**Singles & Youth Hennepin CoC CES Assessor Determination Policy**

**Background**

Through Coordinated Entry, a clear process has been established for assessing, prioritizing and referring people who are experiencing homelessness to the different categories of homeless designated housing interventions. In order of intensity of support the interventions are:

* Rapid ReHousing (RRH)
* Transitional Housing (TH)
* Permanent Supportive Housing (PSH)

In order to improve and maintain the overall performance of the Hennepin CoC Coordinated Entry System, the need for a policy detailing who can be an assessor and in what capacity emerged in order to:

* Improve quality of data
* Increase equitable access to assessment
* Ensure assessors are strategically located
* Match the appropriate housing intervention to the client
* Ensure appropriate training and technical assistance for assessors
* Increase the referral to housed ratio
* Improve overall performance of Coordinated Entry System

**Assessors**

Trained assessors offer people who are experiencing homelessness a comprehensive assessment to enter the Coordinated Entry housing priority pool.  Once people are placed in the pool, they may or may not receive a referral for housing based on priority criteria established by the CES Leadership Committee.  Hennepin CoC CES for Singles & Youth consists of contracted assessor agencies as well as assessors dispersed through the community based on access point and population specific needs.

Agency assessor approval will be contingent on:

* Agree to all roles & responsibilities as outlined in the Hennepin CoC CES Assessor Role document
* Agree to Assessor Performance Measures (outlined in the Hennepin CoC Assessor Role)
* Location such as shelter, street outreach, drop-in centers
* Specialty populations (HIV+, Native American, DV)

Agency request will be denied if they meet the following criteria:

* Location of proposed assessments fall outside of eligible population
* Individual or agency is unable to meet Hennepin CoC’s CES Assessor Role

**Procedure for Agency Requesting New Assessors**

Agency will complete the assessor request form (see appendix or form) and submit to [CES.hennepin@hennepin.us](mailto:CES@hennepin.us) for consideration. Agency request will be approved if they meet the criteria in the policy.

**Policy initiated**:  The following steps will be taken when the policy is initiated.

* Agency assessor request is approved
* CES Team Sends employee and supervisor Intro email with links to Convene Trainings videos:

*Welcome to Coordinated Entry within the Hennepin Continuum of Care.*

***Next Step -*** [***Complete this online assessor training***](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fconvene.teachable.com%2Fp%2Fsingles-hennepin-ces-assessor-training&data=04%7C01%7CKatherine.DeSantis%40hennepin.us%7Cd3ba91595a3246e935cb08d8de74449e%7C8aefdf9f878046bf8fb74c924653a8be%7C0%7C1%7C637503938248311758%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=AF%2B%2Fne9hNnqkSmROXptwqT9P7O2Ag9hcKr2zyw9bSKg%3D&reserved=0)

* Once you complete the online training you will get access to start assessing clients.
* You will also get an email from Josh Dye of the Convene Training + Resilience Community to register for a required live assessor training.
* Employee emails CES.Hennepin@hennepin.us *(including supervisor on email)* when done
* CES Team emails back with following information links to assessor resource box, assessor naming convention, role expectations, and data entry instructions

**Data Review**

CES Leadership Committees will review data. This data will help inform efficacy of the policy and will guide future decision-making efforts.

**Next Steps**

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