



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.

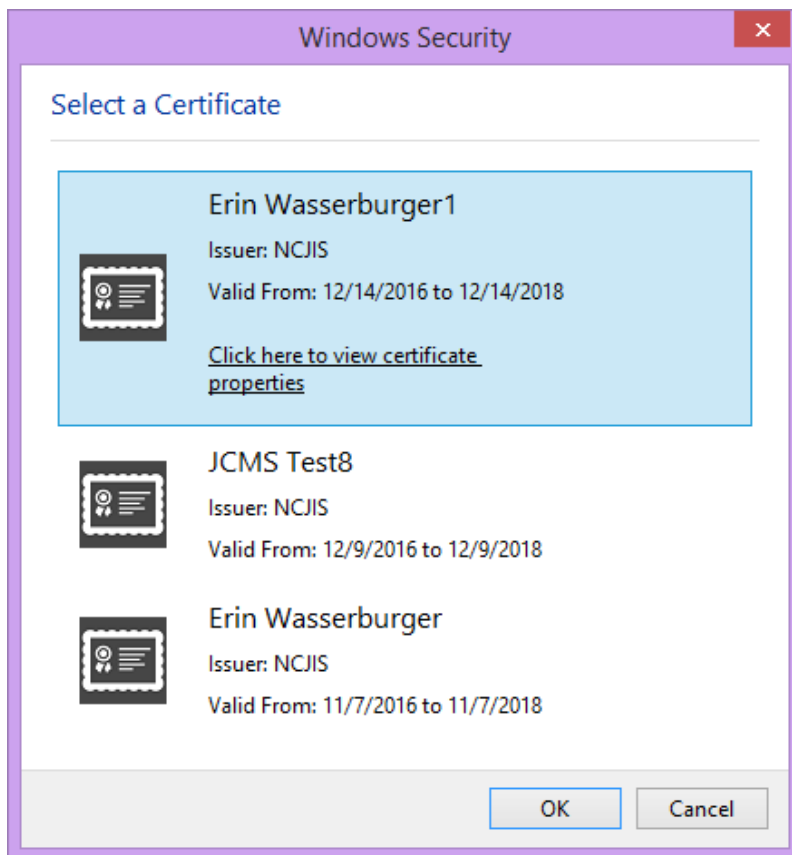


Welcome to...

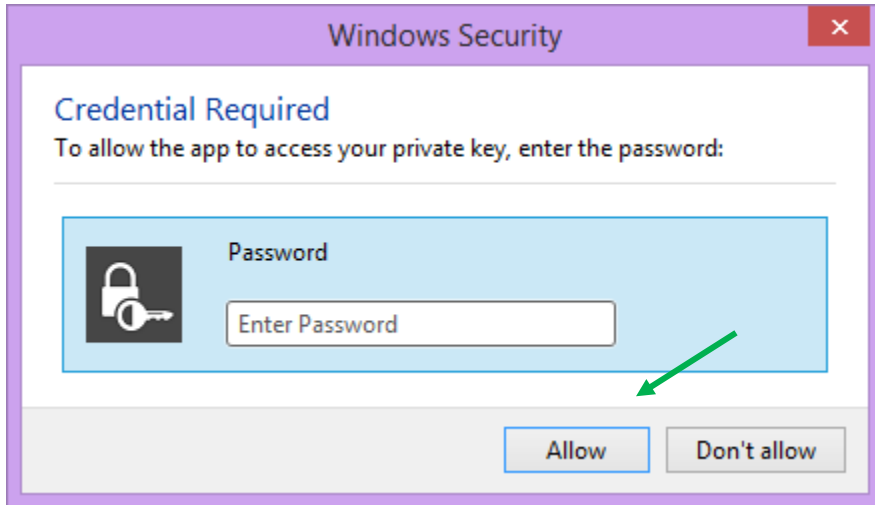


The Nebraska Criminal Justice Information System is a cooperative project between state and local criminal justice agencies within the state of Nebraska. This project is hosted by the Nebraska Crime Commission.

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:
 Login

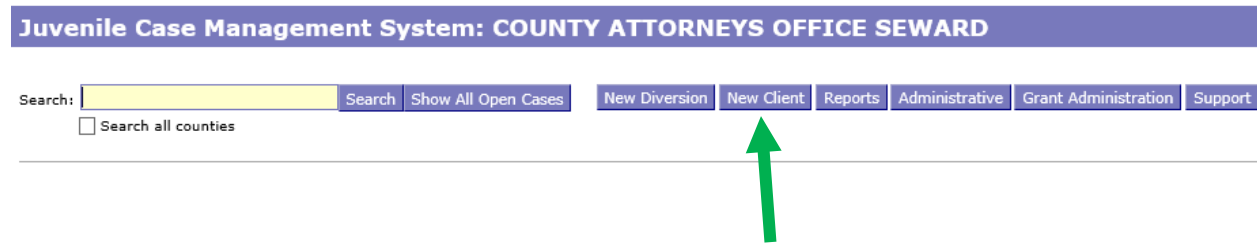
A green arrow points from the right side of the "Login" button to the password input field.

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.

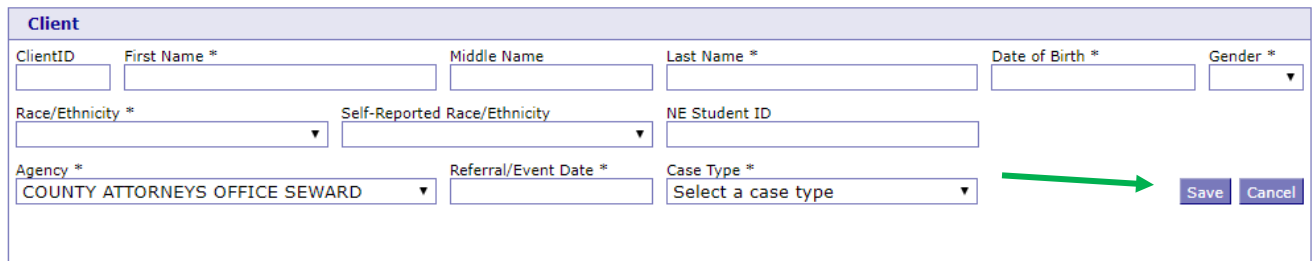
Data entry in JCMS

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



The screenshot shows the top navigation bar of the Juvenile Case Management System. The bar has a purple background with white text. The text reads "Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD". Below this bar is a search area with a yellow input field, a "Search" button, and a "Show All Open Cases" button. To the right of the search area are several navigation buttons: "New Diversion", "New Client", "Reports", "Administrative", "Grant Administration", and "Support". A green arrow points to the "New Client" button.

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.



The screenshot shows the "Client" data entry form. The form has a light blue header with the title "Client". Below the header are several input fields and dropdown menus. The fields are: "ClientID", "First Name *", "Middle Name", "Last Name *", "Date of Birth *", and "Gender *". Below these are "Race/Ethnicity *", "Self-Reported Race/Ethnicity", and "NE Student ID". At the bottom are "Agency *", "Referral/Event Date *", and "Case Type *". The "Agency" dropdown is set to "COUNTY ATTORNEYS OFFICE SEWARD". The "Case Type" dropdown is set to "Select a case type". A green arrow points to the "Save" button.

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.

Reporting Center

Intake

Address Line 1 Address Line 2 City State ZIP

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 * Grant Number

Currently Placed Out Of Home* Status at Intake * Type of Center

Prior Legal Violations

Date Referred * Age at Referral Referral Source * Person Referring

Date Enrolled/Intake * Contact Person Case Worker

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

Reporting Center

Parent Participation while enrolled

Parent Contact Efforts

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.

The screenshot shows the 'Reporting Center' interface. At the top, there is a header 'Reporting Center'. Below it, there is a dropdown menu labeled 'Parent Participation while enrolled'. Underneath that is a section titled 'Parent Contact Efforts' with a large empty text area. At the bottom, there is a navigation bar with tabs: 'Contacts', 'Classes', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'Contacts' tab is selected. Below the navigation bar, there is a button labeled 'Add Contact' with a green arrow pointing to it from the right.

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.

This screenshot shows a detailed view of the 'Add Contact' form. At the top, there is a navigation bar with tabs: 'Contacts', 'Classes', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'Contacts' tab is selected. Below the navigation bar, there is a form with the following fields: 'Begin Date', 'End Date', 'Type of Contact' (a dropdown menu), 'Contact with' (a dropdown menu), 'Hours of Contact', and 'Notes'. Below these fields, there is a field for '# of Occurrences' and a 'Delete Contact' button. At the bottom left of the form, there is a button labeled 'Add Contact' with a green arrow pointing to it from the right.

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.

This screenshot shows the 'Reporting Center' interface with the 'Classes' tab selected. The layout is similar to the previous screenshots, but the 'Add Class' button is highlighted with a green arrow pointing to it from the right. The 'Add Contact' button is no longer visible.

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

This screenshot shows the 'Classes' tab in a reporting center. At the top, there is a navigation bar with tabs for 'Contacts', 'Classes', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. Below this, there are several input fields: 'Start Date', 'End Date', 'Class Name', and 'Class Type' (a dropdown menu). Further down, there are fields for 'Hours Completed', 'Hours Required', and 'Notes'. A 'Delete Class' button is located to the right of the 'Notes' field. At the bottom left, there is an 'Add Class' button, which is pointed to by a green arrow.

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.

This screenshot shows the 'Reporting Center' interface. At the top, there is a dark blue header with the text 'Reporting Center'. Below this, there are two sections: 'Parent Participation while enrolled' with a dropdown menu, and 'Parent Contact Efforts' with a large empty text area. At the bottom, there is a navigation bar with tabs for 'Contacts', 'Classes', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'Scores' tab is currently selected. Below the navigation bar, there is an 'Add Score' button, which is pointed to by a green arrow.

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

This screenshot shows the 'Scores' tab in a reporting center. At the top, there is a navigation bar with tabs for 'Contacts', 'Classes', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. Below this, there are four input fields: 'Test Completed' (a dropdown menu), 'Test Name' (a dropdown menu), 'Date' (with a sub-field for 'Date'), and 'Score' (with a sub-field for 'Score'). A 'Delete Score' button is located below the 'Test Completed' field. At the bottom left, there is an 'Add Score' button, which is pointed to by a green arrow.

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.

This screenshot shows the 'Reporting Center' interface. At the top, there is a dark blue header with the text 'Reporting Center'. Below this, there are two sections: 'Parent Participation while enrolled' with a dropdown menu, and 'Parent Contact Efforts' with a large empty text area. At the bottom, there is a navigation bar with tabs for 'Contacts', 'Classes', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'UA Screens' tab is currently selected. Below the navigation bar, there is an 'Add UA Screen' button, which is pointed to by a green arrow.

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

Contacts Classes Scores **UA Screens** Incentives Court Objectives Charges

UA Completed Date of UA Screen UA Screen Result UA results related to discharge

Delete UA Screen

Add UA Screen

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

Reporting Center

Parent Participation while enrolled

Parent Contact Efforts

Contacts Classes Scores UA Screens **Incentives** Court Objectives Charges

Add Incentive

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

Contacts Classes Scores UA Screens **Incentives** Court Objectives Charges

Incentive Provided Date Type of Incentive Estimated Amount

Narrative Delete Incentive

Add Incentive

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

The screenshot shows the 'Reporting Center' interface. At the top, there is a header 'Reporting Center'. Below it, there is a dropdown menu labeled 'Parent Participation while enrolled'. Underneath that is a section for 'Parent Contact Efforts' with a large empty text area. At the bottom, there is a navigation bar with tabs: 'Contacts', 'Classes', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'Court' tab is currently selected. Below the navigation bar, there is a button labeled 'Add Court Data' with a green arrow pointing to it from the right.

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.

This screenshot shows a detailed view of the 'Court' tab. It features a form with the following fields: 'Date' (text input), 'Hearing Type' (dropdown menu), 'Youth Appeared' (dropdown menu), and 'Outcome' (dropdown menu). To the right of these fields is a 'Delete Court Data' button. Below the form is a 'Notes' section with a large empty text area. At the bottom left, there is an 'Add Court Data' button with a green arrow pointing to it from the right.

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

This screenshot shows the 'Reporting Center' interface with the 'Objectives' tab selected. The layout is similar to the previous screenshots, with the 'Parent Participation while enrolled' dropdown, 'Parent Contact Efforts' text area, and navigation tabs. The 'Objectives' tab is highlighted, and the 'Add Objectives' button is visible at the bottom left, with a green arrow pointing to it from the right.

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.

Discharge		
Discharge Date	Discharge Reason	Detained by at Discharge
<input type="text"/>	<input type="text"/>	<input type="text"/>
Program Progress	Discharge Placement	
<input type="text"/>	<input type="text"/>	
Discharge Placement Notes		
<input type="text"/>		

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

Q4 FY 18/19 (Apr 1, 2019 - Jun 30, 2019) ▼	Yes, our program served youth and took new referrals ▼
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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 #	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".

Grant Administration

Grant Narrative

Export My Narratives

File Upload

Case Management

