the steel storage building for the Grounds Department was completed and stained glass windows were installed in the new Interfaith Chapel. It was necessary on September 22 and 23 for this institution to go on the emergency diesel generators due to a breakdown in the services of the Atlantic City Electric Company. These generators were not sufficient to meet our demands and it was necessary to stop the operation of the Laundry and make arrangements to have Leesburg inmates work on Wednesday, September 23 from 5 P.M. to twelve midnight to complete the work.

After a number of meetings with the representatives of Celotex Corporation, it was found that the roof problem was a construction rather than a material problem. Representatives from the Bureau of Maintenance of the Division of Building and Construction were notified by the decision and also made an inspection of these conditions. It was agreed that the mineral surface flashing be replaced on ten of the buildings as much more damage will occur to these buildings if not repaired. Preliminary plans were received from the Division of Building and Construction but no further work has been done due to the lack of funds.

Farrell R. Crouse, M.D.

Farrell R. Crouse, M.D.
Medical Director and
Chief Executive Officer