\*\*\*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

|  |  |
| --- | --- |
| **Agency Contact Information**Agency 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:** |  |  |  |
|  |  |  |  |

**Please send completed form to:** – CES.Hennepin@hennepin.us