

# JCMS DIVERSION CASEPLAN

July 2020

Updated February 2021

**NEBRASKA**

Good Life. Great Service.

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**COMMISSION ON LAW ENFORCEMENT  
AND CRIMINAL JUSTICE**

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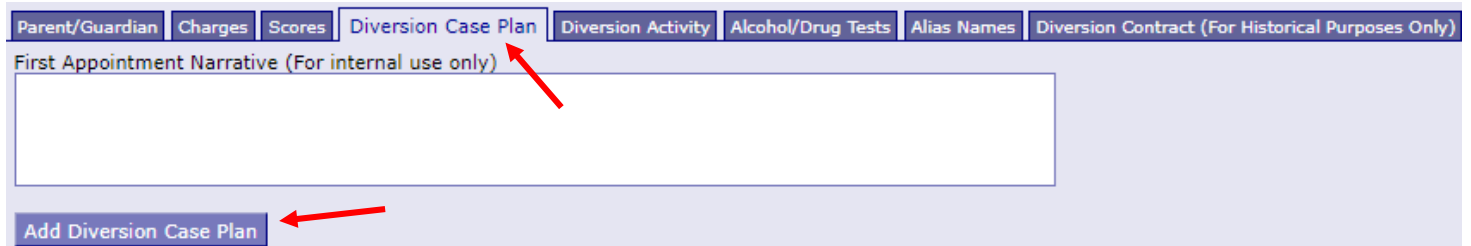
For JCMS technical assistance, contact: [NCC.JCMSHelpDesk@nebraska.gov](mailto:NCC.JCMSHelpDesk@nebraska.gov)

## Diversion Case Plan Tab

In order to better measure risk-needs-responsivity (matching the youth's needs to the services you provide based on assessment/screening), the diversion screens have been updated. This update allows programs to mark the domains that the youth's assessment show as being a need, and set the services being provided to address the concerns under that domain.

This is captured under a new tab called Diversion Case Plan. Like with other tabs in the Diversion screens, you will want to click "Add Diversion Case Plan" under the tab to open the field.

**Figure 1: Diversion Case Plan Tab**



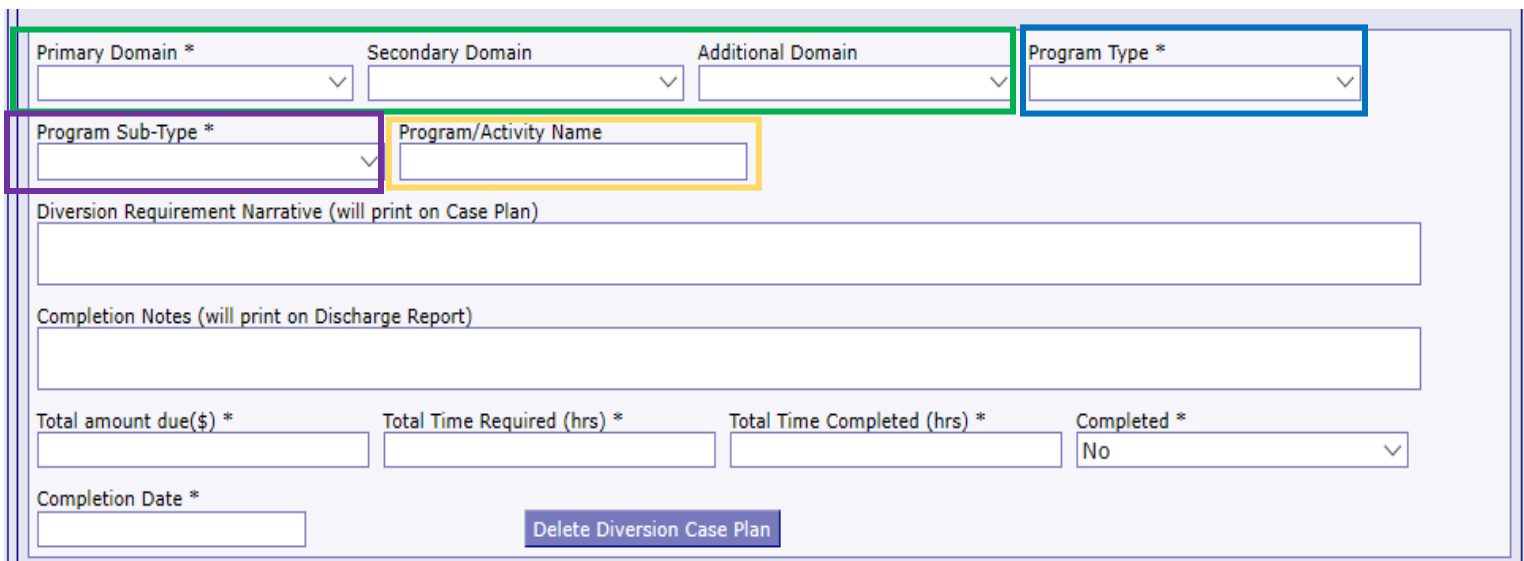
Parent/Guardian | Charges | Scores | **Diversion Case Plan** | Diversion Activity | Alcohol/Drug Tests | Alias Names | Diversion Contract (For Historical Purposes Only)

First Appointment Narrative (For internal use only)

Add Diversion Case Plan

The field for First Appointment Narrative is the same as on the previous Diversion Contract tab and will appear on the top of the tab.

**Figure 2: Adding a Diversion Case Plan Activity**



Primary Domain \* | Secondary Domain | Additional Domain | Program Type \*

Program Sub-Type \* | Program/Activity Name

Diversion Requirement Narrative (will print on Case Plan)

Completion Notes (will print on Discharge Report)

Total amount due(\$) \* | Total Time Required (hrs) \* | Total Time Completed (hrs) \* | Completed \*

Completion Date \*

Delete Diversion Case Plan

The Domain field is where you will select the domain from the assessment/screener that is indicated as being a need.

The Domains are:

- Attitudes/Orientation
- Education/Employment
- Family Circumstances
- Leisure/Recreation
- Peer Relations
- Personality/Behavior
- Substance Abuse
- Administrative

The Primary, Secondary, and Additional Domains are all the same. If the program/agency you are referring the youth to covers more than one domain, you can include each domain by selecting the appropriate options in the secondary and additional fields. If the program is only addressing a primary domain, you do not need to select anything in these fields.

The Program Type field is not dependent on the domain – the same list will populate no matter which domain you select. The Program Type is the category that the program/service falls under, not the specific service. The “Goal” field is replaced with the “Program Type” field.

The Program Types are:

- Administrative
- Restorative Practices
- Skill Building/Classes
- Accountability
- Academic
- Behavioral Health
- Family Support
- Prosocial Activity
- Personal Goals


The Program Sub-Type will populate based on the Program Type that is selected. This is the specific activity that the youth is being assigned as part of their plan. For example, under the Program Type Academic, there is a Sub-Type of “Summer School”. The “Objective” field is replaced with the “Program sub-type” field. Appendix A lists all the program sub-type options.

The Program/Activity Name field is a free-text field to type in the name of the program or provider (if there is one – some administrative sub-types like “pay diversion fee” may not have a program name).

The remaining fields are the same from the previous Diversion Contract Tab, although now the Completed field is a drop-down field instead of a checkbox. There are the options for Yes, No, and Partial – Partial would be used if a case is closed before the activity was completed. You will only put a Completion Date if you have marked “yes” in the Completed field.

One change to these fields is Total Time Required and Total Time Completed now include the total time for all activities that have a set time, not just for community service. For example, if the activity is 15 hours of drug or alcohol prevention class, you would put the Total Time Required and Total Time Completed for this activity.

You can add additional case plan tabs as needed by clicking the “Add Diversion Case Plan” button at the bottom of the tab. There is no longer the ability to add a set of objectives. Each requirement must be entered by choosing “Add Diversion Case Plan.”



Add Diversion Case Plan

## Diversion Case Plan Template

In order to provide a true risk-need responsivity diversion case plan for each youth, the case plan templates no longer have the ability to create multiple case plans with sets of objectives. Only one diversion case plan can be created per agency. The case plan template will still include a header, section 1, section 2, and footer.

To create a case plan template, choose “Administrative” at the top of the page. One in Administrative Functions, find the case plan tab and click “Add new Case Plan Template.”

**Figure 3: Administrative Functions Case Plan Template Tab**

Juvenile Case Management System: JDCM Administrators

Search:  Search Show All Open Cases

Search all counties

Search By ClientID

State Admin New Client Reports Administrative Grant Admin Support

System Improvement

Case Management

**Administrative Functions**

Diversion Office Contact Information Drug Tests Case Plan Template Assessments Services

Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

Name	Edit	Delete
Add new Case Plan Template		

Contact us at [NCC.JCMSHelpDesk@nebraska.gov](mailto:NCC.JCMSHelpDesk@nebraska.gov)

Creating the components of the case plan template have not changed, other than no longer being able to choose objectives. The case plan template form is comprised of 4 tabs which record the different information of the template:

- Header Tab
- Section 1 Tab
- Section 2 Tab
- Footer Tab

The Rich text editor used in the tabs enables the users to display or edit rich content in the case plan report. The Rich text editor provides the users with options like bold, italics, underline, left and right indentation, left, right and center alignments and adding lines.

Proceed through each tab to create the template and click “Save Case Plan.”

## Figures 4 and 5: Creating the Case Plan Template

Diversion Office Contact Information Drug Tests Case Plan Template Assessments Services

Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

Name Edit Delete

Add new Case Plan Template

Name (e.g. MIP Requirements) \*  
Template Test

Header Section 1 Section 2 Footer

**B** / U - <>

This is the headers section for diversion program letterhead. |

Cancel Save Case Plan

Proceed through each tab.

Diversion Office Contact Information Drug Tests Case Plan Template Assessments Services

Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

Name Edit Delete

Add new Case Plan Template

Name (e.g. MIP Requirements) \*  
Template Test

Header Section 1 Section 2 Footer

**B** / U - <>

This is the Footer. Can be used for signature lines. |

Cancel Save Case Plan

Once finished, hit save.

- The **Header Tab** contains a Rich text editor to capture the head section which goes at the top of the case plan report. This section could be used to put the diversion program letter head and contact information.
- The **Section 1 Tab** content follows the client information that automatically generates onto the case plan. This section can be used to generate standard introductory language for every case plan.
- The **Section 2 Tab** follows the case plan activities that were entered in the diversion case plan screen on the client page. This section is used to generate standard language each diversion case plan would have, if desired.
- Examples of language in section 2 could be parent/guardian requirements, release of information, notice of right to review with counsel, sealing records information, other notices, etc.
- The **Footer Tab** is the last section of the Case plan report. This section can be used to add the signature of the individuals and the parents/guardians, etc.

## Appendix A - Case Plan Program Types and Sub-Types

### Program Type (and then Sub-type)

- Administrative
  - Diversion fee waived
  - Pay diversion fee
  - Pay reduced diversion fee
  - Restitution scholarship awarded
  - Monitor only
- Restorative Practices
  - Mediation
  - Youth/victim conference
  - Community service
  - Restitution
  - Jury duty in teen court
  - Apology (letter or in-person)
  - Victim empathy program
- Skill Building/Classes
  - Employment skills
  - Social skills
  - Life skills
  - Cultural support
  - Runaway abatement
  - Gang prevention/intervention
  - Drug or alcohol
  - Anger management
  - Decision-making/criminal thinking
  - Parenting class
- Accountability
  - Avoid criminal activity/police contact
  - Curfew
  - Drug testing
  - Accountability/check in
  - Maintain current positive behavior
- Academic
  - Tutoring/study hall
  - Attendance program
  - Attendance coach/tracker
  - After school program
  - Summer school
  - Alternative school
- Behavioral Health
  - Substance abuse evaluation
  - Mental health evaluation
  - Dual evaluation
  - Substance abuse treatment
  - Therapy (individual)
  - Family therapy
  - Sex offender treatment
  - Group therapy
  - DV therapy (victim or offender)
  - Support Group
- Family Support
  - Wrap-Around (includes IFP, MST, etc.)
  - In home family support
  - Cultural support
  - Runaway abatement
  - Crisis response
- Prosocial Activity
  - Mentoring
  - School-based activity
  - Community-based activity
- Personal Goals
  - Wellness
  - Family
  - Employment
  - College/career planning
  - Essay
  - Other

## Appendix B - Sample Case Plan Report from Template

This is the headers section for diversion program letterhead.

**Client Name:** Diversion Test      **File Number:**  
**Contact Person:** Diversion

**Charges:**

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**Offense Date:**                      **Arrest Date:**  
**Referral Date:**                   **Intake Date:**  
**Target Disch:**                      **Referral Source:**

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This is Section 1.

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**Individualized Diversion Requirements:**

**Pay diversion fee:** Pay \$40 to county court clerk

**Community service:** 20 hours of community service

**In home family support:**

**Apology (letter or in-person):** Write apology letter to your parents.

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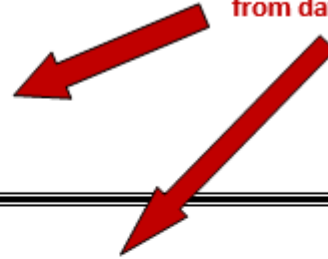
This is Section 2.

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This is the Footer. Can be used for signature lines.

Client information  
automatically copied  
from database.



Diversion case  
plan activities  
automatically  
copied from  
case plan tab.





# Appendix C - Example Case Plan Report

**[Your County] Juvenile Diversion Program**  
**[Contact Information]**

**Diversion Contract**

**Client Name:** Mickey Mouse      **File Number:** 20-JD-500  
**Contact Person:** John Doe

**Charges:** Shoplifting

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**Offense Date:** 2/1/2020      **Arrest Date:** 2/1/2020  
**Referral Date:** 2/4/2020      **Intake Date:** 2/10/2020  
**Target Disch:** 4/1/2020      **Referral Source:** {Your County} Attorney

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<<Client First Name>> <<Client Last Name>>, a person under the age of eighteen (18) years, and (parent present at intake meeting) \_\_\_\_\_, his/her parent, guardian or custodian, hereby agree to participate in the [Your County] Juvenile Diversion program supervised by the [Your County] Attorney's Office. In order to avoid prosecution by the [Your County] Attorney or City Attorney, resulting from an incident occurring on <<Offense Date>> in [Your County], Nebraska, I will successfully complete and obey the Juvenile Diversion regulations. I hereby agree to the following terms and conditions of the [Your County] Juvenile Diversion Program:

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**Individualized Diversion Requirements:**

**Pay diversion fee:** Pay \$40 to county court clerk

**Youth/Victim Conference:** Schedule mediation with the Mediation Center to participate in VYC with the convenient store owner. Comply with reparation agreement.

**Apology (letter or in-person):** write apology letter to your parents.

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1

Header

Client Info

Section 1

Case Plan Activities

**Your initials on this page indicates that the diversion officer has explained and you understand your rights and the conditions of the [Your County] Juvenile Diversion Program.**

\_\_\_ Participation in the Diversion Program is voluntary.

\_\_\_ I have received the juvenile notification policy regarding the sealing of juvenile records.

\_\_\_ Information received by the Diversion Program regarding me is confidential, subject to statutory and constitutional conditions, except for that which is listed on the *Release of Information form*.

\_\_\_ Statements and information that is discussed with the Diversion Officer regarding the pending criminal charges is confidential and will not be used by the County Attorney to prosecute these particular charges. All information discussed regarding the pending criminal charges is used for the purpose of linking youth with a continuum of services designed to avoid further delinquent and criminal behavior.

\_\_\_ Your participation in the Diversion Program is not an admission of guilt and a guilty plea is not required to participate in the Diversion Program.

\_\_\_ At anytime during the Diversion period you may discontinue the program and proceed through the court system to resolve your pending charges without prejudice to you during the ordinary course of prosecution. Although, if you choose to go to court rather than completing your diversion program, all program fees and community service time completed will be forfeited.

\_\_\_ Information concerning your, or others, safety may be shared with your legal guardian and/or law enforcement, if warranted.

\_\_\_ You have the right to review with counsel, at your expense, the merits of your case and the diversion requirements and guidelines prior to making the decision to participate.

\_\_\_ If you are eligible to participate in the Diversion Program, you will not be denied participation due to financial inability to pay the costs of diversion. The Diversion Program will allow for a sliding fee scale, waiver of fee, and/or scholarships when necessary.

\_\_\_ You have the right for administrative review and written reason for denial into the Diversion Program, upon request, if you have specifically requested participation and were denied.

\_\_\_ If I voluntarily withdraw or do not successfully complete the Diversion Program requirements, my case will be referred back to the County Attorney who may pursue prosecution for the current offense, and any new charges.

\_\_\_ If I successfully complete the Diversion Program, I will not be prosecuted for the current offense.

\_\_\_ I may be unsuccessfully discharged from the Diversion Program if I fail to comply with the program requirements, fail to complete my individual contract, or commit a new offense.

\_\_\_ I have received a written copy of my Diversion Contract and program requirements.

\_\_\_ As a condition of the diversion program, youth may be required to provide a urine sample for drug screening purposes. The results, whether positive or negative, will be noted in the file. The [Your County] Diversion Program does not follow the chain of custody procedures. The results may be reviewed by the County Attorney to determine continued eligibility for the Diversion Program, but will not be used in court.

Section 2

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*I understand and agree that I shall complete all of the requirements of this contract within the period stated on this contract. If I do not follow the provisions of this contract or fail to complete all of the requirements outlined herein, the [Your County] Attorney/City Attorney may file on the allegations, previously mentioned herein, and also others if I am cited for any other law violation.*

*Parent/Guardian Agreement*

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*I understand that my child is being given the opportunity to participate in Diversion instead of having the case go forward through the formal court process. I understand that the County Attorney reserves the right to file this matter in court if my child does not complete the diversion program.*

*I agree to:*

*-Support my child during the diversion program period in learning from the experience. This may involve communicating openly with the Juvenile Diversion Officer- Assist my child in completing their individualized plan. This may include registering my child for a class, participating in a class for parents, participating in an intake process for counseling, assisting with community services, etc.*

*- I understand that there may be a cost associated with some of the diversion activities and that I am responsible for any associated fees. Any difficulties with cost will be communicated to the Diversion Officer.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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**Participant Signature**

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**Parent/Guardian Signature**

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**Juvenile Diversion Officer**

Footer