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Owner:	<i>Jody Connally: Director, Human Resources</i>
Policy Area:	<i>Human Resources</i>
References:	

## ID Badge, Event and Building Access Policy

### POLICY

It is the policy of Detroit Wayne Integrated Health Network (DWIHN) to promote a safe environment for all of its employees and visitors.

### PURPOSE

The purpose of this policy is to provide procedural and operational guidance to all DWIHN employees and visitors.

### APPLICATION

1. The following groups are required to implement and adhere to this policy: DWIHN Board of Directors, DWIHN SUD Board of Directors, DWIHN Policy Oversight Board, DWIHN Recipient Rights Advisory Board, DWIHN Staff, Contractual Staff, Access Center, Network Providers, Crisis services vendor, Credentialing Verification Organization (CVO)
2. This policy serves the following populations: Not Applicable.
3. This policy impacts the following **contracts/service lines**: Not Applicable.

### KEYWORDS

None

### STANDARDS

#### DWIHN Employees

1. As a vital part of the security system, a DWIHN identification badge with the employee's name and photo will be issued to each employee on their first day of employment. The ID badge will need to be displayed prominently to enter the building and will function as an electronic key to enter secured areas as needed.
2. The policy and procedures described herein are intended to provide for the safety and security of DWIHN employees, contractors, temporary staff and visitors. All employees are expected to fully comply with all provisions of this policy. Any employee who is found to be in violation of this policy may be subject to disciplinary action. For example, failure to wear the ID badge or excessive loss or damage to cards can lead to disciplinary action.

3. All employees are required to wear the ID badge at official DWIHN events and activities and when present on the DWIHN campus. ID badges are to be prominently worn so the photo is clearly visible to others. Each employee must carry the ID at all times during work hours or when acting in an official capacity.
4. The ID badge is to be worn between the shoulders and waist on a clip or lanyard. Human Resources will provide a clip, chain or lanyard for each employee to wear the ID badge. The ID badge shall not be defaced or altered with pins, stickers, decals, etc.
5. Employees are responsible for safeguarding their own ID badge. Any misplaced, lost or damaged ID badge should be reported immediately to the employee's supervisor, who is responsible for reporting the misplaced, lost or damaged ID badge to Human Resources. A new ID may be issued to an employee for a fee of \$5.00.
6. In the event that an employee reports for work at the DWIHN campus without their ID badge, the employee's supervisor must be notified at the start of the work shift. The supervisor will request a temporary ID for the shift from Human Resources. The temporary ID badge will only be available to the employee for that shift and shall promptly be returned to Human Resources upon completion of the shift.
7. The ID badge is the property of DWIHN, administered through Human Resources, and may be revoked for any inappropriate use. The ID badge may be used only by the individual to whom it was issued. Employees may not "loan" or otherwise transfer their ID badge to anyone for any reason.
8. Upon termination, retirement or other separation from DWIHN, employees will be required to return ID badges to Human Resources as part of the Exit Interview.

#### **Contractors and Temporary Staff**

1. Contractors and temporary staff with assignments of three (3) or more weeks will be issued a photo ID badge. Those with a shorter assignment may be issued a DWHMA ID badge without a photo. Access to additional secured areas will be addressed on a case by case basis. Contractors and temporary staff may not "loan" or otherwise transfer their ID badge to anyone for any reason. ID badges must be worn on the issued lanyard around the neck at all times while on the DWIHN campus.
2. Contractors and temporary staff are required to return ID badges to Human Resources on the last day of their assignment.

#### **Visitor (Volunteers) to the DWIHN Campus**

1. Under no circumstances are personal visitors (friends, family, children, etc.) allowed in an employee's work areas without prior approval of a supervisor.
2. Visitors to the building are required to sign in to the building with the customer service representative on the first floor. Each visitor will be provided with a visitor sticker which they must wear prominently while in the building.
3. The first floor customer service representative shall call the DWIHN employee hosting the visitor and shall retain the visitor in the lobby area of the first floor until a DWIHN employee is available to host the visitor.
4. A DWIHN employee must host each visitor and accompany the visitor from the first floor lobby to the visitor's meeting place on the premise.
5. DWIHN employees are to escort any DWIHN visitor not accompanied by a DWIHN employee to the first floor. DWIHN employees are not permitted to allow an unaccompanied visitor to access work areas on any floor.

6. Except with respect to meetings attended by the public (i.e. DWIHN Board of Directors, training events, etc.), a DWIHN employee hosting a visitor must accompany the visitor to the customer service representative on the first floor after the meeting or visit terminates.
7. Each DWIHN visitor is required to sign out of the building with the customer service representative on the first floor and return the visitor sticker prior to exiting the building.

#### **Hours of Building Access**

1. Building access is strictly limited to normal operating hours which is the period from 7 am to 7 pm on Monday thru Friday.
2. Contractors or vendors requiring after hours access for the execution of their contract must coordinate their work with the security and facilities department to establish authorized access outside of normal operating hours.

## **QUALITY ASSURANCE/IMPROVEMENT**

Buildings/Facilities will review this policy from time to time.

## **COMPLIANCE WITH ALL APPLICABLE LAWS**

DWIHN staff, direct contractors, and subcontractors are bound by all applicable local, state and federal laws, applicable rules, regulations and policies, all federal waiver requirements, state and county contractual requirements, policies, and administrative directives, as amended.

## **LEGAL AUTHORITY**

None

## **RELATED POLICIES**

None

## **RELATED DEPARTMENTS**

1. DWIHN Board of Directors
2. Administration
3. Claims Management
4. Clinical Practice Improvement
5. Compliance
6. Customer Service
7. Information Technology
8. Integrated Health Care
9. Legal
10. Managed Care Operations
11. Management & Budget
12. Purchasing

- 13. Quality Improvement
- 14. Recipient Rights & DWIHN Recipient Rights Advisory Board
- 15. Substance Use Disorders & DWIHN SUD Board of Directors

## CLINICAL POLICY

No

## INTERNAL/EXTERNAL POLICY

INTERNAL

### Attachments:

#### Approval Signatures

Approver	Date
Dana Lasenby: Chief Clinical Officer	10/2019
Allison Smith: Project Manager, PMP	10/2019
Rolf Lowe: Assistant General Counsel/HIPAA Privacy Officer	03/2019
Bessie Tetteh: CIO	02/2019
Brooke Blackwell: Chief of Staff	02/2019
Kimberly Flowers: Provider Network Clinical Officer	02/2019
Bernard Hooper: Compliance Officer	02/2019
Andrea Smith: Director of Clinical Practice Improvement	01/2019
Lorraine Taylor-Muhammad: Director, Managed Care Operations	01/2019
Tiffany Devon: Director of Communications	01/2019
Kip Kliber: Director, Recipient Rights	01/2019
Eric Doeh: Chief Network Officer	01/2019
April Siebert: Director of Quality Improvement	01/2019
Shirley Hirsch: Director of Residential Services	01/2019
Shareace Hill: Director of Purchasing	01/2019
Stacie Durant: CFO Management & Budget	01/2019
Michele Vasconcellos: Director, Customer Service	01/2019
Crystal Palmer: Director, Children's Initiatives	01/2019
Barika Butler: Chief Medical Officer, MD, MHCM	01/2019
Tina Forman: Director of Integrated Health Care	01/2019
Darlene Owens: Director, Substance Use Disorders, Initiatives	01/2019
Gail Parker	01/2019

<b>Approver</b>	<b>Date</b>
Corine Mann: Chief Strategic Officer	12/2018
Jody Connally: Director, Human Resources	12/2018

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