

Deleting Cases in JCMS – Updated February 2020

All screens are taken from the test system. This is not live data, and does not represent an actual person.

1. Cases can only be deleted for particular reasons. These reasons are:
 - a. The case is a duplicate entry
 - b. The case type is incorrect
 - c. The youth was mistakenly referred to the program

If you are not sure whether you should delete a case, please contact JJI (ewasserburger@unomaha.edu).

2. Right now, only programmers have the capability to delete a case. To send a delete request, first locate the file number box (circled) in the Intake screen:

The screenshot shows the 'Intake' screen for a client named Herbie Husker. The 'File Number' field is highlighted with a red circle. The form includes fields for personal information, contact details, and enrollment data.

Current Client: Herbie Husker					
First Name *	Middle Name	Last Name *	Date of Birth *	Gender *	
Herbie	d	Husker	12/12/2012	Male	
Race/Ethnicity *	Self-Reported Race/Ethnicity	NE Student ID		Add Case To This Client	
Unspecified	Chinese	0000999			
School Based Programs Assessment Prevention/Promotion Juvenile Diversion ATD Family Support					
Family Support					
Intake					
Address Line 1	Address Line 2	City	State	ZIP Code	
123 Main	Apt 1	City		12345	
Primary Phone	Alternate Phone	E-Mail Address	Cell Phone	Youth Employed	Family Size
	123-456-7890			No	
Family Income	School Enrollment *	School Name *	Current Grade *		
	HS Graduate/GED, no Coll	HICKORY HILL ELEMENTARY SCH	Other		
Eligible for Free/Reduced lunch	Custody/Guardianship	File Number	Grant County *	Grant Number	
Yes	Single Parent				
Person Referring	Referral Source *	Referral Date *	Enrollment Date *	Primary Reason for Enrollment	
Cultural Component	Prior Law Violations	History of Aggressive Behavior			
Notes on Cultural Component	Notes on Prior Law Violation	Notes on History of Aggressive Behavior			

3. Type "DELETE" into the file number box. You can also include reasons for why the case was deleted after typing "DELETE" into the box.
4. Then, contact JJI and tell us that you would like a case (or multiple cases) deleted, what the case type is, the profile ID of the case, and why it needs to be removed.
 - a. **Do NOT include youth names or other identifying information in your email to us.** As long as we have your name and your agency, we will see what case(s) to delete.
 - b. Please tell us the number of cases you would like removed.
5. You will be notified of how many cases we found that are marked for deletion.
6. After we delete the cases, you will be contacted again to let you know that they have been deleted.
7. As of now, this is the only way to delete cases in the JCMS.