



UNIVERSITY OF NEBRASKA AT OMAHA
JUVENILE JUSTICE INSTITUTE

JCMS User Guide
Restorative Justice -
Mediation Programs

7/9/2020

Mediation 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.

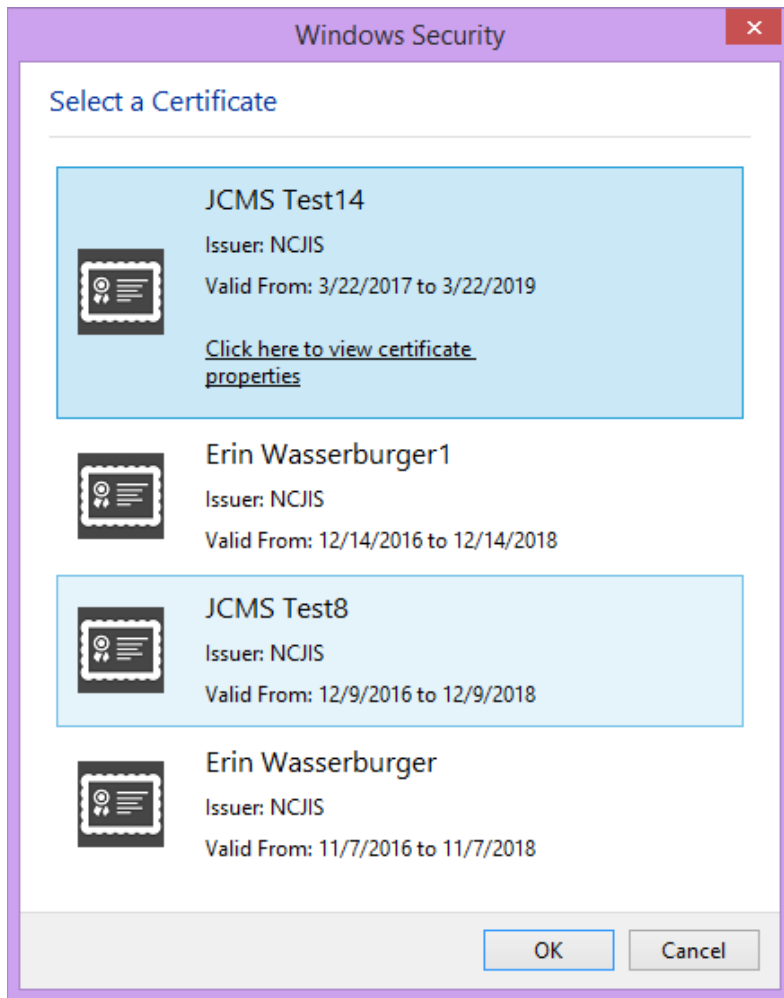


Welcome to...

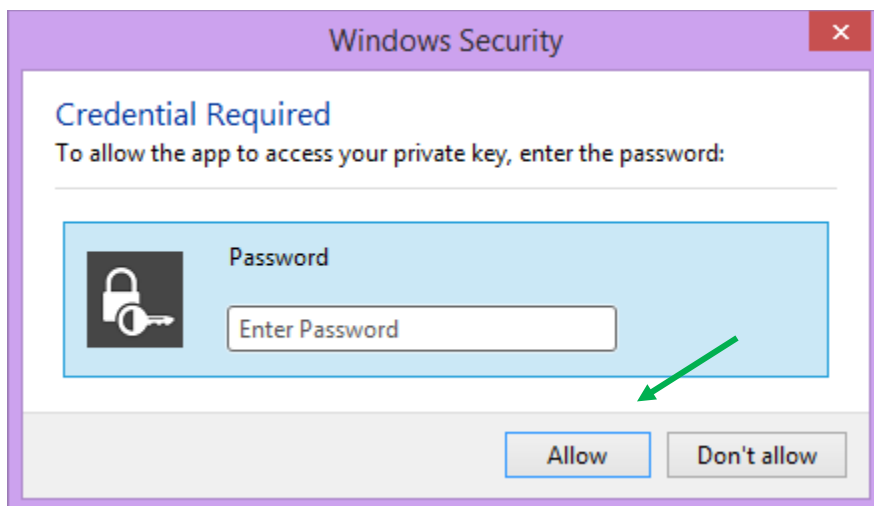


The Nebraska Criminal Justice Information System is a cooperative project between state and local criminal justice agencies within the state of Nebraska. This project is hosted by the Nebraska Crime Commission.

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.

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


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 Show All Open Cases New Client Reports Administrative Grant Admin Support

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 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

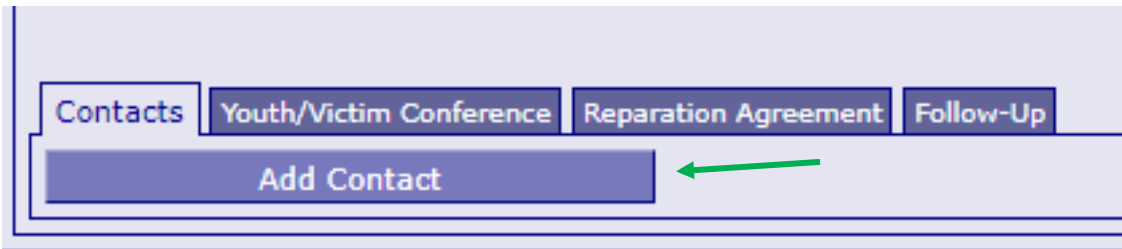
screens for this program type. If your program does not have a formal referral process, the date of referral may be the same as the date of enrollment.

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 *		
COUNTY ATTORNEYS OFFICE SEWARD	<input type="text"/>		Select a case type		
					
					<input type="button" value="Save"/> <input type="button" value="Cancel"/>

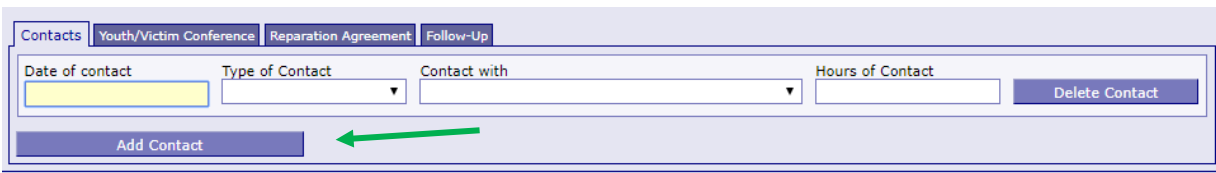
After you have successfully saved your information, the screen for data entry will appear. Here we want to fill out as many of the fields as possible. If there are notes you wish to keep about a specific case, please write them in the "Narrative" section. Please note that the referral date entered when the client was created will populate into the "Referral Date" field in the intake section. **All work is saved automatically.**

Mediation					
Intake					
Address Line 1	Address Line 2	City	State	ZIP	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
County Of Residence	Primary Phone	Alternate Phone	Cell Phone	E-Mail Address	
Select County	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
School Enrollment *	School Name *		Current Grade *		
<input type="text"/>	<input type="text"/>		<input type="text"/>		
Youth Employed	Family Size	Family Income (\$)	Interpreter needed?	If Yes, what language?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Eligible for Free/Reduced lunch	Custody/Guardianship *	File Number	Grant County *	Grant Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Person Referring	Referral Source *	Referral Date *	Age at Referral	Enrollment Date *	
<input type="text"/>	<input type="text"/>	01/01/2019	13	<input type="text"/>	
Reason for Enrollment *	Reason for Enrollment, if Other	Victim *	Juvenile Case Status		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Prior Law Violations	History of Aggressive Behavior		High Risk Environment		
<input type="text"/>	<input type="text"/>		<input type="text"/>		
Prior Law Violations Notes	History of Aggressive Behavior Notes		High Risk Environment Notes		
<input type="text"/>	<input type="text"/>		<input type="text"/>		
Narrative					
<input type="text"/>					

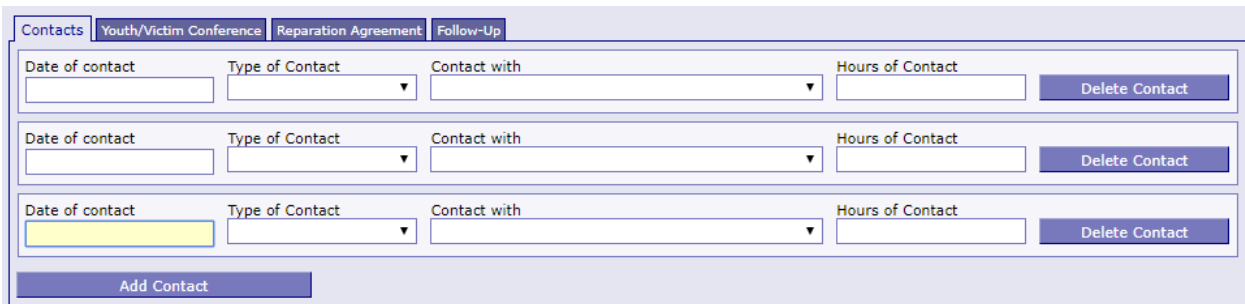
To add contacts/attempted contacts, click on the button "Add Contacts" under the Contacts tab. This will open the contact specific fields to complete.



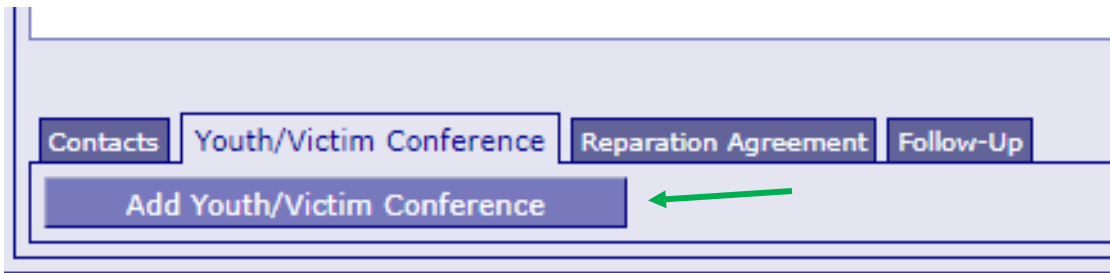
Record the date of contact/attempted contact, the type of contact, and who the contact was with. Please also provide the number of hours of the contact - you may use decimal points to indicate partial hours.



To record a new, separate contact, click the "Add Contact" 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.



To add information about the youth/victim conference, click on the button "Add Youth/Victim Conference" under the Youth/Victim Conference tab. This will open the conference specific fields to complete.



Enter the date the conference was held, the type of conference, and mark all those who attended. Please note that if no conference was held, there is a "N/A" option under conference type - please indicate no conference by using this option.

Contacts Youth/Victim Conference Reparation Agreement Follow-Up

Conference Date * 09/30/2019 Type of Conference * Informal Meeting Delete Youth/Victim Conference

Attendees:

None Parent(s) of youth Parent(s) of minor victim Community members Other No additional attendees

Narrative

Add Youth/Victim Conference

If needed, you can add additional conferences to the youth profile by clicking the "Add Youth/Victim Conference" button at the bottom of the tab. You can add as many new conferences as needed.

Contacts | Youth/Victim Conference | **Reparation Agreement** | Follow-Up

Conference Date * 09/30/2019 Type of Conference * Informal Meeting Delete Youth/Victim Conference

Attendees:

None Parent(s) of youth Parent(s) of minor victim Community members Other No additional attendees

Narrative

Conference Date * Type of Conference * Delete Youth/Victim Conference

Attendees:

None Parent(s) of youth Parent(s) of minor victim Community members Other No additional attendees

Narrative

Add Youth/Victim Conference

To add information about the reparation agreement, click on the button "Add Reparation Agreement" under the Reparation Agreement tab. This will open the agreement specific fields to complete.

Contacts | Youth/Victim Conference | **Reparation Agreement** | Follow-Up

Add Reparation Agreement ←

Enter the date the agreement was signed, the timeframe given for completion of the goal (in days) and select the goal from the drop-down menu. If the goal is financial restitution, please enter that amount in the financial restitution field; if the goal is service measurable in hours, please indicate how many hours are required. Please mark if the goal was met before the case was closed in the final field.

Contacts | Youth/Victim Conference | **Reparation Agreement** | Follow-Up

Date agreement signed Timeframe for completion Goals

Narrative

Financial Restitution to be paid Total hours of service Goal completed prior to case closure?

←

You are only able to select one goal per entry, but can add multiple entries to capture additional goals as needed by clicking on the "Reparation Agreement" button at the bottom of the tab.

Contacts | Youth/Victim Conference | **Reparation Agreement** | Follow-Up

Date agreement signed Timeframe for completion Goals

Narrative

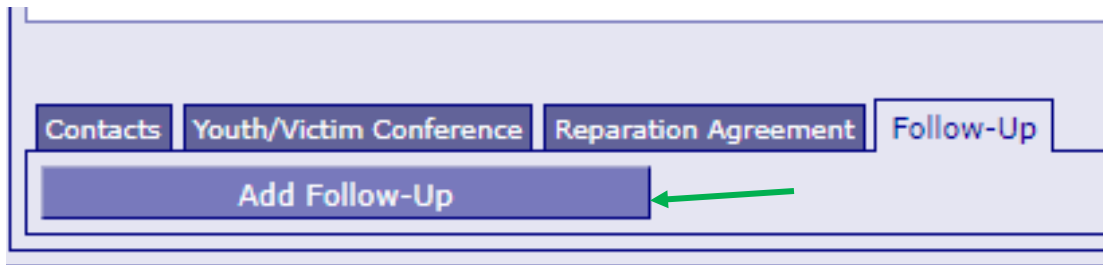
Financial Restitution to be paid Total hours of service Goal completed prior to case closure?

Date agreement signed Timeframe for completion Goals

Narrative

Financial Restitution to be paid Total hours of service Goal completed prior to case closure?

To add information about follow-up, click on the button "Add Follow-Up" under the Follow-Up tab. This will open the follow-up specific fields to complete.



Indicate if follow-up was completed or not, and then the date of the follow-up if you were able to complete the survey. Indicate who the follow-up was with and answer the first two questions based on the answers to the follow-up survey. For the last three answers, only answer the one that matches who the follow-up was with - if follow-up was with the youth only, answer that question, and leave the others blank.

If needed, you can add additional follow-ups to the youth profile by clicking the "Add Follow-Up" button at the bottom of the tab. You can add as many new follow-up sections as needed.

Contacts	Youth/Victim Conference	Reparation Agreement	Follow-Up
Follow-up Completed *	Date of follow-up *	Who is follow-up with *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Overall, how satisfied are you with the conference? *	<input type="text"/>		
	<input type="button" value="Delete Follow-Up"/>		
How satisfied are you with the reparation agreement made during the meeting? *	<input type="text"/>		
Youth only - It was helpful for me to meet with the person who was affected by my behavior *	<input type="text"/>		
Victim only - It was helpful to talk directly with the person who was responsible for the harm *	<input type="text"/>		
Youth with surrogate only- It was helpful for me to meet with a person representing those harmed *	<input type="text"/>		
Narrative	<input type="text"/>		
Follow-up Completed *	Date of follow-up *	Who is follow-up with *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Overall, how satisfied are you with the conference? *	<input type="text"/>		
	<input type="button" value="Delete Follow-Up"/>		
How satisfied are you with the reparation agreement made during the meeting? *	<input type="text"/>		
Youth only - It was helpful for me to meet with the person who was affected by my behavior *	<input type="text"/>		
Victim only - It was helpful to talk directly with the person who was responsible for the harm *	<input type="text"/>		
Youth with surrogate only- It was helpful for me to meet with a person representing those harmed *	<input type="text"/>		
Narrative	<input type="text"/>		

When the youth has completed the program, please be sure to fill out the "Discharge" section. You may add any additional comments that you feel may be necessary about the discharge of the youth in the "Narrative" box.

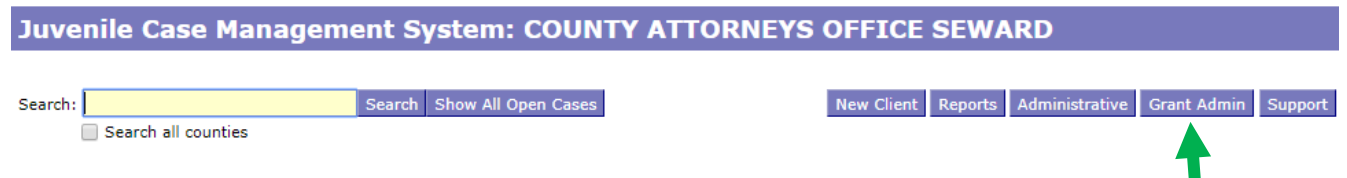
Discharge			
Date of Discharge *	Reparation Agreement Reached *	Outcome if Agreement was Reached	Reason Agreement was Not Reached
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Narrative	<input type="text"/>		

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.



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
<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

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
<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

