

JCMS User Guide:

Mental Health 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!

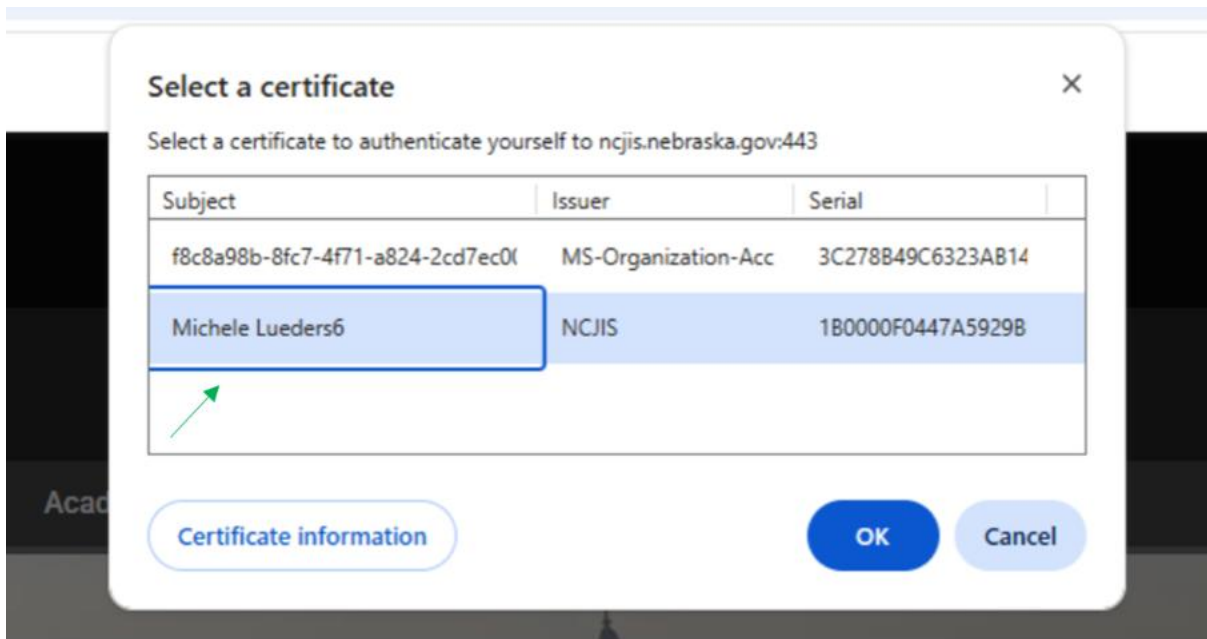
If, at any point, a definition is needed for data entry, please refer to the JCMS Codebook Program Definitions.

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.

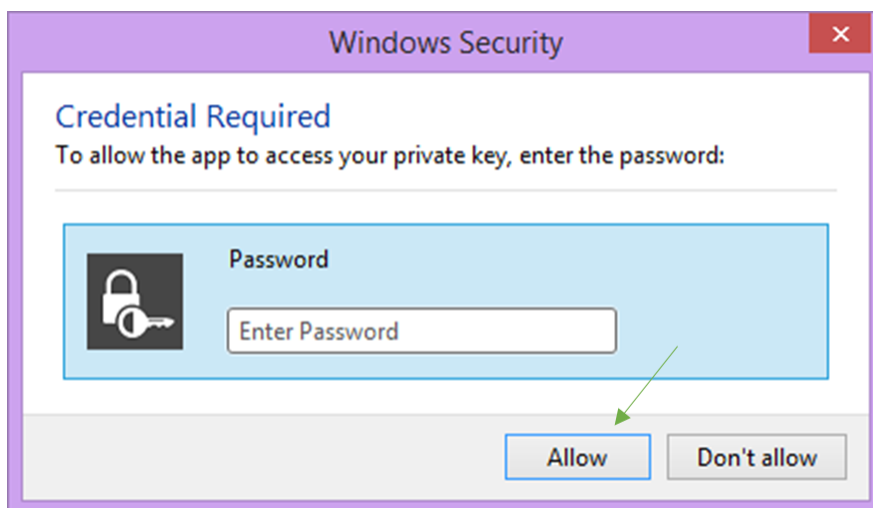
Click the “Login” button.



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 (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 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 * ?
	Reneé		Doe	09/07/2010	
Gender ?	Race *	Hispanic/Latino *	Self-Reported Race/Ethnicity	NE Student ID	
Female	Multiple Races	Yes			
Agency *	Referral/Event Date *	Case Type *			
JDCM Administrators	08/09/2025	Mental Health			

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.**

During the time the youth is in the mental health 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. If you know that you will be meeting weekly for the same thing, the beginning and end date may have a gap distance. In this case, please explain in further detail. 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.

Mental Health

Contacts | Groups | Scores

Start Date: 10/13/2025 End Date: 10/13/2025 Location: Office Type of Contact: Face to Face

Intervention Type: Mental Health Evaluation Duration in Hours: 2.00 # of Occurrences: 1 Delete Contact

Notes

Start Date: End Date: Location: Type of Contact:

Intervention Type: Duration in Hours: # of Occurrences: Delete Contact

Notes

Add Contact

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

Mental Health

Contacts | Groups | Scores

Add Group

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

Mental Health

Contacts Groups Scores

Start Date	End Date	Group Name	Group Objective	Hours Completed	Hours Required
08/10/2025	12/10/2025	XXXXXXX	Social-Cognitive F	100.00	90.00

Delete Group

Add Group

Mental Health

Contacts Groups Scores

Start Date	End Date	Group Name	Group Objective	Hours Completed	Hours Required
08/10/2025	12/10/2025	XXXXXXX	Social-Cognitive F	100.00	90.00

Delete Group

Add Group

To add any assessments that were administered to the youth during the program, click the “Add Scores” button under the “Scores” tab.

Mental Health

Contacts Groups Scores

Add Score

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

Mental Health

Contacts Groups Scores

Test Completed	Test Name	Date	Score
Yes	Child and Adolescent Trauma	08/12/2025	23

Delete Score

Add Score

Mental Health

Contacts Groups Scores

Test Completed	Test Name	Date	Score
Yes	Child and Adolescent Trauma	08/12/2025	23
	(Unspecified)		

Delete Score

Add Score

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. **The discharge date field is required and will stay red until a valid date is entered.**

Discharge		
Discharge Date *	Discharge Reason *	Progress at Discharge *
09/12/2025	Other - Transferred Schools	Some Progress
EB-NE Follow up Assessment Completed	If No, Why Not	Date Completed
No	Youth left program early	

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.