



**UNIVERSITY OF NEBRASKA AT OMAHA**  
JUVENILE JUSTICE INSTITUTE

JCMS User Guide

After School Programs

7/19/2018

## After-School User Guide

### Quarterly Reporting Checklist – JCMS programs

Quarterly - Make sure your individual youth data is entered and up to date in JCMS. Please note that you don't have to wait until quarterly reporting to enter data - the JCMS was designed to be utilized as a case management system so you can enter youth as soon as they are referred to or enrolled in your program.

Quarterly - Complete the three-question narrative in JCMS (see below for walkthrough document). Please complete a narrative even if youth were not served during that quarter.

Annually - Complete program-level annual report (available at the end of each fiscal year)

Welcome to JCMS!

If, at any point, a definition is needed for data entry, please refer to JJI's webinar or the JCMS Codebook Program Definitions.

To access JCMS go to [ncjis.nebraska.gov](http://ncjis.nebraska.gov). You must have a Crime Commission Certificate on your computer to access JCMS. If you have not yet installed your certificate, follow the installation instructions you received with your certificate. If you need a certificate, contact JJI.

Click the "Login" button.



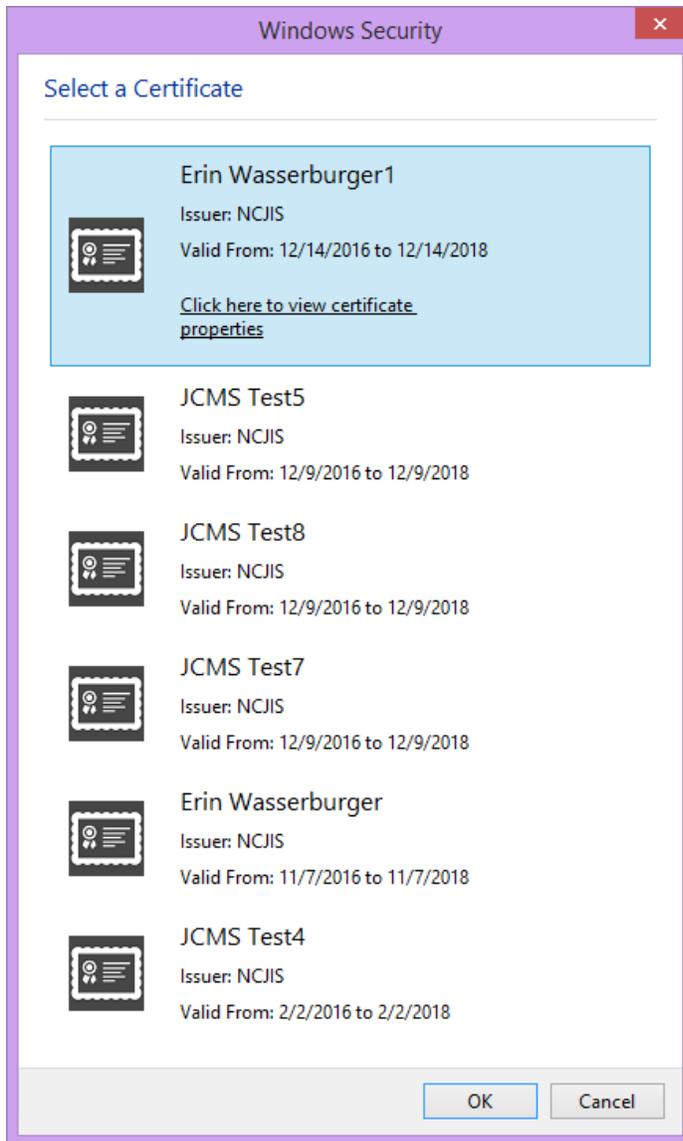
---

Welcome to...

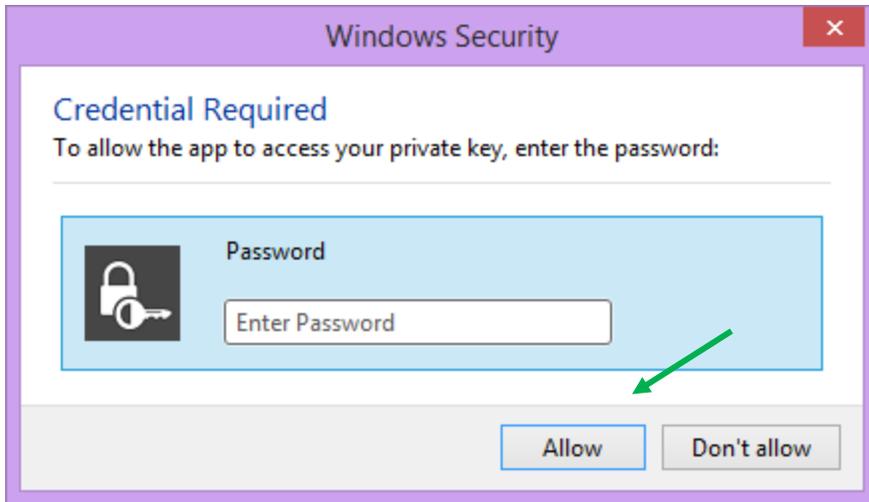


*The Nebraska Criminal Justice Information System is a cooperative project between state and local criminal justice agencies within the state of Nebraska. This project is hosted by the Nebraska Crime Commission.*

You will be prompted to select a certificate from the list of certificates you have on your computer - you may only have one, you may have more than one. If you report for multiple counties make sure you are picking the correct certificate. You will need to click on the certificate you intend to use.



A new window will pop up to ask for a password to allow the certificate. This is the password that you created when you installed your new certificate (step 18 in the install process). Click allow when you have entered your password.



Enter your website password. This is not the import password you received with your certificate. It is the random number/letter/symbol password you received at the same time as your certificate. \*Passwords must be changed every 90 days. If you have been using JCMS for more than 90 days your password may be different from the one you initially received\*

---

### Login - Authorized Access Only

*Intended for Criminal Justice Professionals of Nebraska*

**NCJIS Policy and Procedures**  
Access to this site is restricted to NCJIS verified users. Any access to or use of the data is done in conjunction with the individual and agency agreements as well as any additional criteria stipulated by NCJIS. Misuse of the system or data may result in the loss of access privileges.

Please enter your password:

**CONTINUING THE LOGIN PROCESS CONSTITUTES ACCEPTANCE OF THE CONDITIONS OF THE POLICIES AND PROCEDURES STATED ABOVE.**

---

Click on JCMS in the middle column of the NCJIS home page.

Home Help Logout  
 Criminal Non-Criminal Tools

## Nebraska Criminal Justice Information System

Criminal Justice			Others	
Master (Criminal) Patrol Criminal Hist. Jails Juvenile Facilities Corrections Probation/Juv. Intake US Probation Sex Offender Registry Protection Orders Local (NIBRS+) DHHS-APS DHHS-Current Wards DHHS-CAN DHHS-Safety Plan Warrants Pardon Board Courts Citations Physical Search	Non Person Search Local Incidents Criminal Vehicle Property	Albums Subscription Lists Standardized Model <b>JCMS</b> CODIS Prelog NFIN LEEP In Juvenile Facility On Probation In Corrections/DCS On Parole Active Warrants Active POs PO Portal Current DHHS-APS Current DHHS-Wards Current DHHS-CAN Students View List Youth Level of Service Add Property Info <b>Court Calendars</b> <b>Bureau of Prisons</b> <b>National SOR</b> RISS FNF	Non-Criminal DMV OLN OLN Physical Search OLN Re-examination OLN ALR Form DMV VTR By Vehicle DMV VTR By Name Courts DOL Benefits DOL Employers DOL Wages IOWA DOT Students Schools Directory Crash Records Crash Mapping Crash Reports	Mutual Aid Resources NIBRS+ Upload NIBRS Upload Traffic Stop Reports Employment Data <b>Documents</b> <b>Jail Documents</b> <b>News</b> Group Discussion NSA Discussion POAN Discussion PCAN Discussion NCAMA Discussion Job Listings Training NLETC Online Forms <b>My User Profile</b> <b>Directory Search</b> NDEX Certification

### Data Entry in JCMS

In order to start data entry for a new youth, please click on "New Client."

**Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD**

Search:  Search Show All Open Cases  Search all counties

After clicking on the "New Client" button, a screen will pop up that asks for all the demographic information about the youth. All required sections are marked with an asterisk. The "Case Type" dropdown menu will show eligible programs by certificates. Be sure to choose the correct program for each youth, then click the "Save" button. This will create the intake and program screens for this program type. If your program does not have a

formal referral process, the date of referral may be the same as the date of enrollment.

Client				
First Name *	Middle Name	Last Name *	Date of Birth *	Gender *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race/Ethnicity *	Self-Reported Race/Ethnicity	NE Student ID		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Referral/Event Date *	Case Type *			
<input type="text"/>	Select a case type			
		Save	Cancel	

After you have successfully saved your information, the screen for data entry will appear. Here we want to fill out as many of the fields as possible. If there are notes you wish to keep about a specific case, please write them in the "Narrative" section. Please note that the referral date entered when the client was created will populate into the "Referral Date" field in the intake section. **All work is saved automatically.**

Intake				
Address Line 1	Address Line 2	City	State	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
County Of Residence	Primary Phone	Alternate Phone	E-Mail Address	Cell Phone
Select County	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Enrollment *	School Name *	Current Grade *	Eligible for Free/Reduced lunch	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Youth Employed	Family Size	Family Income	Custody/Guardianship	File Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grant County *	Grant Number	Person Referring	Referral Source *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Referral Date *	Enrollment Date *	Primary Reason for Enrollment	Secondary Reason for Enrollment	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Prior Law Violations	History of Aggressive Behavior	High Risk Environment		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Notes on Prior Law Violation	Notes on History of Aggressive Behavior	Notes on High Risk Environment		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Misses School	GPA	School Attachment	Parental Involvement	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Narrative				
<input type="text"/>				

To add program attendance, click on the button "Add Program Attendance". This will open the program specific fields to complete.



Record the dates and total hours that the youth attended the program during that period. Please also provide the number of hours the program was available during that period. Any additional notes about the program or the youth may be added in the narrative box.

The screenshot shows a form titled "Program Attendance". It contains several input fields: "Begin Date", "End Date", "Hours Youth Attended", "Hours Program Available", and "# of Occurrences". Below these fields is a "Delete Program Attendance" button. At the bottom of the form is a large text area labeled "Narrative". At the very bottom of the form, there is a button labeled "Add Program Attendance" with a green arrow pointing to it from the right.

To record a new, separate contact with the youth, click the "Add Program Attendance" button at the bottom of the program type. Do not create a new youth each time - you can create as many contacts on one youth as needed for the duration of the program.

After School				
Program Attendance				
Begin Date	End Date	Hours Youth Attended	Hours Program Available	# of Occurrences
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Delete Program Attendance
Narrative				
<input type="text"/>				
Begin Date	End Date	Hours Youth Attended	Hours Program Available	# of Occurrences
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Delete Program Attendance
Narrative				
<input type="text"/>				
Add Program Attendance				

As the time with your youth comes to an end, please be sure to fill out the "Discharge" section with as much information as possible. Please add any additional comments that you feel may be necessary about the discharge of the youth in the "Discharge Narrative" box.

Discharge				
Discharge Date	Discharge Reason	Misses School	GPA	School Attachment
<input type="text" value="11/12/2016"/>	<input type="text" value="Stopped Attending"/>	<input type="text" value="Sometimes"/>	<input type="text" value="Mostly Bs"/>	<input type="text" value="High Attachment"/>
Discharge Narrative				
<input type="text" value="Bob believes he is doing better with himself."/>				

If you would like to test the screens and fields in JCMS without entering/altering data for a youth, please create one test youth for your program. Make sure that "JJI" appears in either the first or last name fields so that it can easily be recognized as a test case for data evaluation purposes. These test cases can be deleted at any point.

### Narrative entry in JCMS

On the top of the page, click on the "Grant Admin" button. This will open up the three-question narrative screen.

## Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD

Search:  Search Show All Open Cases  
 Search all counties

New Client Reports Administrative Grant Admin Support



Please enter the grant and program information in the boxes at the top. You must select a program type before you will be able to save your narrative. Answer the three questions, then click the button "Submit Narrative". You will be able to go in and make changes to your narrative until it is certified by your county lead. You will not have to click save when making changes.

File Upload Case Management

### Grant Administration

**Grant Narrative**

Grant #	Subgrantee (Lead County/Tribe)	Program Title	Program Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reporting Period

Describe activities that have taken place during the reporting period which are specific only to the grant and matching funds. (The information provided should not be a listing of the day to day duties or job responsibilities. Provide a summary of the program activities and accomplishments that have taken place during the quarter; information about coordination with other agencies; training attended or provided; anecdotal information; any stories that illustrate success of the project; etc.)

Describe any issues you have encountered in reporting individual-level youth data.

Explain any problems encountered and how they were addressed. Provide an explanation of the proposed solution, and the timetable for completion. (Problems encountered may include community or program issues; difficulties with coordination and planning; need for program modification; other issues arising that impact the program.)

Clear Narrative Submit Narrative



Note that all programs within your agency will be able to see all narratives. If you are going back in to make changes, please make sure you are in the correct narrative. The program

and grant information will be at the top of each narrative, and the name of the program will be in the darker blue bar above the narrative

Kids Rock - Submitted: 03/13/2017				Certify This Narrative
Grant #	Subgrantee (Lead County/Tribe)	Program Title	Program Type	
	Lincoln	Kids Rock	Family Support	▼
Reporting Period				
Q3 FY 16/17 (Jan 1, 2017 - Mar 31, 2017)) ▼				
Describe activities that have taken place during the reporting period which are specific only to the grant and matching funds. (The information provided should not be a listing of the day to day duties or job responsibilities. Provide a summary of the program activities and accomplishments that have taken place during the quarter; information about coordination with other agencies; training attended or provided; anecdotal information; any stories that illustrate success of the project; etc.)				
Yes				
Describe any issues you have encountered in reporting individual-level youth data.				
No				
Explain any problems encountered and how they were addressed. Provide an explanation of the proposed solution, and the timetable for completion. (Problems encountered may include community or program issues; difficulties with coordination and planning; need for program modification; other issues arising that impact the program.)				
Yes and No				
Awesome Kids - Submitted: 03/13/2017				Certify This Narrative
Grant #	Subgrantee (Lead County/Tribe)	Program Title	Program Type	
16-CB-12345	Lincoln	Awesome Kids	Prevention/Promot	▼
Reporting Period				

Once the county lead certifies the report, you will not be able to make any changes. You will still be able to see the narrative. The boxes will be blue, the font grayed out, and it will say the date it was certified in the darker blue bar.

**- Kids Rock - FSUP - Q3 FY 16/17 - Certified: 03/13/2017** 

Grant #	Subgrantee (Lead County/Tribe)	Program Title
	Lincoln	Kids Rock
Describe activities that have taken place during the reporting period which are specific only to the grant and matching funds. (The information provided should not be a listing of the day to day duties or job responsibilities. Provide a summary of the program activities and accomplishments that have taken place during the quarter; information about coordination with other agencies; training attended or provided; anecdotal information; any stories that illustrate success of the project; etc.)		
Yes <div style="border: 1px solid gray; height: 60px; width: 100%;"></div>		
Describe any issues you have encountered in reporting individual-level youth data.		
No <div style="border: 1px solid gray; height: 60px; width: 100%;"></div>		
Explain any problems encountered and how they were addressed. Provide an explanation of the proposed solution, and the timetable for completion. (Problems encountered may include community or program issues; difficulties with coordination and planning; need for program modification; other issues arising that impact the program.)		
Yes and No <div style="border: 1px solid gray; height: 60px; width: 100%;"></div>		

To return to the JCMS home page to enter youth data, click on the "Case Management" button at the top of the Grant Administration page.

**Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD**

**Grant Administration**

[Grant Narrative](#)

[File Upload](#) [Case Management](#)

