## Entering a client when they return to the program – updated February 2020

All screens are taken from the test system. This is not live data, and does not represent an actual person.

- 1. Previously, there was a glitch with the JCMS that caused incorrect data to appear for profiles that had new cases entered over time. To fix this, instead of adding a new case to a client, JCMS users must create a new client for new cases.
- 2. First, make sure that you are not entering a duplicate case by searching for the client in JCMS and checking the program and referral date in the list of results.
- 3. To create a new client, click the button across from the search bar, pointed out below:

Search:	rosie			Search	Search Show All Open Cases - New Client Reports Administrative Grant Admin Support										
					System Improvement										
				Search By	arch By ClientID										
Search	Result	s												? x	]
Progra	am 🗸	File Number	▲ First Name	▲ Last A Name	Alias	Parent / Guardian	Agency		∎ D B	ate of 🔺 irth	Referral A Date	Enrollment A	Discharge Date	seal	î
After Se	chool		Rosie	Test			COUNTY AT	TORNEYS	08	/05/2001	10/12/2018				1
Referral		Rosie	Test			COUNTY AT	Y ATTORNEYS		/05/2001						
Diversion		Rosie	Test			COUNTY AT	ATTORNEYS		/05/2001	11/13/2018			0		
Electron	Electronic Monitoring		Rosie	Test			COUNTY AT	OUNTY ATTORNEYS		/05/2001	10/12/2018	10/12/2018	10/15/2018		
Family Support			Rosie	Test			COUNTY AT	COUNTY ATTORNEYS		/05/2001					
Prevention			Rosie	Test			COUNTY ATTORNEYS		08	/05/2001	07/24/2017	07/25/2017			
Reporting		Rosie	Test		COUNTY ATTORNEY		TORNEYS	08	/05/2001	10/04/2017					
Shelter Care		Rosie	Test		COU		OUNTY ATTORNEYS		/05/2001		06/26/2017				
Trackin Service	) s		Rosie	Test			COUNTY AT	TORNEYS	08	/05/2001					-
Curren	t Client	t: Rosie 1	ſest	Case Agend	y: cou	NTY ATTO	RNEYS OF	FICE SEWA	RD						
ClientID First Name *				Middle Name			Last Name	Last Name =			Date of Birth *		Gender *		
100132	Ro	sie						Test				08/05/2001		Female	•
ace/Ethr	nicity *			Self-Repo	rted Race	e/Ethnicity		NE Student	ID						

- 4. You will see a warning message about entering a duplicate case. If you are certain that you are entering a new case, click the "Continue with my new case" button.
- 5. Fill in the screens and boxes as you normally would. As long as the Date Referred box is different, it will become a separate (not duplicate) case, and we will be able to match this case to the client.
  - a. Make sure that you type in the first and last names identically to previous cases for the same client. Also make sure that you correctly type in the date of birth.
  - b. Double-check the names and date of birth—typos happen! Make sure that race and gender are consistent as well.
  - c. By entering the client's names and birthdate correctly, we will be able to match this youth's cases in the system.
- 6. For any questions, contact JJI at <u>unojji@unomaha.edu</u>.