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A STUDY OF THE DIFFICULTIES PRESENTED TO
THE INTAKE WORKER AT THE INTAKE INTER-
VIEW AT CATHOLIC SOCIAL SERVICE, INC.,
LANSING, MICHIGAN.

BY
JOHN RIVINGTON QUINN.



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WORKER AT THE INTAKE INTERVIEW AT CATHOLIC
SOCIAL SERVICE, INCORPORATED,
LANSING, MICHIGAN

By

JOHN RIVINGTON QUINN

A PROJECT REPORT

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of

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JOHN RIVINGTON QUINN

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INTRODUCTION

This study was made at Catholic Social Service, Incorporated, in Lansing, Michigan. The information was gathered from the records of this Agency. The writer has had his field-work placement at Catholic Social Service for the past year while working toward his Master of Arts Degree in the Social Service Department, Michigan State College.

As Director of Catholic Social Service, Father John D. Slowey, M.S.W., has asked the author of this paper to undertake this study to enable him and the Board of Directors of the Agency to better evaluate what the proper function of the Agency should be in the future. Father Slowey stated that when the Agency was organized it was suggested, by individuals prominent in the field of Social Work, that any and all problems in Social Casework should be accepted by the Agency in the first two years of operation. It was further stated, by these people in the field, that a study should be made, after the two-year period, to define more specifically, what functions should be carried on by the Agency to limit its scope of service.

Catholic Social Service has now been in operation for two years and five months. It has been determined,

therefore, by the Director and the Board of Directors, that several studies should be made regarding the function, effectiveness, and the resources of the Agency. This project is a part of this over-all study which will determine just what Catholic Social Service is doing and can do best to serve the Community in which it operates.

PART I

THE PROBLEM

THE PROBLEM

In this project a study of the difficulties presented at "intake" at Catholic Social Service, Incorporated, Lansing, Michigan, are to be examined. The writer is to determine which difficulties are most often set forth by the client to the "intake worker" in the "admitting" or "intake" interview.

It must be noted at the outset of this paper that the writer is not interested in whether the difficulty presented at "intake" is the real problem of the client or merely an excuse or pretense for visiting the Agency. For as Annette Garrett has said, ". . . often the manifest purpose of the client differs from his real purpose, and the latter may well fall within the field of the given Agency or require reference to a quite different Agency from the one that first comes to the interviewer's mind."¹

Therefore, the author shall be interested only in the difficulties which the "intake worker" has stated on the "intake sheet" as the reasons for the client's coming

¹ Garrett, Annette, Interviewing - Its Principles and Methods, Family Welfare Association of America, N. Y., 1942, p. 28.

to the Agency for help, and consequently, the initial request for service will not necessarily be related to the actual services rendered to the client in the subsequent "follow-ups" by the Agency.

Definition of Terms:

1. "Difficulty" shall be the term applied, in this study, to any situation, condition, experience, or task beyond one's ability to surmount or solve without the aid of a skilled, persevering, and patient social caseworker.

2. "Intake" shall be used in this study to denote the initial meeting of the worker and the client. "Intake" is the "admitting" process in which preliminary diagnosis and evaluation are made.

It should be pointed out here that many prospective clients never reach the "intake worker" and must necessarily be excluded from this study since there will be no "intake sheet" filled out on these individuals.

3. "Intake worker" is an individual who conducts the process of the "admitting" interview for the purpose of preliminary diagnosis and evaluation.

4. "Client" shall denote, in this paper, any individual who employs the services of a professional social worker and who has had an Agency "intake sheet" filled out, regarding the difficulty, by an "intake worker."

5. "Intake sheet" is the prescribed form which is used by the Agency and filled out in the "intake" interview by the "intake worker" on all new "clients" coming to the Agency.¹

Significance of the Study:

1. It shall aid in the determination of agency function with regard to services offered to its clients.

2. To point out the difficulties presented by various individuals and groups to the Agency and in summary will demonstrate which is the most prevalent difficulty presented.

3. To illustrate the necessity of new and better studies within the Agency.

4. It may indicate some of the "lags" between desirable and actual information secured in the intake interviews.

5. It will point out to the reader that the community is receiving professional casework services for its contributions to this organization.

¹ These definitions have been evolved by the Director of Catholic Social Service and the writer from Gordon Hamilton's, THEORY AND PRACTICE OF SOCIAL CASE-WORK, Columbia University Press, New York, 1946.

Current Literature and Research
Regarding This Type of Study:

As far as can be ascertained by the writer there have been no other such studies as the one attempted by the author. The writer hopes that this study may prove to create some incentive within the ranks of professional men in research to do more studies in the field of social casework, in the area of the intake interview, so that the caseworker may be better equipped to give more beneficial service to his client.

PART II

HISTORICAL BACKGROUND

HISTORY OF CATHOLIC SOCIAL SERVICE

Catholic Social Service was organized in February, 1949. This Agency was chartered under the laws set forth by the State of Michigan for such organizations. From its inception in 1949, Catholic Social Service has been located at 514 Tussing Building, Lansing, Michigan. The Reverend John D. Slowey, M.S.W., was appointed the Agency's first Director by His Excellency, Bishop Joseph H. Albers, D.D., J.C.D., Bishop of the Lansing Diocese.

Major Characteristics of the Agency:

Catholic Social Service, Incorporated, is a private, Catholic social casework Agency but does not confine help to Catholic families. Anyone who needs help is eligible for service from the Agency. Eligibility for assistance includes those needing temporary assistance who are not eligible for welfare, transients, as well as other individuals who come to the Agency in "need." All cases of the Saint Vincent de Paul Society, as well as all cases referred by the Priests of the Lansing Diocese are handled through this Agency.

Reasons for the Establishment
of Catholic Social Service:

Catholic Social Service was founded to better "preserve wholesome family life and to care for dependent, neglected, and delinquent children in accordance with the rules, regulations and sacred canons of the Catholic Church by---

1. Offering consultation service to persons and organizations in spiritual and material problems affecting family and child care.

2. Providing trained caseworkers to assist families and individuals in preserving and developing proper family life.

3. Promoting and participating in community work for the betterment of the family and the child."¹

4. Other factors which lead to the formation of the Agency were:

(a) A necessity on the part of the community for a Catholic Agency to handle family problems on a casework basis.

¹ See Appendix, Constitution of Catholic Social Service, Inc., Lansing, Michigan, 1949, Article II, Page 5.

(b) As a result of a large and effective Saint Vincent de Paul Society in the City of Lansing; and finally,¹

(c) As the result of the requests on the part of Priests of the Diocese who were greatly over-burdened because of the lack of Priests in the area.²

Current Information About the Agency:

1. Present Objectives:

There are three immediate objectives at present. These objectives are the correction of some immediate needs within the Agency. Most immediate is the necessity for more professionally trained social caseworkers. Secondly is the need of boarding homes for the homeless children. (At the present, Saint Vincent's Home for Children, is under construction in the City of Lansing.) And thirdly, there is the need for more funds

¹ The Saint Vincent de Paul Society is a Catholic organization which takes care of those individuals in material need. This organization recognized the need for a Catholic Agency equipped, not only to give material help, but also social casework services.

² The Priests of the Diocese were over-burdened because of a shortage in their ranks. They recognized a decided need for an agency which could better utilize community resources as well as casework methods with sufficient means to help individuals in need.

with which to carry on and expand the services of Catholic Social Service.

2. Area Served:

The area covered by the Agency extends to Benton Harbor and St. Joseph besides all of Ingham County. There are also agencies, both public and private, similar in duties, to this one within this same area. When at all possible, cases in "outlying" areas are referred to these Agencies which can give the best service in the quickest possible time.

3. Staff:

Father John D. Slowey is the Director of the Agency and is responsible to the Board of Directors. The Board members are the Most Reverend Joseph H. Albers, D. D., J.C.D., President Ex-Officio, J. G. Moffitt, President, Miss Rosabelle Snohr, Vice President, John Nelligan, Secretary, Sam Obrecht, Treasurer, Mrs. Carl Brandel, George Conway, John Dakin, Russell Lawler, Jack Maynard, Dr. William Meade, Sylvester Meyers, and Mrs. Margaret Zirbe. This Board includes professional and business men and women. Two new members are elected to the Board every two years so that there may always be some experienced and some new individuals on this Board.

There are two student caseworkers at the Agency at present. Besides these, there are two social caseworkers in Kalamazoo for work with the unmarried mothers. In addition there are seventy volunteer workers who handle some cases on a family casework basis where there are financial difficulties alone.

In the office one worker handles the typing, correspondence, financial records, statistics, and acts as a receptionist.

Father Slowey's background in social work includes several years as Chaplain at Percy Jones General Hospital, a Master's Degree in Social Work from Catholic University, and social casework experience in the Children's Bureau, Baltimore Catholic Charities, Baltimore, Maryland, and Flint Catholic Social Service, Flint, Michigan.

4. Financial Assistance:

Funds are obtained for the most part through United Community Chest, Saint Vincent de Paul Society, and other Catholic organizations in the City through direct contributions.

Number of Cases Handled From January to December, 1950:

"During 1950, Catholic Social Service provided casework services for 355 families and individuals.

These 355 cases represent more than 980 persons and involved interviews and visits that ran into the thousands."¹

¹ Agency Statistics, Catholic Social Service, Inc., Lansing, Michigan, 1950, Statistics.

PART III

METHODOLOGY

SCOPE OF THE STUDY

It is the expressed purpose of this study to examine the difficulties presented at the intake interview at Catholic Social Service to enable the Director and the Board of the Agency to determine better what the functions of the Agency ought to be more specifically.

Period Encompassed by the Study:

The study of the difficulties presented at the intake interview included a "sample" extracted from the intake file covering the twelve-month period beginning February 1, 1950, and ending January 31, 1951. A "sample" in this study shall mean a part of anything presented or shown as evidence of the quality of the whole.

Method of Procedure:

Every intake sheet was assigned a number by the writer. A total sample of 200 intake sheets were chosen by "random sample." By "random sample," the writer means that every intake sheet within the specified period of the study was given an equal opportunity of being selected for the study.

Since every intake sheet is the same with respect to size, color, weight, and so on, the author merely

placed the total number of intake sheets, covering the period of time which the study embodies, face down and then selected 200 of these "intake sheets."¹

After the selection of the 200 intake sheets, each intake sheet was compared, individually, to a separate "schedule."²

The results were then tabulated on a "master copy" of the schedule.³

Why 200 Intake Sheets Were Chosen and
the Reason For Using the Schedule:

There were 367 intake sheets filled out by the intake worker during the period covered by this study. The author, after considering the number of items on the schedule and the total number of intake interviews reported on, by the use of the intake sheet, at Catholic Social Service, from February 1, 1950, including January 31, 1951, decided that 200 such sheets should be sufficient for this study. These 200 intake sheets represent more than half of the total number within the intake file at the Agency for this period of time. The writer believes that this will be a fairly representative

¹ See Appendix, Intake Sheet, Page 1.

² See Appendix, Schedule, Page 2.

³ See Appendix, Master Copy, Page 3.

sample since an examination of these two hundred, a part, should give us some idea of what is contained in the whole. This, after all, is the principle behind sampling, for as Lundberg states, "through sampling we are able to make highly accurate generalizations about the whole from a part."¹

The schedule was prepared by the writer upon recommendations from the Director of Catholic Social Service as to what information was desired from this study.

It should be pointed out here that the fact that this study seeks specific facts does not destroy the validity of the investigation. It has been pointed out previously that this project was suggested and asked for by the Director of Catholic Social Service for the expressed purpose of helping him and his Board of Directors to more accurately determine the function of the Agency. Therefore, since the study was done with these circumstances clearly in mind, it is felt by the writer, that this is a perfectly valid approach to this study. It might be well, further, to state that this project was approved by the Social Service Department at Michigan State College.

¹ Lundberg, George A., Social Research, Longmans, Green and Co., N. Y., 1942, p. 134.

What The Schedule Accomplished
in Regard to This Study:

The factors set-down on the schedule called forth the number of various difficulties given to the intake worker by the client. These difficulties were then placed on the intake sheet after the admission interview.

These factors, set-forth in the schedule, were decided upon after serious thought had been given by the Director, who initiated this study to determine function, and the writer who has observed the Agency's activities for the past year.

The Director and the author have decided that these factors listed below shall have a direct on this study. The factors "A. Budget" shall call forth any difficulties with regard to "1. Planning," "2. Financial," and "3. Unemployment." The category "B. Family" shall include "1. Marital difficulty" and "2. Children's difficulty." The sub-category of "B. Family" entitled "2. Children's difficulty" shall bring out "(a) Behavior difficulty," "(b) Personality deviation," requests for some type of "(c) Foster care," and "(d) Protective care" which will indicate service to the children in their own homes under the direction of the Probate Court. The sub-category under "2. Children's

difficulties" entitled "(e) Adoption" will contain two "break-downs," namely, that of the "(1) Unmarried Mother" and "(2) Other than Unmarried Mother" which shall call forth all requests for adoption, as well as the placement of children for adoption. The sub-category under "2. Children's difficulties" entitled "(f) Court referral" shall include all cases which the court has placed under the supervision of the agency other than those who receive service under the sub-category "(d) Protective care." The sub-category "(g) Others" will cover any child difficulty which is not considered by one of the other sub-categories. The next, larger, categories shall be those of "C. Transients," "D. Out of Town Inquiry," "E. Displaced Persons Families," and a final category entitled "F. Others" which shall include all difficulties which are not encompassed by the other classifications. This category "F. Others" will include difficulties such as "personal maladjustments," "alcoholics," "requests for housing" and so on due to the fact that these difficulties are represented as something else in the admitting interview. This is an empirical fact. This one category could result in another project.

The rest of the schedule is devoted to drawing out, rather, incidental information which will help the

Director and the Board to determine such things as, whether the Agency should concentrate on service to the Lansing area alone or should go outside the Lansing area to render service. The schedule will, also incidentally tell whether it is necessary to offer services to all age groups or if it would be better for the Agency to confine this service to one group such as the "Unmarried Mother" or the "Children with Difficulties" group. In addition the schedule will give the total number of each national origin group and religion that are given service, the average age of all clients, the total number of individuals who are single, married, divorced, separated, or common law in regard to their marital status, and finally, who the most important source of referral is: individual, group, social agency, probate court, and others, to the Agency.

PART IV

THE DATA

THE DATA

The Factors Influencing the Interpretation of Data:

A word of caution should be given to the reader at this point in this study.

The ability to evaluate and diagnose difficulties varies among individual practitioners. Some have little training and skill in diagnosing and evaluating difficulties. Thus the real problem may or may not be set-forth correctly on the intake sheet by the intake worker. The fact, however, is that a difficulty is set-down on the intake sheet and it is this difficulty with which we have concerned ourselves. As far as this being the real problem of the client, we do not know, but we do know enough to make our study valid.

It may be well to state that the same intake worker handled all of the intake interviews for the period covered by this study. This fact, the writer believes, will make for a more consistent study even though it still is quite subjective.

Explanation of the Following Tables and Graphs:

Table and Graph I and Ia - "Difficulties" include all

of those factors taken from part 6 of the schedule and explained previously in this study.¹

Table and Graph II - "City" includes "Lansing Area" which has encompassed all of Ingham County besides Benton Harbor and St. Joseph. All Towns and Cities outside this area shall be considered "Outside the Lansing Area."²

Table and Graph III - "Sex" is self-explanatory.³

Table and Graph IV - "Marital Status" is self-explanatory.⁴

Table and Graph V - "Religion" is self-explanatory.⁵

Table and Graph VI - "National Origin" is self-explanatory.⁶

Table and Graph VII - "Referral" is self-explanatory.⁷

¹ See "What Schedule Accomplished in Regard to This Study," Part III, Methodology.

² See Appendix, The Schedule, Page 2.

³ Ibid.

⁴ Ibid.

⁵ Ibid.

⁶ Ibid.

⁷ Ibid.

.

THE TABLES

TABLE I

		Total Number	Percent- ages
Budget <u>Family</u> Planning Financial Unemployment Marital difficulty Children difficulty	Behavior difficulty	5	2.5%
	Personality deviation	17	8.5%
	Foster care	16	8.0%
	Protective care	41	20.5%
	Adoption	13	6.5%
	Unmarried Mother	2	1.0%
	Other than Unmarried Mother	5	2.5%
	Difficulty with Court	0	0.0%
	Others	6	3.0%
		12	6.0%
Transient Out of Town Inquiry Displaced Person Families Others		0	0.0%
		0	0.0%
		55	27.5%
		3	1.5%
		3	1.5%
		22	11.0%
TOTALS		200	100.0%

TABLE I - - first column gives raw figures
 for year
 second column gives percentage
 for year

TABLE Ia

DIFFICULTY	TOTAL NUMBER OF CASES	PERCENTAGES
1. Budget	38	19.0%
2. Family	79	39.5%
3. Transient	55	27.5%
4. Out of Town Inquiry	3	1.5%
5. Displaced Person Families	3	1.5%
6. Others	22	11.0%
Totals	200	100.0%

TABLE Ia - - first column gives raw figures for year
second column gives percentages for year

TABLE II

CITY	TOTAL NUMBER OF CASES	PERCENTAGES
1. Lansing Area	131	65.5%
2. Outside the Lansing Area	69	34.5%
Totals	200	100.0%

TABLE III

SEX	TOTAL NUMBER OF CASES	PERCENTAGES
1. Male	113	56.5%
2. Female	87	43.5%
Totals	200	100.0%

TABLES II and III - - first column gives raw figures for
year
second column gives percentage for
year

TABLE IV

MARITAL STATUS	TOTAL NUMBER OF CASES	PERCENTAGES
1. Single	74	37.0%
2. Married	85	42.5%
3. Divorced	20	10.0%
4. Separated	20	10.0%
5. Common Law	1	0.5%
Totals	200	100.0%

TABLE V

RELIGION	TOTAL NUMBER OF CASES	PERCENTAGES
1. Catholic	159	79.5%
2. Protestant	41	20.5%
3. Others	00	00.0%
Totals	200	100.0%

TABLES IV and V - - first column gives raw figures for
year
second column gives percentage for
year

TABLE VI

NATIONAL ORIGIN	TOTAL NUMBER OF CASES	PERCENTAGES
1. White	188	94.0%
2. Negro	3	1.5%
3. Mexican	4	2.0%
4. Indian	3	1.5%
5. Others	2	1.0%
Totals	200	100.0%

TABLE VII

REFERRAL	TOTAL NUMBER OF CASES	PERCENTAGES
1. Individual	91	45.5%
2. Group		
Church	58	29.0%
Neighbors	3	1.5%
Others	13	6.5%
3. Social Agency		
Private	8	4.0%
Public	20	10.0%
4. Probate Court	4	2.0%
5. Others	3	1.5%
Totals	200	100.0%

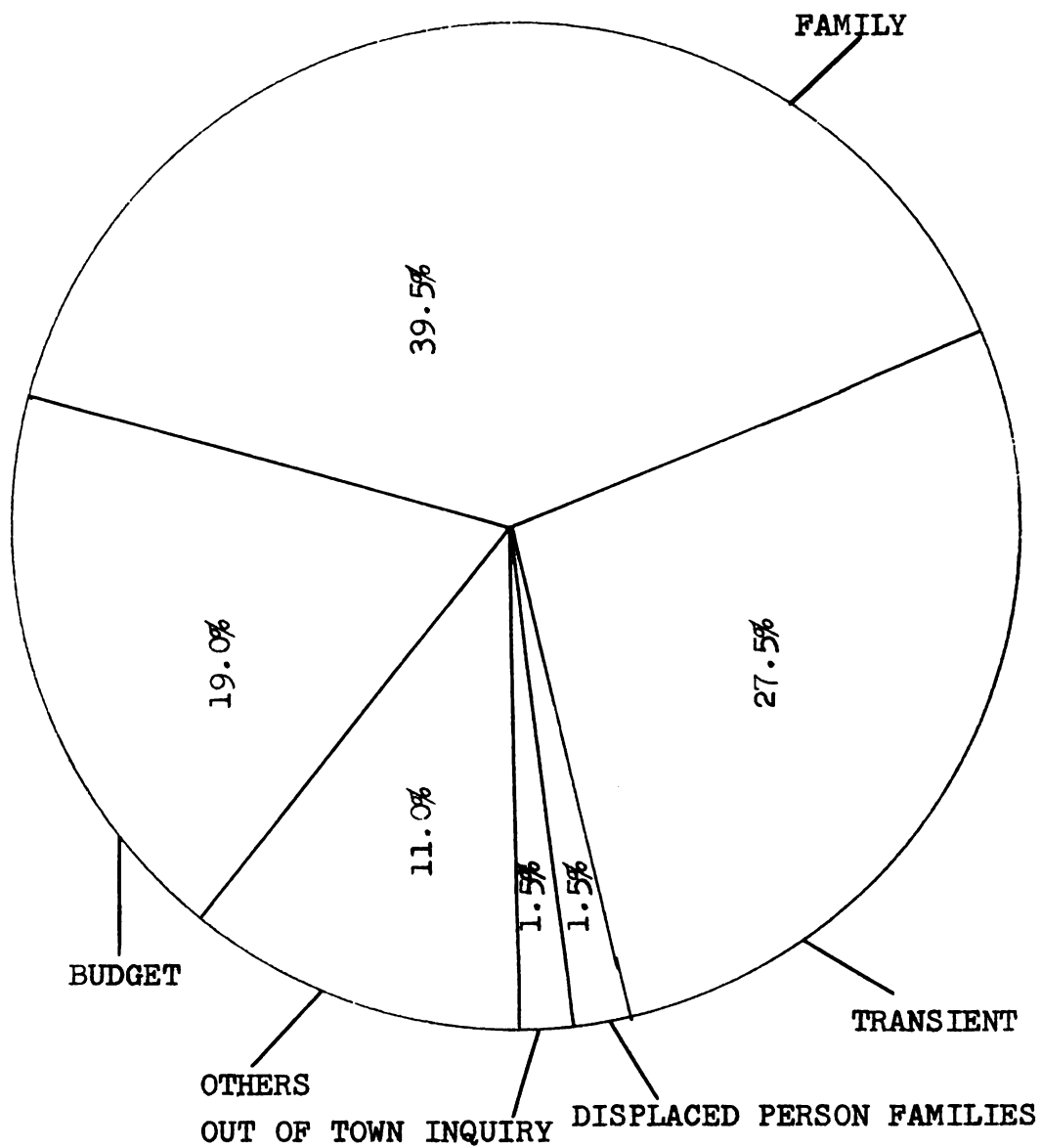
TABLES VI and VII -- first column gives raw figures for
year
second column gives percentage for
year

THE GRAPHS

The following graphs contain the same information as the preceding tables. These charts depict the difference between the factors examined in this study. The graphs give the percentage difference only.

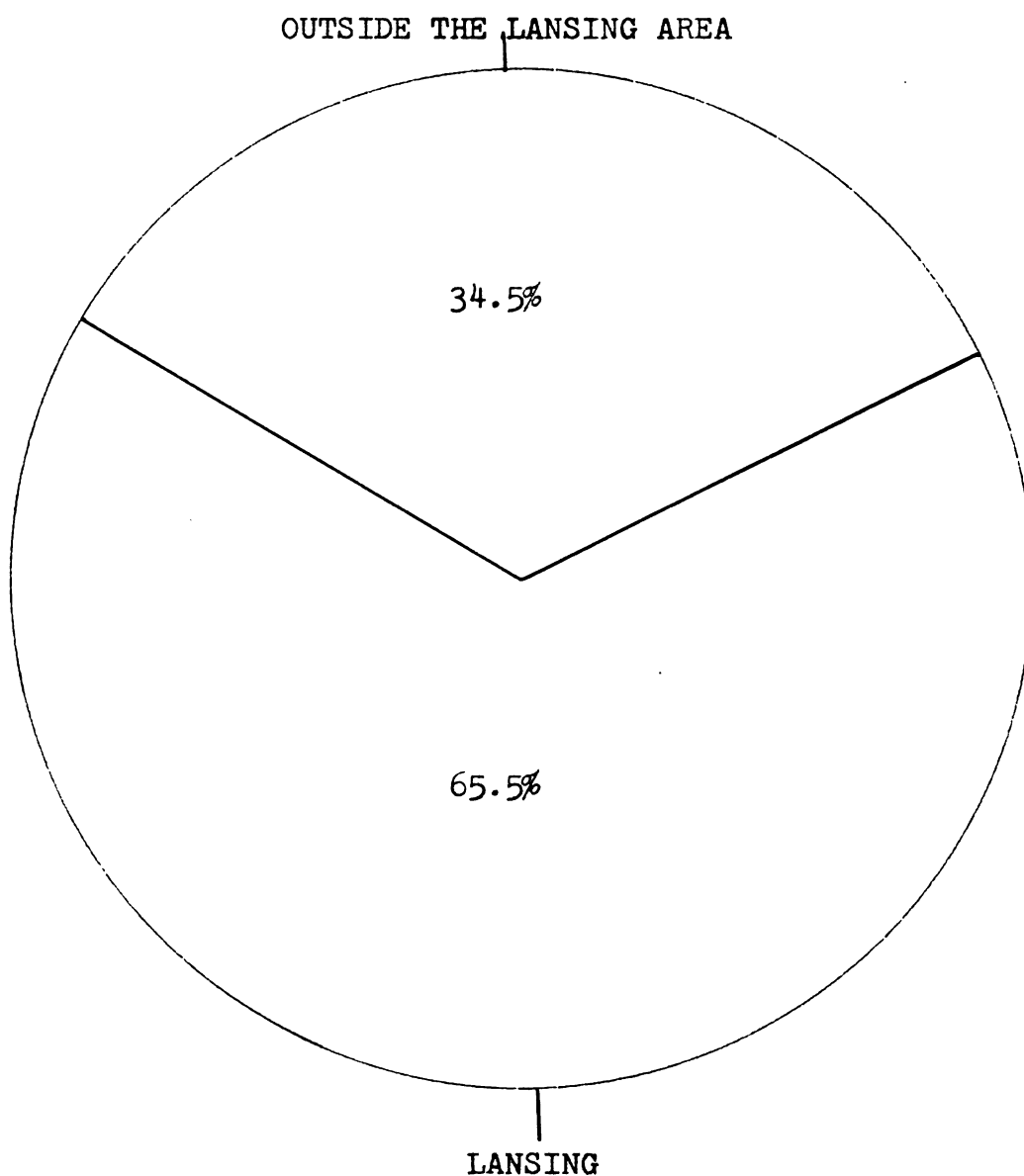
THE PERCENTAGE OF DIFFICULTIES OF THE YEAR'S TOTAL CASES
WHICH WERE EXAMINED BY THE STUDY

GRAPH I



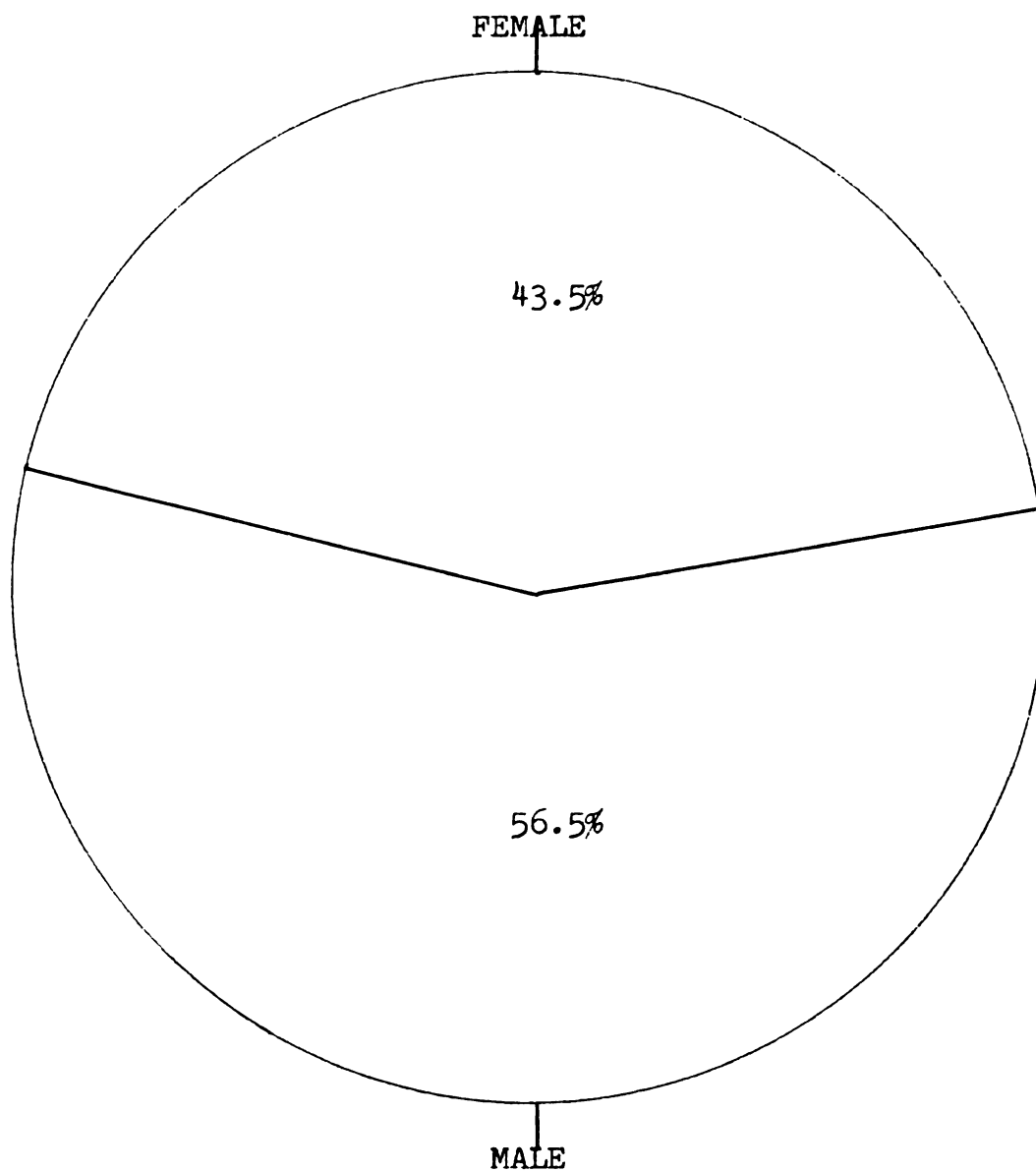
THE PERCENTAGE OF THE LOCATION OF THE YEAR'S TOTAL CASES
WHICH WERE EXAMINED BY THE STUDY

GRAPH II



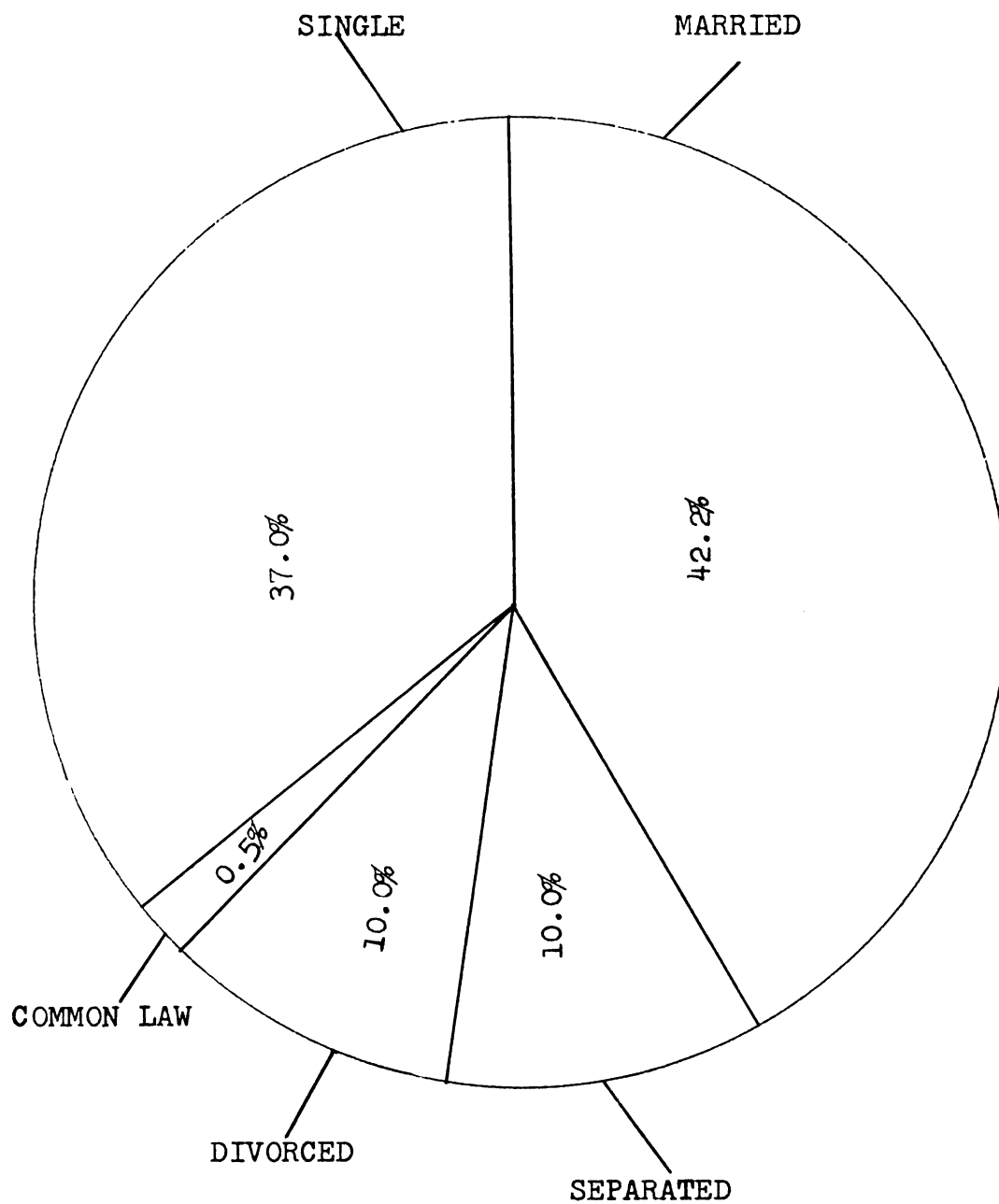
THE PERCENTAGE OF THE SEX OF THE YEAR'S TOTAL CASES
WHICH WERE EXAMINED BY THE STUDY

GRAPH III



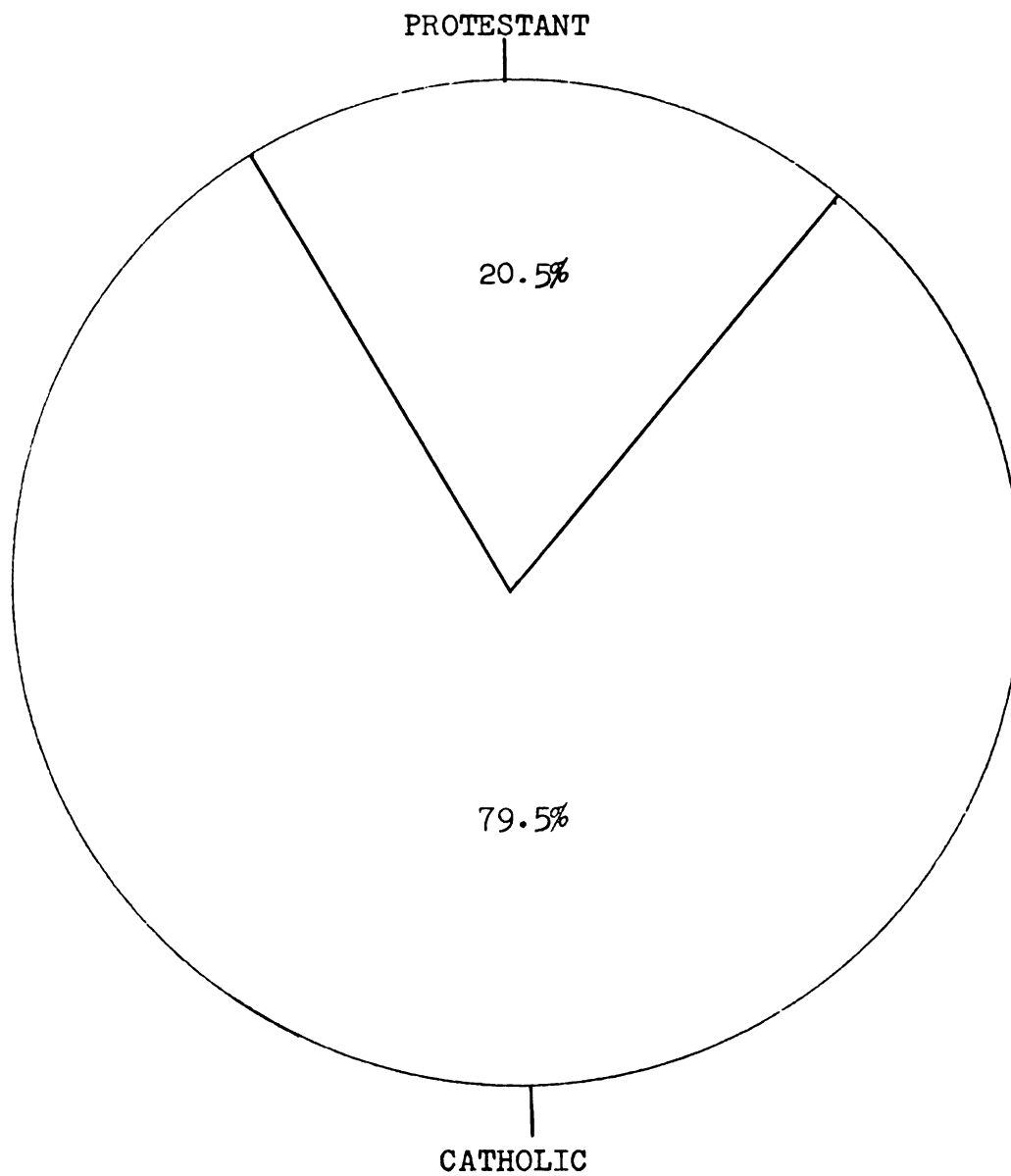
THE PERCENTAGE OF THE MARITAL STATUS OF THE YEAR'S
TOTAL CASES WHICH WERE EXAMINED BY THE STUDY

GRAPH IV

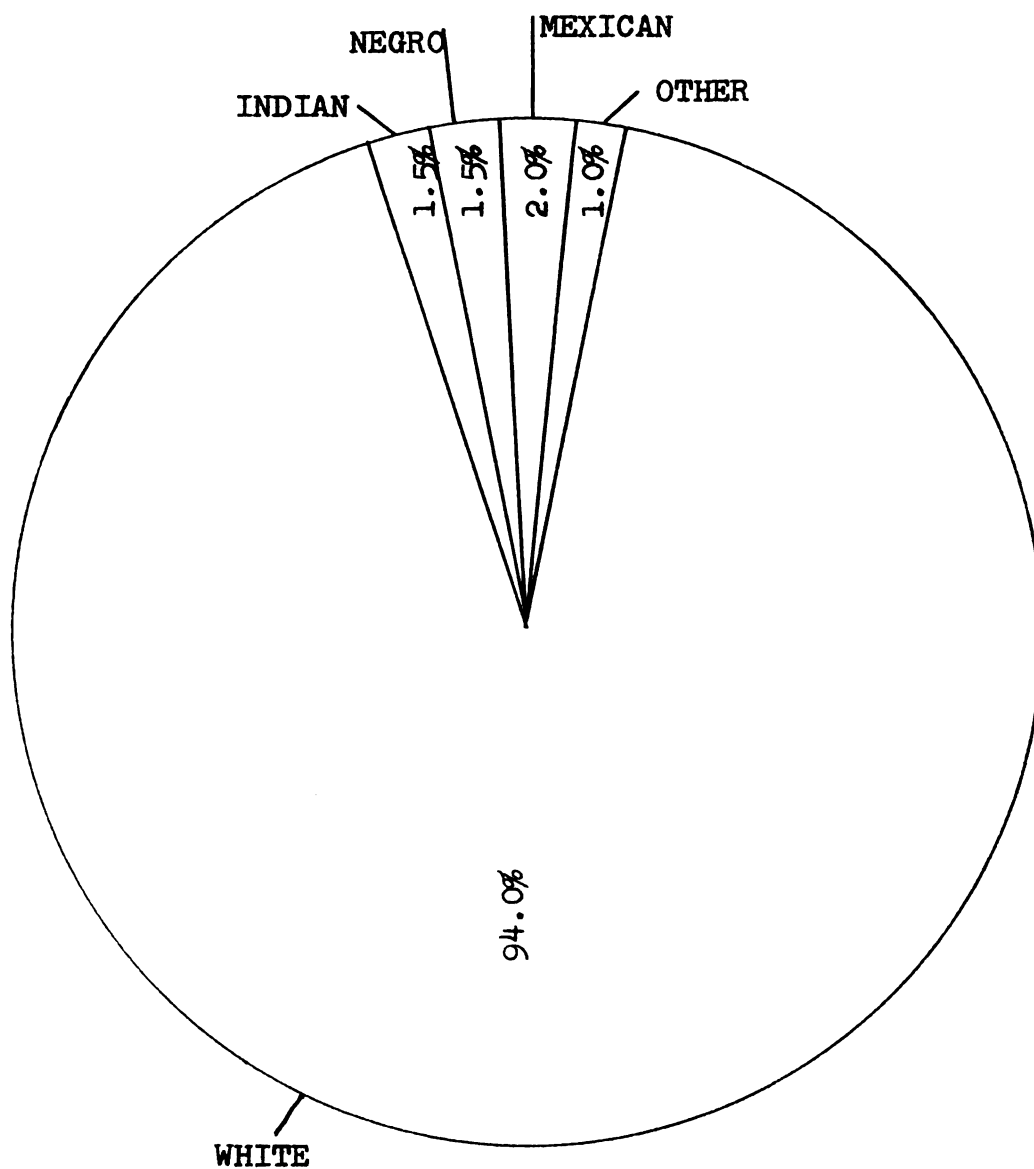


THE PERCENTAGE OF THE RELIGION OF THE YEAR'S TOTAL CASES
WHICH WERE EXAMINED BY THE STUDY

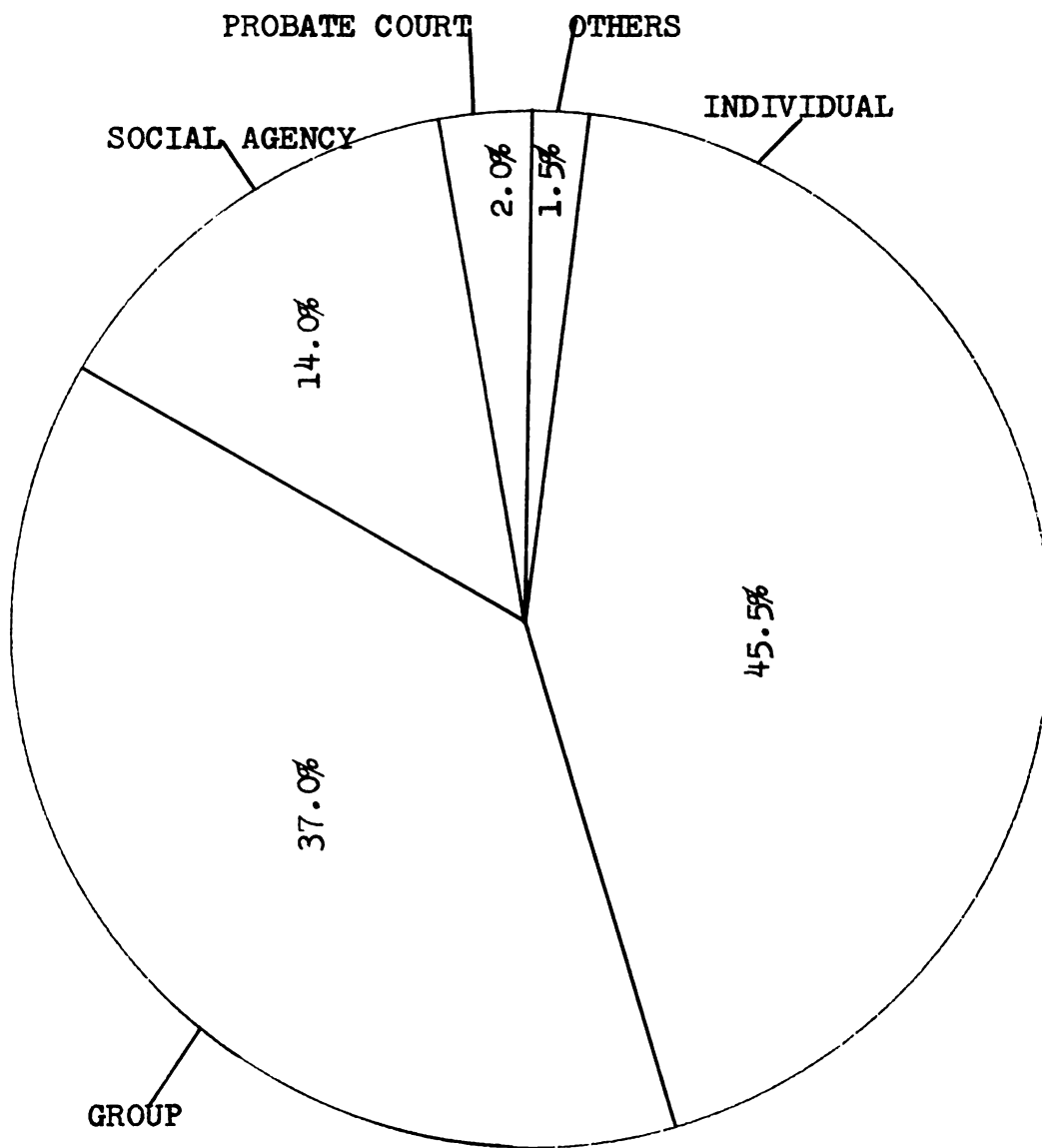
GRAPH V



THE PERCENTAGE OF THE NATIONAL ORIGIN OF THE YEAR'S TOTAL
CASES WHICH WERE EXAMINED BY THE STUDY
GRAPH VI



THE PERCENTAGE OF THE REFERRAL OF THE YEAR'S TOTAL CASES
WHICH WERE EXAMINED BY THE STUDY
GRAPH VII



Interpretation of Tables and Graphs:

The "Difficulty" of the "Family" is presented most often to the intake worker at the intake interview. The total of the "Family" classification was that of 79 cases out of a total of 200 intake sheets examined or 39.5%. "Marital difficulty" occupied the highest position in the "Family" classification, "Children's difficulties," with 13 cases or 6.5% of the total number. After this comes "Adoption," "Other than Unmarried Mother" with 12 cases or 6.0%; "Adoption," "Unmarried Mother" with 6 cases or 3.0%; then, "Foster care" with 5 cases or 2.5%; and finally, "Personality deviation" with 2 cases or 1.0%.

The next "Difficulty" presented most often was that of the "Transient" with a total number of 55 individuals who set forth this difficulty out of 200 cases examined or 27.5%.

After this comes the "Difficulty," "Budget," with a total of 38 out of the 200 cases examined. "Budget" showed that 17 cases or 8.5% were "Financial," 16 cases or 8.0% were cases of "Unemployment," and 5 cases or 2.5% of these cases were those of budget "Planning."

Next "Difficulty" presented most often was that classified as "Other" with a total of 22 cases or 11.0%; "Out of Town Inquiry" with 3 cases or 1.5%; and finally,

"Displaced Person Families" with 3 cases or a total of 1.5% of all cases examined.

Incidental information set forth was:

1. Most clients are from the "Lansing Area" with 131 cases or 65.5% of all the cases studies falling into this category;

2. The average age of the Agency's clients is 37.71 years of age;

3. The greater percentage of the clients are "Married" - 85 or 42.5% - with "Single" clients a close second with 74 cases or 37.0%;

4. The Agency handles more "Catholic" clients than any other denomination with a total of 159 or 79.5% of all the cases examined stating they were "Catholic";

5. Most of the Agency's clients are "White"; 188 clients or 95% of the cases examined are "White";

6. And finally, the greatest source of "Referral" is from "satisfied customers" with 91 cases or 45.5% of all clients coming from "Individual" referrals. Next to the "Individual" as a source of "Referral" comes the "Church" with a total number of 58 or 29.0% out of the 200 cases examined fitting into this classification.

GENERALIZATIONS

In this study the writer has made a study of the difficulties presented to the intake worker at the intake interview at Catholic Social Service, Lansing, Michigan.

The results of this study point out that the difficulty most often presented at the intake interview is that of a family difficulty of one type or another. The biggest problem in this classification or area is in the nature of a marital difficulty.

A difficulty presented a little less frequently than the above difficulty was that of the transient. It should be pointed out here that one reason for the above difficulty appearing so often might be attributed to the fact that the Agency gives help to the transient in the form of direct relief. This is something that no other Agency in the City, either public or private, does for the transient.

The most prevalent difficulty after that of the transient was in the nature of a budgeting difficulty.

Following upon this classification was a difficulty entitled "Others." This category covered all of the difficulties which were not taken care of in part 6 of the

schedule entitled, "Classification of Difficulty." (The writer feels that another study could be done concerning just this one item in the schedule. It would serve ultimately as a method of ascertaining whether or not the writer has neglected an important difficulty, frequently presented at the intake interview, while making this study.)

The next difficulties, after the classification "Others," in frequency of occurrence were those of the out of town inquiry and the displaced person families. These two difficulties both appear the same number of times on the "Master Copy of Schedule."¹

Other generalizations which may be drawn from this study are that the greater percentage of the Agency's clients are: 1. from the Lansing area, 2. male, 3. an average age of 38 years, 4. Catholic, 5. white, and, 6. was referred to the Agency by another individual who may or may not have been a client themselves.

¹ See Appendix, Master Copy of Schedule, Page 3.

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APPENDIX

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THE SCHEDULE

1. Case Number: _____
2. City:
 - A. Lansing Area: _____
 - B. Outside the Lansing Area: _____
3. Age: _____
4. Sex:
 - A. Male: _____
 - B. Female: _____
5. Marital Status:
 - A. Single: _____
 - B. Married: _____
 - C. Divorced: _____
 - D. Separated: _____
 - E. Common Law: _____
6. Classification of Difficulty - Determined by Intake Worker
 - A. Budget:
 1. Planning: _____
 2. Financial: _____
 3. Unemployment: _____
 - B. Family:
 1. Marital difficulty: _____
 2. Children's difficulty: _____
 - (a) Behavior difficulty: _____
 - (b) Personality deviation: _____
 - (c) Foster care: _____
 - (d) Protective care: _____
 - (e) Adoption:
 - (1) Unmarried Mothers: _____
 - (2) Other than Unmarried Mother: _____
 - (f) Difficulty with Court: _____
 - (g) Others: _____
 - C. Transient: _____
 - D. Out of Town Inquiry: _____
 - E. Displaced Person Families: _____
 - F. Others: _____
7. Religion:
 - A. Catholic: _____
 - B. Protestant: _____
 - C. Others: _____
8. National Origin:
 - A. White: _____
 - B. Negro: _____
 - C. Mexican: _____
 - D. Indian: _____
 - E. Other: _____

9. Referral:

- A. Individual: _____
- B. Group: Church (), Neighbors (), Others ().
- C. Social Agency: Private (), Public ().
- D. Probate Court: _____
- E. Others: _____

MASTER COPY OF SCHEDULE
(Totals from Cases Examined)

1. Case Number: _____
2. City:
 - A. Lansing Area: 131
 - B. Outside the Lansing Area: 61
3. Age: 37.71 (average age)
4. Sex:
 - A. Male: 113
 - B. Female: 87
5. Marital Status:
 - A. Single: 74
 - B. Married: 85
 - C. Divorced: 20
 - D. Separated: 20
 - E. Common Law: 1
6. Classification of Difficulty - Determined by Intake Worker
 - A. Budget:
 1. Planning: 5
 2. Financial: 17
 3. Unemployment: 16
 - B. Family:
 1. Marital difficulty: 41
 2. Children's difficulty: _____
 - (a) Behavior difficulty: 13
 - (b) Personality deviation: 2
 - (c) Foster care: 5
 - (d) Protective care: 0
 - (e) Adoption:
 - (1) Unmarried Mothers: 6
 - (2) Other than Unmarried Mother: 12
 - (f) Difficulty with Court: 0
 - (g) Others: 0
 - C. Transient: 55
 - D. Out of Town Inquiry: 3
 - E. Displaced Person Families: 3
 - F. Others: 22
7. Religion:
 - A. Catholic: 159
 - B. Protestant: 41
 - C. Others: 0
8. National Origin:
 - A. White: 188
 - B. Negro: 3
 - C. Mexican: 4
 - D. Indian: 3
 - E. Other: 2

9. Referral:

- A. Individual: 91
- B. Group: Church (58), Neighbors (3), Others (13).
- C. Social Agency: Private (8), Public (20).
- D. Probate Court: 4
- E. Others: 3

MASTER COPY OF SCHEDULE
(Percentages from Cases Examined)

1. Case Number: _____
2. City:
 - A. Lansing Area: 65.5%
 - B. Outside the Lansing Area: 34.5%
3. Age: 37.71 (average age)
4. Sex:
 - A. Male: 56.5%
 - B. Female: 43.5%
5. Marital Status:
 - A. Single: 37.0%
 - B. Married: 42.5%
 - C. Divorced: 10.0%
 - D. Separated: 10.0%
 - E. Common Law: 0.5%
6. Classification of Difficulty - Determined by Intake Worker
 - A. Budget:
 1. Planning: 2.5%
 2. Financial: 8.5%
 3. Unemployment: 8.0%
 - B. Family:
 1. Marital difficulty: 20.5%
 2. Children's difficulty:
 - (a) Behavior difficulty: 6.5%
 - (b) Personality deviation: 1.0%
 - (c) Foster care: 2.5%
 - (d) Protective care: 0.0%
 - (e) Adoption:
 - (1) Unmarried Mothers: 3.0%
 - (2) Other than Unmarried Mother: 6.0%
 - (f) Difficulty with Court: 0.0%
 - (g) Others: 0.0%
 - C. Transient: 27.5%
 - D. Out of Town Inquiry: 1.5%
 - E. Displaced Person Families: 1.5%
 - F. Others: 11.0%
7. Religion:
 - A. Catholic: 79.5%
 - B. Protestant: 20.5%
 - C. Others: 0.0%
8. National Origin:
 - A. White: 94.0%
 - B. Negro: 1.5%
 - C. Mexican: 2.0%
 - D. Indian: 1.5%
 - E. Other: 1.0%

9. Referral:

- A. Individual: 45.5%
- B. Group: Church (29.0%), Neighbors (1.5%),
Others (6.5%).
- C. Social Agency: Private (10.0%), Public (4.0%).
- D. Probate Court: 2.0%
- E. Others: 1.5%

C O N S T I T U T I O N
of
Catholic Social Service Inc.
of Lansing

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ARTICLE I

NAME

The name of this agency shall be Catholic Social Service Inc. of Lansing.

ARTICLE II

PURPOSE

Section 1. The object of Catholic Social Service Inc. of Lansing shall be to preserve wholesome family life and to care for dependent, neglected and delinquent children in accordance with the rules, regulations and sacred canons of the Catholic Church by -

- (a) Offering consultation service to persons and organizations in spiritual and material problems affecting family and child care.
- (b) Providing trained case workers to assist families and individuals in preserving and developing proper family life.
- (c) Promoting and participating in community work for the betterment of the family and the child.

ARTICLE III

ADVISORY BOARD

(a) The Advisory Board shall consist of twelve (12) members to be selected four (4) each year for a term of three (3) years. The term of members of the first Advisory Board shall be so arranged that one-third shall be elected for a term of three years, one-third for

a term of two years and one-third shall be elected for a term of one year. The Board Members shall continue in office until their successors shall be elected and qualified.

(b) The officers of the Board shall be the President ex officio (the Bishop of the Diocese of Lansing), and Executive Secretary who shall be a priest appointed by the Bishop to represent him, a President, a Vice President, Treasurer and Secretary. The President, Vice President, Treasurer and Secretary shall be elected from the Advisory Board and by the Advisory Board with the approval of the ex officio President. The duties of said officers shall be such as are usually performed by officers of similar organizations.

(c) No Member shall serve more than two (2) full terms in succession. After one year's absence from the Board he may be eligible for re-election.

(d) No officer shall hold the same office for more than two (2) terms in succession with the exception of the President ex officio. After one year of absence from the office he may be re-elected to the same office. Any Board Member who shall fail or neglect to attend four (4) successive regular meetings of the Advisory Board without satisfactory explanation shall be deemed to have tendered his resignation as such Member and the Board may, in its discretion, adopt a resolution accepting such resignation.

(e) Any vacancy on the Advisory Board or in the office of President, Vice President, Secretary or Treasurer may be filled by the Board for the unexpired term and until such a successor is elected and qualified.

(f) The Executive Secretary shall be appointed by the ex officio President. All other members of the staff shall be employed by the Advisory Board with the approval of the ex officio President, the Bishop of the Diocese of Lansing.

ARTICLE IV

HONORARY ADVISORY MEMBERS

Any person may at any time be made an Honorary Advisory Member of this Agency by a three-fourths vote of the Advisory Board present at any regular or

special meeting of the Board. Such Honorary Members shall be subject to call for advice and assistance by the President and the Board. Such Member shall have no voting privilege.

ARTICLE V

MEETINGS

(a) The Annual Meeting shall be held during March in each year, at a date, time and place to be fixed by the Advisory Board. Written notice of said meeting shall be mailed to each member of the Board at least five (5) days in advance of the meeting.

(b) Regular meetings of the Board shall be held each month at a date, time and place to be fixed by the Advisory Board, except in the months of July and August.

(c) Special meetings of the Board may be called at any time by the President and shall be called at the written request of any five (5) members filed with the Secretary or President.

(d) Five (5) Members shall constitute a quorum at any meeting of the Board.

ARTICLE VI

STANDING COMMITTEES

There shall be the following Permanent or Standing Committees appointed by the President from members of the Board: Budget Committee, Case Committee, Public Relations Committee, Executive Committee and Personnel Committee.

Section 1. BUDGET COMMITTEE

The Budget Committee shall consist of the Treasurer and those members of the Board designated by the Board itself. It shall review periodically with the Executive Secretary, the financial condition of the agency and shall during the year maintain such close contacts with its finances and needs as will enable it to present each succeeding budget to the Community Chest.

Section 2. CASE COMMITTEE

The Case Committee shall confer, when necessary, with Staff members on case work problems.

Section 3. PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall constantly interpret to the community the work of the Agency. There shall also be a special Publicity Chairman for this purpose. All the members of the Board are ipso facto members of the Public Relations Committee.

Section 4. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers and other members of the Board appointed by the President. During the intervals between meetings of the Advisory Board the Executive Committee shall possess and exercise each and all the powers of the Advisory Board in the management and direction of the affairs of the association not in conflict with the specific directions given by the Advisory Board.

Section 5. PERSONNEL COMMITTEE

A Personnel Committee shall be appointed to consult with the Executive Secretary on matters of personnel practices and policies.

Section 6. SPECIAL COMMITTEES

Special Committees may be appointed of such number and for such purposes as the President shall direct, with the consent of the Board.

Section 7. The President shall be ex officio a member of all Standing and Special Committees.

ARTICLE VII

Section 1. The By-laws of the agency may be amended by a majority vote of the Advisory Board at any regular or special meeting of the Board, provided that each member of the Board shall have been notified of the proposed amendment at least five (5) days prior to the meeting at which the proposed amendment is presented for approval.

ARTICLE VIII**EFFECTIVE DATE**

The provisions hereof shall take effect at the Annual Meeting of Catholic Social Service Inc. in September, 1949.