

MGH Social Services Department

Records, 1899-1990

AC 2

17 c.f. in 19 containers

(14 record center cartons, 2 manuscript boxes, 2 flat boxes, 1 card file box)

Accession numbers: 1999-33; 2000-2; 2012-8; 2013-5; 2007-2

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By Peter Rawson and Jeff Mifflin

ACQUISITION: The papers were transferred from the Social Services Department in 1999. Additions were transferred in 2000, 2007, 2012, and 2013.

ACCESS: Portions of the collection are restricted in accordance with the access policies of the Massachusetts General Hospital Archives and Special Collections. Consult with the Archivist and Curator of Special Collections for further information.

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Agency History

The Social Service Department (SSD) of the Massachusetts General Hospital (MGH), the first social services department based in a hospital in the United States, was founded in October, 1905 by Richard C. Cabot of the Outpatient Department. The principal mission of the SSD is to coordinate efforts that will enable patients to follow through on treatment that takes place outside of the hospital. This is accomplished by knowing what the doctor wants, communicating this to patients in simple, non-technical terms and utilizing available community resources to enable proper treatment.

The first social worker hired, known as the general secretary, was Garnet Pelton. Pelton resigned due to illness. In May 1906 Augusta Burgess replaced Pelton. In October 1906 the office of general secretary changed into the post of head worker. Gertrude Farmer was the first to fill this position. She was replaced in March 1907 by Edith Burleigh. In October 1907 Ida Cannon became head worker. In 1909, due to a significant increase in work load, Richard Cabot formed the Social Services Advisory Committee in order to help supervise the work of the department. The committee represented the Out-patient staff, Social Workers, the Ladies Visiting Committee and the Hospital Administration. In 1914 the SSD became an official department of MGH with Ida Cannon as Chief of Social Services. In 1945 Josephine Barbour replaced Cannon. Josephine Barbour was replaced by Eleanor Clark in 1964. Evelyn Bonander became Chief of Social Services in 1984.

The SSD began educational programs in 1909 when four students from the Boston School of Social Work (later to become the Simmons College School of Social Work) studied within the department. Education programs expanded to include medical students, nursing students, and theological students. In 1933 Harriet Bartlett became Educational Director.

In 1930 when the Baker Memorial Hospital was opened the SSD provided personnel and Josephine Barbour became the first social worker assigned to this unit. In 1938 further coordination between the work of physicians and the SSD was accomplished by having patients' social service records placed with medical records. Also in 1938, the SSD reorganized with Josephine Barbour as Administrative Assistant and Eunice Wilson as Case Supervisor. In 1964, with the appointment of Eleanor Clark as Chief, new psychosocial concepts were integrated into the assessment and treatment of patients. The SSD sustained further growth through the implementation of the Medicare and Medicaid programs in 1966. These programs enabled many patients to gain access to health care and created a need for expansion of social programs.

Though there have been many changes in the SSD since 1905, the basic mission of coordinating the resources of the community, the family, and the hospital in to facilitate patient care has remained the same.

Scope and Content Note

Information regarding the founding of the Social Service Department (SSD) and the early years of medical social work can be found throughout the collection.

Researchers interested in the daily functions and work of the SSD should look in Series I (Administrative Files, 1905-1990) in the minutes of the Advisory Committee (1909-1980). The minutes provide an overall picture of the operations of the department. Series I contains a number of other folders regarding this topic. See the series description for more detail. Series IV (Diseases and Clinics, 1906-1966) contains a significant amount of material on this subject. Series VII (Photographs and Negatives, 1903-1985) includes photographs of social workers engaging in their daily activities.

The collection provides substantial information about Ida Cannon and her influence on the SSD and medical social work. Series II (Cannon, Ida, 1903-1978) has a particular focus on Ida Cannon and her activities, but information about her can also be found in her correspondence with Richard Cabot (Series II, Cabot, Richard C., 1902-1966), and in Series VII. It should be noted that since Ida Cannon was in charge of the SSD from 1907-1945 many of the records from that time period were created by her.

Though Richard Cabot was the founder of medical social work and the SSD, the collection does not contain much information about him. except for Series II, Series V (theology 1933-1940), and Series VIII,

Researchers interested in other key staff members and associates of the SSD should look in Series VI (Social Workers and Other Associates of the Department, 1899-1971). This series contains biographical information and reprints of articles written by various people. See the series description for more details. Series VII also provides a few images of various social workers.

The SSD has played an important role in the education of social workers. Series V (Educational Programs, 1912-1960) documents the educational activities of the department. Further information can be found in Series I in the folders "Proposals for the Establishment of a New teaching Unit in the Outpatient Department," and in petition to the Massachusetts Board of Higher Education. Information can also be found in Series IV in the papers written by Simmons College social work students.

Reprints and articles about the SSD and medical social work can be found in Series III. And Series VI. Series III contains articles by Ida Cannon. Series VI has articles written by a number of social workers.

Anniversary commemorations and retrospectives will be found in Series I.

Information about professional associations, outside organizations and conferences regarding social work can be found in Series I, Series II, and Series III.

Grant proposals and reports (1965-1969), financial information, and budgets are located in Series I.

Series Descriptions

Series I. Administrative Files, 1905-1990

The administrative files series documents the overall functions and structure of the SSD. Topics in this series include: overall management of the department, budget and finances, staffing, history of the SSD, educational programs, and the basic day-to-day work of the department.

The Advisory Committee records provide a useful place to begin in order to gain an overall view of the department's activities over 70 years. The minutes of the Advisory Committee cover the years 1909 to 1980 (with one gap, 1920). These files contain information regarding: finances and budgets, staffing, policies, new initiatives, and relations with other departments at MGH as well as outside institutions and agencies. The annual reports also provide a general view of the department from 1905-1926, with some gaps. Financial information (1914-1984) can also be found in the finances and fiscal years folders.

Information about the daily operations and functions of the department (1915-1980) can be found in the case evaluations summary, the case of "Mary Ray," the description of the Social Service Department, the evaluation conferences, "A Program for Patient Care," social diagnosis, job analyses, and statistics (1920-1970) folders.

The anniversary folders contain retrospective views of the work and aspirations for the future of the department by key participants such as Frederic Washburn, Richard Cabot, Ida Cannon, and Josephine Barbour. These folders also include press clippings, tributes, papers written about social work, and workshop handouts. The anniversary folders document the functions and events surrounding the various anniversaries as well.

This series also contains grant proposals and reports (1965-1969) concerning SSD collaboration with nursing home facilities, and information about outside organizations and institutions (1940-1960) including: Boston City Hospital, St. Luke's International Medical Center in Japan, United Community Services, and the United Nations Fellowship Program. There is also information about SSD educational programs (1947, 1975) including "Proposals for the Establishment of a New Teaching Unit in the Outpatient Department" (1949) and a petition to the Massachusetts Board of Higher Education for degree-granting authority (1975). (Researchers interested in educational programs should also see Series V.)

Series II. Cabot, Richard C., 1902-1966

The Cabot series includes materials about Richard Cabot's involvement with the SSD. This series documents the formative years of the department including Cabot's reasons for founding the department (Social Services Department: early documents), and his perspectives on the work and progress of the department. The series also reveals aspects of Cabot's philosophy and personality in general. Of special note is the folder containing correspondence with Ida Cannon. (Researchers interested in correspondence between Cabot and Ida Cannon should also see Series III.)

Materials pertaining to Cabot's views about the structure and functions of medical social work (1902-1941) can be found in the American Association of Medical Social Workers, articles, notes and related correspondence, correspondence with Ida Cannon, definitions of medical social work, quotations, Social Services Department: early documents, and teaching outlines and notes.

Series III. Cannon, Ida, 1903-1978

This series documents Ida Cannon's career as a volunteer (1906-1907), staff member (1907-1908), Head Worker (1908-1914) and Chief of Social Services at MGH (1914-1945), and the SSD during her tenure. The series also contains materials pertaining to her outside activities and her role as a pioneer in the field of medical social work, including her published and unpublished writings (1913-1953), speaking engagements (1917-1949) and participation in a variety of organizations and events. The series also has materials about the Cannon Memorial Fund (1960-1973), which was established to fund professional development for social workers.

Documents concerning Cannon's career with the SSD, and the department during her tenure, can be found in folders titled correspondence, evening clinic, follow-up systems at MGH, offices and responsibilities, press clippings, Reading Club, Report of the First Three Months of Social Service, staff suggestions for Dr. Cabot, workers' conferences, and Cabot, Richard C.: correspondence. Of special note is the folder containing biographical material. As well as documenting Cannon's life this folder also has information about the development of the SSD and its relationship with MGH.

Materials pertaining to Cannon's role as a pioneer in the field of medical social work can be found in folders relating to the American Association of Hospital Social Workers, biographical material, correspondence, reprints, and talks and lectures. Other materials regarding Cannon's part in and views about the development of the field of medical social work can be found in the folders concerning her books: *On the Social Frontier of Medicine* and *Social Work in Hospitals*.

Series IV. Diseases and Clinics, 1906-1966

This series documents much of the day-to-day work and functions of the SSD. The series also contains materials pertaining to the historical development of medical social services and public health in general.

Folders with titles relating to specific diseases, specialties, departments, or clinics document how the SSD worked with patients and responded to their needs. Statistical information can be found in folders about Baker Memorial, the reports by Simmons School of Social Work students, the Neurological Clinic survey, and the Orthopedic Clinic.

For researchers interested in the development of public health, folders about tuberculosis (1917- 1936) and phthisis (an archaic term for tuberculosis) outline how the SSD responded to these diseases and how the work of the SSD was linked to the development of public health in general. Of particular interest is the folder about the anti-tuberculosis movement which contains information about how the work of medical social service was viewed by physicians and other health professionals throughout the United States as being a critical means of combating tuberculosis.

Series V. Educational Programs, 1909-1964

This series documents the educational work of the SSD and is divided into six sub-series: Harvard Medical School (1909-1960), Massachusetts General Hospital (1928-1960), Nursing(1916-1964), Simmons College School of Social Work(1912-1956), Smith College (1918), Staff (1915-1944), and Theology (1933-1947).

Series VI. Social Workers and other Associates of the Department, 1899-1971

This series contains reprints written by and biographical material about various social workers and professional colleagues of the SSD. The reprints cover a wide variety of topics relevant to medical social work. Persons represented include: Edith Baker (1925-1931), Josephine Barbour (1931-1987), Harriett Bartlett (1931-1975), Antoinette Cannon (1924-1955), Eleanor Clark (1950-1984), Gertrude Farmer (1912), Ora Mabelle Lewis (1925-1929), Cherry Morris (1935), Theodate Soule (1923-1955), and many others. Researchers who are interested in the professional literature written by early medical social workers should investigate this series extensively.

Series VII. Photographs and Negatives, 1903-1985

This series contains photographs as well as negatives. Included are individual photographs, individual negatives and photograph albums. The series includes portraits

of key figures such as Ida Cannon, Richard Cabot, Josephine Barbour and Eleanor Clark. There are also views of the activities of the SSD and events. The photograph albums entitled “Social Service Department Books I, II, and III” provide well-organized images of the department.

Series VIII. Case Files and Other Restricted Records, 1905-1962

This series contains restricted records. Researchers should consult the MGH Archivist and Curator of Special Collections for further information about access to this series.

Processing Note

The papers of the Social Service Department (SSD) were transferred from the SSD to the MGH Archives and Special Collections in 1999, with additional material being transferred in 2000. The papers underwent moderate rearrangement in order to facilitate efficient use by researchers. The series arrangement generally reflects the order the papers were received in, with only minor movement of materials.

The materials were re-housed in acid-neutral folders and all paper clips were removed. Press clippings and other newsprint documents were removed and replaced with acid-neutral photocopies.

All personnel records, case files, patient records, and other materials containing patient names were removed from their original locations and placed in Series VIII (Case Files and Other Restricted Records).

Related Collections

Researchers interested in further information about Ida Cannon will find pertinent collections at the Schlesinger Library at Harvard University and the Countway Library at Harvard Medical School. Researchers interested in further information about Richard Cabot will find related collections at the Countway Library.

Folder List

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Series I. Administrative Files, 1905-1990

Advisory Committee, 1916-1952

Advisory Committee minutes, 1909-1915

Advisory Committee minutes, 1916-1919

Advisory Committee minutes, 1921-1922

Advisory Committee minutes, 1923-1926

Advisory Committee minutes, 1927-1930

Advisory Committee minutes, 1931-1935

Advisory Committee minutes, 1936-1939

Advisory Committee minutes, 1940-1944

Advisory Committee minutes, 1945-1947

Advisory Committee minutes, 1948-1950

Advisory Committee minutes, 1951-1952

Advisory Committee minutes, 1953-1954

Advisory Committee minutes, 1955-1956

Advisory Committee minutes, 1957-1958

Advisory Committee minutes, 1959-1960

Advisory Committee minutes, 1961-1963

Advisory Committee minutes, 1964-1965

Advisory Committee minutes, 1966

Advisory Committee minutes, 1967

Advisory Committee minutes, 1968

Advisory Committee minutes, 1969

Advisory Committee minutes, 1970

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Advisory Committee minutes, 1971

Advisory Committee minutes, 1972-1974

Advisory Committee minutes, 1973-1980

Advisory Committee minutes, index, 1920-1971

American Association of Medical Social Work, New England District Committee,
1940-1941

“An Analysis of Hospital Discharges to Determine Criteria for Admission to
Nursing Homes,” (Contract # PH 108-66-273), July 1, 1966- December 31, 1968
Final Progress Report, 1969

Anniversary (10th), 1915

Anniversary (20th), 1925

Anniversary (25th), 1929-1930

Anniversary (50th), 1953-1955

Anniversary (50th), 1955 [1 of 4]

Anniversary (50th), 1955 [2 of 4]

Anniversary (50th), 1955 [3 of 4]

Anniversary (50th), 1955 [4 of 4]

Anniversary (50th), 1955-1959

Anniversary (75th), 1981 [1 of 2]

Anniversary (75th), 1981 [2 of 2]

Annual meeting, 1915

Annual reports, 1905-1906, 1910-1916, 1918-1926

Annual reports, 1905-1915

Annual reports index, 1905-1926

Case evaluations summary, 1933-1936

The case of "Mary Ray" (pseudonym), 1934

Casework practice (study of for period 1905-1914), 1954

Coburn Fund, 1943-1953

"Cooperative Exchange of Information Between the Boston Department of Public Welfare and the Boston City Hospital," 1940

Description of Social Service Department, 1980

Discharge Planning Unit (Transfer Office, Continuing Care Planning Unit), 1968-1990

Evaluation conferences, 1934-1935

"An Experiment in Continuing of Patient Care Through Collaboration with Selected Nursing Home Facilities," Grant Proposal, 1965

"An Experiment in Continuing of Patient Care Through Collaboration with Selected Nursing Home Facilities," Progress Report, 1966

"An Experiment in Continuing of Patient Care Through Collaboration with Selected Nursing Home Facilities," Progress Report, 1967

"An Experiment in Continuing of Patient Care Through Collaboration with Selected Nursing Home Facilities," Progress Report, 1968

Finances, 1914-1928

Financial Statement, 1983-1984

Fiscal years, 1943-1961

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Fiscal years, 1962-1973

Fiscal year, 1974

Fiscal year, 1975

Fiscal year, 1976

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Fiscal year, 1979

Fiscal year, 1980

Fiscal year, 1981

Fiscal year, 1982

Fiscal year, 1983

Fiscal year, 1984

General administration, 1921-1950

History notes regarding committees and reports, 1906-1945

History of Social Services Department, n.d., 1945-1955

Hoover, Herbert, printed message from White House, ca. 1929-1933

“The Introduction of a New Worker to a Social Service Department,” 1933

Japan, 1928-1950

Japan: St. Luke’s International Medical Center, Tokyo, n.d., 1954-1955

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Japan: St. Luke’s International Medical Center, Tokyo: scrapbook, n.d.

c.3

Job analyses

“Linking Medical Centers to Community Services,” by Eleanor Clark, 1981

Massachusetts Conference of Social Work: 50th Anniversary, 1953

Massachusetts General Hospital: 150th Anniversary, 1961

Organization, 1938-1940

Organization plans, 1919-1920

“Petition for Degree-Granting Submitted to the Board of Higher Education of the Commonwealth of Massachusetts by the Massachusetts General Hospital:” Addendum, 1975

Pictorial description of the Social Service Department, 1915

“A Program for Patient Care,” 1969

“Proposals for the Establishment of a New Teaching Unit in the Outpatient Department,” 1949

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References, quotations, and historical notes on index cards, n.d.

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References to social service in MGH. annual reports, 1905-1944

“Report of the Cooperative Pilot Terminal Care Study Conducted by the Massachusetts General Hospital and the Division of Chronic Disease,” 1963

“Report of Work Done During May, 1914,” Emerson, Ruth, 1914

Report: sample, 1913-1914

Reports, 1912-1936 Reports, 1912-1936

Reports: Outpatient Supervisor and Administrative Assistant, 1937-1941

Social diagnosis: classification of social factors, 1917-1921

“Social Service Referrals in the Medical Clinic of the MGH,” Wilda Godelph, 1948

Staffing and intake issues, 1926-1927

Statistics, 1920

Statistics, 1921

Statistics, 1922-1944

Statistics, 1945

Statistics, 1946-1947

Statistics, 1951-1954

Statistics, 1955-1960

Statistics, 1962-1970

Teaching of student nurses, plan for, 1932

United Community Services, 1960

United Nations Fellowship Program, 1950

Visitors to the Social Service Department, 1928-1964

Series II. Cabot, Richard C., 1902-1966

American Association of Medical Social Workers: Functions Study, 1927

Articles about Richard Cabot and social services, [1908], 1914

Articles, notes and related correspondence, 1902-1941

Berlin: notes, 1925, 1935

Bibliographies, 1940, 1942

Cabot Educational Fund, 1930

Cabot, Ella Lyman, 1934, 1966

Cabot Estate: correspondence with trustees, 1939-1940

Cabot, Hugh, n.d., 1913, 1939

Cabot Memorial Committee, 1939-1941

Cannon, Ida: correspondence, n.d., 1916-1937

Cannon, Ida: correspondence re Richard Cabot's death, 1939

Carolers, 1927-1940

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Cartoon and poem, n.d.

Correspondence, 1905-1939

Definitions of medical social work and comments, 1925

Fund raising, 1905-1919

Harvard University Archives: correspondence and notes, n.d., 1940

International Conference of Social Work: Frankfurt, Germany, 1932

International Conference of Social Work: Paris, France, 1927-1928

Lecture re sex education, 1912

Massachusetts Medical Society: censure, 1909, 1916

"Methods and Standards of Hospitals Service:" notes, [1907]

Quotations by Richard C. Cabot, 1914-1931

Reprints, 1930, 1931

The Richard C. Cabot Memorial Seminar, 1957, 1958

Social Services Department: early documents, 1905-1906

Teaching outlines and notes, n.d., 1913-1926

Tributes to Richard C. Cabot, 1936-1954

Series III. Cannon, Ida, 1903-1978

American Association of Hospital Social Workers, 1921-1922

American Hospital Association proceedings: notes by Ida Cannon, 1903-1913

American Hospital Association Service Bureau, 1920-1922

Bibliographies, 1949, 1973

Biographical material, n.d., 1973

Bond Astronomical Club, 1935-1950

Boston Public Library Examining Committee, 1925

Cabot Fund, 1939

Cabot, Richard C.: correspondence, n.d., 1907-1932

Cabot, Richard C.: personal correspondence, 1909-1939

Cambridge City Hospital: trustee, 1934

Cambridge, City of, 1936-1956

“Can Cancer be Cured:” *Boston Traveler* editorial, 1926

Cannon, Ida: miscellaneous articles selected by Ida Cannon, 1932-1939

Cannon Memorial Fund, 1960-1961

Cannon Memorial Fund, 1961-1978

Cannon Memorial Fund: applications, 1972-1973

Cannon Memorial Fund Committee minutes, 1961-1972

Cannon Memorial Fund: grants, 1964-1966

Cannon Memorial Fund: grants, 1966-1972

Cannon Memorial Fund: Grants Committee correspondence, 1965-1971

Cannon Memorial Fund: Grants Committee policies and procedures, 1963-1972

Commission to Study Cost of County Tuberculosis Sanitariums, 1941-1942

Committee appointments and activities, 1925-1944

Conference on Functions and Proper Training of Hospital Social Workers:
Rockefeller Foundation, 1920-1921

Conference of Medical Social Workers: [Longgrass Conference] Waltham, Mass., 1930

Conference of Social Work: Paris, 1927-1928

Conference of Social Work, Third International: London, 1933-1936

Correspondence, 1910-1957

Council of Medical Social Service Boards, Ninth Annual Meeting: press clippings and invitations: Pittsburgh, Pa., 1953

Crothers, Samuel M.: chapter headings for "A Philosophy for Social Workers," [1924]

Diaries and notes, 1913-1959

Dodo bird badges, n.d.

Edsall, David, 1917-1947

Evening Clinic, 1913-1924

"Fifty Years of Medical Progress: Medicine as a Social Instrument: Medical Social Service," 1951, with associated correspondence, 1950-1951

Follow-up systems at M.G.H., 1931-1932

Function of social service, 1921-1926

Girls' Clubs of America, 1954

Girls' Clubs of Boston: Report of the Nursing Scholarship Committee, 1947-1957

Histories of the Social Service Department, 1934, 1958, and n.d.

Honorary Degree: Boston University, 1950

Honorary Degree: University of New Hampshire, 1937

Influenza Epidemic, 1918

Institute of Almoners honorary membership, 1959

International Congress on Mental Health, London, 1948

“Lay Participation in Hospital Service,” 1939

Massachusetts Conference of Social Work, 1932

Massachusetts Conference of Social Work: anniversary (50th), 1953

Massachusetts Conference of Social Work: citation, 1949

Massachusetts State Health Commission Sub-committee on Social Hygiene and Venereal Disease Control, 1935

“Medical Social Field Work,” n.d.

Medical social service for Armed Services, 1917

Minnesota, 1928-1939

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Nelson's Loose Leaf Medicine, 1928-1948

The “Newburyport Affair”, 1915

Newton Hospital, 1922, 1924

Obituaries, 1960

Offices and Responsibilities, 1929-1949

On the Social Frontier of Medicine: book reviews, 1952

On the Social Frontier of Medicine: correspondence, 1945-1952

On the Social Frontier of Medicine: reviews and letters, 1952

Portrait of Ida Cannon: correspondence re, 1940

Press clippings, n.d., 1930-1953

Press clippings re Social Service Department, 1907-1912

Program for a benefit, 1913

Radcliffe College: Schlesinger Library, 1952-1957

Reading Club, 1918-19

Report of the First Three Months of Social Service, 1906

Reprints, n.d., 1913-1929

Reprints, 1930-1940

Reprints, 1942-1953

Retirement, 1945

Shattuck Award, 1959

Simmons College of Social Work, 1913, 1945, 1954

“Social Service and the Cancer Campaign,” 1927

Social Workers Committee to Aid Spanish Democracy, 1938

Social Work in Hospitals: advertisement and article in *The Survey*, 1913

Social Work in Hospitals: correspondence, 1913, 1933

Social Work in Hospitals: first drafts with notations by Richard Cabot and others, 1913

South Middlesex Conference, 1912

Staff suggestions for Dr. Cabot, 1936

State Charities Aid Association, New York: correspondence, 1908-1916

Student nurses, 1941-1946

“A Study of the Child Welfare Division Institutions Department of Boston”, 1936

“Study of Community Relations, Middlesex County”, 1934

Talks and lectures, 1917-1940

Talks and lectures, 1940-1949

“Teaching Medical Students the Social Implications of Illness,” 1933

Teaching Social Aspects of Medical Care, Chicago, Ill., 1954

Tewksbury State Hospital: trustee, 1940

“To the Old Timers,” poem by Ida Cannon, 1959

Tributes, 1961

V.I.P.s: correspondence with, 1936-1956

White House Conference on Child Health and Protection, 1929-1930

Woman's Who's Who, 1941-1942

Workers' Conferences, 1915-1916

Series IV. Diseases and Clinics, 1906-1966

Allergy Clinic, 1935-1937

Analysis of patients referred for convalescent care (January-March, 1946), 1946

Analysis used in 100 cases for 1910 report, 1910

Annual reports: medical services, 1939

“The Anti-tuberculosis Movement, 1905-30, as seen by the Social Service Department of the Massachusetts General Hospital,” n.d.

Baker and Phillips House: report on social service to private patients, 1956

Baker Memorial: early reports, 1930-1935

Baker Memorial: social service, 1930-1941

“A Brief Survey of the Convalescent Home of the Massachusetts General Hospital,” by Anna B Gormley, 1917

Cancer, 1937-1953

Cardiac children, 1915-1941

Cardiac Summer School and In-Bed Club, 1932-1945

Care of children with rheumatic fever, 1941-1947

“A Case Study of 10 Families in a Group of 50 Mothers’ Aid Families in which Medical Problems Appeared,” by Theodate Soule, 1919

“Case Study of Ten Families Receiving Mothers’ Aid in Which Medical Problems Appear,” by Helen Frey, 1919

Children’s Cardiac Clinic, 1915-1941

Children’s Clinic, 1912, 1916, 1957, 1960

“Children Under 16 Years Seen in the Nerve Room at the Massachusetts General Hospital in 1922 and 1923,” by Margery A. Vogelsson, 1924

Chorea, 1917

“Chorea, Rheumatism and Endocarditis in the Children’s Heart Clinic of the Massachusetts General Hospital Out-patient Department,” by Neva E. Dewar, 1917

Committee on Nursing Homes, 1947

Community and Health Agencies, 1927, 1929

Diabetic Clinic, 1922-1935

“Diet Therapy and its Relations to Relief,” by Bernice Cross, et al., 1932

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“Directories of Charities of Salem, Mass., and Census of all Salem Patients Known to the Massachusetts General Hospital Social Services, Jan. 1906-Jan. 1907,” by Gertrude M. Ordway, 1917

“Directory of the Social Organizations of the Town of Winchester and Study of 93 Patients Treated at Massachusetts General Hospital, Boston Dispensary, and Eye and Ear Infirmary,” 1917

Emergency diabetic fund, 1933-1937

Emergency Ward, 1963

Epilepsy, 1918, 1947

Foster homes, 1924, 1933

Handicapped, typescript of article on, Chapter I., n.d.

Heart disease, 1928-1931

“Home Situations in Relation to the Familial Incidence of Rheumatic Heart Disease,” by Mary Catterall, 1923

House Social Service, 1915-1916

“The Importance of Individual Social Treatment of Children Crippled by Infantile Paralysis,” by Frances Isabel Upham, 1924

Industrial Clinics, 1913-1929

Infantile Paralysis, 1916-1938

Infant’s Clinic, 1932-1933

Job analysis: Outpatient Department, 1940

Manuscript of article on handicapped: Chapter 1, n.d.

Medical relief, 1936-1943

“Medical Social Care of Patients with Pulmonary Tuberculosis: a Follow-up Study at the Massachusetts General Hospital,” by Evelyn B. Gerstein, 1936

“Medical Social Care of Patients with Pulmonary Tuberculosis: a Follow-up Study at the Massachusetts General Hospital,” by Elizabeth Patricia Grundy, 1936

“Mothers’ Aid in Families with Medical Problems: a Case Study of Ten Families,” by Ruth Ensign, 1919

“Myopia Cases,” By Harriet Gage, 1917

“The Need of Facilities for the Care of Feeble-minded Infants and Young Children,” by Isabel Duguid, 1945

Neurological, 1914-1933

Neurological Clinic, 1906-1937

“Neurological Clinic Survey,” by Harriett Bartlett, 1936

“New Approaches to Chronic Illness,” by Lucille M. Smith, 1950

New Hampshire Social Welfare Council, 1952,1955

Non-pulmonary tuberculosis, 1920

North End Diet Kitchen, 1925-1936

Ophthalmological reprints and intake plan for Eye Service, 1941-1963

Orthopedic Clinic, 1914-1943 [1 of 2]

Orthopedic Clinic, 1914-1943 [2 of 2]

Orthopedic Clinic: artificial limbs, 1921-1941

Orthopedic Clinic: lectures to nurses, 1935-1942

Orthopedic Social Service, 1924,1943

“Patients with Phthisis Referred to Social Service, July 1915-July 1916,”
by Ruth Bradford, 1917

“The Place of the Child in the General Hospital,” by Miriam Buncher, 1925

Psychiatry, 1931-1944

Records and recording, 1911-1951

“Scope of Activities of the Follow-up Worker: Venereal Disease,” by Edith Baker,
1936

Skin Clinic, 1914-1917, 1926

“Some Factors in Industrial Accidents Based on Records from the Norton Co.,
Worcester, Mass.,” by Helen C. Marble, 1917

South Medical Clinic for Syphilis, 1914-1940

Statistics: Baker Memorial, 1930-1931

“A Study of a Group of Patients who Received Tuberculin Treatment at Rhode
Island Hospital,” by Deborah Barus, 1917

“A Study of the Relation of the Social Service Department at the Massachusetts
General Hospital to the Community Agencies in the City of Cambridge,” 1924

“A Study of Social Conditions in Cases of Exophthalmic Goitre,” by Hilda Simon, 1924

“Study of 200 Consecutive Cases Seen in the Orthopedic Clinic of the Massachusetts General Hospital in July 1923 and Reviewed in April 1924,” by Alice Murphy, 1924

“A Study of Undernutrition in Children: Based on Two Hundred and Forty-Seven Cases So Diagnosed at the Massachusetts General Hospital During the Years 1923 and 1924,” Corinda F. Gage, 1925

Surgical Services and children, 1927-1928

“A Survey of 100 Cases of Infant Feeding in the Year 1913 at the Massachusetts General Hospital,” by Grace E. Miller, 1914

“A Survey of the Social Agencies of Woburn and a Study of 126 Patients of Woburn Treated at the Out Patient Department of the Massachusetts General Hospital and Referred to the Social Services Dept.,” 1917

“Talk to Patients: Middlesex Sanatorium for Tuberculosis,” by Helen Evarts, 1935

Tumor Clinic, 1925-1941

Unmarried mothers, 1913

Unmarried mothers and adoption, 1938-1966

Urological (genito-urinary), 1912-1935

“The Use of the Boston Social Service Index by the Massachusetts General Hospital Social Service Department,” by Catherine M. Mueller, 1933

Ward I: report on use for convalescents

“When a Child Has Polio: Community Resources Can Contribute to the Patient’s Recovery,” Elizabeth Maginnis, 1951

Whitehorn seminar, notes on, 1937

“Who Are the People Admitted to the Baker Memorial?,” 1932

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Series V. Educational Programs, 1909-1964

Harvard Medical School

Emerson, Charles: correspondence, 1909-1947

Evaluation of medical-social conferences by students, 1946

Guide to medical case study, 1942

Harvard Medical School, 1915

Joint Committee on the Teaching of the Social and Environmental Factors in Medicine, 1947

Medical social work field work study, 1958-1960

Medical students: methods of evaluation and grading, 1934

Medico-social conference, 1947

Medico-social conferences, 1948

Notes on history taking, c. 1918

Plans for teaching medical students, 1935-1945

Social medicine conferences on understanding the patient, 1949

"A Survey of the Teaching of the Social and Environmental Factors in Medicine at the Harvard Medical School," 1945-1946

Teaching Harvard medical students, 1947-1954

Teaching medical students, 1933-1936

Teaching project in social medicine, 1949-1951

Third year lectures in medicine, 1946

Ward medico-social conferences, 1949-1951

Massachusetts General Hospital

The clinical teaching of social medicine, 1945

Conferences on teaching medical social field work at the Massachusetts

General Hospital, 1929-1930

Follow-up, 1938-1940

Medical social students: illustrations of method, 1928-1934

Reading lists, 1932-1945

“Report on the Teaching of Medical-Social Students at the Massachusetts General Hospital,” 1939

School of Social Work: B. L. Russell, 1913-1931

Screening study, 1934

Students of medical social work: problems of field training, 1928-1930

Student supervisors, 1940-1942

Study projects: medical social work, 1959-1960

“A Study of the Use of the 1936 Statistical Classification of Social Case Work Activities as Applied to the Case-loads of Six Workers in the Social Service Department of Massachusetts General Hospital during First Quarter 1936,” by Helen Field, 1936

Teaching of medical social students, 1931-1934

Teaching of medical social students, 1936

Teaching plan, 1951

Nursing

Course outlines, 1938-1940

Introduction to the Outpatient Department, 1937, 1939

Simmons College course for nursing supervisors, 1941

Social and economic aspects of cancer, 1945

Social Service lecture, n.d.

Teaching nurses, 1964

Teaching student nurses, 1916

“The Teaching of Student Nurses the Social Aspects of Illness,” a report by a committee of the New England District of the American Association of Medical Social Workers, [1950]

Teaching student nurses, 1918-1944

Teaching student nurses, 1927-1935

Teaching student nurses, 1932-1940

Teaching student nurses: tuberculosis, 1928-1944

Training school for nurses, 1935-1939

Training school for nurses, 1941-1947

Ward teaching, 1939-1940

Simmons College School of Social Work

American Association of Medical Social Workers-- see “Essential Elements in Education for Medical Social Work”

Bulletin and reading lists, 1939-1940

Cabot, Richard C., Memorial Meeting, 1955

Cannon, Ida: Lectures and appointments, 1918-1956

Course outlines, 1916-1923

Course outlines, 1931-1936

“Employment of Graduates with Master of Science Degrees from the Simmons College School of Social Work,” by Elma C. Jones, 1937

“Essential Elements in Education for Medical Social Work,” American Association of Medical Social Workers, 1942

Field work reports, by Ruth Emerson, 1913-1914

Group cases conference, 1940-1941

Harvard University: notes concerning the relation of Simmons College and Harvard University in early days of Boston School of Social Work, 1952

Methods of analysis, 1931-1932

Outlines, 1931-1936

Plan for week, April 4-9, 1927, for second year medical-social students, 1927

Policy regarding theses, 1939-1940

Reading lists, 1933

Schedule for masters students, 1928

Seminar of field supervisors and faculty, 1947-1948

Simmons, 1912-1916

Simmons, 1914-1943

Simmons College students of medical social work: field work plans and outlines, 1936-1939

"Special Study of Hospital Social Service," by Miriam Finkelstein, and Hilda Hough, 1917

Smith College

Course Outlines, 1918

Staff

Cabot, Richard C.-- see staff development course on casework

Finesinger's conference with medical social staff, 1938

Job analyses, 1915-1917

Manual for members of Social Service Department, 1944

Personnel data and training, 1943

Psychiatric study group, 1933-1934

“Report of Subcommittee on the Teaching of Hospital Administrators of the Education Committee of the American Association of Medical Social Workers, January, 1947, to January, 1949,” 1949

Staff development course on casework, Richard C. Cabot, 1921

Staff education: field work, 1916-1929

Staff education: special group projects, 1936-1940

Theology

Cabot, Richard C.-- see training theological students

Clergy and psychiatrists, 1947

Council for the Clinical Training of Theological Students, 1930-1939

Council for the Clinical Training of Theological Students: 1st Annual Report, 1930

Council for the Clinical Training of Theological Students: 5th Annual Conference, 1934

“Methods for the Protestant Minister in Work with the Sick,” by Russell L. Dicks, 1934

“A Record Study Illustrating the Cooperation between Social Worker and Clergyman in Ministering to a Patient with inoperable cancer,” 1934

Statement of change in organization and plan for teaching theological students, 1936

“A Summary of My First Year at the Massachusetts General Hospital,” by Russell L. Dicks, 1934

Summer school of clinical training for parish ministers, 1938

Teaching theological students, 1933

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Teaching theological students: pamphlets and articles, 1933-1935

Theological student report on summer’s work, 1931

Training theological students, Richard C. Cabot, 1933-1934

Series VI. Social Workers and Other Associates of the Department, 1899-1971

Addams, Jane, 1899-1935

Abrams, Ruth, 1945

Asaka, Masaye T., 1928-1956

Baker, Edith, 1925-1931

Barbour, Josephine, n.d., 1931-1987

Bartlett, Harriett, 1906-1962

Bartlett, Harriett, 1931-1975

Bauer, Helena, 1934

Beard, Mary, 1946

Bigelow, George, n.d., 1933-1939

Bingham, Walter, 1952-1956

Bond, Earl, 1926

Book, Dorothy, 1955-1956

Brackett, Eliot, 1943

Brackett, Jeffrey, 1930-1956

Brackett, Susan (Mrs. Jeffrey), 1931

Bradley, Margaret, 1958

Burleigh, Edith, n.d.

Burrage, Katharine, 1916

Cabot, Ella Lyman, 1934

Cannon, Antoinette, 1924-1955

Cannon, Ida M., 1923

Cannon, Walter, 1936-1954

Catton, Margaret, 1952-1959

Chase, Ethel W., n.d.

Chesley, Anne Lockhart, n.d., 1939

Christian, Henry A., 1927

Chinese Medical Social Service-- see Pruitt, Ida

Clark, Eleanor, 1950-1984 [1 of 2]

Clark, Eleanor, 1950-1984 [2 of 2]

Cobb, Stanley, 1948

Cummins, Anne, 1922-1936

Curtis, Margaret, 1951

Day, Elizabeth, 1947

Eliot, Martha, n.d., 1914-1951

Emerson, Charles P., 1919

Evarts, Sarah, 1921

Farmer, Gertrude, 1912

Follett, Mary, 1926-1934

Glenn, Helen, 1909-1911

Glenn, Mary Wilcox (Mrs. John M.), 1931, 1940

Hackett, Lewis, 1952

Hagan, Margaret, 1951

Hamilton, Alice, n.d., 1959

Hammond, Mabel, 1955

Harper, Grace, 1911-1951

Henry, Edna G., 1942

Higgins, Alice L., 1907-1911

Hodder, Jessie D., 1909, 1942

Homans, Helen, 1920

Johnson, Sally, 1957

Kelley, Florence, 1940

Learmonth, Charlotte and Jean, 1938-1955

Lee, Porter, 1939

Lewis, Ora Mabelle, 1925-1929

Lindemann, Erich, 1951

Loch, Charles, 1895-1936

Means, James H., 1932-1955

Minot, George, 1908-1928

Monks, John P., 1933-1959

Morris, Cherry, 1935

Morse, Frances R., n.d., 1928, 1947

Murphy, Fred T., 1930, 1948

Oberndorf, C.P., n.d., 1941-1947

Osler, William, 1910

Peabody, Francis, 1920, 1927

Pear, William H., n.d., 1909-1952

Pelton, Garnet Isabel, 1905-1952

Plaut, Thomas F., 1966

Pratt, Joseph H., 1906-1927

Prince, Morton, 1938

Pruitt, Ida (Chinese Medical Social Service), 1921-1951

Pumphrey, Muriel, 1955-1956

Putnam, Elizabeth Cabot, 1955

Putnam, James, n.d., 1918

Rand, Ellen Emmett, 1941

Rich, Margaret E., 1924

Sand, Rene, 1918, 1955-1956

Sheffield, Ada Eliot, 1930-1944

Shipps, Helen, 1922-1955

Silbert, Louise, 1940

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Simon, Hilda B., 1924

Smith, Elliott Dunlap, 1957

Soule, Theodate, 1923-1955

Southard, Ernest, 1914-1920

Spaulding, Huntley, 1955

Taylor, Mary K., 1927-1965

Terry, Edith, 1959

Thayer, Pauline (Mrs. Nathaniel), 1929-1940

Tyson, Helen, n.d., 1914, 1947, 1959

Wilson, Mabel, 1931

Viguers, Richard, 1958-1959

Wheeler, Elizabeth, n.d., 1966-1971

Whiting, Elizabeth, 1939

Whiting, Rosemary, 1971

Wulkop, Elsie, 1925

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Series VII. Photographs and negatives, 1903-1985

Activities, 1908-c.1985 [1 of 2]

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Barbour, Josephine, n.d., c.1942, 1955

Bartlett, Harriett, 1980

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Cabot, Richard C., and Cannon, Ida, 1938

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Negative: activities, n.d.

Negative: Cabot family tree, n.d.

Negative: Cabot, Richard C., 1938

Negative and print: Cabot, Richard C., n.d.

Negative: Cabot, Richard C., portrait, n.d.

Negative: Cannon, Ida, n.d.

Negatives: Cannon, Ida at her desk, n.d.

Negative: Cannon, Ida, portrait, n.d.

Negatives: cardiac children and Paul Dudley White, [1943]

Negatives: Chickering House and Harriett Bartlett, ward B5 [1943]

Negatives: conference in Archives Room, 1943

Negatives: House Social Service quarters, 1939

Negative and print: Lecture in unidentified room, n.d.

Negatives: Outpatient Department, interior of Social Service Department, Ida Cannon, at her desk, [1938]

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Negatives: Social Service Group [1942]

Negative: Social Services meeting [1943]

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Photograph album: Social Service Department Book I, 1903-1954

Photograph album: Social Service Department Book II, 1930-1955

Photograph album: Social Service Department Book III, 1957-1963

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Photograph album and scrapbook: Josephine C. Barbour, c. 1900-1964

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Series VIII. Case Files and Other Restricted Records, 1905-1962

Cannon, Ida: personnel record, 1907-1944

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Case evaluation, 1931-1933

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Case study: Harvard Medical School students, 1953

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Case summaries: Richard C. Cabot, 1905-1906, c.1926

Early referrals to Social Service, c.1905-1915

Evaluation conferences, 1933-1934

Evaluation conferences, 1935-1936

Medical study, 1953-1954

Minutes of workers' conferences, 1919-1921

Neurasthenia cases, 1905-1931

Orthopedic Clinic, n.d.

Patient reminiscence, n.d.

Psychiatric consultation, 1960-1962

Recording project, 1932-1935

Rehabilitation study, 1944

Study of screening process, 1931-1935

Tumor cases, 1933

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By Abby Rasch

Folder List:

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Theses written by students of social work and assorted articles about social work

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Series I: Administrative Files

Affordable Patient Lodging, 1985-2002 (2 folders)

Anniversary (100th), 2005

Anniversary (50th), 1955

Anniversary Celebrations, 1980-2005

Annual Report, 1993

Assisted Living Proposal, 1991

Chronologies

Clinical Recognition Program, 2002

Collaborative Leadership Team Design, 1997-1999

Continuing Education Committee, 1987-1988

Department of Chaplaincy, 1992-2011

Department of Chaplaincy, Budgets, 1997-2004

Departmental Budgets, 2002-2004

Departmental Committees, 1990s

Departmental Redesign, 1990 and 1995

Facilitator Training Materials, 2001-2002

General Administration Files, 1985-1989

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- Goal, 2001-2004
- Historical Items, pre-1985
- IBIS Consulting Results, 1988-1989
- Ladies Visiting Committee, 1989-2004
- Lodging Shuttle, 1995
- National NASW's Annual Leadership Meeting, 2013
- Publications, 1985-2004
- Publications, 1998-2005
- Senior Action Council, 1987
- Staff Memos, 1995-1999
- Staff memos, 2000-2003
- Staffing Reports, 1985-1989

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- Steering Committee Minutes, 1997-1999
- Steering Committee Minutes, 2000-2001
- Sub-Acute Task Force, 1994
- United Way Campaign, 1990-1991
- Work Management Institute Time Study, 1994

Series II: Cabot, Richard C.

- "Adventures on the Borderlands of Ethics"
- Articles about Richard Cabot and Social Services, 1925-1930
- Biographical Writings on Richard Cabot
- The Cabot Society, Harvard Medical School, 1981

Series III: Cannon, Ida

- Contribution to Centennial Volume, MGH, 1924
- Correspondence, 1911-1958
- Health Care Hall of Fame, 1997
- Miss Cannon's Dinner, 1945

Series IV: Diseases and Clinics

- Cancer Center Proposals
- Cancer Resource Room-Family Connections
- Transplant Programs, 1990-2000

Series VI: Social Workers and Other Associates of the Department

- Barbour, Josephine, 1987
- Bartlett, Harriet, 1966-1975
- Bonader, Evelyn
- Clark, Eleanor, 1984
- Salvin, Peter, 1995-1997
- Soule, Theodate, 1990
- Thayer, Pauline, 1940

Series VII: Photographs and Negatives

- Anniversary (50th) Group Photo, 1955
- Cabot, Richard and Cannon, Ida, n.d.
- Cannon, Ida, Portraits, n.d.

Eleanor Clark, n.d. (4 folders)
Evelyn Bonader, n.d.
Harriet Bartlett, 1980
Ida Cannon at her desk, n.d.
Negative and photograph, "The Corner", 1908
Negatives, Ida Cannon, n.d.
North Grove Street, 1916
Photocopies of Images
Photocopies of place cards used at the banquet for Dr. Richard Cabot, 1930
Social Service Department, 1992
Social Services Event, n.d.
Social Services, Group Shots, n.d.
Social Work Program Graduation, n.d.
Volunteer Day, Social Services Department, 1944