# 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 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)