

# **JCMS User Guide:**

## **Mediation/Restorative Justice 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:

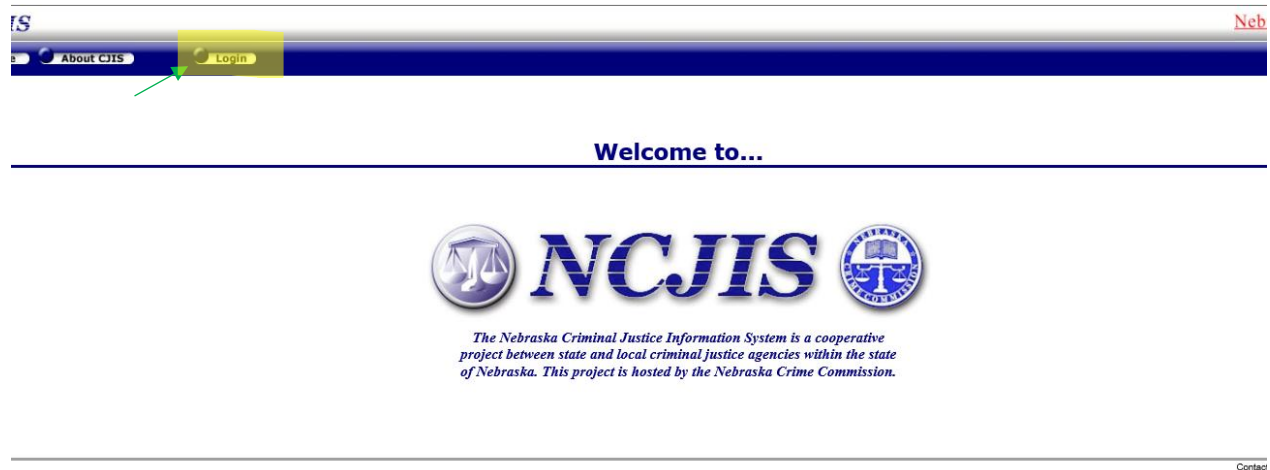
- Complete your program-level annual report (available at the end of each fiscal year).

Welcome to JCMS!

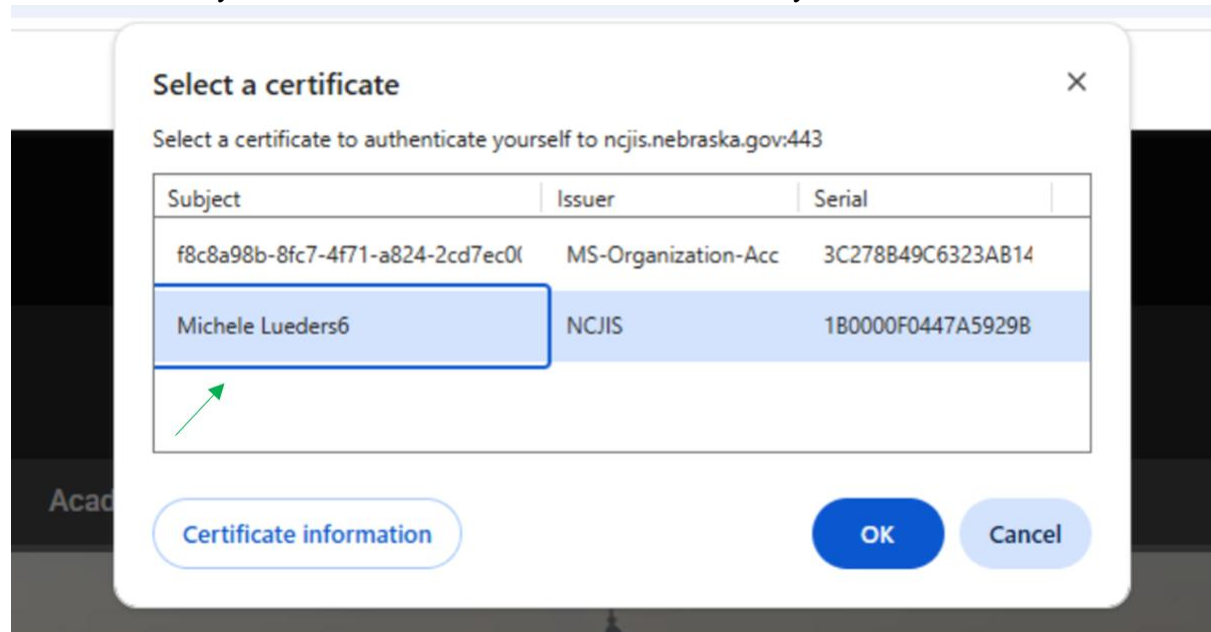
**If a definition is ever needed for data entry, please refer to the JCMS Codebook Program Definitions.**

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).

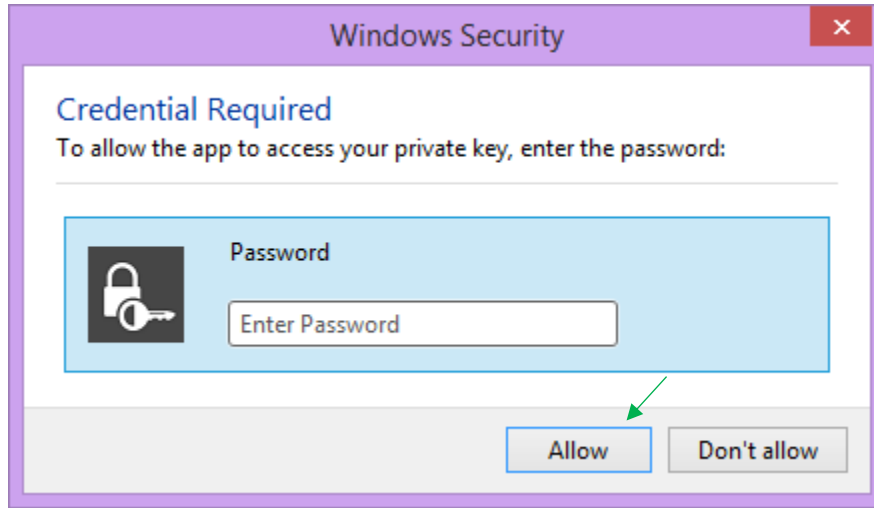
Click the “Login” button.



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. You will need to click on the certificate you intend to use. 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 of 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.\***

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### 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.

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Click on JCMS towards the bottom left of the NCJIS home page in the Case Management section.

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 Students View List</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> ← NCVRS</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 <b>New</b> 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 all counties

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.

The screenshot shows a form titled "Client" with the following fields and values:

- ClientID: [Empty]
- First Name \*: Asher
- Middle Name: [Empty]
- Last Name \*: Doe
- Date of Birth \*: 08/09/2010
- Sex Assigned at Birth \*: [Dropdown]
- Gender [?]: Male
- Race \*: Multiple Races
- Hispanic/Latino \*: Yes
- Self-Reported Race/Ethnicity: [Dropdown]
- NE Student ID: [Empty]
- Agency \*: JDCM Administrators
- Referral/Event Date \*: 09/08/2025
- Case Type \*: Mediation

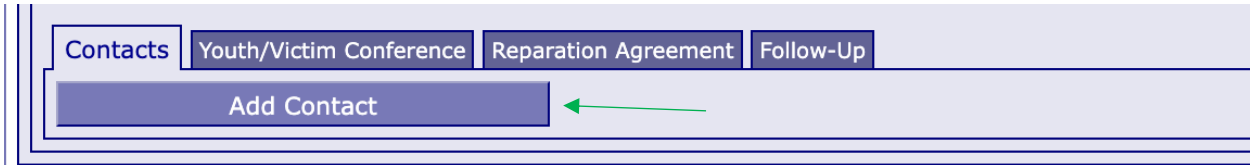
Buttons: Save, Cancel

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.** 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.**

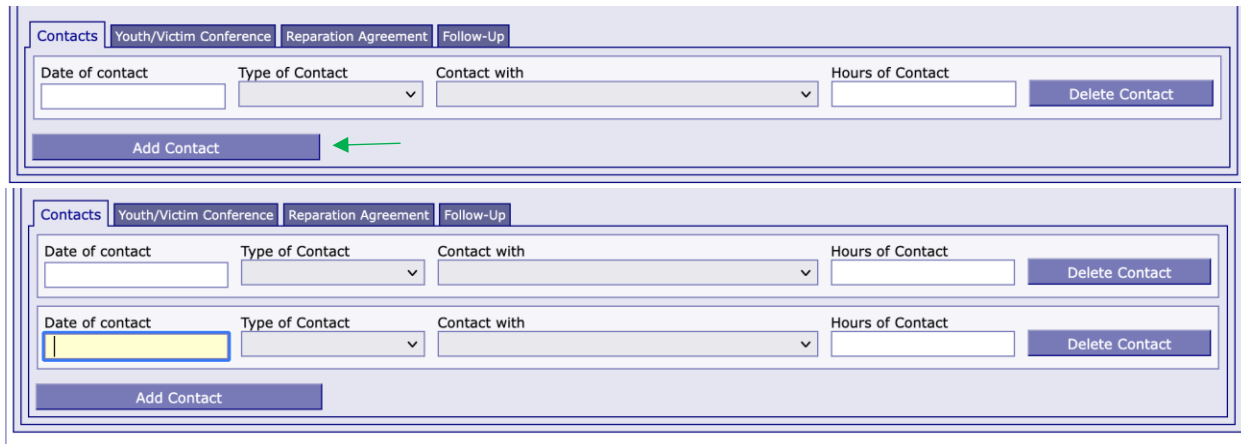
The screenshot shows the "Intake" form with the "Mediation" tab selected. The form contains the following sections and fields:

- Address:** Address Line 1, Address Line 2, City, State, ZIP
- Contact:** County Of Residence (Select County), Primary Phone, Alternate Phone, Cell Phone, E-Mail Address
- School:** School Enrollment, School Name, Current Grade
- Demographics:** Youth Employed, Family Size, Family Income (\$), Interpreter needed?, If Yes, what language?
- Financial/Status:** Eligible for Free/Reduced lunch, Custody/Guardianship, File Number, Grant County, Grant Number
- Referral:** Person Referring, Referral Source, Referral Date \* (09/08/2025), Age at Referral (15), Enrollment Date \*
- Reasons:** Reason for Enrollment, Reason for Enrollment, if Other, Victim, Juvenile Case Status
- History:** Prior Law Violations, History of Aggressive Behavior, High Risk Environment
- Notes:**
  - Prior Law Violations Notes: Any additional details about law violations related to the client go here.
  - History of Aggressive Behavior Notes: Any additional details about aggressive behavior related to the client go here.
  - High Risk Environment Notes: Any additional details about the client's environment, especially if it's high risk, go here.
- Narrative:** Any additional general notes about the client go here.

During the time the youth is in the mediation/restorative justice program, you'll be meeting directly with the youth and/or their family and recording the direct contact times with them. Click the "Add Contact" button to display the fields for contact with the youth. Please add any additional comments that you feel may be necessary in the "Notes" section.



To record a new, separate contact with the youth, click the "Add Contact" 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.**



To enter any youth/victim conference that the youth and/or victim, the victim's family, or the community attended during the program, click on the "Add Youth/Victim Conference" button under the "Youth/Victim Conference" tab.



To record a new, separate youth/victim conference with the youth, click the “Add Youth/Victim Conference” button at the bottom of the program type. **Do not create a new youth each time. You can create as many youth/victim conferences for one youth as needed for the duration of the program.**

Contacts Youth/Victim Conference Reparation Agreement Follow-Up

Conference Date  Type of Conference **Victim/Youth Conference**

Attendees:

None  Parent(s) of youth  Parent(s) of minor victim  Community members  Other  No additional attendees

Narrative

Any additional notes about the conference and how it relates to the youth and/or victim go here.

Contacts Youth/Victim Conference Reparation Agreement Follow-Up

Conference Date  Type of Conference **Victim/Youth Conference**

Attendees:

None  Parent(s) of youth  Parent(s) of minor victim  Community members  Other  No additional attendees

Narrative

Any additional notes about the conference and how it relates to the youth and/or victim go here.

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Conference Date  Type of Conference **Victim/Youth Conference**

Attendees:

None  Parent(s) of youth  Parent(s) of minor victim  Community members  Other  No additional attendees

Narrative

To enter any reparation agreement that the youth and/or victim reached during the program, click on the “Add Reparation Agreement” button under the “Reparation Agreement” tab.



To record a new, separate reparation agreement relating to the youth, click the “Add Reparation Agreement” button at the bottom of the program type. **Do not create a new youth each time. You can create as many reparation agreements on one youth as needed for the duration of the program.**

A screenshot of the 'Add Reparation Agreement' form. At the top are tabs for 'Contacts', 'Youth/Victim Conference', 'Reparation Agreement', and 'Follow-Up'. The form contains several input fields: 'Date agreement signed', 'Timeframe for completion (days)', and 'Goals' (with a dropdown arrow). A 'Delete Reparation Agreement' button is on the right. Below these is a 'Narrative' section with a text area containing the instruction: 'Any additional notes about the client's reparation agreement go here.' At the bottom are fields for 'Financial Restitution to be paid', 'Total hours of service', and 'Goal completed prior to case closure?' (with a dropdown arrow). An 'Add Reparation Agreement' button is at the very bottom.A screenshot of the 'Add Reparation Agreement' form, identical to the one above. In this version, the 'Date agreement signed' input field is highlighted with a yellow background. The rest of the form, including the tabs, narrative text area, and other input fields, remains the same.

To enter any follow-ups that the youth and/or victim attended during the program, click on the “Follow-up” button under the “Follow-Up” tab.



To record a new, separate follow-up relating to the youth, click the “Add Follow-Up” button at the bottom of the program type. **Do not create a new youth each time.** You can create as many follow-ups on one youth as needed for the duration of the program.

A screenshot of a detailed form for recording a follow-up. At the top, there is a navigation bar with tabs: "Contacts", "Youth/Victim Conference", "Reparation Agreement", and "Follow-Up". The "Follow-Up" tab is active. The form contains several sections: 1. "Follow-up Completed" with a dropdown menu. 2. "Date of follow-up" with a text input field. 3. "Who is follow-up with" with a dropdown menu. 4. "Overall, how satisfied are you with the conference?" with a dropdown menu and a "Delete Follow-Up" button to its right. 5. "How satisfied are you with the reparation agreement made during the meeting?" with a dropdown menu. 6. "Youth only - It was helpful for me to meet with the person who was affected by my behavior" with a dropdown menu. 7. "Victim only - It was helpful to talk directly with the person who was responsible for the harm" with a dropdown menu. 8. "Youth with surrogate only- It was helpful for me to meet with a person representing those harmed" with a dropdown menu. 9. "Narrative" section with a text area containing the prompt "Add additional notes about the follow-up here." At the bottom of the form is a dark blue button labeled "Add Follow-Up".

Follow-up Completed	Date of follow-up	Who is follow-up with
<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall, how satisfied are you with the conference?		
<input type="text"/>	<input type="button" value="Delete Follow-Up"/>	
How satisfied are you with the reparation agreement made during the meeting?		
<input type="text"/>		
Youth only - It was helpful for me to meet with the person who was affected by my behavior		
<input type="text"/>		
Victim only - It was helpful to talk directly with the person who was responsible for the harm		
<input type="text"/>		
Youth with surrogate only- It was helpful for me to meet with a person representing those harmed		
<input type="text"/>		
Narrative		
Add additional notes about the follow-up here.		
<input type="text"/>		

Follow-up Completed	Date of follow-up	Who is follow-up with
<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall, how satisfied are you with the conference?		
<input type="text"/>	<input type="button" value="Delete Follow-Up"/>	
How satisfied are you with the reparation agreement made during the meeting?		
<input type="text"/>		
Youth only - It was helpful for me to meet with the person who was affected by my behavior		
<input type="text"/>		
Victim only - It was helpful to talk directly with the person who was responsible for the harm		
<input type="text"/>		
Youth with surrogate only- It was helpful for me to meet with a person representing those harmed		
<input type="text"/>		
Narrative		
<input type="text"/>		

When it is appropriate to discharge the youth, **please remember to enter the discharge date in the discharge section.**

Discharge			
Date of Discharge *	Reparation Agreement Reached *	Outcome if Agreement was Reached *	Reason Agreement was Not Reached *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Narrative			
Any additional notes about the client's discharge process go here.			
<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.