



UNIVERSITY OF NEBRASKA AT OMAHA
JUVENILE JUSTICE INSTITUTE

JCMS User Guide

Prevention & Promotion

Programs

3/11/2019

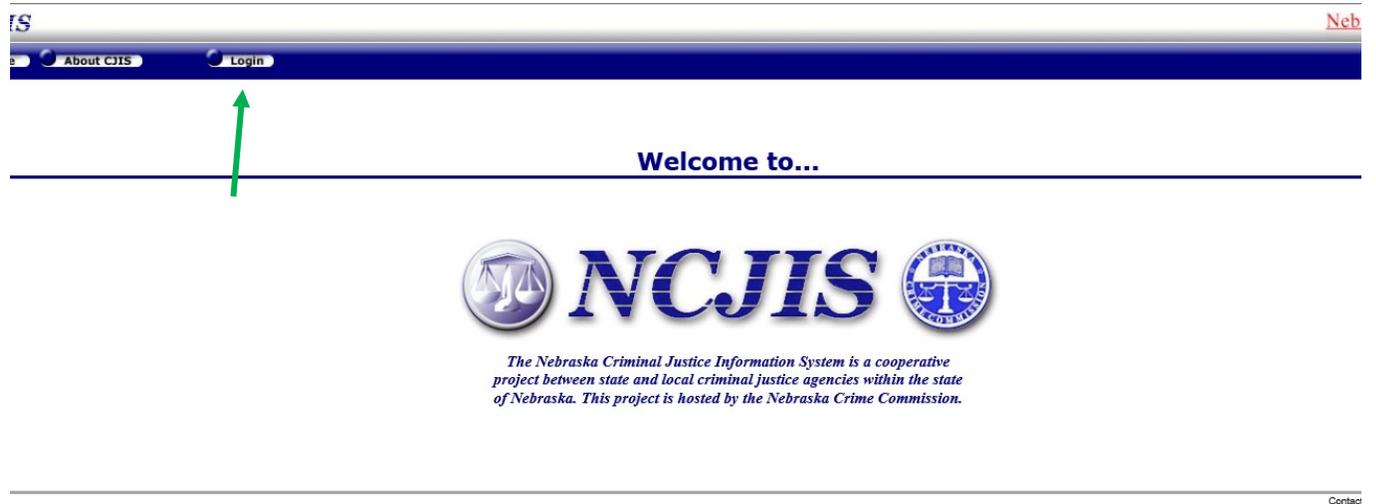
Prevention & Promotion Programs User Guide

Welcome to JCMS!

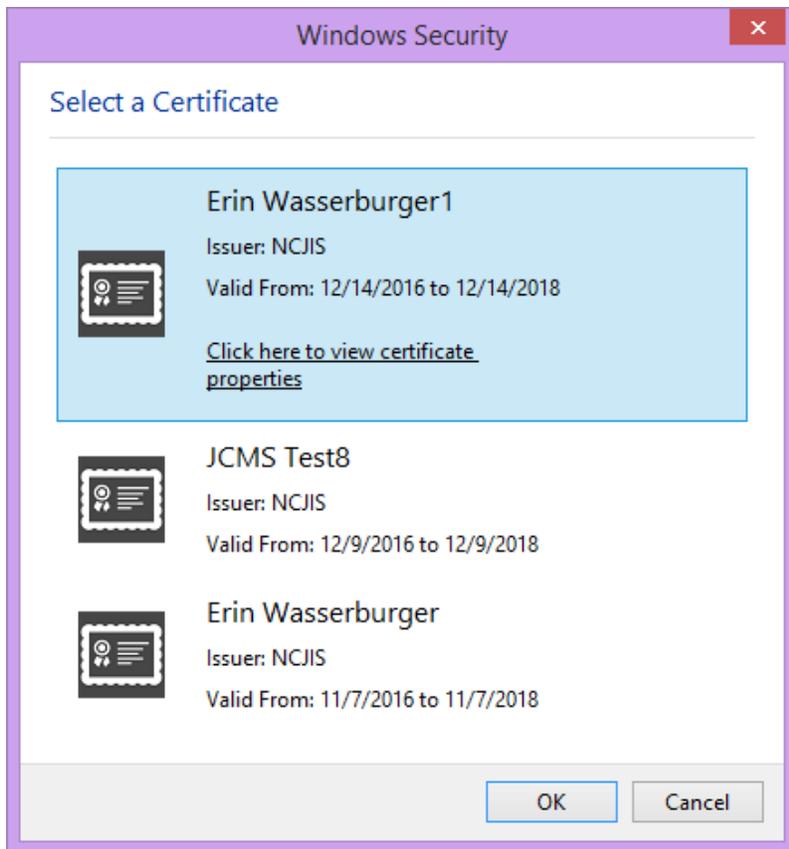
If, at any point, a definition is needed to enter data, please refer to JJI's webinar or the JCMS Codebook Program Definitions.

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.

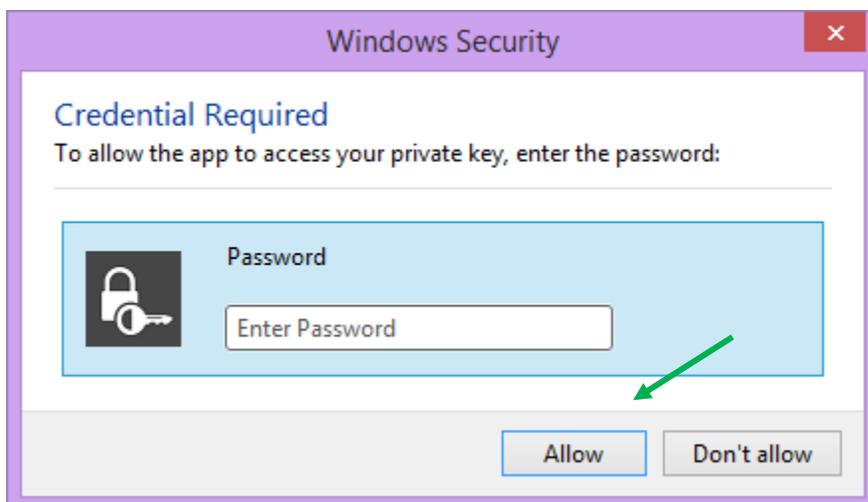
Click the "Login" button.



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

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 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

First Name * Middle Name Last Name * Date of Birth * Gender *

Race/Ethnicity * Self-Reported Race/Ethnicity NE Student ID

Referral/Event Date * Case Type * 

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. If there are notes you wish to keep about a specific case, please write them in the "Narrative" section. **All work is saved automatically.**

One-Time Event Prevention/Promotion

Prevention Promotion

Address Line 1 Address Line 2 City State ZIP Code

County Of Residence Primary Phone Alternate Phone E-Mail Address Cell Phone

School Name * Current Grade * School Enrollment * Youth Employed Family Size Family Income

Eligible for Free/Reduced lunch Custody/Guardianship * File Number Grant County * Person Referring

Grant Number Referral Source * Date Referred * Reason for Referral

Enrollment Date * Discharge Date * Discharge Reason *

Program Information



To add the information for the program, click on the button "Add Program Information". This will open the program specific fields to complete.

Program Information | Activity | Incentive | Scores

Name of Program * Start Date * End Date * Total Hours Available * Total Hours Attended *

Delete Program Information

Notes

Add Program Information ←

To record a new, separate program with the youth, click the "Add Program Information" button at the bottom of the program type. Do not create a new youth each time - you can create as many programs on one youth as needed for the duration of the program.

To add the specific activity that the youth participated in during the program, click on the button "Add Activity". This will open the activity specific fields to complete.

Program Information | Activity | Incentive | Scores

Add Activity ←

To record a new, separate activity with the youth, click the "Add Activity" button at the bottom of the program type. You can create as many activities on one youth as needed for the duration of the program.

Program Information | Activity | Incentive | Scores

Start Date * End Date * Activity Type * Hours Completed * Delete Activity

Notes box

Add Activity ←

To add incentive information for the youth during the program, click on the button "Add Incentive". This will open the incentive specific fields to complete.

Enrollment Date * Discharge Date * Discharge Reason *

Program Information Activity Incentive Scores

Add Incentive ←

To record a new, separate incentive with the youth, click the "Add Incentive" button at the bottom of the program type. You can create as many incentives on one youth as needed for the duration of the program.

Program Information Activity Incentive Scores

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

Narrative

Add Incentive ←

To add information pertaining to the Modified Risk and Protective Factor survey, click on the button "Add Scores". This will open fields specific to the scores.

Enrollment Date ^ Discharge Date ^ Discharge Reason ^

Program Information Activity Incentive Scores

Add Score ←

If your program has youth complete a developmental assets assessment, you can record that score in this section as well.

Program Information Activity Incentive Scores

Survey Completed * Date Survey Taken * Protective Factor Score * Risk Factor Score *

No Survey Administered Development Assets Score **Delete Score**

Add Score

As the time with your youth comes to an end, please be sure to fill out the "Discharge Date" and "Discharge Reason" fields in the intake section.

One-Time Event **Prevention/Promotion**

Prevention Promotion

Address Line 1		Address Line 2		City	State	ZIP Code
County Of Residence Select County		Primary Phone	Alternate Phone	E-Mail Address	Cell Phone	
School Name * (Unspecified)	Current Grade * 9	School Enrollment * Expelled	Youth Employed Yes	Family Size 5	Family Income \$40,000 or over	
Eligible for Free/Reduced lunch No	Custody/Guardianship Both Parents	File Number	Grant County *	Person Referring		
Grant Number	Referral Source *	Date Referred * 04/06/2018	Reason for Referral *			
Enrollment Date *	Discharge Date	Discharge Reason Youth/Parent refused				

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.

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

Search all counties

New Client Reports Administrative **Grant Admin** Support

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

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.)



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 agency and date and time the narrative was saved will be on the darker blue bar at the top. If you save your narrative without submitting, the "Submit Narrative" button moves to the top bar.

COUNTY ATTORNEYS OFFICE SEWARD			Submit Narrative
Saved: 5/2/2017 3:05:57 PM			
Grant #	Subgrantee (Lead County/Tribe)	Program Title	Program Type
<input type="text"/>	<input type="text"/>	Awesome Kids	Interventionist <input type="checkbox"/>
Reporting Period			
Q3 FY 16/17 (Jan 1, 2017 - Mar 31, 2017) <input type="checkbox"/>			
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.)			
testing			
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.)			

After you click "Submit", the top dark blue bar will change to show the date that the report was submitted, and it will be made available to the county lead to certify. Unless you have the permission level to certify a report, you will not see the certify button. You have to submit the report for it to be certified - the save button will not make a report available to certify.

COUNTY ATTORNEYS OFFICE SEWARD

Certify This Narrative

Submitted: 05/22/2017

Grant #	Subgrantee (Lead County/Tribe)	Program Title	Program Type
11-abcd-16	Seward County	Staying in School	Truancy

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.)

Response Number One

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

Response Number Two

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.)

Response Number Three

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.

COUNTY ATTORNEYS OFFICE SEWARD - 19-CB-TEST - Interventionist - Q1 FY 18/19 Certified: 07/06/2017		
Grant #	Subgrantee (Lead County/Tribe)	Program Title
19-CB-TEST	Nebraska	mental health for kids
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.		
Yes		
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		

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		
Grant Administration	Export My Narratives	File Upload
Grant Narrative		Case Management