

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 \_\_\_\_\_ c. Deserted \_\_\_\_\_ d. Divorced or legally separated \_\_\_\_\_ e. Single \_\_\_\_\_

7. Number of children \_\_\_\_\_

8. Age of each child: \_\_\_\_\_

## 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	Physicians . . . . .			19. Public	Birth . . . . .		
Agencies	Dentists . . . . .			Records of	Baptism . . . . .		
	Hospitals and Sanatoria . . . . .				Death . . . . .		
	Dispensaries . . . . .				Contagious Disease . . . . .		
	Nurses . . . . .				Marriage . . . . .		
	Midwives . . . . .				Divorce or Legal Separation . . . . .		
	Social Service Departments . . . . .				Property . . . . .		
15. Neighborhood	Former Neighbors . . . . .				Guardianship . . . . .		
References	Present " . . . . .				Insurance . . . . .		
	Former Tradesmen . . . . .				(Specify other sources) . . . . .		
	Present " . . . . .						
16. Pawnbrokers	. . . . .						
17. Private	C. O. S. or Associated Charities . . . . .			20. Relatives	. . . . .		
Social	Foreign Relief Societies . . . . .			21. School	Teachers . . . . .		
Agencies	Other " " . . . . .			Officials	Truant Officers . . . . .		
	Homes for Adults . . . . .				Medical Inspectors and Nurses . . . . .		
	" " Children . . . . .				School Visitors . . . . .		
	Children's Aid, etc. . . . .				Fellow Pupils . . . . .		
	S. P. C. C. or Humane Soc. . . . .			22. Social, Trade	Trade Unions . . . . .		
	Day Nurseries . . . . .			and Benefit	Fellow Workmen . . . . .		
	Settlements . . . . .			Societies	Political Clubs . . . . .		
	(Specify other sources) . . . . .				Benefit Societies . . . . .		
					Other Clubs . . . . .		
18. Public	Almshouse . . . . .			23. Unclassified	(Specify each source) . . . . .		
Officials	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.....

CHARITY ORGANIZATION DEPARTMENT—RUSSELL SAGE FOUNDATION

Name \_\_\_\_\_

Date.

Late

Total

## 1 Salaries

## 2 Transportation

### 3 Living Expenses

5  
Telephone  
Telegraph

6  
Stationery  
Gen. Prin.

8  
Postage  
Delivery

10  
Books

11  
Sundry  
Expenses

**Totals**

Received from Charity Organization Department..... Dollars.