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Owner: Jennifer Miles: Clerical
Spec MHD
Policy Area: Wraparound (Wrap,
REACH, youth CCS)-Care
Cord.

References:

#024 - Identification Badges

POLICY

It is the policy of Milwaukee County DHHS-BHD Children's Community Mental Health Services and 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 (including Wraparound, REACH, CCS, O-YEAH, and FISS). 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 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 Children's Community Mental Health Services and Wraparound Milwaukee, and shall be returned upon termination or resignation, upon termination of the Agency contract and/or upon request by Children's Community Mental Health Services and Wraparound Milwaukee.

PROCEDURE

To obtain an I.D. Badge:

1. Contact the Children's Community Mental Health Services and Wraparound Milwaukee Administrative Office via phone at (414) 257-7639 or in-person at 9455 W. Watertown Plank Road, Suite 44C, Office #26.
2. The Office Manager 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:
 - A. Staff reports to the MCBHD Switchboard Office, 9455 Watertown Plank Road, Office #2317
 - B. MCBHD 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 MCBHD Switchboard Office will maintain a copy of the badge and pertinent information for Children's Community Mental Health Services and 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 Children's Community Mental Health Services and 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 BHD Switchboard at (414) 257-6995.

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

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	10/8/2019
	Brian McBride: ExDir2 – Program Administrator	10/7/2019
	Dana James: Consultant	10/7/2019
	Jennifer Miles: Clerical Spec MHD	10/7/2019