

 <b>WRAPAROUND MILWAUKEE POLICY &amp; PROCEDURE</b>	Date Issued: <b>9/1/98</b>	Reviewed: <b>11/19/14</b> By: <b>JMM/HCS</b> Last Revision: <b>11/19/14</b>	Section: <b>Care Coordinator</b>	Policy No: <b>024</b>	Pages: <b>1 of 1</b>
	<input checked="" type="checkbox"/> Wraparound <input checked="" type="checkbox"/> Wraparound-REACH <input checked="" type="checkbox"/> FISS <input checked="" type="checkbox"/> Project O-Yeah	Effective Date: <b>1/1/15</b>	Subject: <b>IDENTIFICATION BADGES</b>		

**I. POLICY**

It is the policy of Wraparound Milwaukee to provide a Wraparound Milwaukee Identification (I.D.) Badge for all Wraparound contracted staff, including Care Coordination Agency Supervisors and Care Coordinators, and Wraparound REACH, FISS and Project O’YEAH staff. The purpose of the I.D. Badge is [to comply with the Milwaukee County Behavioral Health Division \(BHD\) security requirements](#) and to assist staff with accessing client information at Milwaukee County Children’s Court Center.

The Wraparound Milwaukee I.D. Badge is non-transferable and should 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 a Wraparound Milwaukee Identification Badge:

1. Contact the Wraparound Milwaukee Consumer Relations Office at (414) 257-7639.
2. The Consumer Relations Coordinator will:
  - A. Complete a “Wraparound Milwaukee Contractor Photo I.D. Badge Request Form”
  - B. Schedule an appointment with the BHD Mailroom for you to have your picture taken. [You will be informed of the scheduled appointment.](#)
3. At the time of your appointment:
  - A. You should report to the BHD Mailroom, [Room #1107](#), at 9455 Watertown Plank Road (you may ask the receptionist at the Information Desk to direct you to the Mailroom).  
In the event you cannot keep your scheduled appointment, please call the Consumer Relations Office to reschedule. DO NOT call the Mailroom or show up without an appointment.
  - B. BHD Mailroom staff will take your picture and have you sign the Request Form.
4. [The BHD Mailroom will send your I.D. Badge to the](#) Wraparound Consumer Relations Office when completed. Please allow at least one week for badges to be completed.
5. Upon receipt of the I.D. Badge, the Consumer Relations Coordinator will scan the I.D. for Wraparound files. [The Consumer Relations Coordinator will then notify you when the I.D. Badge is available for pick up at the Wraparound Administrative Offices.](#)
6. Upon resignation/termination, I.D. Badges are to be returned to your Supervisor. The Supervisor is then responsible for returning the I.D. Badge to the Wraparound Milwaukee Consumer Relations Office.

*Note: A copy of the I.D. photo and pertinent information will be kept on file with the Wraparound Milwaukee Consumer Relations Office.*

Reviewed & Approved by:   
Bruce Kamradt, Director