

See the instructions below for GEARS access to perform the LS CMI Assessment.

To update the program's GEARS administrator to the new coordinator, follow these instructions

1. Please contact MHS GEARS customer service
2. You can email them by selecting contact us: <https://gifrgears.com/>
3. Or call: 18004563003 <https://mhs.com/public-safety-assessments/>
4. Ask customer support to update the institution's administrator using the court program name. If MHS responds they are unable to locate an institution, please email CACJ to look up the name.

To add a team member to the agency's GEARS account, follow these instructions.

1. Contact the agency's GEARS administrator (court program coordinator or treatment coordinator)
 2. Verify the team member is trained to complete the assessment.
 3. Using the instructions in the GEARS manual, the coordinator will add a new user to the GEARS platform. **(page 23)**
- A video to use GEARS and a manual are on the CACJ website [here](#).
 - LS/CMI training request is [here](#). Please note that users are required to complete training before administering the LS/CMI assessment.
 - Training is offered in-person by CACJ.
 - Training is also offered on-demand and can be purchased directly from MHS.