

# **JCMS User Guide:**

## **After School Programs**

**1/29/2018 [LATEST REVISION DATE:  
4/16/2026]**

## Quarterly Reporting Checklist: JCMS Programs

### Quarterly:

- Make sure that your individual youth data is entered and up to date in JCMS. **Please note that you do not have to wait until quarterly reporting to enter data.** The JCMS website was designed to be utilized as a case management system, so you can enter data for the youth as soon as they are referred to or enrolled in your program.
- Complete the three-question narrative in JCMS (refer to the **narrative entry section** for the walkthrough document). Please complete a narrative even if youth were not served during that quarter (GRANT ADMINISTRATION, TBD).

### Annually:

- Complete your program-level annual report (available at the end of each fiscal year).

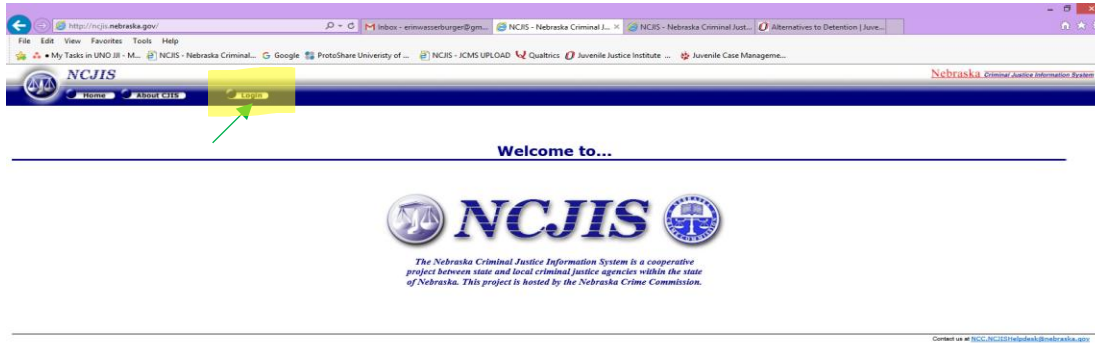
Welcome to JCMS!

**If a definition is ever needed for data entry, please refer to the JCMS Codebook Program Definitions.**

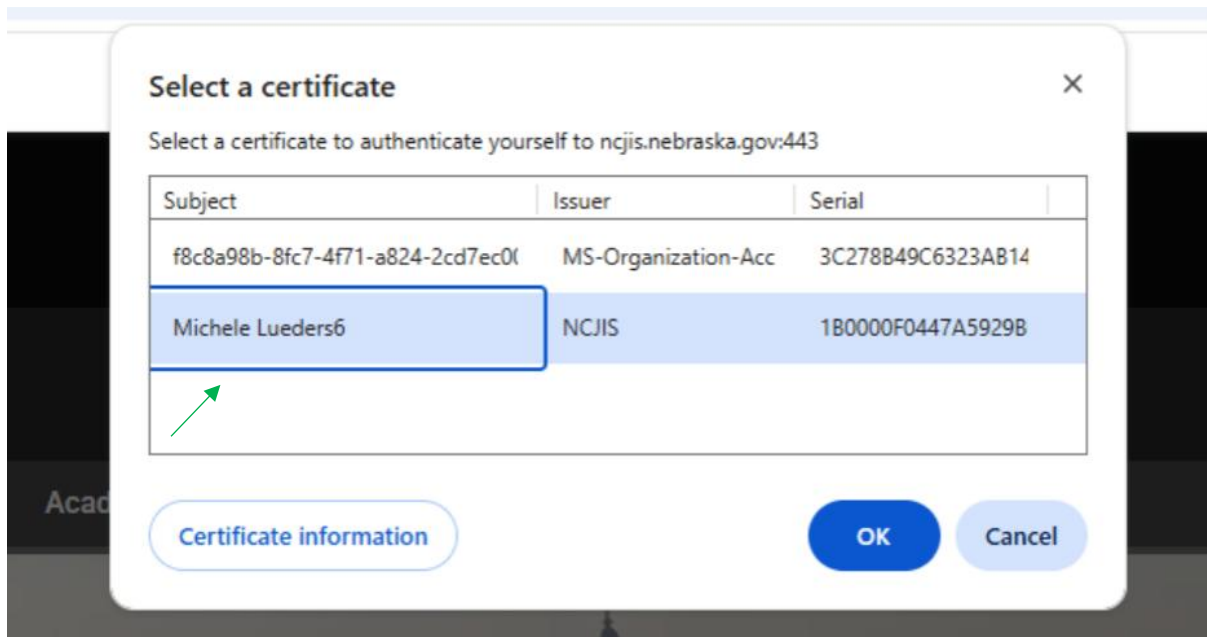
To access JCMS, go to [ncjis.nebraska.gov](http://ncjis.nebraska.gov). **You must have a Crime Commission Certificate on your computer to access JCMS.** If you have not yet installed your certificate, please follow the installation instructions you received with your certificate.

If you need a Crime Commission Certificate, feel free to contact the NCC office at [Allen.Windle@nebraska.gov](mailto:Allen.Windle@nebraska.gov).

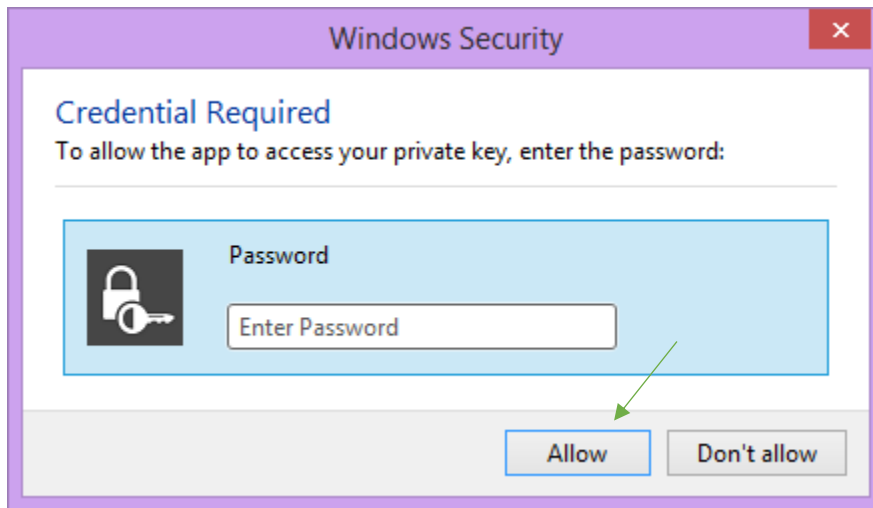
Click the “Login” button.



After clicking the login button, you will be prompted to select a specific certificate from the list of certificates you have on your computer. If you report for multiple counties, make sure you are picking the correct certificate. Below is a reference for what your JCMS certificate should look like.



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 (refer to 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 that 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, refer to your new password.\***

## 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:

CONTINUING THE LOGIN PROCESS CONSTITUTES ACCEPTANCE OF THE CONDITIONS OF THE POLICIES AND PROCEDURES STATED ABOVE.

Click on the JCMS link under the Case Management section of the NCJIS home page.

BBROOKS6 3/26/2026 2:20:45 PM
Home Criminal History
Help Non-Criminal
Logout Tools

### Nebraska Criminal Justice Information System

<p><b>Master Person Search</b> Master (Criminal) Physical Search</p> <p><b>Non Person Search</b> Local Incidents Criminal Vehicle Property</p> <p><b>Criminal History</b> Patrol Criminal Hist. Citations Local (NIBRS+)</p> <p><b>Warrants</b> Warrants Active Warrants</p> <p><b>Protection Orders</b> Protection Orders Active POs PO Portal</p> <p><b>Pardon Board</b> Pardons</p>	<p><b>Corrections</b> Corrections In Corrections/DCS Jails Juvenile Facilities In Juvenile Facility <a href="#">Bureau of Prisons (link)</a></p> <p><b>Community Supervision</b> Probation Active Probation Active Parole US Probation</p> <p><b>Courts</b> Courts Non Criminal <a href="#">Court Calendars (link)</a> Seal/Unseal Record</p> <p><b>Sex Offender Registry</b> <a href="#">State SOR</a> <a href="#">National SOR (link)</a></p>	<p><b>DMV</b> OLN OLN Physical Search OLN Re-examination DMV VTR By Vehicle VicToRy by Name</p> <p><b>NDOT</b> Crash Records</p> <p><b>DOL</b> Benefits Employers Wages</p> <p><b>DHHS</b> APS Active APS CAN Active CAN PSA Current Wards Person Search Active Wards Youth Level of Service Safety Plan</p> <p><b>Students</b> Students Schools Directory</p>	<p><b>Reporting</b> <a href="#">Due Date Calendar</a> <a href="#">Reporting Compliance</a></p> <p><b>NIBRS</b> Repository (XML) Single Incident Reporting</p> <p><b>Monthly</b> Use Of Force</p> <p><b>Quarterly</b> Traffic Stop Racial Profiling Allegation DICRA (Death in Custody)</p> <p><b>Yearly</b> Employment Data NLETC Online Forms</p> <p><b>Case Management</b> <a href="#">JCMS</a> ← <a href="#">NCVRS</a></p>	<p><b>My Account</b> <a href="#">My User Profile</a> Albums Subscription Subscription Lists Information Exchange</p> <p><b>Utilities</b> Add Property Info CODIS Prelog NSP Crime Lab Case Portal NEVCAP Admin NSAT Standardized Model <a href="#">RISS (link)</a> <a href="#">ALPR Map</a></p> <p><b>Resources</b> <a href="#">Directory Search</a> <a href="#">News</a> <a href="#">Documents</a> <a href="#">Jail Documents</a> Job Listings</p> <p><b>Discussion Boards</b> Group Training <span style="color: red;">New</span> NCAMA NSA</p>
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## Data Entry in JCMS

To start data entry for a new youth, please click on “New Client.”

NCC.JCMSHelpDesk@nebraska.gov'."/>

Juvenile Case Management System: JDCM Administrators

Search:  Search Show All Open Cases

Search all counties

Search By ClientID

State Admin New Client Reports Administrative Support

System Improvement

Data Export

Contact us at [NCC.JCMSHelpDesk@nebraska.gov](mailto:NCC.JCMSHelpDesk@nebraska.gov)

After clicking on the “New Client” button, a screen will pop up that asks for all the demographic information about the youth. **All required sections are marked with an asterisk (\*) and highlighted.** The “Case Type” dropdown menu will show eligible programs by certificates. Be sure to choose the correct program for each youth before clicking the “Save” button. This will create the intake and program screens for this program type.

Juvenile Case Management System: JDCM Administrators

Search:  Search Show All Open Cases

Search all counties

Search By ClientID

State Admin New Client Reports Administrative Support

System Improvement

Data Export

**Client**

ClientID First Name \* Middle Name Last Name \* Date of Birth \* Sex Assigned at Birth \* ?

Jane Doe 06/03/2010 Female

Gender ? Race \* Hispanic/Latino \* Self-Reported Race/Ethnicity NE Student ID

Female Native Hawaiian, Other Pacific I No

Agency \* Referral/Event Date \* Case Type \*

JDCM Administrators 02/05/2026 After School

Save Cancel

After you have successfully saved your information, the screen for intake data entry will appear. **Here we want to fill out as many fields as possible.** When filling out the “Referral Date” and “Enrollment Date” sections, **keep in mind that these two dates can be the same.** If there are notes you wish to keep about a specific case, please write them in the “Narrative” section. **All work is saved automatically.**

The screenshot shows the 'Intake' form within the 'After School' application. The form is organized into several sections:

- Address:** Address Line 1, Address Line 2, City, State, ZIP Code.
- Contact:** County Of Residence (dropdown), Primary Phone, Alternate Phone, E-Mail Address, Cell Phone.
- School:** School Enrollment (dropdown), School Name, Current Grade (dropdown), Eligible for Free/Reduced lunch (dropdown).
- Family:** Youth Employed (dropdown), Family Size, Family Income (dropdown).
- Other:** Interpreter needed? (dropdown), If Yes, what language? (text), Custody/Guardianship (dropdown), File Number (text).
- Referral:** Grant County (text), Grant Number (text), Person Referring (text), Referral Source (dropdown).
- Dates:** Referral Date \* (text: 02/05/2026), Age at Referral (text: 15), Enrollment Date \* (text: 02/07/2026), Primary Reason for Enrollment (dropdown), Secondary Reason for Enrollment (dropdown).
- History:** Prior Law Violations (dropdown), History of Aggressive Behavior (dropdown), High Risk Environment (dropdown).
- Notes:** Three text areas for 'Notes on Prior Law Violation', 'Notes on History of Aggressive Behavior', and 'Notes on High Risk Environment', each with a placeholder instruction.
- Additional Info:** Misses School \* (dropdown), Grades \* (dropdown), School Attachment \* (dropdown), Parental Involvement (dropdown).
- Narrative:** A large text area for 'Add additional notes about cases related to the client or about the client themselves here.'

To add program attendance, click on the “Add Program Attendance” button. This will open the specific fields relating to the client’s attendance for you to complete.

This screenshot shows the 'After School' application interface. At the top, there are two tabs: 'Program Attendance' and 'Activity'. Below the tabs, a large button labeled 'Add Program Attendance' is visible. A green arrow points to this button, indicating where to click to add program attendance.

Record the dates and total hours that the youth attended the program during that period. Please also provide the number of hours that the program offered during that period. Any additional notes about the program or the youth may be added to the narrative box. To record a new, separate contact with the youth, click the “Add Program Attendance” button at the bottom of the program type. **Do not create a new youth each time.** You can create as many contacts on one youth as needed for the duration of the program.


Program Attendance
Activity

Begin Date *	End Date *	Hours Youth Attended *	Hours Program Available *	# of Occurrences *
02/07/2026	03/11/2026	50.00	70.00	30

Delete Program Attendance

Narrative

Add additional notes about the client/program here.



Add Program Attendance

**After School**

Program Attendance
Activity

Begin Date *	End Date *	Hours Youth Attended *	Hours Program Available *	# of Occurrences *
02/07/2026	03/11/2026	50	70	30

Delete Program Attendance

Narrative

Add additional notes about the client/program here.

Begin Date *	End Date *	Hours Youth Attended *	Hours Program Available *	# of Occurrences *

Delete Program Attendance

Narrative

Add Program Attendance

As the time with your youth comes to an end, **be sure to fill out the “Discharge” section with as much information as possible.** Please add any additional comments that you feel may be necessary about the discharge of the youth in the “Discharge Narrative” box.

Discharge				
Discharge Date *	Discharge Reason *	Misses School *	Grades *	School Attachment *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Discharge Narrative				
<input type="text"/>				
Add additional notes about the client's discharge process here.				
EB-NE Follow up Assessment Completed	If No, Why Not	Date Completed		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

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 “JJJ” 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.