#024 - Identification Badges

**POLICY**

It is the policy of Wraparound Milwaukee to provide an Identification (I.D.) Badge for Wraparound contracted staff, including contracted staff that are located on-site at Milwaukee County Behavioral Health Division (MCBHD), Care Coordination Agency Supervisors and Care Coordinators, FISS and OYEAH staff. The purpose of the I.D. Badge is to comply with the MCBHD 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 MCBHD for contracted staff.

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.

**PROCEDURE**

To obtain an I.D. Badge:

1. Contact the Wraparound Milwaukee Consumer Relations Office via phone at (414) 257-7639 or in-person at 9455 W. Watertown Plank Road, Suite 44C, Office #26.

2. The Consumer Relations Coordinator will provide the staff person with a completed "MCBHD Request for BHD Photo ID and/or Badge Extension" form.

3. Following the staff person's receipt of the form:
   - Staff should report to the MCBHD Switchboard Office, 9455 Watertown Plank Road, Office #2317
   - MCBHD Switchboard staff will:
     - take the staff person's picture
     - complete required documentation
     - issue the photo badge and badge extension to the staff person

4. The MCBHD 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 Consumer Relations Office.

## Approval Signatures

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<tr>
<th>Step Description</th>
<th>Approver</th>
<th>Date</th>
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<tr>
<td></td>
<td>Michael Lappen: 11008000-BHD Administrator</td>
<td>10/16/2017</td>
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<td>MaryJo Meyers: 11003003-Director Wraparound Program</td>
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<td>Heidi Ciske-Schmidt: 12008018-Manager- Quality Assurance</td>
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