



UNIVERSITY OF NEBRASKA AT OMAHA
JUVENILE JUSTICE INSTITUTE

JCMS User Guide

Referral Services Programs

9/25/2018

Referral Services Programs 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.

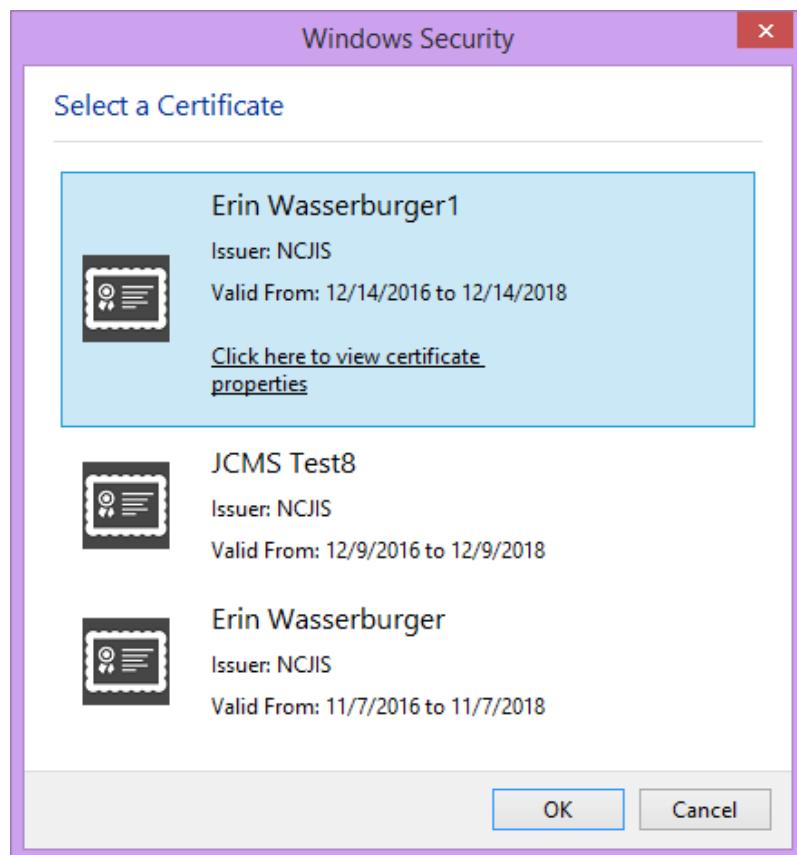
To access JCMS go to ncjis.nebraska.gov. You must have a Crime Commission Certificate on your computer to access JCMS. If you have not yet installed your certificate, follow the installation instructions you received with your certificate. If you need a certificate, contact JJI.

Click the "Login" button.

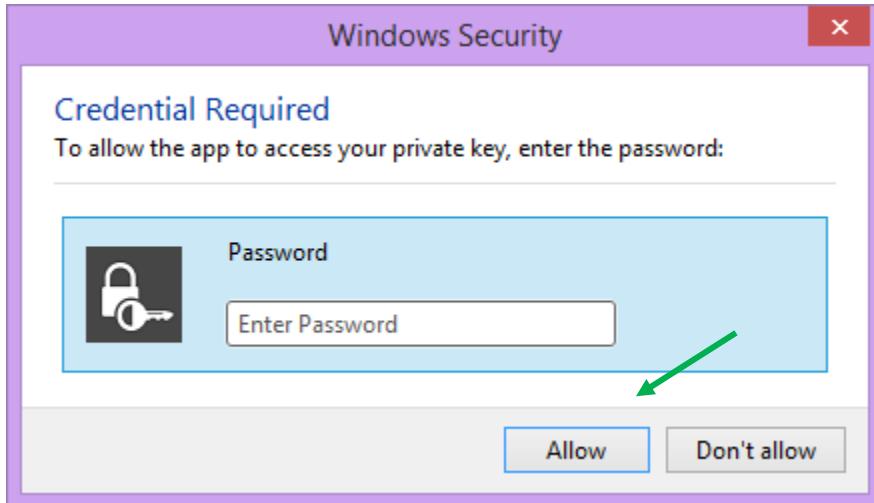


The Nebraska Criminal Justice Information System is a cooperative project between state and local criminal justice agencies within the state of Nebraska. This project is hosted by the Nebraska Crime Commission.

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:

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

The first time you log in to enter data for Referral Services, please start by selecting "Administrative". You can also go back to this step whenever you need to add/remove an assessment or service type offered by your program.

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



When selected, "Assessments" and "Services" tabs will be available. Please be aware that the green arrows show that these lists are continuous down the page and most are not pictured in this image. Some assessment and service types are selected automatically at default; please unselect/select only any/all types and services you administer.

Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD

Case Management

Administrative Functions

Diversion Office Contact Information Drug Tests Case Plan **Assessments** Services

Select the Assessments administered in your office.

Assessment Types:

Assessment Type	Selected
Arizona Assessment	<input type="checkbox"/>
CRAFFT Screen	<input checked="" type="checkbox"/>
Daniel Memorial - Community Resources	<input type="checkbox"/>
Daniel Memorial - Education	<input type="checkbox"/>
Daniel Memorial - Emergency & Safety	<input type="checkbox"/>
Daniel Memorial - Food Management	<input type="checkbox"/>
Daniel Memorial - Health	<input type="checkbox"/>
Daniel Memorial - Housekeeping	<input type="checkbox"/>
Daniel Memorial - Housing	<input type="checkbox"/>
Daniel Memorial - Interpersonal Skills	<input type="checkbox"/>
Daniel Memorial - Job Maintenance Skills	<input type="checkbox"/>
Daniel Memorial - Job Seeking Skills	<input type="checkbox"/>
Daniel Memorial - Legal Skills	<input type="checkbox"/>
Daniel Memorial - Leisure Activities	<input type="checkbox"/>
Daniel Memorial - Money Mgmt & Consumer Awareness	<input type="checkbox"/>
Daniel Memorial - Personal Appearance & Hygiene	<input type="checkbox"/>



Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD

Case Management

Administrative Functions

Diversion Office Contact Information | Drug Tests | Case Plan | Assessments | Services

Select the Services administered in your office.

Services Provided:

Service	Selected
About Face	<input type="checkbox"/>
Accountability Checks	<input type="checkbox"/>
After School Diversion Program-Owens	<input type="checkbox"/>
After School Pgmr-ENCAP	<input type="checkbox"/>
After School-Omaha MS Learning Center Initiative	<input checked="" type="checkbox"/>
Alcohol Education Class	<input checked="" type="checkbox"/>
Alcohol Treatment	<input checked="" type="checkbox"/>
Alcoholic Anonymous	<input checked="" type="checkbox"/>
Alcohol-Wise JV	<input checked="" type="checkbox"/>
Alive at 25	<input type="checkbox"/>
ANGER MANAGEMENT/DV	<input type="checkbox"/>
Anger Mgmt	<input type="checkbox"/>
Anger Mgmt/Family Violence	<input type="checkbox"/>
Apology	<input checked="" type="checkbox"/>
Attitudinal Dynamics of Driving	<input type="checkbox"/>
Boy Scouts 3-Month Program	<input type="checkbox"/>
Boy Scouts 6-Month Program	<input type="checkbox"/>
Boy Scouts 6-Month Program	<input type="checkbox"/>
Boy Scouts Preteen Program	<input type="checkbox"/>
Boys Group	<input type="checkbox"/>
BS Diversion Services	<input type="checkbox"/>
Child Abuse/Neglect	<input type="checkbox"/>



Once all types/services have been selected, continue on by selecting the "Case Management" button.

Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD

Case Management

Administrative Functions

Diversion Office Contact Information | Drug Tests | Case Plan | Assessments | Services

Select the Services administered in your office.

Services Provided:

Service	Selected
	<input type="checkbox"/>



From there it will return to the client search page (search, see all open cases, or add a new client).

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

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



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.

Client

ClientID	First Name *	Middle Name	Last Name *	Date of Birth *	Gender *
Race/Ethnicity *	Self-Reported Race/Ethnicity	NE Student ID			
Agency *	Referral/Event Date *	Case Type *			
COUNTY ATTORNEYS OFFICE SEWARD		Select a case type			

Save **Cancel**

After you have successfully saved your information, the screens for data entry will appear. Please fill out as many of the fields as possible. **All work is saved automatically.** To add any charges/offenses that the youth has, click on the "Add Charges" button.

Assessment

Referral Service

Grant County*	Grant Number	Person Referring	Referral Source	Date of referral to assessment program*
Lancaster	CB-	Jan	Teacher	08/28/2016

Charges **Referrals** **Add Charges**

Add Charges

Please note, not all youth get arrested or detained for their charge. The "Statute" field will populate with relevant statutes and ordinances as you type, and will automatically populate the "Charge" field too. Provide as much information as possible, "Notes" box being available if needed. You can add additional charges as needed by clicking on the "Add Charges" button.

Referral Service

Grant County*	Grant Number	Person Referring	Referral Source	Date of referral to assessment program*
Lancaster	CB-	Jan	Teacher	08/28/2016

Charges

Offense Date *	Arrest Date	Detention Date	Age at Offense	Offense/Citation Id
08/16/2016			17	
Statute *	Charge			Delete Charge
Criminal mischief-\$0-500	CRIMINAL MISCHIEF			

Notes
Please add any additional notes about a charge, here.

Add Charges

The next tab, "Referrals", is where any referrals made are entered. Click on the "Add Referrals" button to open these fields.

Assessment Referral Service

Grant County*	Grant Number	Person Referring	Referral Source	Date of referral to assessment program*
Lancaster		Jan	Teacher	08/28/2016

Referrals

Add Referral

Please fill out all fields possible here, adding any/all additional "Notes" you may have regarding the referral. You can add additional referrals as needed by clicking on the "Add Referrals" button.

Referral Service

Grant County*	Grant Number	Person Referring	Referral Source	Date of referral to assessment program*
Lancaster	CB-	Jan	Teacher	08/28/2016

Referrals

Referred to*	Date Referred*	Referral Outcome
Juvenile Justice Program	09/05/2016	Youth attended
Notes Please add any additional notes about a referral/outcome, here.	Delete Referral	

Add Referral

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 "JJII" 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 Administration" button. This will open up the three-question narrative screen.

JTEST8
017 12:37:30 PM

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
Reporting Period			
<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> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>			
<p>Describe any issues you have encountered in reporting individual-level youth data.</p> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>			
<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> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>			
<input type="button" value="Clear Narrative"/> <input type="button" value="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	
<input type="text" value="16-CB-12345"/>	<input type="text" value="Lincoln"/>	<input type="text" value="Kids Rock"/>	<input type="text" value="Family Support"/>	<input type="button" value="Certify This Narrative"/>
Reporting Period				
<input type="text" value="Q3 FY 16/17 (Jan 1, 2017 - Mar 31, 2017)"/>				
<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>				
Awesome Kids - Submitted: 03/13/2017				Certify This Narrative
Grant #	Subgrantee (Lead County/Tribe)	Program Title	Program Type	
<input type="text" value="16-CB-12345"/>	<input type="text" value="Lincoln"/>	<input type="text" value="Awesome Kids"/>	<input type="text" value="Prevention/Promot"/>	<input type="button" value="Certify This Narrative"/>
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

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

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

[File Upload](#) [Case Management](#)

Grant Administration

[Grant Narrative](#)

