

Status **Active** PolicyStat ID **12290246**



Date Issued 9/1/1998
Last Approved Date 8/31/2022
Effective Date 9/1/2022
Last Revised Date 8/31/2022
Next Review 12/31/2024

Owner Dana James
Policy Area Wraparound (Wrap, REACH, youth CCS)-Care Cord.

#024 - Identification Badges

I. POLICY

It is the policy of Children's Community Mental Health Services and Wraparound Milwaukee (hereby referenced as Wraparound Milwaukee) to provide an Identification (I.D.) Badge for Wraparound Milwaukee contracted staff, including contracted staff that are located on-site at Milwaukee County Behavioral Health Services (MCBHS), Care Coordination Agency Supervisors and Care Coordinators (including Wraparound, REACH, CCS, Youth Connect, and FISS). The purpose of the I.D. Badge is to comply with the MCBHS security requirements.

The term "I.D. Badge" includes the photo ID of the person and a badge extension. The badge extension is a color-coded identifier issued by MCBHS for contracted staff.

The I.D. Badge is non-transferable and must only be used by the named/pictured staff person. The I.D. Badge is not to be altered or reproduced. The I.D. Badge is the sole property of Wraparound Milwaukee, and shall be returned upon termination or resignation, upon termination of the Agency contract and/or upon request by Wraparound Milwaukee.

II. PROCEDURE

To obtain an I.D. Badge:

1. Contact the Wraparound Milwaukee Office Manager via phone at (414) 257-7639 or via email (jennifer.miles@milwaukeecountywi.gov).
2. The Office Manager will provide the staff person with a completed "MCBHS Request for BHS Photo ID and/or Badge Extension" form and discuss next steps.
3. Following the staff person's receipt of the form:

- A. Staff reports to the MCBHS Switchboard Office, 9455 Watertown Plank Road, Office #2317
- B. MCBHS Switchboard staff will:
 - a. take the staff person's picture
 - b. complete required documentation
 - c. issue the photo badge and badge extension to the staff person
- 4. The MCBHS Switchboard Office will maintain a copy of the badge and pertinent information for Wraparound Milwaukee.
- 5. Upon resignation/termination, I.D. Badges and badge extensions are to be returned to the staff person's direct Supervisor. The Supervisor is responsible for returning the I.D. Badge and badge extension to the Wraparound Milwaukee Administrative Office within 3 business days from end of employment.
- 6. Replacement for lost I.D. badge is the responsibility of the individual. Current replacement cost can be obtained by contacting the BHS Switchboard at (414) 257-6995.

For additional information on contractor I.D. Badges, please refer to BHS Policy titled, Identification Badge.

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	8/31/2022
	Brian McBride: ExDir2 – Program Administrator	8/31/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/30/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/30/2022