

How to Request External and Internal Building Access: Scan Access Cards & Keys

1. Site Coordinator and/or Site Manager will process “Request” for Scan Access Cards and regular Keys.

Site Name/Address	Contact Names are as follows:
Behavioral Health Bureau (BHB) Admin, 1270 Natividad Road, Salinas	Gloria Rodriguez, Management Analyst II
BHB Adult & Access Services, Bldg 400, Suites 200 & 202, 1441 Constitution Blvd, Salinas & 200 Broadway, Ste 70, King City & BHB MHU, Crisis Bldg 940, 1441 Constitution Blvd, Salinas	Araceli Semo, Supervising Patient Services Representative (PSR)
BHB Children Services, 951-B Blanco Cir & 957 Blanco Cir, Salinas and 200 Broadway, Ste 88, King City	Luz Hernandez, Supervising PSR or Relindis Diaz, BH Service Manager II
BHB Children Services, 1000 S. Main St, Stes 210-B & 311, Salinas	Gail Deakin, PSR
BHB Children Services, 1000 S. Main St, Ste 105, Salinas	Angelina Serrato, PSR
BHB 1) TAY Team and 2) Juvenile Justice Team, 1870 N. Main Street, Salinas	1) Patricia Lopez, PSR 2) Lorena Lopez, PSR
BHB Adult, Children & Access Services, 359 Gabilan St., Soledad	Phil Sherwood, BH Unit Supervisor II
BHB Adult, Children & Access Services, Marina Health Facility, 299 12th Street, Marina	Steve Ramirez, Senior PSR II
BHB Education Team, 1441 Schilling Place, Salinas	Kacey Rodenbush, BH Service Manager II
BHB Adult Drug Treatment Court, 118 W. Gabilan, Salinas	Amanda Briseno, BH Unit Supervisor
BHB CalWORKS Program, 730 LaGuardia, Salinas	Carmen Siordia, BH Unit Supervisor
BHB Quality Improvement Office, 1611 Bunker Hill, Salinas	Mary Alderete-Brown, Supervising PSR

2. **On-Boarding new Employee or Off-Boarding exiting employee** – In advance of start or exit date submit the “Request” by clicking on the following link: [FootPrint](#)
 - a. Click on “Password Reset and User access”
 - b. Click on “On Board” or “Off Board” and proceed with specific request(s)
 - c. Provide the filled-in “[Key/Card Issue Form](#)” to new employee for signature and with *Supervisor Authorizing Signature* for new employee to acquire Scan Access Card or Key(s).
 - d. New employee will sign the *Key/Card Issue Form* and take to Health-Administration to acquire Scan Access Card or Key(s).
 - e. Site Coordinator will maintain an ongoing file of the “*Key/Card Issue Forms*” of **issued** Scan Access Cards and Keys.

Facilities Protocol Attachment #7

3. **Off-Boarding for Existing Employees** to return Key(s): Supervisor of exiting employee instructs employee to return Bldg. and/or Office Key(s) and/or Scan Access Card to Site Coordinator or designee or Health-Administration.
 - Site Coordinator will maintain an ongoing file of **returned** keys or return to Health-Administration, if applicable.