



UNIVERSITY OF NEBRASKA AT OMAHA
JUVENILE JUSTICE INSTITUTE

JCMS User Guide

Family Support Programs

6/30/2021

Family Support 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. 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.

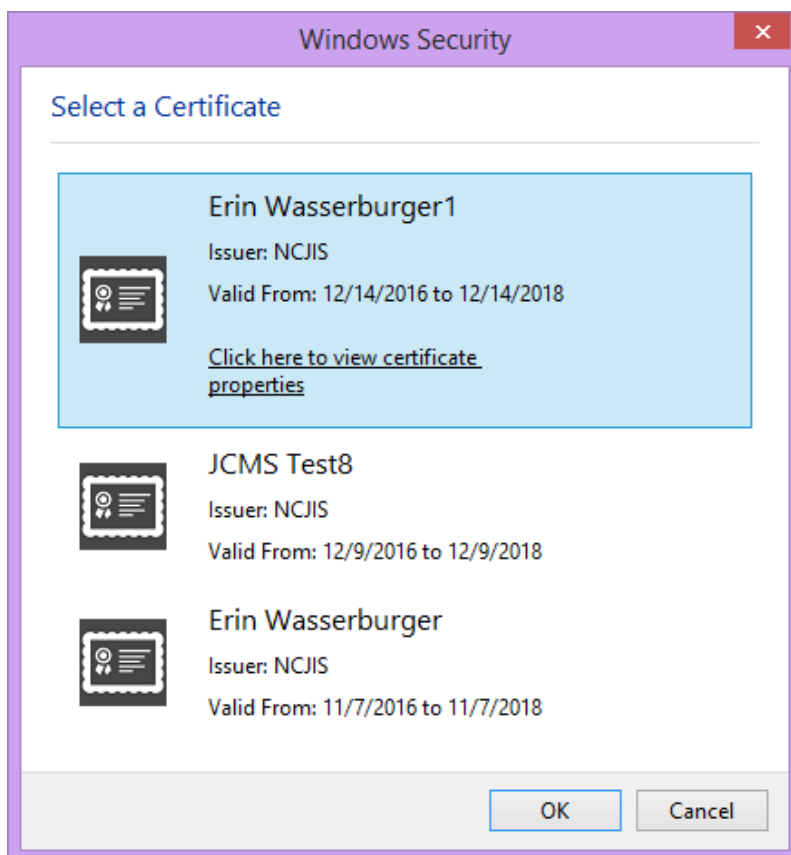


Welcome to...

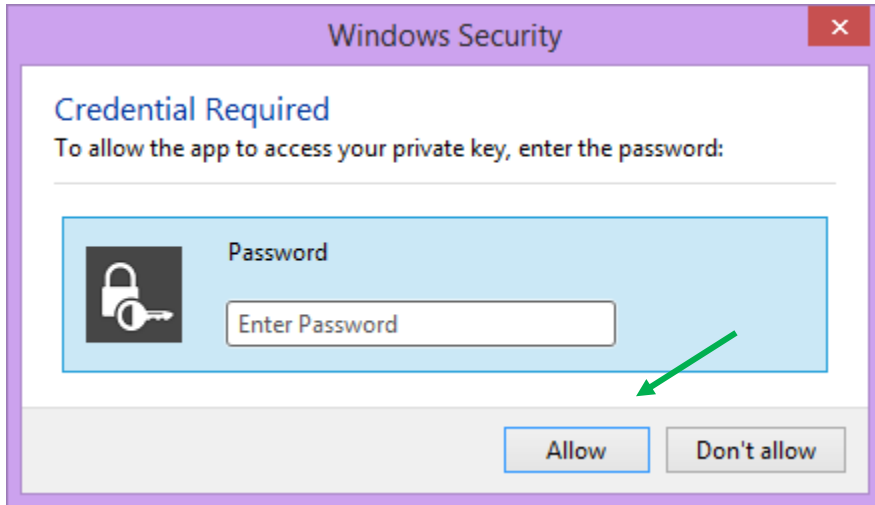


The Nebraska Criminal Justice Information System is a cooperative project between state and local criminal justice agencies within the state of Nebraska. This project is hosted by the Nebraska Crime Commission.

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:

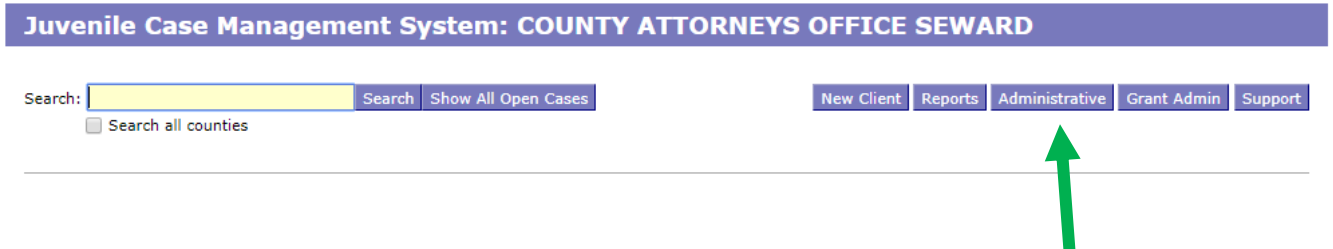
 

CONTINUING THE LOGIN PROCESS CONSTITUTES ACCEPTANCE OF THE CONDITIONS OF THE POLICIES AND PROCEDURES STATED ABOVE.

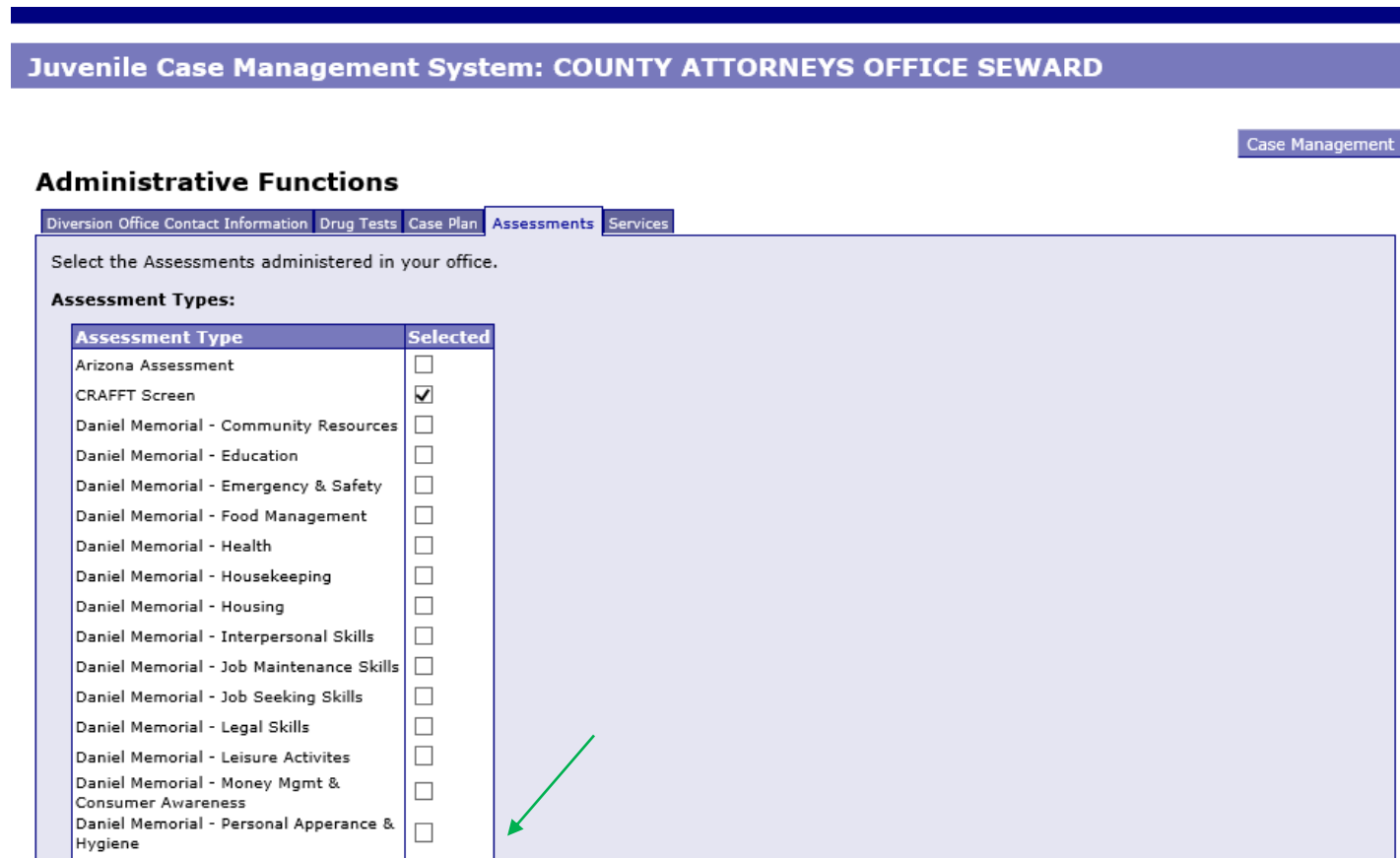
Click on JCMS in the middle column of the NCJIS home page.

Data entry in JCMS

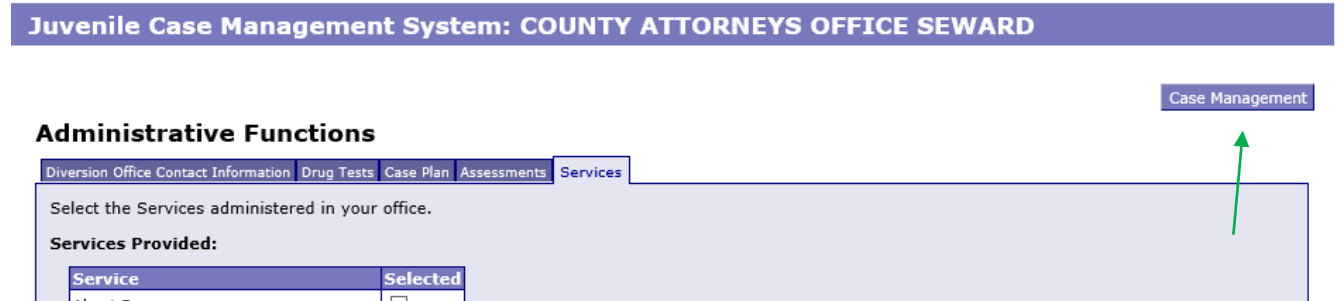
The first time you log in to enter data for Assessments, please start by selecting "Administrative". You can also go back to this step whenever you need to add/remove an assessment or service type offered by your program.



When selected, an "Assessments" tab will be available. Please be aware that the green arrows show that these lists are continuous down the page and most are not pictured in this image. Some assessment and service types are selected automatically at default; please unselect/select only any/all types and services you administer.



Once all types/services have been selected, continue on by selecting the "Case Management" button.



From there it will return to the client search page (search, see all open cases, or add a new client).

In order 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 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.

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. When filling out "Referral Date" and "Enrollment Date," please keep in mind these two dates **can** be the same. **All work is saved automatically.**

Family Support				
Intake				
Address Line 1	Address Line 2	City	State	ZIP Code
County Of Residence	Primary Phone	Alternate Phone	Cell Phone	
E-Mail Address	Youth Employed	Family Size	Family Income	
Interpreter needed?	If Yes, what language?	School Enrollment *	School Name *	
Current Grade *	Eligible for Free/Reduced lunch	Custody/Guardianship *	File Number	
Grant County *	Grant Number	Person Referring	Referral Source *	
Referral Date *	Age at Referral	Enrollment Date *	Primary Reason for Enrollment *	
Presenting Issue	Prior Law Violations	History of Aggressive Behavior		
Notes on Prior Law Violation	Notes on History of Aggressive Behavior	Notes on Cultural Component		
High Risk Environment	Family Function (at intake) *	Family Communication (at intake) *		
Notes on High Risk Environment	Family Function & Communication Notes			

To bring up the fields for recording contact with the youth and/or family members, click on the "Add Contact" button under the "Contact" tab under the "Program" section.

Contacts	Classes	Scores	Referrals
Add Contact			



With the "Begin Date" and "End Date" fields you can record a singular occurrence by putting the same date in both fields, or

you can record a number of the same type of occurrences over a period of time. Make sure to record the number of occurrences and total the hours spent working with the youth/family in the time frame you are reporting on. If the type of contact changes, please create a new contact section.

Contacts Classes Scores Referrals

Begin Date * End Date * Type of Contact * Reason for Contact *

Attendees:

None Youth One Parent Both Parents Other Guardian Other Family Members Other Support Persons

Primary Type of Activity * Secondary Type of Activity Duration in Hours * # of Occurrences *

Delete Contact

Notes

Add Contact

You can add as many additional contacts as need by clicking the "Add Contact" button at the bottom of the Contact fields.

To enter any classes that the youth and/or family members attended during the program, click on the "Add Class" button under the "Classes" tab.

Contacts Classes Scores Referrals

Add Class

Please fill out all fields possible. You can add additional classes as needed by clicking on the "Add Contact" button.

Contacts Classes Scores Referrals

Start Date * End Date * Class Name * Class Objective * Hours Completed * Hours Required *

Delete Class

Add Class

To add any assessments that were administered to the youth during the program, click the "Add Scores" button under the "Scores" tab.


Contacts Classes Scores Referrals

Add Score 

Please fill out all fields possible. You can add additional scores as needed by clicking on the "Add Scores" button.


Contacts Classes Scores Referrals

Test Completed * Test Name * Date * Score *

Add Score 

To include any referrals made for the youth and/or family to outside agencies to help meet their needs, please click on the "Add Referral" button.


Contacts Classes Scores Referrals

Add Referral 

Please fill out all fields possible. You can add additional referrals as needed by clicking on the "Add Referral" button.

Contacts Classes Scores Referrals

Referral Type * Referral Agency * Referral Outcome *

Add Referral 

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 Family Function (at discharge) * Family Communication (at discharge) *

Family Function & Communication Notes

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 JCMS application. The user is logged in as 'JTEST8' on '7/6/2017 3:27:40 PM'. The navigation menu includes 'Home', 'Help', 'Logout', 'Criminal', 'Non-Criminal', and 'Tools'. Below this is a header for 'Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD'. A search bar is present with a 'Search' button and a 'Show All Open Cases' button. A checkbox labeled 'Search all counties' is also visible. On the right side, there is a 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'.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	Treatment ▼

Reporting Period: 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.)

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
<input type="text"/>	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

