

JCMS User Guide:

Referral 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!

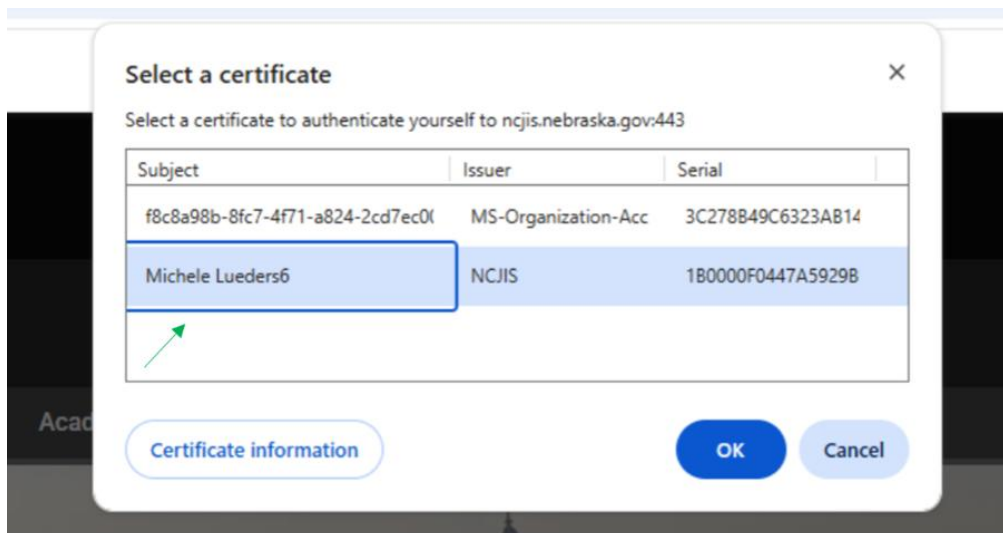
If a definition is ever needed for data entry, please refer to the JCMS Codebook Program Definitions.

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 JJI office at Allen.Windle@nebraska.gov.

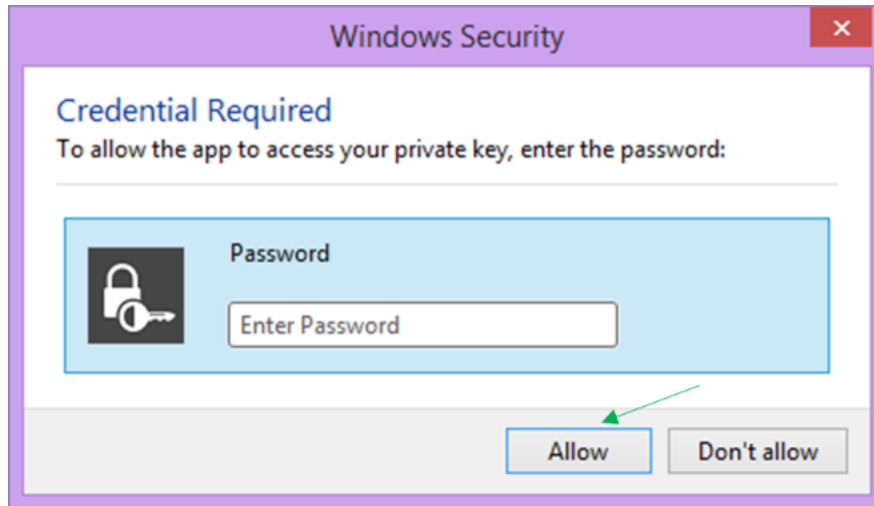
Click the “Login” button.



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. 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.



Enter your website password. This is not the import password you received with your certificate. It is the random number/letter/symbol password that you received at the same time as 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:
 Login

A green arrow points to the "Login" button.

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				
Master Person Search Master (Criminal) Physical Search Non Person Search Local Incidents Criminal Vehicle Property Criminal History Patrol Criminal Hist. Citations Local (NIBRS+) Warrants Warrants Active Warrants Protection Orders Protection Orders Active POs PO Portal Pardon Board Pardons	Corrections Corrections In Corrections/DCS Jails Juvenile Facilities In Juvenile Facility Bureau of Prisons (link) Community Supervision Probation Active Probation Active Parole US Probation Courts Courts Non Criminal Court Calendars (link) Seal/Unseal Record Sex Offender Registry State SOR National SOR (link)	DMV OLN OLN Physical Search OLN Re-examination DMV VTR By Vehicle VicToRy by Name NDOT Crash Records DOL Benefits Employers Wages DHHS APS Active APS CAN Active CAN PSA Current Wards Person Search Active Wards Youth Level of Service Safety Plan Students Students Schools Directory Students View List	Reporting Due Date Calendar Reporting Compliance NIBRS Repository (XML) Single Incident Reporting Monthly Use Of Force Quarterly Traffic Stop Racial Profiling Allegation DICRA (Death in Custody) Yearly Employment Data NLETC Online Forms Case Management JCMS ← NCVRS	My Account My User Profile Albums Subscription Subscription Lists Information Exchange Utilities Add Property Info CODIS Prelog NSP Crime Lab Case Portal NEVCAP Admin NSAT Standardized Model RISS (link) ALPR Map Resources Directory Search News Documents Jail Documents Job Listings Discussion Boards Group Training New NCAMA NSA PCAN POAN

Data entry in JCMS

The first time you log in to enter data for Referral Services, please start by selecting the “Administrative” button. You can also go back to this step whenever you need to add/remove an assessment or service type offered by your program.

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

When selected, “Assessments” and “Services” tabs will be available. Please be aware that the green arrows show that these lists are continuous down the page, and most are not pictured in this image. Some assessment and service types are selected automatically at default, so please select only any/all types and services you administer and unselect ones you don’t.

Administrative Functions

Diversion Office Contact Information Drug Tests Case Plan Template **Assessments** Services

If you want to provide a single point of contact for your agency, fill in the information below. This information will be displayed when other counties search for one of your clients.

Contact Name	Phone Number	Email Address
Amy Hoffman	402-471-3846	amy.hoffman@nebraska.gov

Contact us at NCC.JCMSHelpDesk@nebraska.gov

Diversion Office Contact Information Drug Tests Case Plan Template **Assessments** Services

Select the Assessments administered in your office.

Assessment Types:

Assessment Type	Selected
Adverse Childhood Experiences (ACE)	<input checked="" type="checkbox"/>
AIM	<input checked="" type="checkbox"/>
Ansell-Casey - Permanency	<input checked="" type="checkbox"/>
Ansell-Casey - Career and Education Planning	<input checked="" type="checkbox"/>
Ansell-Casey - Daily Living	<input checked="" type="checkbox"/>
Ansell-Casey - Housing and Money Management	<input checked="" type="checkbox"/>
Ansell-Casey - Looking Forward	<input checked="" type="checkbox"/>
Ansell-Casey - Relationships and Communication	<input checked="" type="checkbox"/>
Ansell-Casey - Self Care	<input checked="" type="checkbox"/>
Ansell-Casey - Work and Study Life	<input checked="" type="checkbox"/>
Arizona 1 Family	<input checked="" type="checkbox"/>
Arizona 10 Prior Compliant	<input checked="" type="checkbox"/>
Arizona 2 Assaultive	<input checked="" type="checkbox"/>
Arizona 3 Substance Use	<input checked="" type="checkbox"/>
Arizona 4 Truant	<input checked="" type="checkbox"/>
Arizona 5 Not enrolled in school	<input checked="" type="checkbox"/>
Arizona 6 Behavior/Mental Health issues	<input checked="" type="checkbox"/>
Arizona 7 Delinquent Peers	<input checked="" type="checkbox"/>
Arizona 8 Runaway	<input checked="" type="checkbox"/>
Arizona 9 Status Offense	<input checked="" type="checkbox"/>
Arizona Assessment	<input type="checkbox"/>
Child and Adolescent Trauma Screen - Self Report	<input checked="" type="checkbox"/>
Child and Adolescent Trauma Screen- Caregiver Report	<input checked="" type="checkbox"/>

etc...



Once all types/services have been selected, continue by selecting the “Case Management” button.

Juvenile Case Management System: JDCM Administrators

[Case Management](#)

Administrative Functions

Diversion Office Contact Information Drug Tests Case Plan Template **Assessments** Services

Select the Assessments administered in your office.

Assessment Types:

Assessment Type	Selected
Adverse Childhood Experiences (ACE)	<input checked="" type="checkbox"/>
AIM	<input checked="" type="checkbox"/>
Ansell-Casey - Permanency	<input checked="" type="checkbox"/>
Ansell-Casey - Career and Education Planning	<input checked="" type="checkbox"/>
Ansell-Casey - Daily Living	<input checked="" type="checkbox"/>
Ansell-Casey - Housing and Money Management	<input checked="" type="checkbox"/>

From there, it will return to the client search page. To create a new file for your youth, please select “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](#)

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. 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.

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 ***

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

Agency * **Referral/Event Date *** **Case Type *** [Save](#) [Cancel](#)

After you have successfully saved your information, the screens for data entry will appear. **Please fill out as many of the fields as possible.** To add any charges/offenses that the youth has, click on the “Add Charges” button. **All work is saved automatically.**

The screenshot shows the 'Intake' form with the following fields:

- Grant County: []
- Grant Number: []
- Person Referring: []
- Referral Source: []
- Date of referral to assessment program*: 09/04/2025
- Age at Referral: 14
- Discharge Date *: []
- Discharge Reason *: []

At the bottom, there are two tabs: 'Charges' and 'Referrals'. The 'Add Charge' button is highlighted with a green arrow.

Please note that not all youth get arrested or detained for their charge. The “Statute” field will populate with relevant statutes and ordinances as you type and will automatically populate the “Charge” field too. **Please provide as much information as possible.** You can add additional charges as needed by clicking on the “Add Charges” button.

The screenshot shows the 'Intake' form with the 'Charges' tab selected. The charge entry is as follows:

Offense Date	Arrest Date	Detention Date	Age at Offense	Offense/Citation Id
08/25/2025	08/27/2025	[]	14	[]

Statute: [] Charge: STALKING [Delete Charge]

Notes: Additional charge notes here.

At the bottom, there is an 'Add Charge' button highlighted with a green arrow.

The next tab, “Referral,” is where any referrals are entered. Click on the “Add Referrals” button to open these fields.

Referral Service

Intake

Grant County Grant Number Person Referring Referral Source Date of referral to assessment program*

Age at Referral Discharge Date * Discharge Reason *

Charges Referrals

Add Referral ←

Please fill out all fields possible here, adding any/all additional “Notes” you may have regarding the referral. You can add additional referrals as needed by clicking on the “Add Referrals” button.

Charges Referrals

Referral Made * Referred to* Date Referred*

Referral Outcome *

Notes
Add additional notes about referrals related to the client here.

Delete Referral

Add Referral ←

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.