JCMS User Guide:

Tracking Services 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:

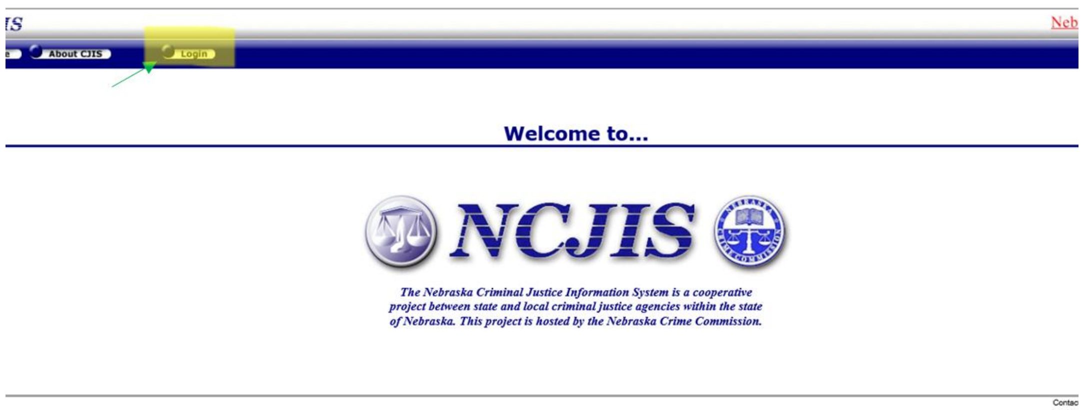
- ❑ Complete your program-level annual report (available at the end of each fiscal year).

Welcome to JCMS!

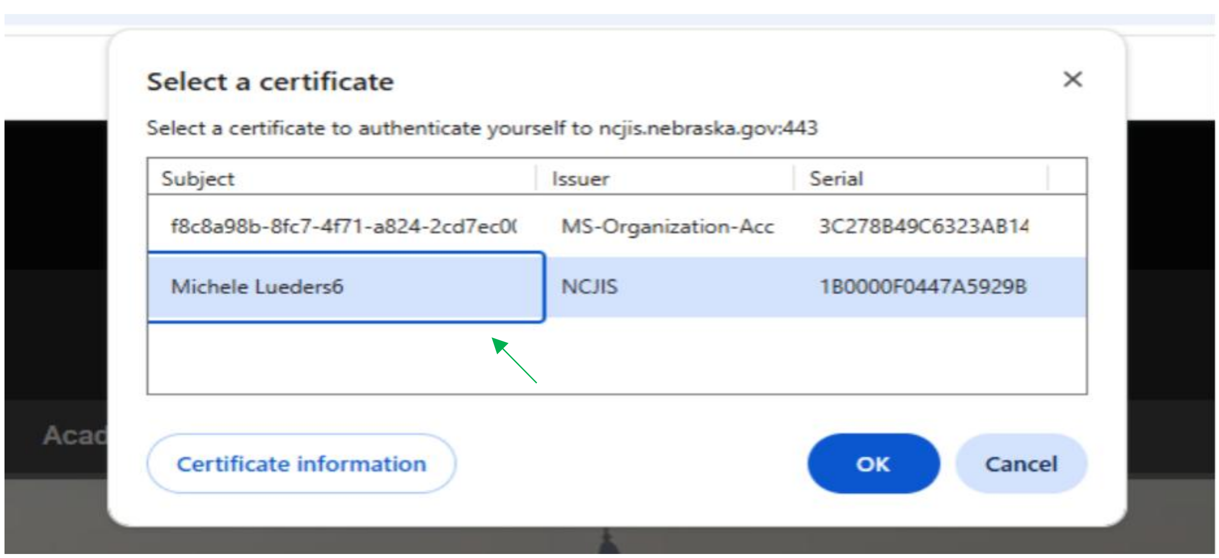
If a definition is ever needed for data entry, please refer to the JCMS Codebook Program Definitions.

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.

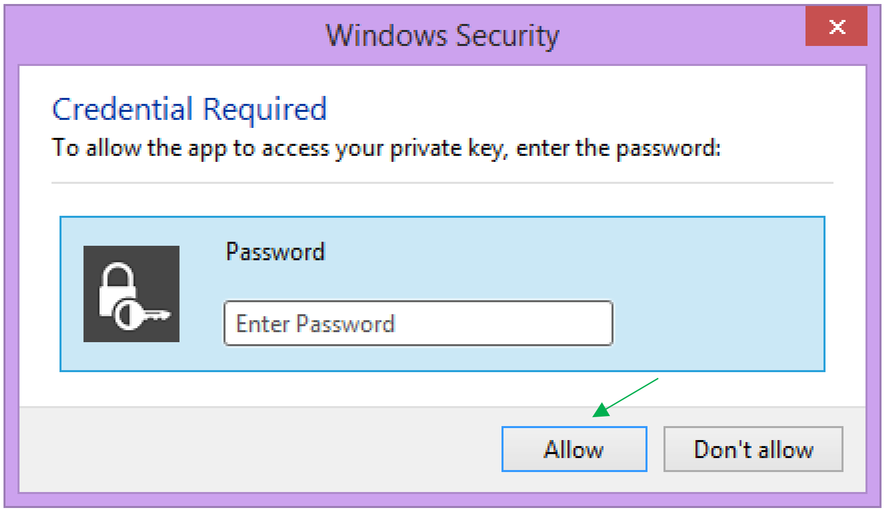
Click the "Login" button.



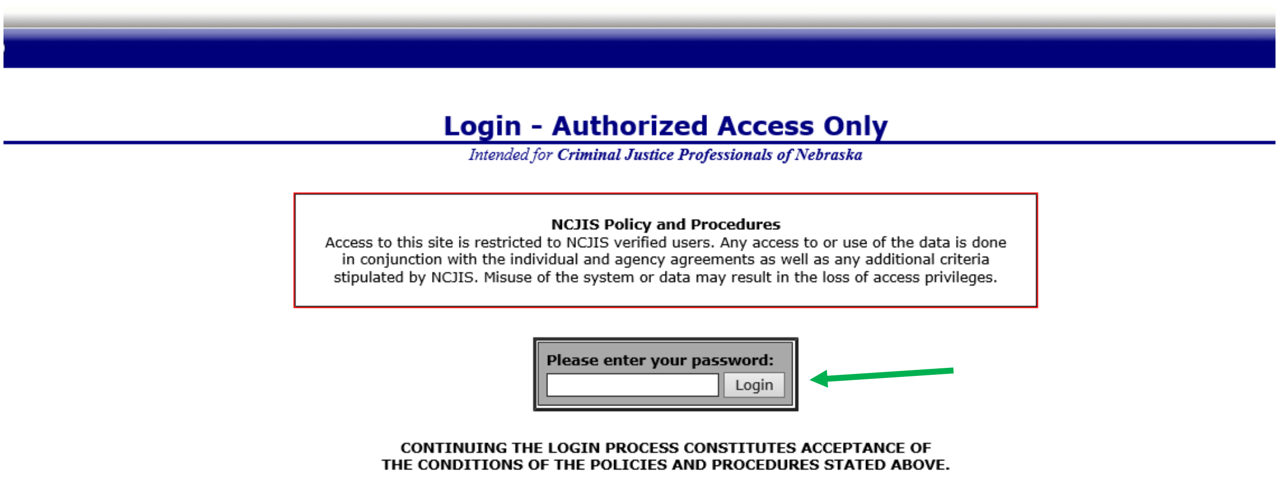
You will be prompted to select a specific certificate from the list of certificates you have on your computer. If you report for multiple counties, make sure you are picking the correct certificate. You will need to click on the certificate you intend to use. Below is a reference for what your JCMS certificate should look like.



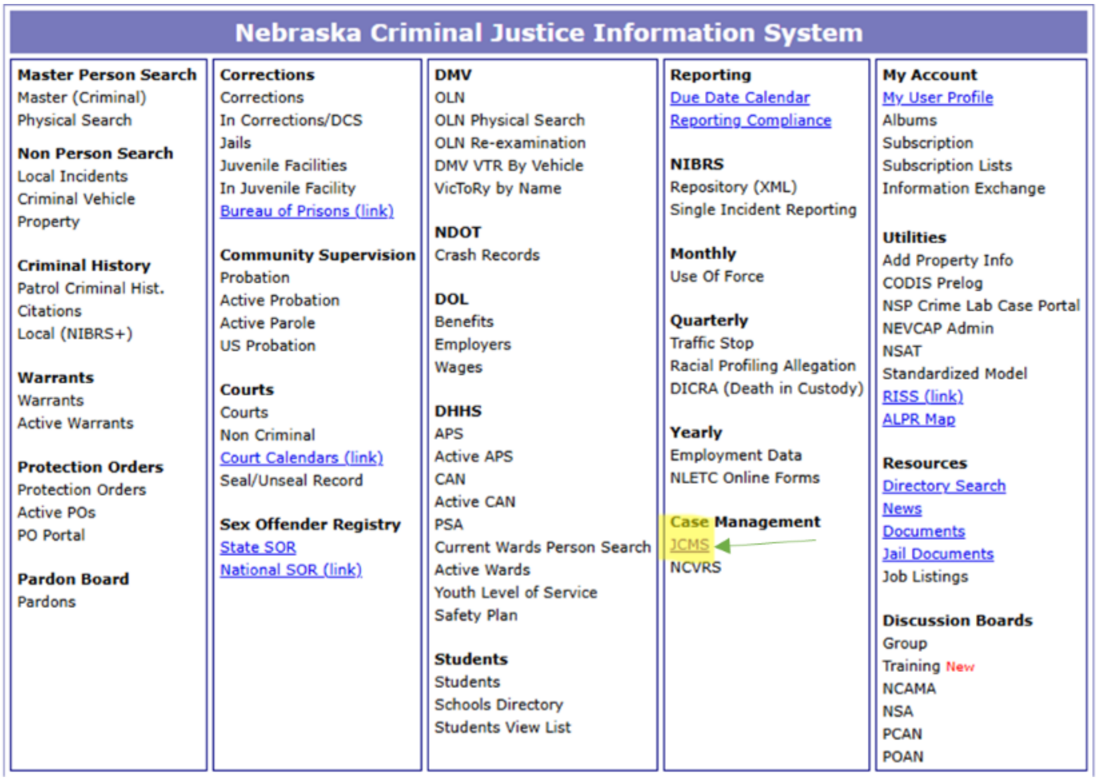
A new window will pop up to ask for a password to allow the certificate. This is the password that you created when you installed your new certificate (step 18 in the install process). Click allow when you have entered your password.



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.



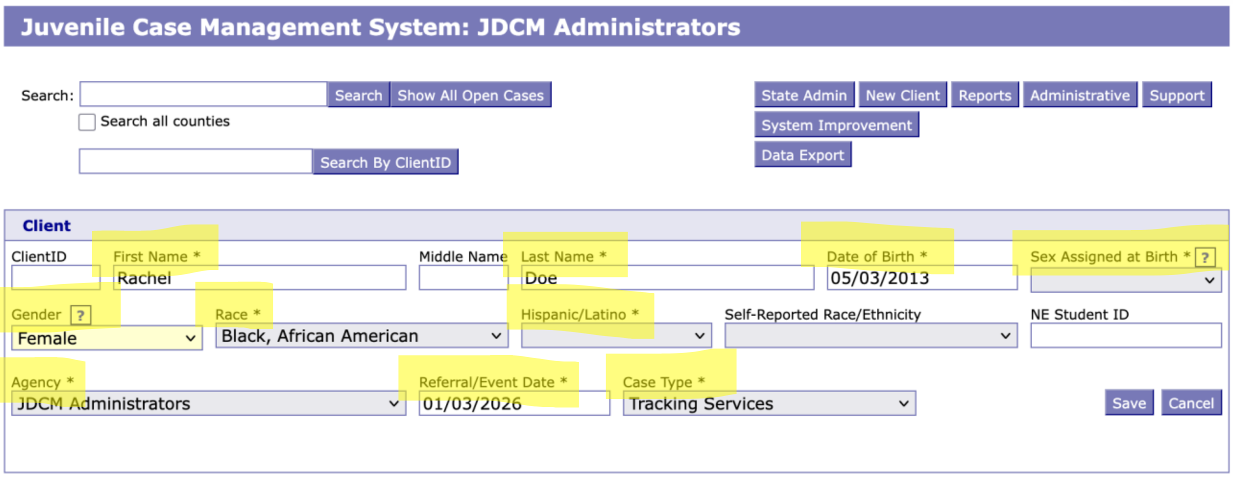
Click on JCMS towards the bottom left of the NCJIS home page in the Case Management section.



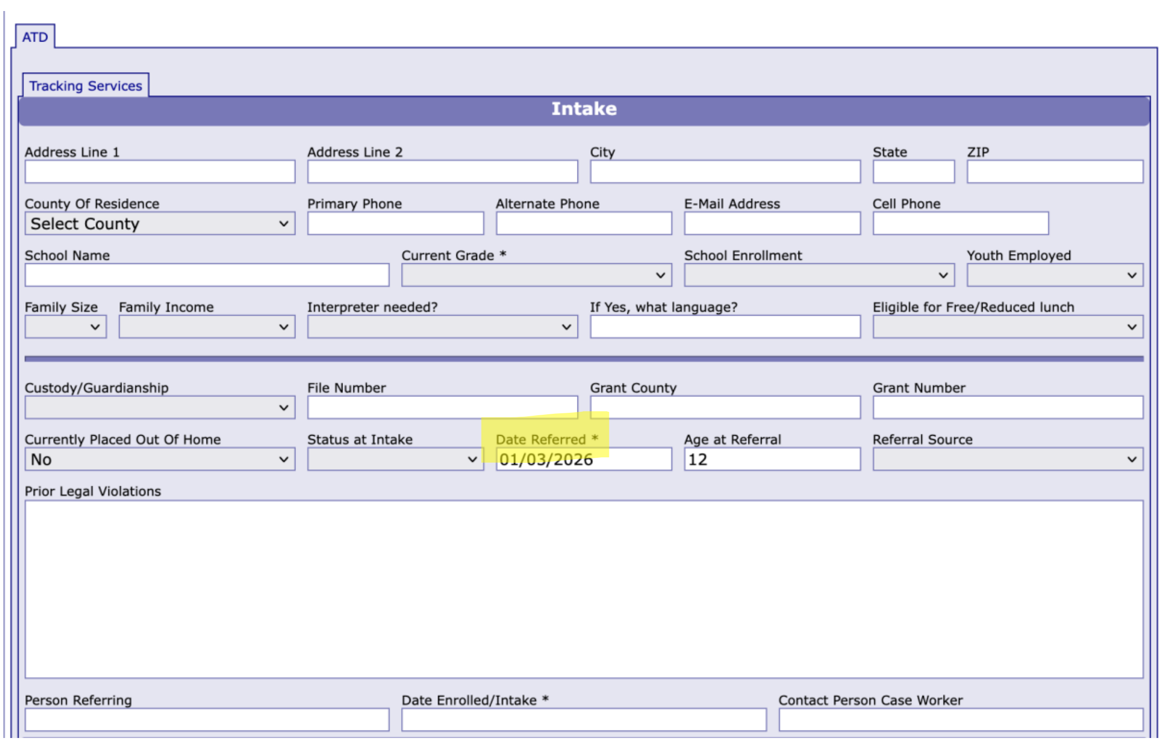
Data entry in JCMS

To create a new file for your youth, please select “New Client.”

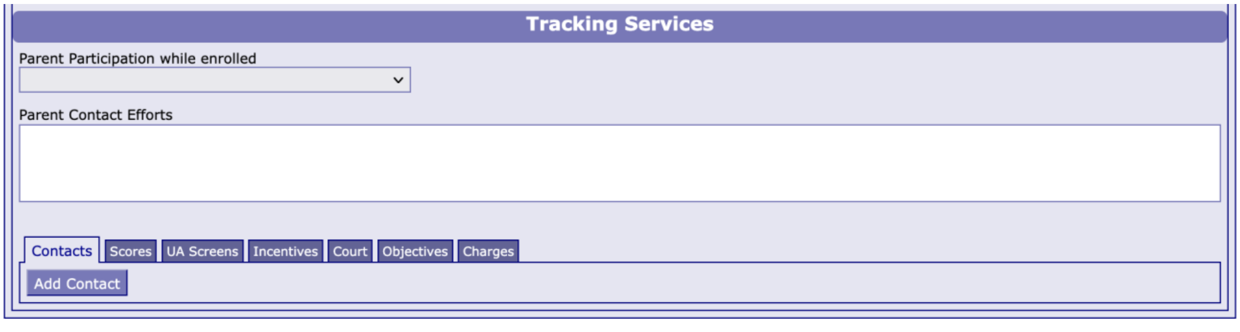
After clicking on the "New Client" button, a screen will pop up that asks for all the demographic information about the youth. **<u>All required sections are highlighted and marked with an asterisk</u>**. The "Case Type" dropdown menu will show eligible programs by certificates. Be sure to choose the 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.



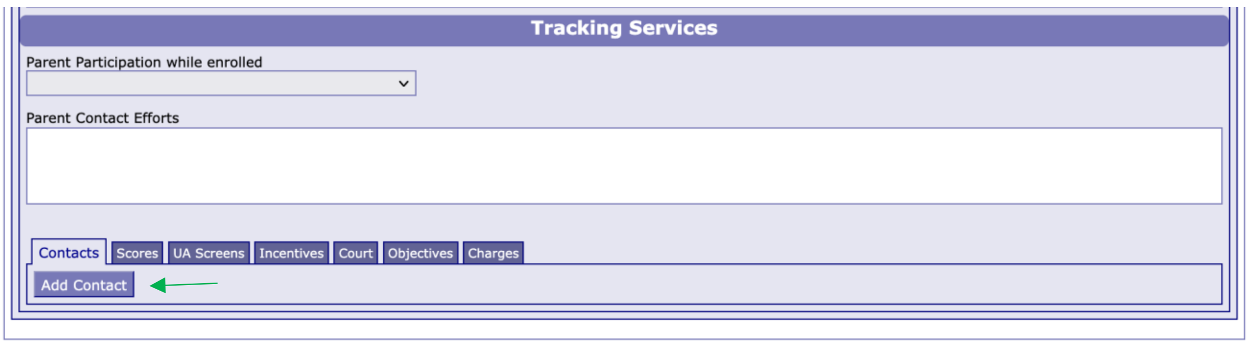
After you have successfully saved your information, the screen for data entry will appear. **<u>Here we want to fill out as many of the fields as possible</u>**. **All work is saved automatically.** Please note that if a youth was referred but did not enroll in the program, the youth still needs to be entered in JCMS. There is a way to indicate this in the discharge section. Please note that the referral date entered when the client was created will populate into the "Referral Date" field in the intake section.



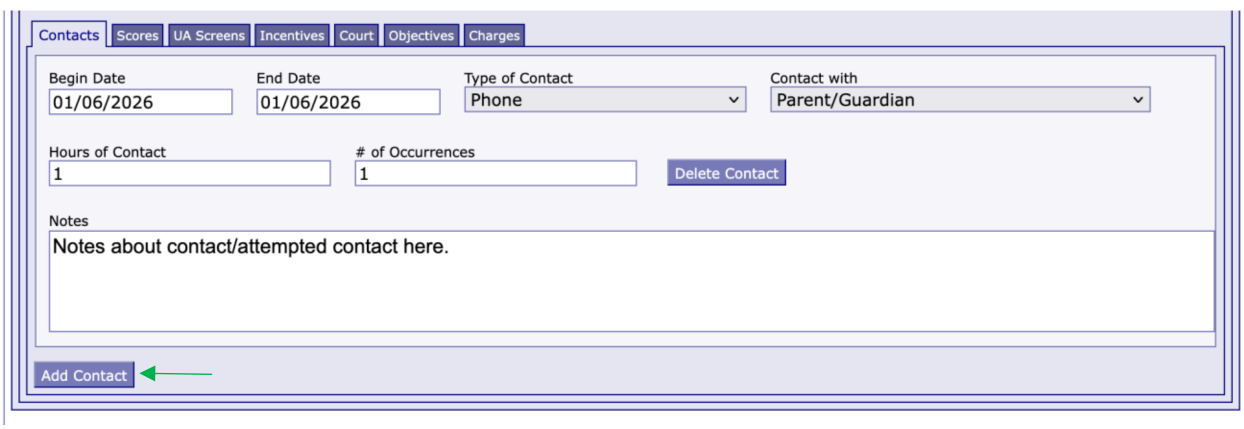
Next is the tracking data. Please complete as many fields as possible. Please remember to specify the transportation if it is classified as "other."



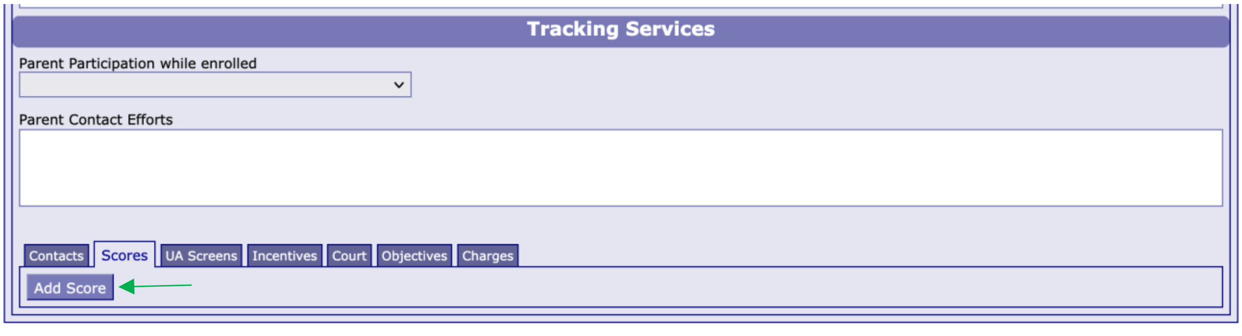
Please enter the data under the tabs relevant to the youth you are serving. Not all fields will apply to all youth. To add contacts between the program staff and youth and/or the youth's parents, click on the "Add Contact" button under the "Contacts" tab.



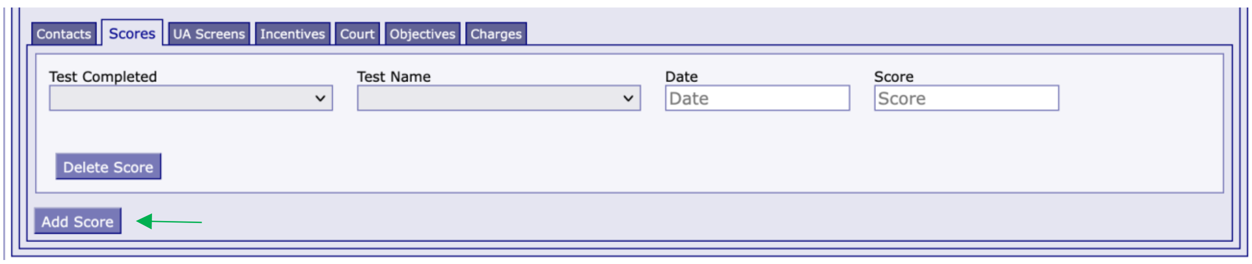
Please complete as many fields as possible. You may add as many additional contacts as needed by clicking on the "Add Contacts" button.



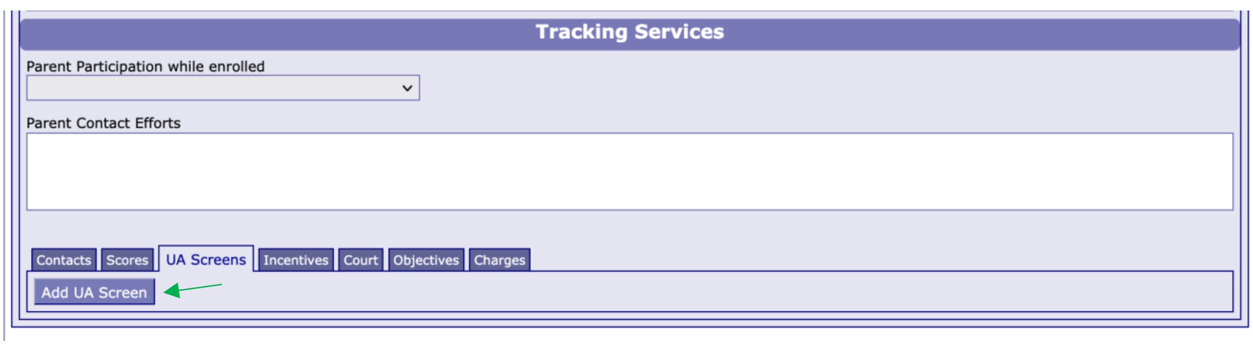
To add scores from any assessments that were administered to the youth and are relevant to the program, click on the “Add Scores” button under the “Scores” tab.



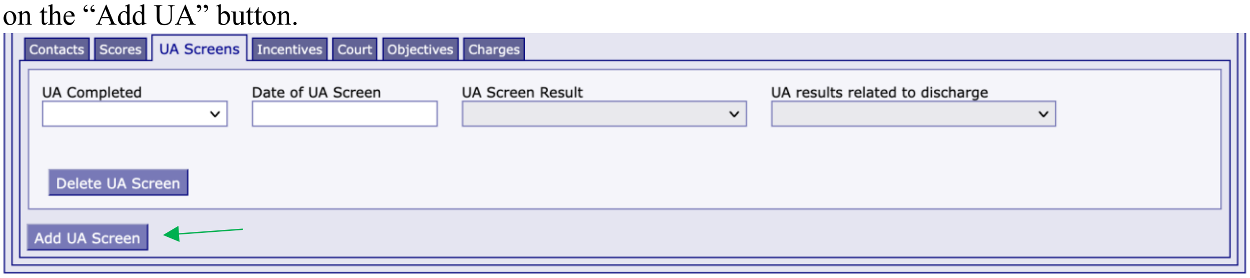
Please complete as many fields as possible. You may add as many additional scores as needed by clicking on the “Add Score” button.



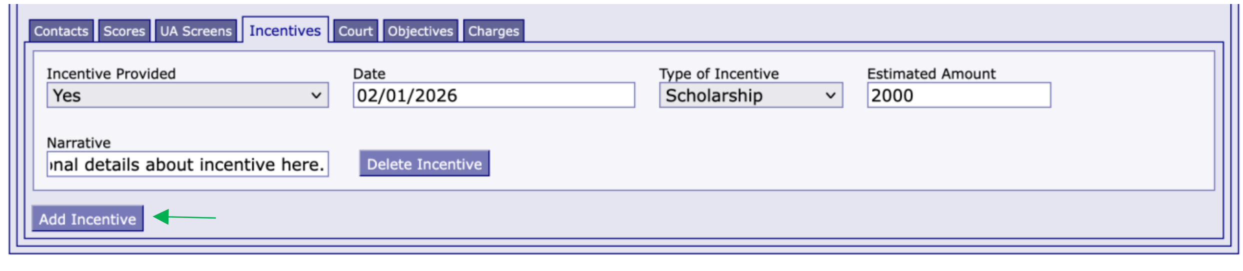
To record any/all results from urinalysis (UA) screens as part of the youth’s shelter program, click on the “Add UA” button under the “UA Screen” tab.



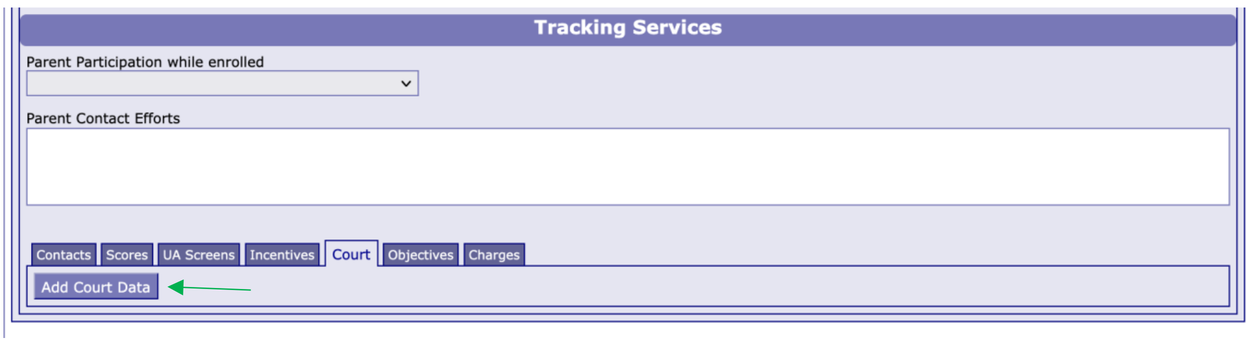
Please complete as many fields as possible. You may add as many additional UAs as needed by clicking on the “Add UA” button.



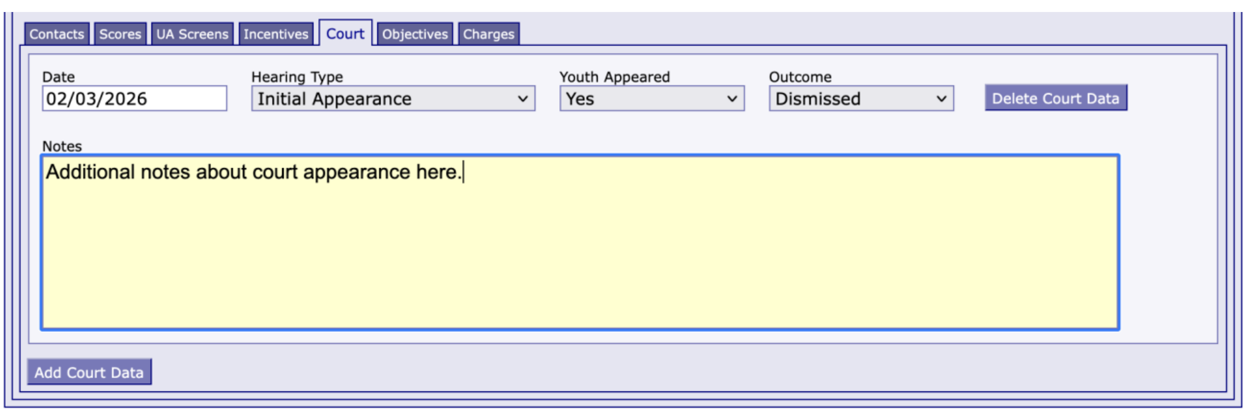
Please complete as many fields as possible. You may add as many additional incentives as needed by clicking on the “Add Incentive” button.



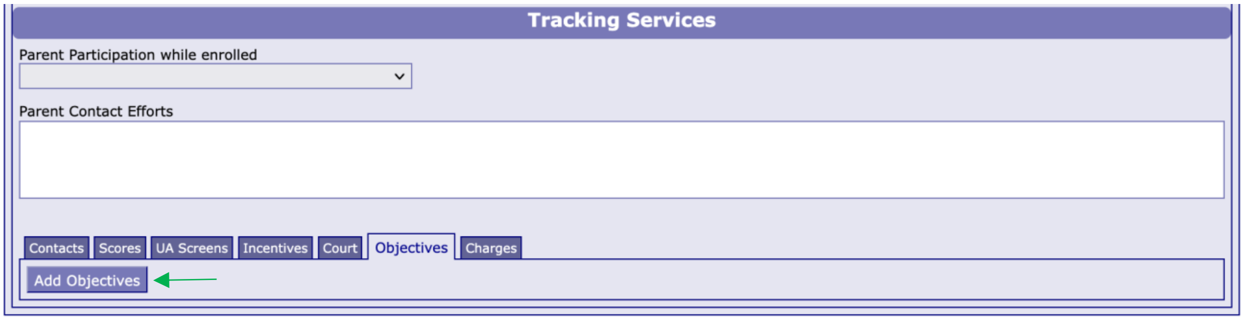
To add court data that is related to the youth and is relevant to the program, click on the “Court Data” button under the “Court” tab.



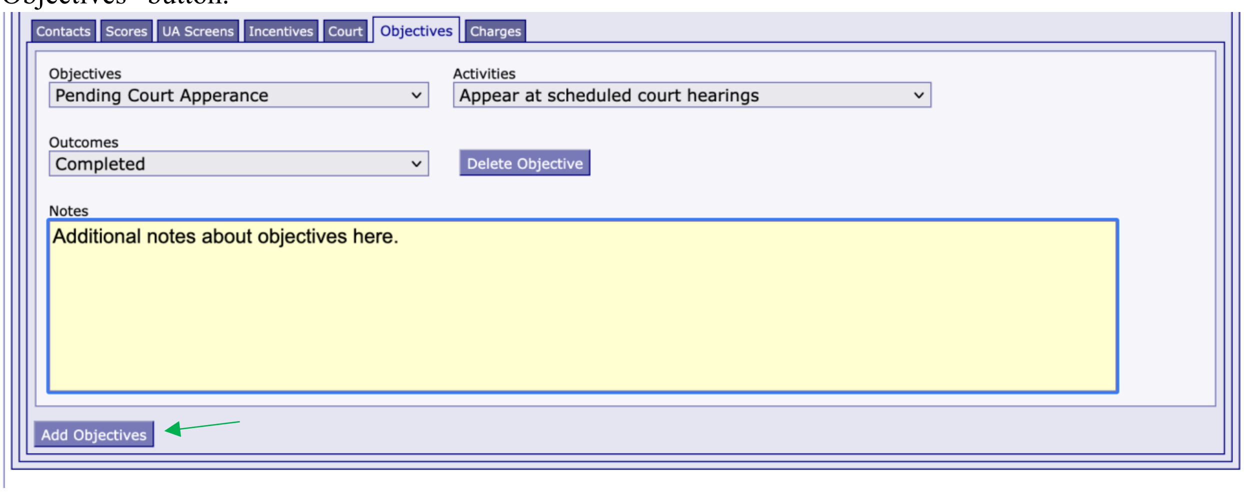
Please complete as many fields as possible. You may add additional court data by clicking the “Add Court Data” button.



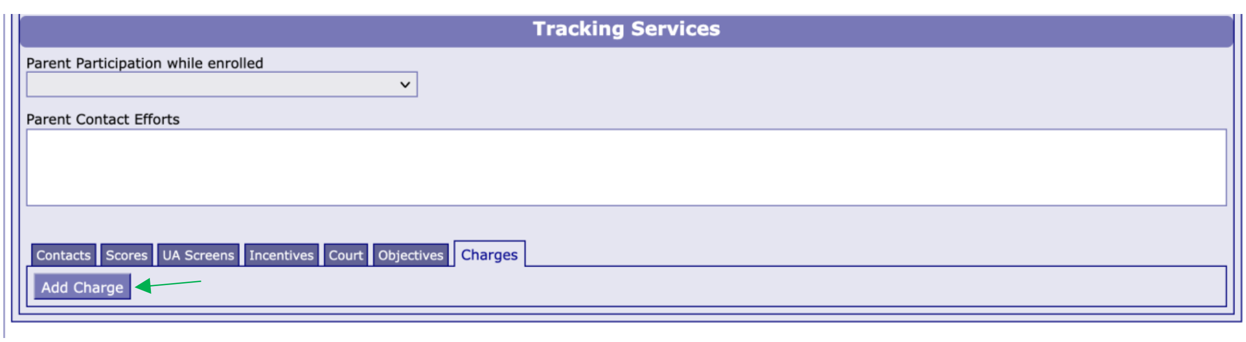
To add objectives given to the youth and are relevant to the program, click on the “Add Objectives” button under the “Objectives” tab.



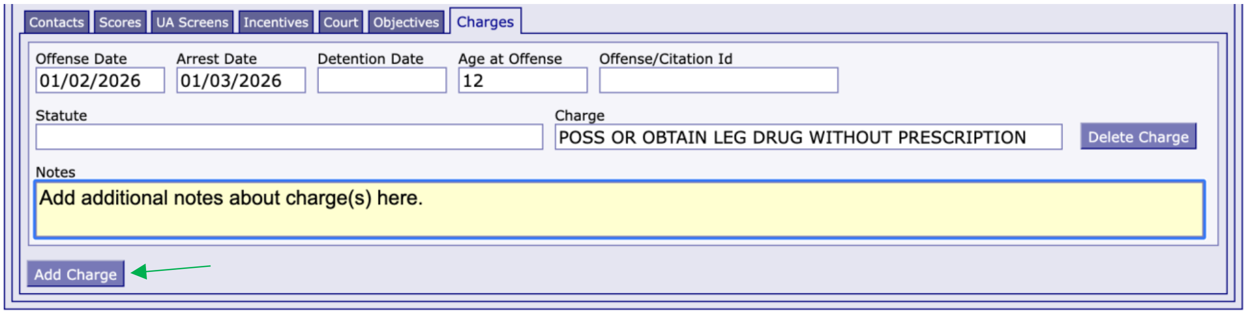
Please complete as many fields as possible. You may add additional objectives by clicking the “Add Objectives” button.



To add charges that the youth received and are relevant to the program, click on the “Add Charge” button under the “Charges” tab.



Please complete as many fields as possible. You may add additional charges by clicking the “Add Charge” button.



When the youth has been discharged from the program, please remember to return to the “**Discharge**” section and complete as many fields as possible. **<u>If a youth was referred but did not enroll in the program, make sure to indicate this here in the appropriate fields</u>.**