

# **JCMS User Guide:**

## **Electronic Monitoring 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:

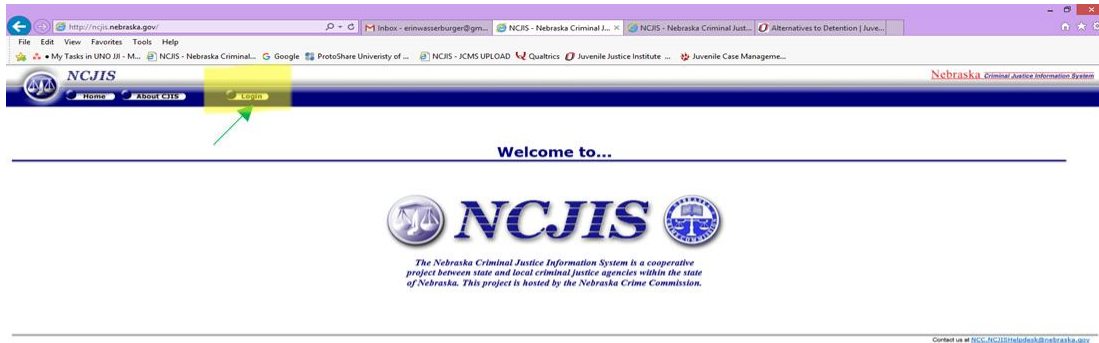
- Complete your program-level annual report (available at the end of each fiscal year).

Welcome to JCMS!

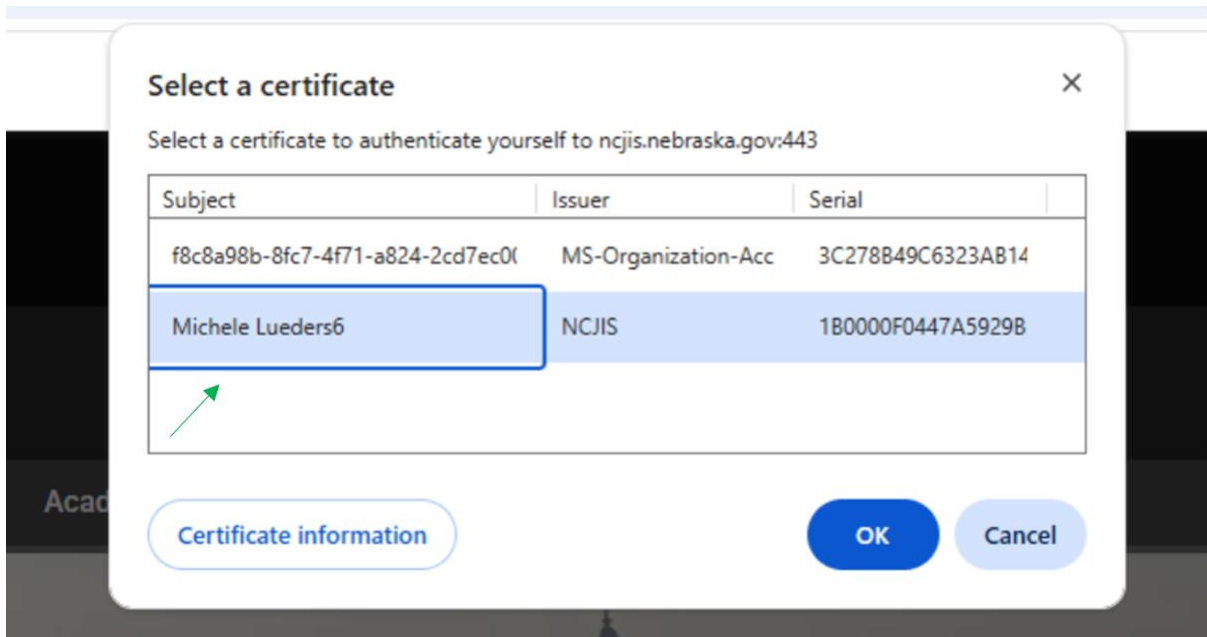
**If a definition is ever needed for data entry, please refer to the JCMS Codebook Program Definitions.**

To access JCMS, go to [ncjis.nebraska.gov](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 certificate, feel free to contact the NCC at [Allen.Windle@nebraska.gov](mailto:Allen.Windle@nebraska.gov).

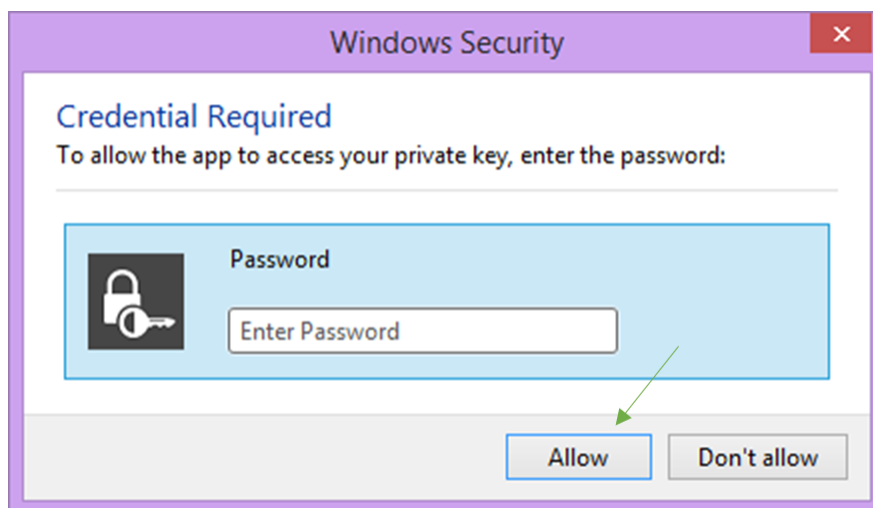
Click the “Login” button.



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:



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

**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 highlighted and marked with an asterisk (\*).** 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.

**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 * ?
	Sean		Doe	01/03/2010	
Gender ?	Race *	Hispanic/Latino *	Self-Reported Race/Ethnicity	NE Student ID	
	Asian				
Agency *	Referral/Event Date *	Case Type *			
JDCM Administrators	01/04/2025	Electronic Monitoring			

Save Cancel

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. **All work is saved automatically.** Please note that if a youth was referred but did not enroll in the program, the youth still needs to be entered in JCMS. There is a way to indicate this in the discharge section.

ATD

EM

### Intake

Address Line 1		Address Line 2		City	State	ZIP
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
County Of Residence	Primary Phone	Alternate Phone	E-Mail Address	Cell Phone		
Select County <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
School Name	Current Grade	School Enrollment	Youth Employed	Family Size		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Family Income	Interpreter needed?	If Yes, what language?	Eligible for Free/Reduced lunch			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Custody/Guardianship	File Number	Grant County	Grant Number			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Currently Placed Out Of Home	Status at Intake	Date Referred *	Age at Referral			
<input type="text"/>	<input type="text"/>	01/04/2025	15			

Prior Legal Violations

Add additional notes about prior legal violations here.

Next is the electronic monitoring data. **Please complete as many fields as possible.** To add the dates for the monitor, please click the “Add Monitor” button under the “Monitor” tab.

Monitor/Activity   Contacts   Scores   UA Screens   Incentives   Court   Objectives   Charges

**Add Monitor** ←

You can add as many additional monitor occurrences as needed by clicking on the “Add Monitor” button.

This screenshot shows the 'Add Monitor' form within the 'Monitor/Activity' tab. The form includes fields for 'Begin Date', 'End Date', and a 'Monitor/Activity' dropdown menu. A 'Delete Monitor' button is located to the right of the dropdown. Below these fields is a 'Notes' section with a text area containing the instruction: 'Add additional details about the monitor source/activity relating to the monitor here.' At the bottom left of the form, there is an 'Add Monitor' button with a green arrow pointing to it from the right.

This screenshot shows the 'Add Monitor' form with a second instance added below the first one. The top instance is identical to the one in the previous screenshot. The second instance has its 'Begin Date' field highlighted in yellow. The 'Add Monitor' button at the bottom left now has a green arrow pointing to it from the right.

To add scores from any assessments that were administered to the youth and are relevant to the program, click on the “Add Scores” button under the “Scores” tab.


This screenshot shows the 'Add Score' form within the 'Scores' tab. The form has a title bar that says 'Electronic Monitoring'. Below the title bar, there is a dropdown menu for 'Parent Participation while enrolled' with 'Active' selected. Underneath is a section for 'Parent Contact Efforts' with a text area containing the instruction: 'Add additional comments about parent contact efforts here.' At the bottom of the form, there is an 'Add Score' button with a green arrow pointing to it from the right.

**Please complete as many fields as possible.** You may add as many additional scores as needed by clicking on the “Add Score” button.

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | Court | Objectives | Charges

Test Completed  Test Name  Date  Score

Delete Score

Add Score 

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | Court | Objectives | Charges

Test Completed  Test Name  Date  Score

Delete Score

Test Completed  Test Name  Date  Score

Delete Score

Add Score


To record any/all results from urinalysis (UA) screens as part of the youth’s electronic monitor, click on the “Add UA” button under the “UA Screens” tab.

**Electronic Monitoring**

Parent Participation while enrolled  
Active

Parent Contact Efforts

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | Court | Objectives | Charges

Add UA Screen 

**Please complete as many fields as possible.** You may add as many additional UAs as needed by clicking on the “Add UA” button.

The screenshot shows a software interface with a navigation bar at the top containing tabs: Monitor/Activity, Contacts, Scores, UA Screens, Incentives, Court, Objectives, and Charges. The 'UA Screens' tab is selected. Below the navigation bar, there are two identical rows of input fields. Each row contains four fields: 'UA Completed' (a dropdown menu with a yellow highlight), 'Date of UA Screen' (a text input field), 'UA Screen Result' (a dropdown menu), and 'UA results related to discharge' (a dropdown menu). Below each row of fields is a 'Delete UA Screen' button. At the bottom of the interface, there is an 'Add UA Screen' button with a green arrow pointing to it from the left.

To add any incentives the youth earned while on the electronic monitor, click on the “Add Incentive” button under the “Incentives” tab.

The screenshot shows a software interface with a navigation bar at the top containing tabs: Monitor/Activity, Contacts, Scores, UA Screens, Incentives, Court, Objectives, and Charges. The 'Incentives' tab is selected. Below the navigation bar, there is a section titled 'Electronic Monitoring' with a dark blue header. Under this header, there is a dropdown menu labeled 'Parent Participation while enrolled' with the value 'Active' selected. Below this is a text area labeled 'Parent Contact Efforts'. At the bottom of the interface, there is an 'Add Incentive' button with a green arrow pointing to it from the left.

**Please complete as many fields as possible.** You may add as many additional incentives as needed by clicking on the “Add Incentive” button.

Monitor/Activity | Contacts | Scores | UA Screens | **Incentives** | Court | Objectives | Charges

Incentive Provided <input type="text"/>	Date <input type="text"/>	Type of Incentive <input type="text"/>	Estimated Amount <input type="text"/>
Narrative <input type="text"/>		<input type="button" value="Delete Incentive"/>	

←

Monitor/Activity | Contacts | Scores | UA Screens | **Incentives** | Court | Objectives | Charges

Incentive Provided <input type="text"/>	Date <input type="text"/>	Type of Incentive <input type="text"/>	Estimated Amount <input type="text"/>
Narrative <input type="text"/>		<input type="button" value="Delete Incentive"/>	

Incentive Provided <input type="text"/>	Date <input type="text"/>	Type of Incentive <input type="text"/>	Estimated Amount <input type="text"/>
Narrative <input type="text"/>		<input type="button" value="Delete Incentive"/>	

To add any court data relating to the youth earned while on the electronic monitor, click on the “Add Court Data” button under the “Incentives” tab.

**Electronic Monitoring**

Parent Participation while enrolled

Parent Contact Efforts  
Add additional comments about parent contact efforts here.

Monitor/Activity | Contacts | Scores | UA Screens | **Incentives** | **Court** | Objectives | Charges

←

**Please complete as many fields as possible.** You may add as much additional court data as needed by clicking on the “Add Court Data” button.

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | **Court** | Objectives | Charges

Date  Hearing Type  Youth Appeared  Outcome

Notes

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | **Court** | Objectives | Charges

Date  Hearing Type  Youth Appeared  Outcome

Notes

Date  Hearing Type  Youth Appeared  Outcome

Notes

To add any objectives relating to the youth earned while on the electronic monitor, click on the “Add Objectives” button under the “Objectives” tab.

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | **Court** | **Objectives** | Charges

←

**Please complete as many fields as possible.** You may add as many additional objectives as needed by clicking on the “Add Objectives” button.

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | Court | Objectives | Charges

Objectives  Activities

Outcomes

Notes  
Additional notes about client objectives go here.

←

Monitor/Activity | Contacts | Scores | UA Screens | Incentives | Court | Objectives | Charges

Objectives  Activities

Outcomes

Notes  
Additional notes about client objectives go here.

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Objectives  Activities

Outcomes

Notes

To add any charges that the youth received, click on the “Add Charge” button under the “Charges” tab.

The screenshot shows the 'Electronic Monitoring' interface. At the top, there is a header 'Electronic Monitoring'. Below it, there is a dropdown menu for 'Parent Participation while enrolled' set to 'Active'. Underneath, there is a section for 'Parent Contact Efforts' with a text area for comments. At the bottom, there is a navigation bar with tabs: 'Monitor/Activity', 'Contacts', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'Charges' tab is selected. Below the navigation bar, there is an 'Add Charge' button with a green arrow pointing to it.

**Please complete as many fields as possible.** You may add as many additional charges as needed by clicking on the “Add Charge” button.

This screenshot shows the 'Charges' tab form. It has a navigation bar with tabs: 'Monitor/Activity', 'Contacts', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'Charges' tab is selected. The form contains several input fields: 'Offense Date', 'Arrest Date', 'Detention Date', 'Age at Offense', and 'Offense/Citation Id'. Below these are 'Statute' and 'Charge' fields. There is a 'Delete Charge' button. At the bottom, there is a 'Notes' section with a text area for 'Add additional notes about client charges here.' and an 'Add Charge' button.

This screenshot shows the 'Charges' tab form with a second charge entry. The 'Offense Date' field in the second entry is highlighted in yellow. The form structure is identical to the previous screenshot, with a navigation bar, input fields for offense details, 'Statute' and 'Charge' fields, a 'Delete Charge' button, a 'Notes' section, and an 'Add Charge' button.

When the youth has been discharged from the program, please remember to return to the “**Discharge**” section and **complete as many fields as possible**. If a youth was referred but did not enroll in the program, make sure to indicate this here in the appropriate fields.

Discharge		
Discharge Date *	Discharge Reason *	Detained by at Discharge *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Program Progress *	Discharge Placement *	
<input type="text"/>	<input type="text"/>	
Discharge Placement Notes		
<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.