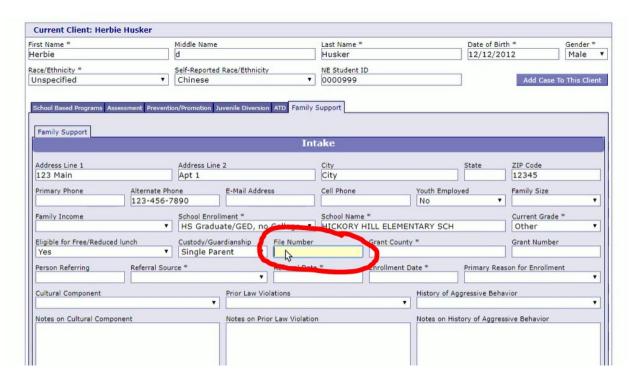
Deleting Cases in JCMS – Updated February 2020

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 (unojji@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:



- 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.