

JCMS User Guide:

Family Support Programs

**1/29/2018 [LATEST REVISION DATE:
4/10/2026]**

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:

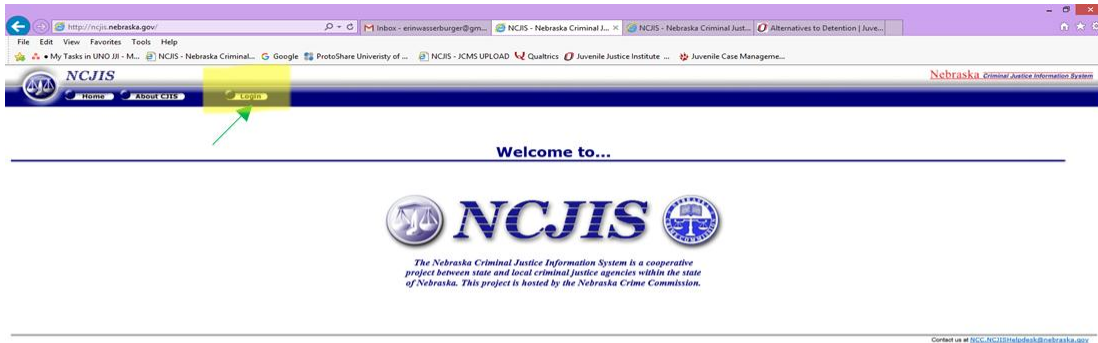
- Complete your program-level annual report (available at the end of each fiscal year).

Welcome to JCMS!

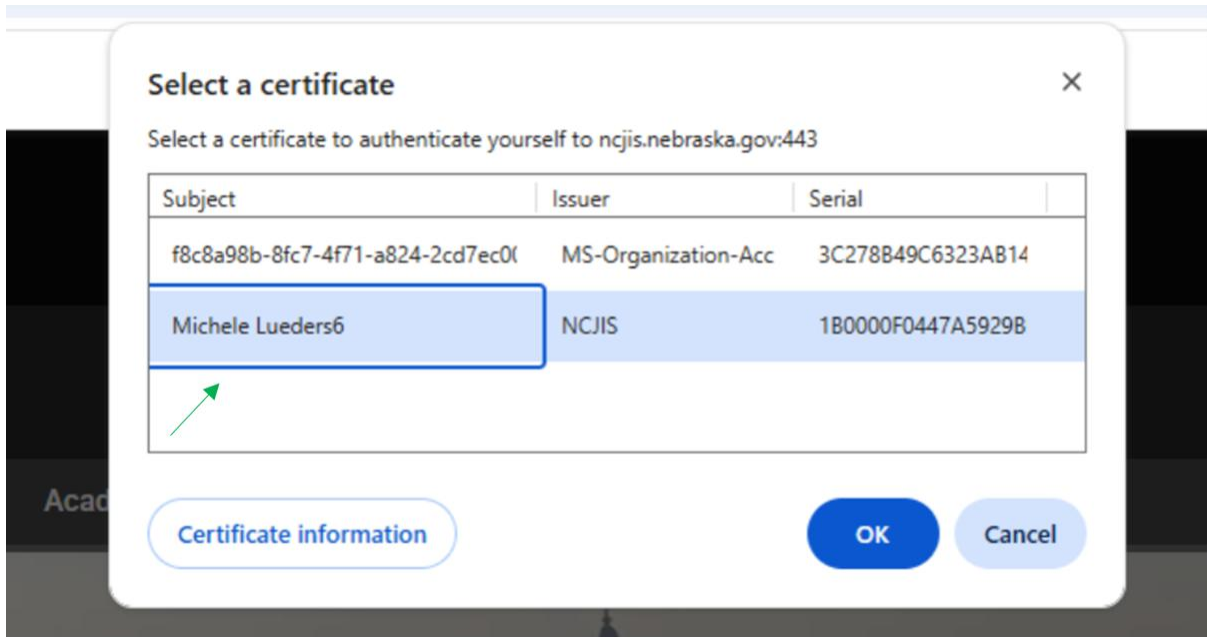
If a definition is ever needed for data entry, please refer to the JCMS Codebook Program Definitions.

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 JJI office at Allen.Windle@nebraska.gov.

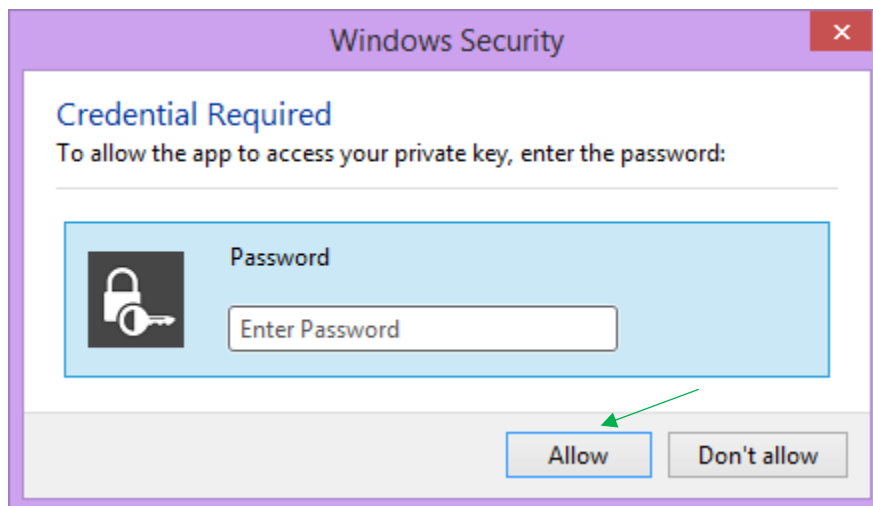
Click the “Login” button.



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 (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.

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

Data entry in JCMS

To start data entry for a new youth, please click on “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

After clicking on the “New Client” button, a screen will pop up that asks for all the demographic information about the youth. **All fields in this area that are highlighted and marked with an asterisk (*) are required to create the case in JCMS.** 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.

Client

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

Tracy Doe 05/06/2009

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

Female Black, African American

Agency * Referral/Event Date * Case Type *

JDCM Administrators 01/03/2026 Family Support

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. When filling out “Referral Date” and “Enrollment Date,” please keep in mind these two dates **can** be the same. **All work is saved automatically.**

Intake				
Address Line 1	Address Line 2	City	State	ZIP Code
County Of Residence	Primary Phone	Alternate Phone	Cell Phone	
E-Mail Address	Youth Employed	Family Size	Family Income	
Interpreter needed?	If Yes, what language?	School Enrollment	School Name	
Current Grade	Eligible for Free/Reduced lunch	Custody/Guardianship	File Number	
Grant County	Grant Number	Person Referring	Referral Source	
Referral Date *	Age at Referral	Enrollment Date *	Primary Reason for Enrollment	
Presenting Issue	Prior Law Violations	History of Aggressive Behavior		
Notes on Prior Law Violation	Notes on History of Aggressive Behavior	Notes on Cultural Component		
High Risk Environment	Family Function (at intake) *	Family Communication (at intake) *		
Notes on High Risk Environment	Family Function & Communication Notes			

To bring up the fields for recording contact with the youth and/or family members, click on the “Add Contact” button under the “Contact” tab under the “Program” section.

Discharge			
Discharge Date *	Discharge Reason *	Family Function (at discharge) *	Family Communication (at discharge) *
Family Function & Communication Notes			
Contacts	Classes	Scores	Referrals
Add Contact			

You can add as many additional contacts as needed by clicking the “Add Contact” button at the bottom of the Contact fields.

Contacts | Classes | Scores | Referrals

Begin Date End Date Type of Contact Reason for Contact

Attendees:
 None Youth One Parent Both Parents Other Guardian Other Family Members Other Support Persons

Primary Type of Activity Secondary Type of Activity Duration in Hours # of Occurrences

Notes
Add additional notes about contacts relating to the client here.

←

Contacts | Classes | Scores | Referrals

Begin Date End Date Type of Contact Reason for Contact

Attendees:
 None Youth One Parent Both Parents Other Guardian Other Family Members Other Support Persons

Primary Type of Activity Secondary Type of Activity Duration in Hours # of Occurrences

Notes
Add additional notes about contacts relating to the client here.

Begin Date End Date Type of Contact Reason for Contact

Attendees:
 None Youth One Parent Both Parents Other Guardian Other Family Members Other Support Persons

Primary Type of Activity Secondary Type of Activity Duration in Hours # of Occurrences

Notes

To enter any classes that the youth and/or family members attended during the program, click on the “Add Class” button under the “Classes” tab.

The screenshot shows a form titled "Discharge". At the top, there are four fields: "Discharge Date *", "Discharge Reason *", "Family Function (at discharge) *", and "Family Communication (at discharge) *". Below these is a large text area labeled "Family Function & Communication Notes". At the bottom, there are four tabs: "Contacts", "Classes", "Scores", and "Referrals". The "Classes" tab is selected, and a green arrow points to the "Add Class" button.

Please fill out all fields possible. You can add additional classes as needed by clicking on the “Add Class” button.

The screenshot shows the "Add Class" form. It has tabs for "Contacts", "Classes", "Scores", and "Referrals". The "Classes" tab is selected. The form contains the following fields: "Start Date", "End Date", "Class Name" (with "XXXXX" entered), "Class Objective" (with a dropdown arrow), "Hours Completed", and "Hours Required". There is a "Delete Class" button on the right and an "Add Class" button at the bottom. A green arrow points to the "Add Class" button.

The screenshot shows the "Add Class" form with one class entry filled out. The fields are: "Start Date" (02/04/2026), "End Date" (04/01/2026), "Class Name" (XXXXXXXXX), "Class Objective" (School Attachmen), "Hours Completed" (60.00), and "Hours Required" (60.00). There is a "Delete Class" button on the right. Below this entry is another empty "Add Class" form with the same fields. At the bottom, there is an "Add Class" button. A green arrow points to the "Add Class" button.

To add an assessment that was administered to the youth during the program, click the “Add Scores” button under the “Scores” tab.

The screenshot shows a form titled "Discharge". At the top, there are four fields: "Discharge Date *", "Discharge Reason *", "Family Function (at discharge) *", and "Family Communication (at discharge) *". Below these is a large text area labeled "Family Function & Communication Notes". At the bottom, there are four tabs: "Contacts", "Classes", "Scores", and "Referrals". The "Scores" tab is selected, and a green arrow points to the "Add Score" button.

Please fill out all fields possible. You can add additional scores as needed by clicking on the “Add Scores” button.

The screenshot shows the "Scores" tab with a single entry form. It has four columns: "Test Completed" (a dropdown menu), "Test Name" (a dropdown menu with "(Unspecified)" selected), "Date" (a text input field), and "Score" (a text input field). There is a "Delete Score" button to the right of the "Score" field and an "Add Score" button below the form.

The screenshot shows the "Scores" tab with two entry forms. The top form is identical to the one in the previous screenshot. The bottom form has the "Test Completed" dropdown highlighted in yellow. Both forms have "Delete Score" buttons and an "Add Score" button at the bottom.

To enter any referrals that the youth was given during the program, click on the “Add Referral” button under the “Referrals” tab.

The screenshot shows the "Referrals" tab selected. A green arrow points to the "Add Referral" button.

Please fill out all fields possible. You can add additional referrals as needed by clicking on the “Add Referral” button.

The image shows two screenshots of the 'Referrals' form in the JCMS system. The top screenshot displays the form with the following fields: 'Referral Type *' (a dropdown menu with a yellow background), 'Referral Agency *' (a text input field), and 'Referral Outcome *' (a dropdown menu). To the right of these fields is a 'Delete Referral' button. Below the fields is a blue 'Add Referral' button, which is highlighted with a green arrow pointing to it from the right. The bottom screenshot shows the same form but with two instances of the 'Add Referral' button, both with a red background, indicating that multiple referrals can be added. The 'Delete Referral' button is also present to the right of each instance.

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.

The image shows the 'Discharge' form in the JCMS system. The form has a blue header with the title 'Discharge'. Below the header are four fields: 'Discharge Date *', 'Discharge Reason *', 'Family Function (at discharge) *', and 'Family Communication (at discharge) *'. Each field has a red background and a dropdown arrow. Below these fields is a section titled 'Family Function & Communication Notes' with a large text area containing the instruction: 'Add additional notes about the client and their family's discharge and resulting dynamics here.' At the bottom of the form, there are navigation tabs for 'Contacts', 'Classes', 'Scores', and 'Referrals', with 'Referrals' being the active tab.

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.