UNIVERSITY OF NEBRASKA AT OMAHA

JUVENILE JUSTICE INSTITUTE

JCMS User Guide

Reporting Centers

7/9/2020

Reporting Centers 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.

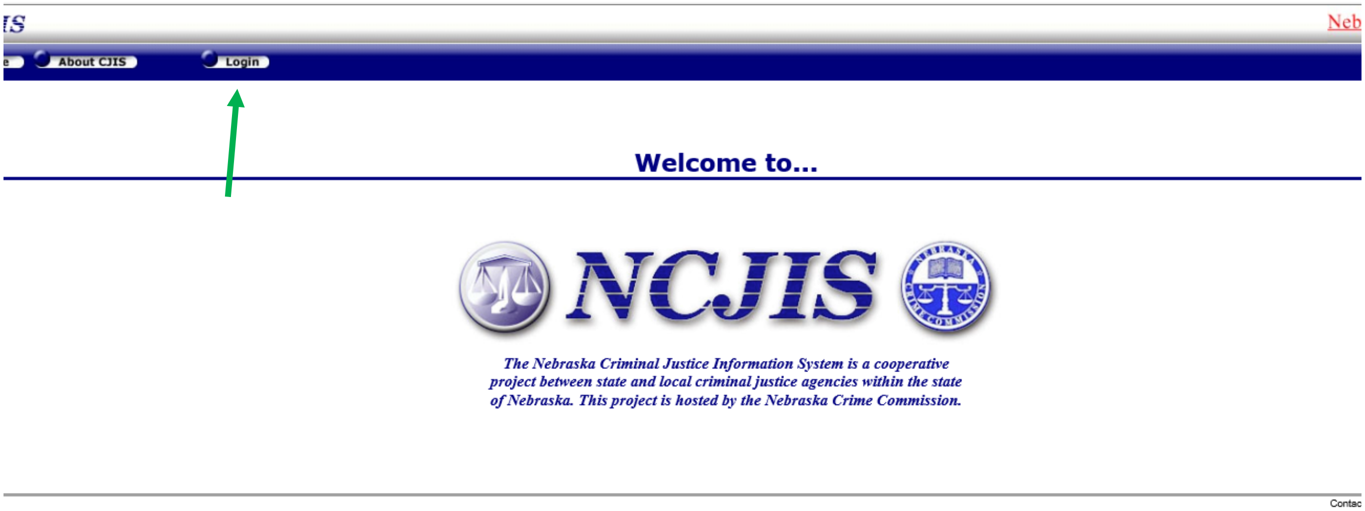
Annually – Complete program-level annual report (available at the end of each fiscal year)

Welcome to JCMS!

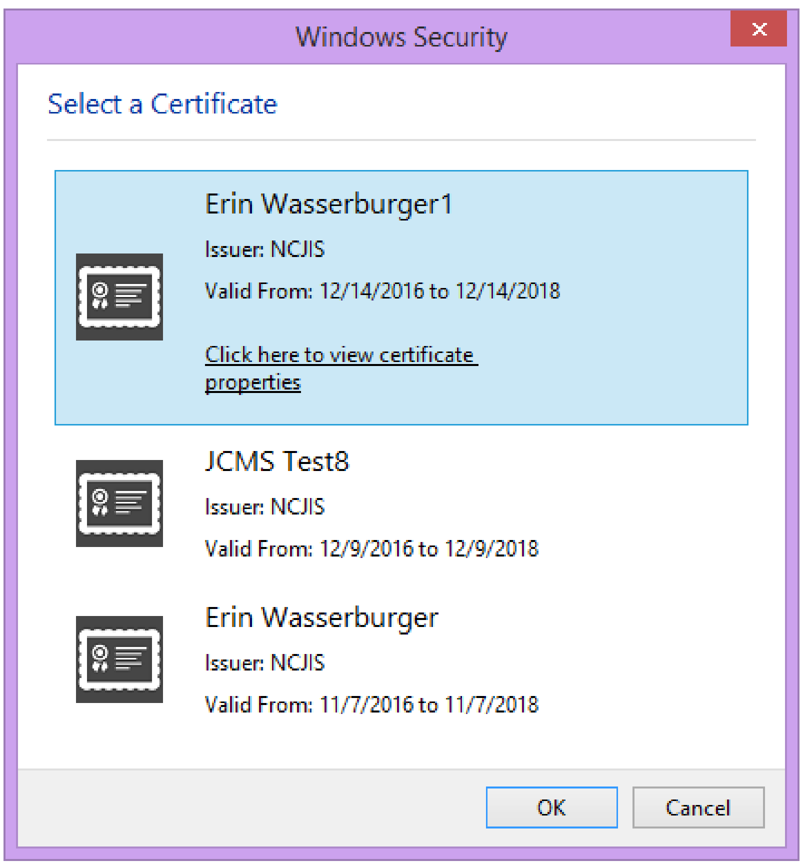
If, at any point, a definition is needed for data entry, please refer to JJI's webinar or the JCMS Codebook Program Definitions.

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.

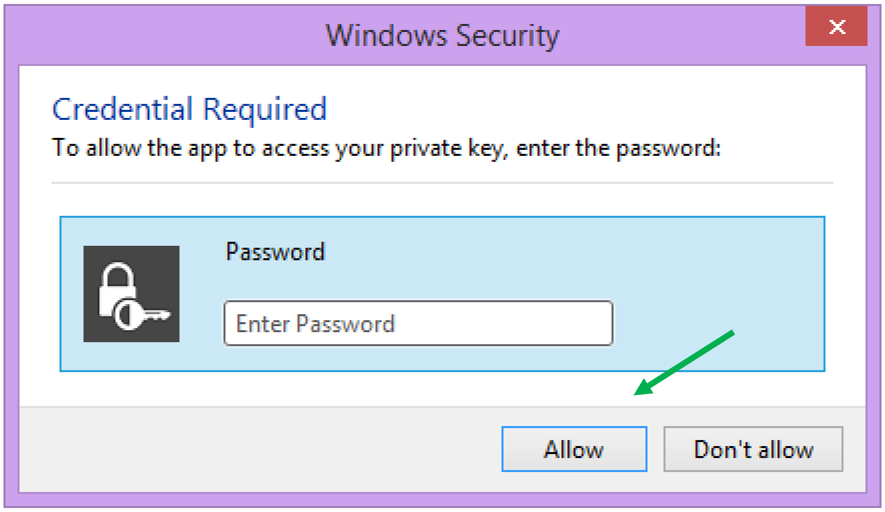
Click the "Login" button.



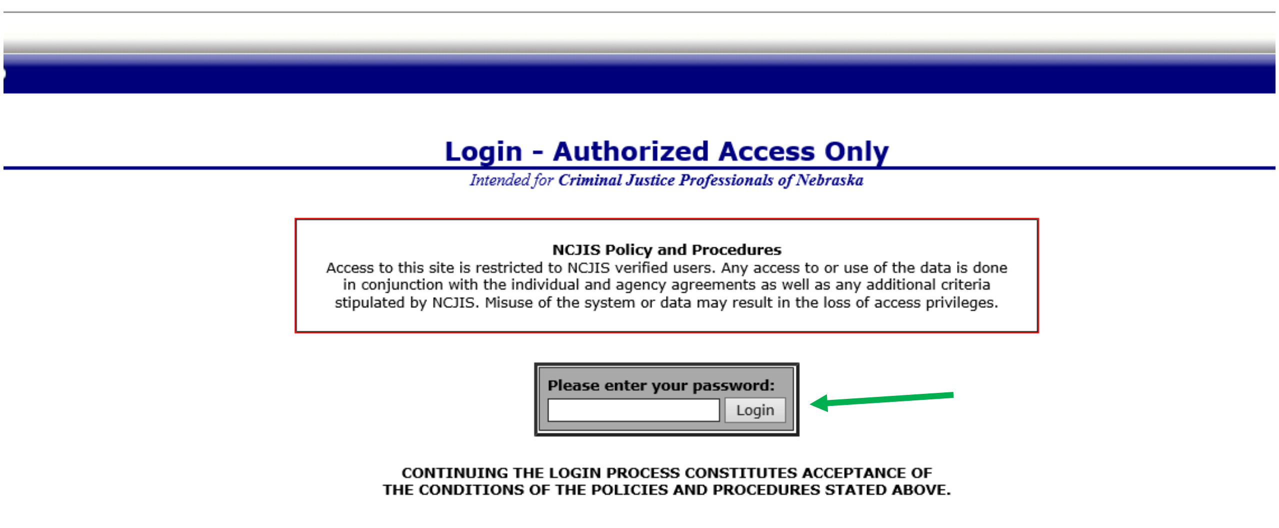
You will be prompted to select a certificate from the list of certificates you have on your computer – you may only have one, you may have more than one. If you report for multiple counties make sure you are picking the correct certificate. You will need to click on the certificate you intend to use.



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.



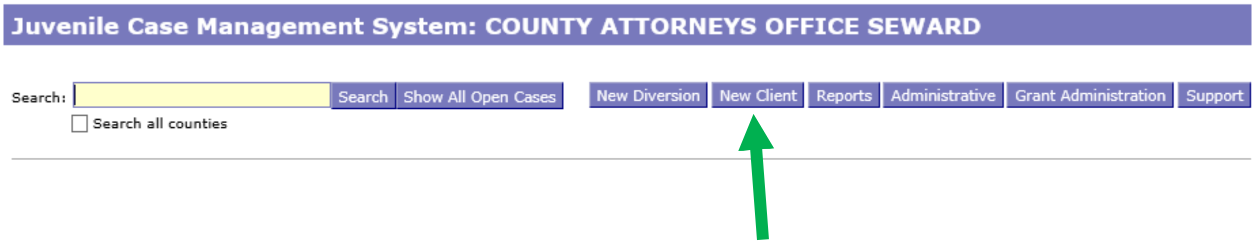
Enter your website password. This is not the import password you received with your certificate. It is the random number/letter/symbol password you received at the same time as your certificate. *Passwords must be changed every 90 days. If you have been using JCMS for more than 90 days your password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



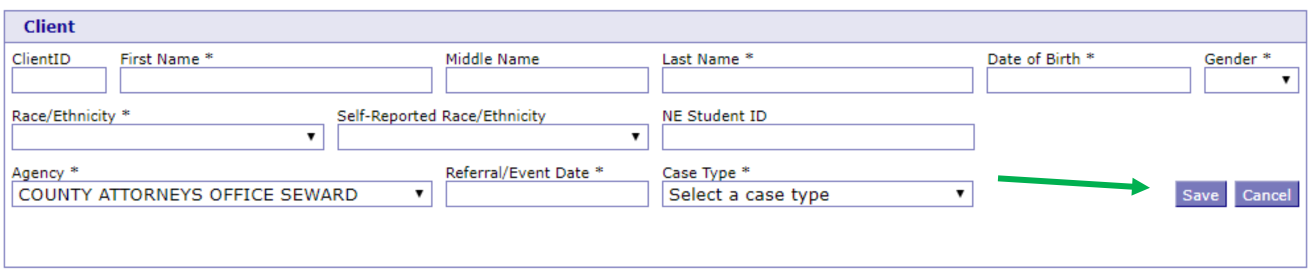
Click on JCMS in the middle column of the NCJIS home page.

Data entry in JCMS

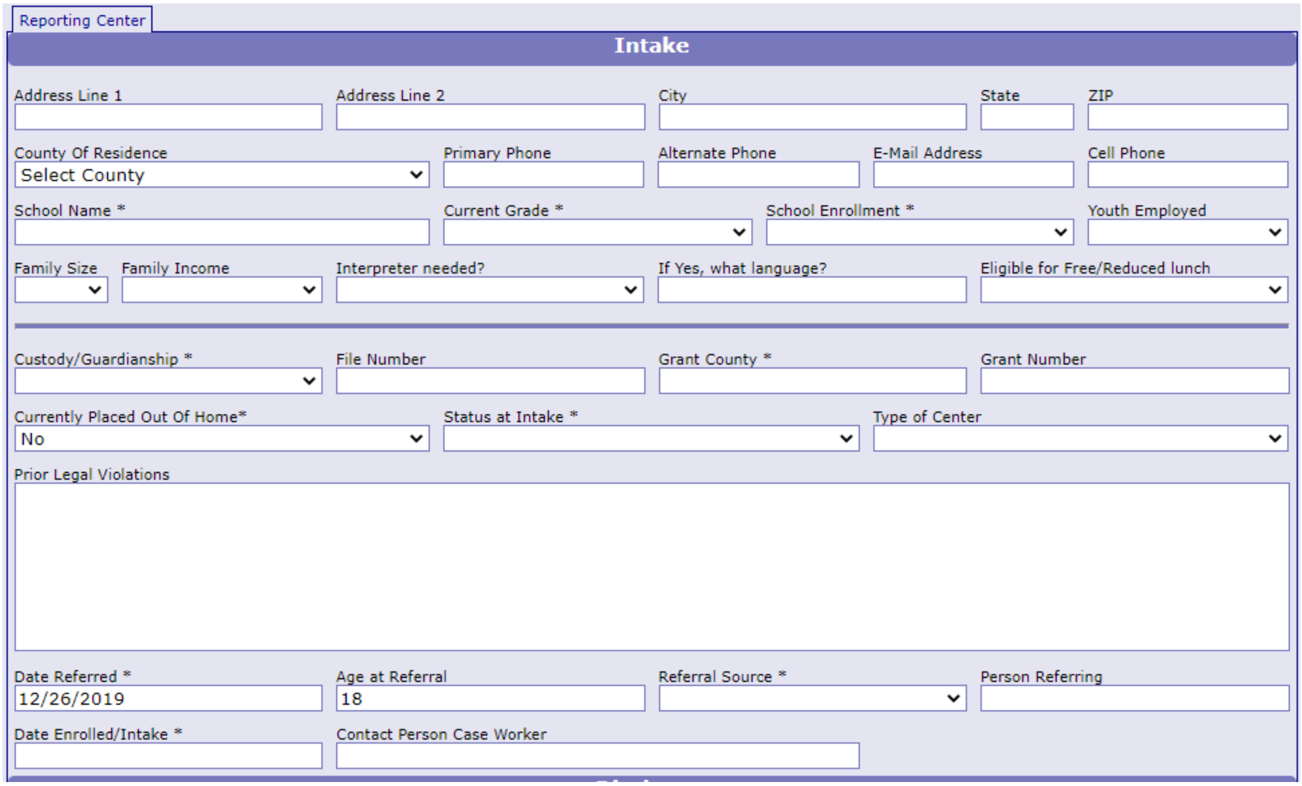
To create a new file for your youth, please select "New Client."



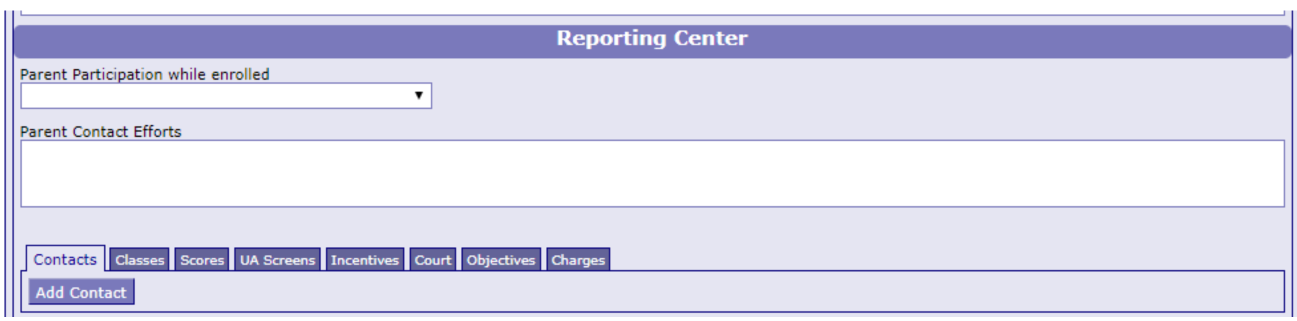
After clicking on the "New Client" button, a screen will pop up that asks for all the demographic information about the youth. **All fields in this area marked with an asterisk (*) are required to create the case in JCMS.** The "Case Type" dropdown menu will show eligible programs by certificates. Be 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. 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. Please note that if a youth was referred but did not enroll in the program, the youth still needs to be entered in JCMS. There is a way to indicate this in the discharge section.

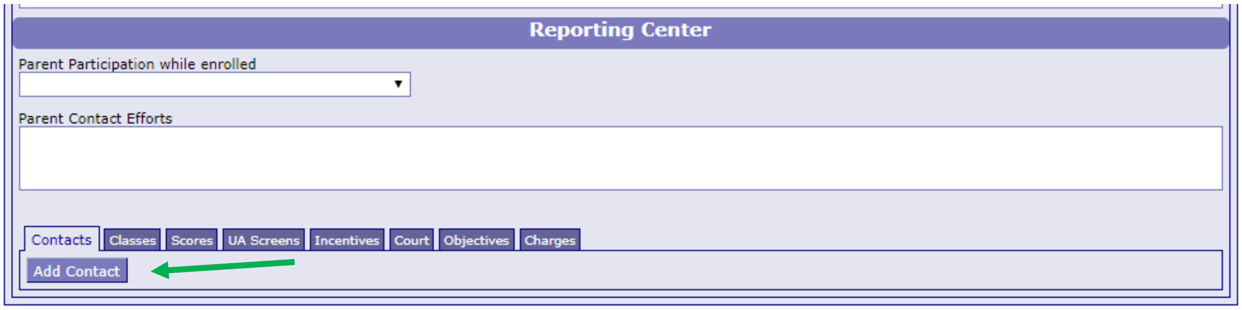


Next is the reporting center data fields. Please complete as many fields as possible.



Please enter the data under the tabs relevant to the youth you are serving. Not all fields will apply to all youth.

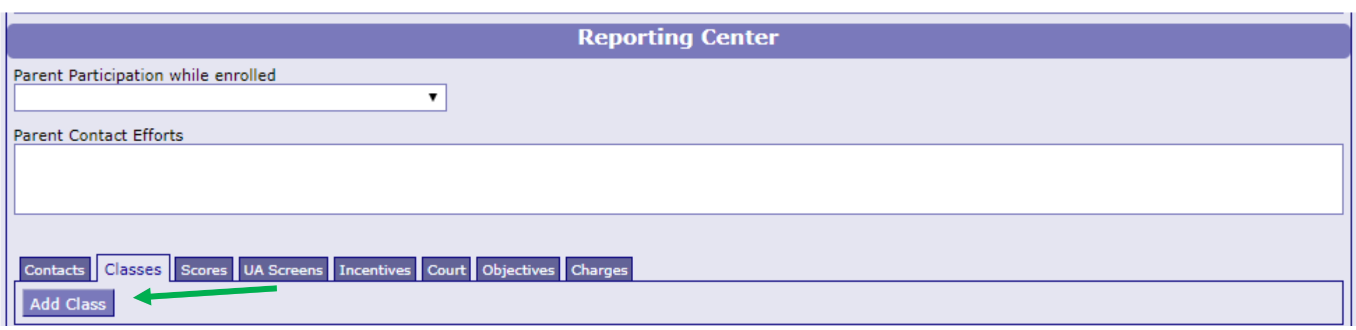
To add contacts between the program staff and youth and/or the youth's parents, click on the "Add Contacts" button under the "Contacts" tab.



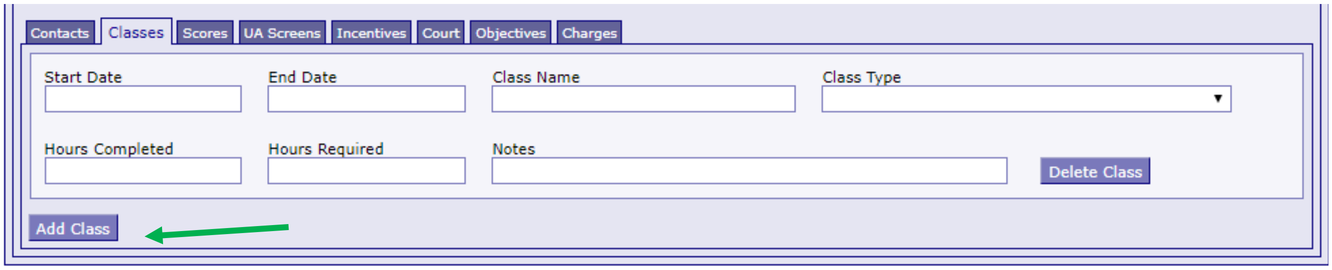
With the "Begin Date" and "End Date" fields you can record a singular occurrence by putting the same date in both fields, or you can record a number of the same type of occurrences over a period of time. Make sure to record the number of occurrences and total the hours spent working with the youth/family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

You may add as many additional contacts as needed by clicking on the "Add Contacts" button.

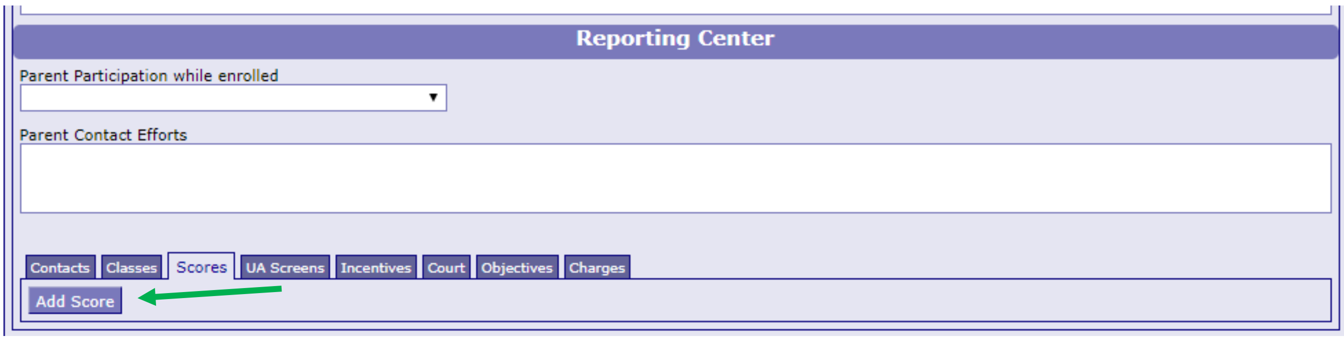
To add any/all classes that the youth attended/participated in while at the reporting center, click on the "Add Classes" button under the "Classes" tab.



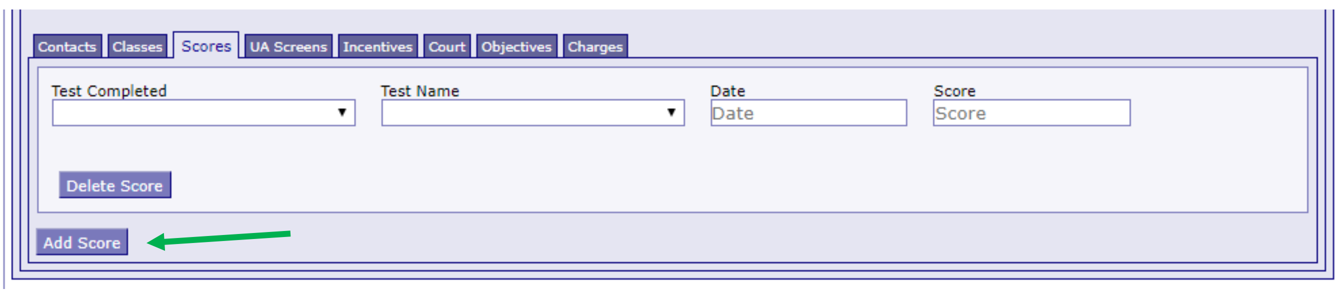
Please complete as many fields as possible. You may add as many additional classes as needed by clicking on the "Add Classes" button.



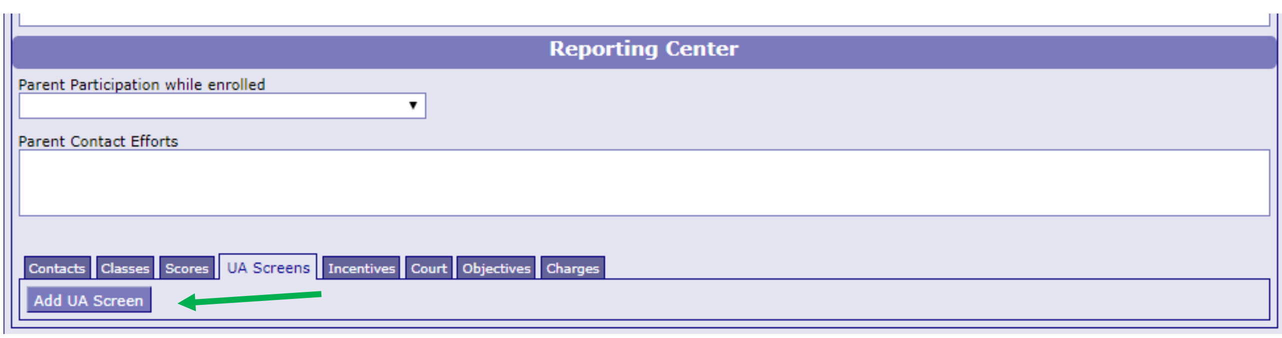
To add scores from any assessments that were administered to the youth and are relevant to the program, click on the "Add Scores" button under the "Scores" tab.



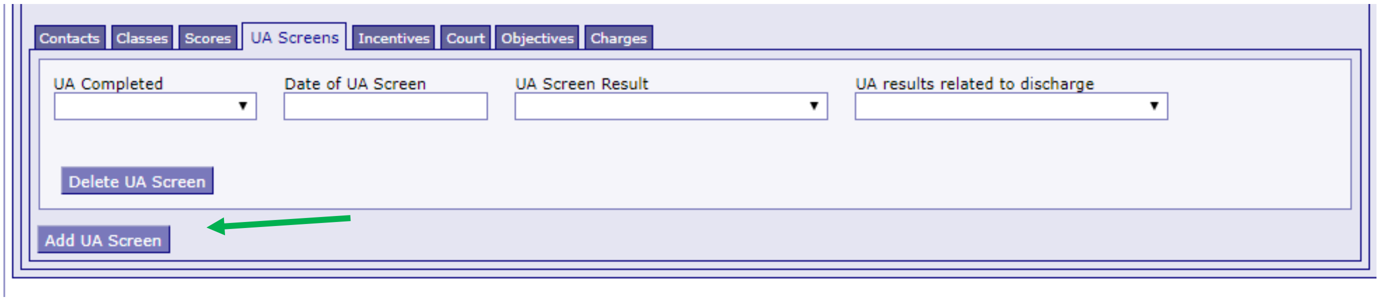
Please complete as many fields as possible. You may add as many additional scores as needed by clicking on the "Add Score" button.



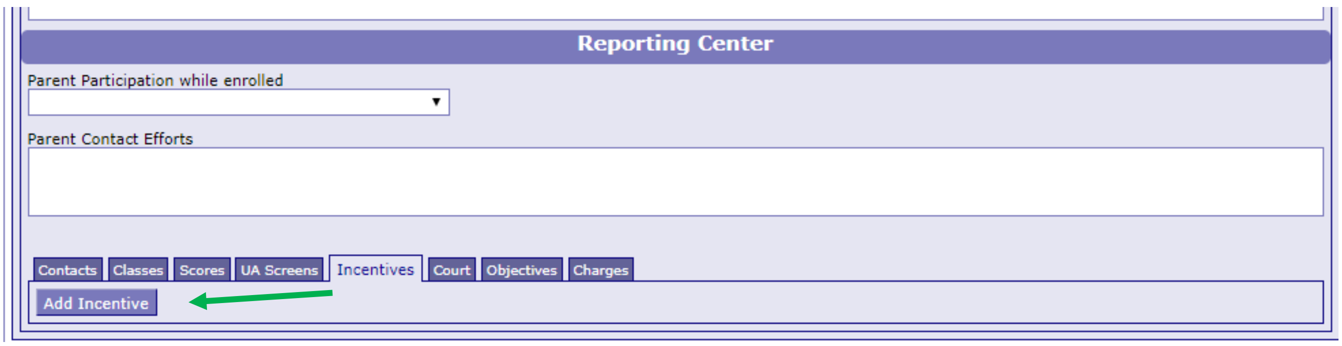
To record any/all results from urinalysis (UA) screens as a part of the youth's shelter program, click on the "Add UA" button under the "UA Screens" tab.



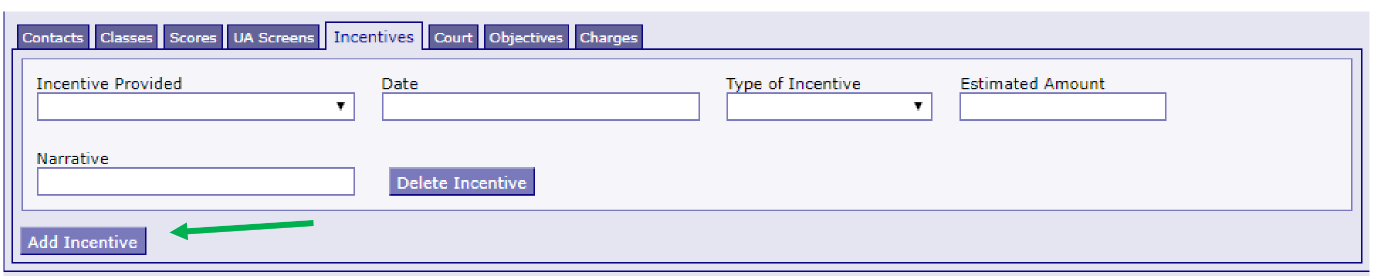
Please complete as many fields as possible. You may add as many additional UAs as needed by clicking on the "Add UA" button.



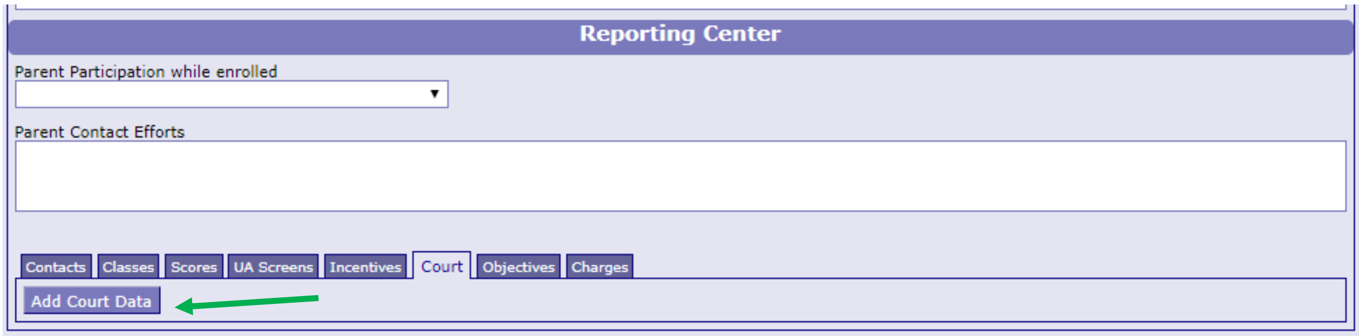
To add any incentives the youth earned while at the reporting center, click on the "Add Incentive" button under the "Incentives" tab.



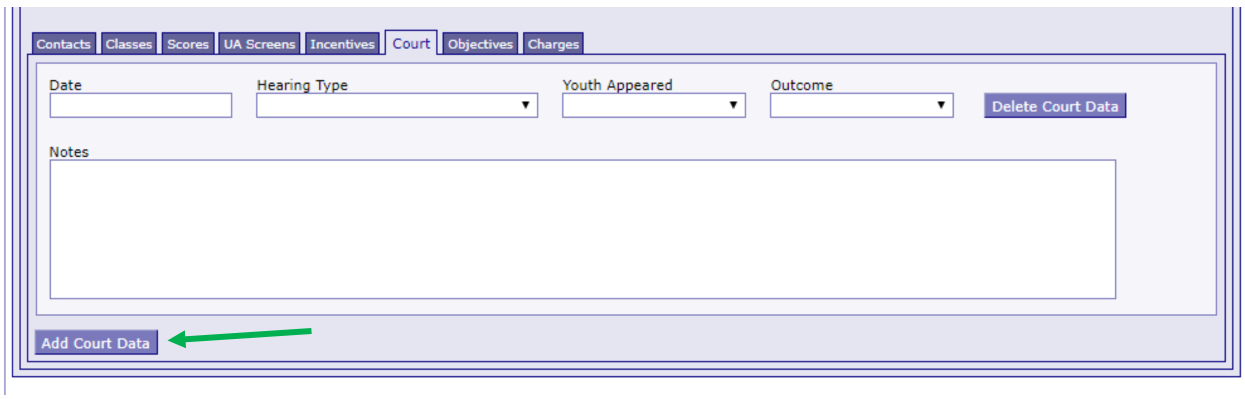
Please complete as many fields as possible. You may add as many additional incentives as needed by clicking on the "Add Incentive" button.



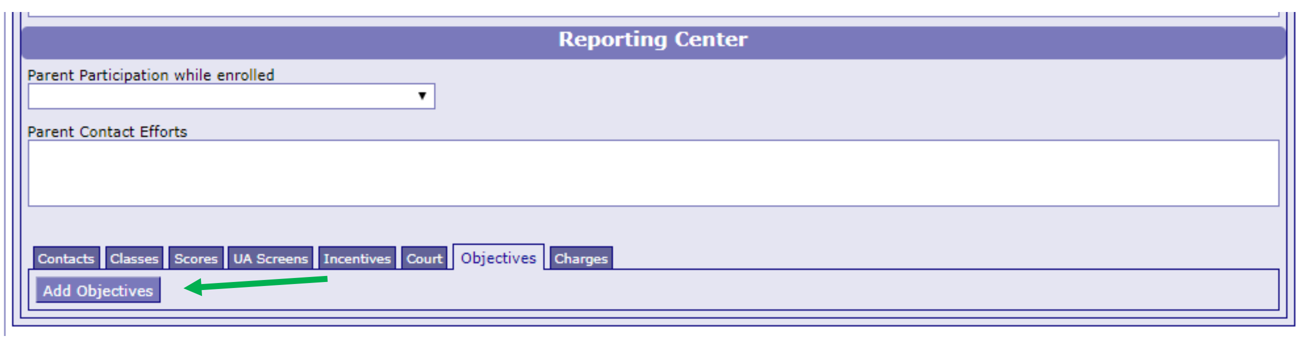
To add any court dates the youth attended while at the reporting center, click on the "Add Court Data" button under the "Court" tab.



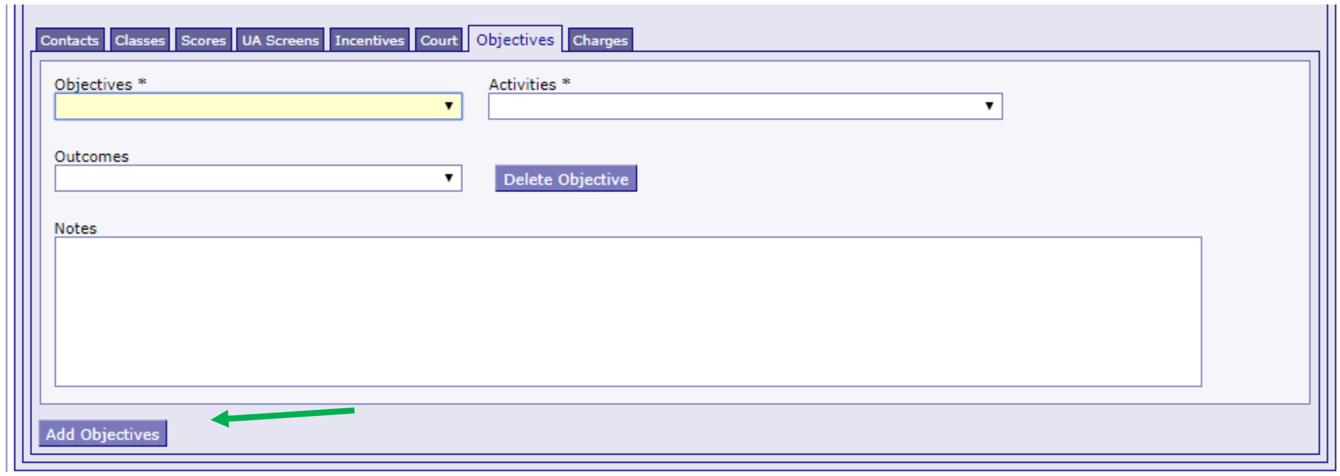
Please complete as many fields as possible. You may add as many additional court dates as needed by clicking on the "Add Court Data" button.



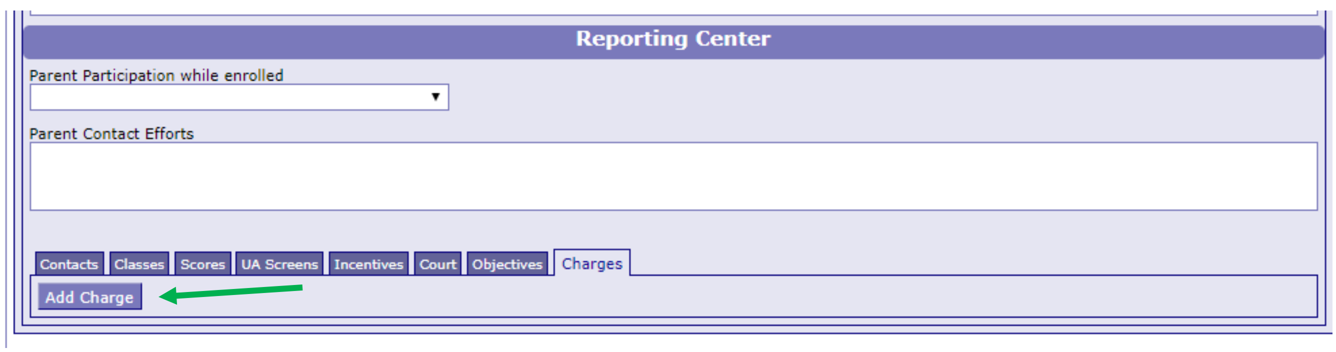
To add the objectives for the youth while at the reporting center, click on the "Add Objectives" button under the "Objectives" tab.



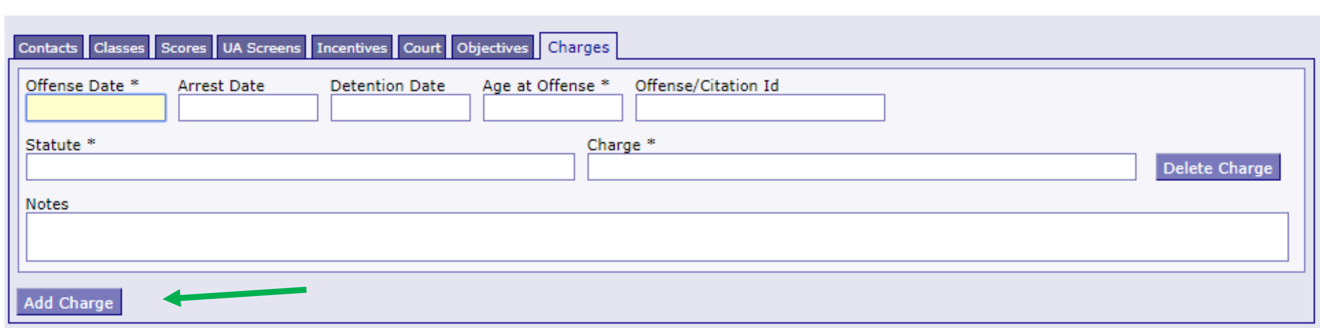
Please complete as many fields as possible. You may add as many additional objectives as needed by clicking on the "Add Objectives" button.



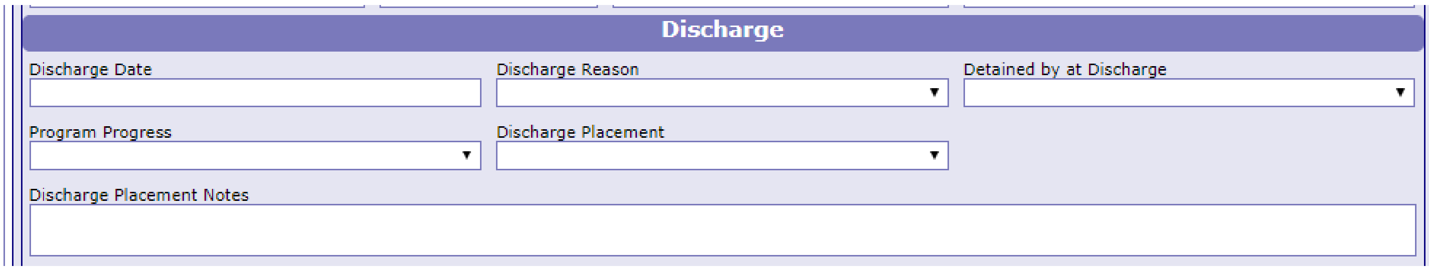
To add the charges the youth has for this placement at the reporting center, click on the "Add Charge" button under the "Charges" tab.



Please complete as many fields as possible (understanding that not all youth are arrested or detained, these may be blank). You may add as many additional charges as needed by clicking on the "Add Charge" button.



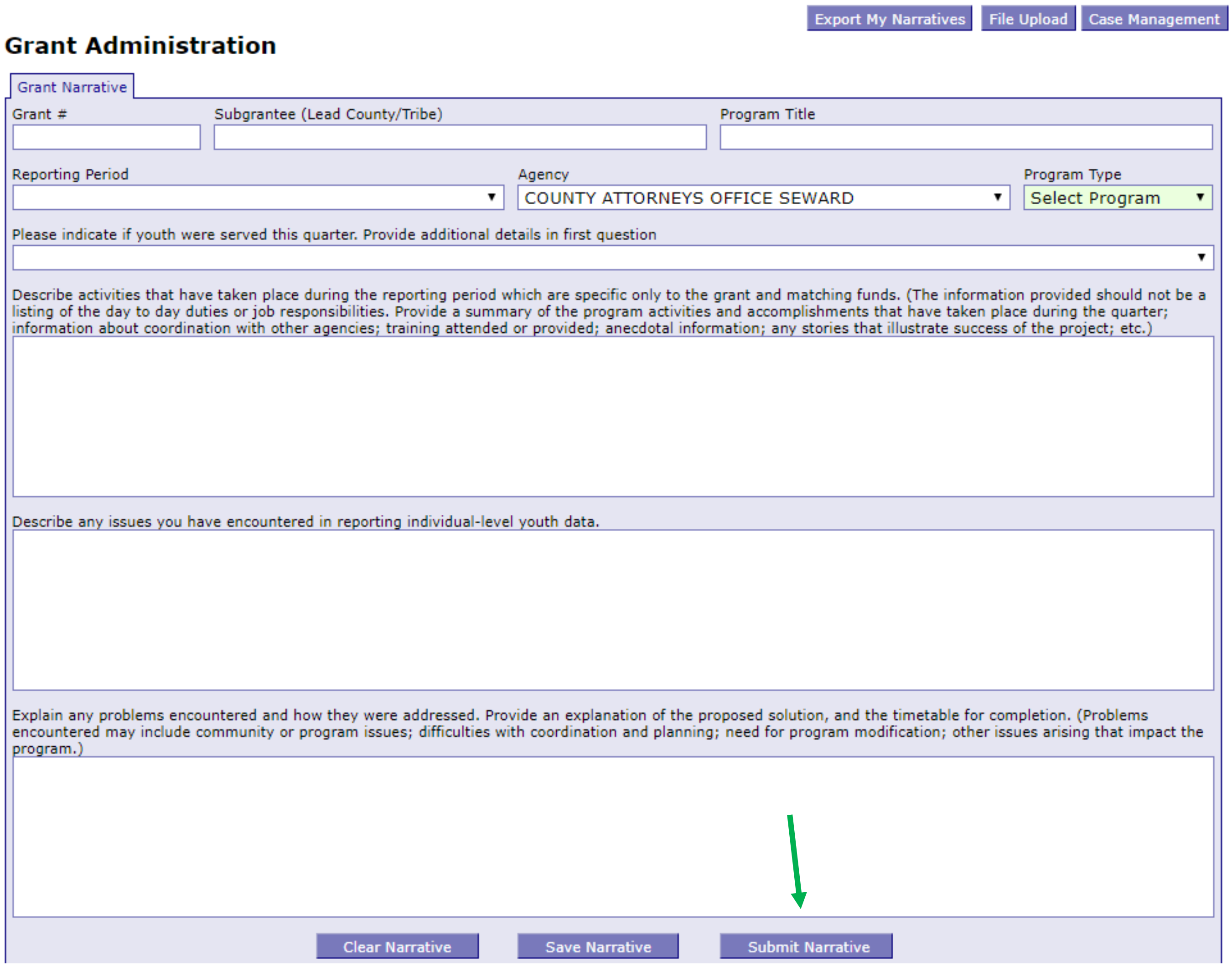
When the youth has been discharged from the program, please remember to return to the "**Discharge**" section and complete as many fields as possible. If a youth was referred but did not enroll in the program, make sure to indicate this here in the appropriate fields.



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

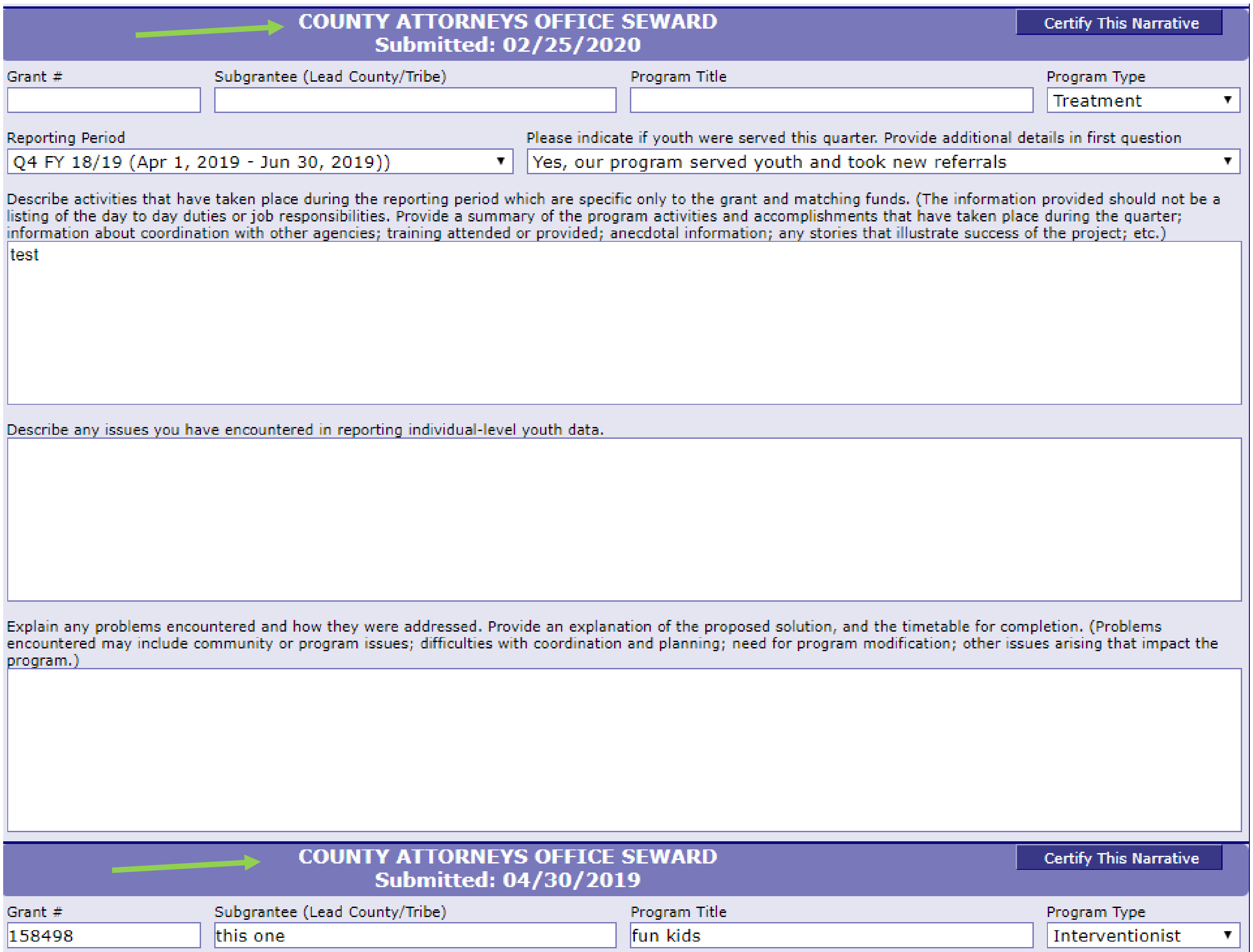
Describe activities that have taken place during the reporting period which are specific only to the grant and matching funds. (The information provided should not be a listing of the day to day duties or job responsibilities. Provide a summary of the program activities and accomplishments that have 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.

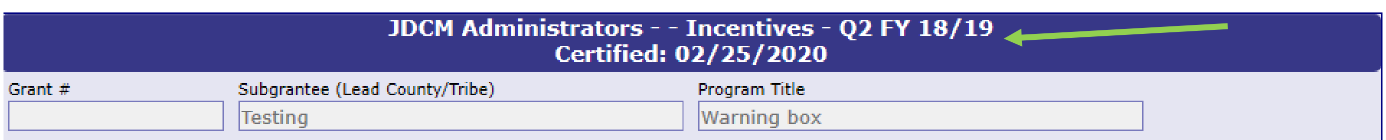
Explain any problems encountered and how they were addressed. Provide an explanation of the proposed solution, and the timetable for completion. (Problems encountered may include community or program issues; difficulties with coordination and planning; need for program modification; other issues arising that impact the program.)

Clear Narrative | Save Narrative | Submit Narrative

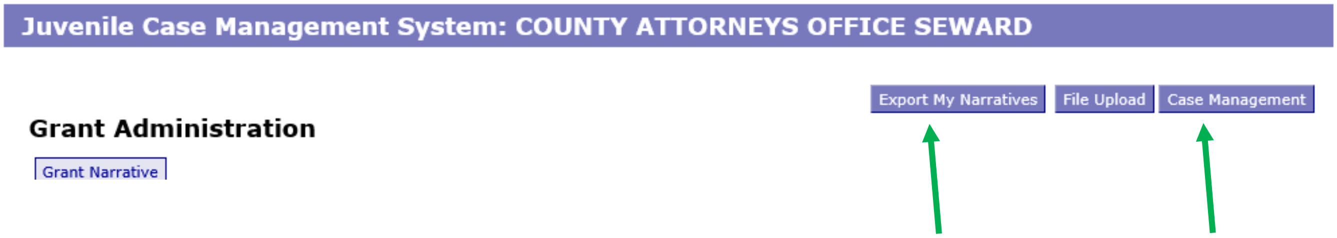
Note that all programs within your agency will be able to see all narratives. If you are going back in to make changes, please make sure you are in the correct narrative. The program and grant information will be at the top of each narrative, and the name of the program will be in the darker blue bar above the narrative



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.



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