

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!

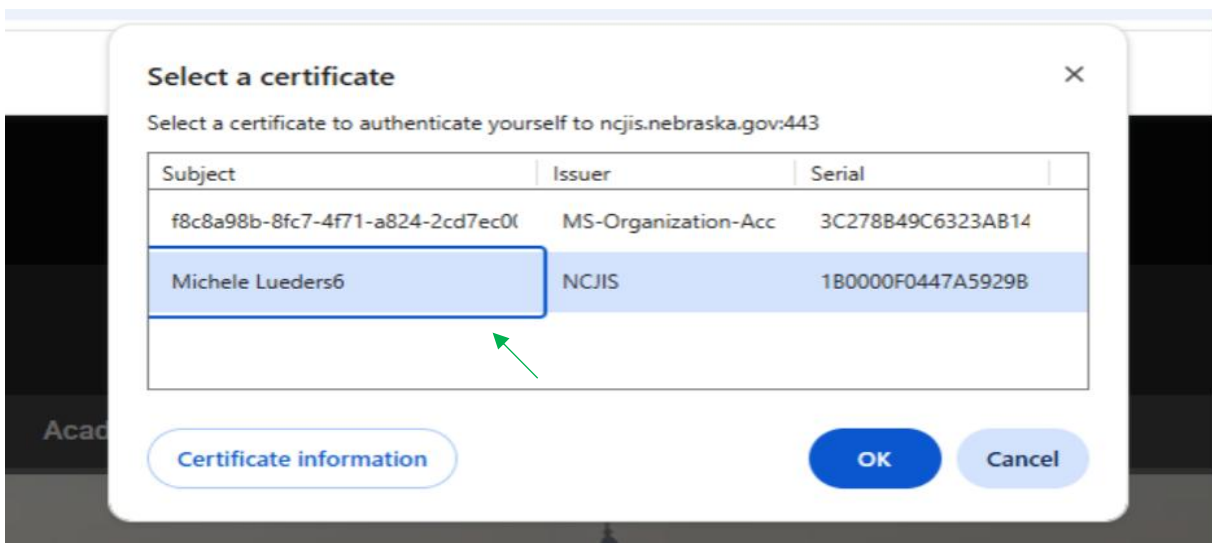
If a definition is ever needed for data entry, please refer to the JCMS Codebook Program Definitions.

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.

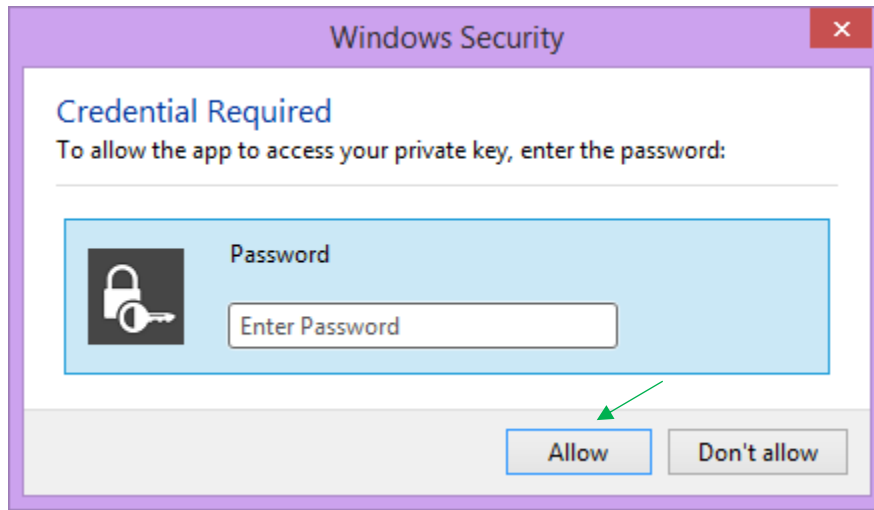
Click the “Login” button.



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.


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

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

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

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 required sections are highlighted and marked with an asterisk.** 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 *

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

Female Black, African American

Agency * Referral/Event Date * Case Type *

JDCM Administrators 01/03/2026 Tracking Services

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.** 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.

ATD

Tracking Services

Intake

Address Line 1 Address Line 2 City State ZIP

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 Grant Number

Currently Placed Out Of Home Status at Intake Date Referred * Age at Referral Referral Source

No 01/03/2026 12

Prior Legal Violations

Person Referring Date Enrolled/Intake * Contact Person Case Worker

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

The screenshot shows the 'Tracking Services' interface. At the top, there is a purple header with the text 'Tracking Services'. Below the header, there is a dropdown menu labeled 'Parent Participation while enrolled'. Underneath that is a large text area labeled 'Parent Contact Efforts'. At the bottom of the interface, there is a row of tabs: 'Contacts', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. Below the tabs is a button labeled 'Add Contact'.

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.

This screenshot is identical to the one above, but with a green arrow pointing to 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.

The screenshot shows the 'Add Contact' form. At the top, there is a row of tabs: 'Contacts', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. Below the tabs, there are several input fields: 'Begin Date' (01/06/2026), 'End Date' (01/06/2026), 'Type of Contact' (Phone), and 'Contact with' (Parent/Guardian). Below these are 'Hours of Contact' (1) and '# of Occurrences' (1). There is a 'Delete Contact' button. Below the input fields is a text area labeled 'Notes' with the text 'Notes about contact/attempted contact here.' At the bottom left, there is an 'Add Contact' button with a green arrow pointing to it.

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.

The screenshot shows the 'Tracking Services' interface. At the top, there is a header 'Tracking Services'. Below it, there is a dropdown menu for 'Parent Participation while enrolled' and a text area for 'Parent Contact Efforts'. A navigation bar contains tabs for 'Contacts', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'Scores' tab is selected. At the bottom left, there is a button labeled 'Add Score' with a green arrow pointing to it.

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

The screenshot shows the 'Tracking Services' interface with the 'Scores' tab selected. The form contains four input fields: 'Test Completed' (dropdown), 'Test Name' (dropdown), 'Date' (text), and 'Score' (text). Below these fields is a 'Delete Score' button. At the bottom left, there is an 'Add Score' button with a green arrow pointing to it.

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.

The screenshot shows the 'Tracking Services' interface with the 'UA Screens' tab selected. It features a dropdown for 'Parent Participation while enrolled' and a text area for 'Parent Contact Efforts'. The navigation bar shows 'UA Screens' as the active tab. At the bottom left, there is an 'Add UA Screen' button with a green arrow pointing to it.

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

The screenshot shows the 'Tracking Services' interface with the 'UA Screens' tab selected. The form contains four input fields: 'UA Completed' (dropdown), 'Date of UA Screen' (text), 'UA Screen Result' (dropdown), and 'UA results related to discharge' (dropdown). Below these fields is a 'Delete UA Screen' button. At the bottom left, there is an 'Add UA Screen' button with a green arrow pointing to it.

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

The screenshot shows a software interface with a navigation bar at the top containing tabs for 'Contacts', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'Incentives' tab is active. Below the navigation bar, there are four input fields: 'Incentive Provided' with a dropdown menu set to 'Yes', 'Date' with a text box containing '02/01/2026', 'Type of Incentive' with a dropdown menu set to 'Scholarship', and 'Estimated Amount' with a text box containing '2000'. Below these fields is a 'Narrative' section with a text area containing the placeholder text 'Additional details about incentive here.' and a 'Delete Incentive' button. At the bottom left of the form is an 'Add Incentive' button, which is highlighted with a green arrow pointing to it from the right.

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.

The screenshot shows a software interface with a navigation bar at the top containing tabs for 'Contacts', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'Court' tab is active. Below the navigation bar, there is a 'Parent Participation while enrolled' dropdown menu. Below that is a 'Parent Contact Efforts' section with a large empty text area. At the bottom left of the form is an 'Add Court Data' button, which is highlighted with a green arrow pointing to it from the right.

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

The screenshot shows a software interface with a navigation bar at the top containing tabs for 'Contacts', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'Court' tab is active. Below the navigation bar, there are four input fields: 'Date' with a text box containing '02/03/2026', 'Hearing Type' with a dropdown menu set to 'Initial Appearance', 'Youth Appeared' with a dropdown menu set to 'Yes', and 'Outcome' with a dropdown menu set to 'Dismissed'. To the right of these fields is a 'Delete Court Data' button. Below these fields is a 'Notes' section with a large yellow text area containing the placeholder text 'Additional notes about court appearance here.'. At the bottom left of the form is an '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.

The screenshot shows the 'Tracking Services' interface. At the top, there is a header bar with the title 'Tracking Services'. Below the header, there is a dropdown menu for 'Parent Participation while enrolled'. Underneath, there is a section for 'Parent Contact Efforts' with a large empty text area. At the bottom of the interface, there is a navigation bar with tabs for 'Contacts', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'Objectives' tab is currently selected. Below the navigation bar, there is a button labeled 'Add Objectives' with a green arrow pointing to it from the right.


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

This screenshot shows the 'Tracking Services' interface with the 'Objectives' tab selected. The 'Objectives' dropdown menu is set to 'Pending Court Appearance'. The 'Activities' dropdown menu is set to 'Appear at scheduled court hearings'. The 'Outcomes' dropdown menu is set to 'Completed'. There is a 'Delete Objective' button next to the 'Outcomes' dropdown. Below these fields is a 'Notes' section with a large yellow text area containing the text 'Additional notes about objectives here.'. At the bottom of the interface, there is a button labeled 'Add Objectives' with a green arrow pointing to it from the right.

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

The screenshot shows the 'Tracking Services' interface with the 'Charges' tab selected. The 'Parent Participation while enrolled' dropdown menu is visible at the top. Below it is the 'Parent Contact Efforts' section with a large empty text area. At the bottom of the interface, there is a navigation bar with tabs for 'Contacts', 'Scores', 'UA Screens', 'Incentives', 'Court', 'Objectives', and 'Charges'. The 'Charges' tab is currently selected. Below the navigation bar, there is a button labeled 'Add Charge' with a green arrow pointing to it from the right.

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

Contacts	Scores	UA Screens	Incentives	Court	Objectives	Charges
Offense Date	Arrest Date	Detention Date	Age at Offense	Offense/Citation Id		
01/02/2026	01/03/2026		12			
Statute	Charge			Delete Charge		
	POSS OR OBTAIN LEG DRUG WITHOUT PRESCRIPTION					
Notes	Add additional notes about charge(s) here.					
Add Charge 						

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

Discharge		
Discharge Date *	Discharge Reason *	Detained by at Discharge *
Program Progress *	Discharge Placement *	
Discharge Placement Notes		
Add additional notes about client discharge placement here.		