

Visiting Nurse Association of South Central Connecticut records

MC 105

Finding aid prepared by Center staff, updated by Bethany Myers.

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Summary Information

Repository	University of Pennsylvania: Barbara Bates Center for the Study of The History of Nursing
Creator	Milford Visiting Nurse Association.
Creator	Visiting Nurse Association of South Central Connecticut.
Title	Visiting Nurse Association of South Central Connecticut records
Call number	MC 105
Date [inclusive]	1905-1987
Extent	5 linear feet
Language	English
Abstract	The Visiting Nurse Association of South Central Connecticut was founded in 1904 as the Visiting Nurse Association of New Haven. The Milford Visiting Nurse Association, founded in 1919, became part of the VNA of New Haven in 1966. This collection includes records mainly from the 1930s to 1990s. Documents include the Association's service evaluations, National League for Nursing accreditation, committee planning for meeting community health and service needs, annual reports (1960-1993) and service manuals.

Cite as:

Visiting Nurse Association of South Central Connecticut records, Barbara Bates Center for The Study

of The History of Nursing, University of Pennsylvania

Biography/History

The Visiting Nurse Association of South Central Connecticut was founded in 1904 as the Visiting Nurse Association of New Haven. It began its first full year of service in 1905 under the leadership of Lillian E. Prudden, its first board president. That year, the agency's first visiting nurse, Miss Mary Grace Hills, made 1500 home visits. Since its establishment, the Association has had as its objective "to meet community health needs" of New Haven and surrounding areas. In 1920, in cooperation with the American Red Cross, Yale University's Department of Public Health, and the City Department of Health, the Association initiated a health center demonstration project to provide preventative and curative health services. In 1922, to provide more effective nursing care services for families and patients, services became generalized; that is, one staff nurse would provide all public health nursing services to one family instead of several staff nurses visiting the same family.

During the 1960s, the Association provided community health care to East Haven, New Haven, West Haven, and Milford. It was able to do this with support from United Way, groups such as the New Haven Foundation, and the cooperation of local departments of health. Also, the agency entered into a contractual arrangement with the City of New Haven Department of Health to provide nursing staff for sixty of New Haven's public and parochial schools. In addition, the association served twenty pre-kindergarten centers sponsored by the City's Department of Education.

The VNA of New Haven was much involved with multiple other community social and health agencies and school districts. For instance, in 1961, the agency participated in the Cooperative Care Project, which provided care to mentally ill patients and their families for a five year period. The association also worked with the Conte School Demonstration Project to implement a public health nursing service in the elementary schools of selected New Haven districts. Working with Yale-New Haven Medical Center, the association also helped in a demonstration project for comprehensive family health care services.

During the late 1960s and 1970s, the agency had to curtail its preventative health care services. It became difficult to direct efforts toward meeting the home care needs of the chronically ill, the handicapped, and the elderly while simultaneously maintaining the New Haven school nursing services. The agency's clientele, as in other cities, was living increasingly longer and needed assistance to cope with the effects of long-term illness (rather than acute illness). These trends prompted in the agency's shift away from health prevention services. Changes such as these, along with escalating costs of institutional care increased governmental and public awareness of the advantages of in-home health care services.

After several years of collaborative working relationships, a formal contract became effective with Connecticut Hospice, Inc. (1978) for the Visiting Nurse Association to provide home health aides and nursing and physical therapy services to patients in the Hospice Home Care Program. The Visiting Nurse Association of New Haven, since its founding, has responded to changing social and health problems and continues to be in the forefront in meeting its community's needs.

Almost a decade after the Visiting Nurse Association of South Central Connecticut started, Milford Visiting Nurse Association was founded in 1919. The minutes of the February 15, 1944 board meeting document planning for the agency's twenty-fifth anniversary in April 1944. In that meeting, Mrs. Harold

Hawkins, a former agency president, informed the group that Mrs. Snyder's (formerly the agency's board secretary) home was burglarized. Much of her personal property was stolen together with the records of the Association. These were never recovered. Therefore, details covering that period were not available. The agency was originally known as the Milford Public Health Nursing Association, but in 1948, when the agency officially incorporated, its name was changed to the Milford Visiting Nurse Association. In the late 1950s and 1960s, in response to restructuring health care systems, the association did a study of the effectiveness of its services and the impact of Medicare certification. The study's report indicated that the Association would have difficulties finding a qualified nursing director and that it faced administration problems. The report recommended a joint meeting of the Milford Visiting Nurse Association with the New Haven Visiting Nurse Association board of directors to develop a plan for coordinating services. The two agencies met on September 15, 1966, and a contract was signed. It enabled the Milford VNA to purchase nursing supervisory and administration services from the New Haven Visiting Nurse Association. The home care and maternal/child care services offered by the Milford VNA were continued under the supervision and consultative services of the New Haven VNA.

Scope and Contents

The Agency was founded in May 4, 1904, with the first full year of service beginning in 1905. This collection includes records mainly from the 1930's to 1990's, with the exception of the Home Economics Committee minutes from 1920-1931 and history of nutrition service (1911-1949). The documents are of the Association's service evaluations, National League for Nursing accreditation, committee planning for meeting community health and service needs, annual reports (1960-1993) and service manuals.

Administrative Information

University of Pennsylvania, Barbara Bates Center for the Study of The History of Nursing
Finding aid prepared by Center staff, updated by Bethany Myers.

Access Restrictions

This collection is unrestricted.

Use Restrictions

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Immediate Source of Acquisition note

Gift of Joanne Walsh, 1995.

Controlled Access Headings

CORPORATE NAME(S)

- Milford Visiting Nurse Association.
- Visiting Nurse Association of South Central Connecticut.

FORM/GENRE(S)

- Administrative records

GEOGRAPHIC NAME(S)

- New Haven County (Conn.)

OCCUPATION(S)

- Public health nursing

SUBJECT(S)

- Community health nursing
- Visiting nurses

Collection Inventory

RECORD GROUP 1. VISITING NURSE ASSOCIATION OF SOUTH CENTRAL CONNECTICUT.

RECORD GROUP 1/SERIES 1. ADMINISTRATION, 1911-1987.

Scope and Contents note

This series includes the Association's committee reports and minutes (1932-1976). It provides documentation of evaluating service programs (1975-1979) as well as National League for Nursing and American Public Health Association Accreditation Reports (1966-1979); short and long-range plan (1980-1987); events and accomplishments (1959-1965); and financial data (1943-1973).

	Box	Folder
The Board Member, (guide for administrative responsibilities), 1936.	1	1
Board Members Manual, 1966.	1	2

COMMITTEES.

	Box	Folder
AdHoc Committee on Proprietary Agency issues, correspondence, minutes, reference data, 1975-1976.	1	3
Education Committee, correspondence and committee meeting minutes, 1936-1955.	1	4

HOME ECONOMIC COMMITTEE, MEETING MINUTES.

	Box	Folder
December 27, 1920 - December 10, 1925.	1	5
January 14, 1926 - November 19, 1930.	1	6
Nutrition Services.		1
Committee, meeting minutes and history, 1945-1962.	1	7
History of Nutrition Service, 1911-1949.	1	8
Medical Professional Advisory Committee, 1974.	1	9

MEDICAL ADVISORY COMMITTEE MEETING MINUTES.

	Box	Folder
1939-1959.	1	10
1960-1969.	1	11
1971.	1	12
1972-1973.	1	13

PERSONNEL COMMITTEE, MEETING MINUTES.

	Box	Folder
1932-1937.	1	14
1938-1941.	1	15
1942-1946.	2	16
1947-1949.	2	17

1955-1957.	2	18
1958-1960.	2	19
1961-1962.	2	20
1975.	2	21
1976.	2	22

PROGRAM AND POLICIES COMMITTEE MEETING MINUTES, 1935-1959.

	Box	Folder
1935-1938.	2	23
1939-1949.	2	24
1950-1955.	2	25
1956-1959.	2	26

EVALUATION.

	Box	Folder
Board and staff organization chart, 1974.	2	27

1975 EVALUATION ACTIVITIES MANUAL.

	Box	Folder
Organizational Structure, changes and revisions.	2	28
Financial Management.	2	29

Annual Report.	2	30
Time Data and Statistical Analysis.	2	31
Committee Meeting Minutes.	2	32
Maternal and Child Health Services-Evaluation SubCommittee.	3	33
Maternal and Child Health Services-Evaluation SubCommittee.	3	34
Maternal and Child Health Services-Evaluation SubCommittee.	3	35

1976 FORMAL EVALUATION MATERIALS MANUALS.

	Box	Folder
Organization Structure, changes and revisions.	3	36
Financial Management.	3	37
Statistical Analysis.	3	38
Medical Direction.	3	39
Committee Meeting Minutes.	3	40
School Nursing Services.	3	41
School Nursing Services.	3	42
Illness Program Evaluation.	3	43
Illness Program Evaluation.	3	44
Illness Program Evaluation.	3	45

Social Service and patient care review program.	3	46
Patient care review.	3	47
Maternal and Child Health Services and Child Health Conference Programs evaluation, 1975.	3	48

FORMAL EVALUATION PROGRAM, 1976-1977.

	Box	Folder
Unit I-VI.	3	49
Unit VII.	3	50
Unit VIII.	4	51

FORMAL EVALUATION MATERIALS, 1978-1979.

	Box	Folder
Units I-II.	4	52
Units III-X.	4	53

NATIONAL LEAGUE FOR NURSING, REPORT FOR EVALUATION FOR PRELIMINARY ACCREDITATION, SEPTEMBER 1966.

	Box	Folder
pages 1-24.	4	54
pages 25-73.	4	55
pages 74-128.	4	56

NATIONAL LEAGUE FOR NURSING, EVALUATION REPORT FOR ACCREDITATION, OCTOBER 1968.

	Box	Folder
pages 1-65, organization and administration.	4	57
pages 66-117, program.	4	58
pages 118-195, staff, resources, future plans.	4	59

NATIONAL LEAGUE FOR NURSING AND AMERICAN PUBLIC HEALTH ASSOCIATION ACCREDITATION REPORT, APRIL 1974.

	Box	Folder
pages 1-32.	4	60
pages 33-82.	4	61
pages 83-116.	4	62
pages 117-134.	4	63

NATIONAL LEAGUE FOR NURSING AND AMERICAN PUBLIC HEALTH ASSOCIATION ACCREDITATION REPORT, JULY 1979.

	Box	Folder
pages 1-30(includes addendum correspondence).	5	64
pages 31-50.	5	65
pages 51-73.	5	66
pages 74-90.	5	67

pages 91-100.	5	68
pages 101-120.	5	69
pages 121-139.	5	70
pages 140-162.	5	71

NATIONAL LEAGUE FOR NURSING AND AMERICAN PUBLIC HEALTH ASSOCIATION, INTERIM REPORT, JUNE 1981.

	Box	Folder
Sections I-IV, pages 1-12.	5	72
Section V, pages 13-13.69.	5	73
Section VI, pages 14-14.31 - 15-15M.	5	74

PATIENT CLASSIFICATION - OBJECTIVES SYSTEM EVALUATION MANUAL, 1979.

	Box	Folder
Illness program objectives.	5	75
Illness service program - summary of record audit.	5	76
Illness service objective evaluation committee.	5	77
Illness service objective evaluation committee.	5	78

ANNUAL EVALUATION REPORTS, VNA OF VALLEY.

	Box	Folder
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Fiscal year, 1985.	5	79
Fiscal year, 1986.	5	80
Fiscal year, 1987.	5	81

EVENTS AND ACCOMPLISHMENTS.

	Box	Folder
1959-1960.	6	82
1961-1962.	6	83
1963-.	6	84
1964.	6	85
1965.	6	86

FINANCIAL.

BUDGET, AND INCOME AND EXPENDITURE STATEMENTS.

	Box	Folder
1943-1957.	6	87
1958-1961.	6	88
1962-1963.	6	89
1964-1965.	6	90

COST ANALYSIS.

	Box	Folder
1951-1959.	6	91
1960-1965.	6	92
Cost per-visit analysis, 1939-1949.	6	93
Cost study data, April 1949.	6	94
Statistical and Billing Procedure, 1973.	6	95

MANUALS.**PERSONNEL POLICIES MANUAL, 1960-1979.**

	Box	Folder
pages 1-31a.	7	96
pages 32-57.	7	97
Home Health Aides, pages 1-15c.	7	98
Job descriptions - pages 1-13.	7	99
Job descriptions - pages 14-34.	7	100

RECORD MANUAL, 1968-1973.

	Box	Folder
pages 1-29.	7	101

pages 30-69.

7

102

PLANNING.

A POSITION PAPER ON STRATEGIC PLANNING, ELIZABETH A. DUBERT, AUGUST, 1981.

Box

Folder

pages 1-22.

7

103

Exhibit I-IX.

7

104

ADMINISTRATIVE LONG-RANGE PLANNING MEETINGS, 1982.

Box

Folder

Interaction with Board of Directors; analysis papers and suggested opinions.

7

105

MINUTES.

Box

Folder

1980.

7

106

1981.

7

107

1982.

7

108

LONG RANGE PLAN, (PERMANENT RECORD), 1982.

Box

Folder

Educational Handout and Analysis paper, full.	7	109
Summary of position paper, for strategic plan and suggested options.	8	110
Committee meeting minutes, 1982-1983.	8	111
Long-range plan, 1983-1987.	8	112

RECORD GROUP 1/SERIES 2. HISTORY, 1905-1979.

Scope and Contents note

This small series consists of a chronological development of agencies services (1905-1979) and records of the Associations's celebration of its 70th anniversary (1974).

	Box	Folder
Chronological development of agency services, 1905-1979.	8	1
The VNA House (history of headquarters for VNA), 1930s.	8	2

ANNIVERSARY WEEK, 70TH ANNIVERSARY, 1904-1974.

Related Archival Materials note

See also History of Nutrition Services in Series I (Box 1, Folder 8).

	Box	Folder
Proclamation, "Visiting Nurse Association of New Haven Week," May 5-11, 1974, Office of the Mayor, 1974.	8	3
70th Anniversary Birthday Celebration activities, 1974.	8	4

RECORD GROUP 1/SERIES 3. STUDIES AND PROJECTS, 1960-1978.

Scope and Contents note

Found in this series are studies and projects done in relationship with other community agencies. These projects include the development of the first hospice program (1969-1978), a community needs assessment study (1982), and the home health aide projects (1967).

PROJECTS.

	Box	Folder
Cooperative Care Project, 1960-1965.	8	1
Conte School, Wooster Square, Farnum courts Area Demonstration Project (Focus, demonstrate more effective community nursing service), Final report, 1965.	8	2

HOME HEALTH AIDE PROJECT, 1967.

	Box	Folder
Profile for Home Health Aide Pilot Training Project - grant application, 1969.	8	3
Final Report, 1966-1967.	8	4
Proposal for expansion of home health services, 1976.	8	5

PARTICIPATION, DEVELOPMENT, FIRST HOSPICE PROGRAM, USA.

	Box	Folder
Planning, correspondence and hospice publication, 1969-1978.	8	6
Program- The Connecticut Hospice Inc Cornerstone Laying, October 1972.	8	7

Book- First American Hospice, Three Years of Home Care, Lack and Buckingham, Hospice, Inc, 1978.	8	8
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Short-term Hospital, Special: Hospice, State of Connecticut, State Dept. of Health, regulations-draft, 1978.	8	9
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STUDIES.

	Box	Folder
Community Needs Assessment Study, Summary Report, 1982.	8	10
New Haven Study, "Relationship between Public Health Nursing and Medical Social Service", 1940.	8	11
Relationships between the Health Department and The Visiting Nurse Association, 1961.	8	12
Visiting Nurse Association of New Haven, by Hedwig Cohen, August 1961.	9	13
Physical Therapy, 1966-1967.	9	14

RECORD GROUP 1/SERIES 4. SERVICE MANUALS, 1968-1974.

Scope and Contents note

Included in this series are manuals of policies and procedures for the implementation of patient care services and for documentation of care provided back in the home and clinics.

RECORD MANUAL (FAMILY RECORD), 1968.

	Box	Folder
pages 1-25C.	9	1

pages 26-69.	9	2
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RECORD MANUAL (FAMILY RECORD), 1972.

	Box	Folder
pages 1-25C.	9	3
pages 26-69.	9	4
Record Manual- Child Health and Maternal Health, 1974.	9	5

PROCEDURE MANUAL, 1970-1981.

	Box	Folder
pages 1-19.	9	6
pages 20-36.	9	7
Patient Care Service Policies, 1969.	9	8

CHILD HEALTH CONFERENCE MANUAL, 1972.

	Box	Folder
pages 1-22.	9	9
pages 23-47.	9	10
Appendix I-V.	9	11
Appendix VI-X.	9	12
Family Planning Clinic, 1972.	9	13

CHILD HEALTH CONFERENCE, 1974.

	Box	Folder
Program and Service Policies; and Organization.	9	14
Conference Session, procedure and process; immunizations.	9	15
Pre-kindergarten Health Program (first Headstart Program), 1972.	9	16

CHILD HEALTH CONFERENCE, NURSES' RESOURCE, 1973.

	Box	Folder
Units 1-6.	10	17
Units 7-8.	10	18

RECORD GROUP 2. MILFORD VISITING NURSE ASSOCIATION.

RECORD GROUP 2/SERIES 1. ADMINISTRATION, 1937-1968.

Scope and Contents note

This series includes annual and board meeting minutes (1972-1978); reports of annual committee and board president; and a loose-leaf book of board meeting minutes (1937-1958).

ANNUAL AND BOARD MEETING MINUTES.

	Box	Folder
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1972.	10	1
1973.	10	2
1974.	10	3
1975.	10	4
1976.	10	5
1977.	10	6
1978.	10	7

REPORTS, ANNUAL, COMMITTEE, PRESIDENT.

	Box	Folder
1950-1956.	10	8
1957-1958.	10	9
1959-1960.	10	10
1961-1962.	10	11
1963.	10	12
1964.	10	13
1965.	10	14
1965-1968.	10	15
Milford Public Health Nursing Association, 1937-1944. Name changed to Milford Visiting Nurse Association, board meeting	10	16

minutes, (loose-leaf book), 1937-1959.