



Council of Accountability Court Judges

Chief Judge Kathlene F. Gosselin
Executive Committee Chair
Northeastern Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Accountability Court Coordinators

FROM: Ms. Taylor Jones, CACJ Executive Director

RE: GEARS Assessment Platform – LS/CMI User Account

DATE: September 24, 2019

The purpose of the memo is to provide each court with guidance on how to set-up their court's GEARS platform to execute the LS/CMI. The GEARS platform MUST be set-up by each court before the LS/CMI can be administered.

On or about 9/25/2019, each court coordinator will receive an email directly from The Global Institute of Forensic Research (a brand of Multi-Health Systems, Inc.) using the address <no-reply@gifrgears.com> granting access to the GEARS platform. **Please check your spam or junk folder before contacting CACJ or MHS in the event an email is not received.** Once the email is received you will be able to login into the GEARS platform.

Each court coordinator will act as the administrator for their court's GEARS platform. **It will be up to the coordinator to set-up the permissions for the system and grant access to the individual(s) trained to administer the LS/CMI.** Within the GEARS platform, a help guide is available and will act as your instructions. A copy of the help guide will also be available on the CACJ website (www.gaaccountabilitycourts.org). Additionally, CACJ will host a recorded webinar presentation on its website as a set of additional instructions.

Please set up the court's GEARS platform no later than 10/1/2019.

Please remember that each certified accountability court is required per statute to administer a risk assessment for each participant to help determine program eligibility.

Should you require technical assistance setting up the GEARS platform, and only after reviewing the help guide and recorded webinar, please email Ms. Caroline Gauvin, MHS Public Safety Consultant at caroline.gauvin@mhs.com or customerservice@mhs.com for general troubleshooting support.

GEARS Administrative Set-Up

The following steps must be completed by the assigned GEARS Account Administrator in order to successfully administer LS/CMI assessments. Please refer to the *GEARS User Help Guide* for detailed instructions and the recorded MHS webinar (<https://vimeo.com/352983527/3fc69e1def>).

1. Receive Email Invite from no-reply@gifrgears.com to **Register Account** with Email Address
2. Receive Email Login Credentials and **Change Password** and **User Settings**
3. Setup **Locations** by Adding **Zones, Regions, and Sub-Groups**
4. Create **Policies** to establish both User and Administrator Level **Access Rights** for Locations, Clients, Evaluations, Reports, Case Plans Templates
5. Customize list of **Offense Classifications** (optional)
6. Configure **Case Plan Template** with Condition Rules and modify data elements in tables (optional)
7. **Set-up User** Accounts and Invite by Email Feature
8. **Create Client** Profiles and Assign to Location under Caseload
9. Complete Offender History with **Current and Prior Offenses** (optional)
10. Select Client from Caseload to **Perform Evaluation** (LS/CMI) and **Generate Report**

It is advisable to update your chosen internet browser to its most recent version. Although GEARS is supported by all web browser applications, MHS recommends using Google Chrome, Firefox, Microsoft edge, or Safari. These browsers will ensure the greatest user experience.