

# COORDINATED ACCESS SYSTEM (CAS) CAS ASSESSOR CHECKLIST

Requesting access to the Coordinated Access System Program in HMIS and to the Crisis Assessment and Housing Conversation Tool (HCT) assessment

## □ **STEP 1:** Gain Access to HMIS

- Complete the [HMIS Agency Request](#)
  - **If your organization already has HMIS access skip this step**
- Supervisor submits [HMIS Access Request Form](#)
  - Supervisor should indicate on HMIS Access Request Form if CAS Assessor is new to HMIS or needs an update to their HMIS status
- If the CAS Assessor previously had access to HMIS, **skip to Step 2**
- The New CAS Assessor reviews and completes [HMIS Training Documents and Videos](#) before the 2-week deadline
- The New CAS Assessor will have to pass the quiz and receive login credentials
- Within 72 hours log into HMIS and complete HMIS End User Agreement on the first sign-in

## □ **STEP 2:** Attend the CAS Assessor Training Series

- **If CAS Assessor's certification is current, they will be reactivated under new agency**
- CAS Assessor attends trainings [2025 CAS Assessor Training Series](#)
- CAS Assessor reviews [HCT Best Practice Guide](#)

## □ **STEP 3:** CAS Assessor completes forms and passes the quiz

- CAS Assessor fills out CAS Assessor Certification Form
- CAS Assessor signs the CAS Assessor User Agreement
- CAS Assessor passes the CAS Assessor Quiz
- CAS Assessor will receive a congratulatory email that they have access to the HMIS program and assessment



For any questions, please contact  
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