Finding aid for the Pacific Clinics records 0433

Finding aid prepared by Clay Stalls
USC Libraries Special Collections
Doheny Memorial Library 206
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Los Angeles, California, 90089-0189
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specol@usc.edu
1999 October 25
Title: Pacific Clinics records
Collection number: 0433
Contributing Institution: USC Libraries Special Collections
Language of Material: English
Physical Description: 8.0 linear ft. 20 boxes
Date: 1942-1997 (bulk 1960s-1990s)
Abstract: The Pacific Clinics records consists of annual reports, financial statements, correspondence, program and grant proposals, administrative and organizational records, 1942-1997 (bulk 1960s-1990s), documenting the growth of the clinic’s services.
creator: Pacific Clinics.
Acquisition
Nancy Portiya, Pacific Clinics.
Conditions Governing Access
Advance notice required for access. Some folders in this collection are restricted because they contain confidential information, eg, medication records. All restricted material is so designated.
Conditions Governing Use
The use of archival materials for on-site research does not constitute permission from the California Social Welfare Archives to publish them. Copyright has not been assigned to the California Social Welfare Archives, and the researcher is instructed to obtain permission to quote from or publish manuscripts in the CSWA’s collections from the copyright holder.

Historical note
With its central headquarters located in the San Gabriel Valley, Pacific Clinics was originally founded in 1926 as an outreach of the Los Angeles Child Guidance Clinic. This outreach later became the Pasadena Child Guidance Clinic. In 1980 this latter name was changed to Pasadena Guidance Clinics, to reflect better the expansion in the range of clients whom the Clinics now served. The Clinics had begun to treat both children and adults in the early 1970s, after originally concentrating its services on children. The final name change occurred in 1987, when the Pasadena Guidance Clinics became the Pacific Clinics.

This mental health care provider began as a treatment center for children with emotional and mental problems. In 1926 the Pasadena Community Chest originally funded a social worker offering part-time services from the Los Angeles Child Guidance Clinic for work in Pasadena. An advisory committee was formed in 1941 to explore the possibilities of more substantial services for the children of Pasadena. This work led to the establishment in 1942 of a separate mental health clinic—the "Pasadena Child Guidance Clinic"; 1944 was the year when it actually was incorporated under this name. The staff now included full- and part-time members, including a psychiatrist and full-time director (Forrest N. Anderson, M.D.). The City of Pasadena graciously donated a city building on Dayton Street in the city park for the Clinic’s use. Additions to the building were made, at the expense of the city, in 1944 and 1948 because of the Clinic’s increasing caseload. From this solid beginning, the Clinic began its steady growth, aided by such leaders as Esther Heath Simpson, a later director in the decades of the 40s and the 50s; and Dr. Marion Durfee, medical director from the late 1940s to the early 1960s.

As the Pasadena Child Guidance Clinic grew it changed locations, moving to larger buildings to meet the demands of this growth. The first capital fund campaign for the construction of a new building was launched in the late 1950s, and a new building was opened in 1960 on Waverly in Pasadena. Reflecting the broad geographical scope and demand for the Clinic’s services, Director John Mead met this need with the 1970 opening of a branch children's clinic in Monrovia. Expansion in Pasadena continued as well, with critical additions in the 1980s of the Huntington Hospital buildings on Fair Oaks Avenue, where the administrative headquarters of Pacific Clinics are now located.

In its most recent organizational form Pacific Clinics stands as the most prominent non-profit mental health care provider to the San Gabriel Valley, with clinics in seven cities of the San Gabriel Valley. These include Santa Fe Springs, Duarte, Glendale, Rosemead, and West Covina. The range of services includes the important Asian Pacific Family Center in Rosemead, which serves the diverse and large Asian population of the San Gabriel Valley. As a result of such expansion, Pacific Clinics' staff of 325 persons under the direction of Dr. Susan Mandel now serves an area with 2.2 million residents. Thus, Pacific Clinics stands as not only the largest non-profit mental health care center in the San Gabriel Valley but one of the largest mental health care providers in the Los Angeles region.

All information in this history comes from material found in the collection.

Organization
Much of the material in this collection does not directly concern the present-day Pacific Clinics, but its organizational predecessors. As a result, this collection has been organized into three series based on these different organizational names: Pacific Clinics, Pasadena Child Guidance Clinic, and the Pasadena Guidance Clinics.

Scope and Content
The Pacific Clinics records consists of annual reports, financial statements, correspondence, program and grant proposals, administrative and organizational records, including those detailing relations with funding agencies or organizations. Especially prominent here is the Los Angeles County of Mental Health. Some folders contain material from more than one of the Clinics, eg, both the Child Guidance Clinic and the Guidance Clinics. Rather than disrupting the original order of the material by redistributing it into folders based on the different titles of the Clinics, the material has been left undisturbed.

The series name has been assigned on the basis of which Clinic has the largest amount of material in a folder. In this way, the integrity of the collection is preserved, thereby demonstrating the continuity of the functions and activities of the Clinics, as it underwent organizational changes.

The bulk dates of the collection come from the late 1960s to mid 1970s, and from the early 1980s to early 1990s. Consequently, much of the correspondence and other papers directly concern John Mead, the director instrumental in the 1970s in the Clinics' growth, and the current CEO of Pacific Clinics, Dr. Susan Mandel.

Preferred Citation
[Box/folder# or item name], Pacific Clinics records, Collection no. 0433, California Social Welfare Archives, Special Collections, USC Libraries, University of Southern California

Subjects and Indexing Terms
Los Angeles County (Calif.). Dept. of Mental Health. -- Archives
Pacific Clinics. -- Archives
Pasadena Child Guidance Clinic. -- Archives
Pasadena Guidance Clinics. -- Archives
Brochures
Child mental health services--California--Los Angeles County--Archival resources
Contracts
Correspondence
Mental health services--California--Los Angeles County--Archival resources
Reports
School mental health services--California--Los Angeles--Archival resources

Pacific Clinics

Box 6, Folder 6 Awards Certificates 1989, 1990
Scope and Contents note
United Way award to Clinics; Clinics' certificate of membership in the California Council of Community Mental Health Contractors

Box 6, Folder 7-8 Management Committee Meetings 1988-1989
Scope and Contents note
Agendas, reports, and minutes of Management Committee meetings.

Box 7, Folder 1 Program Committee Meetings 1987-1990
Scope and Contents note
Reports and minutes of Program Committee meetings

Box 7, Folder 2 Staff & Executive Committee 1991
Scope and Contents note
Minutes of staff, executive committee meetings.
Box 7, Folder 3  Orange County Proposal 1990
Scope and Contents note
Budgets, financial data sheets, correspondence, notes, proposal re Clinics' submission for contract services with Orange County children and youth mental health services; independent auditor's report re Pacific Clinics' finances.

Box 7, Folder 4  LA County Contract 1989
Scope and Contents note
Subvention contract with LA County Dept. of Community and Senior Citizens Services, County Justice System Subvention Program

Box 8, Folder 7  Clinics' Correction Plan 1989
Scope and Contents note
Clinics' correction plan re LA County Dept. of Health Services complaints of noncompliance with regulations, eg, disposal of expired medication; Correspondence re evaluation of doctors
Restrictions
Patient medication records.
General note
Folder entitled "Susan"; handwritten notes for correction plan; Correspondence May be related to plan of correction

Box 15, Folder 2  Program Proposal 1989, 1991
Scope and Contents note
Financial statements, notice of bidders' conference, request for proposal, narratives, handwritten notes, budgets re program proposal (negotiation package?) for Orange County children's mental health services

Box 16, Folder 6  Clinics Miscellany 1982-1991
Scope and Contents note
Galley proof of Clinics brochure; memoranda & information sheets re Clinics procedures & guidelines; newsletters from mental health organizations; State Dept. of M. H. release; president's report; staff meeting minutes; executive committee minutes.

Box 16, Folder 10  East Foothill Day Treatment Center 1985-1987
Scope and Contents note
Correspondence, job description, memoranda, staff roster, information sheet, assessments & intake forms re East Foothill Day Youth Treatment Center.

Box 19, Folder 7  Board Handbook undated
Scope and Contents note
Board of Directors handbook
General note
Originally in notebook, with sticker: "Mrs. William G. Correy"

Box 19, Folder 8  Building Campaign Guidebook circa 1988
Scope and Contents note
Steering campaign guidebook for "The New Dream Campaign" building fund.

Box 19, Folder 9  Personnel Manual undated
Scope and Contents note
Personnel manual for employees
<table>
<thead>
<tr>
<th>Box 19, Folder 10</th>
<th>Donor Roll circa 1988</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope and Contents note</td>
<td></td>
</tr>
<tr>
<td>Donor roll for Clinics' projects re &quot;The New Dream Campaign&quot; building fund.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 20, Folder 1</th>
<th>Clinics Brochures 1986-1994</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope and Contents note</td>
<td></td>
</tr>
<tr>
<td>Brochures, flyers from all different stages of the Clinics' history.</td>
<td></td>
</tr>
<tr>
<td>General note</td>
<td></td>
</tr>
<tr>
<td>Pasadena Child Guidance Clinic material undated.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 20, Folder 2</th>
<th>Clinics Pamphlets 1984-1994</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope and Contents note</td>
<td></td>
</tr>
<tr>
<td>Pamphlets, flyers, annual report, news releases and public announcements, information sheets re Guidance and Pacific Clinics.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 20, Folder 3</th>
<th>Pacific Clinics Guild 1995-1997</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope and Contents note</td>
<td></td>
</tr>
<tr>
<td>Yearbook, draft of Guild luncheon announcement, fax of ad for sale at Cherub-Bin Thrift Shop, run by Guild; correspondence re thrift shop; thrift shop sale announcement; address labels.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 20, Folder 4</th>
<th>Guild and Thrift Shop 1993-1997</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope and Contents note</td>
<td></td>
</tr>
<tr>
<td>Invoice re Thrift Shop purchases; Guild yearbook; thank-you letter to Guild supporters; rough draft of yearbook; xerox of check to Pacific Clinics from Guild; list of Pasadena thrift shops.</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Scope and Contents note</td>
<td></td>
</tr>
<tr>
<td>Drafts of Guild luncheon announcements; luncheon announcements; charitable activities announcements.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 20, Folder 6</th>
<th>Cherub-Bin Thrift Shop undated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope and Contents note</td>
<td></td>
</tr>
<tr>
<td>Cherub-Bin Thrift Shop receipt form; art work for Cherub-Bin and Guild.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 20, Folder 7</th>
<th>Clinics Miscellany 1965-1994</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope and Contents note</td>
<td></td>
</tr>
<tr>
<td>Booklet promoting new clinic construction; proposal/negotiation package re privatization; newsletter; membership &amp; awards certificates; information sheets; training program booklet; annual report.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 7, Folder 5</th>
<th>Washington Day Treatment 1989</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope and Contents note</td>
<td></td>
</tr>
<tr>
<td>Program description of Washington Day Treatment Satellite done for LA County Dept. of Mental Health</td>
<td></td>
</tr>
<tr>
<td>Box, Folder</td>
<td>Document Title</td>
</tr>
<tr>
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</tr>
<tr>
<td>7, 6</td>
<td><strong>Clinics Program Proposal 1989</strong></td>
</tr>
<tr>
<td>7, 7</td>
<td><strong>ADM Block Grant 1989</strong></td>
</tr>
<tr>
<td>7, 8-9</td>
<td><strong>Proposal/Negotiation Packages 1989</strong></td>
</tr>
<tr>
<td>8, 1</td>
<td><strong>Contract 62097 1989-1990</strong></td>
</tr>
<tr>
<td>8, 2</td>
<td><strong>Proposal/Negotiation Packages 1989</strong></td>
</tr>
<tr>
<td>8, 3</td>
<td><strong>Amended Negotiation Package 1990</strong></td>
</tr>
<tr>
<td>8, 4</td>
<td><strong>Project IV Negotiation Package 1989-1990</strong></td>
</tr>
<tr>
<td>8, 5</td>
<td><strong>Contract 62097 1990</strong></td>
</tr>
<tr>
<td>8, 6</td>
<td><strong>Contract 61052 Amendments 1989</strong></td>
</tr>
<tr>
<td>Box, Folder</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
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</tbody>
</table>
| 8, 8        | **Proposal Forms 1989**  
Scope and Contents note  
Financial worksheets, provider information sheet, narrative sheet re LA County Dept. of Mental Health proposal/negotiation packages.  
General note  
Folder entitled "Forms E". |
| 12, 1       | **Proposal/Negotiation Package 1989**  
Scope and Contents note  
Proposal/negotiation package for mental health services with LA County Dept. of Mental Health |
| 12, 2       | **Proposal/Negotiation Package 1989**  
Scope and Contents note  
Proposal/negotiation package re Asian/Pacific Counseling and Treatment Center Privatization Request for Proposal. |
| 12, 3       | **Partial Pro./Negotiation Package 1989**  
Scope and Contents note  
Incomplete negotiation package with LA County Dept. of Mental Health.  
General note  
Note attached to first page, with caption: "Child Cty OP". |
| 12, 4       | **Proposal/Negotiation Packages 1989**  
Scope and Contents note  
Two proposal/negotiation packages for mental health services with LA County Dept. of Mental Health.  
General note  
Attached notes on contracts: "Indo 50 CM"; "A/C/Y 15 OP". |
| 12, 5       | **Proposal/Negotiation Package 1989**  
Scope and Contents note  
Proposal/negotiation package for mental health services with LA County Dept. of Mental Health. |
| 13, 6       | **County Request for Proposal 1989**  
Scope and Contents note  
LA County request for proposal re privatization of Asian/Pacific Counseling and Treatment Center. |
| 15, 3       | **Homeless Program Proposal 1988**  
Scope and Contents note  
Financial statements, Correspondence, handwritten notes, narrative re homeless contract. |
| 15, 4-5     | **SGV Homeless Proposal 1989**  
Scope and Contents note  
Drafts and final copies of proposal/negotiation packages, correspondence, notes, budgets re San Gabriel Valley mentally ill homeless contract with LA County Department of Mental Health. |
<table>
<thead>
<tr>
<th>Box 16, Folder 1</th>
<th>Proposal/Negotiation Package 1989</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Proposal/negotiation package re</td>
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<tr>
<td></td>
<td>Homeless Socialization Program</td>
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<tr>
<td></td>
<td>General note</td>
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<tr>
<td></td>
<td>Attached note: &quot;Homeless&quot;.</td>
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<thead>
<tr>
<th>Box 16, Folder 2</th>
<th>Proposal/Negotiation Package 1989</th>
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<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
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<tr>
<td></td>
<td>Proposal/negotiation package re</td>
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<td></td>
<td>American Indian Program Development and</td>
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<td></td>
<td>Homeless Outreach</td>
</tr>
<tr>
<td></td>
<td>General note</td>
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<td></td>
<td>Attached note: &quot;Amer Ind&quot;.</td>
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<thead>
<tr>
<th>Box 16, Folder 3</th>
<th>Proposal/Negotiation Package 1989</th>
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<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
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<tr>
<td></td>
<td>Proposal/negotiation package re</td>
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<td></td>
<td>Intochinese (sic) Adult Outpatient Unit.</td>
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<td></td>
<td>General note</td>
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<tr>
<td></td>
<td>Attached note: &quot;15 Indo OP&quot;.</td>
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<thead>
<tr>
<th>Box 16, Folder 4</th>
<th>Proposal/Negotiation Package 1989</th>
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<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Proposal/negotiation package re</td>
</tr>
<tr>
<td></td>
<td>Adult and Children/Youth Outpatient Divisions</td>
</tr>
<tr>
<td></td>
<td>General note</td>
</tr>
<tr>
<td></td>
<td>Attached note: &quot;CM 50 a/c/y.</td>
</tr>
</tbody>
</table>

## Pasadena Child Guidance Clinic

<table>
<thead>
<tr>
<th>Box 1, Folder 4</th>
<th>Clinics Miscellany 1975-1981</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Brochures, organizational and</td>
</tr>
<tr>
<td></td>
<td>patient forms, employee</td>
</tr>
<tr>
<td></td>
<td>information, lists of board</td>
</tr>
<tr>
<td></td>
<td>of directors, drug lists for</td>
</tr>
<tr>
<td></td>
<td>both Guidance and Child</td>
</tr>
<tr>
<td></td>
<td>Guidance Clinics; correspondence re</td>
</tr>
<tr>
<td></td>
<td>purchase of Huntington</td>
</tr>
<tr>
<td></td>
<td>Hospital property; Cherub-Bin</td>
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<td></td>
<td>manual and forms.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 1, Folder 6</th>
<th>Clinic Miscellany 1978-1981</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Correspondence re in-patient services; HEW ownership disclosure statements for clinics; &quot;Mental Health Systems Report&quot; newsletter; HMO conference; correspondence with Los Angeles Planning and Development Agency; patient rosters.</td>
</tr>
<tr>
<td></td>
<td>Restrictions</td>
</tr>
<tr>
<td></td>
<td>Patient case roster.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 2, Folder 1</th>
<th>Elizabeth Megaw Correspondence 1979</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scope and Contents note</td>
</tr>
<tr>
<td></td>
<td>Correspondence to and by Elizabeth Megaw, administrator, Pasadena Child Guidance Clinic, re construction of new facility, interpretations of state regulations, general Clinic business.</td>
</tr>
<tr>
<td></td>
<td>General note</td>
</tr>
<tr>
<td></td>
<td>Originally in folder with alphabetic title &quot;M&quot;; with material found in folder 2.</td>
</tr>
</tbody>
</table>
Memoranda 1980-1981
Scope and Contents note
Memoranda to Clinics Board of Directors from Clinics administrators and staff.,
General note
Originally in folder with alphabetic title "M"; companion material in folder 1.

Proposals 1981
Scope and Contents note
Program statements and proposals, guidelines for budget requests, financial ledger,
needs for physical plant re Pasadena Guidance Clinics funding and programs.

Letters of Reference 1975-1978
Scope and Contents note
Letters of reference for jobs and admission to graduate school written by Clinic director
John Mead.
Restrictions
Personal information.

Clinic Miscellany 1980
Scope and Contents note
Critique of research proposal involving Pasadena Child Guidance Clinic; brochures, cards,
flyers for mental health resources, including children's services.

NASW Dispute 1978
Scope and Contents note
Correspondence, job evaluations, summaries of meetings re National Association of
Social Workers' censure of Clinic over dismissal of employees.

Review Manual and Response 1980
Scope and Contents note
Cal. State Dept. of Mental Health review of San Gabriel Valley mental health providers,
including Pasadena Child Guidance Clinic; letter of response by Susan Mandel, Clinic
director, re findings about Clinic. Letter to director of LA County Mental Health Services.

Office Forms and Manual undated
Scope and Contents note
Forms and manual of instruction re office procedures and patient treatment.

Donor Correspondence 1975, 1977-1980
Scope and Contents note
Letters of thanks from John Mead or Susan Mandel acknowledging gifts or assistance;
receipts for donations; letters from donors.

Volunteer Records 1980
Scope and Contents note
Records of hours of service from volunteers; draft of guidelines for clinical volunteers.

Mandel Memoranda 1980
Scope and Contents note
Memoranda (including attached agendas of meetings) from Susan Mandel to clinic staff
re various issues.
<table>
<thead>
<tr>
<th>Box 4, Folder 4</th>
<th><strong>Job Applications 1980-1981</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Scope and Contents note</strong></td>
</tr>
<tr>
<td></td>
<td>Resumes, cover letters, Clinic letters of acknowledgement re Clinic positions (restricted).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 4, Folder 5</th>
<th><strong>Grant Applications 1976-1981</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Scope and Contents note</strong></td>
</tr>
<tr>
<td></td>
<td>Drafts of grant applications and letters of application, application letters and correspondence, grant proposals re foundation grants.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 5, Folder 1</th>
<th><strong>Program Statements 1981</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Scope and Contents note</strong></td>
</tr>
<tr>
<td></td>
<td>Program statement and budgets.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 5, Folder 3</th>
<th><strong>Outreach Consultant 1977-1980</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Scope and Contents note</strong></td>
</tr>
<tr>
<td></td>
<td>Minutes of Outreach committee meeting, budget, job description, correspondence, United Way meeting agenda re “Outreach” consultant for childcare day centers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 5, Folder 8</th>
<th><strong>Mandel Correspondence 1981</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Scope and Contents note</strong></td>
</tr>
<tr>
<td></td>
<td>Outgoing correspondence from Clinic director, Susan Mandel, re Clinic business.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 6, Folder 1</th>
<th><strong>Nyman &amp; Clement Correspondence 1979-1981</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Scope and Contents note</strong></td>
</tr>
<tr>
<td></td>
<td>Correspondence and papers of Leslie J. Nyman, Clinic medical director, and Elizabeth Clement, Clinic board director. Clement correspondence includes John Mead's letter of resignation.</td>
</tr>
<tr>
<td></td>
<td><strong>Restrictions</strong></td>
</tr>
<tr>
<td></td>
<td>Nyman material contains patient information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 6, Folder 3</th>
<th><strong>Statistics 1980</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Scope and Contents note</strong></td>
</tr>
<tr>
<td></td>
<td>Statistical breakdown of patient caseloads, hours worked per therapist or staff member, group sessions, medication records for various clinics.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 6, Folder 4</th>
<th><strong>United Way 1979-1980</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Scope and Contents note</strong></td>
</tr>
<tr>
<td></td>
<td>Correspondence, memoranda from United Way; Clinic funding application for United Way; letters of thanks to Clinic donors who gave through United Way; United Way member roster.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 9, Folder 1</th>
<th><strong>California Medical Association 1958, 1977-1978</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Scope and Contents note</strong></td>
</tr>
<tr>
<td></td>
<td>Medical associations' position papers and reports re state and national mental health legislation; minutes of national meetings of mental health associations.</td>
</tr>
</tbody>
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<tr>
<th>Box 9, Folder 2</th>
<th><strong>Brochures 1961, 1963</strong></th>
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<tr>
<td></td>
<td><strong>Scope and Contents note</strong></td>
</tr>
<tr>
<td></td>
<td>Informational brochures re services and history of Child Guidance Clinic and Buffalo, New York clinic; newsletter of Children's Psychiatric Clinic.</td>
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</table>
Box 9, Folder 3  Clinic Reports & Rosters 1960-1978  
Scope and Contents note  
Clinic annual reports; roster of board of directors; letter re financial audit.

Box 9, Folder 4  Board of Directors 1962-1963  
Scope and Contents note  
Board of Directors committee lists; annual report; correspondence with Pasadena Community Planning Council; case reports statistics; financial reports and minutes re Board of Directors work.

Box 9, Folder 5  American Medical Association 1964-1972  
Scope and Contents note  
Application forms and accompanying material for AMA approval of Clinic programs.

Box 9, Folder 6  Clinic Committees 1973-1981  
Scope and Contents note  
Correspondence, memoranda, reports, plans, drawings re Long Range Planning Committee, purchase of Huntington Hospital Property.

Box 9, Folder 7  Clinic Miscellany 1976, 1979-1981  
Scope and Contents note  
Correspondence re legal issues, Doyle-Short Program, etc.; financial audits and correspondence re same.

Box 10, Folder 1  Comprehensive Health Planning Council 1974  
Scope and Contents note  
Memoranda from Comprehensive Health Planning Council of Los Angeles; correspondence to and from Council re approval of Community Psychiatric Centers plan to increase number of psychiatric beds and Child Guidance Clinic opposition to plan.

Box 10, Folder 2  Community Mental Health Center 1976-1978  
Scope and Contents note  
Correspondence, programs, document submission schedule, state and federal regs. for health centers, rough draft of letters, budget re construction of community mental health center.

Box 10, Folder 3  Community Mental Health Center 1971-1977  
Scope and Contents note  
Correspondence, state reg. for community mental health services, plan, building blueprints, federal statistical data on funding, campaign funding plans, clipping re construction of community mental health center.

Box 10, Folder 4  American Medical Association 1970-1975  
Scope and Contents note  
Correspondence, affiliation agreements, residency reports re certification of Clinic programs by the AMA.

Box 10, Folder 5  AAPCC undated  
Scope and Contents note  
Clinic residency program narrative, affiliation agreement re American Association of Psychiatric Clinics for Children.
Box 10, Folder 6  
**AAPSC 1973-1974**  
Scope and Contents note  
Minutes of Council meeting; by-laws of AAPSC; information on fellows in training re American Association of Psychiatric Services for Children.

Box 10, Folder 7  
**ABPN 1964-1969**  
Scope and Contents note  
Application booklet, examiners pamphlet, correspondence re American Board of Psychiatry and Neurology, Inc.

Box 10, Folder 8  
**American Medical Association 1974**  
Scope and Contents note  
Clinic narrative, correspondence, information sheet, affiliation agreements for graduate training, AMA memoranda re AMA Graduate Medical Education.

Box 10, Folder 9  
**American Medical Association 1972, 1975-1978**  
Scope and Contents note  
Reports, correspondence, narrative description of Clinic, AMA newsletter re AMA and residency programs.

Box 10, Folder 10  
**Annual Report 1962-1963**  
Scope and Contents note  
Annual report including caseload statistics, finances.

Box 11, Folder 1  
**Committee on Children & Youth 1973-1975, 1978**  
Scope and Contents note  
Minutes, correspondence re meetings of Committee on Children & Youth of the Mental Health Association in Los Angeles; policy statements and position papers re same.

Box 11, Folder 2  
**Citizens Advisory Council 1977-1978**  
Scope and Contents note  
Bulletins, correspondence, agenda re state bills on children's health and Council meetings.

Box 11, Folder 3  
**Children’s’ Rights 1977-1978**  
Scope and Contents note  
State legislation and legal opinions re children's legal rights concerning hospitalization.

Box 11, Folder 4  
**Child Abuse 1977-1978**  
Scope and Contents note  
Nursery child abuse project, forms for reporting child abuse, articles, correspondence, newsletter re child abuse.

Box 11, Folder 5  
**APA Champus Peer Review Project 1978**  
Scope and Contents note  
Brochure, correspondence concerning John Mead participation re American Psychiatric Association Champus Peer Review Project.

Box 11, Folder 6  
**American Medical Association 1961-1973**  
Scope and Contents note  
Forms, correspondence re approval of Clinic residency programs by AMA; AMA memoranda on graduates of foreign medical schools, etc.
Pasadena Child Guidance Clinic
Los Angeles County Department of Mental Health

Box 11, Folder 7  Pasadena Adult Clinic 1977
Scope and Contents note
Narrative history, forms charting service, policies and procedures guide, staff caseloads
re Pasadena Adult Clinic of the Pasadena Child Guidance Clinic.

Box 11, Folder 8  Am. Acad. of Child Psychiatry 1977
Scope and Contents note
AACP position statements, recertification guidelines, by-laws; correspondence of
American Academy of Child Psychiatry.

Box 11, Folder 9  Membership Certificates 1971
Scope and Contents note
Clinic certificates of membership.

Box 11, Folder 10  AAPSC 1973-1974
Scope and Contents note
Correspondence and reports re work of John Mead, Clinic director, for American
Association of Psychiatric Services for Children; AAPSC representatives lists.

Box 11, Folder 11  Annual Reports 1974-1975
Scope and Contents note
Annual and quarterly reports for West San Gabriel Valley Juvenile Diversion Project.

Box 11, Folder 12  Job Application Forms undated
Scope and Contents note
Job application forms.

Box 11, Folder 13  AMHA 1976
Scope and Contents note
Association of Mental Health Administrators brochures, application form, and newsletter.

Box 13, Folder 7  LA Community Mental Health 1977
Scope and Contents note
Minutes of Los Angeles Council of Community Mental Health Centers administrative
committee meeting (2 copies).

Box 15, Folder 1  Building Payments 1956-1961
Scope and Contents note
Correspondence, receipts, bills, reports re new clinic building payments.

Box 17, Folder 10  Work/Study Contracts 1980-1981
Scope and Contents note
Pasadena Area Community College student work/study contracts.

Box 17, Folder 11  Pacific Oaks 1979-1982
Scope and Contents note
Pacific Oaks College booklet; Pacific Oaks correspondence with Susan Mandel; work/study
agreements between Pacific Oaks and Clinic.
Finding aid for the Pacific Clinics
records 0433

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Box 17, Folder 13  Interagency Planning ... Committee 1980-1981
Scope and Contents note
Correspondence, speech, draft of proposal about RFP re Los Angeles County Interagency Committee Planning Structure & Review Committee; receipts for trip to Sacramento (Susan Mandel chair of Committee).

Box 18, Folder 4  Pasadena Unified School District 1980
Scope and Contents note
Signed agreement re Clinics' services for Pasadena Unified School District.

Box 18, Folder 6  Mental Health Systems Act 1980
Scope and Contents note
Analysis of the federal Mental Health Systems Act.

Box 18, Folder 7  Executive Director Search Comm. 1979
Scope and Contents note
Correspondence, candidates' vita, candidate roster, memoranda on selection re search for new Executive Director.

Box 19, Folder 1  Salary Information 1978
Scope and Contents note
Payroll authorization forms, personnel practices information sheet; salary levels, correspondence from other institutions re salary structures; job descriptions from other institutions.

Box 19, Folder 4  Clinics Miscellany 1980
Scope and Contents note
Rough drafts, with notes, of personnel policies and procedures manuals; contact summary for Adolescent Day Treatment; PPO information sheet.

Box 20, Folder 2  Clinic Minutes 1967-1968
Scope and Contents note
Minutes of Clinic Board of Directors meetings; budgets; list of board members and committees. Material originally in folder with title: "Minutes 1967 1968".

Box 20, Folder 6  Clinic Minutes 1966-1967
Scope and Contents note
Minutes and attendance sheets of Clinic Board of Directors meetings; budgets and case loads; correspondence re Board of Directors; Executive meeting minutes. Material originally in folder with title: "Minutes 1966-1967".

Box 20, Folder 7  Clinic Annual Reports 1941-1957
Scope and Contents note
Annual reports, case loads, budgets of Pasadena Child Guidance Clinic.

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Box 3, Folder 5  Patient Payment Regulations 1978-1979
Scope and Contents note
Forms, manual, correspondence re collection of patient payments and Uniform Method of Determining Ability to Pay (guideline for charging patients regulated by state and overseen by county).
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<th>Box 3, Folder 8</th>
<th><strong>LA County Dept. of Mental Health 1980</strong></th>
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<tr>
<td>Scope and Contents note</td>
<td>Correspondence to and from county Dept. of Mental Health re regulations, Short-Doyle Program; Department agenda; financial statement*</td>
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<th>Box 3, Folder 9</th>
<th><strong>LA County Dept. of Mental Health 1979</strong></th>
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<tr>
<td>Scope and Contents note</td>
<td>Correspondence to and from county Dept. of Mental Health re evaluation reports; statistics</td>
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<th>Box 3, Folder 11</th>
<th><strong>County &amp; State Review of Clinic 1979-1981</strong></th>
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<td>Scope and Contents note</td>
<td>Reports, correspondence, client surveys, and response of Clinic to site reviews by LA County Dept. of Mental Health; correspondence and Clinic response to State Dept. of Mental Health site review</td>
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<th>Box 5, Folder 5</th>
<th><strong>LA County Dept. of Mental Health 1980-1981</strong></th>
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<tr>
<td>Scope and Contents note</td>
<td>Bulletins from County Dept. of Mental Health re regulations and guidelines, meetings, etc.; county fiscal review of Clinic noting deficient financial practices</td>
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**Pasadena Guidance Clinics**

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<th>Box 14, Folder 2</th>
<th><strong>Donation Ledger 1974-1983</strong></th>
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<td>Scope and Contents note</td>
<td>Ledger of contributors and contributions</td>
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<th>Box 1, Folder 1</th>
<th><strong>Adult Day Care Center 1981</strong></th>
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<tr>
<td>State regulations, Pacific Clinic plans, State of California application for facility license, Pacific Clinics agenda for planning center, California Depart. of Health Services manual for adult care centers re Pasadena Guidance Clinics adult center. Handwritten planning notes</td>
<td></td>
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<tr>
<th>Box 1, Folder 2</th>
<th><strong>Program &amp; Budget Requests 1981</strong></th>
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<tbody>
<tr>
<td>Scope and Contents note</td>
<td>Correspondence, program statements and budgets for fiscal years 1980-1981, 1981-1982 re Guidance Clinic's submission of funding request to LA County Dept. of Health Services, San Gabriel Valley Regional Service</td>
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</table>

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<tr>
<th>Box 1, Folder 7</th>
<th><strong>LA Mental Health Centers 1981</strong></th>
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<tr>
<td>Scope and Contents note</td>
<td>LA Council of Community Health Centers summary of state documentation and medical records requirements</td>
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<th>Box 2, Folder 3</th>
<th><strong>Mental Health Bill and Budget 1980-1981</strong></th>
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<tr>
<td>Scope and Contents note</td>
<td>Newsletters of the National Association of State Mental Health Program Directors; correspondence to California representatives in U.S. Congress re Mental Health Systems Act; correspondence to California legislators re support of state mental health budget. Letters, xerox copies; signed by Lary Mielke, president Clinics board of Directors</td>
</tr>
</tbody>
</table>
Box 2, Folder 4  **Clinic Miscellany 1978-1981**

Scope and Contents note
Open House guest list and papers; general correspondence; Outreach Program correspondence, forms, job description; copies of Public Record Bulletin.

General note
Place of papers in original filing order uncertain.

Box 3, Folder 1  **Statistical Reports 1981**

Scope and Contents note
Monthly statistical analyses of different clinics' case loads.

Box 3, Folder 6  **United Way 1980-1981**

Scope and Contents note
Application forms submitted by Guidance Clinics for United Way funding; Correspondence re receipt of funding; Clinics' acknowledgement of United Way donations and donor receipts.

Box 4, Folder 2  **Job Applications 1980-1981**

Scope and Contents note
Resumes, cover letters, letters of acceptance and rejection for positions at Clinic.

Box 4, Folder 3  **Job Applications 1979-1981**

Scope and Contents note
Cover letters, letters of rejection, resumes, application forms re positions at Clinics.

Box 5, Folder 2  **Day Treatment Program 1979-1981**

Scope and Contents note
Correspondence, job descriptions, program description, curriculum, newsletter, patient profiles re Pasadena Child Guidance Day Treatment Program for pre-school children.

Restrictions
Patient profiles.

Box 5, Folder 4  **Community Mental Health Centers 1979, 1981**

Scope and Contents note
Correspondence, by-laws, membership lists, agendas, Cal. State Dept. of Mental Health guidelines for health center funding re California State Council of Community Health Centers. Susan Mandel president of organization.

Box 5, Folder 6  **Clinics Financial Statements 1981**

Scope and Contents note
Monthly financial statement of budget, expenditures, and income.

Box 5, Folder 7  **Correspondence 1981**

Scope and Contents note
Correspondence, outgoing and incoming, between Susan Mandel, Clinics director, and Allen Rawlands, head of San Gabriel Valley Region of LA County Dept. of Mental Health; minutes and Correspondence for San Gabriel Valley Mental Health Region Interagency Com.

Box 6, Folder 2  **Memoranda 1981**

Scope and Contents note
Memoranda from Susan Mandel, Clinics director, re Clinics business.
| Box 6, Folder 5 | **Project IV 1981**  
Scope and Contents note  
Program proposal for Project IV, a community-based family outreach program; correspondence, program statements, draft of proposal re same. Handwritten note: "File under Project IV Prog (sic) developt. 1981". |
| --- | --- |
| Box 12, Folder 6 | **Financial Reports 1980-1986**  
Scope and Contents note  
Handwritten financial reports, statements, and analyses. |
| Box 12, Folder 7 | **Financial Reports 1984-1985**  
Scope and Contents note  
Handwritten financial reports and statements; Correspondence re Clinics solicitation of financial auditors, and Correspondence from accountants; finance committee and Board of Directors meeting minutes re finances; contracts. Folder label: "Financial Committee". |
| Box 13, Folder 1 | **Fund Raising 1981-1983, 1985**  
Scope and Contents note  
Lists of donors and contributions; ledger of contributions and pledges; deficit reports; building fund reports; funding requests by Clinics; Development Department reports; solicitation Correspondence; legal permits for charitable solicitation |
| Box 13, Folder 2 | **Personnel Practices Manual 1985**  
Scope and Contents note  
Draft of personnel manual; attached agenda of administrative staff meeting |
| Box 14, Folder 1 | **Clinics Miscellany 1976-1986**  
Scope and Contents note  
Clinics newsletters, flyers; procedure memoranda, patient financial information forms and worksheets; LA County Dept. of Mental Health Correspondence; Clinic confidentiality policy; memoranda; articles. |
| Box 14, Folder 3 | **Staff Rosters undated**  
Scope and Contents note  
Staff rosters of various clinics. Folder label: "Calif. State Mental Health". |
| Box 14, Folder 4 | **Clinic Miscellany 1981-1985**  
Scope and Contents note  
Board of directors rosters, meeting minutes; Correspondence, financial statements re new buildings; board of directors agenda, minutes re Clinics business, eg, new building campaign; various committee reports; director's reports; monthly financial statements. Folder label: "Board of Directors". |
| Box 14, Folder 5 | **Cal. Community Health Centers 1981-1983**  
Scope and Contents note  
Membership ledgers, xeroxed copies of checks, membership application and statement of dues, Mandel memos re membership in California State Council of Community Mental Health Centers. |
| Box 14, Folder 6 | **Administrative Staff Papers 1980-1986**  
Scope and Contents note  
Newsletter; administrative staff meeting minutes; capital fund building campaign program; financial statements; billing rates; Correspondence with LA County Dept. of Mental Health |
| Box 14, Folder 7 | **Miscellaneous Publications 1976-1986**  
Scope and Contents note  
Brochures, pamphlets, conference brochure, child abuse seminar invitation; North Orange County Child Guidance Center pamphlets; APA Committee report; Roche Report newsletter. |
| Box 16, Folder 7 | **Bid Applications 1981**  
Scope and Contents note  
Bid forms for construction of Clinics' building on Hurlburt Street. Originally in Manila envelope, with inscription: "10/26/81 Bids on 66 Hurlburt". |
| Box 16, Folder 8 | **Gerontological Society Paper 1986**  
Scope and Contents note  
Paper by clinics staff members presented at Gerontological Society meeting: "Mental Health Outreach to Minority Elderly: Effective Strategies and Results". |
| Box 16, Folder 9 | **Community Support Systems undated**  
Scope and Contents note  
National Institute of Mental Health guidelines for community support systems. |
| Box 17, Folder 1 | **Foundation Contacts 1986**  
Scope and Contents note  
Correspondence with foundations; James Irvine Foundation application guidelines brochure. |
| Box 17, Folder 4 | **Mental Health Contractors 1985-1986**  
Scope and Contents note  
Los Angeles Mental Health Contractors membership survey, executive committee agenda, board of directors agenda; minutes of Contractors Association meeting. |
| Box 17, Folder 5 | **Packard Foundation 1985-1986**  
Scope and Contents note  
Correspondence, Clinics grant proposals, LA County Dept. of Mental Health request for proposal memo re Packard funding; Shelter Care Study by Children's Research Institute of California. |
| Box 17, Folder 6 | **Packard Foundation Report 1986**  
Scope and Contents note  
Institute of Health Studies, UCSF, report on health care for foster children in California: prepared for Packard Foundation. |
| Box 17, Folder 7 | **Patient Profile 1985**  
Scope and Contents note  
Patient profiles of East Foothill Guidance Clinic and Pasadena Adult Clinic. |
| Box 17, Folder 9 | **Program Committee 1985-1986**  
Scope and Contents note  
Roster, minutes, handwritten notes or outline re Program Committee work. |
Box 17, Folder 12  **Psych. Assessment Center 1982-1983**  
Scope and Contents note  
Memoranda concerning work of Psychological Assessment Center, Weshler Intelligence Scale for Children forms, proposal for Center, daily agenda for Center director, resume of director, bank loan application forms.

Box 17, Folder 14  **Salary Steps 1981**  
Scope and Contents note  
Memoranda, notes, statistical sheets re salary steps for Pasadena Guidance Clinics.

Box 18, Folder 1  **Position Paper undated**  
Scope and Contents note  
National Council Community of Mental Health Centers position paper on mental health services contracts.

Box 18, Folder 2  **Outreach Program 1983**  
Scope and Contents note  
Outreach Committee meeting minutes; consultant's report, program proposal re outreach consultant to child care provider. Associated with Pasadena Childcare Consortium.

Box 18, Folder 3  **Organization Charts undated**  
Scope and Contents note  
Clinics organizational charts and main staff rosters.

Box 18, Folder 5  **Board of Directors 1982**  
Scope and Contents note  
Correspondence, memoranda re Board of Directors.

Box 18, Folder 10  **Program Statements 1983**  
Scope and Contents note  
Program statements re different branches of Clinics. Label: "Program statements 1983".

Box 18, Folder 11  **Board and Staff Meetings 1982-1984**  
Scope and Contents note  
Minutes of various Clinics' boards, staffs, and task forces.

Box 18, Folder 12  **Program Statements 1984**  
Scope and Contents note  
Program statements re different branches of Clinics. File folder title: "Program statements 1984".

Box 18, Folder 13  **Program Statements 1982**  
Scope and Contents note  
Correspondence, program statements, statistical data re program statements for LA County Dept. of Mental Health.

Box 18, Folder 13  **Program Statements 1982**  
Scope and Contents note  
Correspondence, program statements, statistical data re program statements for LA County Dept. of Mental Health.

Box 19, Folder 2  **Clinics Miscellany 1980-1986**  
Scope and Contents note  
National Institute of Mental Health bylaws, Mandel Correspondence to NIMH; "Perspectives" newsletter; by-laws, county and state guidelines re peer review; miscellaneous Clinics Correspondence; draft report re new Clinics' name.
Box 19, Folder 3  Parents Anonymous 1984  
Scope and Contents note  
Parents Anonymous brochures and flyers.

Box 19, Folder 5  Program Committee 1985  
Scope and Contents note  
Minutes, Correspondence re Program committee.

Box 19, Folder 6  Monthly Billing Documents 1982-1983  
Scope and Contents note  
Monthly billing documents for Clinics.

Box 20, Folder 10  Steering Committee Handbook 1986  
Scope and Contents note  
Steering Committee leadership guidebook for "Complete the Dream" campaign, for funding of new building.

Los Angeles County Department of Mental Health

Box 1, Folder 3  LA County Mental Health Info. 1981-1982  
Scope and Contents note  
County statistics on populations served by various Guidance Clinics; LA County Mental Health Department information sheets; Correspondence with Department re Clinics' programs.

Box 1, Folder 5  LA County Mental Health Correspondence 1981  
Scope and Contents note  
Correspondence to and from LA County Department of Mental Health re finances and billing practices, regulations, meetings.

Box 3, Folder 4  Utilization Review Plan 1981  
Scope and Contents note  
Correspondence, information sheets, forms re Utilization Review Plan, review by State and County Depts. of Mental Health re Medi-Cal payments.

Box 3, Folder 10  Community Liaison Committee 1981  
Scope and Contents note  
Correspondence and agenda re Regional Community Liaison Committee organized by LA County Dept. of Mental Health.

Box 9, Folder 8  LA County Dept. of Mental Health 1981-1982  
Scope and Contents note  
Correspondence to and from Dept. of Mental Health; Dept. reports; standards assessment manual from Dept.

Box 13, Folder 3  LA County Dept. of Mental Health 1980, 1982-1984  
Scope and Contents note  
Correspondence re regulations and guidelines for mental health services; Mental Health Legislative Work Group report; San Gabriel Valley Mental Health Region Contractors Forum agenda and minutes
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<td><strong>Scope and Contents note</strong></td>
<td>Correspondence, forms re regulations and guidelines for mental health services.</td>
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<td><strong>Scope and Contents note</strong></td>
<td>Correspondence, information sheets, Clinics memoranda re County regulations and guidelines for mental health services; Clinics financial forms; County evaluation form.</td>
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<td><strong>Scope and Contents note</strong></td>
<td>Zip code tally sheets, request for allocation forms, service summary reports re United Way.</td>
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<th><strong>Homeless Request 1985-1986</strong></th>
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<td>Homeless Outreach Team funding request to LA County Dept. of Mental Health; County memoranda re homeless mentally ill project</td>
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<td><strong>Scope and Contents note</strong></td>
<td>Correspondence, County Dept. of Mental Health instructions for submission of program proposals for homeless augmentation.</td>
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<td><strong>Scope and Contents note</strong></td>
<td>Memo from County Dept. of Health re Cal. State Dept. of Mental Health site visit &amp; review; state program manual re same</td>
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<td>Correspondence, County report re Clinic fee collection.</td>
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<td>County review of Clinics' procedures, Clinics' response to County challenges, correspondence re same.</td>
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