



UNIVERSITY OF NEBRASKA AT OMAHA
JUVENILE JUSTICE INSTITUTE

JCMS User Guide

Prevention & Promotion Programs

5/21/2021

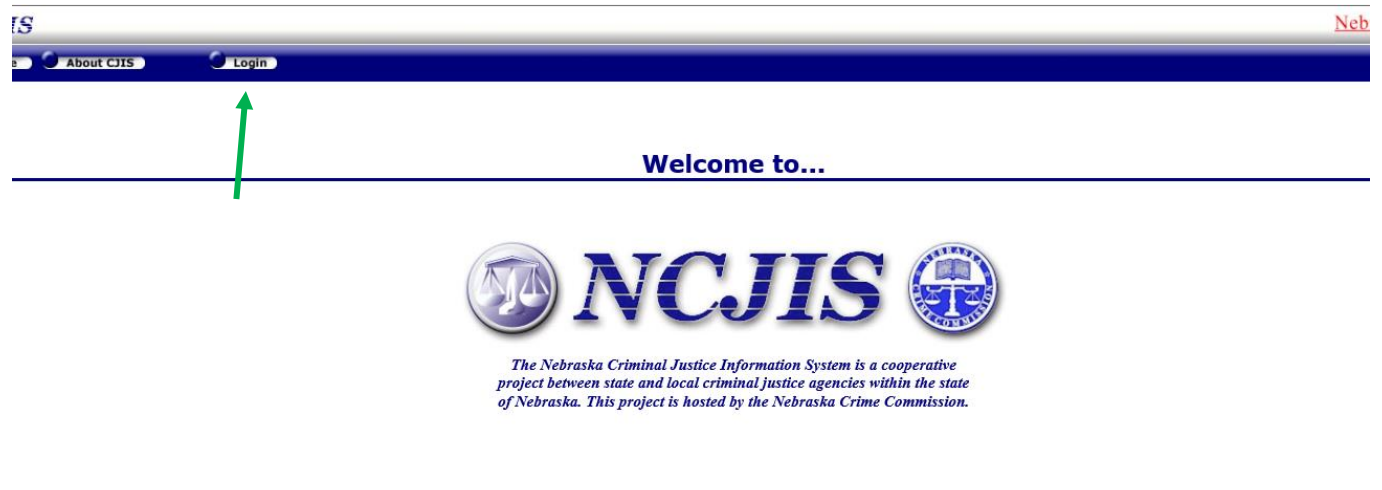
Prevention & Promotion Programs User Guide

Welcome to JCMS!

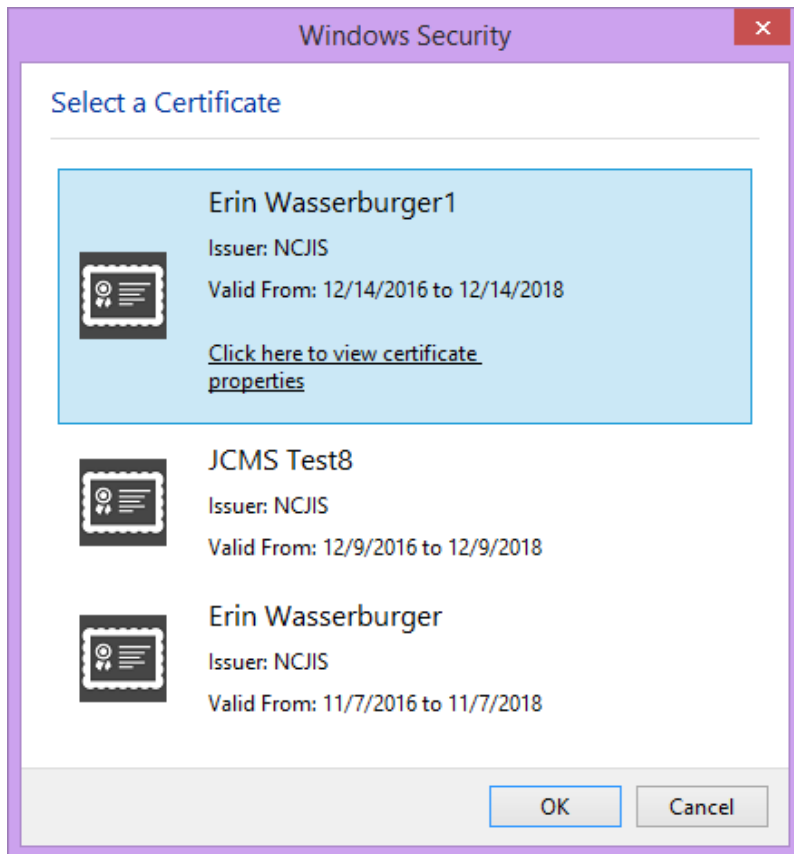
If, at any point, a definition is needed to enter data, please refer to JJI's webinar or the JCMS Codebook Program Definitions.

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.

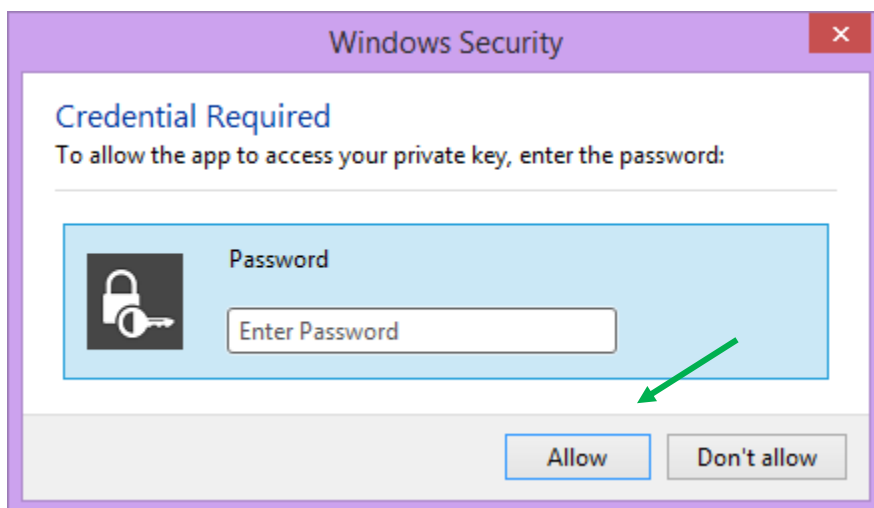
Click the "Login" button.



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 Show All Open Cases


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.**

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

Interpreter needed? If Yes, what language? Eligible for Free/Reduced lunch Custody/Guardianship *


File Number Grant County * Person Referring Grant Number Referral Source * Date Referred *

Age at Referral Reason for Referral * Enrollment Date * Discharge Date * Discharge Reason *

EB-NE Intake Assessment Completed If No, Why Not Date Completed

EB-NE Follow up Assessment Completed If No, Why Not Date Completed

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.

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.

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.

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.

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.

The screenshot shows the 'Incentive' tab in the software. At the top, there are tabs for 'Program Information', 'Activity', 'Incentive', and 'Scores'. Below these are four input fields: 'Incentive Provided' (a dropdown menu), 'Date' (a text box), 'Type of Incentive' (a dropdown menu), and 'Estimated Amount' (a text box). To the right of these fields is a 'Delete Incentive' button. Below the input fields is a large text area labeled 'Narrative'. At the bottom left of the form is an 'Add Incentive' button, which is highlighted with a green arrow.

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.

The screenshot shows the 'Scores' tab in the software. At the top, there are tabs for 'Program Information', 'Activity', 'Incentive', and 'Scores'. Below these are three input fields: 'Enrollment Date' (a text box), 'Discharge Date' (a text box), and 'Discharge Reason' (a dropdown menu). Below these fields is an 'Add Score' button, which is highlighted with a green arrow.

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

The screenshot shows the 'Scores' tab in the software. At the top, there are tabs for 'Program Information', 'Activity', 'Incentive', and 'Scores'. Below these are five input fields: 'Survey Completed' (a dropdown menu with 'Yes' selected), 'Date Survey Taken' (a text box), 'Protective Factor Score' (a text box), 'Risk Factor Score' (a text box), and 'Development Assets Score' (a text box). To the right of these fields is a 'Delete Score' button. At the bottom left of the form is an 'Add Score' button, which is highlighted with a green arrow.

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.

The screenshot shows the 'Intake' section in the software. It contains several input fields: 'Age at Referral' (a text box), 'Reason for Referral' (a dropdown menu), 'Enrollment Date' (a text box), 'Discharge Date' (a text box), 'Discharge Reason' (a dropdown menu), 'EB-NE Intake Assessment Completed' (a dropdown menu), 'If No, Why Not' (a text box), 'Date Completed' (a text box), 'EB-NE Follow up Assessment Completed' (a dropdown menu), 'If No, Why Not' (a text box), and 'Date Completed' (a text box). A green arrow points to the 'Discharge Date' field.

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 “JJ1” 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

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".

Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD

Grant Administration

[Grant Narrative](#)

[Export My Narratives](#) [File Upload](#) [Case Management](#)

