



**UNIVERSITY OF NEBRASKA AT OMAHA**  
JUVENILE JUSTICE INSTITUTE

JCMS User Guide  
Truancy Programs  
6/9/2021

# Truancy 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](http://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.

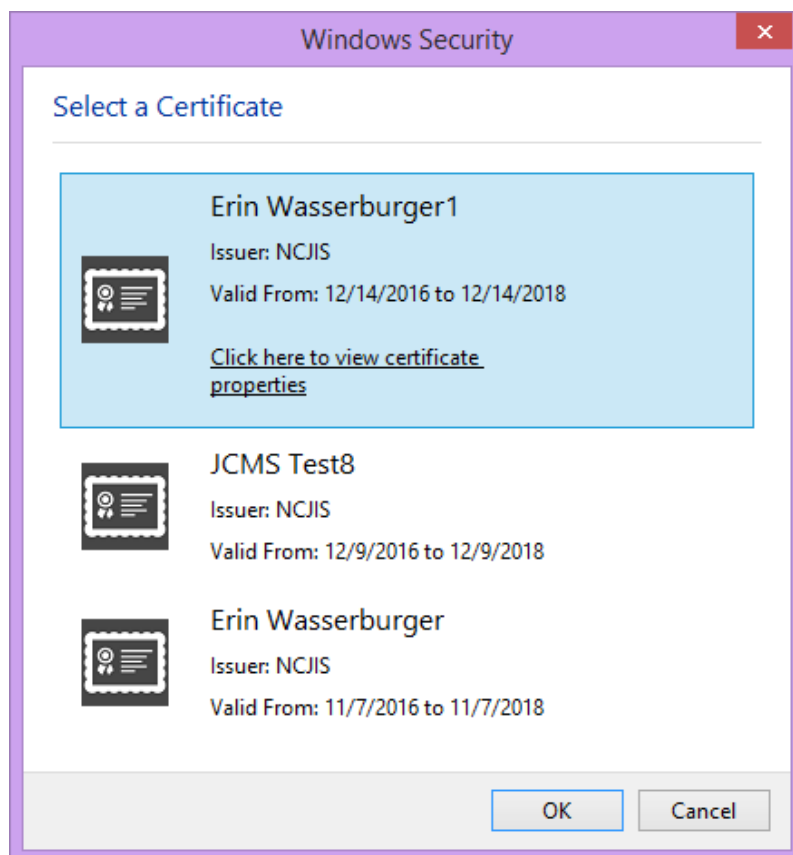


Welcome to...

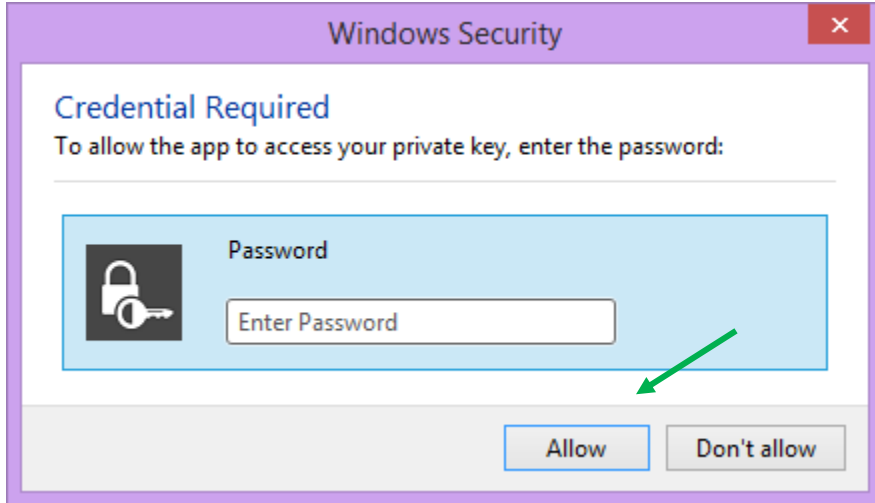


*The Nebraska Criminal Justice Information System is a cooperative project between state and local criminal justice agencies within the state of Nebraska. This project is hosted by the Nebraska Crime Commission.*

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



**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 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. If your program does not have a formal referral process, the date of referral may be the same as the date of enrollment.

Client					
ClientID	First Name *	Middle Name	Last Name *	Date of Birth *	Gender *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race/Ethnicity *	Self-Reported Race/Ethnicity	NE Student ID			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Agency *	Referral/Event Date *	Case Type *		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
<input type="text" value="COUNTY ATTORNEYS OFFICE SEWARD"/>	<input type="text"/>	<input type="text" value="Select a case type"/>			

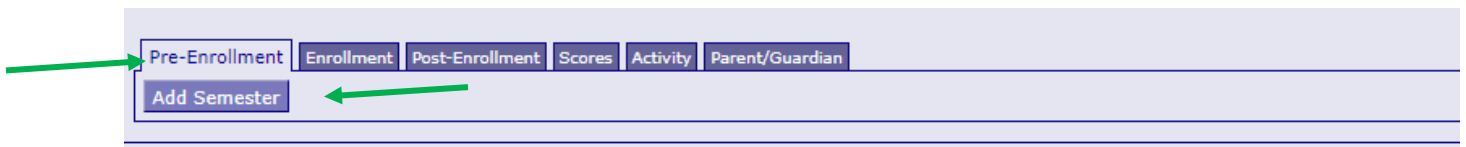
After you have successfully saved your information, the screen for data entry will appear. Here we want to fill out as many of the fields as possible. Please note that the referral date entered when the client was created will populate into the "Referral Date" field in the intake section. If there are notes you wish to keep about a specific case, please write them in the "Narrative" section. **All work is saved automatically.**

Truancy

### Intake

Address Line 1		Address Line 2		City	State	ZIP
County Of Residence Select County		Primary Phone	Alternate Phone	E-Mail Address		Cell Phone
Youth Employed	Family Size	Family Income (\$)	Interpreter needed?	If Yes, what language?		
School Name *	Current Grade *	School Enrollment *	Eligible for Free/Reduced lunch			
Credits required to date (H.S. only)	Credits earned to date (H.S. only)	Expected Graduation Year	Actual Graduation Year			
Custody/Guardianship *	File Number	Grant County *	Grant Number			
Person Referring	Referral Source *	Referral Date *	Age at Referral	Truancy Type *		
Enrolled Date *	Grades *	School Attachment *	Parental Involvement			
Primary Reason for Enrollment *	Secondary Reason for Enrollment	Contact Person/Case Worker				
Notes						

To create the "Pre-enrollment" screens for entering the attendance prior to the youth being enrolled in the program, click the "Add Semester" button under the "Pre-enrollment" tab.



This section requires recording the attendance for the period before the youth started the program, "Pre-Enrollment", up until the day they start the program. More than one semester can be tracked in this section by clicking the "Add Semester" button. You can create as many sections for tracking attendance as needed.

Pre-Enrollment | **Enrollment** | Post-Enrollment | Scores | Activity | Parent/Guardian

Semester \*  Tracking Begin Date \*  Tracking End Date \*

Attendance Type \*  Required Days \*  Required Periods \*  Required Attendance \*

Tardy - Excused \*  Tardy - Not Excused \*

School Excused: *		Percentage of required attendance	Not Excused: *		Percentage of required attendance
Administration, school activity	<input type="text"/>	0 %	Truant	<input type="text"/>	0 %
Suspension, Expulsion administration, ISS	<input type="text"/>	0 %	Parent Acknowledged	<input type="text"/>	0 %
Religious holiday, Funeral, Other	<input type="text"/>	0 %	Medical, Illness	<input type="text"/>	0 %
Medical, Illness	<input type="text"/>	0 %	Unverified	<input type="text"/>	0 %
<b>Excused Total:</b>	<b>0</b>	<b>0%</b>	<b>Not Excused Total:</b>	<b>0</b>	<b>0%</b>
Aggregate Absent:	0	Aggregate Percent Absent:	0 %		

←

To create the "Enrollment" screens for entering the attendance while the program is monitoring the youth, click the "Add Semester" button under the "Enrollment" tab.

Pre-Enrollment | **Enrollment** | Post-Enrollment | Scores | Activity | Parent/Guardian

←

This section requires recording the attendance for the period they are enrolled in the program. More than one semester can be tracked in this section by clicking the "Add Semester" button. You can create as many sections for tracking attendance as needed.

Pre-Enrollment | **Enrollment** | Post-Enrollment | Scores | Activity | Parent/Guardian

Semester \*  Tracking Begin Date \*  Tracking End Date \*

Attendance Type \*  Required Days \*  Required Periods \*  Required Attendance \*

Tardy - Excused \*  Tardy - Not Excused \*

School Excused: *	<input type="text"/>	Percentage of required attendance	Not Excused: *	<input type="text"/>	Percentage of required attendance
Administration, school activity	<input type="text"/>	0 %	Truant	<input type="text"/>	0 %
Suspension, Expulsion administration, ISS	<input type="text"/>	0 %	Parent Acknowledged	<input type="text"/>	0 %
Religious holiday, Funeral, Other	<input type="text"/>	0 %	Medical, Illness	<input type="text"/>	0 %
Medical, Illness	<input type="text"/>	0 %	Unverified	<input type="text"/>	0 %
<b>Excused Total:</b>	<b>0</b>	<b>0%</b>	<b>Not Excused Total:</b>	<b>0</b>	<b>0%</b>
Aggregate Absent:	0	Aggregate Percent Absent:	0 %		

To create the "Post-Enrollment" screens for entering the attendance while the program is monitoring the youth, click the "Add Semester" button under the "Post-Enrollment" tab.

Pre-Enrollment | Enrollment | **Post-Enrollment** | Scores | Activity | Parent/Guardian

This section requires recording the attendance for the period after they are enrolled in the program. More than one semester can be tracked in this section by clicking the "Add Semester" button. You can create as many sections for tracking attendance as needed.




Pre-Enrollment | Enrollment | Post-Enrollment | Scores | Activity | Parent/Guardian

Semester \*  Tracking Begin Date \*  Tracking End Date \*

Attendance Type \*  Required Days \*  Required Periods \*  Required Attendance \*


Tardy - Excused \*  Tardy - Not Excused \*

School Excused: * <input type="text"/>	Percentage of required attendance	Not Excused: * <input type="text"/>	Percentage of required attendance
Administration, school activity	<input type="text"/> 0 %	Truant	<input type="text"/> 0 %
Suspension, Expulsion administration, ISS	<input type="text"/> 0 %	Parent Acknowledged	<input type="text"/> 0 %
Religious holiday, Funeral, Other	<input type="text"/> 0 %	Medical, Illness	<input type="text"/> 0 %
Medical, Illness	<input type="text"/> 0 %	Unverified	<input type="text"/> 0 %
<b>Excused Total:</b>	<b>0 0%</b>	<b>Not Excused Total:</b>	<b>0 0%</b>
Aggregate Absent: 0	Aggregate Percent Absent: 0 %	<input type="button" value="Delete Semester"/>	



If applicable, add any assessments the youth was given relevant to the program. Click on the "Add Scores" button under the "Scores" tab.


Pre-Enrollment | Enrollment | Post-Enrollment | Scores | Activity | Parent/Guardian



Please record the name of the test and the score. You can create as many sections for recording assessments and scores as needed by clicking the "Add Score" button.


Pre-Enrollment | Enrollment | Post-Enrollment | Scores | Activity | Parent/Guardian

Test Completed  Test Name \*  Date \*  Score \*



To record activity information relative to the program, click on the button "Add Activity" under the "Activity Tab".

Pre-Enrollment | Enrollment | Post-Enrollment | Scores | Activity | Parent/Guardian



Enter the date of activity and the activity narrative. You can create as many activity sections for as needed by clicking the "Add Activity" button.

To add parent/guardian contact information, click on the "Add Parent/Guardian" button under the "Parent/Guardian" tab.

Enter the relationship to the youth and the contact information for the parent/guardian. You may create as many sections for parent/guardian contact information as needed by clicking the "Add Parent/Guardian" button.

When the youth has completed the program, remember to go back up to the discharge section to enter the discharge information.

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 "JJI" 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.

If you need, or would like, to print a summary of the activity for the youth, click the "Activity Report" button. This will generate a word document with your agency name, the youth's name, file number and discharge date, as well as the dates and activity narratives.

JUVENILE TRUANCY ACTIVITIES - COUNTY ATTORNEYS OFFICE SEWARD	
<b>Client Name:</b>	Herbie Husker
<b>File Number:</b>	
<b>Discharge Date:</b>	
<hr/>	
<b>Date:</b> 01/05/2017 up for ACT	<b>Narrative:</b> signed
<hr/>	
<b>Date:</b> 01/09/2017 out sick	<b>Narrative:</b> dr note
<hr/>	

You can also print a "File Truancy Facesheet" by clicking the button at the bottom of the screen.

Pre-Enrollment | **Enrollment** | Post-Enrollment | Scores | Activity | Parent/Guardian

Semester \*  Tracking Begin Date \*  Tracking End Date \*

Attendance Type \*  Required Days \*  Required Periods \*  Required Attendance \*

Tardy - Excused \*  Tardy - Not Excused \*

School Excused: *	Percentage of required attendance	Not Excused: *	Percentage of required attendance
Administration, school activity	<input type="text"/> 0 %	Truant	<input type="text"/> 0 %
Suspension, Expulsion administration, ISS	<input type="text"/> 0 %	Parent Acknowledged	<input type="text"/> 0 %
Religious holiday, Funeral, Other	<input type="text"/> 0 %	Medical, Illness	<input type="text"/> 0 %
Medical, Illness	<input type="text"/> 0 %	Unverified	<input type="text"/> 0 %
<b>Excused Total:</b>	<b>0 0%</b>	<b>Not Excused Total:</b>	<b>0 0%</b>
Aggregate Absent: 0	Aggregate Percent Absent: 0 %	<input type="button" value="Delete Semester"/>	

This will bring down a word document with demographic information, referral information, and pre-enrollment and enrollment data for printing.

**CLIENT INFORMATION - COUNTY ATTORNEYS OFFICE SEWARD**

Client Name: Herbie Husker File Number:  
 Gender: Male NE School ID:  
 Grade: 10 Date of Birth: 06/10/2000  
 School Name: LINCOLN EAST HIGH SCHOOL

Alias Names (if any):

Address: 123 Crime St Primary Phone: 402-276-8286  
 City: Omaha Alternate Phone:  
 State: NE Zip Code: 68124

Family Size: 6 Family Income:  
 Legal Custody: Both Parents

**Pre-Enrollment:**

Semester: Fall  
 Tracking Begin Date: 08/15/2018  
 Tracking End Date: 12/20/2018  
 Attendance Type: Class Periods  
 Required Days: 85  
 Required Periods: 7  
 Tardy - Excused: 3  
 Tardy - Not Excused: 17  
 Administration, school activity: 2  
 Suspension, Expulsion, ISS: 0  
 Religious holiday, Funeral, Other: 1  
 Medical, Illness: 8  
 Truancy: 3  
 Parent Acknowledged: 10  
 Medical Illness: 2  
 Unverified: 25  
 Excused Total: 11  
 Not Excused Total: 40

**Enrollment:**

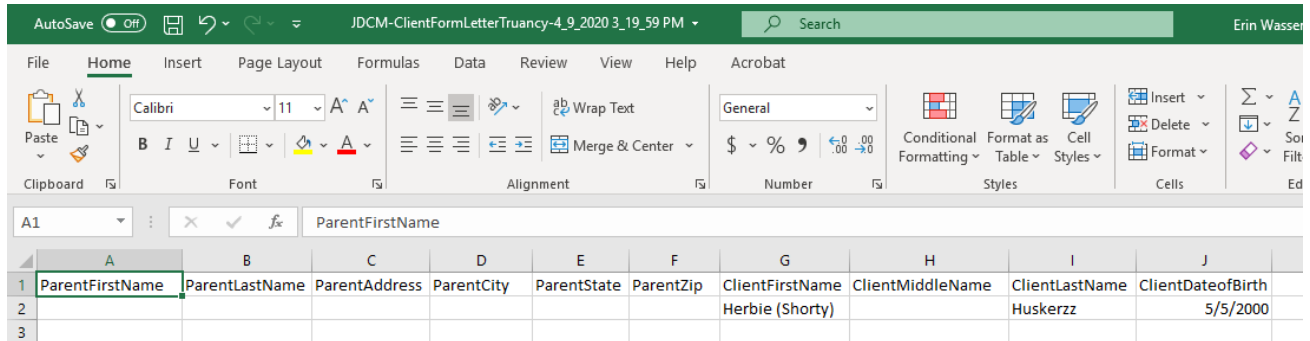
Semester: Spring  
 Tracking Begin Date: 01/05/2019  
 Tracking End Date: 03/15/2019  
 Attendance Type: Class Periods  
 Required Days: 35  
 Required Periods: 7  
 Tardy - Excused: 1  
 Tardy - Not Excused: 2  
 Administration, school activity: 1  
 Suspension, Expulsion, ISS: 0  
 Religious holiday, Funeral, Other: 1  
 Medical, Illness: 3  
 Truancy: 1  
 Parent Acknowledged: 5  
 Medical Illness: 3  
 Unverified: 5  
 Excused Total: 5  
 Not Excused Total: 14

Referral Date: 06/27/2018 Discharge Date:  
 Referral Source: County Attorney

**Client Detail Notes:**

You can also export information from the system into an excel spreadsheet that can auto-fill a letter if you have this set up on your computer.

Click on the "Export" button at the bottom of the truancy screens. This will open the Excel sheet.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1	ParentFirstName	ParentLastName	ParentAddress	ParentCity	ParentState	ParentZip	ClientFirstName	ClientMiddleName	ClientLastName	ClientDateofBirth
2							Herbie (Shorty)		Huskerzz	5/5/2000
3										

You can now merge this information into existing letters. For more information on this, please see the video at this [link](#).

## 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.



The screenshot shows the top navigation bar of the JCMS system with the following elements:

- Top left: JTST8, 7/6/2017 3:27:40 PM
- Top center: Home, Help, Logout, Criminal, Non-Criminal, Tools
- Header: Juvenile Case Management System: COUNTY ATTORNEYS OFFICE SEWARD
- Search: Search, Show All Open Cases, Search all counties (checkbox)
- Navigation: New Client, Reports, Administrative, Grant Admin (highlighted with a green arrow), Support
- Footer: Contact us at [NCC.JCMSHelpDesk@nebraska.gov](mailto: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 ▼	
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

