JCMS: Using the Reports and Data

Erin Wasserburger; Nebraska Crime Commission Kevin Dahlman; Nebraska Crime Commission Abby L. Carbaugh, Ph.D.; Douglas County, NE



Erin Wasserburger; Nebraska Crime Commission

JCMS REPORTS



Juvenile Case Management System (JCMS)

- The JCMS was created in 2015 as a data entry system for programs receiving CBA grant funding
 - Can also be used as a case management system if needed
- The JDCMS was created in 2011 for data entry for diversion programs statewide
 - Not contingent on grant funding
- The two systems were merged in 2017 which is the JCMS we utilize now



Existing Reports in the JCMS

- There are pre-populated reports built into the JCMS which can be accessed from the main JCMS homepage
- Reports are determined based on JCMS permissions and access level.
 - Diversion has access to more reports than other program types

Juvenile Case Management Syst		
Search: Search Sho	System Improven	w Client Reports Administrative Grant Admin Support



Accessing Reports

- Reports in the JCMS can either be previewed or downloaded
 - If previewed, the report will only stay on the screen until the screen is clicked again
 - Downloading will create an excel spreadsheet
 - If you download the data, make sure it is secure as it does contain identifying youth information
- Depending on what you use the reports for you may have to view or download more than one report
- The reports do not show all the variables in the JCMS, but they can be useful



Kevin Dahlman; Nebraska Crime Commission

JCMS DATA EXPORT



Overview

The purpose of this presentation is to provide a tutorial for JCMS users on how to:

- (1) Download their agency data from NCJIS website
- (2) Combine data files using Excel
- All documentation and screenshots from this tutorial are also found in the <u>JCMS Data Export Guide and Codebook-</u> <u>2022-9-16 16-59-23-.pdf (nebraska.gov)</u>
- The type/number of data files in your download will vary based on your program type

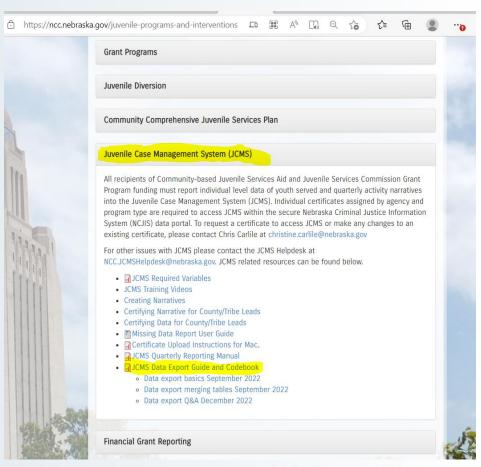


JCMS User Guide

For a copy of the JCMS Data User Guide, please visit:

https://ncc.nebraska.gov/juvenileprograms-and-interventions

Scroll down the Juvenile
Programs and Interventions page
on the NCC website and click the
Juvenile Case Management
System (JCMS) header.





JCMS User Guide

JCMS Data Export:

Code Tables & User Guide

September 2022



The following instructions for downloading your agency data are found in Appendix A (p. 43) of the JCMS Data Export: Code Tables & User Guide.

For instructions on how to combine tables using Excel, please see Appendix B (p. 45).

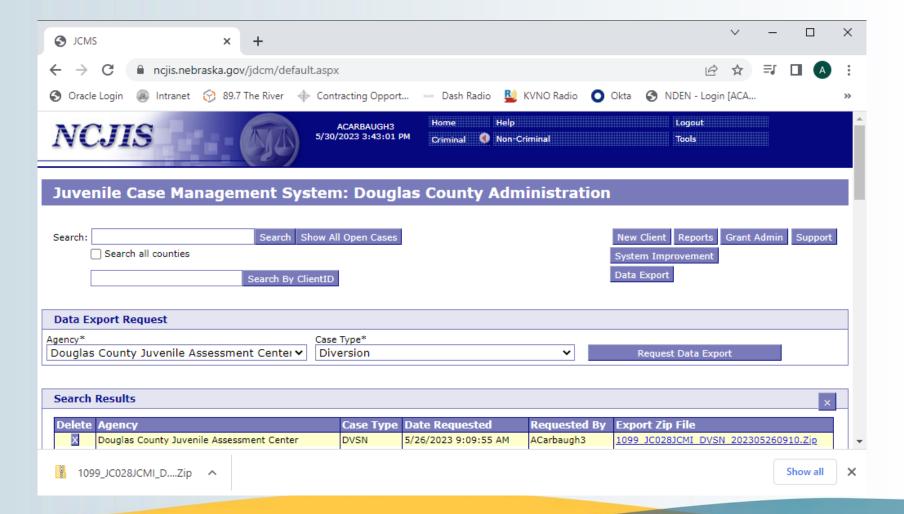


Abby L. Carbaugh, Ph.D.; Douglas County, NE

WHAT DOES IT MEAN? ANALYZING YOUR JCMS DATA EXTRACTS

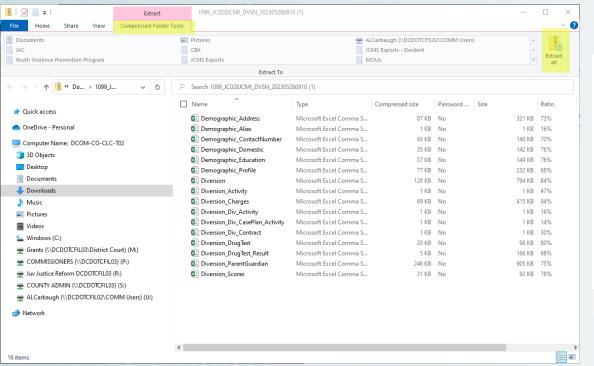


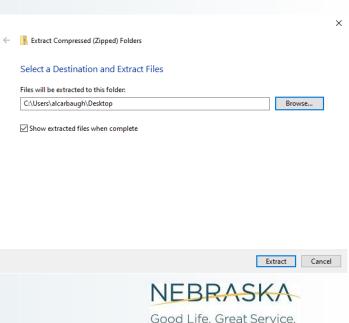
Use Data Export Function from ncjis.nebraska.gov



Extract .zip Files

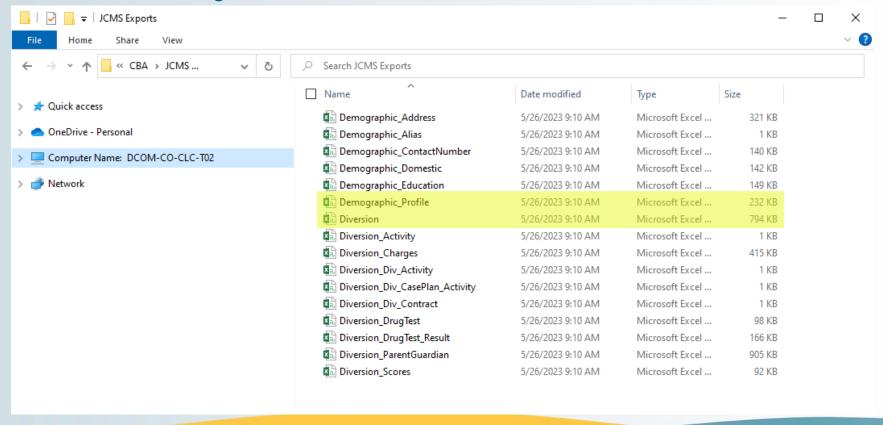
- Select 'Extract All' under the 'Extract, Compressed Folder Tools' menu
- Browse to the folder you want the files saved, then click 'Extract'





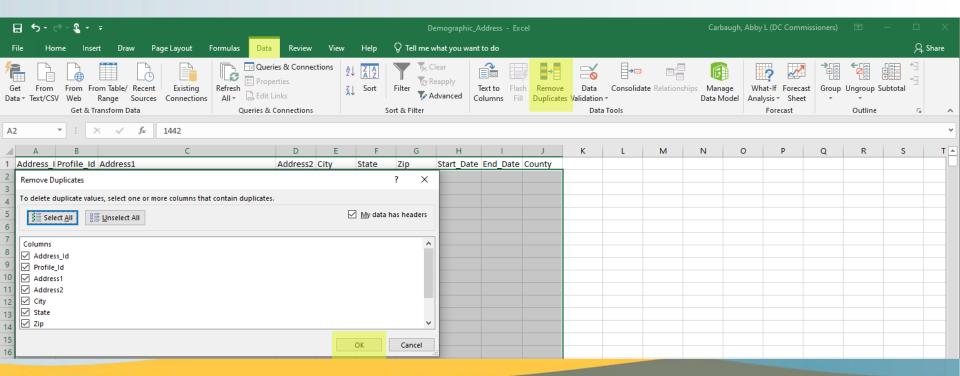
Douglas County Diversion Files Used in Example

 Be sure to remove duplicate rows from each file before combining to avoid double counting!



Remove Duplicate Rows in Excel

- Select all columns in the data export
- Use 'Remove Duplicates' function from the data menu; click 'Select All' and 'My data has headers', then select 'OK'
- Example from 'Demographic_Address' file



Tutorial: Combining Data Files in Excel

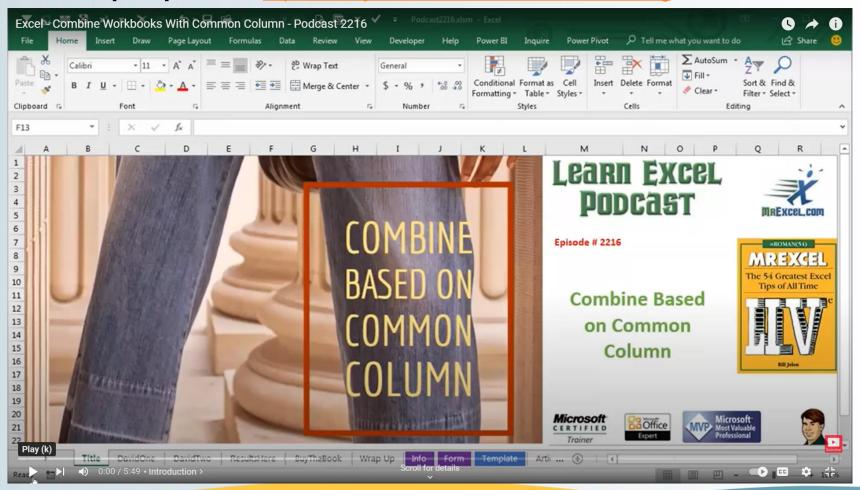
- Video on the next slide walks through another very similar process for combining JCMS raw data extracts
 - MrExcel.com. (2023, May 30). Excel Combine Workbooks with common Column – Podcast 2216 [Video]. YouTube. https://www.youtube.com/watch?v=VmanL-Vf8Eg
 - This method creates linked connections to external data files instead of loading the files directly, as shown in the JCMS data manual.
- This is useful for automatically updating changes from linked files, but may take
 a long time to run, depending on the number of records in your extracts.
 Depending on what you're analyzing, you may want to filter the results of your
 downloaded extract and save it as a separate file, then use the new file with
 fewer records.
 - 'Diversion' Cleaning Example:
 - Original file: 6,368 records with referral dates between 8/26/2011 and 7/15/2019
 - Demonstration file: 2,375 records between 1/3/2014 and 12/29/2016
 - 'Diversion Profile':
 - Use '=VLOOKUP' command to identify profile IDs in 'Diversion' file and remove all other records
 - (original file: 5,480 records; demonstration file: 2,595 records)

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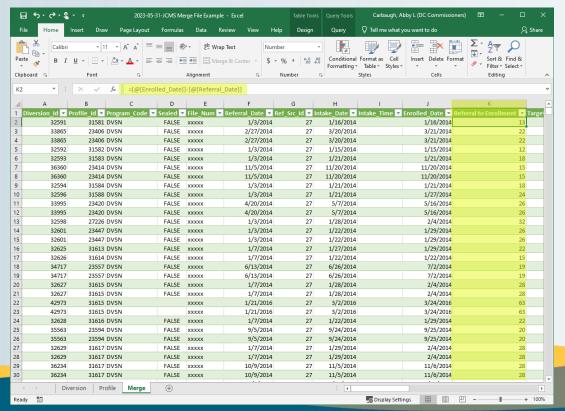
Tutorial: Combining Data Files in Excel

MrExcel.com. (2023, May 30). Excel – Combine Workbooks with common Column – Podcast 2216 [Video]. YouTube. https://www.youtube.com/watch?v=VmanL-Vf8Eg



Add Calculated Variables to Merged Data

- You can add your own information to the merged data set. Insert a column where you'd like the new data to appear, and enter values manually or create a calculated value. (Calculated values will update all rows in the merged data table!)
- The example below creates a calculated field for the number of days between referral and enrollment.



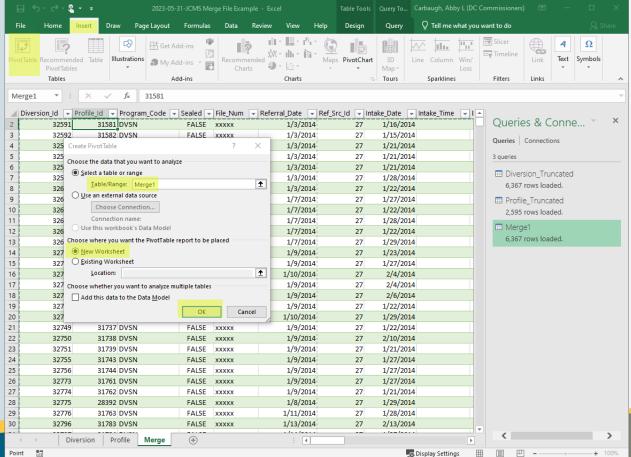


Analyze Data Using Pivot Tables

 Click anywhere in the merged data set and select 'PivotTable' from the 'Insert' menu

The default settings should select the merged table and 'New Worksheet'

for placing the PivotTable, then click 'OK'



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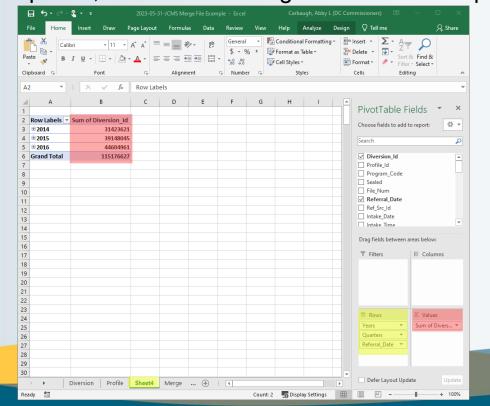
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Pivot Table 1: Count Diversion Events by Referral Year

- Click and drag 'Referral_Date' from the PivotTable Fields list to "Rows"
- We want to count the number of diversion events, so drag 'Diversion_Id' to "Values"

Excel will usually default the aggregation to a sum of the record values.
 For our purposes, we want to change the "Values" to provide a count of

records.





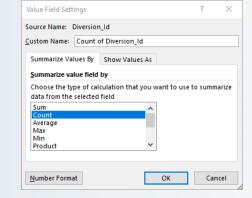
Pivot Table Values: Change Counting Rules

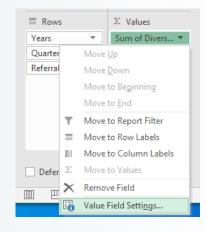
 Click and arrow next to 'Sum of [field]' and select 'Value Field Settings...' from the bottom of the menu

On the next screen, select 'Count' from the 'Summarize

ort & Find &

Values By' menu, then click 'OK'





This will update the values displayed in the Pivot Table; for this example, we now have the count of referrals to diversion per year.

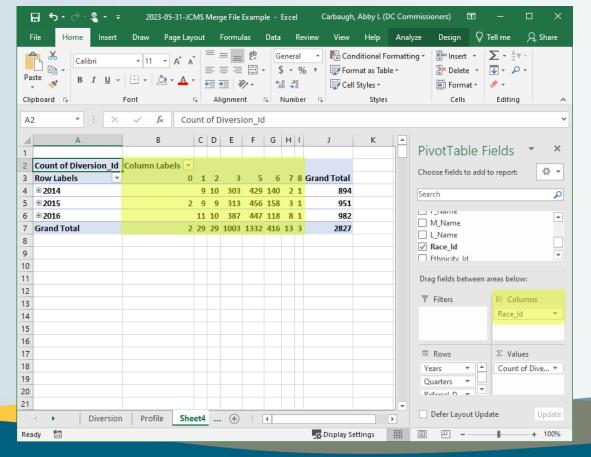
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2023-05-31-JCMS Merge File Example - Excel

Pivot Table 2: Count Diversion Events by Referral Year and Race/Ethnicity

Adding 'Race_Id' to the 'Columns' area will add columns for each JCMS
Race variable value included in your dataset to the pivot table. You will need
the JCMS Data Manual to translate the numeric codes to descriptions.



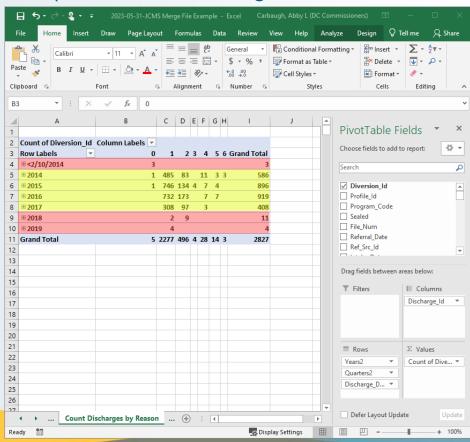
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Pivot Table 3: Count Diversion Exits by Discharge Year and Discharge Reason

 Insert a new pivot table using 'Discharge_Date' for rows, 'Discharge_Id' for Columns, and 'Diversion_Id' for 'Values' (remember to change from Sum to

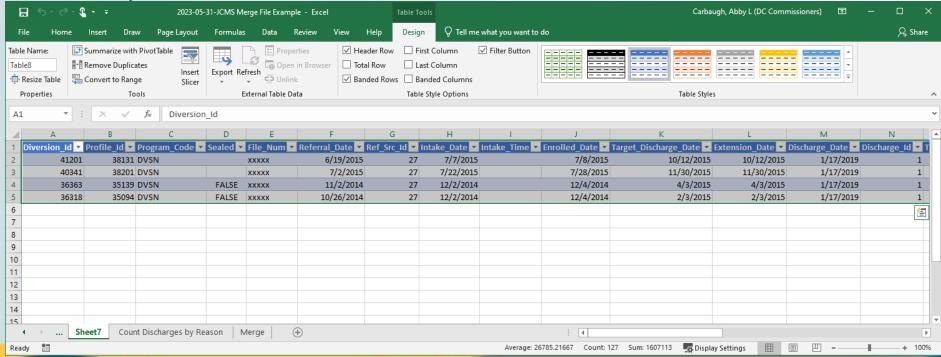
Count!)

- results: Our original data file contains referrals to diversion between 2014 and 2016. This Pivot Table shows the number of cases with diversion discharge dates occurring prior to 2/10/2014 and in 2018 and 2019.
- Kevin's exception reports identify JCMS records with missing information. Pivot tables may help identify records with data entry errors.



Examining Records Counted in Pivot Table Results

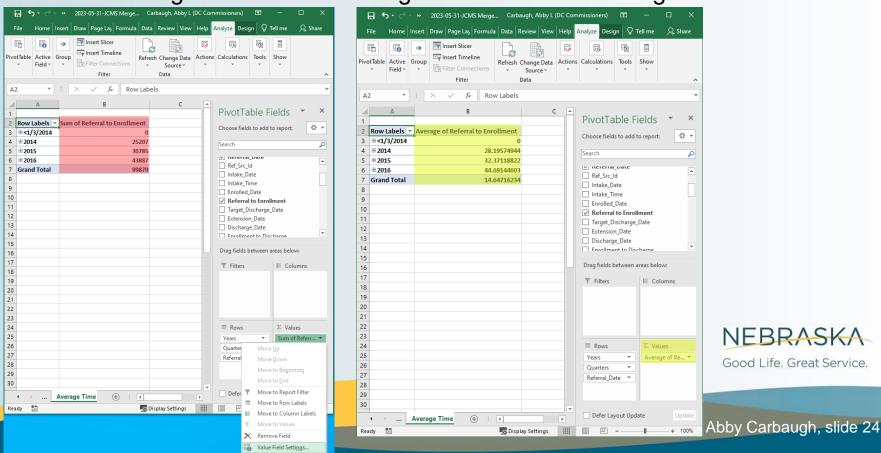
- Double-clicking individual results cells in the Pivot Table will create a new worksheet containing all of the records relevant to that subset.
- Example below returned the 4 records for youth discharged in 2019 with a reason code of '1' ('Successful Discharge')
- Your independent review and expertise is needed to know whether unexpected values are accurate or need correction in JCMS.



Pivot Table 4: Average Time from Referral to Enrollment

 Insert a new pivot table using 'Referral_Date' for rows and 'Referral to Enrollment' for 'Values'

Change "Value Field Settings" from 'Sum' to 'Average'



Questions?

erin.wasserburger@nebraska.gov kevin.dahlman@Nebraska.gov abby.carbaugh@douglascounty-ne.gov

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