\*\*\*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](mailto:CES.Hennepin@hennepin.us)