

**STATISTICAL MANUAL  
FOR THE USE  
OF INSTITUTIONS  
FOR THE INSANE**

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Statistical manual for the use of institutions for the insane by Various

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**VARIOUS**

**STATISTICAL MANUAL  
FOR THE USE  
OF INSTITUTIONS  
FOR THE INSANE**



*James C. Safford 1918*  
*American psychiatric association*

# STATISTICAL MANUAL

FOR THE USE OF  
INSTITUTIONS FOR THE INSANE

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PREPARED BY THE  
COMMITTEE ON STATISTICS  
OF THE  
AMERICAN MEDICO-PSYCHOLOGICAL ASSOCIATION  
IN COLLABORATION WITH THE  
BUREAU OF STATISTICS  
OF THE  
NATIONAL COMMITTEE FOR MENTAL HYGIENE  
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Good file  
1917  
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## FOREWORD

The American Medico-Psychological Association at its meeting held in New York, in May 1917, adopted the report of its Committee on Statistics which provided for a system of uniform statistics in institutions for mental diseases, and appointed a standing Committee on Statistics to promote the introduction of the system throughout the country. This committee met in New York City on February 7, 1918, and in cooperation with the National Committee for Mental Hygiene outlined a plan of procedure.

The National Committee has established a Bureau of Uniform Statistics and has received a special gift to defray the initial expenses of the work of collecting statistics from institutions for the insane. As close relationships have always existed between the American Medico-Psychological Association and the National Committee, it was thought wise for the Committee on Statistics to become an advisory committee to the Bureau of Uniform Statistics of the National Committee and to have the work of introducing the new system and of collecting statistics from the institutions carried out by the Bureau.

In accordance with this arrangement the Bureau, with the assistance of the Committee on Statistics of the American Medico-Psychological Association, has prepared this manual to assist the institutions in compiling their annual statistics and has printed a series of forms to be used in preparing statistical reports. The manual and duplicate forms will be furnished free to all cooperating institutions, and it is earnestly hoped that they will be generally adopted, so that a national system of statistics of mental diseases may become an actuality.

It is recommended that the standardized tables be used in the annual reports of the institutions so far as possible and that a duplicate copy of the tables be sent to the Bureau of Uniform Statistics of the National Committee for Mental Hygiene as soon as possible after the end of the fiscal year of the institution.

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## STATISTICAL MANUAL FOR THE USE OF INSTITUTIONS FOR THE INSANE

### SUGGESTIONS FOR THE PREPARATION OF STATISTICS IN A STATE HOSPITAL FOR THE INSANE

Statistics of mental disease, to be trustworthy, must be based on accurate original data. If the facts first ascertained concerning the patients are recorded in a haphazard way without a clear understanding of the purposes to be attained, the statistics compiled therefrom will probably be very defective, if not absolutely worthless.

As a first step in preparing statistics of patients in an institution for the insane it is necessary to formulate statistical data cards with the essential captions arranged in convenient form. Such cards call for the same items of information concerning every patient, and if properly designed and filled out, will furnish data that may be classified in various ways and tabulated so as to give clear summaries of important facts concerning the patients and their diseases and the results of treatment.

To facilitate tabulation and filing, it is recommended that four distinct statistical cards be used, viz.:

1. A **first admission card**, to be filled out for every insane patient admitted for the first time to any hospital for the treatment of mental diseases, except institutions for temporary care only.

2. A **readmission card**, to be filled out for every insane patient admitted who has been previously under treatment in a hospital for mental diseases, excepting transfers and those who have received treatment only in institutions for temporary care.

3. A **discharge card**, to be filled out for every insane patient discharged, except transfers.

4. A **death card**, to be filled out for every insane patient who dies in the hospital.

It is suggested that first admission cards be printed on *white* cardboard, readmission cards on *yellow*, discharge