

**Record Group 8: Social Services
Series 2: Adult Day Care/Adult Day Services**

**Records
1977-[ongoing]**

2 linear feet [ongoing]

**Japanese American Service Committee Legacy Center
4427 N. Clark Street
Chicago, IL 60640
(773) 275-0097 x224
archives@jasc-chicago.org
<http://www.jasc-chicago.org>**

**Prepared by Deborah Mieko Burns, Archivist
2002**

Overview of the Collection

Creator: Japanese American Service Committee Adult Day Services (Chicago, IL)

Title: Records

Dates: 1977-[ongoing]

Abstract: This record group contains client intake forms, case records, medical notes, medication administration notes, income statements, activity and service records, reports, correspondence, client lists, calendars, schedules, forms, invoices, staff training material, job descriptions and advertisements, and clients' personal documents and papers. The records date from 1977 to 1996 with additions added periodically following the guidelines in the JASC's Records Management Manual. This series is arranged roughly alphabetically by client's last name and consists of client records and program administration records. For related client information, please see also Record Group 8 (Social Services), Series 3 (Casework and Counseling) and Series 4 (Homemakers/Home Support Services) records.

This record group contains confidential personal and medical information about Adult Day Services clients. These records and the container lists for this collection are accessible only to the current Adult Day Services supervisor, Legacy Center staff members, JASC Executive Director, and JASC President. All other JASC staff members and the public may access these records and the container lists by submitting a written request to the JASC Executive Director or President. When granted access, JASC staff members and the public must complete the *Confidential Case Record Access Agreement* before accessing the records and container lists. In addition, these records will be administered in accordance with the *JASC Legacy Center Access & Use Guidelines* provided to all researchers. Researchers assume full responsibility for following libel, privacy, and copyright laws as they may apply to use of this collection.

Quantity: 2 linear feet (2 boxes) [ongoing]

Acknowledgements

The JASC Legacy Center gratefully acknowledges the Chicago Japanese American Council, Japanese Chamber of Commerce & Industry of Chicago, National Historical Publications and Records Commission (NHPRC), and the Woods Fund of Chicago for generously supporting the preservation, processing, and care of these records.

Deborah Mieko Burns, Archivist, and Mike Courtney, Archival Assistant, processed these records.

Provenance

The director of the Adult Day Services program created and maintained these records at the JASC' s current facility.

Access and Restrictions

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The preferred citation for this collection is: [Item Name, Folder Number, Box Number]. Record Group 8, Social Services. Series 2, Adult Day Car/Adult Day Services Records. Japanese American Service Committee Legacy Center, Chicago, Illinois.

Container lists available upon request, archives@jasc-chicago.org or (773) 275-0097 x224.

History of the JASC

The Japanese American Service Committee (JASC) is a non-profit, community-based organization providing social services and cultural and community programming. It was founded in 1946 to assist in the resettlement of over 20,000 newly arrived Japanese Americans to Chicago who had been interned in U.S. concentration camps during World War II. Originally called the Chicago Resettlers Committee (CRC), the agency sought to help Japanese American resettlers with housing, job placement, educational, medical, social service, translation, and recreational needs. At the end of the resettlement era, the agency renamed itself the Japanese American Service Committee in October 1954.

After the initial postwar period of resettlement, the JASC undertook a new priority and sought to provide comprehensive services for seniors including English language classes, employment doing piece work (called the Sheltered Workshop begun in 1960), home visitations, and healthcare programs. In addition, the JASC began coordinating community-wide programs and cultural events such as arts and music programs, lectures, festivals, and special celebrations. Eventually the JASC expanded their activities to include other social services such as individual and family counseling, a nutrition program, meals on wheels, adult day services, and household care and general assistance for seniors. The agency constructed a 200-unit home for seniors in 1980 called Heiwa Terrace (920 W. Lawrence in Chicago) and a 180-bed skilled nursing care facility in 1993 called Keiro Extended Care Center (3919 W. Foster in Chicago). This nursing care facility is now called Harmony Nursing Home.

The JASC has been a center of the Japanese American community in Chicago since its founding. As a Japanese American social service agency, the JASC has been keenly aware of the important role it can and should play in preserving, promoting, and passing on Japanese and Japanese American traditions, history, culture, and arts. The agency has made that heritage an integral part of its programming and services.

Currently the JASC serves the Japanese American community in the Chicago metropolitan area as well as various parts of the Midwest. The JASC distinguishes itself by being the only Japanese American social service organization in the Midwest, but it has also grown into a community center used by many other Japanese American and Asian American organizations to hold meetings and events. The primary population the agency serves is Japanese American, but through its various social service programs, the JASC serves a diverse group of people regardless of age, race, gender, religion, sexual orientation or disability.

Today the JASC runs a wide variety of programs including Adult Day Services; Casework & Counseling; Home Support Services; educational workshops on topics such as health insurance, social security, senior driver's education, and estate planning; health screening and flu shot clinics; arts and cultural classes such as ceramics, ikebana (flower-arranging), origami, and tai chi; Japanese American community events

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and festivals; and the Legacy Center (an archive and library). The JASC also serves as a meeting place for many community groups such as the Tohkon Judo Academy, Tampopo-kai (pre-school), Northside Friends (Quakers), Asian American Law Enforcement Association, Angel Island Theatre Company, Chicago Nisei Post (veterans), New Horizons (a senior singles group), Nisei Minyo Dance Group, Ukulele Club, and the Quilting Club. The JASC is a partner with other groups in programs such as the Lunar New Year celebration, a citywide Japanese American community picnic, periodic Intergenerational Dialog programs, and the annual Day of Remembrance event honoring the U.S. Presidential signing of Executive Order 9066 (authorizing the internment of Japanese Americans). Today the JASC extends its services not only to Chicago' s Japanese American population, but also other Asian American groups and seniors.

History of the Adult Day Services Program

The primary focus of the JASC since its founding has been to care and provide social services for elders of the community. Initial efforts included English language classes, translation services, employment programs such as the Sheltered Workshop/Senior Work Center, home-delivered meals, social outings for seniors, and assistance with healthcare needs. In 1980, the JASC formally established an adult day care program. This program provides a supportive environment offering physical and mental stimulation for seniors while providing an alternative to institutional care. The purpose of the program is to support seniors and their families, improve seniors' mental and physical abilities, and prolong their independence. Services include transportation, meals and snacks, nursing care, educational and recreations activities, exercise, socialization with others, community outings, counseling, and support to the client' s family. There are private paying and publicly supported clients in this program. This program is partially funded by the Illinois Department of Aging and the United Way of Chicago. Today the JASC' s Adult Day Services program is the agency' s largest and most diverse program.

Scope and Contents Note

This record group contains client intake forms, case records, medical notes, medication administration notes, income statements, activity and service records, reports, correspondence, client lists, calendars, schedules, forms, invoices, staff training material, job descriptions and advertisements, and clients' personal documents and papers. The records date from 1977 to 1996 with additions added periodically following the guidelines in the JASC' s Records Management Manual. This series is arranged roughly alphabetically by client' s last name.

This series consists of client records and program administration records. The client records document the medical histories of the Adult Day Services clients including progress notes from the social worker and the doctor, medication administration, accident records, services recommendations, contact information, and occasionally client' s personal papers and documents. Most clients remained in the program for fewer than two years.

The administrative records document the day-to-day operations of the Adult Day Services program. These records include transportation schedules with clients' addresses, lists of volunteers, calendars of activities, forms, invoices, material used to train staff members, and job advertisements and descriptions. Also, there is information on substitute nurses, North Park College student nurses, staff duties and responsibilities, and State of Illinois regulations.

For related client information, please see also Record Group 8 (Social Services), Series 3 (Casework and Counseling) and Series 4 (Homemakers/Home Support Services) records.

Generally information and dates listed on the folders and container lists were copied directly from the original folders. Information added by the processor is indicated in brackets [XX]. The JASC fiscal year runs from July to June. For example, fiscal year 1999 is July 1998 to June 1999.

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