



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

JCMS User Guide

Electronic Monitoring

Programs

7/9/2020

# Electronic Monitoring 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.

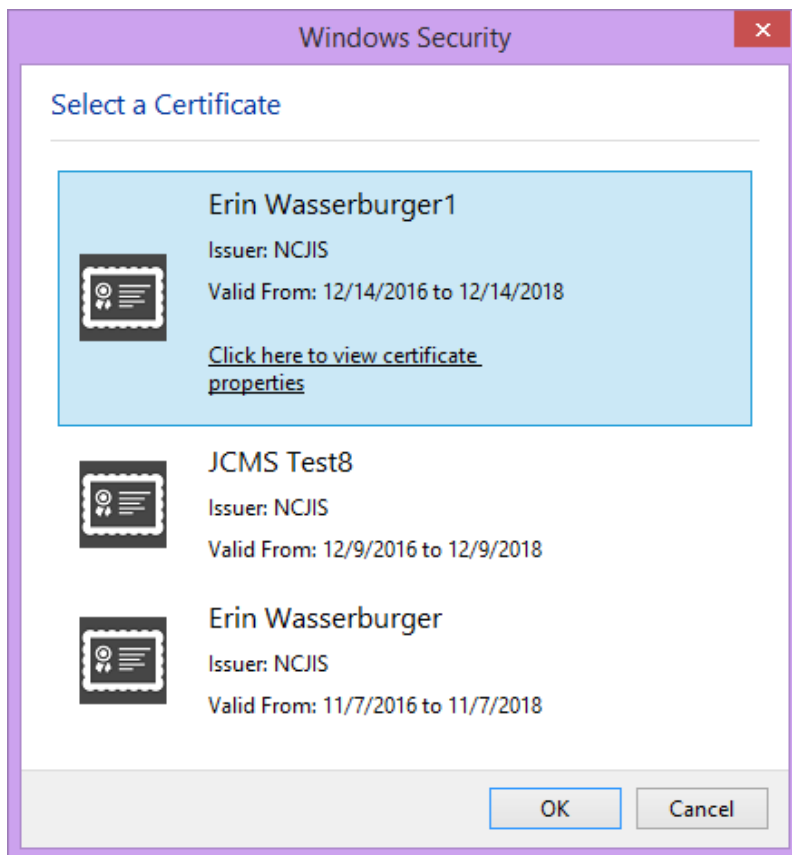


Welcome to...

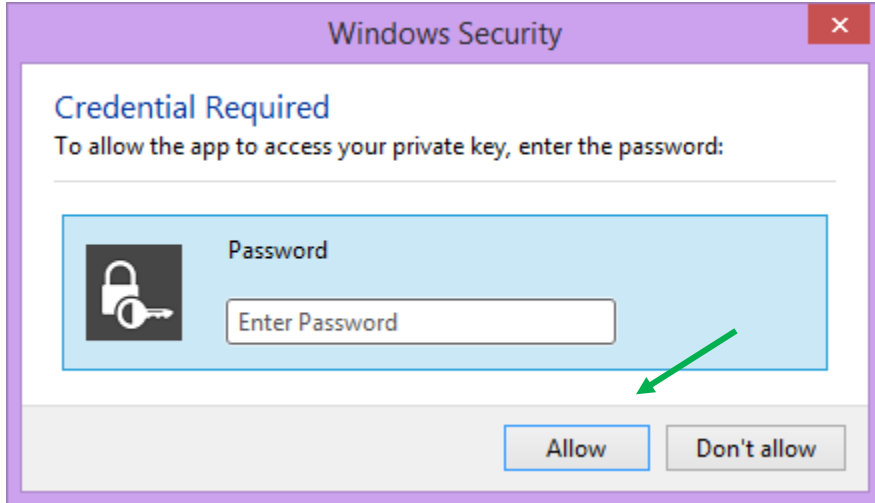


*The Nebraska Criminal Justice Information System is a cooperative project between state and local criminal justice agencies within the state of Nebraska. This project is hosted by the Nebraska Crime Commission.*

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\*



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### **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

A green arrow points from the right side of the page towards the password input field in the login box.

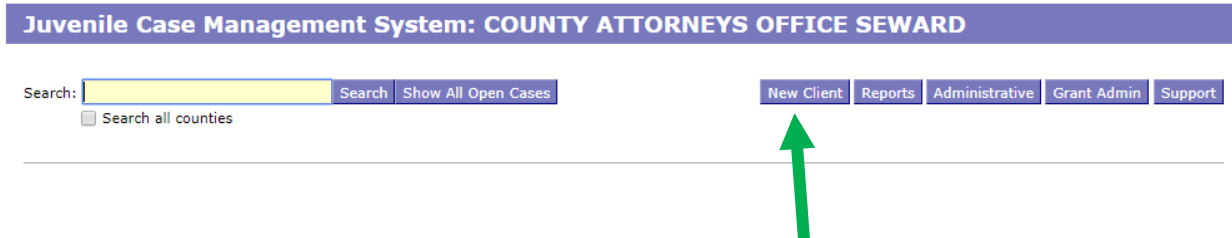
**CONTINUING THE LOGIN PROCESS CONSTITUTES ACCEPTANCE OF THE CONDITIONS OF THE POLICIES AND PROCEDURES STATED ABOVE.**

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

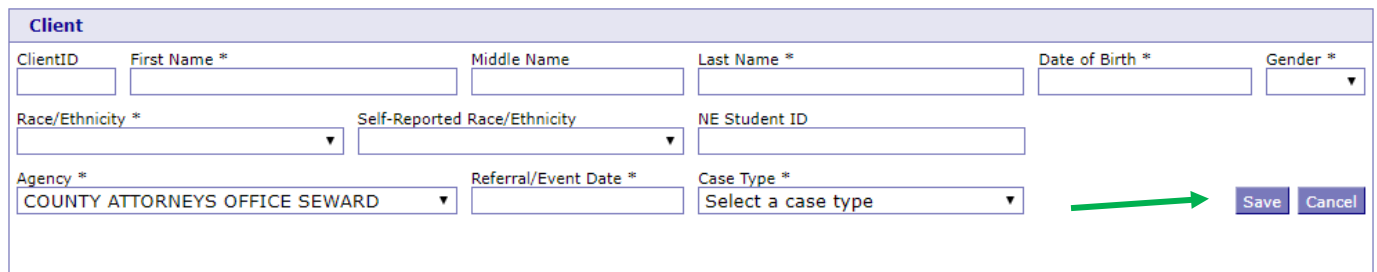
## Data entry in JCMS

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



The screenshot shows the top navigation bar of the Juvenile Case Management System. The header text reads "Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD". Below the header, there is a search bar with a "Search" button and a "Show All Open Cases" button. To the right of the search bar is a "Search all counties" checkbox. Further right is a navigation menu with buttons for "New Client", "Reports", "Administrative", "Grant Admin", and "Support". A green arrow points to the "New Client" button.

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. If your program does not have a formal referral process, the date of referral may be the same as the date of enrollment.



The screenshot shows the "Client" data entry form. The form has the following fields: ClientID, First Name \*, Middle Name, Last Name \*, Date of Birth \*, Gender \*, Race/Ethnicity \*, Self-Reported Race/Ethnicity, NE Student ID, Agency \*, Referral/Event Date \*, and Case Type \*. The Agency field is set to "COUNTY ATTORNEYS OFFICE SEWARD" and the Case Type field is set to "Select a case type". There are "Save" and "Cancel" buttons at the bottom right. A green arrow points to the "Save" button.

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. 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.** Please note that if a youth was referred but did not enroll in the program, the youth still needs to be entered in JCMS. There is a way to indicate this in the discharge section.

EM

### Intake

Address Line 1		Address Line 2		City	State	ZIP
County Of Residence Select County		Primary Phone	Alternate Phone	E-Mail Address	Cell Phone	
School Name *	Current Grade *	School Enrollment *	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			
Currently Placed Out Of Home *	Status at Intake *	Date Referred *	Age at Referral			
Prior Legal Violations						
Referral Source *	Person Referring	Date Enrolled/Intake *	Contact Person Case Worker			

Next is the electronic monitoring data. Please complete as many fields as possible. To add the dates for the monitor, please click the "Add Monitor" button under the "Monitors" tab.

### Electronic Monitoring

Parent Participation while enrolled

Parent Contact Efforts

Monitor/Activity
Contacts
Scores
UA Screens
Incentives
Court
Objectives
Charges

**Add Monitor** ←

You can add as many additional monitor occurrences as needed by clicking on the "Add Monitor" button.

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | Court | Objectives | Charges

Begin Date \*    End Date \*    Monitor/Activity \*    Delete Monitor

Notes

Add Monitor

To add contacts with the youth during the program, click on the "Add Contact" under the "Contact" tab.

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | Court | Objectives | Charges

Add Contact

You can add as many additional contacts as needed by clicking on the "Add Contact" button.

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | Court | Objectives | Charges

Begin Date \*    End Date \*    Type of Contact \*    Contact with \*

Hours of Contact \*    # of Occurrences \*    Delete Contact

Notes

Add Contact

To add scores from any assessments that were administered to the youth and are relevant to the program, click on the "Add Scores" button under the "Scores" tab.

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | Court | Objectives | Charges

Add Score

Please complete as many fields as possible. You may add as many additional scores as needed by clicking on the "Add Score" button.

The screenshot shows a software interface with a navigation bar at the top containing tabs: Monitor/Activity, Contacts, Scores, UA Screens, Incentives, Court, Objectives, and Charges. The 'Scores' tab is currently selected. Below the navigation bar, there are four input fields: 'Test Completed \*' (a dropdown menu), 'Test Name \*' (a dropdown menu), 'Date \*' (a text box with 'Date' as a placeholder), and 'Score \*' (a text box with 'Score' as a placeholder). Below these fields are two buttons: 'Delete Score' and 'Add Score'. A green arrow points to the 'Add Score' button.

To record any/all results from urinalysis (UA) screens as a part of the youth's electronic monitor, click on the "Add UA" button under the "UA Screens" tab.

The screenshot shows the same software interface as above, but with the 'UA Screens' tab selected in the navigation bar. Below the navigation bar, there is a single button labeled 'Add UA Screen'. A green arrow points to this button.

Please complete as many fields as possible. You may add as many additional UAs as needed by clicking on the "Add UA" button.

The screenshot shows the software interface with the 'UA Screens' tab selected. Below the navigation bar, there are four input fields: 'UA Completed \*' (a dropdown menu), 'Date of UA Screen \*' (a text box), 'UA Screen Result \*' (a dropdown menu), and 'UA results related to discharge \*' (a dropdown menu). Below these fields are two buttons: 'Delete UA Screen' and 'Add UA Screen'. A green arrow points to the 'Add UA Screen' button.

To add any incentives the youth earned while on the electronic monitor, click on the "Add Incentive" button under the "Incentives" tab.

The screenshot shows the software interface with the 'Incentives' tab selected in the navigation bar. Below the navigation bar, there is a single button labeled 'Add Incentive'. A green arrow points to this button.

Please complete as many fields as possible. You may add as many additional incentives as needed by clicking on the "Add Incentive" button.



Monitor/Activity | Contacts | Scores | UA Screens | **Incentives** | Court | Objectives | Charges

Incentive Provided  Date \*  Type of Incentive \*  Estimated Amount

Narrative

←

To add any court dates the youth attended while on the electronic monitor, click on the "Add Court Data" button under the "Court" tab.

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | **Court** | Objectives | Charges

←

Please complete as many fields as possible. You may add as many additional court dates as needed by clicking on the "Add Court Data" button.

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | **Court** | Objectives | Charges

Date  Hearing Type  Youth Appeared  Outcome

Notes

←

To add the objectives for the youth while on the electronic monitor, click on the "Add Objectives" button under the "Objectives" tab.

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | Court | **Objectives** | Charges

←

Please complete as many fields as possible. You may add as many additional objectives as needed by clicking on the "Add Objectives" button.

To add the charges the youth has for this placement on electronic monitor, click on the "Add Charge" button under the "Charges" tab.

Please complete as many fields as possible (understanding that not all youth are arrested or detained, these may be blank). You may add as many additional charges as needed by clicking on the "Add Charge" button.

When the youth has been discharged from the program, please remember to return to the "Discharge" section and complete as many fields as possible. If a youth was referred but did not enroll in the program, make sure to indicate this here in the appropriate fields.

Discharge		
Discharge Date *	Discharge Reason *	Detained by at Discharge *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Program Progress *	Discharge Placement *	
<input type="text"/>	<input type="text"/>	
Discharge Placement Notes		

## 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.

JTEST8  
7/6/2017 3:27:40 PM

[Home](#) [Help](#) [Logout](#)  
[Criminal](#) [Non-Criminal](#) [Tools](#)

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

Search: 
[Search](#)
[Show All Open Cases](#)

[New Client](#) [Reports](#) [Administrative](#) [Grant Admin](#) [Support](#)

Search all counties

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.

## 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 ▼	
<p>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.)</p> <p>test</p>			
<p>Describe any issues you have encountered in reporting individual-level youth data.</p>			
<p>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.)</p>			

**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

