UNIVERSITY OF NEBRASKA AT OMAHA
JUVENILE JUSTICE INSTITUTE

JCMS User Guide

Alternative School Programs

6/15/2021

Alternative School Programs 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. 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.

About CJIS   Login

Welcome to...

NCJIS

*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.*

Contac

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.
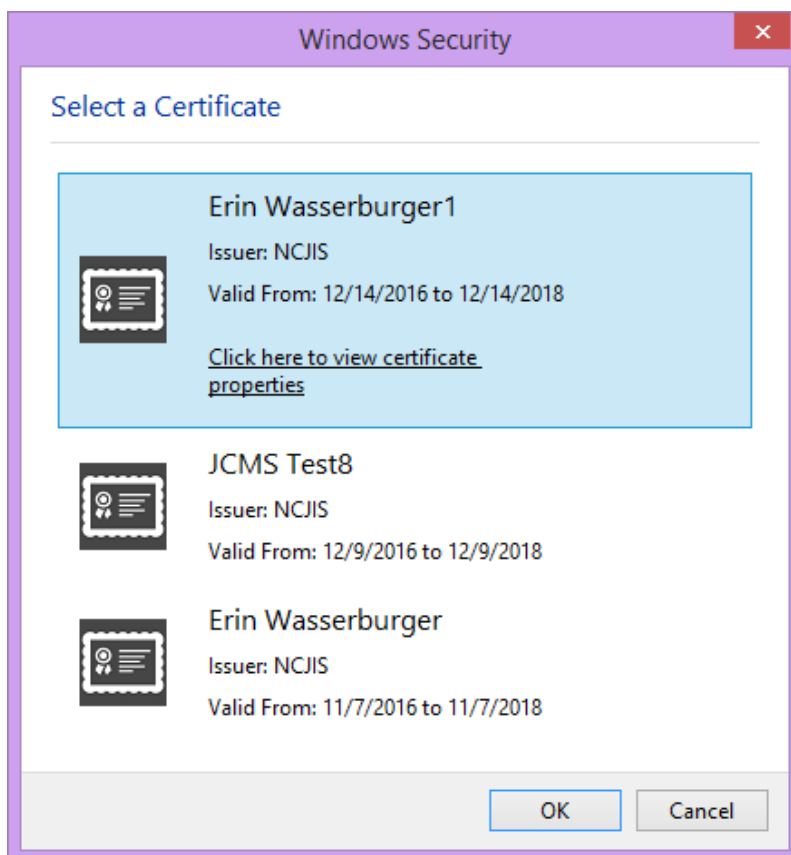
A new window will pop up to ask for a password to allow the certificate. This is the password that you created when you installed your new certificate (step 18 in the install process). Click allow when you have entered your password.
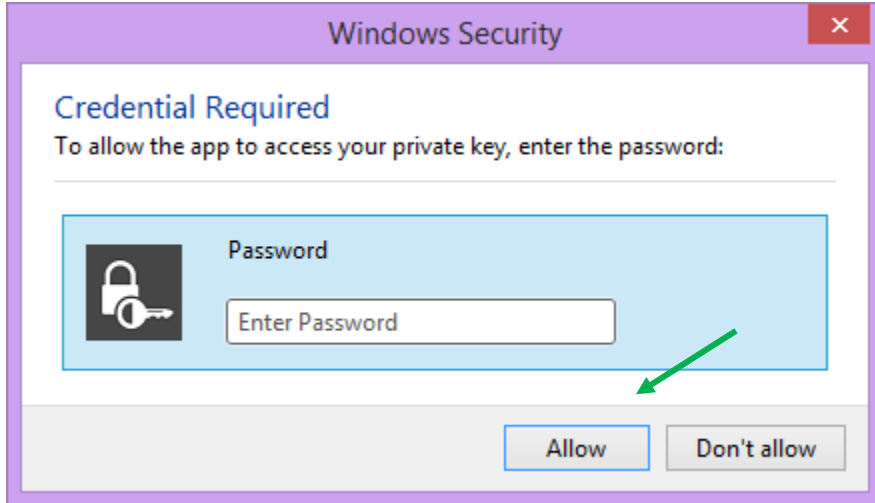
Enter your website password. This is not the import password you received with your certificate. It is the random number/letter/symbol password you received at the same time as your certificate. *Passwords must be changed every 90 days. If you have been using JCMS for more than 90 days your password may be different from the one you initially received*

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

Data entry in JCMS

To create a new file for your youth, please select "New Client."

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.

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.**

Alternative School

Intake

Address Line 1 | **Address Line 2** | **City** | **State** | **ZIP Code**

County Of Residence — Select County | **Primary Phone** | **Alternate Phone** | **E-Mail Address** | **Cell Phone**

School Enrollment * | **School Name *** | **Current Grade *** | **Eligible for Free/Reduced lunch**

Credits Required to Date (H.S. only) | **Credits Earned to Date (H.S. only)** | **Youth Employed**

Family Size | **Family Income** | **Interpreter needed?** | **If Yes, what language?**

Custody/Guardianship * | **File Number** | **Grant County *** | **Grant Number** | **Person Referring** | **Referral Source ***

Referral Date * — 01/01/2015 | **Age at Referral** — 13 | **Enrollment Date *** | **Primary Reason for Enrollment *** | **Secondary Reason for Enrollment**

Prior Law Violations | **History of Aggressive Behavior** | **High Risk Environment**

Notes on Prior Law Violation | **Notes on History of Aggressive Behavior** | **Notes on High Risk Environment**

IEP * | **Misses School *** | **Grades *** | **School Attachment *** | **Parental Involvement**

Narrative

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.

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.

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 *	Grades *	School Attachment *	
	⌄	⌄	⌄	⌄	
Credits Earned *	Discharge Narrative				
0					

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.

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. There is a "Save Narrative" button which will save your current narrative and open a new, blank narrative. You will still need to submit your narrative for your county lead to certify it. You don't have to click "Save Narrative" for your work to save – the system automatically saves as you type.

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

Certify This Narrative

Grant #

Subgrantee (Lead County/Tribe)

Program Title

Program Type
Treatment ▼

Reporting Period
Q4 FY 18/19 (Apr 1, 2019 - Jun 30, 2019)) ▼

Please indicate if youth were served this quarter. Provide additional details in first question
Yes, our program served youth and took new referrals ▼

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.)

test

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.)

Certify This Narrative

Grant #
158498

Subgrantee (Lead County/Tribe)
this one

Program Title
fun kids

Program Type
Interventionist ▼

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.

Grant #

Subgrantee (Lead County/Tribe)
Testing

Program Title
Warning box

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. You can also export your narrative to an excel file by clicking on the button "Export My Narratives".

Export My Narratives   File Upload   Case Management

Grant Administration

Grant Narrative