UNIVERSITY OF NEBRASKA AT OMAHA
JUVENILE JUSTICE INSTITUTE

JCMS User Guide

System Improvement Programs

02/25/2020

System Improvement User Guide

Quarterly Reporting Checklist – JCMS programs

Quarterly - Make sure your program-level 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 information as soon throughout the quarter.

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 to fill out information, please refer to the JJI 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...

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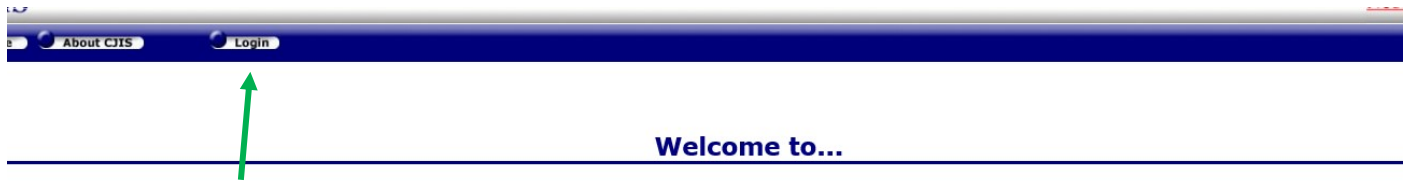
The Nebraska Criminal Justice Information System is a cooperative
project between state and local criminal justice agencies within the state
of Nebraska. This project is hosted by the Nebraska Crime Commission.

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.
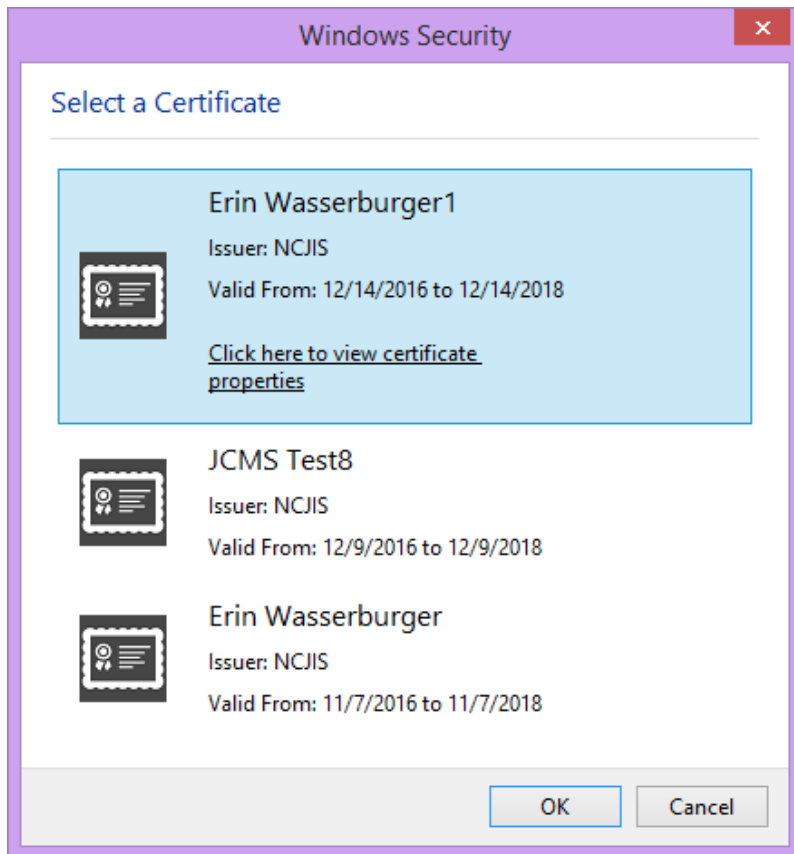
A new window will pop up to ask for a password to allow the
certificate. This is the password that you created when you

installed your new certificate (step 18 in the install process). Click allow when you have entered your password.
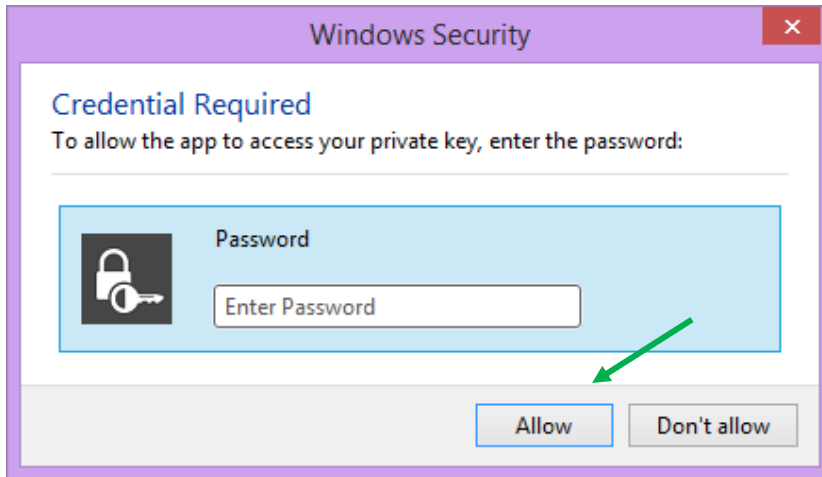
Enter your website password. This is not the import password you received with your certificate. It is the random number/letter/symbol password you received at the same time as your certificate. *Passwords must be changed every 90 days. If you have been using JCMS for more than 90 days your password 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.

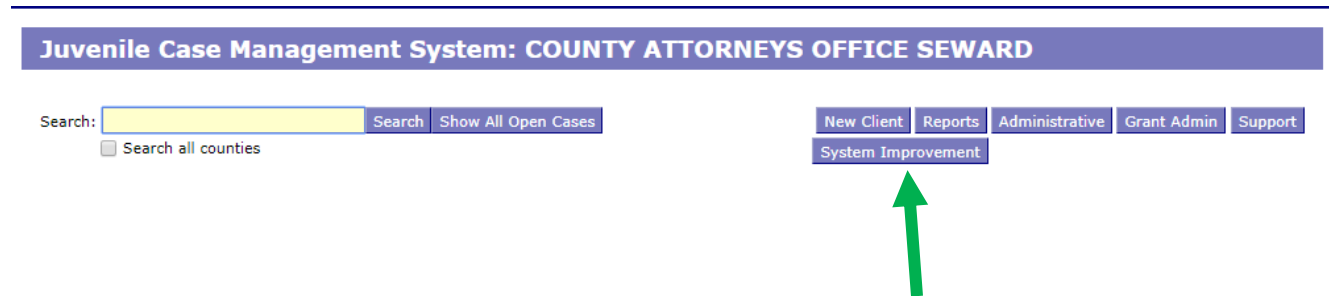Please enter your password:

Login

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.
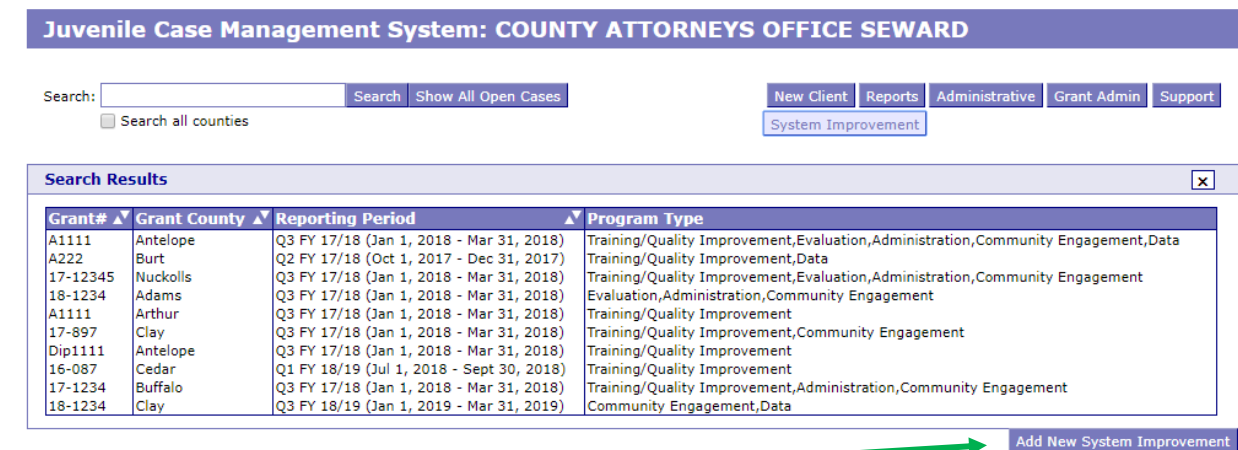
System Improvement entry in JCMS

In order to enter information about your system improvement program, please click on the "System Improvement" button.

*Please note that if you do not have permission to enter individual level youth data you will not have the "New Client" button and the screen may look a little different. *

After clicking on the "System Improvement" 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.

Please click on the "Add New System Improvement" button to enter new information about your program. Any previously entered system improvement information will be available under the "Search Results" header upon clicking on the "System Improvement" button. *You can go back in and update previous

system improvement entries by clicking on the appropriate line
but make sure you are creating a new entry for each quarter*

Enter the grant number, then select the appropriate county from
the drop-down menu. Please note the county should be the county
that receives the grant funding, not the county where the system
improvement took place. Select the appropriate reporting period
from the next drop-down menu, then the type of system
improvement program. Once these 4 boxes are completed, click
the "Add Case" button.

Depending on which program type you selected, a tab will open
below the grant information with additional fields to complete.

These are the fields for Training/Quality Improvement. Please
complete all fields. This is for both trainings attended and
trainings provided. If more than one training occurred during
the reporting period, you can create more than one by clicking
on the "Add Training" button at the bottom of the tab.

These are the fields for the Evaluation program type. Please
complete all fields. If more than one program evaluation
occurred during the reporting period, you can create more than
one by clicking on the "Add Evaluation" button at the bottom of
the tab.

These are the fields for Administration. Please complete all fields. If a field does not apply, please enter "N/A". If you fund more than one administration activity, you can create more than one by clicking on the "Add Administration" button at the bottom of the tab.

These are the fields for Community Engagement (this includes coordinators, backbone support agencies, and grant writers). Please complete all fields. If a field does not apply, please enter "N/A". Please note that if you fund or fill more than one of these roles you will need to complete all of the applicable fields on one form as there is not an opportunity to add more than one Community Engagement tab to a reporting period (i.e. if you are a CBA coordinator and a grant writer, complete the fields for both programs on the same tab).

What type of coordinator are you? (Check all that apply)

☐ Community Based Aid ☐ DMC ☐ JDAI ☐ Other(describe) [_____]

Are you an independent contractor **What percent of your salary is funded through CBA?**

[_____ ▼] [_____ ▼]

Are there identified gaps in service in your community for youth pre-adjudication through reentry? [_____ ▼]

If yes, please explain:

[text area]

Number of MOU's drafted this quarter [_____] Number of contracts drafted [_____] Number of CBA subgrant adjustments [_____]

Please describe any adjustments here:

[text area]

Briefly list activities related to grant writing:

Estimate total hours you spent on grant writing [_____] Estimate total hours you spent on grant reporting [_____]

Number of meetings you coordinated this quarter [_____] Number of stakeholders you invited [_____] Number who attended [_____] Estimate total hours you spent on community coordination [_____]

Briefly list activities related to coordinating your community:

[text area]

Briefly list activities supporting programs in a one-to-one capacity:

[text area]

Estimate total hours you spent supporting programs in a one-to-one capacity [_____] Estimate total hours you spent travelling to communities [_____]

Briefly list the communities you traveled to this quarter to enable coordination:

[text area]

[Delete Community Engagement]

These are the fields for the Data program type. Please complete all fields.

If your agency funds more than one System Improvement program, you can add as many different programs as needed to represent the different programs in your community. Once you have added a case, you can return to the top and pick the next program type and click the "Add Case" button again. This will create a new tab for that program type during the reporting period.

*Remember that if you need to add a program for a different quarter you will need to click the "Add New System Improvement" button as the "Add Case" button adds a case to the same reporting period, it doesn't create the opportunity to change the reporting period.

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.

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 | | | Certify This Narrative |
| Submitted: 02/25/2020 | | | |

| Grant # | Subgrantee (Lead County/Tribe) | Program Title | Program Type |
| | | | Treatment ▼ |

Reporting Period

Q4 FY 18/19 (Apr 1, 2019 - Jun 30, 2019)) ▼

Please indicate if youth were served this quarter. Provide additional details in first question

Yes, our program served youth and took new referrals ▼

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 | | | Certify This Narrative |
| Submitted: 04/30/2019 | | | |

| 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 |
| | 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

[Export My Narratives] [File Upload] [Case Management]

Grant Administration

[Grant Narrative]