

JCMS User Guide:

Prevention Promotion 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!

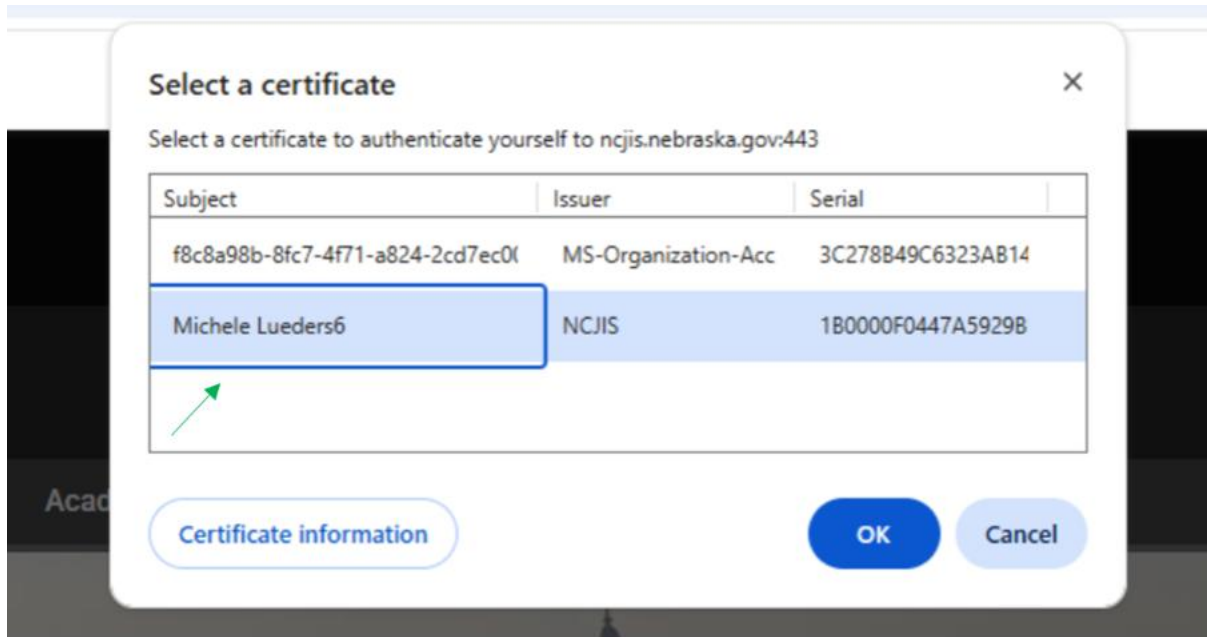
If a definition is ever needed for data entry, please refer to the JCMS Codebook Program Definitions.

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.

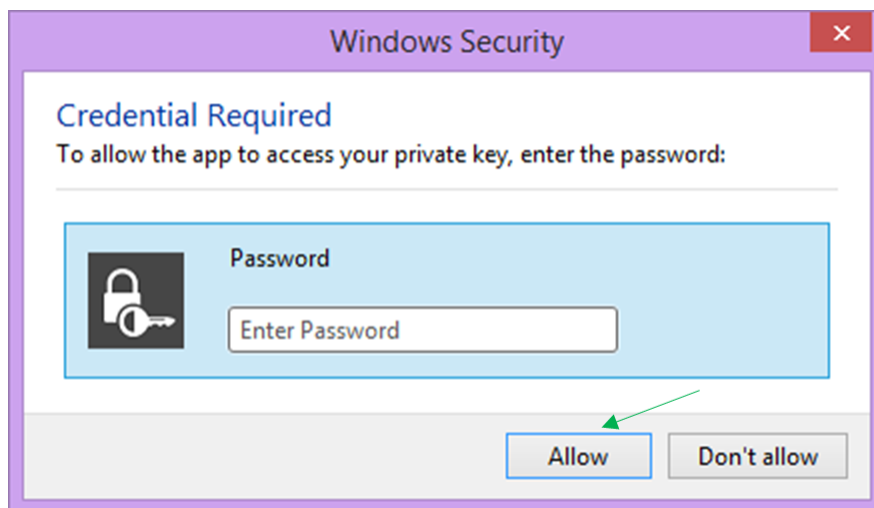
Click the “Login” button.



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. 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.”

NCC.JCMSHelpDesk@nebraska.gov'."/>

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.

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 * ?

Jessie Doe 01/09/2008

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

Female White White

Agency * Referral/Event Date * Case Type *

JDCM Administrators 02/13/2026 Prevention/Promotion

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. If there are notes you wish to keep about a specific case, please write them in the “Narrative” section. **All work is saved automatically.**

The screenshot shows a web-based data entry form for 'Prevention/Promotion'. The form is organized into several sections:

- Address:** Address Line 1, Address Line 2, City, State, ZIP Code.
- Contact:** County Of Residence (dropdown), Primary Phone, Alternate Phone, E-Mail Address, Cell Phone.
- School/Personal:** School Name, Current Grade (dropdown), School Enrollment (dropdown), Youth Employed (dropdown), Family Size (dropdown), Family Income (dropdown).
- Assessment/Eligibility:** Interpreter needed? (dropdown), If Yes, what language? (text), Eligible for Free/Reduced lunch (dropdown), Custody/Guardianship (dropdown).
- Referral:** File Number, Grant County, Person Referring, Grant Number, Referral Source (dropdown), Date Referred * (02/13/2026).
- Discharge:** Age at Referral (18), Reason for Referral (dropdown), Enrollment Date *, Discharge Date *, Discharge Reason * (dropdown).
- Assessments:** EB-NE Intake Assessment Completed (dropdown), If No, Why Not (dropdown), Date Completed; EB-NE Follow up Assessment Completed (dropdown), If No, Why Not (dropdown), Date Completed.

At the bottom, there are tabs for 'Program Information', 'Activity', 'Incentive', and 'Scores'. Below the tabs is a button labeled 'Add Program Information'.

To add the information to the program, click on the “Add Program Information” button. This will open specific fields to complete for it.

This screenshot is identical to the one above, showing the 'Prevention Promotion' data entry form. The only difference is a green arrow pointing to the 'Add Program Information' button at the bottom of the form.

To record a new, separate program with the youth, click the “Add Program Information” button at the bottom of the program type. **Do not create a new youth each time.** You can create as many programs on one youth as needed for the duration of the program.

Program Information | Activity | Incentive | Scores

Name of Program * Start Date * End Date * Total Hours Available * Total Hours Attended *

Delete Program Information

Notes
Add additional notes about program information here.

Add Program Information ←

Program Information | Activity | Incentive | Scores

Name of Program * Start Date * End Date * Total Hours Available * Total Hours Attended *

Delete Program Information

Notes
Add additional notes about program information here.

Name of Program * Start Date * End Date * Total Hours Available * Total Hours Attended *

Delete Program Information

Notes

Add Program Information

To add the specific activity that the youth participated in during the program, click on the “Add Activity” button. This will open the activity specific fields to complete.

Prevention/Promotion

Prevention Promotion

Address Line 1 Address Line 2 City State ZIP Code

County Of Residence Primary Phone Alternate Phone E-Mail Address Cell Phone

Select County

School Name Current Grade School Enrollment Youth Employed Family Size Family Income

Interpreter needed? If Yes, what language? Eligible for Free/Reduced lunch Custody/Guardianship

File Number Grant County Person Referring Grant Number Referral Source Date Referred *

Age at Referral Reason for Referral Enrollment Date * Discharge Date * Discharge Reason *

EB-NE Intake Assessment Completed If No, Why Not Date Completed

EB-NE Follow up Assessment Completed If No, Why Not Date Completed

Program Information Activity Incentive Scores

Add Activity

To record a new, separate activity with the youth, click the “Add Activity” button at the bottom of the program type. You can create as many activities on one youth as needed for the duration of the program.

Program Information Activity Incentive Scores

Start Date * End Date * Activity Type * Hours Completed *

Delete Activity

Notes box

Add additional notes about activity information here.

Add Activity

To add a certain incentive that the youth was given in during the program, click on the button “Add Incentive” button. This will open the incentive specific fields to complete.

The screenshot shows a web form titled "Prevention Promotion". At the top, there are tabs for "Prevention/Promotion", "Program Information", "Activity", "Incentive", and "Scores". The form contains several sections of input fields:

- Address:** Address Line 1, Address Line 2, City, State, ZIP Code.
- Contact:** County Of Residence (dropdown: "Select County"), Primary Phone, Alternate Phone, E-Mail Address, Cell Phone.
- Demographics:** School Name, Current Grade (dropdown), School Enrollment (dropdown), Youth Employed (dropdown), Family Size (dropdown), Family Income (dropdown).
- Assessments:** Interpreter needed? (dropdown), If Yes, what language? (dropdown), Eligible for Free/Reduced lunch (dropdown), Custody/Guardianship (dropdown).
- Referral:** File Number, Grant County, Person Referring, Grant Number, Referral Source (dropdown), Date Referred * (02/13/2026).
- Program Details:** Age at Referral (18), Reason for Referral (dropdown), Enrollment Date * (dropdown), Discharge Date * (dropdown), Discharge Reason * (dropdown).
- Assessments (continued):** EB-NE Intake Assessment Completed (dropdown), If No, Why Not (dropdown), Date Completed (dropdown).
- Assessments (continued):** EB-NE Follow up Assessment Completed (dropdown), If No, Why Not (dropdown), Date Completed (dropdown).

At the bottom of the form, there are tabs for "Program Information", "Activity", "Incentive", and "Scores". Below these tabs is a button labeled "Add Incentive" with a green arrow pointing to it from the left.

To record a new, separate incentive with the youth, click the “Add Incentive” button at the bottom of the program type. You can create as many incentives towards one youth as needed for the duration of the program.

The screenshot shows a web form titled "Add Incentive". At the top, there are tabs for "Program Information", "Activity", "Incentive", and "Scores". The form contains the following fields:

- Form Fields:** Incentive Provided (dropdown), Date (text), Type of Incentive (dropdown), Estimated Amount (text).
- Buttons:** "Delete Incentive" button.
- Narrative:** A large text area with the prompt "Add additional notes about any incentives the client was given here."

At the bottom of the form, there is a button labeled "Add Incentive" with a green arrow pointing to it from the left.

To add a certain score that the youth was given in during the program, click on the button “Add Score.” This will open the incentive specific fields to complete.

Prevention/Promotion

Prevention Promotion

Address Line 1 Address Line 2 City State ZIP Code

County Of Residence Primary Phone Alternate Phone E-Mail Address Cell Phone

School Name Current Grade School Enrollment Youth Employed Family Size Family Income

Interpreter needed? If Yes, what language? Eligible for Free/Reduced lunch Custody/Guardianship

File Number Grant County Person Referring Grant Number Referral Source Date Referred *

Age at Referral Reason for Referral Enrollment Date * Discharge Date * Discharge Reason *

EB-NE Intake Assessment Completed If No, Why Not Date Completed

EB-NE Follow up Assessment Completed If No, Why Not Date Completed

Program Information | Activity | Incentive | Scores

Add Score ←

To record a new, separate score given to the youth, click the “Add Score” button at the bottom of the program type. You can create as many incentives towards one youth as needed for the duration of the program.

Program Information | Activity | Incentive | Scores

Survey Completed Date Survey Taken Protective Factor Score Risk Factor Score

No Survey Administered Development Assets Score **Delete Score**

Add Score ←

Program Information | Activity | Incentive | Scores

Survey Completed Date Survey Taken Protective Factor Score Risk Factor Score

No Survey Administered Development Assets Score **Delete Score**

Survey Completed Date Survey Taken Protective Factor Score Risk Factor Score

No Survey Administered Development Assets Score **Delete Score**

Add Score

As the time with your youth comes to an end, please be sure to fill out the “Discharge Date” and “Discharge Reason” fields in the intake section.

Prevention/Promotion					
Prevention Promotion					
Address Line 1	Address Line 2	City	State	ZIP Code	
<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	Family Income
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interpreter needed?	If Yes, what language?	Eligible for Free/Reduced lunch	Custody/Guardianship		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
File Number	Grant County	Person Referring	Grant Number	Referral Source	Date Referred *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	02/13/2026
Age at Referral	Reason for Referral	Enrollment Date *	Discharge Date *	Discharge Reason *	
18	<input type="text"/>	02/14/2026	<input type="text"/>	<input type="text"/>	<input type="text"/>
EB-NE Intake Assessment Completed	If No, Why Not	Date Completed			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
EB-NE Follow up Assessment Completed	If No, Why Not	Date Completed			
<input type="text"/>	<input type="text"/>	<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 “JJI” 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.