

E2.523

67/14
C

Welf

Berkelley

HANDBOOK ON FAMILY COUNSELLING

In a message to the U. S. Senate on September 14, 1943, the President of the United States, Franklin D. Roosevelt, clearly enunciated the fundamental over-all purpose of the War Relocation Authority when he said:

"The War Relocation Authority proposes now to redouble its efforts to accomplish the relocation into normal homes and jobs in communities throughout the United States, but outside the evacuated areas, of those Americans of Japanese ancestry whose loyalty to this country has remained unshaken through the hardships of the evacuation which military necessity made unavoidable. We shall restore to the loyal evacuees the right to return to the evacuated areas as soon as the military situation will make such restoration feasible. Americans of Japanese ancestry, like those of many other ancestries, have shown that they can, and want to, accept our institutions and work loyally with the rest of us, making their own valuable contribution to the national wealth and well being. In vindication of the very ideals for which we are fighting this war it is important to us to maintain a high standard of fair, considerate, and equal treatment for the people of this minority as of all other minorities."

EVACUATION EVENTS

In order to more effectively carry out the function of the Family Counselling Division, a brief picture of the background of evacuation is necessary.

Persons of Japanese ancestry in the U. S. form a tiny minority. They represent one-tenth of one per cent of our nation's total population. Most of them were concentrated on the Pacific Coast where some 112,000 had been living before the war. About two-thirds of them were American citizens. One-fourth of the group were children under 15 years of age. One-third were aliens denied the rights to citizenship. Occupationally, many were farmers, laborers, persons engaged in personal and domestic service. As a group, they were unknown to social agencies and had managed to keep themselves independent economically and socially.

Four explanations have been advanced for the evacuation:

1. Military necessity.
2. Protection of those evacuated.
3. Political and economic pressures.
4. Racial prejudice.

The following Evacuation Timetable was taken from a pamphlet called "Outcasts" written by Caleb Foote:

December 7, 1941-----	Pearl Harbor
December 8, 1941-----	Attorney-General Biddle calls for tolerance in dealings with many Japanese here "of unquestioned loyalty."
December 27, 1941-----	Japanese-Filipino trouble in Stockton, California.
January 22, 1942-----	Congressman Ford (Calif.) urges total evacuation of all persons of Japanese ancestry.
February 13, 1942-----	Pacific Coast Congressional group recommends evacuation.
February 15, 1942-----	Fall of Singapore
February 19, 1942-----	President Roosevelt authorizes evacuation from military zones.

February 23, 1942-----Submarine shells California coast.
 March 2, 1942-----General DeWitt orders evacuation from most of California, Western Oregon, Washington, and Southern Arizona. A few Germans, Italians, and other Caucasians were evacuated, but only the people of Japanese ancestry were moved en masse.
 March 18, 1942-----War Relocation Authority established.
 March 24, 1942-----First exclusion order under which those of Japanese ancestry were evacuated from specific locality, followed by 108 subsequent orders.
 March 29, 1942-----"Voluntary evacuation" of people of Japanese ancestry from Pacific Coast area discontinued and thereafter prohibited. Before this date, 10,231 had moved out of the restricted area on their own initiative after Army and newspapers requested this.
 June 5, 1942-----First evacuation completed. Subsequently the remaining parts of California were evacuated, this being completed August 7, 1942.
 Summer-Fall-1942-----Transfer of people from temporary Army-controlled Assembly Centers to 10 permanent inland Relocation Centers in 7 Western States, under control of the WRA.

Several very important factors must be borne in mind:

1. The War Relocation Authority had no part in the evacuation itself which was carried on completely by the Army.
2. The War Relocation Authority is a Civilian Agency and all expenses for maintaining the Centers are met by the federal government.
3. The Centers differ completely from those operated by the Department of Justice, which are true internment camps, confining those people suspected by the Department of Justice potentially dangerous.

The economic, financial, and emotional effects of evacuation upon the Japanese people must be understood if the Counselling Division is to accomplish its purposes. There is no doubt that from an economic and financial point of view, many people lost most of their possessions such as homes, furniture, lands, crops, tools, equipment, (the ways and means of earning a livelihood),

businesses, in the rush of disposing of everything in evacuation. Then too, the emotional effects of "disgrace", loss of prestige, physical uprooting from all that was old and familiar have resulted in many attitudes of fear, hopelessness, emotional and economic insecurities in viewing the future. Without this back ground of understanding of the phenomena and effects of evacuation we will not be able to accept and understand the emotional levels of the people with whom we are dealing.

The phenomenon of Evacuation was without precedent in the U. S. It is hoped that it will never have a future. For the first time in the history of our country, and hopefully the last, a mass migration of one group of people took place, under the exigencies of War, which have produced a situation to which every person in this division needs to give attention, thought, understanding, and participation towards helping the Japanese evacuees see that there is and must be a future for him in America.

The War Relocation Authority strives for the end of the War Relocation Authority, through returning every individual in this Center and all others, (barring the question of the complicated problems at Tule Lake) to a more normal way of life, to return to employment and self direction, to an absorption with the rest of the people of America. It is hoped that this experience will emphasize the need for this racial group as well as all others to be assimilated with the rest of the population stream of America, sharing with all the rest, setbacks, joys, comforts, problems, and responsibilities that are a part of daily living in the United States of America.

PURPOSES OF THE FAMILY COUNSELLING DIVISION

In order for us to function effectively in Family Counselling we must understand its basic functions and purpose. We must also see that for the first time, data is being gathered toward the end of better understanding of the evacuees, their feelings, attitudes, frustrations, hopes, and plans. It must be seen that with this data the WRA and evacuees together will be better enabled to plan for the future of these people. In order to make these purposes of the Family Counselling Division stand out, they will be enumerated as follows and in the order of their importance:

- I. To obtain complete basic family data, through counselling interviews, so that WRA may obtain as full a picture as possible of the feelings, attitudes, future plans, obstacles in future planning, of all families at the Center.
- II. To concretely determine families attitudes and plans with the regard to relocation and those obstacles in the way of relocation.
- III. To interpret the services on the Center which will facilitate families' living here as well as pave the way towards the possibility of carrying out future plans.

The Family Counselling Division is under the direction and supervision of the Head Counsellor and under the immediate supervision of the Associate Counsellor. The interviewers are known as Junior Counsellors. While the Family Counselling Division is a part of the Community Welfare Section, it must be clearly understood that sustaining case work relationships, complicated family or financial problems are the immediate responsibility of the Community Welfare Section rather than Family Counselling. We might describe X-ray of the Center, the only division charged with the responsibility of interviewing every family on the Center who is willing. However, in this process, where complicated case work problems arise, it is the responsibility of the Jr. Counsellor to carefully determine the problem, and then with the family's approval, refer it to the Community Welfare Section for intensive case work services.

To carry out the functions, the methods of interviewing, the skills in developing effective relationships with evacuees is the area of greatest importance. The outline itself, indicating the necessary kinds of information to be secured is appended at the end of this material, but it is obvious that the processes

that the Processes of dealing with people cannot be shown on the part of the interviewer of all people, no matter how his own standards of conduct. Unless we can accept people at the level of their own thinking and feelings when we meet them, and then through the interview show a sympathetic understanding of their problems, through which might be accomplished an interchange of thought and feeling, the interview itself has no value, and it would be just as well to hand out questionnaires for the evacuees to fill out. A necessary part of interviewing ability, is a recognition of the interviewer that he can accept the differences of other people from himself; that he can show through words, actions, facial expressions, an acceptance of the person with whom he is dealing. The evacuee will be the first to recognize hostility, lack of acceptance, disbelief, condescension, or patronage on the part of the interviewer. Thus it is important for the interviewer to examine his own attitudes and feelings, to be aware at all times of his own emotional reactions and intellectual prejudices when dealing with his interviewees. The perception of one's own emotional and mental prejudices will go a long way toward controlling them. Paramount too in the relationship area is the ability to relate oneself easily to other people, to respect and encourage self-direction rather than to impose upon the interviewee the interviewer's own thinking or philosophy of life.

If we can start from where the interviewee is, his own emotional and intellectual level, and through the interview help stimulate him to express his own conflicts, his fears, his insecurities, his frustrations, then we may be able to help him see possibilities, alternatives, potential ways of meeting his problems. This cannot be accomplished by superimposition, but rather by directing the interview in such a way that the evacuee is helped to see these things for himself, that he sees these as his own thoughts, his own possibilities, rather than something handed down from above by the interviewer. It is common in life for many of us that we consider ourselves well able to plan our lives and we often resent those who directly tell us what to or not to do with our futures. It is the skillful friends who allows us to pour out how we feel and think and then through a well thoughtout question or statement help us think our situation through more clearly, or helps us see alternative ways of meeting our problems. We are apt, with out own troubles to go first to the person who is a sympathetic listener, rather than one who interrupts our thoughts and pourings out with his own feelings about what we out to do or not to do. Inherent in all of this, and in line with the processes of democracy, interviewing if skillfully done is based on respect for the other individual and his ideas, no matter how much might differ from our own.

7-7-7

knowing the background of the evacuation, the trials and tribulations of early Center life, deprivations, the effects of over 2 years of Center life, makes us realize what a challenge we have in our job. We know that there are evacuees whose resentments and frustrations are so deep-seated by this, that many are not inclined to want to discuss their problems with us at all. We are in a more difficult position than the usual case worker in a usual case work setting, where the client comes to the agency with a specific request. We are going out to the evacuees without having been invited to do so. That makes our job more difficult of course. We know that many for many reasons are reluctant to tell us their real frustrations and problems; that they may see in this interview a duplication of past experience, a "hearing", and we are charged with the responsibility of helping him see that we are there to help him as well as carry out the functions of the WRA in securing this material. Thus, when we are confronted with the unaccepting evacuee, the one who has come to the interview only because he is meeting a requirement, who is complainant on the surface only because he thinks it practical for him to be so, we are taxed with the need to ascertain through which methods we can help him see we are truly interested in him, in his thoughts, in his own ideas. We must search for that focal point of interest which is near and dear to him. Perhaps it is his work, past or present, around which we can develop a basis for a relationship, through which we can free him to relate to us; perhaps it will be the welfare of the children; it might be the question of a son or daughter already out on leave; it might be interest in a son in the Armed Forces; it might be an encouragement to talk about his former business or job skills which were close to his heart; it might be his health status. It might well be many other things, but it is for us to try to ascertain that focal point and help him see we are genuinely interested. If we are, and show it, he will be certain to see it. That does not mean of course that there will not be some situations, where with the best of skill and the maximum of interest on the part of the interviewer, the evacuee will always participate. It is realistic to recognize that there are some individuals whose emotional tones are so deeply rooted in the need not to want to relate, that it would only be Utopian to expect effective results.

HOW CAN WE MEET "THE OBSTACLES"

The interviewer is justified in asking, "How can I best meet the problem of obstacles raised by the evacuee?" How can I distinguish and help the evacuee distinguish between real obstacles and what appear to be rationalizations?" One principal is obvious. No one can hand out a pat formula to be used. Neither would it even be desirable. Human relationships are such that no formula can be worked out to meet the many questions which will arise. What the interviewer must rely upon at all times is a store of complete current information, and the utilization of the best judgement at his command at the time. Nor will it be possible for the interviewer to weight the results of his interview. In many instances, it may be that we will accomplish the planting of a seed which will be the forerunner for future plans. We should not expect that every interview will result in the evacuee's appearing on the door-step of the Relocation Office tomorrow. It is easy for us sometimes to become discouraged with what we see as our perhaps meagre results. But involved in interviewing is the realistic conclusion that the interview cannot be measured in terms of its complete success or failure. If we remember that it is of greatest value for us to stimulate some thinking on the part of the evacuee toward his future, give what ever security and Assurance we can, extend sympathy, help the evacuee reason through his alternative situations, the inevitability of the impermanence of the Centers, we will be doing our job. Whether or not the interview ever results in relocation, it will nevertheless pave the way for the future if it is skillfully handled.

Now let us examine the most common obstacles which are presented by the evacuees as reasons for not being to leave the Center:

I. Lack of Leave Clearance Status:

There are those who voluntarily have given up their rights to leave clearance. These are generally the individuals who want to be repatriated or expatriated or who have answered in the negative to the loyalty question. It is important for us to ascertain whether the individual is unchanged in his decision, and to point out his ability to secure another hearing. All hearings or re-hearings are applied for through-----

the office of the Assistant Project Director in charge of Community Management. If the individual is unchanged in his decision, then we can be certain that he understands what services are available to him at the Center while here. There may be some situations where the head of the household desires repatriation or expatriation, but where other members of the family are conflicted and in opposition to this plan. If the interviewer can discuss this with the members of the family, helping the one who does not want to return to Japan express his point of view, he will emphasize for the head of the family the serious responsibility of asking for return to Japan of his entire family, involving in some instances American citizens. Where feasible, particularly with an adult young member of the family, it might be to advantage to interview this member separately and help him see that he does not have to return to Japan. Naturally, this is a sensitive problem and needs to be considered most carefully. It would be advisable for the interviewer to consult with his supervisor on such situations.

II. Discrimination Experiences or Feared:

There is no doubt that many Japanese people are fearful of discrimination if they leave the Center. Many are concerned about discrimination toward their children. They dread the experience of having Caucasian children call their young ones, "Japs". Many feel that the war has intensified discrimination against their race which will continue for a long time. It is wise for the interviewer to be realistic about this matter. We cannot be Pollyannish enough to believe that no discrimination exists even in the East and Mid-west. We should encourage the evacuee to discuss his fears of discrimination, determine whether he felt this attitude before coming to the Center. We should point out that many people, and many organized groups are coming to rally behind the Japanese to fight discrimination; we should discuss the complexity and length of time discrimination has existed not only toward the Japanese, but other racial groups such as the Negroes; we should interpret the multitudinous ways of discrimination not only against racial and religious minorities, but within the Caucasian race itself--i.e. discrimination against women, discrimination against one group of workers as against another, etc. It should be seen that discrimination is an enemy which will take a long time to battle, an enemy which has to be combatted through education, group pressures, social action. We might ask whether the evacuee feels that by staying at the Center the problem will be solved, or whether realistically this is not something he may have to face in the future. It might be brought out that minorities too have a responsibility for combatting prejudice and must take their

10-10-10

part in helping to defeat it. We need to point out positively what is being done in many parts of the country to battle against discrimination, to show that in many parts of the East and Midwest, the Japanese are being accepted. From a purely factual standpoint we need to show that of the many thousands of relocatees, only a comparative few have met with any serious discrimination. Obviously we cannot over-simplify this problem. We wouldn't be believed. And we wouldn't be accurate. But at the same time we need to take responsibility for the greatest amount of interpretation on how prejudice is being fought and the phenomenon of time alone will not solve it.

III. Lack of Adequate Housing?, Education, or other Do Community Facilities:

Lack of adequate housing is a widespread problem in our country today. We cannot minimize the problem. At the same time, we know that thousands of relocatees have found shelter, perhaps not what was desired, but a place to live. Many people today are not finding adequate housing. Agencies, such as the National Housing Agency, the Federal Housing Authority, the Federal Public Housing Authority are doing as much as practical to create more housing. Private agencies, such as the Traveler's Aid are helping people locate a place to live. Relocation officers are helping evacuees with their housing problems. Church groups, Fair Play Committees, International Institutes, YMCA's and YWCA's are doing what they can to ease the problem. But of course it remains a problem. Several possibilities are open. The head of the household might go out alone first if he has a large family and bring them when he has located a place to live. He will get as much help as possible from the various groups listed above. It will be his major responsibility however to hunt the want ads, confer with relocated friends, seek help from his church or his employer. The main point is that even when the Centers close, housing will still be a problem. Is there any point to postponing the inevitable obstacles? Is it not better to start earlier? The same applies to such questions as educational facilities or child care facilities. During the war, and no doubt for some time after the war, we will continue to experience social dislocation, upheaval inevitable in wartime which brings pressures on all service facilities. Is there any advantage in waiting for these reasons?

IV. Desire for a Particular Job or Business Opportunity:

Realistically there may be any number of evacuees who will not be able to return to their former line of work or business. The fisherman with long years of experience in this line may not for a very long time be able to return to fishing. The small business man who had his own grocery store in a Japanese concentrated area may not be able to open another business because of lack of finances or other reasons. Will time solve the problem? Will mere waiting open up opportunities for re-

11-11-11

establishment economically? The answer in most instances is obvious. It would be well to help some of these people face now the fact that a change of occupation or means of livelihood is inevitable, and isn't it better to do it now than wait for the period of greater unemployment? Could some of his hobbies be translated into an economic opportunity---a job? Could he be learning a trade while working and earning a living?

With some, the possibility of reopening a business may be favorable. If finances are lacking, could the aid of the R. F. C. be a possibility? In the case of farmers, could they be share-cropping in the meantime? Could the contract-gardener not be employed on a large estate where his family could live with him and be enabled to start all over again? Naturally, it is not possible to give a blue print answer for all the problems that will arise, but through the job opportunities listed in the Relocation material, through the interviewer stimulating thoughts of other possibilities, the evacuee might be helped to see that waiting at Manzanar may never bring that golden opportunity. It must be seen that opportunity usually presents itself to the person actively seeking it. Impassivity rarely yields any result but impassivity. At the same time, the interviewer must be equipped with a current list of all job opportunities, must be sensitive to any other possibility which will restore this family and this individual to a self-directing way of life. The man who says he will not leave the Center unless he has \$1000 cash to start over somewhere else may have a good idea, but the question of whether the \$1000 will come by his remaining inactively at Manzanar is a problem which we must help him face.

V. Desire for a Higher Wage or Salary Offer:

It is well to consider with the families in these instances whether they are in the meantime being furthered economically or whether or not their stay here in the meantime does not involve actual loss of money. It is perhaps helpful too to point out that while one may have to accept a job at a lower salary than desired, it is a start, and with a start there is hope for improving the wage level. Mere inactivity will not bring a higher wage level. One improves one's wage level while working and not while unemployed, or living at the Center.

VI. Lack of Wage Earner:

Naturally this is a serious obstacle. If there is no immediate wage earner in the family, is there a related member who can take some measure of responsibility? How has this person or family be supported in the past? What was the economic

12-12-12

mainstay of the family? To whom or what does this family look for support in the future? Is this a case of permanent dependence upon public resources? It is important for us to know how many people in the Center will remain public dependence.

VII. Need for Financial Assistance:

Here we meet one of the most obstacles to many people. We run up against those who sold their property or business at a great loss, and who may have used up all their savings. We run into the "dead end" of feelings that the government should provide greater leave assistance grants. While and justification of this request may be argued back and forth, the important thing is that in line with the Congressional appropriations, greater leave assistance grants are not being allowed. This has to be realistically faced. Furthermore is this not a problem that the family will also have to face when the Center is closed? Is it possible for the head of the household to earn a little money for a start on Seasonal Work Leave? Is it possible for him to secure the funds so that he may make a start which he inevitably will have to make? Is it possible for him to go out alone at first and earn enough money so that he can re-establish his family with him---while they still have the security of the Center financially, instead of waiting for the day when he will have to start over again without the means of keeping his family secure until he does get started? This problem cannot be minimized, but if it is not being met now by the family, how will it be met in the future? Will time alone solve it?

VIII. Old Age or Health Problem:

It is vital for us to know how many people will be permanently dependent for a long time because of old age and chronic ill health that renders them economically insufficient. Do these people look to anyone else for help, such as relatives? If not, then they constitute the people who will have to receive some sort of public assistance. It should be interpreted however that Centers will not continue for people in this category, but rather that they will have to be helped on the outside through financial grants. We should be careful to consider at what age one considers oneself "Too old to work" and determine whether this is more a state of mind rather than an actuality. The man in his fifties, in good health, who considers himself too old to work, may really be meaning, "I feel too old to start all over again". Yet we know, that in many instances, and certainly in the last depression, many men of 40 and over, once the depression lifted, were well able to return to work. It is wise to consider what the

individual really means when he calls himself too old. Illustrations of men of his age who are doing successfully might be used. The discussion of what he hoped to do with the remaining years of his life, from an economic standpoint, might be revealing. Age is often a matter of feeling rather than a matter of years.

IX. Language Difficulty:

The feelings of inadequacy on the part of those with no command of the English language cannot be under-estimated. On the other hand, many of these same people managed with this inadequacy prior to Center life and could make some adjustment on the outside, especially where there are other evacuees. Encouragement is often needed by those who have a better command of the English language than they feel they have. Encouraging the study of English might also be productive since the course is available here at Manzanar.

X. Desire to see Children Married or Children Complete School:

In these situations the reality often has to be discussed with the family. The element of how much time is involved may be important. Continuance of education, particularly in Elementary school or high school is possible on the outside if the parents are with the children. If the time element is very long the question might very well be raised as to what would be their plans when the Center closed and high school was not completed or marriage had not yet taken place.

XI. Desire to Return to California:

This is a very common reason given for not relocating, or making any plans. It would be wise to ascertain with the family what they will have to return to, such as property, business, job opportunities, etc. A picture of the changes in California since evacuation has taken place might throw some light on some of the real problems in return to California, such as over-crowding, Terminal Island now being taken over by the Navy. It should be pointed out that while we hope California will be opened to the Japanese by the first of the year, there may be definite limitations placed on those who can return first, such as ownership of property, a place to live, a job, Caucasian support, etc. It might well be discussed too that if it is not possible for the family to return to California, what would be their alternative plans? Furthermore, are they aware of the value in relocating now, working, getting occupationally re-established, and then returning to California if they still feel the same way when California

14-14-14

re-opens? While we do not question the right of Japanese to return to California, will this move really be to their best advantage? It is quite likely that many evacuees once they know their right to return to California is established may not turn their eyes there at all, but to other states. This seems to be particularly true of the younger people. From a larger perspective, we would no doubt agree that it would be well for the Japanese to be assimilated in all parts of the U. S. rather than congregate in one place like "Little Tokyo" out of which grew considerable misunderstanding of the people themselves as a "shut-in" group. It might be demonstrated that wherever the Japanese have gone, established themselves, people have become more familiar with them as a race, and admired their outstandingly positive qualities.

XII. Climate as an Obstacle:

Of course it is not infrequent to hear the evacuee say that he prefers the milder climate of California and that he does not want to endure the snow and rugged weather of the East and Mid-west. This is a difficult matter to penetrate, since climate is so largely a personal matter. However some of the winters endured right here at Manzanar would compare favorably with some of the more rugged weather of the East and Mid-west. It is hard to convince many Californians that any other climate has anything desirable in it, but it should be pointed out the millions of people live in the East and Mid-West without injury to their health because of the climate. If many people could be helped to see that California is not the only state in the union having desirable attributes, it would be effective. However, one must understand the natural inclination of people to return to what they know best, and where they have lived the longest. It seems that about the best we can do is point out that other states too have their advantages and many people, the majority of the people in America do not live in California, in spite of its milder climate.

There may be other obstacles which will come to the interviewer as he makes his visits, but we have listed the most common. It should be reiterated that this is not an attempt to provide a magic formula or a "pat answer", but only a way of illustrating how some of these obstacles may be met. It might very well be that in some interviews, because of the tone of the interview, it would not be feasible to use these approaches at all. The interviewer must be sensitive to the feeling tones of the interviewees, and when the how to use the most effective reasoning techniques. On the other hand, the interviewer is not merely a receptacle of information, and impassive person who does not participate and contribute to the flow of the interview. It is primarily through the interviewer's dir-

15-15-15

ection of the discussion, the raising of the important and pertinent question or general statement, which will enable the interview to have any meaning. At the same time, he must not take over the interview so that it becomes a monologue of the interviewer. He must be patient with the need of the evacuee to get over his feelings and ideas, not interrupt, or feel insecure as to whether or not he is covering the outline. This may necessitate a longer interview, but if so directed, it will be more valuable. The interviewer should be able to terminate the discussion in such a way that the evacuee feels his time has not been spent in vain, and that the door is open for him to see the interviewer again if he feels so inclined.

SUMMARY OUTLINE

Summary:

Interview held

- Present - list names
- Absent - (For any reason)

I. Present Situation

1. Employment
2. Finances
3. Health
4. Legal
5. Property
6. Education

Recommendations and referrals: (note - as it refers to service rendered in Center.)

II. Plans For The Future

1. Relocation
 - a. Immediate plans
 1. Family unit
 2. Individual member
 - b. Definite future plans - (time element)
 1. Family unit
 2. Individual member
 - c. Indefinite or remote plans
 1. Family unit
 2. Individual member
2. Waiting for return to California
 - a. With well defined plans
 - b. Without well defined plans
3. No present plans
 - a. Awaiting developments
 - b. Difficult problems
4. Referrals (if any)

III. Factual Conclusions on Completion of Interview

List in detail obstacles to relocation
Use numbers as set forth in manual

FOLLOWING THE OUTLINE

In the recording of the interview it is essential to provide all of the information requested in the outline. Recording too, should reflect the evacuees' role in the interview as well as the role of the worker. To the extent that the personality of the individual can be seen, his feelings and attitudes, and the interviewer's role in directing the discussion, the more effective will be the material secured. The resistances to securing the information on the part of the evacuee should be recorded. In other words, to the extent possible, the process of the interview should be reflected. The impressions of the counsellor are valuable if they are based on something which took place in the interview.

The following is a guide for filling out the outline:

Date of Interview-----Top right hand corner of 1st page.
 Present:-----List all those present for the interview.
 Absent:-----List all absent and the reasons.

I. Present Situation

1. Employment:

Employment on the Center should be recorded with an explanation of any significant differences between work assignment and the Center and occupational or business background and additional skills or interest. Also the family and individual desires with respect to outside employment or location where such preference is expressed should be shown. The previous work experience of each member of the family before evacuation is to be recorded.

2. Finances:

In any discussion dealing with standard of living before evacuation, ownership of real or personal property, assets or losses, debts and other financial matters, the interviewer must keep in mind that this data has significance only in relationship to the future plan of the individual or family, or his feelings which frustrate plans.

3. Health:

It is very important to record significant physical or mental health factors with reference to health needs for members of the family here, or as they concern plans for the future. Where health is a major obstacle in making future plans, it should be clearly indicated. Clinic attendance or the lack of it should be shown. The length of the health problem is important.

4. Legal:

Any legal problems involving insurance, property, domestic relations, etc., should be reflected here as well as whether or not the family is willing to make the services of the Legal Aid Center available to them.

5. Property:

Past or present ownership of real or personal property should be reflected here as well as the disposition of these belongings and whether or not the services of the Evacuee Property Department are needed and wanted.

6. Education:

Educational background or adjustment of each member of the family including formal school training in the U. S. and Japan is significant, including any information regarding school adjustment of children, educational objectives or desires of particular members of the family.

Note: Any history of delinquencies or other maladjustment for and member of the family which may have significance for future adjustment in a new community should be recorded under Present Situation.

II. Plans for the Future

Do not omit the code. Be sure you can justify your choice. It is important in recording this item that the correct number and designation be used as this is taken by the Statistical Department for their records to Washington.

1. Relocation:

- a. Immediate plans
 - 1. Family unit
 - 2. Individual member

This should be so marked when the individual or family has a definite plan immediately for relocating. Detail should be given as to when the family is leaving, where they are going, whether or not leave assistance is being granted, etc.

1b. Definite future plans - (time element)

The same is involved here except that the time element needs to be shown, as to when the family plans to leave, and the rest of the information indicated above.

1c. Indefinite or Remote plans

Where the family is definitely interested in relocating, but for certain reasons cannot plan definitely when this will take place, it should be used as the designation.

2. Waiting for return to California:

- a. With well defined plans.

When the family has no other plans but return to California and knows definitely under what conditions and what future prospects await them in the way of employment, housing, property interests, etc., this item should be checked.

- b. Without well defined plans

This should be designated where the family wants to return to California but has no definite resources of any kind.

3. No present plans:

- a. Waiting developments:

The family may for one reason or another not be able to plan. Perhaps it is because they are waiting for a member of the family to recover his health. As long as the reason for not being able to plan at present is dependent upon some development, this should be checked.

b. Difficult problems:

This should be checked when it is obvious that the family cannot plan because there are complicated chronic problems such as old age, permanent, incapacitation, no wage earner, etc. There will be some cases in which both a and b apply.

4. Referrals:

Referrals to any other division or individual should be recorded here and the reasons for the referral.

III. Factual Conclusions on Completion of the Interview:

The following should be used and illustrated by number. It is of course possible to cite more than one. These are the obstacles to relocation as listed by Washington:

1. Leave clearance status.
2. Discrimination experienced or feared.
3. Consideration of housing, education, or other community facilities.
4. Economic factors such as desire for a particular job or business opportunity.
5. Higher wage or salary offer.
6. Lack of wage earner.
7. Need for financial assistance. (Duration for which assistance is needed and type of assistance such as furniture, tools, etc.)
8. Old age or health problem of family head, or health problem of some other member of the family.
9. Language difficulty.
10. Desire to see daughters married.
11. Desire to wait until there is opportunity to return to the evacuated area.
20. Any other obstacles may be listed under 20, such as climate.

The obstacles and families reactions to them should be recorded in detail.

Note: If a family does not appear for an interview, i.e. refuses to be interviewed, this should be recorded into a case record and indication made as to the reason for the refusal of the interview. If it is determined that there is an unwillingness to be interviewed, to discuss future plans with Center representatives, this in itself is of value in planning the total WRA program.

20-20-20

REFERRALS

The principle involved in referral of a family to another division or department on the Center is the complete understanding between the interviewer of the need for the service and the willingness on the part of the evacuee to accept the referral. While the interviewer has the responsibility for interpreting all the services on the Center, it is the family's decision that must be respected with regard to the referral itself. While the interviewer has as his responsibility explaining the advantages to the evacuee of utilizing the services of the Center, it cannot be super-imposed upon a disinterested or unwilling evacuee. In only one instance is there an exception to this policy. Where the interviewer finds an evacuee suffering from a communicable disease, or a part history of tuberculosis which the hospital Center has no record of, whether or not the evacuee is interested in referral, it is of the responsibility of the interviewer to notify the hospital of his findings. This is obviously to protect the welfare of the individual, his family, and the Center residents.

The content of the referrals will go a long way to insure an adequate answer. It is of paramount importance to word the referral in such a way that the department to which the referral has been sent will completely understand what information is being requested by us. Prepare 2 copies to be forwarded to proper department. (See attached referral) It is important to be extremely specific, indicating:

1. Factual identifying data of family, as listed under subject name, and address. In referrals to the medical department we must also include the age of the patient and identification number so that the patient will not be confused with any other patient of the same name. Give the reason for making the referral and exactly what information you want. Only in this way can the other department be of any help. Be certain that under "Referred by", you give Family Counselling Division and your name. All referrals are signed by the head counsellor.

The chief divisions and departments to which Family Counselling makes referrals will be listed here with a brief note of explanation.

I. Medical:

It is of great importance for the interviewer to understand the pressures on the hospital and all medical and dental services. It is for this reason that special appointments cannot be made for patients with the hospital or dental clinics. Only in a very unusual situation, and after discussion, with the Associate Counsellor will we ask the medical department to arrange for a special appointment with a patient. The interviewer should notify each family needing medical care of the hours of clinic service. The clinic is open for service every day but Saturday from 1:00 to 3:00 p.m. Emergencies will be taken care of at any time. The Dental Clinics operates from 8:00 a.m. to 5:00 p.m. every day but Saturday when they are open from 8:00 a.m. to 12:00 noon. The Dental Clinics are arranged on geographical basis as follows:

Blocks: 5, 6, 11, 12, 21, 22, 25, 26, 30, 31---Dr. Sakaguchi---
Hospital.
Blocks: 17, 18, 24, 23, 27, 28, 29, 33, 34, 35, 36---Hospital
Blocks: 2, 3, 4, 8, 9, 13, 14, 15, 19, 20---Dr. Iwamizu---
7-8-1

It is to be remembered that the pressures on the dental clinics are also great and that aside from emergencies considerable time may be entailed for treatments, particularly for such needs as dentures.

In writing a referral to the medical or dental departments, we should clearly indicate whether the patient is currently receiving treatment or not, what the patient complains of, whether or not his physical condition is given as an obstacle to relocation or making plans for the future. The economic status of the family should be made clear, that is, whether the patient is the head of the household and has persons dependent upon him or not; his occupation and whether he feels his illness affects his ability to work.

In a situation where it is believed by the interviewer that the individual may be permanently physically or mentally handicapped, (deafness, blindness, chronic T. B. long prolonged incurable illnesses) the interviewer should specifically indicate in the referral that it is necessary to know whether or not permanent physical or mental incapacitation is involved as this information must be forwarded to Washington WRA Office. The interviewer should not hand his summary in until the medical report is returned. Only in this way, will the medical department be able to evaluate the situation and give us an adequate reply which will be helpful to us. Before writing

a referral we should pause to consider why we are making this referral, just what we want to know, and what information we need which will help the patient and WRA. Appointments may be arranged for in advance by the evacuee with visiting medical specialists, such as orthopedists, eye specialists, etc.

II. Community Welfare:

To the Community Welfare Division we will send referrals involving the family or individual's need for help with:

1. Financial problems--need for clothing grants, special grants-in-aid, unusual financial problems.
2. Emotional problems--such as family difficulties, marital problems, domestic discord of any kind, etc.
3. Housing problems, such as moving, need for larger quarters, etc. When the interviewer is in doubt as to whether the referral is in order, he should first confer with his immediate supervisor.
4. Transfers or visits to other Relocation Centers.
5. Plans for marriage certificates, or for funerals.
6. Soldier's Benefits.

III. Evacuee Property:

This division will handle any questions concerning real or personal property problems of the evacuee. Several principles must be borne in mind. If the evacuee has any concern over the safety of his furniture or personal belongings, stored with friends, acquaintances, or temples, etc., he should be encouraged to try to have the WRA Evacuee Property Department look into the matter so that storage in the WRA Warehouse may be effected. Furthermore the evacuees who ask for permission to return to their home to look over their belongings should be notified that only in the event that through proper WRA channels the matter cannot be adjusted, will an application for return to their home community be considered. In other words, WRA makes the decision as to whether or not it is not possible to clarify the problem through WRA channels and then recommendation may be made for the evacuee to be allowed to go himself and try to straighten it out. The evacuee must be told that he must first go to the Evacuee Property Department.

1. Arrangements are made by the Evacuee Property Department to move furniture and belongings when evacuees relocate without limitation an amount of freight. This department also sorts furniture stored by evacuees and examines their condition.
2. If an evacuee wishes to convert his leave from Trial Indefinite to Indefinite he will secure reimbursement for his transportation, food expenses, etc. as allowed anyone going on Indefinite Leave. Most evacuees relocating secure their jobs on the outside rather than from Manzanar.

IV. Legal Aid:

This department handles all legal problems, such as insurance conversions, securing of attorneys on the outside for such legal actions as divorce, annulment, separation, etc.. This department or Welfare will also assist with the making out of application forms for Soldiers' Dependency Benefits and Old Age and Survivors Insurance Benefits, and will outline letters for Parolees wishing to apply to the Dept. of Justice for cancellation of their parolee status.

V. Relocation:

The Relocation Department facilitates and specifically arranges for the evacuees to go out on Indefinite Leave, Seasonal Work Leave, Short Term Leave, and Trial Indefinite Leave. The only type of leave on which financial expenditures may be met by WRA is Indefinite Leave. The evacuee will receive his transportation to his destination, meals enroute, \$25 upon arrival, if the amount of income for each member going out does not exceed \$100. This leave is Indefinite in duration and implies that the evacuee will not return to the Center. However in some situations individuals have been permitted to return from Indefinite Leave. This is handled by the Relocation Division. (2.)

When a boy is inducted into the Armed Forces it is considered as an Indefinite Leave. On Seasonal Work Leave, the firm employing the evacuees generally pays all costs for transportation and meals enroute, and upon return to the Center. No funds are granted for Short Term Leave which is extended for two months to explore business or employment opportunities. Seasonal Work Leave may not total more than 9 months during a year. No funds are granted for Trial Indefinite Leave which extends for 4 months. An individual on trial Indefinite Leave or Indefinite Leave may not convert it to short Term Leave or Seasonal Leave may convert to Indefinite Leave.

Relocation also assists specifically with information on job opportunities, business opportunities, housing, community facilities on the outside. It is possible to place an individual's name on the Relocation files for notification of specific job opportunities in which he may be interested.

VI. Education Department:

Problems of vocational counselling, vocational rehabilitation, may be referred to the Education Department.

When any referral is returned from any department, (one copy retained by department to which referral was sent) the interviewer should read and initial it, and return it to the Secretary-Stenographer of the Family Counselling Division for removal from the controls and filing in the case record.

Form 1003

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Manzanar, California

INTER - DEPT. REFERRAL

October 15, 1944

REFERRED TO: Dr. Morse Little-----Manzanar Hospital
REFERRED BY: John Jones-----Family Counselling Division
SUBJECT NAME: Ito, John age 45---I. D. #2468
ADDRESS:
REASON FOR REFERRAL:

On October 14, when Mr. Ito was seen by Family Counsellor he complained of intense pains in the back from which he has suffered for over one years. Mr. Ito says this condition prevents him from relocating or working on the outside as a gardener. Mr. Ito is the head of the household, has worked for years on the (over)

Please arrange interview

Signed _____

FROM:

TO: Community Welfare - Margaret D'Ille

RE: Disposition of above Referral

Signed _____

outside as a landscape gardener, and has a wife and three minor children to support. He is currently attending the clinic at Manzanar and was last seen in the beginning of this month, exact date unknown. Mr. Ito is continuing to work at the Center as a gardener.

Could we have a report of your findings of Mr. Ito's condition? Is his condition such that he is prevented from leaving the Center until it is improved or cured? To what extent is he handicapped in the types of employment that might be open for him on the outside? Could he secure the same medical care is completed? Thanks for your cooperation.

FILLING OUT THE BASIC FAMILY SHEET --- FORM 329

It is of paramount importance for the staff to realize that all forms must be filled out accurately and completely. The value of the accuracy of these forms cannot be over-emphasized. From these forms, the statistical picture of the problems and conditions of the evacuees on the Center are reported to Washington D. C., headquarters of WRA. It is from these forms that WRA has a basis for planning its program. It must clearly be recognized too that the responsibility for the exactness of these forms rests with the interviewer. Carelessness in filling them out in the first place will mean doing the forms over again, necessitating considerable waste of time of the interviewer, and clerical assistant. It is suggested that the interviewer examine the forms with great care before submitting them to the typist or stenographer and then that he proof-reads them carefully when returned.

It is to be noted here that a copy of each form 329 and 340 and the summary is sent to the Statistics Section, and the Relocation Division. The original copies are retained in the case folder. Three copies of the face sheet (329) outlook, (340) and the summary are usually prepared. There are some special instances when it is necessary to prepare an additional copy of the summary for the Statistics Section.

INSTRUCTIONS FOR FILLING OUT THE FORM 329 FOLLOW:

- (1) Center-----Fill in Manzanar
- (2) Surname-CAPS-----Enter surname of family in capital letters. If any member has a different surname, show this in item 12--basic family unit.
- (3) Pre-Evac. Address-----Enter last permanent address before evacuation.
- (4) Assembly Center-----If entry to Manzanar was prior to June 1, 1942, enter "Manzanar." If they came on or after June 1, 1942, they could have come from another Assembly Center. In that case, enter the name of the Assembly Center from which they came. If they came directly here from the evacuated area, enter "Direct Evacuation."

- 9 (5). Family Number-----Enter the Family number which is the Washington number, and never changes. Enter the identification number above (1) Center. If there is a member of the family with a different family number, so indicate in item 12-M.
- (6). Family Status-----Check one item and one only except where the family is made up of children, both parents being absent.
- (6a). Married Couple-----Check this if the basic family unit includes a married couple living at the Center. Where it is an out-of-wedlock relationship, separate face sheets and outlooks must be filled out for each of the two individuals. The legal marital status only can be shown. However, in 12-M, the following code should appear, signifying that this is not a legal relationship---(CLM)---common law marriage. Under 6, the appropriate item should be checked which will show the individual's legal marital status.
- (6b). Husband deceased:-----This obviously should be checked when the husband is dead.
- (6c). Husband absent (Intern)-----This specifically calls for a check when the husband is interned.
- (6e). Husband absent (leave)-----Check this item if the husband is on indefinite leave. Also record this information in Item 12 and Item 15.
- (6f). Wife deceased:-----This is obvious as in (6b).
- (6g). Wife absent (other)-----This should be checked for the same reasons as in (6e), except that this refers to the wife.
- (6h). Single-----Check this item if the basic family unit is composed of one person who is not married, separated, widowed or divorced,

is not, and has not been married.

- (7). Children 16 and under-----The number entered here shall correspond with the number of basic family members 16 and under indicated in item 12.

Note: A basic family unit is considered one now residing at the Center or any member having at any time in the past resided in the Center. Any family member, no matter how closely related, who has never been in the Center, is not to be considered a member of the basic family unit. This will be demonstrated further in outlining number 12.

- (8). Prev. WRA Center(s)-----This should be filled in whenever a family has been transferred into Manzanar from another War Relocation Center.

- (9). Date to this Center-----Actual date of arrival to the Center should be recorded.

- (10). Date Face Sheet Prepared-----
This refers to the date of the interview when the face sheet information is brought up to date.

- (11). By-----This should contain the name of the interviewer and the initials of the clerical worker who prepared the original face sheet.

- (12). Basic Family Unit-----List given names only unless the surname differs from that in item. In that case, enter the surname in Caps. If any member of the family unit who at one time resided in Manzanar is now deceased, a line should be drawn through the name in pencil and the date and place of the death shown under "Remarks." If a member of the family is on Indefinite Leave or Trial Indefinite Leave, and has at one time resided in the Center, a line should be drawn through the name in pencil, and either I. L. or T. I. L. placed in "Remarks" column. No other information regarding the place of the leave or type of employment, or any other data is necessary in the remarks column. However, the date of the leave should be

shown in the "Remarks". If any member of the basic family unit, at one time residing in the Center, is now on Short Term Leave or Seasonal Work Leave, no line should be drawn through the name and no remarks should be placed in the "Remark" column. List all other members of the family living in the Center. Married children whether or not they reside with the family are not listed in 12.

Unrelated friends are not considered part of the basic family unit. A single person living with a blood-related family may be considered a part of the family unit if his plans are dependent upon the plans of the family and he is socially or economically dependent upon them.

In this case separate outlooks and 329's have to be filled out, and an additional copy of the summary sent to the Statistics Section. Any member of basic family unit on Indefinite Leave or Trial Indefinite Leave must appear in Section 15 as well as in Section 12. Whenever there is any question as to what constitutes the basic family unit, the interviewer should confer with his supervisor before taking any action.

- (12a). Sex-----Indicate whether Female by F; male, by M.
- (12b). Marital status-----The code is as follows:
 S for single (never married)
 M for married
 D for divorced
 W for widowed
 Sept for separated
- (12c). Date of birth-----Enter month, day, and year, e.g.
 10/18/10.
- (12d). Birth place-----Enter place of birth, e.g., U. S., Hawaii, Japan. If citizenship is other than that indicated by country of birth, explain under "Remark".

(12e). Religion-----Enter Bud (Buddist, Presb (Presbyterian), Cath (Catholic), etc.

(12f and g) Yrs. Education -- Japan--U. S.-----
Enter the actual number of completed years of attendance at public, private, and parochial schools. Do not be concerned with grade. Just number of years education completed. Do not include vocational schools unless part of regular school system. Do not include night school, language school, etc.

(12h). Dates Residence Japan-----Enter the years during which the person lived or visited in Japan, e.g. '98-15.

(12i and j). Speaks English and Japanese-----
For those 12 years of age or over, enter F (fair) or P (poor) to show degrees. If the ability is good or excellent, the X mark alone will cover it. For those under 12 enter a dash.

(12k). Lv. Cl.-----If leave Clearance is granted, it is only necessary to show this by an X. If leave clearance is denied, L. C. D. must appear in the column. If the family has asked for Repatriation, write in Rep.; or if expatriation, exp. If the evacuee is a parolee write in Par. If a family or individual's leave Clearance status is being appealed--
(Example: One who has asked for repatriation in the past but now wishes to cancel.) enter "Stop". Where Leave Clearance Status has not been decided--is having, or has had a Leave Clearance hearing and decision is pending, enter "stop". Under age children need not be checked.
There must be an X or the others in the column. It cannot be left blank. Even if a hearing is in process, the official present Leave Clearance Status must be indicated.

- (121). Center Address-----Indicate the block, building, and apartment number, e.g., 38-1-2.
- (12m). Remarks (Give dates)---This column is for the following purposes and these only: Date of death of family member who once lived here; T.I.L. and date of departure; I.L. and date of departure; citizenship if other than indicated by place of birth; common-law marriage CLM.
- (13). Other Relatives At Center-----
List surname in CAPS (if different from that of basic family unit) and given name of persons living at the Center who are related to the basic family unit by blood or marriage, and who are considered important in family planning, such as married children, parents, etc.
- (13a-b-c). -----Are obvious and have already been explained elsewhere.
- (13d). Relationship-----Enter the individual's relationship to the basic family unit member, e.g., --mother to Haruo.
- (13e). Center Address-----Is obvious.
- (14). Physical and Mental Handicaps of Basic Family Group--
Give name, dates, and type of handicap.
This section applies to members of basic family unit only. Give the name of the person. Do not include temporary handicaps such as pregnancy, communicable diseases, etc. Where the medical report obtained indicates permanent mental or indicates handicap, indicate permanent mental or physical handicap. Diagnoses of illnesses are not necessary and should not be included here, but in the summary.
- (15). Other Family Members, friends and Relatives in United States and Hawaii-----List all members of the family unit away from the Center, except those on SWL or STL, relatives

and friends considered important in family planning. Relatives in Japan may be recorded on the back of the 329.

- (16). Referrals-----Indicate the department to which the referral was made, the date of the referral, and the initials of the interviewer who was responsible for it.

Note: On the bottom of the face sheet record whether the family is known to the Welfare Department or has made application for Relocation. This form is used:

No Relocation application.
No Welfare record.

or

Relocation application Read.
Community Welfare record read.

If there is a Welfare record indicate briefly the nature of it such as :

"Marital problem"

or

"Grant-in-aid"

CODING ON THE BACK OF THE 329

I. Incomplete Interview:

This is to designate the fact that the head of the household is away on SWL, or STL, and that only. In this type of situation, it will be necessary for the family to be interviewed again when the head of the household returns.

II. Reinterview:

This is to designate the fact that on the basis of the first interview, the counsellor felt that another contact with the family would help them in making a decision concerning relocation in the future.

CONFIDENTIAL

WAR RELOCATION AUTHORITY BASIC FAMILY FACE SHEET

(1) Center Manzanar

(2) ITO (Surname-CAPS) (3) Address: 2314 Ridge Road, California (Street-Rural Route) (City) (State) (4) Direct Evac. (Assembly Center) (5) 1234 (Family No.)

(6) FAMILY STATUS (Check one)	Married couple <input checked="" type="checkbox"/> (f)	Husband deceased <input type="checkbox"/> (h)	Husband absent (Intern.) <input type="checkbox"/> (c)	Husband absent (Leave) <input type="checkbox"/> (d)	Husband absent (Other) <input type="checkbox"/> (e)	Wife deceased <input type="checkbox"/> (f)	Wife absent (Other) <input type="checkbox"/> (g)	Single <input type="checkbox"/> (h)	(7) Children 16 and under <u>0</u> (Number)	(8) Prev. WRA center(s) <u>none</u>	(9) Date to this center <u>9/1/42</u>	(10) Date face sheet prep. <u>11/1/44</u>	(11) By <u>D. Barth eg</u>
-------------------------------	--	---	---	---	---	--	--	-------------------------------------	---	-------------------------------------	---------------------------------------	---	----------------------------

(12) BASIC FAMILY UNIT		SEX	MARITAL STATUS	DATE OF BIRTH	BIRTHPLACE	RELIGION	YES. EDUCATION		DATES RESIDENCE JAPAN	SPEAKS		LV. CL.	CENTER ADDRESS	REMARKS (Give dates)
(Man)	(Woman)	(a)	(b)	(c)	(d)	(e)	J (f)	U.S. (g)	(h)	English (i)	Japanese (j)	(k)	(l)	(m)
John	Yoshiko	M	M	5/16/80	Japan	Prot	8		1880-02	Poor	x	x	1-2-3	IL 10/15/44
		F	M	3/14/82	Japan	Prot	6		1882-02	Fair	x	x	1-2-3	
James Tadashi	Lily	M	S	5/16/10	U.S.	Prot		12		x	x	x	1-2-3	TIL 9/10/44
		F	S	3/10/15	U.S.	Prot		12		x	x	x	1-2-3	

(13) OTHER RELATIVES AT CENTER	SEX	MARITAL STATUS	AGE OR BIRTH DATE	RELATIONSHIP	CENTER ADDRESS	REMARKS (Give dates)	(14) PHYSICAL AND MENTAL HANDICAPS OF BASIC FAMILY GROUP (Give name, dates, and type of handicap)
(a)	(b)	(c)	(d)	(e)	(f)		
Toshiko Sumi, Ito	F	M	2/16/12	Married daughter	7-10-4		Yoshiko Ito permanent physical handicap 11/1/44
Yokio Ito	M	M	1-5-08	Married son	37-1-3		
No Welfare Record				No relocation application			

(15) OTHER FAMILY MEMBERS, FRIENDS AND RELATIVES IN UNITED STATES AND HAWAII	SEX	MARITAL STATUS	AGE OR BIRTH DATE	RELATIONSHIP	ADDRESS		REMARKS (Give dates)	(16) REFERRALS		
(a)	(b)	(c)	(d)	(e)	City (e)	State (f)	(g)	To (a)	Date (b)	By (c)
John	M	M	5/16/80	Husband	New York	N.Y.	10-15-44	Hospital	11/1	D.T.
James Tadashi	M	S	5/16/10	son	Chicago	Ill.	9/10/44			

FILLING OUT FORM 340

The Relocation Outlook is a check sheet from which information is forwarded to Washington, D. C. giving a picture of what evacuees think their outlook is on relocating, their obstacles and their needs. Since no one form can possibly cover to the exact detail such a study, it will often be necessary for the interviewer to use his best judgement as to which point to check. If in doubt, consult with the supervisor.

Simple identifying data is called for at the top of the sheet.

All points should be marked with an X in the left hand side corresponding to the point and on the right hand side should be the date of the interview. A sample is attached.

I. Interest In Relocation:

One and only one point should be checked. This information refers to the head of the household and the head only. If the head of the household is away on leave, it is possible to write in the alphabet f indicating, Man on SWL. Furthermore, if the family has requested repatriation it is possible to show alongside f, "no answer----repatriation). It might also be expatriation.

At this point it should be greatly emphasized that the checks made on the 340 must correspond with the code in the summary under Plans for the Future and Factual Conclusions Upon Completion of the Interview.

II. Deterrants to Relocation:

In this section it is possible to check more than one deterrant. These should coincide with the obstacles which are listed in the summary under "Factual Conclusions Upon Completion of Interview."

The letter u of the alphabet on Form 340 should be used only when the counsellor is certain that no other designation covers it.

Specify the deterrant.

III. Area Interested In:

It is possible to check more than one here so as to show individual's choices. If an individual is interested in the evacuated area, but also in others, f may be checked and the word

"only" crossed. Others may also be checked to show choices in III. This also holds true for IV.

V. Financial Aid Necessary:

In the interview, the counsellor should try so far as is tactfully possible to ascertain what help the family might need when they left the Center, whether for relocation, or when the time comes and the Center closes.

VI. & VII.

These sections are self explanatory. Add f only for "when return to California possible," and "Undecided" may be checked to indicate those who will leave only when the Center closes. The interviewer should remember to write in his initials between points VI and VII.

VIII. Remarks:

This is to be used only when the plans of the individual members of the basic family unit differ from that of the family head.

WAR RELOCATION AUTHORITY
RELOCATION OUTLOOKCenter Manzanar

ITO John
Surname (CAPS) First Name Middle Name
Head of Basic Family (as defined in Manual 30.4.53)

1-2-3 1234
Center Address Family Number

THE FOLLOWING ITEMS PERTAIN TO THE HEAD OF THE BASIC FAMILY. WHEN PLANS OF INDIVIDUAL MEMBERS OF BASIC FAMILY DIFFER FROM THAT OF FAMILY HEAD, EXPLAIN UNDER "REMARKS".

I. INTEREST IN RELOCATION (Check one)

- a-Plans made; leaving right away . . .
b-Very interested; incomplete plans . . .
c-Mildly interested 11/1/44
d-Not interested at this time . . .
e-Refused to discuss . . .

II. DETERRANTS TO RELOCATION (Check one or more)

- a-Need financial aid 11/1/44
b-No wage earner in family . . .
c-Waiting for job offering more salary
d-Believe cannot support family . . .
e-Old age of family head . . .

- g-Family health/depend. prob.--temp. 11/1/44
h-Family health/depend. prob.--perm. . .
i-Waiting for end of school year . . .
j-Language Difficulty . . .

- k-Fear discrimination 11/1/44
m-Believe adjustment too difficult . . .
n-Believe adequate housing unavailable

- p-Waiting for particular kind of job . . .
q-Waiting to go with other families . . .
r-Waiting for leave clearance . . .
s-Will return to evacuated area only 11/1/44
t-Waiting until end of war . . .
u-Other (Specify) . . .

VIII. Remarks: (Continue on reverse side if necessary)

III. AREA INTERESTED IN (Check one or more)

- a-Any place, job, & sentiment O.K. . . .
b-Rocky Mountain States . . .
c-Middle West . . .
d-South . . .
e-East 11/1/44
f-Evacuated area only 11/1/44

IV. TYPE OF COMMUNITY (Check one or more)

- a-Does not matter . . .
b-Large city 11/1/44
c-Town . . .
d-Rural (farming) 11/1/44

V. FINANCIAL AID NECESSARY (Check one or more)

- a-None . . .
b-Leave Assistance Grant . . .
c-Support for one month . . .
d-Support for more than one month 11/1/44
e-Other (Specify) . . .

VI. PLAN TO LEAVE CENTER (Check one)

- a-Probably 7-1-44 . . .
b-Probably between 7-1-44 & 12-31-44 . . .
c-After January 1945 . . .
d-Only at end of war . . .
e-Undecided 11/1/44
(INTERVIEWER'S INITIALS)

VII. Business or occupation prior to evacuation

Fruit Stand Clerk
Future---Uncertain

FILLING OUT THE DAILY WORK SUMMARY--FORM 1019

The interviewer's daily work summary has two fundamental purposes:

1. It is a daily control for the counsellor as to all activities involved in the job, such as families interviewed, cases dictated, cases turned in to the supervisor, new cases assigned, and the cancellation of assignments. It helps the interviewer evaluate what has been done and what remains to be done.
2. For the supervisor it forms the basis for a quantitative analysis of each counsellor's activities, the work of the entire unit and enables reports to be sent to the Administration and the Washington Office of the quantitative progress of the work.

It is of importance for each interviewer to prepare these daily work sheets with great care and accuracy since incorrect figures throw into inaccuracy the total quantitative report of the unit.

Instructions for filling out the form follow:

These are to be filled out daily as the interviewer carries out his job. On every Monday of each week the reports of the previous week, from Monday through Saturday, are due on the supervisor's desk.

I. Total Cases Assigned--- a plus b minus c.

- a. From previous report---include the cumulative number of cases assigned up to date. These are not tabulated on a block basis, but on a complete cumulative count of all assignments.
- b. New assignments---fill in the number of new assignments received each day.
- c. Assignments cancelled---fill in the numbers of assignments that have had to be cancelled due to the fact that the family may be on leave, the family may have moved, the head of the household may be on leave and the wife prefers to wait until her husband returns before having an interview. The names of all cases assigned after a block has been delegated to the counsellor should be indicated on the bottom of the work sheet the day the case is assigned. The names

of all cases cancelled should be on the work sheet of the day the case was cancelled, giving identifying data, and the reason for the cancellation. A plus b minus c will give the total number of cases assigned.

II. Families Interviewed:

The name of the family is filled in. In the space marked additional interview needed is placed a check mark for each case which is labelled, "incomplete interview," that is where the head of the household is out on SWL or STL. Each such case marked has to be interviewed again when the head of the household returns. O. means the original assignment, the case never before interviewed. R. means reinterview, that incomplete case which will have to be interviewed again. Under block, give address. Under total, add the number of families interviewed that day, originally assigned under O., and the incompleted ones under "total additional interviews."

III. Cases Dictated---Name

Enter the names of the cases dictated each day. In the column add. int. check against the name a mark indicating that another interview is needed on this case. Under R. is checked the case that is a re-interviewed case---where another interview has been held because the head of the household has returned. Again under, Block, give the address. The totals are to be done in the same way as indicated in section II.

IV. Cases Turned In---Name

The names only of those cases actually handed in to the supervisor should be listed here, checking again in the column "to R" those which are incompleted, and in the column R those which are re-interviews. The totals are to be done in the same way as in Columns II, III.

The daily work sheets are to be checked for accuracy before being submitted to the supervisor for her tabulation of the total work for the unit which is reported separately on another form to the Head Counsellor and the Assistant Project Supervisor in charge of Community Management.

INTERVIEWERS DAILY WORK SUMMARY

I Total Cases Assigned (a-b-c) O 185 R 15
 a. From Previous Report (LPR) O 125 R 10
 b. New Assignments O 65 R 5
 c. Assignments Cancelled O 5 R

Date 11/1/44Interviewer Mary Brown

No.	II. Families Interviewed Name	Add. Int. Needed	R	Blk.	No.	III. Cases Dictated Name	Add. Int.	R	Blk.	No.	IV. Cases Turned In Name	To R	R	Blk.
1	Nakamura, Yajiro	✓		1-3-3	1	Nakamura, Yajiro	✓		1-3-3	1	Nakamura, Yajiro			1-3-3
2	Watanabe, Iko		✓	7-4-1	2	Watanabe, Iko		✓	7-4-1	2	Watanabe, Iko			7-4-1
3	Kano, Shiro			37-2-1	3	Kano, Shiro			37-2-1	3	Kano, Shiro			37-2-1
4	Ito, John			16-12-1	4	Ito, John			16-12-1	4	Ito, John			16-12-1
5					5					5				
6					6					6				
7					7					7				
8					8					8				
9					9					9				
10					10					10				
11					11					11				
12					12					12				

Total O 2Total Add. Int. 1Total O Total Add. Int. Total O Total Add Int. Total R 1Total R Total R

ASSIGNMENT OF CASES

Each interviewer is assigned a given block to interview. In preparation for the visits, face sheets are prepared by a clerical assistant from the basic family card #26 contained in the Statistics Section. Before these face sheets are turned over to the interviewer they must first go to the Secretary-Stenographer of the Family Counselling Division who makes up a 3x5 card for each case. It is this 3x5 card which makes up the Master File. The 3x5 card contains the name of the family, address, and identification number. When the cards are made up for the block, the face sheets are then given to the interviewer by the Stenographer-Secretary. As the interviewer completes each interview and turns it in to the supervisor for reading, the supervisor gives it to the Secretary-Stenographer for processing. From the interview material, the stenographer secretary records on the basic family 3x5 card for the master file, the date the interview was completed and when copies were sent to the Statistics and Relocation Divisions.

When the interviewer finishes a block, and prior to assignment of another block, it is his responsibility to ascertain from folders marked with the block numbers, whether he has to return to a former block to complete an interview which was not done because the family was away on leave, the head of the household on leave, or because the family moved into the block after the block was finished.

ROLE OF BLOCK MANAGER

Before a block is assigned to an interviewer, it is necessary to have a discussion with the block manager. The interviewer, supervisor, and head counsellor together with the block manager participate in this discussion. The purpose of the meeting is to make clear to the block manager the purposes of the family counselling program so as to be certain that he will interpret it adequately to the families living in his block. In addition, it is well to learn from him what problems he sees in the block. It should be ascertained just how he will interpret to all the people in the block, i.e., through his calling a meeting of the block, announcing it in the mess hall, etc. It has been found very helpful to interview the block manager before anyone else on the block since he then has a direct knowledge of what is involved in the family counselling interview, and can better explain it to the evacuees.

The block manager should be encouraged to take maximum responsibility in making the appointments in advance for the interviewer, as far as possible on a direct geographical basis. He should clearly understand that when the interviewer arrives on the block each day, the interviewer will have his appointments arranged for. The block manager should also know that if a wife prefers to wait until her husband returns from leave, the interview can be postponed. It is very valuable for the block manager to prepare in advance a list of those people absent from the block because of leaves and the kind of leaves. He should also inform the interviewer of people who move in or out of the block.

The block manager is the key person in the block and it is of utmost importance that the interviewer develop a good working relationship with him.

38-38-38

THE INTERPRETER

Each interviewer except anyone who speaks and understands Japanese fluently has an interpreter assigned to him. The interpreter's role is that of interpreting and helping ease the evacuee in the relationship with the interviewer. However, the interpreter takes no other responsibility. Where the family understands and Speaks English well enough not to need the interpreter, the interview should be conducted directly between interviewer and evacuee. The interviewer must be certain that the interpreter completely and thoroughly understands the program so that he can most effectively relate it to the family.

DICTATION SCHEDULES

As far as is possible dictation schedules will be maintained. When it is not possible to provide enough stenographers to the interviewers, it will be necessary for the interviewers to write or typewrite some of the summaries. Quotas for interviewing will be adjusted accordingly.

CONFERENCES

Each interviewer will have a regular scheduled weekly or bi-weekly conference of one hour. The supervisor is also available on an "as needed" basis for discussion on cases or procedures.