

Thank you for participating in the Skilled Assessor Training. **You should only complete this course if you have been approved by Chiayu McGill with the Center for Housing and Health. Review [Steps to becoming a Skilled Assessor](#).**

Please keep in mind, the Coordinated Entry System (CES) helps prioritize limited housing resources in Chicago and helps us advocate for more. There is not a housing option available for every eligible person who completes a Coordinated Entry Housing Assessment. Completing a CE Housing Assessment does not guarantee housing.

Steps you will take to complete your training:

1. Have completed the HMIS introductory course unless you received an override. If you were eligible for an override, you should email Helpdesk@allchicago.org.

2. Complete this Skilled Assessor Training course.

3. Request access to the Coordinated Entry System project in the HMIS training site by emailing Helpdesk@allchicago.org.

4. Complete the Fake Client Assignment in the HMIS training site:

- Access the assignment file in this course*
- Go to www.chicago.servicept.com/training
- Log in with the information in the email from the Help Desk
- Create a client using the profile in the assignment
- Enter the Fake Client Assessment into the Coordinated Entry Project
- Email Chiayu McGill at cmcgill@housingforhealth.org once you've completed the Fake Client Assignment. Include the name and client ID in the email.

*Four attachments are included in this training module (click on "Files" in the upper right-hand corner of this page).