

45. Sources of this relief. What Proportion from

a. Man's relatives \$ .....  
 b. Man's employers \$ .....  
 c. Man's union or benefit society \$ .....  
 d. Woman's relatives \$ .....  
 e. Individuals whom you have interested \$ .....  
 f. Other private charities \$ .....  
 g. Your own general fund \$ .....  
 h. Public outdoor relief \$ .....

1. AGENCY \_\_\_\_\_ 2. CITY \_\_\_\_\_

SOURCES OF INFORMATION USED AS A BASIS OF TREATMENT

3. RECORD No. \_\_\_\_\_ 4. FORM of service asked for \_\_\_\_\_ 5. DATE home first visited \_\_\_\_\_ 19\_\_

(Indicate sex by check)

6. SOCIAL STATUS (Put check opposite right one)	a. Man and wife	b. Widowed	Female	Male	7. Number of children _____ 8. Age of each child: _____
		c. Deserted			
		d. Divorced or legally separated			
		e. Single			

PERSONAL VISITS WERE MADE TO OR BY, OR LETTERS, TELEGRAMS OR TELEPHONE MESSAGES WERE EXCHANGED WITH THE FOLLOWING SOURCES

NOTE 1: Count all of the same kind of sources, i.e., all clergymen, all physicians, etc., and enter the total of each in town and out of town in the appropriate column, not checking as above.  
 NOTE 2: If any of the information secured before the first important decision as to treatment of this case was made, came not directly but through a responsible agency, write name of agency after the original source printed below.

		Total of each			Total of each		
		In town	Out of town		In town	Out of town	
9. Church	Clergymen			Public	Juvenile Probation		
Connections	Fellow Church Members			Officials	Adult		
	Sunday School Teachers			(Continued)	Municipal Lodging House		
10. Employers	Former				Prison or Reformatory		
	Present				U. S. Consuls		
11. Friends					Foreign Consuls		
12. Landlords	Former				(Specify other sources)		
	Present						
13. Lawyers							
14. Medical Agencies	Physicians			19. Public	Birth		
	Dentists			Records of	Baptism		
	Hospitals and Sanatoria				Death		
	Dispensaries				Contagious Disease		
	Nurses				Marriage		
	Midwives				Divorce or Legal Separation		
	Social Service Departments				Property		
15. Neighborhood References	Former Neighbors				Guardianship		
	Present				Insurance		
	Former Tradesmen				(Specify other sources)		
	Present						
16. Pawnbrokers				20. Relatives			
17. Private Social Agencies	C. O. S. or Associated Charities			21. School Officials	Teachers		
	Foreign Relief Societies				Truant Officers		
	Other				Medical Inspectors and Nurses		
	Homes for Adults				School Visitors		
	" " Children				Fellow Pupils		
	Children's Aid, etc.			22. Social, Trade and Benefit Societies	Trade Unions		
	S. P. C. C. or Humane Soc.				Fellow Workmen		
	Day Nurseries				Political Clubs		
	Settlements				Benefit Societies		
	(Specify other sources)				Other Clubs		
18. Public Officials	Almshouse			23. Unclassified	(Specify each source)		
	Charities Departments						

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EXPLANATION OF THE ACCOMPANYING SCHEDULES OF SOURCES OF INFORMATION AS A BASIS OF TREATMENT

By carefully filling out the accompanying fifty schedules, your agency will, it is believed, furnish information of great service to those who are doing similar work in other places.

As this is a quantitative study, it might be inferred that the agency which had used the largest number of outside sources of information must have made the best investigation. No such inference will be drawn from the results.

In order that the schedules may be comparable with others, please observe carefully the following instructions:

A. What cases to schedule:

1. Fill one schedule for each of the first fifty new cases actually treated by you in the last completed fiscal year. Omit those not treated, but count as treated those referred to another agency after investigation and careful consideration of needs.

2. An agency that has not fifty new cases in a year should take the last fifty new cases.

3. If you are dealing with transients and residents in separate departments and by different methods, count the new resident cases only.

B. What sources to count:

1. Count no source unless it was consulted before the first important decision was made, as this is a study of the sources of information upon which that decision was based.

2. Indicate only outside sources of information on the schedule, not counting the applicant himself or any member of the family group living in the same house with him and having a common table. Count each outside source, whether an individual or an agency, only once on any one schedule.

3. "Neighbors" are sometimes "friends", and "landlords" are sometimes "employers". Count each only once, in the capacity in which he was the more useful.

These schedules should be returned not later than.....  
to.....

