UNIVERSITY OF NEBRASKA AT OMAHA
JUVENILE JUSTICE INSTITUTE

JCMS User Guide

Mentoring Youth-initiated Programs

6/10/2021

Youth-Initiated Mentoring 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.

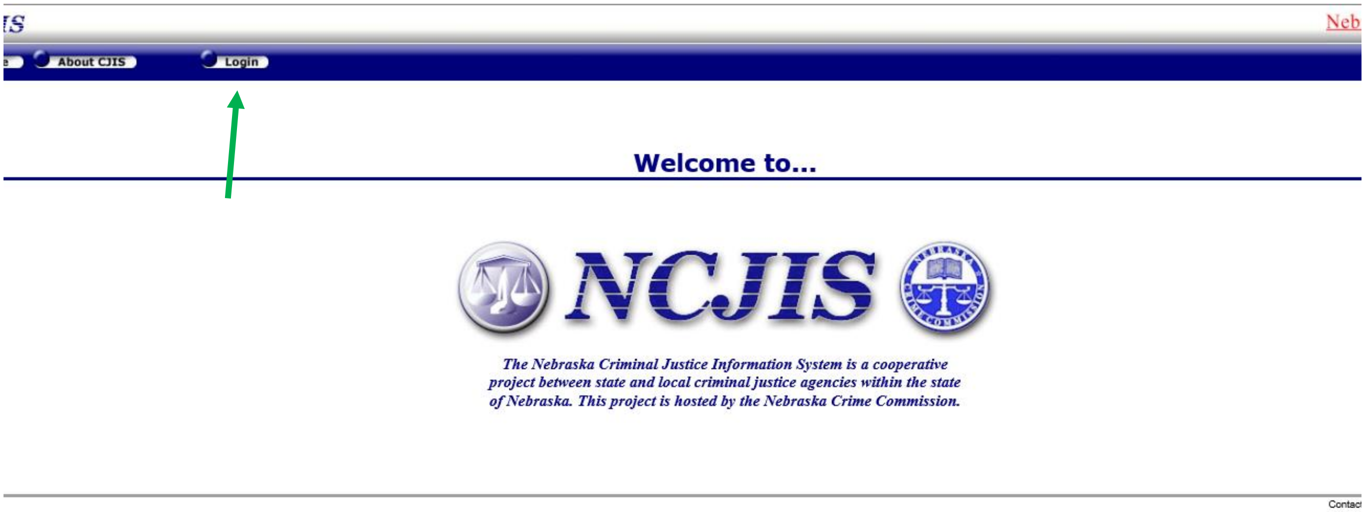
Annually – Complete program-level annual report (available at the end of each fiscal year)

Welcome to JCMS!

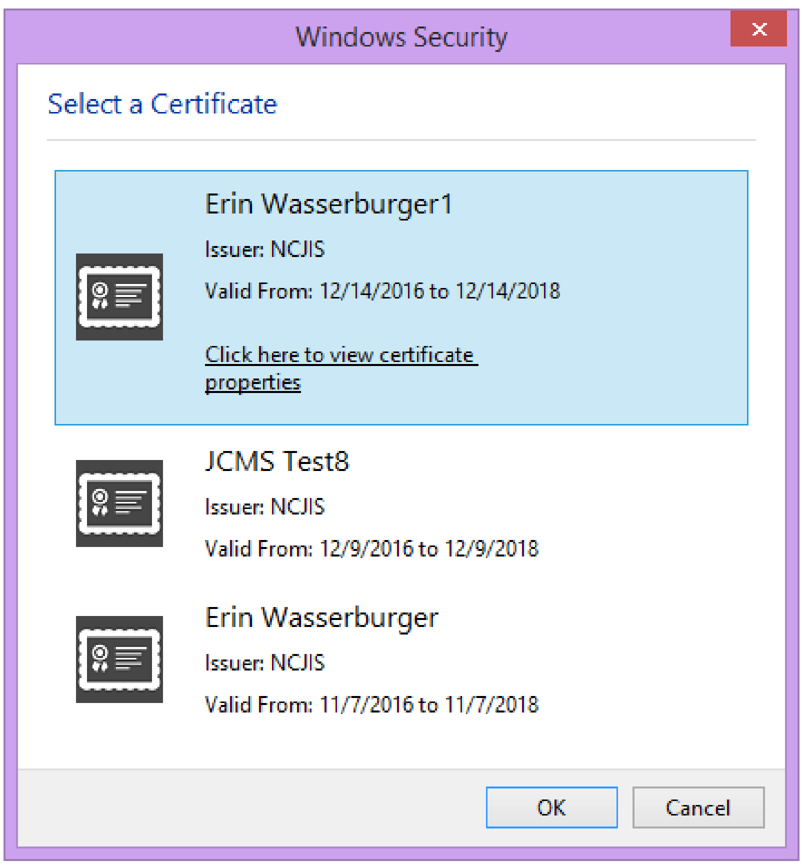
If, at any point, a definition is needed for data entry, please refer to JJI's webinar or the JCMS Codebook Program Definitions.

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.

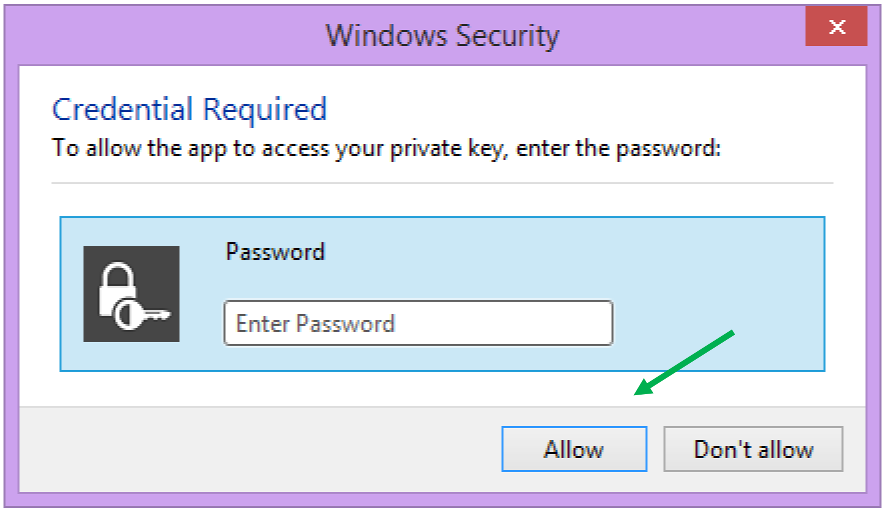
Click the "Login" button.



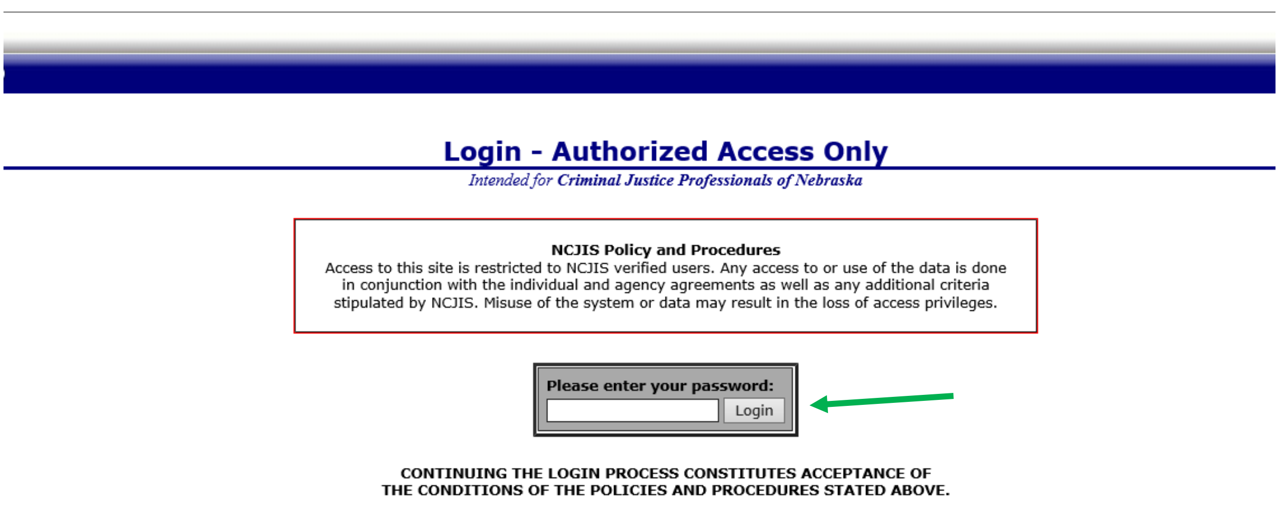
You will be prompted to select a certificate from the list of certificates you have on your computer – you may only have one, you may have more than one. If you report for multiple counties make sure you are picking the correct certificate. You will need to click on the certificate you intend to use.



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.



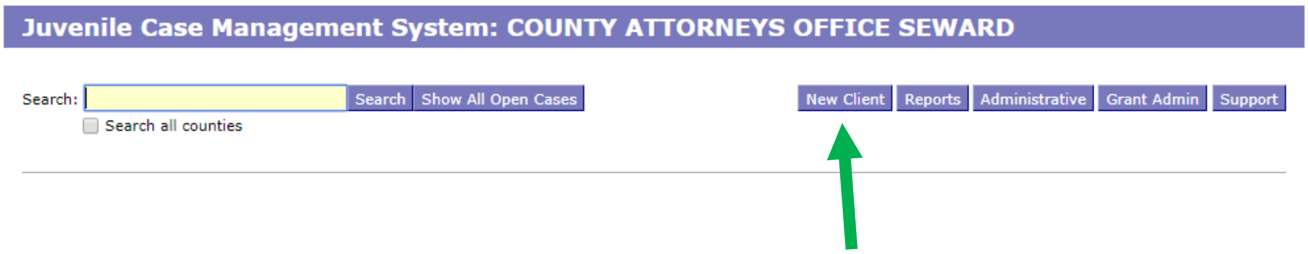
Enter your website password. This is not the import password you received with your certificate. It is the random number/letter/symbol password you received at the same time as your certificate. *Passwords must be changed every 90 days. If you have been using JCMS for more than 90 days your password may be different from the one you initially received*



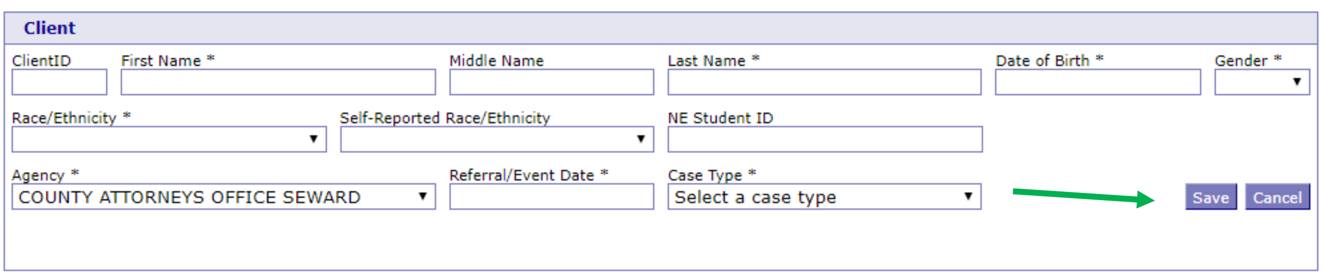
Click on JCMS in the middle column of the NCJIS home page.

Data entry in JCMS

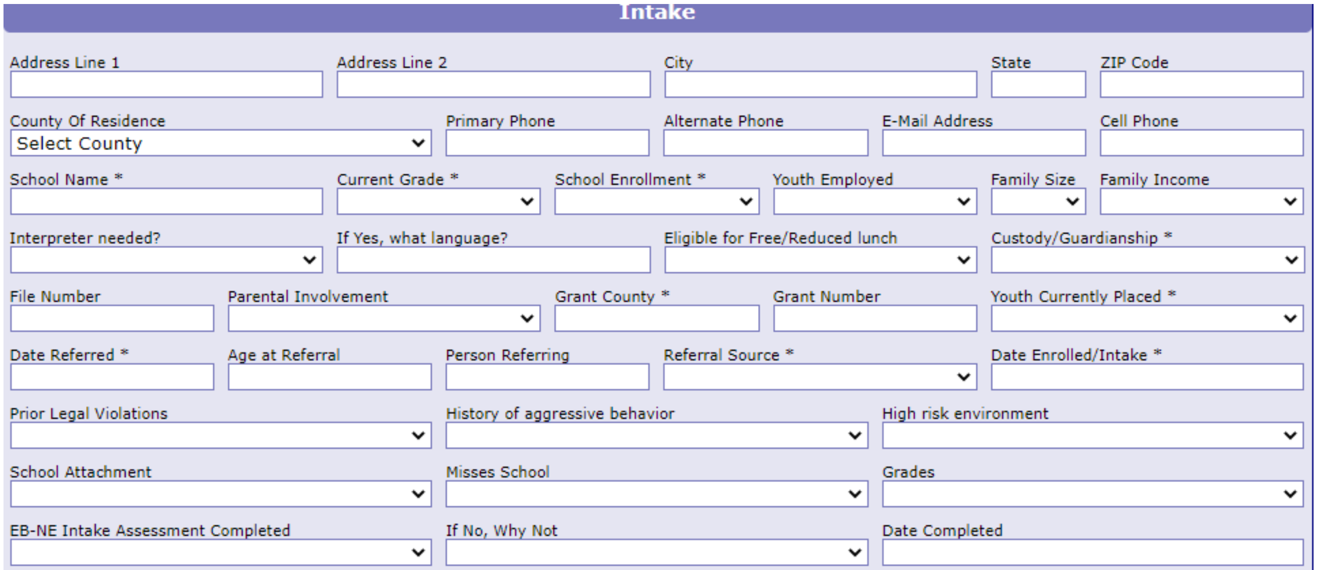
In order to create a case for a new youth, please select "New Client."



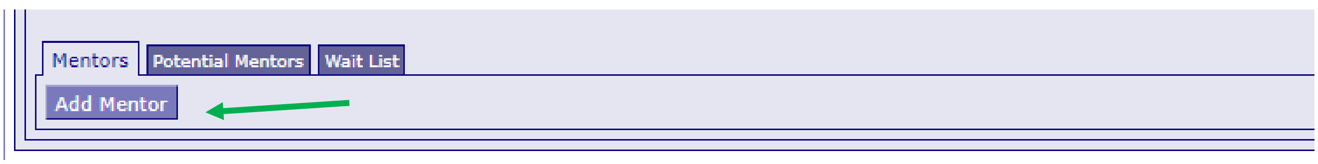
After clicking on the "New Client" button, a screen will pop up that asks for all the demographic information about the youth. **All fields in this area marked with an asterisk (*) are required to create the case in JCMS.** The "Case Type" dropdown menu will show eligible programs by certificates. Be 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.



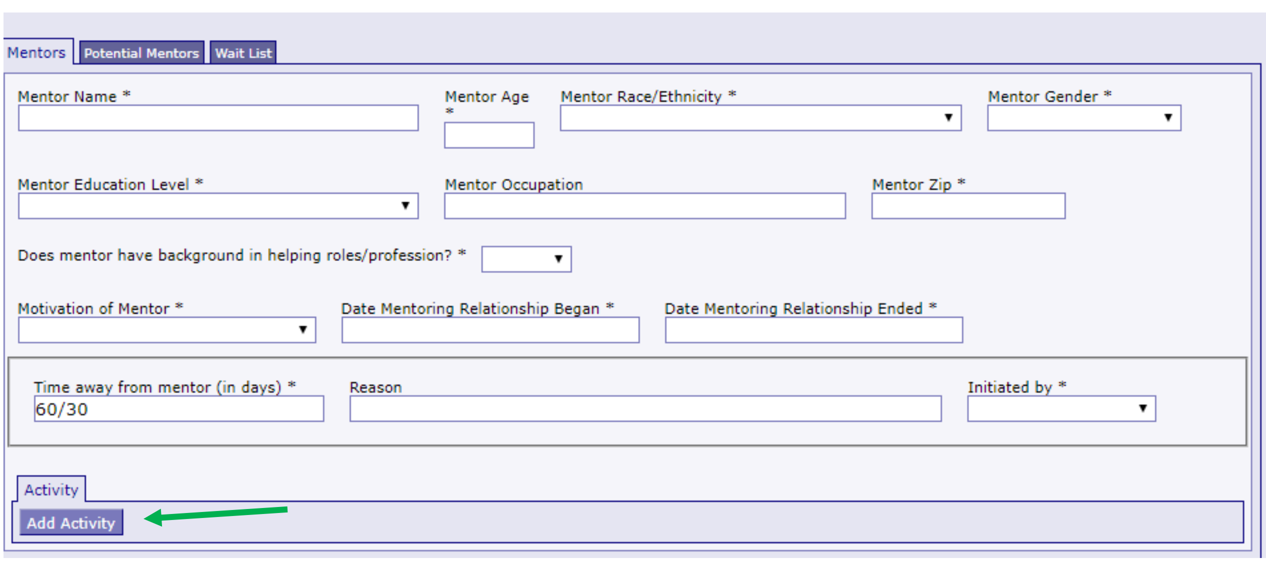
After you have successfully saved your information, the screen for data entry will appear. Here we want to fill out as many of the fields as possible. Please note that the referral date entered when the client was created will populate into the "Referral Date" field in the intake section. **All work is saved automatically.**



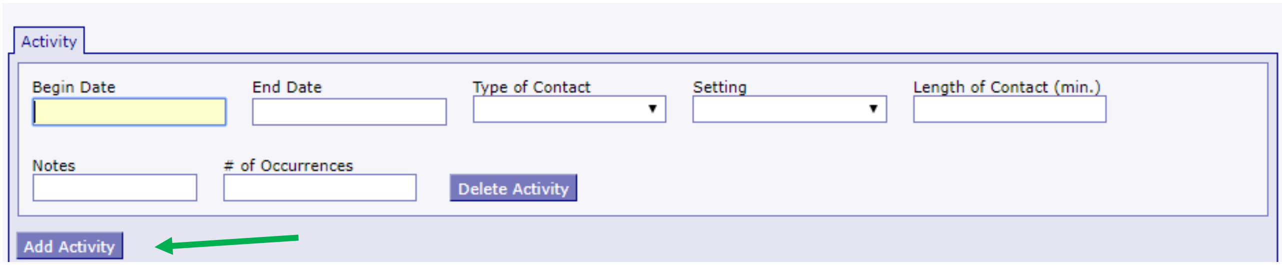
Once all of your information is entered for the youth, then it is time to enter mentor information. Click on the "Add Mentor" button to open the fields specific to the mentor.



To add information about contact between the mentor and youth, click on the button "Add Activity".

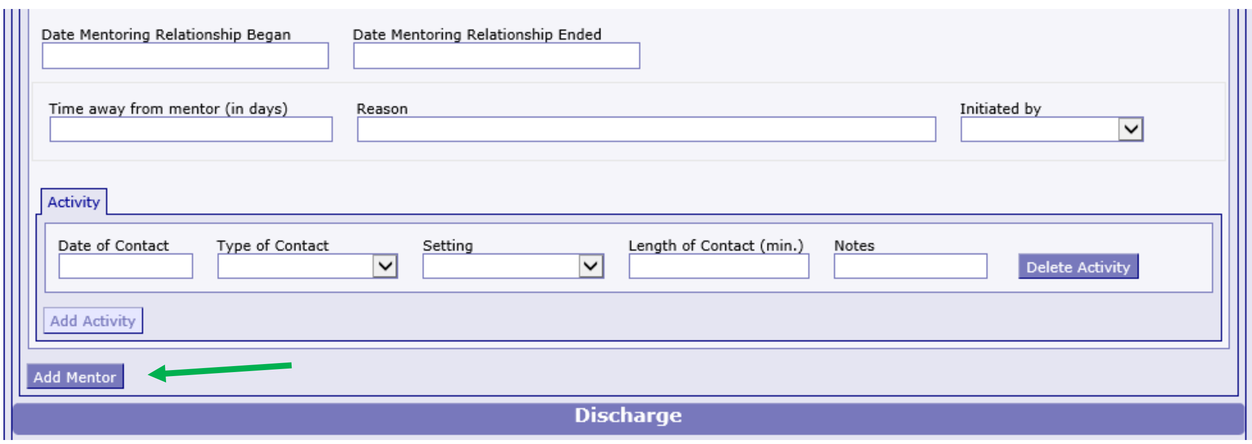


With the "Begin Date" and "End Date" fields you can record a singular occurrence by putting the same date in both fields, or you can record a number of the same type of activities over a period of time. Make sure to record the number of occurrences and total the hours spent working with the mentee in the time frame you are reporting on. If the type of contact changes, please create a new activity section.

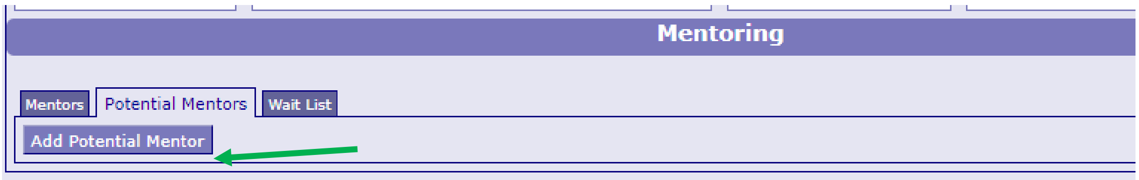


You can add multiple activities to each mentor by click on add activity. It will bring up a new set of activity fields.

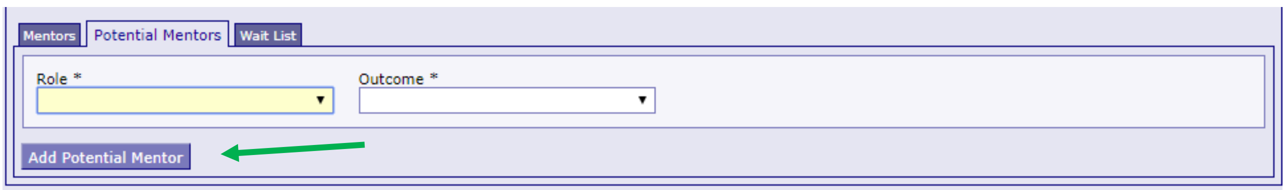
Should your mentor/mentee relationship end and a new mentor be assigned to the mentee, you can add additional mentors by clicking on the button "Add Mentor" under the activity tab.



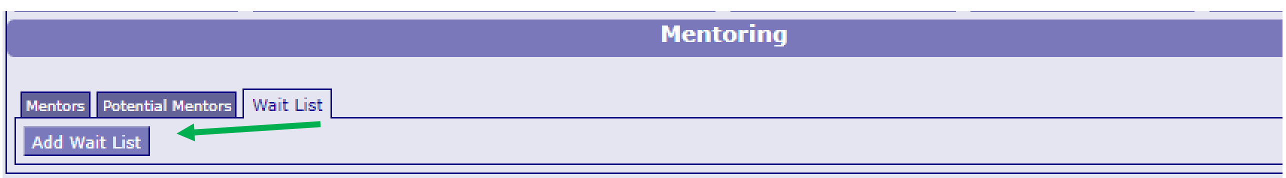
Youth-initiated mentoring programs have a second tab for potential mentors by the mentoring tab. When you click on the tabs, the lighter blue tab is the one you are currently on. To add a potential mentor, click "add potential mentor" button.



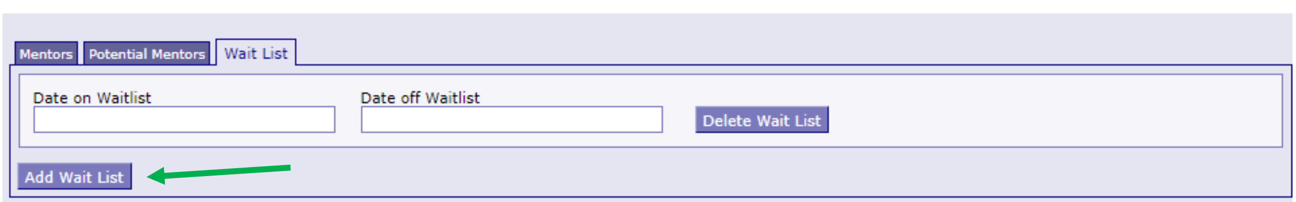
Both of these fields are drop-down menus, please select the appropriate options. You can add as many potential mentors as needed by clicking the "Add Potential Mentor" button.



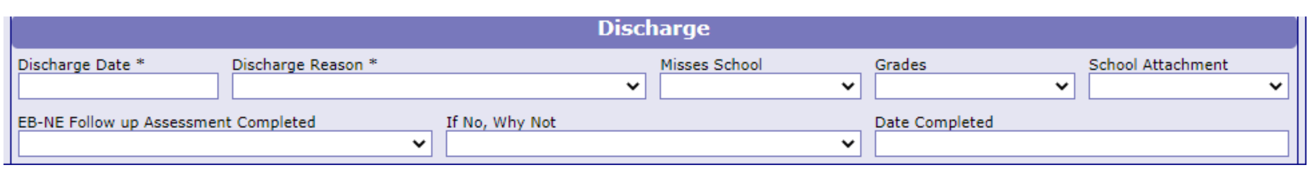
If a youth in your program is placed on a waitlist after enrolling while waiting for a mentor match, you can record this information on the "Wait List" tab. Click on the "Add Wait List" button.



Please fill out both dates in this section. If needed, you can add additional wait list information by clicking on the "Add Wait List" button again.



When the youth discharges from the mentoring program, please be sure to fill out the "Discharge" section with as much information as possible.

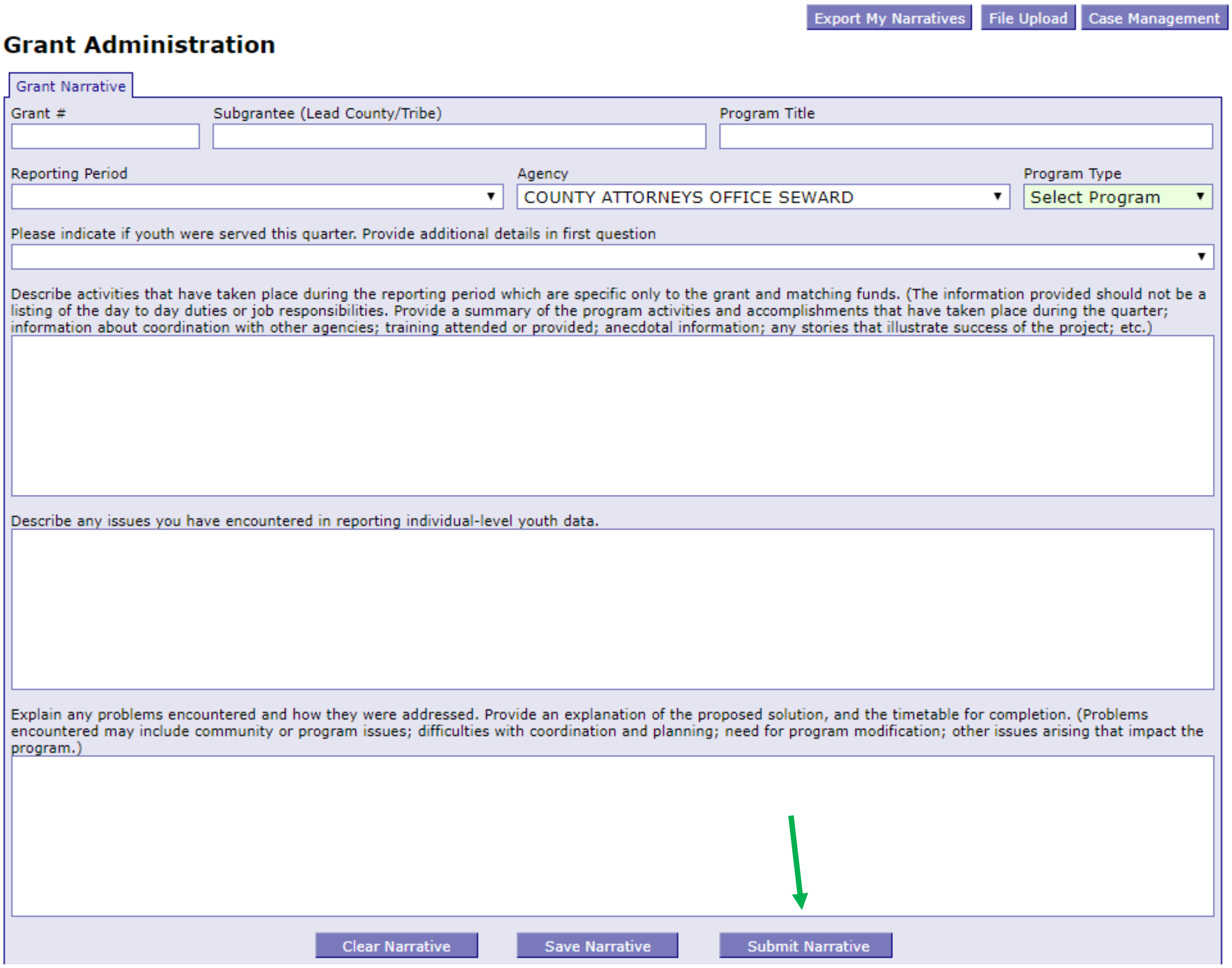


If you would like to test the screens and fields in JCMS without entering/altering data for a youth, please create **one** test youth for your program. Make sure that "JJI" apears in either the first or last name fields so that it can easily be recognized as a test case for data evaluation purposes. 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. 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

Reporting Period

Agency

COUNTY ATTORNEYS OFFICE SEWARD

Program Type

Select Program

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

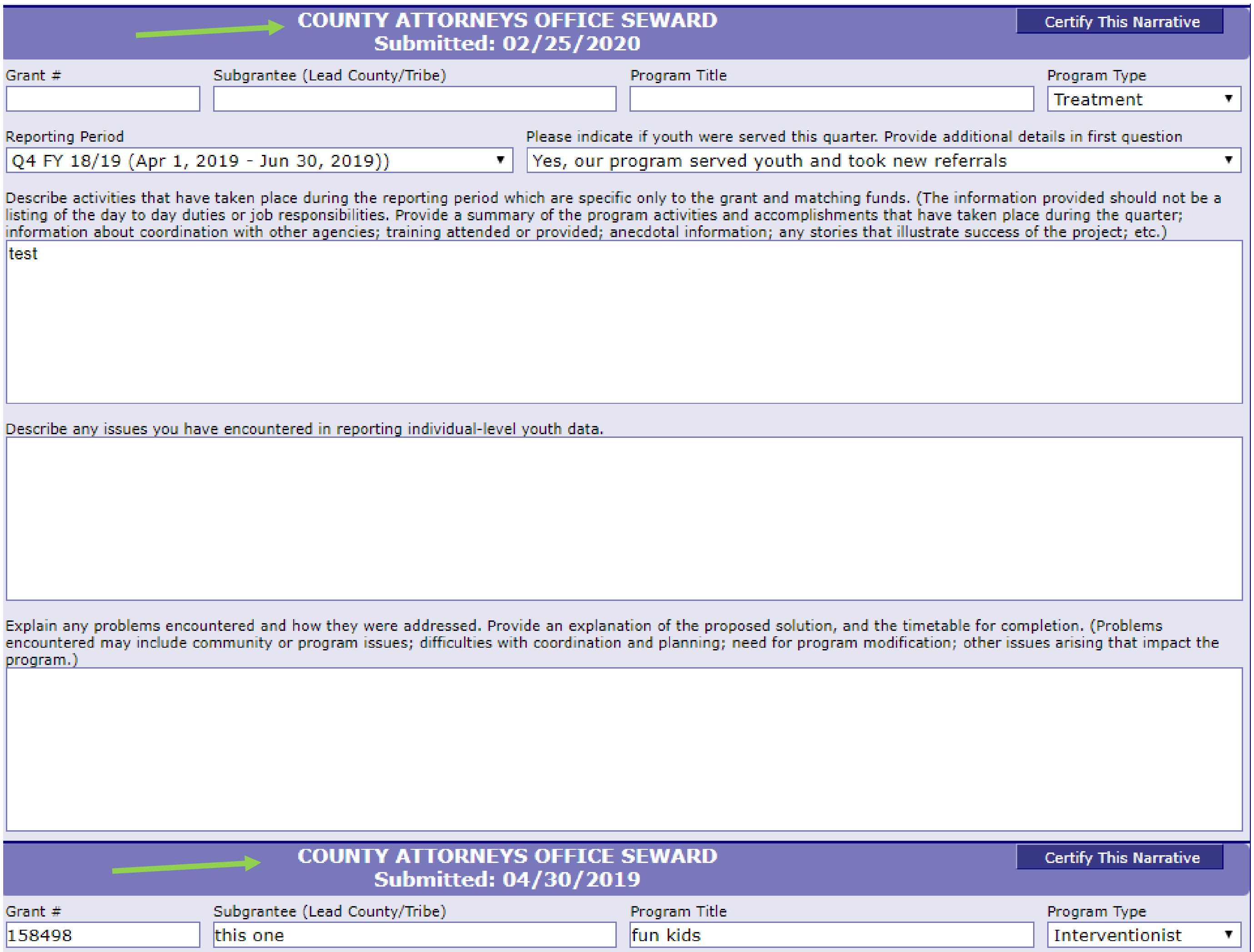
Describe activities that have taken place during the reporting period which are specific only to the grant and matching funds. (The information provided should not be a listing of the day to day duties or job responsibilities. Provide a summary of the program activities and accomplishments that have 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: Q4 FY 18/19 (Apr 1, 2019 - Jun 30, 2019))

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

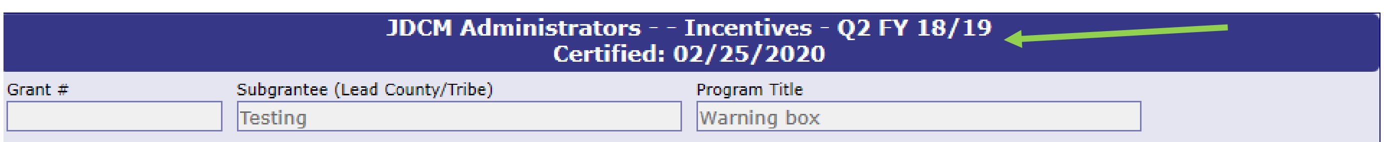
Describe any issues you have encountered in reporting individual-level youth data.

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 #: 158498 | Subgrantee (Lead County/Tribe): this one | Program Title: fun kids | Program Type: 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): Testing | Program Title: 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".

Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD

Export My Narratives | File Upload | Case Management

Grant Administration

Grant Narrative