1932

Vocational Rehabilitation in Indiana

Harvey K. Hendrickson

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VOCATIONAL REHABILITATION
IN INDIANA

by

Harvey K. Hendrickson

A THESIS SUBMITTED IN PARTIAL
FULFILLMENT OF THE REQUIREMENTS FOR
THE DEGREE OF
MASTER OF SCIENCE

COLLEGE OF EDUCATION
BUTLER UNIVERSITY

1932
The writer wishes to acknowledge his indebtedness and gratitude to all who have assisted in any way in the preparation of this thesis. He is especially grateful to Dr. Pleasant H. Rightower for his supervision of the work, to Dr. W. L. Richardson, whose class in Thesis Writing and whose criticisms were invaluable, and to the members of the State Department of Rehabilitation, who assisted the writer in securing from their department the material used in Chapters III and V.
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PRELIMINARY STATEMENT. Man has always been subject to the disabling effects of accidents and disease. The prehistoric man's existence depended largely upon physical power. What was commonly spoken of as "the survival of the fittest" seemed to be nature's only law. For centuries people assumed an attitude of intolerance toward those physically disabled.

In examining the early period of recorded history it was found to be a common practice to kill the physically defective or to abandon them to die, because of the feeling that their existence was an indication of the "ill favor of the Gods". Through a number of years the
public feeling relative to such unfortunates remained one of intolerance, and although the practice of doing away with them was discontinued, they were looked upon as social outcasts. They were forced to become beggars or exploited by the unscrupulous.

After many years the spirit of intolerance toward the physically handicapped began to be replaced by a constructive attitude. Until recently, when the public or Congress spoke of conservation, which has always been a very popular subject, everyone thought of conservation as meaning only physical matters or material things. Talking about the conservation of our forests, conservation of oil interests and all natural resources is extremely popular. But when we talk about the conservation of the nation’s man power, people
begin to wonder if it is a proper question for legislation. Should not the government leave those physically disabled to become a burden to themselves and society? There never has been a time when it was difficult to secure large appropriations from Congress for protective or remedial purposes.

"It would not be unusual to appropriate $20,000,000 to prevent hog cholera, but it is hard to appropriate $1,000,000 to conserve life." 1

The Purpose of this Study is:

1. To analyze what has been done in Indiana relative to vocational rehabilitation.
2. To determine the economic value of vocational rehabilitation in Indiana.
3. To determine the social value of vocational rehabilitation in Indiana.

1. Vocational Rehabilitation of Civilian Disabled, Bulletin No. 93.
Plan of Investigation. In order for the reader to understand effectively the first part of the study, it was necessary to review the early history of rehabilitation, to study the records in the State Department and to confer with the officials of the department relative to their work.

An investigation into the second phase of the study resolves itself into a study of the records of all the individuals who have been rehabilitated, in order to determine their earning power before and after rehabilitation. It will be necessary to know the age of the individuals rehabilitated in order to determine the approximate number of productive years remaining.

Definition of Terms. Vocational rehabilitation means the re-adjusting or re-training of vocationally handicapped persons for occu-
pations which they can follow successfully.

The law defines rehabilitation as "the rendering of a physically handicapped person fit to engage in a remunerative occupation". The aim is to help handicapped individuals by advice, training, guidance and to achieve occupations in which they may be employed upon the same conditions as are normal workers. From the industrial point of view, rehabilitation is the third phase of a conservation program for workers.

The first phase of the program is safety, health and sanitation in the places of employment. The second phase is compensation and medical and surgical service for the injured during the period of disability. The third phase is rehabilitation for those who are injured and cannot return to any occupation with-

---

out some special training or assistance. The first step in rehabilitation is rendering an injured person physically and mentally fit for training. From the medical point of view, rehabilitation is all-round convalescence, including the physical, economic and social welfare. It should start at the time of an injury and proceed through the hospital and convalescent period, embracing medical and surgical treatment, and retraining by a special course of instruction for a job.

From the above definition of vocational rehabilitation, we can readily see that rehabilitation helps to complete an economic and social program in the interest of our industrial workers.

If the state carries on its rehabilitation

work in accordance with the above plan, it will tend to establish or re-establish the individual in a definite employment, consistent with his physical, mental and vocational capacities and in so far as possible, on an economic competitive basis, rather than upon a basis of charity and tolerance.

Limitations and Sources of Material for this Study. The data secured for this study consists of various kinds. A complete list from which most of the information has been compiled includes Federal Government pamphlets, State Bulletins, books, newspaper articles, legislative records, records of the State Department of Rehabilitation and personal interviews with the officials of the Department and some of the individuals after rehabilitation.

CHAPTER II
HISTORY

A complete history of the evolution of the rehabilitation movement would necessarily begin with a description of the attitudes of the primitive people toward the physically deformed.

This attitude of the primitive people was discussed in Chapter I. In England it was as late as the eighteenth century when the government, through an ordinance, classified all its people into three groups. The third class was composed of disabled individuals whose defects made them intolerable to society. They were forced to work. If they refused, they were not only flogged but were made to do with-
out food and drink. However, it was in the same century that we find the beginning of a constructive point of view in dealing with disabled persons. In 1870 an English orthopedic surgeon wrote concerning the disabled:

"With the heritage of the ages, it is wise to begin in their education with their treatment, it is wise to begin to build before the mind becomes warped. They have been shunned and restricted in their imprisonment and isolation. Their faults can only be removed by normal and intellectual training." 1

It is found with the rise of modern orthopedics in the early part of the nineteenth century, that institutions devoted especially to the care of crippled children were founded in a number of European countries. In the latter

---

1. Vocational Rehabilitation in the United States. Bulletin No. 120. P. 3.
part of the same century we find in the United States a development of specialized treatment in education, under the auspices of the public, for such groups as the deaf, the blind, the feeble minded, the crippled, those with defective speech and those with tuberculosis.

In the early part of the present century, the writer finds public opinion had become definitely crystallized as to the needs of the physically disabled as a group. However, it remained for private agencies to point the way to a constructive solution of the problem. In recent years, numerous social agencies have begun to pay a great deal of attention to the special needs of the disabled. For the most part the activities and functions of such agencies have consisted in finding employment for the physically disabled and in providing
artificial appliances and special work for them.

Some industrial leaders, for several years, have felt a responsibility for the persons disabled while in employment and have continued to keep them employed, usually in minor positions. It has been only in recent years that rehabilitation has, to any extent, been practiced by employers of large firms. We know that our state governments, and in some instances local governments, are doing everything possible to provide for such unfortunate individuals as the blind, deaf and dumb. Yet we have a vast array of physically handicapped people who are not reached by state or federal institutions.

The disabled people have had much to do with the development of the evolution movement. For many years disabled persons have, of their
own accord, been able to achieve a high degree of self-rehabilitation. We need only to think of such characters as Helen Keller, Charles B. Steinmetz and Judge Michael Dowling, to realize that great good can come from rehabilitation.

The great expansion in methods of manufacturing by machinery and the speeding up of transportation, with consequent disabling accidents, brought about a condition which demanded attention. Even though manufacturers attempted to offset the growth in the use of dangerous machinery by using safety appliances, they failed to solve the problem of the disabled, and it grew more and more acute. As a result of the problem becoming greater and the public attitude toward the disabled improving, beginning in 1911, a series of State acts for the purpose of compensating the disabled for in-
juries received while at work were passed. It was only a short time after the passage of these state compensation laws until it was generally conceded throughout the United States that the worker was entitled to compensation for injuries received in employment. But experience in the administration of workmen's compensation laws soon began to show that money benefits were in themselves inadequate since they did not provide a margin whereby the disabled worker could fit himself for employment if his physical disability prevented return to his former work.

The European nations, having entered the war in 1914, soon learned the value of vocationally rehabilitating their disabled soldiers. The nations learned that many of their men were almost as useful after being retrained for specific

1. Proceedings of the National Conference on Vocational Rehabilitation of Civilian Disabled, Bulletin No. 93.
duties as they were before being disabled. This experience of the European nations along with the rapidly changing attitude of the public toward rehabilitation of the physically handicapped caused Massachusetts, Nevada, North Dakota, New Jersey, Minnesota, Rhode Island, California, Illinois, Pennsylvania, New York, Oregon and Virginia to pass acts providing for the vocational rehabilitation of the disabled by 1930.

As stated in the preceding paragraph, the action of the European nations relative to the rehabilitation of the disabled soldiers, caused the United States to consider the rehabilitation of the disabled American soldier. Shortly after the entrance of the United States into the war, the Federal Board for Vocational Education made a survey of the work of rehabilitation of disabled soldiers in foreign

1. Bulletin No. 120, P. 5.
countries. The report of this investigation, with data compiled by other public and private agencies, was made available to the National Congress, with the result that the Smith-Sears bill for the vocational rehabilitation of disabled soldiers, sailors, and marines passed both branches of Congress and became a law with the president's signature on June 27, 1918.

There seems to be a great deal of evidence that serious consideration was given to the inclusion of provisions for the rehabilitation of persons disabled in industry. Senator Noke Smith of Georgia, chairman of the senate committee, stated at one of the hearings:

"If the Senate and the House had been present since Monday morning and had heard all I have heard from men who have studied the subject and are masters of

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In September, 1918, three months after the passage of the rehabilitation act, Senator Smith introduced in the Senate a bill to provide for the promotion of persons disabled in industry or otherwise and their return to civil employment. A similar bill was introduced by Representative Bankhead of Alabama. These bills did not pass in the Sixty-fifth Congress, but were introduced in the Sixty-sixth Congress by Senator Kenyon of Iowa and Representative Fess of Ohio. The Fess-Kenyon bill became a law on June 2, 1920.

After twelve states and the Federal Government had passed vocational rehabilitation acts, these should be given special care.

Indiana, by an act of the Legislature, approved by the Governor, June 29, 1920, accepted the provision of the act of Congress which provides for the vocational rehabilitation of the physically handicapped. At the present time all the states except Delaware, Kansas, Vermont and Washington have passed some kind of rehabilitation provisions.

In July, 1931, Illinois made a survey of her physically handicapped. Twenty-three percent of the 16,000 were affected with infantile paralysis. A large part of this twenty-three percent could have been avoided if given the proper care. It was stated at the National Education Association meeting that the United States had 2,000,000 abnormal children all of whom should be given special care.

This would indicate that we have only begun

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on the problem of rehabilitation.

Summary. This chapter has discussed in some detail the history of the rehabilitation of the physically handicapped. In the eighteenth and early part of the nineteenth century the European countries established institutions to care for the crippled children. The need of man-power, during the World War, caused these European nations to provide for the rehabilitation of their disabled soldiers. The United States, in 1918, enacted the Vocational Rehabilitation Law which provides for the rehabilitation of the soldiers, sailors and marines. Later, in 1920, congress passed the law which provides for the rehabilitation of the civilians who are physically handicapped.
CHAPTER III

INDIANA'S REHABILITATION PLAN

In Chapter II, the history of vocational rehabilitation was discussed and the World War found to be the means of causing the United States, subsequently Indiana, to realize that a vocational rehabilitation program is a necessary part of our economic and social structure.

In this chapter the plans Indiana uses in vocational rehabilitation will be discussed.

General Policies on Expenditures of Funds. The Federal money allotted to Indiana must be expended upon the conditions: (1) that it be matched by expenditures from State funds; (2) that the State Board of Vocational Rehabilita-
tion submit annually to the Federal Board for approval a plan for carrying on the State program; (3) that the State Board make an annual report to the Federal Board on the State work and on the expenditure of Federal funds and State funds used to match Federal funds; (4) that Federal and the equal amount of State money be not expended for purchase, erection or repair of buildings or equipment, or for purchase or rental of lands; and (5) that the rehabilitation service of the State shall be available to civil employees of Indiana disabled while in the performance of their duties.

Staff and Office Organization. Under the terms of the National Vocational Rehabilitation Act the State agency for the administration of the work is the State Board for Vocational Education. The State Board of Education is
the State Board for Vocational Education. The State Superintendent of Public Instruction is the executive officer of the Board.

A technical staff for the administration of the vocational rehabilitation is appointed by the Superintendent of Public Instruction. This appointment must be approved by the State Board of Public Instruction. The chief administrative officer is the State Director for Vocational Education. He does not engage in case work, however. The chief administrative officer delegates to the supervisor and his assistants the responsibility for the administration of the work, fixing of policies and general promotion of the program.

As stated in the above paragraph, the supervisor and his assistants are appointed by the Superintendent of Public Instruction.
Since State Superintendents are elected by popular vote these appointments are of a political nature. Usually the Supervisor and his assistants hold office only during the term of the Superintendent who appointed them. This involves a great deal of inefficiency as a new Superintendent is elected every two years.

Indiana has one supervisor, two assistants and a clerk with offices in Indianapolis. One of the assistants devotes her entire time to Lake County, with her headquarters at Gary.

The selection and maintenance of a staff of rehabilitation workers requires the exercise of considerable ability, initiative and resourcefulness. Human relations are always more difficult to manage than are material matters. Since rehabilitation is concerned almost entirely with personal relations it calls for
workers having the highest possible qualifications. Mass treatment being out of the question, work of the rehabilitation supervisor is thereby rendered more complex. Vocational rehabilitation of the physically disabled is human engineering. Each case in the rehabilitation program requires its own special treatment. The same set of problems is rarely, if ever, met in any two cases.

In another respect, the work of the supervisor is complicated because disabled persons are rehabilitated in many fields of work and in many varieties of jobs within these fields. One supervisor cannot become familiar with conditions in all lines of work, yet he must at least have a limited knowledge of a great many conditions. The supervisor of rehabilitation in Indiana is required to serve as a surveyor, counsel-
or, guide and supervisor and to perform many other duties.

The following analysis of the duties and qualifications of the rehabilitation supervisor shows the basis on which he is selected. The material is taken from Bulletin No. 120 issued by the Federal Board of Vocational Education. Indiana uses this plan.

I. Duties

A. Administrative

1. To provide a rehabilitation service for the disabled of the state.

2. To fix or recommend policies for administration of the state act.

3. To establish and maintain working relations with:

   (a) other state departments

   (b) social, industrial and pro-
professional agencies and organizations.

(c) organizations of employers

(d) employers.

(e) individuals.

4. To promote the state program through general publicity, bulletin, and reports.

5. To establish and maintain statistical and accounting systems.

6. To develop and train personnel.

E. Case Work.

1. To secure cases.

2. To determine eligibility and susceptibility.

3. To survey applicants.

4. To give vocational advisement.
5. To arrange plans for training and placement.

6. To supervise cases in training or placement.

7. To secure for rehabilitation clients medical, surgical, social and other services from cooperating agencies.

8. To ascertain and to create facilities for training and placement.

9. To prepare case procedure forms.

10. To prepare reports on action taken.

II. Qualifications Needed

1. A college education, or its equivalent.

2. Good judgment.

3. Initiative.

4. Leadership — ability to direct
and supervise work of others.
5. A technical knowledge of vocational rehabilitation.
7. Comprehension of public service requirements.
8. Knowledge of occupations — conditions of employment and job requirements.

Training of the Rehabilitation Workers.

Service in any field of endeavor bears a direct relationship to the personal efficiency of the worker. To the extent that self-improvement is effected, the character of service is improved. A very effective means of training the rehabilitation personnel of the state is the holding of staff conferences. The supervisor has found
that periodical staff conferences are essential to the welfare of his program. Occasionally, federal agents are invited to participate in these conferences. They have observed that these meetings are productive of practical results, and

The management of personnel in the vocational rehabilitation program is of particular importance. The efficiency of the director of any staff of workers is determined by the degree to which his staff is able to work without supervision. A rehabilitation agent must frequently have considerable freedom of operation. Frequently the nature of his work demands that he make prompt and final decisions. If the policy of the administration requires him first to report to his superior officer before taking case action, he is unduly hampered and his effectiveness is greatly reduced.

Records. In the conduct of rehabilitation case work, two kinds of records are kept --
statistical and financial. The purpose of the statistical record is to show in detail the various steps in the rehabilitation program for individuals. The first form used is the survey on which is recorded all data — educational and occupational. As the rehabilitation program proceeds the following various forms are added:

Application blanks
Survey blanks
Reference blanks
Rehabilitation plan
Contact
Trainees progress sheet
Case records
Tentative cost of rehabilitation
Closure form.

The nature of the survey form will be discussed in Chapter IV. The following are exact copies of the forms named above which are self-explanatory.
# Table I

Showing the form used in Indiana.

<table>
<thead>
<tr>
<th>APPLICATION BLANK</th>
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</thead>
<tbody>
<tr>
<td><strong>State Board for</strong></td>
</tr>
<tr>
<td><strong>Vocational Education</strong></td>
</tr>
<tr>
<td><strong>Indianapolis, Indiana.</strong></td>
</tr>
<tr>
<td><strong>Division of</strong></td>
</tr>
<tr>
<td><strong>Rehabilitation</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sex</th>
<th>Color</th>
<th>Age</th>
<th>Married</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<table>
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<tr>
<th>First</th>
<th>Middle</th>
<th>Last</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Present address</th>
<th>Permanent address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How long a resident of Indiana</th>
<th>Place of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nature of injury</th>
<th>Employer</th>
<th>Person or firm address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of injury</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>How did injury occur</th>
<th>Compensation or damage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present physical condition</th>
<th>Amount</th>
<th>Source</th>
</tr>
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<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Schooling: Where obtained</th>
<th>Grade reached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other education</th>
<th>Age on leaving school</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What occupations have you followed? (answer below)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupation</th>
<th>How long</th>
<th>Date</th>
<th>Wage</th>
<th>Per</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present occupation</th>
<th>Present wage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is present occupation satisfactory?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Choice of new occupation (1)</th>
<th>(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of dependents</th>
<th>Can you leave home for training</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When can you begin?</th>
<th>Where do you want training</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

| Additional Information may be given on other side of sheet. |
|                                                            |

<table>
<thead>
<tr>
<th>Interviewed by</th>
<th>Date</th>
<th>Applicant's signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TABLE II

Showing the form letter the State uses in securing information concerning applicants

State of Indiana

DEPARTMENT OF PUBLIC INSTRUCTION
Geo. C. Cole, Superintendent

Division of Vocational Education
Z. M. Smith, Director

Slater Bartlow, State Supervisor
Charles Rominger, Assistant Supervisor
Laura Lee Bailey, Assistant Supervisor
Edna Murphy, Secretary

To:
Re:
The above named person has applied to us for a course in vocational training. He claims to have a physical disability which limits his earning power and desires such training as will qualify him for work which he can do successfully. You have been referred to as one who is able to pass on his fitness to profit by such a course of training.

We shall appreciate your assistance if you will give us some information as to the applicant's character, ambition, ability to learn and his attitude toward others. Is he worthy and in need of assistance? Can you give us any information as to his financial resources? Do you feel that the applicant would profit by pursuing a course of vocational training?

Assuring you that your reply will be considered confidential and thanking you for your courtesy, I am

Very truly yours,

Slater Bartlow
State Supervisor of Vocational Rehabilitation
TABLE III

Showing the plan of rehabilitation after a study has been made by the rehabilitation agent.

REHABILITATION PLAN

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade finished</td>
<td>Other education</td>
</tr>
<tr>
<td>Physical examination recommended: Yes No Probable cost</td>
<td></td>
</tr>
<tr>
<td>Name and address of physician</td>
<td></td>
</tr>
<tr>
<td>Purchase of artificial appliance recommended: Yes No Cost</td>
<td></td>
</tr>
<tr>
<td>Kind of appliance</td>
<td></td>
</tr>
<tr>
<td>Kind of training recommended (give details)</td>
<td></td>
</tr>
</tbody>
</table>

Name of training agency

<table>
<thead>
<tr>
<th>Official's name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probable length of course</td>
<td>Probable cost</td>
</tr>
<tr>
<td>Other training costs:</td>
<td></td>
</tr>
<tr>
<td>Text books - Probable cost</td>
<td></td>
</tr>
<tr>
<td>Other supplies - Probable cost</td>
<td></td>
</tr>
<tr>
<td>Trainees Travel(explain) Probable cost</td>
<td></td>
</tr>
<tr>
<td>Arrangement for placement at close of term (give details)</td>
<td></td>
</tr>
</tbody>
</table>

Approved Recommended

Date Date

Remarks

Approved Recommended

Date Date

Remarks
TABLE IV

Showing the form of contract which is made by
the state supervisor of Rehabilitation and the
Training Agency

DEPARTMENT OF PUBLIC INSTRUCTION
Civilian Rehabilitation Section
Room 227, State House
Indianapolis, Ind.

THIS AGREEMENT made this day of A. D. 19 between the
State Board of Vocational Education, Indiana party of the
first part, __________ party of the second part,
witnessed;

WHEREAS, said party of the first part is desirous of securing
for __________ vocational training of the following
nature: ________________________________ .

In consideration of the sum of $______ to be paid in ___
installments of $______ to said party of the second part
by said party of the first part, said party of the second
part agrees to furnish ______________ the above described
course beginning __________ and ending __________.

It is understood and agreed between the said parties that
in case said ______ fails to complete his training or
course, then said party of the second part is to charge
only the fee for said course of training up to the time it
was discontinued and would be paid for any regular student
taking a similar course for a similar period. All instruc-
tional supplies issued to such trainees are to remain the
property of the State Board of Vocational Education and
are to be held in trust by party of the second part pend-
ing orders for final disposition.
TABLE IV (continued)

It is further understood and agreed that the party of the second part will make a monthly report to the party of the first part regarding the attendance and progress in studies of said applicant for re-education on blanks furnished for that purpose by the party of the first part.

WITNESS our hand and seal this ___ day of ___ A.D. 19___
at ____________.

________________________________________
State Supervisor of Rehabilitation

Signed in the presence of

________________________________________
Witness

________________________________________
Training Agency
### TABLE V

Showing the progress made by the trainee.

This sheet is kept by the training agency.

**State of Indiana**

**DEPARTMENT OF PUBLIC INSTRUCTION**

**Indianapolis**

George G. Cole, Superintendent

**DIVISION OF VOCATIONAL EDUCATION**

**REHABILITATION SECTION**

---

**TRAINEE'S PROGRESS REPORT**

For month ending __________

(To be submitted each month before tuition bills are paid)

<table>
<thead>
<tr>
<th>1. Name of trainee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Address of trainee</td>
<td></td>
</tr>
<tr>
<td>3. Position for which training is</td>
<td></td>
</tr>
<tr>
<td>4. Number of days lost and cause</td>
<td></td>
</tr>
<tr>
<td>5. Progress:</td>
<td></td>
</tr>
<tr>
<td>Subjects</td>
<td>Rating</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Remarks

**Name of training agency**

**Name and title of official making report**

**Date** __________.
TABLE VI
Record showing the status of the trainee
This is kept by the agent of rehabilitation.

CASE RECORD

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

Remarks:

_________________________  Agent
_________________________  Date
TABLE VII. The costs are to make it possible
showing the probable costs of trainees to the
Department.

A detailed plan is the system of training
will be up with the application. The contract is
made with the training agency on the basis of

| Month of | 193 |

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Disability</th>
<th>Place of Training</th>
<th>Service</th>
<th>Supplies</th>
<th>Insurance</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The flexible nature in which the decisions
are made, allows for each case to individual
The reference blanks are to make it possible for the rehabilitation worker to determine whether or not the applicant is worthy. The rehabilitation plan is the system of training set up with the applicant. The contract is made with the training agency or with an artificial appliance manufacturing concern. The trainee's progress sheet is the record received from the training agency or made by the rehabilitation agent who is supervising the disabled person's rehabilitation. Case forms record the visits made by the rehabilitation agent to the trainee. Tentative cost for rehabilitation is the cost for artificial appliances, tuition and supplies. The closure forms show time and method of closure, rehabilitation job and wage.

The financial records in Indiana are comparatively simple. For each case an individual
cost record is maintained. There is also a
general accounting for all expenditures made
by the department. The classification of ex-
penditures is as follows:

1. Administration
   - Salaries of supervisors and agents
   - Salary of clerks
   - Travel
   - Communication
   - Printing
   - Supplies
   - Other administrative expenditures

2. Tuition
   - Educational institutions
   - Industrial and commercial establishments
   - Tutors
   - Correspondence schools

3. Instructional supplies
4. Other expenditures

Examinations

Artificial appliances

Types of Rehabilitation Service. There are a number of plans by which disabled persons are rehabilitated. They may be classified roughly into three categories — school training, employment training, and job restoration. School training covers all types of instruction such as are given in public and private schools, by tutors and by correspondence schools. Employment training is a form of instruction whereby the disabled person learns to perform a specific job or occupation by doing that job or occupation under actual conditions of employment. As a rule, employment training is used when the disabled person is not susceptible of school training. Job restoration makes it

1. Vocational Rehabilitation in the United States. Bulletin No. 120. P. 22.
possible for the individual to secure his
former job or a similar one.

Of the individuals rehabilitated,
approximately forty-five percent are re-
habilitated through job restoration, thirty-
nine percent through school training and
sixteen percent through employment training.

Securing Cases. Very few disabled per-
sons come to the attention of the state re-
habilitation service through their own initia-
tive. Usually they are referred to the de-
partment by some interested agency. In order
that these references may be made, the state
department of rehabilitation must aggresive-
ly develop and promote contacts and relation-
ships that will provide sources of cases. Re-
ports of these cases come from compensation
agencies, insurance carriers, railroad
commissions, physicians, hospitals, clinics, social agencies, individuals and disabled persons themselves. According to the provisions of the national rehabilitation act, Indiana is required to establish a cooperative relationship between the State Rehabilitation Agency and the Industrial Board. This agreement of cooperation is primarily for the purpose of reporting to the rehabilitation service disabled persons who are in need of assistance.

After a disabled person is reported to the State Rehabilitation Department a fairly uniform procedure is followed. The chart on pages 43 and 44 illustrates the procedure after a case is reported.

**Preliminary Investigation.** After the case is reported, it is the usual procedure to send an application blank to the disabled person with information relative to the character of
CHART SHOWING THE STEPS IN REHABILITATION

<table>
<thead>
<tr>
<th>DISABLED PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled from</td>
</tr>
<tr>
<td>Industrial and</td>
</tr>
<tr>
<td>Public Accident</td>
</tr>
<tr>
<td>and/or Congenital Conditions</td>
</tr>
<tr>
<td>Disease</td>
</tr>
</tbody>
</table>

**REPORTED BY**

- Compensation Agencies
- Social Agencies
- Hospitals and Doctors
- Other State Departments
- Organisations and Individuals
- Self

**STATE REHABILITATION SERVICE**

**PRELIMINARY INVESTIGATION**

- Determines

  **ELIGIBILITY**
  - Age
  - Residency
  - Disability

  ** SUSCEPTIBILITY**
  - Age
  - Disability
  - Mentality
  - Employment Opportunities in Place of Residence

**PERSONAL INTERVIEW**

- Develops Morale
- Promise of Assistance
- Security of Future
- New Possibilities
- Experience of other
- Disabled Persons
- Educational Attainments
- Working Experience
- Choice of Occupation for Future
- Avocations
- Personal Worries
- Interest
- Faith in One's Government

**INITIATES TENTATIVE REHABILITATION PLAN**

- Job Opportunities at
- Place of Residence
- Personal Friends
- Among Employers
- Opportunities for
- Maintenance during
- Training

**CLOSURE**

- Ineligible
- Non-susceptible
- Service rejected
- Death
Rehabilitation frequently consists of a combination of two or even more of the following services:

- Artificial Appliances
- Favorable Working Conditions
- Establishment in Own Business
- Placement
- Vocational Training for Specific Occupations

**Placement**

- Follow-up

**Rehabilitation**

- Vocational Handicap Removed
- Ability to Engage in a Remunerative Occupation
- Ability to give Satisfaction both to Employer and to Self
service available. If the application form is returned, a study of the data enables the department to determine if further investigation should be made. The chief purpose of the first contact, whether by correspondence or by personal interview, is to determine whether or not the person is eligible for and susceptible of rehabilitation service.

In some instances the returned application provides sufficient information to show that the person is neither eligible nor susceptible. The person may be so badly disabled as not to be susceptible to training, or he may reject the service because he is suitably employed. However, in many cases the information secured through the application is not sufficient to determine eligibility or susceptibility. Then the applicant must be interviewed by a re-
hilitation agent. Frequently a request is made of cooperating agencies or individuals for additional information about the person. It should be remembered that rehabilitation can not be undertaken without personal dealings with the disabled.

Eligibility for Rehabilitation. Eligibility for rehabilitation is not always easy to determine, for it depends upon several factors. An individual must be a resident of Indians for one year and be sixteen years of age before he is eligible to rehabilitation service. Disabled persons are not eligible for rehabilitation unless they are vocationally handicapped. The fact that an applicant for the service is physically disabled and desires some form of training is no proof of his right to secure it from the rehabilitation
department. Rehabilitation is for disabled persons who are vocationally handicapped; that is, unable to make a living because of the disability.

The principle which is observed in the determination of eligibility is that the person must be permanently, physically disabled and be vocationally handicapped. The disabled are divided into two classes. The first is the group with vocational experience. A person in this class is vocationally handicapped when, because of his disability, he is unable to follow his best job prior to disablement. A person without vocational experience is vocationally handicapped when his disability is a major one and lessens his normal opportunity for employment.

**Susceptibility of Rehabilitation.** Eligibility for vocational rehabilitation service
does not necessarily imply susceptibility. It is recognized as a result of experience that such factors as age, extent of physical disability, attitude of mind and employment or social surroundings may make it inadvisable or uneconomic to render a rehabilitation service or impossible to accomplish it. When a disabled person has passed the normal working age he is not likely to be eligible for training. Often persons with extreme disabilities are not eligible for rehabilitation and occasionally certain types of individuals are mentally incompatible with successful employment.

The following are the essential steps which are followed in every rehabilitation case in Indiana. The material for this analysis was found in Bulletin Number 120, issued by the Federal
Board for Vocational Education. For

1. Survey

A survey of every case is necessary
for the purpose of furnishing informa-
tion upon which eligibility, suscept-
ibility and character and extent of
rehabilitation are determined.

2. Counsel and Advise

A service of counsel and advice
is given in every case as a conscious
endeavor to direct the interest of the
individual to the occupation for which,
in the light of his resources, he may
best be fitted.

3. Determination of Job Objective

Before the rehabilitation plan in
any case is initiated an occupa-
tional objective is determined.
4. Preparation and Execution of Plan of Rehabilitation.

A plan of rehabilitation is made for every case and the steps in the execution are supervised by the State Department of Rehabilitation.

5. Placement

All persons are placed after having been fitted for employment.

6. Follow-up

In every case there is a service of follow-up which is definite, organized and continued until there is reasonable assurance of satisfactory permanent employment.

Summary. This chapter has presented certain information relative to the plan Indiana uses in vocational rehabilitation.

These plans are:

General Policies on Expenditures of Funds
Staff and Office Organization
Records
Training of the Rehabilitation Worker
Types of Rehabilitation Service
Securing Cases
Preliminary Investigation
Susceptibility of Rehabilitation

The above plans are discussed in detail and give an accurate account of the procedure of the rehabilitation agent.
CHAPTER IV

INDIANA'S REHABILITATION PLAN

(continued)

The different steps Indiana uses in Vocational Rehabilitation will be discussed in this chapter.

Survey. Most cases must eventually be interviewed by a representative of the rehabilitation department. This is done so that all information regarding the disabled person may be ascertained and used to the best advantage.

"The personal interview develops morale." The disabled person is made acquainted with his rights under the law. He is given promise of assistance and through a vision of new possibilities he acquires a sense of security for the future. He is inspired with a feeling of con-
fidence. This is accomplished by tact in giving him encouragement, in proffering assistance and in acquainting him with the achievements and accomplishments of others who have suffered from similar or other disabilities. There is induced, as far as possible, a mental state of hopefulness which tends to counteract the almost inevitably discouraging effects of accident or illness.

It is often found that the person's friends or relatives, through sympathy or ignorance, have created in his mind a feeling of helplessness and a wrong impression in placing responsibility for the accident. Perhaps the idea that because of his injury, some one owes him a livelihood without exertion on his part, has been instilled into his mind. This attitude must be counteracted tactfully and completely.
The personal interview completes the investigation. Naturally the preliminary investigation does not bring out all the data that the rehabilitation agent needs if he is to be successful with the case. The personal interview provides the opportunity to secure supplementary and collateral data. In order to determine the particular occupation that is best in the case of any disabled person, it is necessary that an intensive study be made of the case and of the various factors which have in the past and will in the future influence the disabled person's welfare. It is important that the problem of the disabled man be studied from every angle. All evidence which has been collected must be carefully weighed and considered, with the ultimate goal in view — that of enabling him to earn a living and to become economically independent for
life in an occupation which is acceptable and
in which the greatest degree of efficiency can
be developed.

The personal interview provides opportunity
for the rehabilitation agent to make what is
technically known as a survey. Indiana uses a
survey form recording complete data on the dis-
abled person's education, occupational experience
and other pertinent factors secured by the pre-
liminary investigation and the personal inter-
view. In securing information for the survey,
the agent puts himself in the position of the
disabled person. It is not considered good
practice to resort to the conventional method
of asking formal questions. A better plan is
to get the data through informal conversation
with the applicant. Much skill is required in
making the survey. An exact copy of the survey
is found on pages 56 - 60.
TABLE VIII

Form used in making a survey — Form 35 — (500-6-30)

Note: Representatives will see that all questions are answered in full. This is important.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name ____________________________</td>
<td>Date __________</td>
</tr>
<tr>
<td>2.</td>
<td>Age ______ Sex ______ Nationality ____________________________</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Temporary Address ____________________________</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Permanent Address ____________________________</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Place of Birth ____________________________</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Has applicant been a resident of Indiana for one year or more? ____________________________</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Single ______ Married ______ Widow ______ Widower ______</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Dependents (Give complete list with relationship, sex and age) ____________________________</td>
<td></td>
</tr>
</tbody>
</table>

9. Resources:
   (1) Assistance from others ______ From whom ______
   (2) Compensation or damages ____________________________
   (3) Financial status ____________________________
TABLE VIII (continued)

10. Social status; Give name and location of each organization with which applicant is affiliated.

<table>
<thead>
<tr>
<th>Church</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraternal</td>
</tr>
<tr>
<td>Labor</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

11. Name, address and occupations of at least three references:

The Disability

1. Describe Fully extent of the disability and how incurred

2. Nature of disability:
   a. Congenital
   b. Disease
   c. Employ Accident
   d. Public Accident

3. Date of occurrence

4. Place of occurence

5. Name of attending physician

6. Address of attending physician

7. Name of hospital in which treated

8. Location of hospital

9. Has medical treatment been satisfactory

10. What further treatment is necessary

11. Does present physical condition permit immediate training or employment If not, when
TABLE VIII (continued)

12. Are artificial appliances a necessary part of rehabilitation program? 

13. If so, what are they and why? 

14. Have they been provided?  
If so, are they satisfactory? 

OTHER HANDICAPS 

1. Certain other handicaps, such as, defective sight, or hearing, color blindness, hernia, heart disease, lung trouble, mental disorders, etc., are positive eliminating factors for certain occupations.  Describe fully any of these that the applicant may have. 

OCCUPATIONAL HISTORY 

1. Name the occupations with which applicant is familiar or in which he was employed before injury. 

<table>
<thead>
<tr>
<th>Number Months Employed</th>
<th>Wage</th>
<th>Per</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Name of firm or employer at time of injury

3. Address

4. Describe fully character of job held at time of injury
   how long followed __________________ At what wage ________
   per __________________

5. If applicant has been employed since incurring the disability, describe fully the particular job and give wage.

<table>
<thead>
<tr>
<th>Number</th>
<th>Months Employed</th>
<th>Wage</th>
<th>Per</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. If employed now, state whether applicant is carrying on successfully and give wage or income.

7. Remarks

PERSONAL

1. Schooling completed

2. Other education. Give details
### TABLE VIII (continued)

3. Applicant's preference as to new vocation

| (1) |  |
| (2) |  |

4. Is applicant mentally and physically capable of doing the work he has chosen?  

5. (a) Character

<table>
<thead>
<tr>
<th>Poor</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

(b) General Appearance

<table>
<thead>
<tr>
<th>Poor</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

(c) Initiative and Self-reliance

<table>
<thead>
<tr>
<th>Poor</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

(d) Enthusiasm

<table>
<thead>
<tr>
<th>Poor</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

(e) General Attitude

<table>
<thead>
<tr>
<th>Poor</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

(f) Personality

<table>
<thead>
<tr>
<th>Poor</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

6. Give general impression and any pertinent facts gained through interview and inquiry  

7. Recommendations:  

Signature of Interviewer

Approved ___________  
Supervisor ___________  

Disapproved ___________  
Supervisor ___________  

Date ___________
The personal interview initiates the tentative rehabilitation plan. The plan as finally developed, after consideration of all the factors involved, will be discussed later in this chapter under the heading "Preparation and Execution of the Rehabilitation Plan".

**Counsel and Advice.** One of the most important services given by the rehabilitation agent is that of counsel and advice. It is a continuous service designed to assist the disabled person in choosing, preparing for, entering upon, and making progress in an occupation. It is obvious that the object of rehabilitation is to make a disabled person a producer and to fit him for such employment as will make possible the fullest utilization of his natural capacities and aptitudes. Advice begins with the giving of advice and information, and culminates.
with placement and such follow-up as is necessary to insure the disabled person's establishment in his rehabilitation objective. Thus, advisement and counsel in any individual program determine in a large measure the ultimate success of rehabilitation. Genuine advisement proceeds with much care and can follow only a careful analysis of facts concerning the life of the applicant for rehabilitation. It is never a matter of snap judgment, but it grows out of a thorough study of conditions and factors related to the social relationships and environment of the person advised. Little that is definite in the way of rules, technique and procedure has been developed in the service of guidance as it applies to the field of vocational rehabilitation. Indiana has never used such devices as psychological, individual, group, trade, or intelligence tests, nor is it
likely that such tests can be used as a general procedure in rehabilitation. This is due to the nature of the work. The plans that have been followed are only to a limited degree technical or scientific in nature. A practical common sense trial and error process has been the procedure followed in practically all cases. 1

It is never desirable to attempt to force or impose upon an applicant for rehabilitation the program which the agent deems most practicable for him. It is better to have the person assume a measure of initiative and responsibility for the development of his own rehabilitation. This is often difficult to accomplish. Some persons have decided ideas. These ideas are often formed without the basis of knowledge or experience. Other individuals are without imagination, purpose or desire, so that at times the

1. Vocational Rehabilitation in the United States. Bulletin No. 120. P. 47.
rehabilitation agent's job requires much skill and patience. His chief responsibility under these circumstances is to provide the applicant with information about the nature and requirements of various occupations that are consistent with his mental, physical and vocational qualifications, and are the more desirable methods of training for such occupations. This requires that the advisor possess a large fund of information about employment conditions and occupations in the territory in which he operates. Having been provided with such information, the disabled person comes gradually to the position either of considering the proposed rehabilitation plan as having grown out of his own thought and consideration, or as the most practical plan for himself because of the superior information and ability of the advisor, whom he recognizes as an authority in rehabilitation matters.
The rehabilitation agent must be skillful in assisting the applicant to appraise his own abilities, capacities, and deficiencies. One of the first principles of success in life is to know our self. "There are as many persons who underrate themselves as there are persons who overrate themselves." Disabled persons often lean heavily upon the rehabilitation agent, who, therefore, needs to be fortified with a fund of information and experience. An important objective in rehabilitation advisement, then, is to assist the disabled person in making a careful appraisal of his own capacities and limitations. If the agent is skillful, he leads the disabled person to follow his guidance and to enter into the rehabilitation plan which the agent suggests as freely and as enthusiastically as if he himself had suggested and originated it.

Methods of approach in counsel and advising vary according to the types of persons being interviewed. No two cases are advised alike. Sometimes the attitude of the client is such that it is necessary for the agent interviewing him, after making clear to him the purpose of the rehabilitation service, to assume an attitude of indifference leaving to the client entirely the matter of accepting or rejecting the program outlined. At other times the influence of relatives is such that it is necessary to show them the possibilities of a rehabilitation program before anything can be done for the disabled person.

Counsel and advisement do not cease with the formulation of the rehabilitation plan. They continue throughout the whole rehabilitation process and until the plan has been completely
carried out.

*Reorganization of Job Objective.* In order to determine the occupation for which the disabled person may best be fitted it is necessary to make an intensive analysis of the various factors that influence the person's welfare. The problem must be studied from every possible angle. In many cases family or other conditions make it imperative to return the disabled to substantial wage earning basis as soon as possible. Unnecessary prolongation of the training period might discourage the individual and cause him to discontinue the training. From the first contact with the applicant, all evidence collected is carefully weighed and considered with the ultimate goal in view of fitting him to earn a living and to become economically independent for life in an occupation that is acceptable and in which the
greatest degree of efficiency can be developed.

The determination of such occupation depends upon many factors, among which are the applicant's education, vocational experience, general capacity, special traits or aptitudes, personality, temperament, handicap, physical condition and desires. These factors being concerned with the person himself are largely subjective, but there are other extremely important factors which are mostly objective. These are general employment and business conditions in the section where the person will need to work, supply and demand for labor, location of the industry, wage opportunity for promotion, policy of the management, employer's attitude toward employment of the handicapped, and seasonal character of the industry.

All information about the applicant for rehabilitation that is acquired through the appli-
cation and subsequent personal interview is carefully recorded on the survey form. Particular care must be exercised in receiving reliable and accurate information on the factors of education, vocational experience, physical conditions, and the handicap. In the case of education both the formal training received in schools and the training received through experience are considered. An effort is made to draw out the applicant's interest in all occupations in which he has at any time been engaged, including those followed to supplement income or to occupy leisure time. It is necessary to have complete information regarding the person's general physical condition, other than that resulting directly from the disability, so that the presence of color blindness, defective hearing, defective vision and other defects, which would eliminate him from
certain jobs, can be detected. It is important to ascertain the degree of the handicap. Even with the aid of an efficient medical or surgical examination, estimating the degree of the vocational handicap will often be difficult due to the mental attitude of the person. He may not know his own condition, or he may not be able to judge what work will be a strain. He may be looking for an easy course because he is handicapped. Courage and spirit are great assets in overcoming the handicap of a physical disability. Loss of an arm or a leg in this age of specialization doesn't necessarily destroy a man's earning power.

One of the axiomatic principles in the procedure of determining the job objective in vocational rehabilitation is to capitalize the former experience of the disabled person. Return-
ing a disabled man to the occupation followed
prior to his disability is capitalizing his form-
er experience to the greatest possible extent. If
a permanently disabled person fails to return
to his former job, not because of his physical dis-
ability, but because of some other factor, such
as fear of another injury, feeling of inability
to continue the work or objection of the employer,
it is wise to overcome these factors and return
this man to his former job. Often the rehabili-
tation department will be called upon to render this
service. This rehabilitation service would be
classified as a job restoration type.

The determination of the job objective may
proceed through a series of tentative decisions
and try-outs. Even a very careful analysis and
diagnosis may be found to be unsound in the light
of developments as the rehabilitation is carried
out. Actual training or employment may be need-
ed before certain traits or deficiencies of the
disabled person, which are bare to the realiza-
tion of the objective selected, are ascertained.
Therefore, the disabled person must be placed in
some employment for a trial. Sometimes he
is placed in training and developments are close-
ly watched. The disabled person is assisted
in finding himself. If he makes good in training,
he will no doubt succeed in employment.

Preparation and Execution of Indiana's Re-
habilitation Plan. Plans for fitting disabled
persons for specific job objectives are always
tentative. Frequently a plan is amended several
times before rehabilitation is finally accomplished.
Rehabilitation plans for the same job objective
may vary with types of persons or conditions under
which the person must be rehabilitated. Sometimes
plan made will permit. Many a program of rehabili-

the person is of such age as not to be able to
profit by school training.

In the making of a rehabilitation plan such
questions as the following must be considered:

Is the training needed? If so, what kind, for how long, and at what cost?

Are training supplies needed? In what amount, what kind, and at what cost?

Is an artificial appliance needed? If so, what type, at what cost, and what shall
be the source of payment?

Who will cooperate in the making of placement?

Supervision is of particular importance in the execution of the plan. The work of the trainee
and of all agencies or individuals who assist in the rehabilitation is supervised. Supervision
should be carried on as frequently as conditions and funds will permit. Many a program of rehabil-
itation has failed because of inefficient supervision.

The disabled person, the training agency and other contributing agencies should be consulted frequently, so that reasonable and satisfactory progress can be made and the person established promptly in remunerative employment.

Supervision serves as a test of any rehabilitation program. The accuracy of counsel and advice is determined largely through supervision. It is the opinion of many rehabilitation agents that a trainee's inability to meet the requirements of the program planned, is evidence of some failure in counsel and advice. Another factor testing the accuracy of advice is the interest manifested by the trainee in the program planned for him. This interest is ascertained through supervision. In cases where
the trainee is not using an appliance furnished as a part of the rehabilitation program, there is evidence of failure in counsel and advisement.

Placement. According to the intent of both the State and Federal Rehabilitation Acts, no person is rehabilitated until he is successfully placed in a remunerative vocation. Indiana assumes the responsibility of placing all of her trainees. The State cooperates with employment agencies.

Placement after training is not likely to be difficult if careful and close supervision has been made during the training. In the placement of the retrained, the rehabilitation agent often puts the person on his own resources and expects him to locate an employment opportunity. In the case of commercial or other private schools, the training agency will either assist in place-
ment or assume responsibility for it. Placement of the disabled is a function that requires the cooperation of employers. Consequently, the State Department of Rehabilitation must carry on its work in order that employers will cooperate to the fullest extent. This means that the service must be genuine and practical in order that the employers will not have occasion to regret providing employment for clients of the Department. The employer should be made to feel that he can rely upon the rehabilitation agent. He should not be expected to provide work upon a charitable basis. With his employment is fundamentally an economic function and he has a right to expect that rehabilitated persons sent to him are in all respects fitted to do the work required.
Follow-up. The final phase of a rehabilitation program is the follow-up. This is a service of supervision and inspection that follows placement. Merely placing a man is not sufficient. It is necessary to keep in touch with him for a time in order to ascertain whether or not he is really rehabilitated. The function of follow-up is for the purpose of deciding if the vocational handicap has been removed, if the retrained individual is able to engage in a remunerative occupation, and if he has the ability to give satisfaction both to the employer and to himself.

The length of the follow-up period varies, depending upon individual cases. In the determination of rehabilitation the following principle generally obtains. A vocationally handicapped person is rehabilitated when fitted for and placed in employment of the same status as his best job.
prior to his disablement or in employment as near his best job as his physical disability will permit. If he has had no vocational experience, he is considered rehabilitated when he is fitted for and placed in employment which is consistent with his educational background, vocational ability and physical disability.

Summary. This chapter has continued the presentation of certain information relative to the plans Indiana uses in vocational rehabilitation.

These plans are:

- Survey
- Counsel and Advisement
- Determination of Job Objective
- Preparation and Execution of the Rehabilitation Plan
- Placement
- Follow-up

These plans are discussed in this chapter and give a detailed account of the procedure of the rehabilitation agent.

CHAPTER V

RESULTS OF VOCATIONAL REHABILITATION IN INDIANA.

In Chapter IV the writer discussed the different steps in rehabilitation. In this chapter the results of rehabilitation will be discussed.

SEX OF INDIVIDUALS RECEIVING TRAINING

In Indiana there have been 754 completed rehabilitation cases. There have been 551 individuals who rejected the service or were not acceptable and 37 who died while in training. This includes all cases to August, 1931. A study of these cases furnishes the data from which the charts on the following pages were made.

The proportion of women's cases to the total number of cases does not indicate that the problem of the disabled woman is being inadequately met. It is known that women are not generally employed in the more hazardous industrial occupations. No doubt the hazards from public accidents and diseases affect women in the
same degree that they affect men.

Recent studies of the administration of workmen's compensation laws, indicate that women are more apt than men to abandon the industrial life after a work accident. Moreover, women may not seek the rehabilitation service as freely as men do, owing to their lack of experience in securing the benefits of publicly administered services. 75.38% of the total cases are men, while 24.12% of the cases are women. This is shown in figure number 1.

![Figure Number 1 - Showing number of males and females receiving training.](image)

1. Bulletin No. 120, Vocational Rehabilitation in the United States. Washington, D. C.
There are 520 persons under twenty-five years of age who have been rehabilitated in Indiana. Many of these persons were disabled by disease or public accident and had no vocational experience before rehabilitation. Facts concerning the above statement are shown in figures number IV and V.

The next group numbering 179 are those between the ages of twenty-five and forty. The

Figure Number II - Showing age of individuals receiving training.
majority of these cases were persons who had had work experience which, through industrial injury, public accident, or disease was interrupted at the time of their most successful industrial experience. The majority of these people belonged to that group in industry which had a substantial life expectancy.

The third group, those forty years or over, numbering 55, were persons who have had many years of industrial experience, but who had passed the age of maximum usefulness in industrial life. In the cases of many of these men, the opportunities for re-entering industrial life are seriously limited.

The total number of persons under forty years of age, numbering 699, was a challenging problem to the rehabilitation workers because of the extent of their industrial life expectancy and the economic significance of their successful rehabilitation.
COST OF REHABILITATION

Costs of rehabilitation as reported in this study include only expenditures made for training, training supplies and artificial appliances, and do not include expenditures for administration.

Of the total number of individuals for whom cost reports were made there were 20 or 2.65 percent for whom there were no case expenditures.

Figure Number III - Showing cost of rehabilitation
These were rehabilitated through placement only.

Of the remaining 724 cases, 65 or 8.62 percent cost less than $50, 140 or 18.56 percent cost between $50 and $99, 125 or 16.57 percent cost between $100 and $149, 110 or 14.48 percent cost between $150 and $199, 114 or 15.16 percent cost between $200 and $249, 115 or 15.25 percent cost between $250 and $299, 44 or 5.83 percent cost between $300 and $399, and 21 or 2.83 percent cost over $500.

The individuals who have taken the training are now earning an average of twenty dollars per week. Before they were rehabilitated many of them were not earning and those who did have employment received approximately ten dollars per week.
According to figure III, page 83, showing the cost of rehabilitation, approximately seventy-five percent of the individuals rehabilitated were under twenty-five years of age. This shows that these individuals have increased their earning power maturely.

![Figure Number IV - Showing formal training received prior to rehabilitation](image-url)
FORMAL TRAINING RECEIVED PRIOR TO REHABILITATION

Nine persons, or 1.19 percent of the total number of persons rehabilitated, had had no education. 50, or 6.63 percent, had completed grades one to six inclusive; 241, or 31.72 percent, had completed grades seven to nine inclusive; 380, or 51.50 percent, had completed grades ten to twelve inclusive; 52, or 6.51
percent had completed some advanced academic work and 22 or 2.45 percent had completed some advanced vocational study.

According to figure IV only eight percent had received training above high school. This means that ninety-two percent of the individuals were without any special training. Because of their lack of training it would have been difficult to secure suitable employment even though they had not been physically handicapped.

The special training has made it possible for these unfortunate individuals to return to work, and to be happy and useful citizens.
In studying the chart, it is found that the origins of 104 or 13.79 percent of the cases were compensative accidents, 20 or 1.90 percent of the cases were non-compensative employment accidents, 196 or 25.99 percent were public accidents, 340 or 46.43 percent of the cases were caused by disease, 90 or 11.93 percent of the cases were
congenital, and 4 or .52 percent of the cases were unknown.

As stated in the preceding paragraph only 13.79 percent of the cases were compensable accidents. That is, only 13.79 percent of the cases would have come under the State compensation law. Public accidents, such as being injured while riding in an automobile, comprise 25.99 percent of the cases. 46.43 percent of the cases were caused by disease.

If it had not been for the Rehabilitation Act the majority of the physically handicapped would not have been cared for in the proper manner.

A copy of the questionnaire used to conduct the interviews is given below:

Name ____________________________ Date ____________________________
Address ____________________________
Address of employer ____________________________
Condition ____________________________
Problem ____________________________

Have the training you received from the Department of Rehabilitation improved your economic condition? __________
Have the training improved your social condition? __________
In order to determine the social value of the training received from the department of rehabilitation, to the trainee, the writer secured a list of fifty-two cases which had been closed. These cases were selected by the office assistant of the state department in order that it would be a cross section of cases.

In interviewing each of the fifty-two individuals to determine the value they had received from the training, it was possible to secure definite data. In most cases it was possible to secure an interview with the employer of the trainee.

A copy of the questionnaire used in conducting the interview is given below:

Name __________________ Date ________, 1932.
Address __________________
Address of employer __________________
Occupation __________________
Age ______ Bodily defect
Married ______
Has the training you received from the Department of Rehabilitation improved your economic condition? _____
Has the training improved your social condition? _____
In what civic activities do you participate?

Are you more interested in your community's welfare than you were before taking the training?

With what lodges and community organizations have you become affiliated since your rehabilitation?

It was found that ten out of the fifty-two people interviewed had not been employed. This was due to their poor physical condition and the economic situation. However, 82.79 percent of the individuals were following a gainful occupation which would not have been possible without the training. 76.67 percent of these employed individuals were affiliated with some lodge or civic organization which was working for civic betterment.

As stated in the preceding paragraph, out of 52 cases in Indiana, 80.79 percent of the individuals were following a gainful occupation. In practically every case they had become interested in community's welfare.

The results of three of the cases are related below.
A young man, at Richland, Indiana, had infantile paralysis and had always depended upon his parents for every comfort of life. Finally through a rehabilitation agent, he became interested in going to college. This young man graduated from college and has been teaching in the public schools at Richland for three years. He is a member of a local lodge and of the Parent-Teacher Organization. He is no longer a charge to society, but takes his place with the other citizens of the community.

A young man, at Tennyson, Indiana, had paralysis which prevented him from following a gainful occupation. A representative interested him in shoe repairing. Today he has a shoe repair shop and is earning a living for himself and his father.

A blind lady at Paoli, Indiana, was not able to earn a living. Through a representative of the Department of Rehabilitation she became interested in weaving. After some training she was able to provide herself with the necessaries and part of the luxuries of life.
CHAPTER VI
SUMMARY AND CONCLUSIONS

Summary. Vocational rehabilitation as an institution has come to embrace a vast army of physically handicapped people who are not reached by state or federal institutions. There is reason to believe that the number has been augmented by the increase in the use of complicated machinery in the factories. However, this has been offset to some extent by the use of safety devices which our state laws have compelled the employers to use.

Some industrial leaders, for several years, have felt a responsibility for persons disabled in their employ and have continued to keep them employed, usually in minor positions. The compensation law has also helped the injured person
for a limited period of time. This type of compensation did not prove satisfactory because it did not provide means through which the physically handicapped could regain his earning power.

Neither the industrial management nor the state realized the importance of rehabilitating the physically handicapped because they could always secure someone to replace the disabled worker. However, in 1914, the European countries, having entered upon the war, realized the value of vocationally rehabilitating their soldiers.

The nations learned that many of their men were almost as useful after being retrained for specific duties as they were before being disabled. This experience of the European nations along with the rapidly changing attitude of the
public toward rehabilitation of the physically handicapped caused Massachusetts, Nevada, North Dakota, New Jersey, Minnesota, Rhode Island, California, Illinois, Pennsylvania, New York, Oregon and Virginia to pass acts providing for the vocational rehabilitation of the disabled.

After the United States entered the World War, the Federal Board for Vocational Education made a survey of the work of the rehabilitation of disabled soldiers in foreign countries. As a result of this study, the Smith-Sears Bill for vocational rehabilitation of disabled soldiers and sailors became a law on June 28, 1918.

At the time this bill became a law, considerable thought was given to the inclusion of persons disabled in industry. However, the persons disabled in industry were not included
until June 2, 1920, when the Fess-Kenyon Bill became a law, Indiana accepted the provisions of the Federal Vocational Rehabilitation Act on June 29, 1920. At the present time all states except Delaware, Kansas, Vermont and Washington have passed some kind of rehabilitation provisions.

Vocational rehabilitation of the physically handicapped has become an educational problem as well as a problem of social, government and economic welfare because of its relation to retardation, attendance and withdrawals from school. This refers to the advanced schools of learning. The Indiana public schools are doing a great deal to help solve the problem. Most of the city schools, especially those located in industrial centers, provide special classes for
the physically handicapped.

Vocational rehabilitation possesses the possibilities of helping hundreds of young men and women. We refer to young men and women because our study has shown that practically all of the persons whom the state has rehabilitated have been under thirty years of age.

The vocational rehabilitation officers have been making an honest effort to accomplish the most benefits possible for the individuals who are eligible for rehabilitation. The individuals who have taken the training are now earning an average of twenty dollars per week. Before they were rehabilitated, most of them were not earning and those who did have employment received approximately ten dollars per week.

We note in a preceding paragraph that most
of the individuals rehabilitated were approximately twenty-five years of age. This means that these unfortunate individuals, through no fault of their own, would have gone through life with their potential earning power undeveloped. Increased earning power means a higher social status for the individuals rehabilitated.

Conclusions. After a study of the status of vocational rehabilitation in Indiana, we make the following conclusions:

1. Indiana has done a great deal to ameliorate the condition of the physically handicapped.
2. This improvement has made it possible for many physically handicapped individuals to become economically and socially improved.
3. The rehabilitation workers, until the last two years, have devoted most of their
time to the men.

4. The surveys and records of the Vocational Rehabilitation Department have not been kept efficiently.

5. The State Department of Public Instruction has never given much publicity to the vocational rehabilitation work.

Recommendations. Upon the basis of the conclusions given above, the following recommendations are offered:

1. The appointments to the Vocational Rehabilitation Department should not be political.

These appointments are for a period of two years. Usually the rehabilitation agent becomes proficient in his work and becomes acquainted with the individuals being rehabilitated, then his term expires and he is not re-appointed because of a change in politics.
2. The rehabilitation workers should establish a more comprehensive program. We stated that 551 individuals were not susceptible to the training. Therefore, the program should be revised in order that more of the physically handicapped might have the opportunity to receive the training.

3. A more efficient system of keeping records should be established. The records should contain more details concerning the trainees.

4. The State Department of Public Instruction should give more publicity, through the public schools, to vocational rehabilitation.

5. The rehabilitation agents should not recommend an individual for teacher training who is not physically fit.
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APPENDIX

VOCATIONAL REHABILITATION LAW

PUBL. LAW NO. 11 - 66TH CONGRESS - 2, 1913

An Act to amend an Act entitled "An Act to provide for vocational rehabilitation and return to civil employment of disabled persons discharged from the military or naval forces of the United States, and for other purposes," approved June 27, 1913.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress Assembled, That section 2 of the Act entitled "An Act to provide for vocational rehabilitation and return to civil employment of disabled persons discharged from military or naval forces of the United States, and for other purposes," approved June 27, 1913 be here-
by amended to read as follows:

"Sec. 2. That every person enlisted, enrolled, drafted, induced, or appointed in the military or naval forces of the United States, including members of training camps authorized by law, who since April 7, 1917, has resigned or has been discharged or furloughed therefrom under honorable conditions, having a disability incurred, increased or aggravated while a member of such forces, or later developing a disability traceable in the opinion of the Federal Board for Vocational Education, is in need of vocational rehabilitation to overcome the handicap of such disability, shall be furnished by the said board, where vocational rehabilitation is feasible, such course of vocational rehabilitation as the board shall prescribe and provide."
"The board shall have the power, and it shall be its duty, to furnish the persons included in this section suitable courses of vocational rehabilitation, to be prescribed and provided by the board; and every person electing to follow such a course of vocational rehabilitation shall, while following the same, be paid monthly by the said board from the appropriation herein after provided such sum as in the judgment of the said board is necessary for his maintenance and support and for the maintenance and support of persons depending upon him, if any; Provided, however, that in no event shall the sum so paid such person while pursuing such course be more than $60 per month for a single man without dependents, or for a man with dependents $100 per
month plus the several sums prescribed as family allowances under Section 204 of Article II of the War Risk Insurance Act.

"No compensation under Article III of the Act entitled 'An Act to amend an Act entitled "An Act to Authorize the Establishment of a Bureau of War Risk Insurance in the Treasury Department"', approved October 6, 1917, shall be paid for the period during which any such person is being furnished by said board a course of vocational rehabilitation and support as herein authorized; Provided, however, That in the event any person pursuing a course of vocational rehabilitation is entitled under said Article III to compensation in an amount in excess of the payments made to him by the said board for his support and
the support of his dependents, if any, the
Bureau of War Risk Insurance shall pay monthly
to such person additional amount as may be
necessary to equal the total compensation due
under said Article III of said Act.

"There is hereby appropriated, out of any
money in the Treasury of the United States not
otherwise appropriated, available immediately
and until expended, the sum of $6,000,000, or
so much thereof as may be necessary, to be
used by the Federal Board for Vocational Ed-
ucation for the purpose of making the payments
prescribed by this section and for defraying
the administrative expenses incident thereto."

Approved, July 11, 1919.
An Act to provide for the promotion of vocational rehabilitation of persons disabled in industry or otherwise and their return to civil employment.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That in order to provide for the promotion of vocational rehabilitation of persons disabled in industry or in any legitimate occupation and their return to civil employment there is hereby appropriated for the use of the States, subject to the provisions of this Act, for the purpose of cooperating with them in the maintenance of vocational rehabilitation of such disabled persons, and in returning vo-
vocationally rehabilitated persons to civil employment for the fiscal year ending June 30, 1922, the sum of $750,000; for the fiscal year ending June 30, 1922, and thereafter for a period of two years, the sum of $1,000,000 annually. Said sums shall be allotted to the States in the proportion which their population bears to the total population of the United States, not including territories, outlying possessions, and the District of Columbia, according to the last preceding United States census:

Provided: That the allotment of funds to any State shall not be less than a minimum of $5,000 for any fiscal year. And there is hereby appropriated the following sums, or so much thereof as may be needed, which shall be used for the purpose of providing the minimum allotment to the States provided for in this section, for the fiscal year

209.
ending June 30, 1921, the sum of $46,000; for the fiscal year ending June 30, 1922, and annually thereafter, the sum of $34,000.

All money expended under the provisions of this Act from appropriations provided by Section I shall be under the condition (1) that for each dollar of Federal money expended there shall be expended in the State under the supervision and control of the State Board at least an equal amount for the same purpose; Provided, That no portion of the appropriation made by this Act shall be used by any institution for handicapped persons except for the special training of such individuals entitled to the benefits of this Act as shall be determined by the Federal Board; (2) that the State Board shall annually submit to the Federal Board for approval plans showing (a) the
kinds of vocational rehabilitation and schemes of placement for which it is proposed the appropriation shall be used; (b) the plan of administration and supervision; (c) courses of study; (d) methods of instructions; (e) qualifications of teachers, supervisors, directors and other necessary administrative officers or employees; (f) plans for the training of teachers, supervisors and directors; (3) that the State Board shall make an annual report to the Federal Board on or before September 1 of each year on the work done in the State and on the receipts and expenditures of money under the provisions of this Act; (4) that no portion of any moneys appropriated by this Act for the benefits of the States shall be applied, directly or indirectly to the purchase, preservation, erection, or repair of any building or buildings or equip-
ment, or for the purchase or rental of any lands;
(5) that the courses for vocational rehabilitation
given under the supervision and control of the
State Board and all courses for vocational re-
habilitation maintained shall be available, un-
der such rules and regulations as the Federal
Board shall prescribe, to any civil employee of
the United States disabled while in the per-
formance of his duty.

Sec. 2. That for the purpose of this Act the
term "persons disabled" shall be construed to mean
any person who, by reason of a physical defect
or infirmity, whether congenital or acquired by
accident, injury, or disease, is, or may be ex-
pected to be, totally or partially incapacitated
for remunerative occupation; the term "rehabilita-
tion" shall be construed to mean the render-
ing of a person disabled fit to engage in a re-
munerative occupation.

Sec. 3. That in order to secure the benefits of the appropriations provided by Section 1, any State shall, through the legislative authority thereof, (1) accept the provisions of this Act; (2) empower and direct the board designed or created as the State Board for Vocational Education to cooperate in the administration of the provisions of the Vocational Education Act, approved February 22, 1917, to cooperate as herein provided with the Federal Board for Vocational Education in the administration of the provisions of this Act; (3) in those states where a State workmen's compensation board, or other State board, department, or agency exists, charged with the administration of the State workmen's compensation or liability laws, the legislature shall provide that a plan
of cooperation be formulated between such State board, department, or agency, and the State board charged with the administration of this Act, such plan to be effective when approved by the governor of the State; (4) provide for the supervision and support of the courses of vocational rehabilitation to be provided by the State board in carrying out the provisions of this Act; (5) appoint as a custodian for said appropriations its State treasurer, who shall receive and provide for the proper custody and disbursement of all money paid to the State from said appropriations. In any State the legislature of which does not meet in regular session between the date of the passage of this Act and December 31, 1920, if the governor of that State shall accept the provisions of this Act, such State shall be entitled to the
benefits of this Act until the legislature of such State meets in due course and has been in session sixty days.

Sec. 4. That the Federal Board for Vocational Education shall have power to cooperate with State boards in carrying out the purposes and provisions of this Act, and is hereby authorized to make and establish such rules and regulations as may be necessary or appropriate to carry into effect the provisions of this Act; to provide for the vocational rehabilitation of disabled persons and their return to civil employment and to cooperate, for the purpose of carrying out the provisions of this Act, with such public and private agencies as it may deem advisable. It shall be the duty of said board (1) to examine plans submitted by the State boards and approve the same if believed to be
feasible and found to be in conformity with the provisions and purposes of this Act; (2) to ascertain annually whether the several States are using or are preparing to use the money received by them in accordance with the provisions of this Act; (3) to certify on or before the 1st day of January of each year to the Secretary of the Treasury each State which has accepted the provisions of this Act and complied therewith, together with the amount which each state is entitled to receive under the provisions of this Act; (4) to deduct from the next succeeding allotment to any State whenever any portion of the fund annually allotted has not been expended for the purpose provided for in this Act a sum equal to such unexpended portion; (5) to withhold the allotment of moneys to any State whenever it shall be determined that
moneys allotted are not being expanded for the purposes and conditions of this Act; (6) to require the replacement by withholding subsequent allotments of any portion of the moneys received by the custodian of any state under this Act that by any action or contingency is diminished or lost; Provided, That if any allotment is withheld from any State, the State board of such State may appeal to the Congress of the United States, and if the Congress shall not, within one year from the time of said appeal, direct such sum to be paid, it shall be covered into the Treasury.

Sec. 5. That the Secretary of the Treasury upon the certification of the Federal Board as provided in this Act, shall pay quarterly to the custodian of each State appointed as herein provided the moneys to which it is entitled under the
provisions of this Act. The money so received by the custodian for any State shall be paid out on the requisition of the State board as reimbursement for services already rendered or expenditures already incurred and approved by said State board. The Federal Board for Vocational Education shall make an annual report to the Congress on or before December 1 on the administration of this Act and shall include in such report the reports made by the State Boards on the administration of this Act by each State and the expenditure of the money allotted to each State.

Sec. 6. That there is hereby appropriated to the Federal Board for Vocational Education the sum of $75,000 annually for a period of four years for the purpose of making studies, investi-
igations, and reports regarding the vocational
rehabilitation of disabled persons and their
placement in suitable or gainful occupations,
and for the administrative expenses of said
board incident to performing the duties imposed
by this Act, including the salaries of such assist-
ants, experts, clerks, and other employees, in the
District of Columbia or elsewhere as the board
may deem necessary, actual traveling and other
necessary expenses incurred by the members of
the board and by its employees, under its orders,
including attendance at meetings of educational
associations and other organizations, rent and
equipment of offices in the District of Columbia
and elsewhere, purchase of books of reference,
law books, and periodicals, stationery, type-
writers and exchange thereof, miscellaneous supplies,
postage on foreign mail, printing and binding to be done at the Government Printing Office, and all other necessary expenses.

A full report of all expenses under this section, including names of all employees and salaries paid them, traveling expenses and other expenses incurred by each and every employee and by members of the board, shall be submitted annually to Congress by the board.

No salaries shall be paid out of the fund provided in this section in excess of the following amounts: At the rate of $5,000 per annum, to not more than one person; at the rate of $4,000 per annum each, to not more than four persons; at the rate of $3,500 per annum each, to not more than five persons; and no other employee shall receive compensation at a rate in excess of $2,500.
per annum. Provided, That no person receiving compensation at less than $3,500 per annum shall receive in excess of the amounts of compensation paid in the regular departments of the Government for like or similar services.

Sec. 7. That the Federal Board for Vocational Education is hereby authorized and empowered to receive such gifts and donations from either public or private sources as may be offered unconditionally. All moneys received as gifts or donations shall be paid into the Treasury of the United States, and shall constitute a permanent fund, to be called the "Special fund for vocational rehabilitation of disabled persons", to be used under the direction of the said board to defray the expenses of providing and maintaining courses of vocational rehabilitation in special cases.
including the payment of necessary expenses of persons undergoing training. A full report of all gifts and donations offered and accepted, together with the names of the donors and the respective amounts contributed by each, and all disbursements therefrom shall be submitted annually to Congress by said board: Provided, That no discrimination shall be made or permitted for or against any person or persons who are entitled to the benefits of this Act because of membership or nonmembership in any industrial, fraternal, or private organization of any kind under a penalty of $200 for every violation thereof.

Approved, June 2, 1920.
An Act to amend sections 1, 3 and 6 of an Act entitled "An Act to provide for the promotion of vocational rehabilitation of persons disabled in industry or otherwise and their return to civil employment".

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That effective on and after July 1, 1924, section 1, 3 and 6 of the Act entitled "An Act to provide for the promotion of vocational rehabilitation of persons disabled in industry or otherwise and their return to civil employment", approved June 2, 1920, are hereby amended to read as follows:

Sec. 1. That in order to provide for the
promotion of vocational rehabilitation of persons disabled in industry or in any legitimate occupation and their return to civil employment there is hereby authorized to be appropriated for the use of the States, subject to the provisions of this Act, for the purpose of cooperating with them in the maintenance of vocational rehabilitation of such disabled persons, and in returning vocationally rehabilitated persons to civil employment for each of the fiscal years ending June 30, 1925, and June 30, 1927, and thereafter for a period of three years, the sum of $1,000,000. Said sums shall be allotted to the States in the proportion which their population bears to the total population in the United States, not including Territories, outlying possessions, and the District of Columbia, according to the last pre-
ceding United States census: Provided, That the allotment of funds to any State shall not be less than a minimum of $5,000 for any fiscal year.

And there is hereby authorized to be appropriated for the fiscal year ending June 30, 1925, 1926, and 1927 the sum of $34,000 or as much thereof as may be needed, which shall be used for the purpose of providing for this section.

"All moneys expended under the provisions of this Act from appropriations authorized by section 1 shall be upon the condition (1) that for each dollar of Federal money expended there shall be expended in the State under the supervision and control of the State board at least an equal amount for the same purpose: Provided, That no portion of the appropriations authorized
by this Act shall be used by any institution for handicapped persons except for the special training of such individuals entitled to the benefits of this Act as shall be determined by the Federal board; (2) that the State board shall annually submit to the Federal board for approval plans showing (a) the kinds of vocational rehabilitation and schemes of placement for which it is proposed the appropriation shall be used; (b) the plan of administration and supervision; (c) courses of study; (d) methods of instruction; (e) qualifications of teachers, supervisors, directors, and other necessary administrative officers or employees; (f) plans for the training of teachers, supervisors, and directors; (3) that the State board shall make an annual report to the Federal board on or before September 1 of each year on the work done in the State and on the receipts
and expenditures of money under the provisions of this Act; (4) that no portion of any moneys authorized to be appropriated by this Act for the benefits of the States shall be applied, directly or indirectly, to the purchase, preservation, erection, or repair of any building or buildings or equipment, or for the purchase or rental of any lands; (5) that all courses for vocational rehabilitation given under the supervision and control of the State board and all courses for vocational rehabilitation maintained shall be available, under such rules and regulations as the Federal board shall prescribe, to any civil employee of the United States disabled while in the performance of his duty.

"Sec. 3. That in order to secure the benefits of the appropriations authorized by section 1
any State shall through the legislative authority thereof, (1) accept the provisions of this Act; (2) empower and direct the board designated or created as the State board for vocational education to cooperate in the administration of the provisions of the Vocational Education Act, approved February 23, 1917, to cooperate as herein provided by the Federal Board for Vocational Education in the administration of the provisions of this Act; (3) in those States where a State workmen's compensation board, or other State board, department, or agency exists, charged with the administration of the State workmen's compensation or liability laws, the legislature shall provide that a plan of cooperation be formulated between such State board, department, or agency and the State board charged with the ad-
ministration of this Act, such plan to be effective when approved by the governor of the State; (4) pro-
vide for the supervision and support of the courses of vocational rehabilitation to be provided by the state board in carrying out the provisions of this Act; (5) appoint as custodian for said appropri-
ations its State treasurer, who shall receive and provide for the proper custody and disburse-
ment of all money paid to the State from said appropriations; Provided, That any State which, prior to June 30, 1924, has accepted and other-
wise complied with the provisions of the Act of June 2, 1920, shall be deemed to have accepted and complied with the provisions of this amend-
ment to said Act.

"Sec. 6. That there is hereby authorized to be appropriated to the Federal Board for Vo-
vocational Education the sum of $75,000 annually for a period of three years, commencing July 1, 1924, for the purpose of making studies, investigations, and reports regarding the vocational rehabilitation of disabled persons and their placements in suitable or gainful occupations, and for the administrative expenses of said board incident to performing the duties imposed by this Act, including salaries of such assistants, experts, clerks, and other employees, in the District of Columbia or elsewhere as the board may deem necessary, actual traveling and other expenses incurred by the members of the board and by its employees, under its orders; including attendance at meetings of educational associations and other organizations, rent and equipment of offices in the District of Columbia and elsewhere, purchase
of books of reference, law books, and periodicals, stationery, typewriters and exchange thereof, miscellaneous supplies, postage on foreign mail, printing and binding to be done at the Government Printing Office, and all other necessary expenses.

"A full report of all expenses under this section, including names of all employees and salaries paid them, traveling expenses and other expenses incurred by each and every employee and by members of the board, shall be submitted annually to Congress by the board."

Approved, June 5, 1924.
An Act to provide for the acceptance of the benefits of an act passed by the Senate and House of Representatives of the United States of America in Congress assembled, to provide for the promotion of vocational rehabilitation of persons disabled in industry or otherwise; to provide for the appointment of a custodian of all moneys received by the State from appropriations made by the Congress of the United States for the purpose stated; to provide for the appointment of a State board to cooperate with the Federal Board for Vocational Education in carrying out the provisions of said act, and prescribe its powers and duties; to provide for a plan of cooperation between such State board and the Industrial Board of Indiana; and to make
appropriations to provide for the vocational rehabilitation of persons disabled in industry or otherwise.

Approved, March 10, 1921.

ACCEPTANCE OF ACT OF CONGRESS

Section 1. Be it enacted by the general assembly of the state of Indiana, That the state of Indiana does hereby, through its general assembly, accept the provisions and benefits of the act of Congress, entitled "An Act to provide for the promotion of vocational rehabilitation of persons disabled in industry or otherwise and their return to civil employment", approved June 2, 1920, and will observe and comply with all requirements of such act.

TREASURER OF STATE TO BE CUSTODIAN OF FUNDS

Section 2. The treasurer of state is here-
by designated as custodian of all moneys received by the State of Indiana from appropriations made by the Congress of the United States for the vocational rehabilitation of persons disabled in industry or otherwise, and is authorized to receive and provide for the proper custody of the same and to make disbursements, therefrom upon the order of the state board herein designated, and upon warrant of the auditor of state.

DUTY OF STATE BOARD OF VOCATIONAL EDUCATION

Section 3. The board heretofore designated by law as the state board for vocational education to cooperate with the federal board for vocational education in the administration of the provisions of the vocational education act, approved February 23, 1917, is hereby designated as the state board for the purpose of cooperating with
the said federal board in carrying out the provisions and purposes of said federal act providing for the vocational rehabilitation of persons disabled in industry or otherwise and is empowered and directed to cooperate with said federal board in the administration of said act of Congress; to prescribe and provide such courses of vocational training as may be necessary for the vocational rehabilitation of persons disabled in industry or otherwise and provide for the supervision of such training; to appoint such assistants as may be necessary to administer this act and said act of congress in this state; to fix the compensation of such assistants and to direct the disbursement, and administer the use of all funds provided by the federal government and this state for the vocational rehabilitation
of such persons.

PLANS TO BE APPROVED BY THE STATE BOARD AND INDUSTRIAL BOARD AND GOVERNOR.

Section 4. It shall be the duty of the state board, designated to cooperate as aforesaid in the administration of the federal act, and the industrial board of Indiana to formulate a plan of cooperation in accordance with the provisions of this act and said act of congress, such plan to become effective when approved by the governor of the state.

SPECIAL FUND FOR THE VOCATIONAL REHABILITATION OF DISABLED PERSONS - GIFTS AND REQUESTS.

Section 5. The state board designated to cooperate as aforesaid in the administration of the federal act, is hereby authorized and empower-
ed to receive such gifts and donations, either from public or private sources, as may be offered unconditionally or under such conditions related to the vocational rehabilitation of persons disabled in industry or otherwise as in the judgment of the state board are proper and consistent with the provisions of this act. All moneys received as gifts or donations shall be deposited in the state treasury and shall constitute a permanent fund to be called the special fund for the vocational rehabilitation of disabled persons, to be used by the said board to defray the expenses of vocational rehabilitation in special cases, including the payment of necessary expenses of persons undergoing training. A full report of all gifts and donations offered and accepted, together with the names of the donors...
and the respective amounts contributed by each, and all disbursements therefrom shall be submitted annually to the governor of the state by the state board.

** Appropriation **

Section 6. There is hereby appropriated a sum of money, to be available for each fiscal year, of not less than the maximum sum which may be allotted to the state for the purposes set forth in said federal act, and there is hereby appropriated for such purposes out of any money in the treasury not otherwise appropriated for the fiscal year ending September 30, 1921, the sum of $11,052.11.

** Emergency **

Section 7. Whereas an emergency exists for taking effect of this act, the same shall be in full force and effect from and after its passage.