

Visiting Nurse Association of South Central Connecticut records, 1905-1987 PU-N.MC 105

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Summary Information

Repository:	University of Pennsylvania: Barbara Bates Center for the Study of The History of Nursing
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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.

Preferred Citation

Visiting Nurse Association of South Central Connecticut records, Barbara Bates Center for The Study of The History of Nursing, University of Pennsylvania

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Historical Sketch

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.

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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.

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Administrative Information

Publication Statement

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Immediate Source of Acquisition

Gift of Joanne Walsh, 1995.

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Controlled Access Headings

- Nursing
- Community health nursing
- New Haven County (Conn.)
- Administrative records
- Visiting nurses
- Public health nursing
- Visiting Nurse Association of South Central Connecticut
- Milford Visiting Nurse Association

Collection Inventory

Visiting Nurse Association of South Central Connecticut

Administration, 1911-1987

Scope and Contents

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).

Title/Description	Instances
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The Board Member, (guide for administrative responsibilities), 1936	box 1	folder 1
Board Members Manual, 1966	box 1	folder 2

Committees

Title/Description	Instances	
AdHoc Committee on Proprietary Agency issues, correspondence, minutes, reference data, 1975-1976	box 1	folder 3
Education Committee, correspondence and committee meeting minutes, 1936-1955	box 1	folder 4

Home Economic Committee, meeting minutes

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

Medical Advisory Committee meeting minutes

Title/Description	Instances	
1939-1959	box 1	folder 10
1960-1969	box 1	folder 11
1971	box 1	folder 12
1972-1973	box 1	folder 13

Personnel Committee, meeting minutes

Title/Description	Instances	
1932-1937	box 1	folder 14
1938-1941	box 1	folder 15
1942-1946	box 2	folder 16
1947-1949	box 2	folder 17
1955-1957	box 2	folder 18
1958-1960	box 2	folder 19
1961-1962	box 2	folder 20

1975	box 2	folder 21
1976	box 2	folder 22

Program and Policies Committee meeting minutes, 1935-1959

Title/Description	Instances	
1935-1938	box 2	folder 23
1939-1949	box 2	folder 24
1950-1955	box 2	folder 25
1956-1959	box 2	folder 26

Evaluation

Title/Description	Instances	
Board and staff organization chart, 1974	box 2	folder 27

1975 Evaluation Activities Manual

Title/Description	Instances	
Organizational Structure, changes and revisions	box 2	folder 28
Financial Management	box 2	folder 29
Annual Report	box 2	folder 30
Time Data and Statistical Analysis	box 2	folder 31
Committee Meeting Minutes	box 2	folder 32
Maternal and Child Health Services-Evaluation SubCommittee	box 3	folder 33
Maternal and Child Health Services-Evaluation SubCommittee	box 3	folder 34
Maternal and Child Health Services-Evaluation SubCommittee	box 3	folder 35

1976 Formal Evaluation Materials Manuals

Title/Description	Instances	
Organization Structure, changes and revisions	box 3	folder 36
Financial Management	box 3	folder 37
Statistical Analysis	box 3	folder 38
Medical Direction	box 3	folder 39
Committee Meeting Minutes	box 3	folder 40
School Nursing Services	box 3	folder 41

School Nursing Services	box 3	folder 42
Illness Program Evaluation	box 3	folder 43
Illness Program Evaluation	box 3	folder 44
Illness Program Evaluation	box 3	folder 45
Social Service and patient care review program	box 3	folder 46
Patient care review	box 3	folder 47
Maternal and Child Health Services and Child Health Conference Programs evaluation, 1975	box 3	folder 48

Formal Evaluation Program, 1976-1977

Title/Description	Instances	
Unit I-VI	box 3	folder 49
Unit VII	box 3	folder 50
Unit VIII	box 4	folder 51

Formal Evaluation Materials, 1978-1979

Title/Description	Instances	
Units I-II	box 4	folder 52
Units III-X	box 4	folder 53

National League for Nursing, Report for Evaluation for Preliminary Accreditation, September 1966

Title/Description	Instances	
pages 1-24	box 4	folder 54
pages 25-73	box 4	folder 55
pages 74-128	box 4	folder 56

National League for Nursing, Evaluation report for Accreditation, October 1968

Title/Description	Instances	
pages 1-65, organization and administration	box 4	folder 57
pages 66-117, program	box 4	folder 58
pages 118-195, staff, resources, future plans	box 4	folder 59

National League for Nursing and American Public Health Association Accreditation Report, April 1974

Title/Description	Instances	
pages 1-32	box 4	folder 60
pages 33-82	box 4	folder 61
pages 83-116	box 4	folder 62
pages 117-134	box 4	folder 63

National League for Nursing and American Public Health Association Accreditation Report, July 1979

Title/Description	Instances	
pages 1-30(includes addendum correspondence)	box 5	folder 64
pages 31-50	box 5	folder 65
pages 51-73	box 5	folder 66
pages 74-90	box 5	folder 67
pages 91-100	box 5	folder 68
pages 101-120	box 5	folder 69
pages 121-139	box 5	folder 70
pages 140-162	box 5	folder 71

National League for Nursing and American Public Health Association, Interim Report, June 1981

Title/Description	Instances	
Sections I-IV, pages 1-12	box 5	folder 72
Section V, pages 13-13.69	box 5	folder 73
Section VI, pages 14-14.31 - 15-15M	box 5	folder 74

Patient Classification - Objectives System Evaluation Manual, 1979

Title/Description	Instances	
Illness program objectives	box 5	folder 75
Illness service program - summary of record audit	box 5	folder 76
Illness service objective evaluation committee	box 5	folder 77
Illness service objective evaluation committee	box 5	folder 78

Annual Evaluation Reports, VNA of Valley

Title/Description	Instances	
Fiscal year, 1985	box 5	folder 79

Fiscal year, 1986	box 5	folder 80
Fiscal year, 1987	box 5	folder 81

Events and Accomplishments

Title/Description	Instances	
1959-1960	box 6	folder 82
1961-1962	box 6	folder 83
1963-	box 6	folder 84
1964	box 6	folder 85
1965	box 6	folder 86

Financial

Budget, and Income and Expenditure Statements

Title/Description	Instances	
1943-1957	box 6	folder 87
1958-1961	box 6	folder 88
1962-1963	box 6	folder 89
1964-1965	box 6	folder 90

Cost Analysis

Title/Description	Instances	
1951-1959	box 6	folder 91
1960-1965	box 6	folder 92
Cost per-visit analysis, 1939-1949	box 6	folder 93
Cost study data, April 1949	box 6	folder 94
Statistical and Billing Procedure, 1973	box 6	folder 95

Manuals

Personnel Policies Manual, 1960-1979

Title/Description	Instances	
pages 1-31a	box 7	folder 96
pages 32-57	box 7	folder 97
Home Health Aides, pages 1-15c	box 7	folder 98
Job descriptions - pages 1-13	box 7	folder 99

Job descriptions - pages 14-34

box 7

folder 100

Record Manual, 1968-1973

Title/Description	Instances	
pages 1-29	box 7	folder 101
pages 30-69	box 7	folder 102

Planning**A Position Paper on Strategic Planning, Elizabeth A. Dubert, August, 1981**

Title/Description	Instances	
pages 1-22	box 7	folder 103
Exhibit I-IX	box 7	folder 104

Administrative Long-Range Planning Meetings, 1982

Title/Description	Instances	
Interaction with Board of Directors; analysis papers and suggested opinions	box 7	folder 105

Minutes

Title/Description	Instances	
1980	box 7	folder 106
1981	box 7	folder 107
1982	box 7	folder 108

Long Range Plan, (permanent record), 1982

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

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Scope and Contents

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).

Title/Description	Instances	
Chronological development of agency services, 1905-1979	box 8	folder 1
The VNA House (history of headquarters for VNA), 1930s	box 8	folder 2

Anniversary Week, 70th Anniversary, 1904-1974

Related Materials:

Related Materials

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

Title/Description	Instances	
Proclamation, "Visiting Nurse Association of New Haven Week," May 5-11, 1974, Office of the Mayor, 1974	box 8	folder 3
70th Anniversary Birthday Celebration activities, 1974	box 8	folder 4

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Studies and Projects, 1960-1978

Scope and Contents

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

Title/Description	Instances	
Cooperative Care Project, 1960-1965	box 8	folder 1
Conte School, Wooster Square, Farnum courts Area Demonstration Project (Focus, demonstrate more effective community nursing service), Final report, 1965	box 8	folder 2

Home Health Aide Project, 1967

Title/Description	Instances	
Profile for Home Health Aide Pilot Training Project - grant application, 1969	box 8	folder 3
Final Report, 1966-1967	box 8	folder 4
Proposal for expansion of home health services, 1976	box 8	folder 5

Participation, Development, First Hospice Program, USA

Title/Description	Instances	
Planning, correspondence and hospice publication, 1969-1978	box 8	folder 6
Program- The Connecticut Hospice Inc Cornerstone Laying, October 1972	box 8	folder 7
Book- First American Hospice, Three Years of Home Care, Lack and Buckingham, Hospice, Inc, 1978	box 8	folder 8
Short-term Hospital, Special: Hospice, State of Connecticut, State Dept. of Health, regulations-draft, 1978	box 8	folder 9

Studies

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

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Service Manuals, 1968-1974

Scope and Contents

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

Title/Description	Instances	
pages 1-25C	box 9	folder 1
pages 26-69	box 9	folder 2

Record Manual (family record), 1972

Title/Description	Instances	
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pages 1-25C	box 9	folder 3
pages 26-69	box 9	folder 4
Record Manual- Child Health and Maternal Health, 1974	box 9	folder 5

Procedure Manual, 1970-1981

Title/Description	Instances	
pages 1-19	box 9	folder 6
pages 20-36	box 9	folder 7
Patient Care Service Policies, 1969	box 9	folder 8

Child Health Conference Manual, 1972

Title/Description	Instances	
pages 1-22	box 9	folder 9
pages 23-47	box 9	folder 10
Appendix I-V	box 9	folder 11
Appendix VI-X	box 9	folder 12
Family Planning Clinic, 1972	box 9	folder 13

Child Health Conference, 1974

Title/Description	Instances	
Program and Service Policies; and Organization	box 9	folder 14
Conference Session, procedure and process; immunizations	box 9	folder 15
Pre-kindergarten Health Program (first Headstart Program), 1972	box 9	folder 16

Child Health Conference, Nurses' Resource, 1973

Title/Description	Instances	
Units 1-6	box 10	folder 17
Units 7-8	box 10	folder 18

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Milford Visiting Nurse Association

Administration, 1937-1968

Scope and Contents

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

Title/Description	Instances	
1972	box 10	folder 1
1973	box 10	folder 2
1974	box 10	folder 3
1975	box 10	folder 4
1976	box 10	folder 5
1977	box 10	folder 6
1978	box 10	folder 7

Reports, Annual, Committee, President

Title/Description	Instances	
1950-1956	box 10	folder 8
1957-1958	box 10	folder 9
1959-1960	box 10	folder 10
1961-1962	box 10	folder 11
1963	box 10	folder 12
1964	box 10	folder 13
1965	box 10	folder 14
1965-1968	box 10	folder 15
Milford Public Health Nursing Association, 1937-1944. Name changed to Milford Visiting Nurse Association, board meeting minutes, (loose-leaf book), 1937-1959	box 10	folder 16

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