



River Valleys Continuum of Care Coordinated Entry System: Training Checklist and Completion Form for Assessors

Name of Assessor: _____

Agency: _____

Email: _____

Phone: _____

For New Assessing Agencies Only:

- Partner Agreement has been reviewed and signed
- Agency has been set- up in HMIS

For New Assessors:

- HMIS New User Training has been completed (if applicable)
- Registered for [CE Assessor Training](#)
- Attend CE Assessor Training. Date of CE Assessor Training: _____
- Complete CE Assessor Quiz within 1 week of Assessor Training
- Watch [Housing Stabilization Services Video](#) within 1 week of Assessor Training
- Sign- up for [CoC Newsletter](#) and make sure to select “CoC Coordinated Entry Operations” under interests and mark your role with CE

*Once checklist has been completed, review and acknowledge the statements below. A supervisor’s signature is also required.

- I confirm that I have completed all required steps on this form
- I will ensure information obtained during the assessment process remains confidential and I am following my agency’s data privacy practices
- I agree to not discriminate against any CE participants based on race, color, religion, national origin, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, gender expression, or marital status
- I have reviewed and can locate the CE Assessor Procedures
- If I am contacted by a Housing Provider regarding an assessment I have completed, I will make sure to promptly follow- up with them.
- I agree to work with the CE Specialist and/or ICA to correct information if there is a data entry error in an assessment I have completed.
- I agree to complete any **required** training for Assessors that may be offered by the River Valleys Continuum of Care

Name of Assessor

Signature

Date

Name of Supervisor

Signature

Date

Submit completed form to katherine.cross@rivervalleyscoc.org. Once form has been received and the CE Assessor Quiz has been reviewed, the CE Specialist will contact the HMIS Administrator for access to HPS and CE Provider.