

JCMS Quarterly Reporting Checklist

1. Enter all youth referred to the program into the correct program type screens on JCMS. Update activities and discharge information for all youth referred in previous quarters.

2. If applicable, enter a system improvement program data section for that quarter.

County/Tribe Project Leads:

3. Download Certify by Quarter Report. Review the referral numbers for accuracy and look for discrepancies. (See page 11 of the quarterly reporting manual).

4. Certify quarterly data after ensuring all data has been entered. (See page 11 of the quarterly reporting manual).

Quarterly Reporting: Submitting and Certifying Data

October 2023

NEBRASKA

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**COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE**

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The Juvenile Case Management System (JCMS) is accessed at <http://ncjis.nebraska.gov>

JCMS requires a certificate issued by the Crime Commission at access.

Introduction

This document demonstrates the steps involved in submitting quarterly data as required for all grantees of Community-based Juvenile Services Aid funding and Juveniles Services Commission Grant Program funding.

All recipients of Community-based Juvenile Services Aid and Juvenile Services Commission Grant Program Funds must report individual level data of youth served into the Juvenile Case Management System (JCMS). All grant requirements pertaining to program activities and youth served will be reported in the JCMS. Grantees are responsible for ensuring all programs and sub-awards are complying with the required data entry and activity narratives. Failure to report required data can result in suspension or termination of grant funds.

Juvenile Case Management System

The Juvenile Case Management System (JCMS) will be utilized to enter individual level data of all youth participating in programs funded by the Community-based Juvenile Services Aid Program and Juvenile Services Program. This is also where system improvement program level data will be entered.

Program Registration and JCMS User Certificates

JCMS requires individual certificates assigned by agency and program type in order to access JCMS within the secure Nebraska Criminal Justice Information System (NCJIS) data portal. At the beginning of the grant project period, grantees will register their programs through a survey distributed by the Nebraska Crime Commission (NCC). From this program registration, JCMS certificates will be created. Each individual entering individual youth data and/or quarterly narratives will need their own certificate.

Quarterly Reporting Requirements

On the 15th of the month following the end of each quarter, individual youth data and system improvement program data is required to be entered in JCMS. The lead contact for the grant is responsible for verifying that the data entry is complete. If the 15th falls on a holiday, Saturday or Sunday, all reports are due the prior working day.

Required Variables

Each program type has variables that are required to be collected in order to effectively evaluate the program as required by Nebraska statute. The “*JCMS Reporting for Community-based Juvenile Services Aid Program: Required Variables*” document is posted on the NCC website: <https://ncc.nebraska.gov/juvenile-programs-and-interventions>

QUARTERLY REPORTING INSTRUCTIONS FOR FUNDED PROGRAMS

Data Submission Instructions for Programs

Each youth served must be entered into JCMS on a quarterly basis, at a minimum. Please note that you do not have to wait until quarterly reporting to enter data – the JCMS was designed to be utilized as a case management system so you can enter youth as soon as they are referred to or enrolled in your program. There are over 100 users in the JCMS so when a large number of people are entering data at one time, such as quarterly reporting, the system does slow down.

System improvement program data must also be entered quarterly at a minimum. If there is a funded program that had no activity, this needs to be entered into the screen in a text field (i.e., if training is funded and to be held in 2nd Quarter, the remaining quarters would need “N/A” or “No Training” in the “Name of Training” field”).

Training Guides for Individual Youth Data Entry and Quarterly Reporting

Training videos and handouts on entering data relevant to all or various program types can be found on the EB-NE Programs website at <https://www.jjinebraska.org/programs-training-videos>.

For program specific JCMS User Guides with detailed instructions on entering data into JCMS, choose the program type on the left side of the EB-NE Programs Home Page at www.jjinebraska.org/programs-home.

Programs

PROGRAMS HOME

ALTERNATIVES TO
DETENTION

ASSESSMENTS

CRISIS RESPONSE

DIRECT EVENTS

DIVERSION

FAMILY SUPPORT

MEDIATION &
RESTORATIVE JUSTICE

MENTAL HEALTH

MENTORING

PROMOTION/PREVENTION

SCHOOL-BASED

SYSTEM

IMPROVEMENTS

TRUANCY

Programs Home

The following documents will provide guidance on program types, classifications, and accurately entering data on race/ethnicity:

- [Program Definitions](#)
- [Race/Ethnicity Fact Sheet](#)
- [Nebraska Crime Commission Matching Process](#): This file shows documentation of the matching process the NCC uses to match youth data.

If you are looking for definitions for the JCMS and data entry, please visit the program type specific pages listed in the menu on the left of the page.

Once on the program type page, scroll through the videos and resources to find all available resources specific to that program type.

QUARTERLY REPORTING INSTRUCTIONS FOR PROJECT LEAD

Data Certifying Instructions for Project Lead

Project Leads are responsible for ensuring that all funded programs have entered individual youth data at least quarterly. If data is missing, the grant is out of compliance and may be suspended or terminated.

If your program or agency is also the lead contact for the grant, such as a Juvenile Services grantee, you will do all the steps in this instruction manual – certifying your own data.

Certifying Data for Project Leads

Project leads are responsible for checking to ensure the numbers are accurate in JCMS.

1. Reports Button
2. Certify by Quarter Report
3. Download or View the Report
 - a. Report will show agency name, case type, number referred, number active (any case that was enrolled during the selected time frame regardless of referral date), number discharged, number of narratives submitted, and number of narratives certified. Narratives are no longer being utilized so these will show as 0 and that is okay.
4. Review the Report
 - a. Numbers on the View screen are clickable if you have edit permission (ability to create a client), you will see the names of the clients entered in that quarter. If you have certify permission only, you will not be able to see the names. Most project leads will NOT be able to see client details and will get the message seen at the bottom of the image below.

The screenshot shows a summary table with the following data:

Agency Name	Case Type	Referred	Active	Discharged	Narratives Submitted	Narratives Certified
COUNTY ATTORNEYS OFFICE SEWARD	Diversion	4	224	1	1	1
COUNTY ATTORNEYS OFFICE SEWARD	Interventionist	4	57	1	1	1

Below the table are two buttons: "Certify" and "Download Report".

The detailed view is titled "Referred Diversion Cases in COUNTY ATTORNEYS OFFICE SEWARD (7/1/2017 - 9/30/2017):"

File Number	First Name	Last Name	Date of Birth	Referral Date	Enrollment Date	Discharge Date
User does not have permission to view Diversion cases in COUNTY ATTORNEYS OFFICE SEWARD						

5. Review the referral numbers for accuracy and look for discrepancies. If a program is showing 0 referrals, please reach out to determine if they had no new referrals or have not entered data.
6. Click "Certify" button and follow instructions. Note that you must be in the View and Certify report to have the certify button available.

This information is being submitted to the Director of the Community-based Juvenile Services Aid Program pursuant to Title 75, Chapter 1, Distribution of Community-based Juvenile Services Aid in concurrence with Nebraska Revised Statute 543-2404.02.

By submitting I certify that I have reviewed and verified the accuracy of this information.

By submitting this data, I certify that I have reviewed the Case Summary Report and have verified the accuracy of the programs and data.

I certify that my agency does have a program, but to the best of my knowledge there were no referrals during the reporting period.

Buttons: "Certify Grant Report" and "Cancel"

Other reports to verify data

Demographic Report for Project Leads

1. Enter Begin and End Dates (referral dates will fall within in these dates). Preview or Download report.
2. Report will show agency, case type, number of youth referred and number of youth accepted by race, gender and age.

Agency Name	Case Type	Race/Gender/Age	Youth Referred 01/01/2018 to 12/31/2018	Youth Accepted 01/01/2018 to 12/31/2018
COUNTY ATTORNEYS OFFICE BUFFALO	Diversion			
		Race		
		Asian	1	0
		Black, African American	1	0
		Gender		
		Female	2	0
		Age		
		9	1	0
		11	1	0

Case Summary by Date

1. Enter Referral Begin Date and Referral End Date.
2. Download or Preview the report.
3. Preview Report: the report will show all the agencies and case types on your certificate. The top section will show all cases with no referral date.
4. Case summary report: the bottom section of the preview screen will show:
 - a. Agency name, case type, number referred, number active, number discharged, number of narratives submitted, and number of narratives certified.

OFFICE SEWARD		Marty	dMEJU	10/30/1999		12/12/2012	Mentoring School
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Case Summary Report:

Agency Name	Case Type	Referred	Active	Discharged	Narratives Submitted	Narratives Certified
COUNTY ATTORNEYS OFFICE SEWARD	Invalid Program Type	0	0	0	0	0
COUNTY ATTORNEYS OFFICE SEWARD	After School	<u>7</u>	<u>60</u>	<u>5</u>	1	1
COUNTY ATTORNEYS OFFICE SEWARD	Alternative School	<u>5</u>	<u>75</u>	<u>31</u>	0	0

- b. If you have edit permission on the certificate, you can click on the number to see the client details of the cases in that category.

Referred After School Cases in COUNTY ATTORNEYS OFFICE SEWARD (07/01/2016 - 09/30/2017):

File Number	First Name	Last Name	Date of Birth	Referral Date	Enrollment Date	Discharge Date
153138103	Herbie	Test	2/3/2004	9/14/2017	9/14/2017	
	Donald	Duck	6/10/1999	12/15/2016	12/16/2016	1/5/2017
	Bob	Green	3/3/2000	9/7/2016	9/10/2016	11/12/2016
	Jim	StillAmazing	8/9/2007	6/5/2017		
	Mr Ed	Test	1/1/2001	8/7/2017		

DUE DATES

Quarterly data is due the 15th of the month FOLLOWING the end of the quarter. Please put reminders on your calendar! If the 15th falls on a weekend or holiday, the data will be due the Friday prior.

To avoid technical problems or certificate issues resulting in late reporting, do NOT wait until the due date to complete quarterly reporting. Consistent late reporting will reflect poorly on the grantee's grant management abilities, deem the grantee higher risk, and potentially be a factor in future funding decisions.

Quarter	Covers Program Activity During	Due Date
1	July 1 - September 30	October 15
2	October 1 - December 31	January 15
3	January 1 - March 31	April 15
4	April 1 - June 30	July 15