# Hennepin Coordinated Entry System (CES)

## Assessor request form

All trained assessors need to be approved by the Hennepin CES Team prior to obtaining access to Hennepin CES EDA in HMIS and/or CES Connect. The Hennepin CES Team will limit the number of authorized assessors based on access points, specialized population, and the need to improve data quality of assessments.

* Assessors must agree to follow all CoC, HMIS and HUD guidelines including processes, documentation and reporting requirements.
* All requests for assessors will be reviewed on a case by case basis. Completing and submitting this form does not guarantee that the request will be approved

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| Agency Contact InformationAgency Name:      Person Completing Form:       Email:       Phone:      Name of Possible Assessor:       Email:       Phone:      Name of Supervisor:       Email:       Phone:        | Date:  |
| Agency Type[ ]  Emergency Shelter[ ]  Outreach [ ]  Other |  |  | Population Served[ ]  Single Adult[ ]  Youth |
| Is this person replacing a past assessor?[ ]  Yes (Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)[ ]  No  |  |  | System Access Needed[ ]  HMIS[ ]  CES Connect |
| How many assessors already at agency?      |  |  | Location of Agency      |
| Narrative Section (please provide a description of why this person is needed as an assessor): |  |  |  |
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Please send completed form to CES.Hennepin@hennepin.us