



UNIVERSITY OF NEBRASKA AT OMAHA
JUVENILE JUSTICE INSTITUTE

JCMS User Guide

Incentive Programs

3/30/2017

Incentive Programs User Guide

Non-JCMS programs

Quarterly – Use JJI spreadsheets to report individual-level data. You should continue entering youth information on the same spreadsheet until JCMS is built for your program type. The information on these spreadsheets will be uploaded to JCMS.

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.

Quarterly – Upload spreadsheet with individual level data into JCMS.

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

Incentives

At this time, the screens for Incentive programs are not available in JCMS. To complete quarterly reporting, please go to the UNO JJI website at <https://www.unomaha.edu/college-of-public-affairs-and-community-service/juvenile-justice-institute/evidence-based-nebraska/index.php> and go to the section for Incentive Programs. You will be able to download a spreadsheet for entering individual level youth data at the bottom of the page.

Incentive Programs

UNO / Juvenile Justice Institute / Evidence-Based Nebraska / Incentive Programs

Announcements

JJI Releases White Paper on
Collective Impact

Nebraska's Justice Assistance
Grant (JAG) Strategic Plan 2016-
2018

Nebraska's Strategic Plan for
Victims & Survivors of Crime 2015-
2020

JJI Releases Juvenile Reentry
Project - Follow-up Report

[View more](#)

Contact Us

941 O Street, Suite 706
Lincoln, NE 68508
402.476.0113
unojji@unomaha.edu

Overview

We are currently working to categorize program types and identify outcome variables associated with each type. If programs are expected to enter data into a common system, it is imperative that everyone is using the same outcome variable definitions and we are capturing information that will be useful for everyone. To that end, we are gathering together programs by program type to discuss potential outcome variables for inclusion in the JCMS. As we conduct these meetings, we will house recordings of them on this site for reference.

Please note that the recordings below are available to provide background information only; the content does NOT represent final decisions regarding the JCMS or other aspects of the Evidence-based Nebraska project. We will add information for each program type as it becomes available.

Recordings

[April 5 Conference Call](#)

Excel Spreadsheet

[General Programs](#)

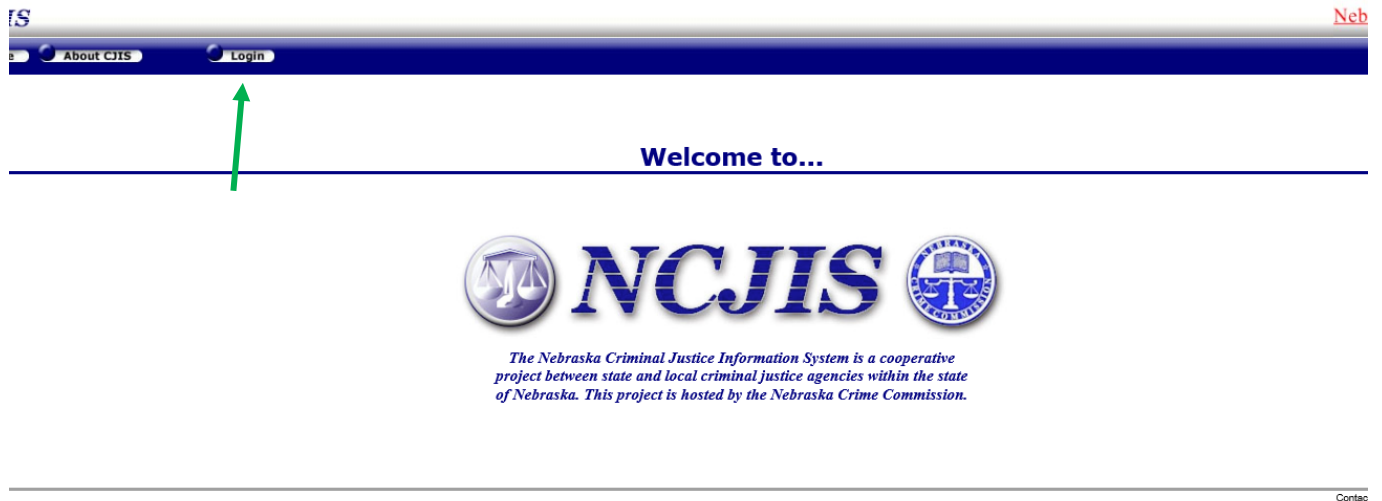
[Recording](#)

[illegible]

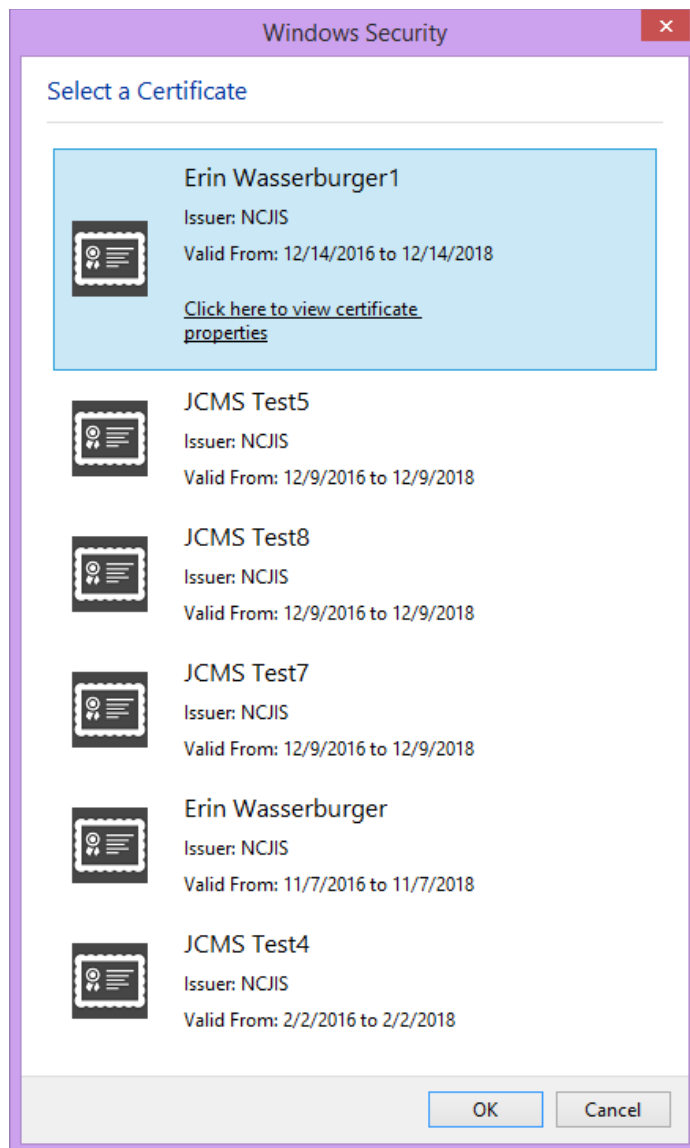
Once you have the data entered in the spreadsheet, log on to NCJIS to complete the narrative and upload the data spreadsheet.

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.

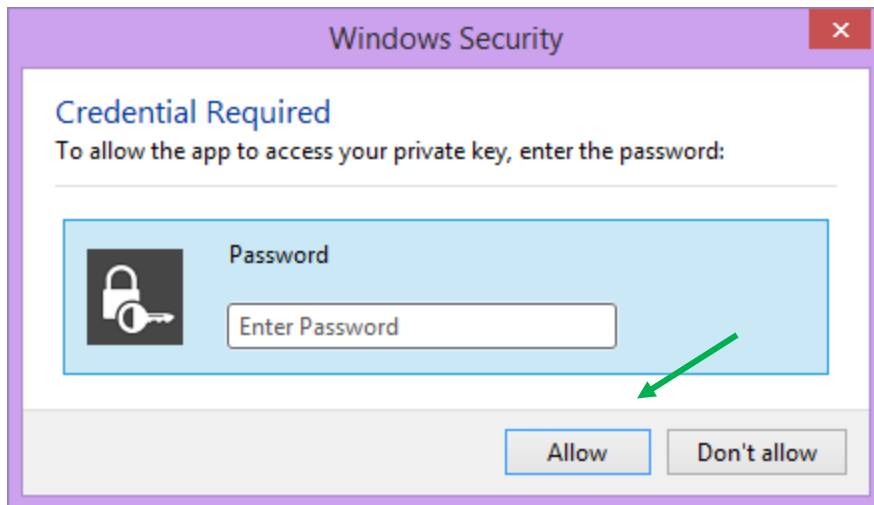
Click the “Login” button.



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 JCMS 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 Court Calendars Bureau of Prisons National SOR 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 Documents Jail Documents News Group Discussion NSA Discussion POAN Discussion PCAN Discussion NCAMA Discussion Job Listings Training NLETC Online Forms My User Profile Directory Search NDEX Certification

On the JCMS homepage, click on the “Grant Administration” button. This will open up the three-question narrative screen.

[Home](#)
[Help](#)
[Logout](#)

[Criminal](#)
[Non-Criminal](#)
[Tools](#)

Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD

Search:
[Search](#)
[Show All Open Cases](#)
[New Diversion](#)
[New Client](#)
[Reports](#)
[Administrative](#)
[Grant Administration](#)
[Support](#)

☐ Search all counties

Contact us at NCC.JCM.HelpDesk@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. You will not have to click save when making changes.

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
<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>Yes</p>		
<p>Describe any issues you have encountered in reporting individual-level youth data.</p> <p>No</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> <p>Yes and No</p>		

Once you have completed your narrative, click the “File Upload” button at the top of the Grant Administration page.

Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD	
<p>Grant Administration</p> <p>Grant Narrative</p>	<p>File Upload Case Management</p>

This will take you the JCMS File Upload page. Select your program type from the drop-down menu, then browse your computer for your saved spreadsheet. Click on the “Upload” button.

JCMS FILE UPLOAD

Instructions

- 1) Make sure your Agency is correct. If not, contact the administrator at NCC.NCJISHelpdesk@nebraska.gov.
- 2) Click on the Browse button to select the File you want to Upload.
- 3) Click on the Upload Button to upload the File.

Agency: COUNTY ATTORNEYS OFFICE SEWARD (NB080013A)

Program Type:

Quarter: 2 **Fiscal Year:** 2016-2017

Select file to upload:

Comments:

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