



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

JCMS User Guide

Crisis Respite Programs

7/9/2020

# Crisis Respite 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 to enter data, 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.

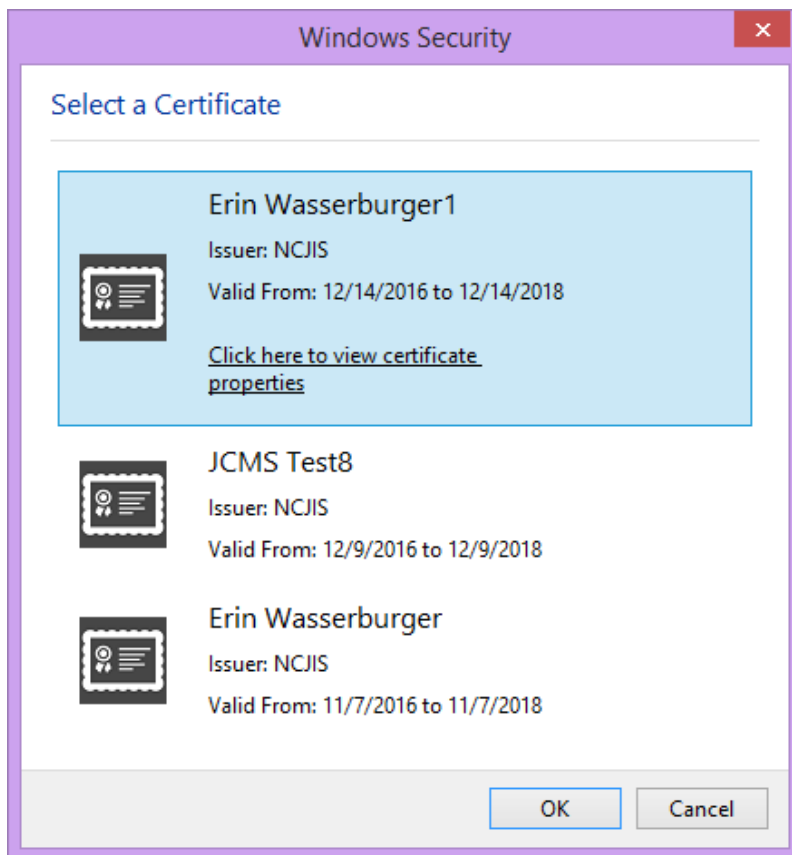


Welcome to...

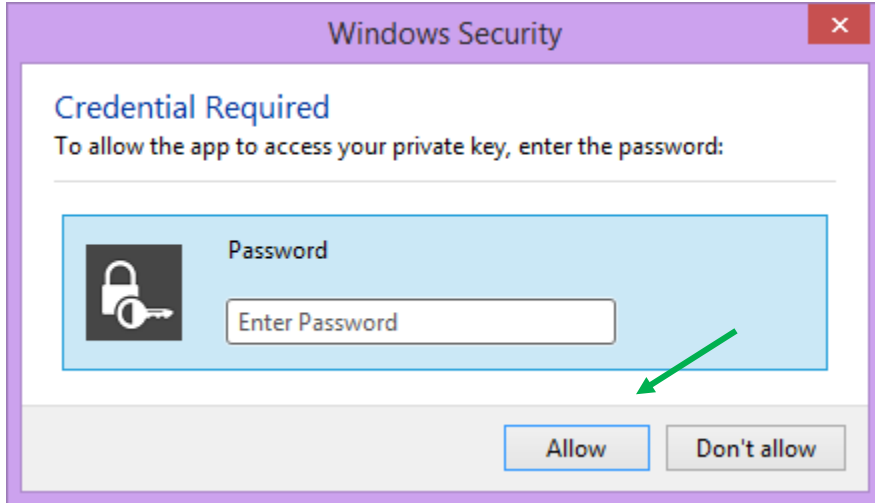


*The Nebraska Criminal Justice Information System is a cooperative project between state and local criminal justice agencies within the state of Nebraska. This project is hosted by the Nebraska Crime Commission.*

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:  
 Login



**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.

## 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 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 fields in this area marked with an asterisk (\*) are required to create the case in JCMS. 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. \*For Crisis Respite, the referral date will be the date of enrollment or date of intake\*

Client					
ClientID	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"/>	<input type="text"/>
Race/Ethnicity *	Self-Reported Race/Ethnicity	NE Student ID			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Agency *	Referral/Event Date *	Case Type *		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
COUNTY ATTORNEYS OFFICE SEWARD	<input type="text"/>	Select a case type			

After you have successfully saved your information, the screen for data entry will appear. You will see that the date that you entered in the "Referral/Event Date" field has populated in the "Enrollment Date/Date of Intake" field in the Crisis Respite section. While JJI recommends that all fields be completed, there are some fields that are required. If you click on, or tab over, a required field without entering data, the box will turn red and stay red until you enter valid data into that field. **All work is saved automatically.**

Crisis Respite

### Intake

Address Line 1  Address Line 2  City  State  ZIP Code

County Of Residence  Primary Phone  Alternate Phone  E-Mail Address  Cell Phone

School Enrollment \*  School Name \*  Current Grade \*  Youth Employed

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

Eligible for Free/Reduced lunch  Custody/Guardianship \*  File Number  Grant County \*  Grant Number

### Discharge

Discharge Date \*  Discharge Reason \*

### Crisis Respite

Enrollment Date/Date of Intake \*  Current Legal Involvement  History of Legal Involvement  Youth's Current Living Situation \*

Presenting Situation \*  Presenting Situation, if Other  Was There an Injury? \*  Weapon Involved? \*

Person Referring  Referral Source \*  Age at Referral

Youth Participated In:


None  Individual Counseling  Social Skills  Group Counseling  Academic Skills  Family Counseling  CBT

Job-Related Skills  Behavioral

To enter any referrals made to the youth and/or family members, click on the "Add Referral" button under the "Referrals" tab.

Job-Related Skills Behavioral


Referrals

Add Referral 

You can add additional referrals as needed by clicking on the "Add Referral" button.

Referrals

Referral Type \*  Referral Agency \*  Referral Outcome \*

Add Referral 

As the time with the youth comes to an end, please be sure to fill out the "Discharge" section (located under the Intake section). These are required fields as we need a discharge date to calculate recidivism.

Discharge	
Discharge Date	Discharge Reason
<input type="text"/>	<input type="text"/>

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.

The screenshot shows the top navigation bar of the Juvenile Case Management System (JCMS) for the County Attorneys Office Seward. The header includes the user ID 'JTEST8', the date and time '7/6/2017 3:27:40 PM', and navigation links for 'Home', 'Help', 'Logout', 'Criminal', 'Non-Criminal', and 'Tools'. Below the header is a purple banner with the text 'Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD'. Underneath the banner is a search bar with a 'Search' button and a 'Show All Open Cases' button. To the right of the search bar is a navigation menu with buttons for 'New Client', 'Reports', 'Administrative', 'Grant Admin', and 'Support'. A green arrow points to the 'Grant Admin' button. At the bottom right, there is a contact link: 'Contact us at [NCC.JCMSHelpDesk@nebraska.gov](mailto:NCC.JCMSHelpDesk@nebraska.gov)'.

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.

[Export My Narratives](#) [File Upload](#) [Case Management](#)

## Grant Administration

Grant Narrative


Grant #	Subgrantee (Lead County/Tribe)	Program Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Reporting Period	Agency	Program Type
<input type="text"/>	COUNTY ATTORNEYS OFFICE SEWARD	Select Program

Please indicate if youth were served this quarter. Provide additional details in first question

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](#) [Save 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



**COUNTY ATTORNEYS OFFICE SEWARD**  
Submitted: 02/25/2020 Certify This Narrative

Grant #	Subgrantee (Lead County/Tribe)	Program Title	Program Type
			Treatment ▼
Reporting Period		Please indicate if youth were served this quarter. Provide additional details in first question	
Q4 FY 18/19 (Apr 1, 2019 - Jun 30, 2019) ▼		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.)			

**COUNTY ATTORNEYS OFFICE SEWARD**  
Submitted: 04/30/2019 Certify This Narrative

Grant #	Subgrantee (Lead County/Tribe)	Program Title	Program Type
158498	this one	fun kids	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.

**JDCM Administrators - - Incentives - Q2 FY 18/19**  
Certified: 02/25/2020

Grant #	Subgrantee (Lead County/Tribe)	Program Title
	Testing	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".

**Grant Administration**

Grant Narrative

Export My Narratives

File Upload

Case Management

