WRAPAROUND MILWAUKEE Policy & Procedure	Date Issued: 9/1/98	Date Revised: 6/5/08	Section: ADMINISTRATION	Policy No: 024	Pages: 1 of 1
☒ Wraparound ☒ Wraparound/REACH ☒ FISS	Effective Date: 1/1/09	Subject: **IDENTIFICATION BADGES**			

I. POLICY

It is the policy of Wraparound Milwaukee to provide a Wraparound Milwaukee Identification Badge for Care Coordination Agency Supervisors and Care Coordinators, Wraparound REACH and FISS staff to assist them with accessing client records at Children's Court Center.

The Wraparound Milwaukee I.D. Badge is not transferable or to be used by others, is not to be altered or reproduced, is the sole property of Wraparound Milwaukee, and shall be returned upon termination or resignation of the Care Coordinator, Supervisor, or staff, upon termination of the Agency contract or upon request by Wraparound Milwaukee.

II. PROCEDURE

To obtain a Wraparound Milwaukee Identification Badge:

1. Contact the Wraparound Milwaukee Consumer Relations Office at 257-6532.

2. The Consumer Relations Coordinator will type up the ID Card and schedule a time for you to have your picture taken.

3. At the time of your appointment, you will report to the Milwaukee County Behavioral Health Center "Mailroom" at 9455 Watertown Plank Road (*you may ask the Receptionist at the Information Desk just inside the main entrance 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.

4. The BHD Mailroom staff will take your picture, will assemble the I.D. Badge and send it to the Wraparound Consumer Relations Office.

   Please allow at least one week for badges to be completed.

5. Upon receipt of the completed I.D. Badge, the Consumer Relations Coordinator will contact you or your Supervisor to make arrangements for pick up.

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 second copy of your I.D. Photo and pertinent information will be kept on file in the Wraparound Milwaukee Consumer Relations Office.

Reviewed & Approved by: Bruce Kamradt

Bruce Kamradt, Director