

JCMS User Guide:

Alternative 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 don't 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!

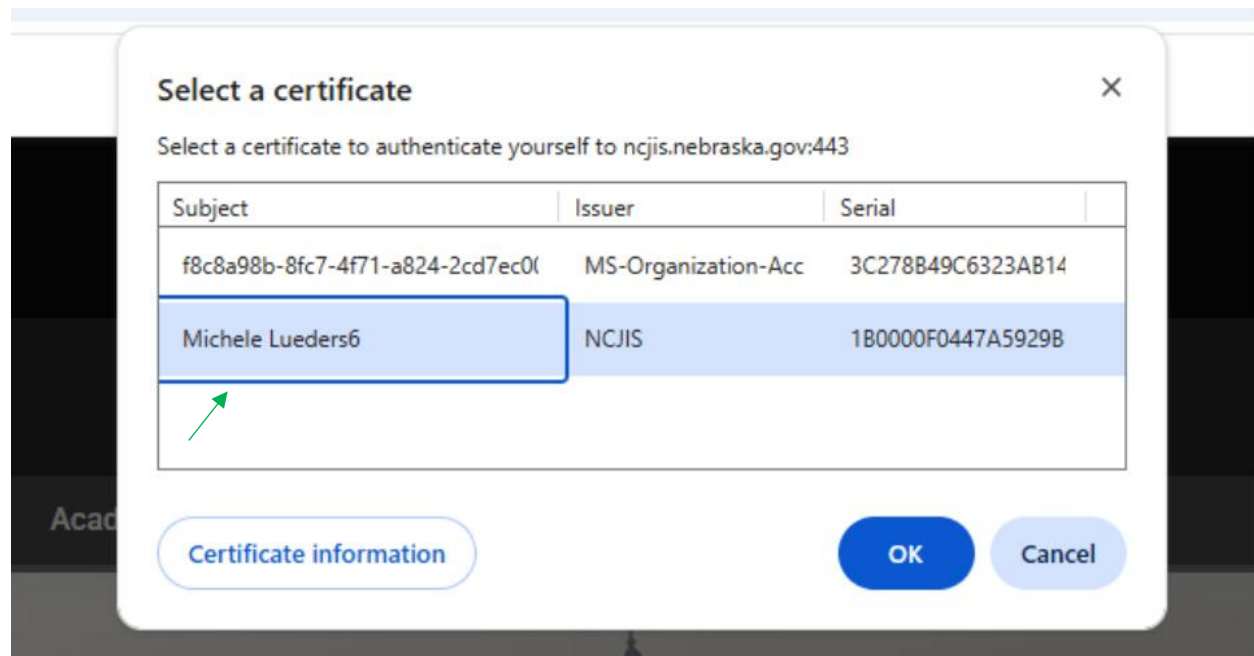
If a definition is ever needed for data entry, please refer to the JCMS Codebook Program Definitions.

To access JCMS, go to ncjis.nebraska.gov. **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 certificate, feel free to contact the NCC at Allen.Windle@nebraska.gov.

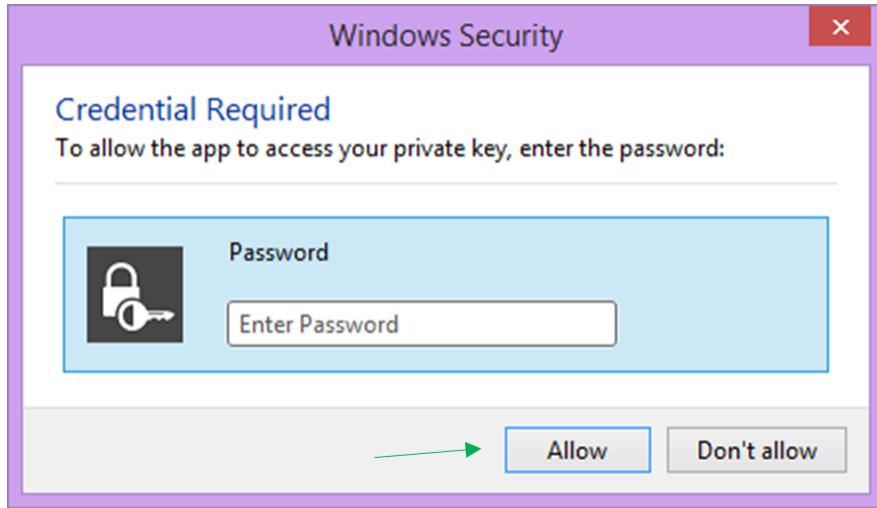
Click the “Login” button



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.



After inputting your credential password, enter your **website** password. Please refer to the random number/letter/symbol password that you received with 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:
 Login

A green arrow points from the right towards the "Login" button.

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.

The screenshot shows the NCJIS home page with a navigation bar at the top containing 'Home', 'Help', and 'Logout'. Below this is a grid of menu items. A green arrow points to the 'JCMS' link under the 'Case Management' section.

Data entry in JCMS

To create a new file for your youth, please select “New Client.”

The screenshot shows the JCMS Administrators interface with a search bar and a dropdown menu. A green arrow points to the 'New Client' option in the dropdown menu.

Contact us at 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, 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.

The screenshot shows the JCMS data entry form for a new client. The form includes fields for ClientID, First Name, Middle Name, Last Name, Date of Birth, Sex Assigned at Birth, Gender, Race, Hispanic/Latino, Self-Reported Race/Ethnicity, and NE Student ID. The 'New Client' button is highlighted.

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

Alternative School					
Intake					
Address Line 1	Address Line 2	City	State	ZIP Code	
County Of Residence	Primary Phone	Alternate Phone	E-Mail Address	Cell Phone	
School Enrollment	School Name	Current Grade	Eligible for Free/Reduced lunch		
Credits Required to Date (H.S. only)	Credits Earned to Date (H.S. only)	Youth Employed			
Family Size	Family Income	Interpreter needed?	If Yes, what language?		
Custody/Guardianship	File Number	Grant County	Grant Number	Person Referring	Referral Source
Referral Date *	Age at Referral	Enrollment Date *	Primary Reason for Enrollment	Secondary Reason for Enrollment	
Prior Law Violations	History of Aggressive Behavior		High Risk Environment		
Notes on Prior Law Violation	Notes on History of Aggressive Behavior		Notes on High Risk Environment		
Any additional notes on the client's prior law violations go here.		Any additional notes on the client's aggressive behavior go here.		Any additional notes on the client's environment go here.	
IEP	Misses School *	Grades *	School Attachment *	Parental Involvement	
Narrative					
Any additional notes about cases relating to the client or the client themselves go 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.

Alternative School	
Program Attendance	
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 the program was available during that period. Any additional notes about the program or the youth may be added inside of the narrative box.

The screenshot shows a web form titled "Alternative School". A tab labeled "Program Attendance" is active. The form contains the following fields:

Begin Date *	End Date *	Hours Youth Attended *	Hours Program Available *	# of Occurrences *
02/03/2026	03/24/2026	40	60	20

Below the fields is a "Narrative" section with a text area containing the text: "Add additional notes about alternative school programs here." To the right of the fields is a "Delete Program Attendance" button. At the bottom of the form is an "Add Program Attendance" button, which is highlighted with a green arrow.

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.

This screenshot is identical to the one above, showing the "Alternative School" form with the "Program Attendance" tab. It displays the same data entry fields (Begin Date: 02/03/2026, End Date: 03/24/2026, Hours Youth Attended: 40, Hours Program Available: 60, # of Occurrences: 20) and the narrative text area. A green arrow points to the "Add Program Attendance" button at the bottom of the form.

Alternative School				
Program Attendance				
Begin Date *	End Date *	Hours Youth Attended *	Hours Program Available *	# of Occurrences *
02/03/2026	03/24/2026	40	60	20
				Delete Program Attendance
Narrative				
Add additional notes about alternative school programs here.				
Begin Date *	End Date *	Hours Youth Attended *	Hours Program Available *	# of Occurrences *
02/05/2026	03/25/2026	30	60.00	
				Delete Program Attendance
Narrative				

As the time with your youth comes to an end, **please 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 *
Credits Earned	Discharge Narrative			
0				

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.