

JCMS User Guide:

Truancy 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!

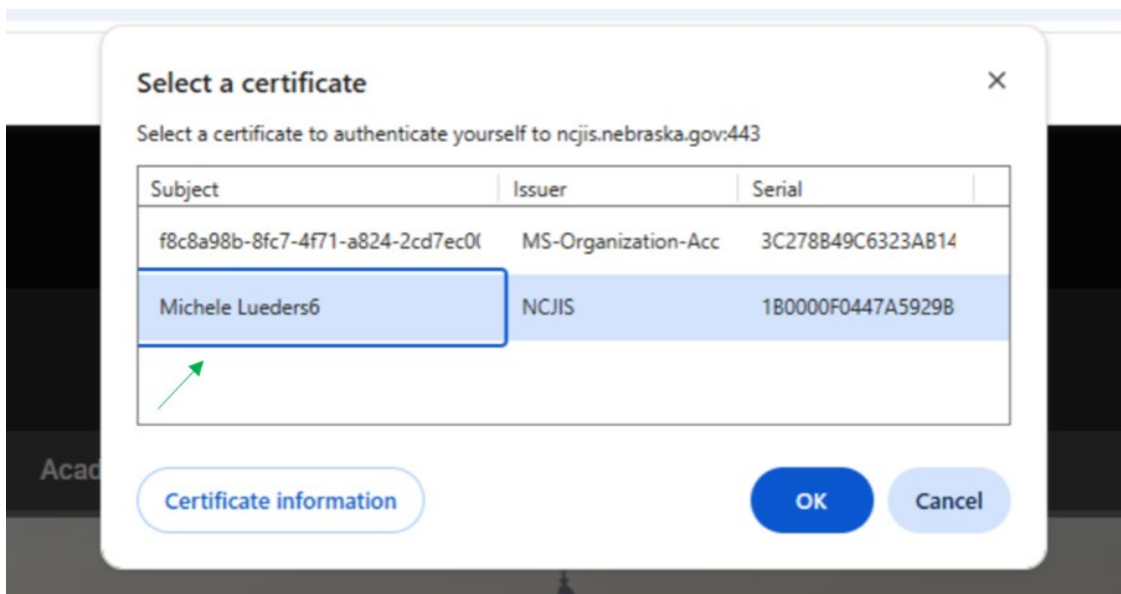
If a definition is ever needed for data entry, please refer to the JCMS Codebook Program Definitions.

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.

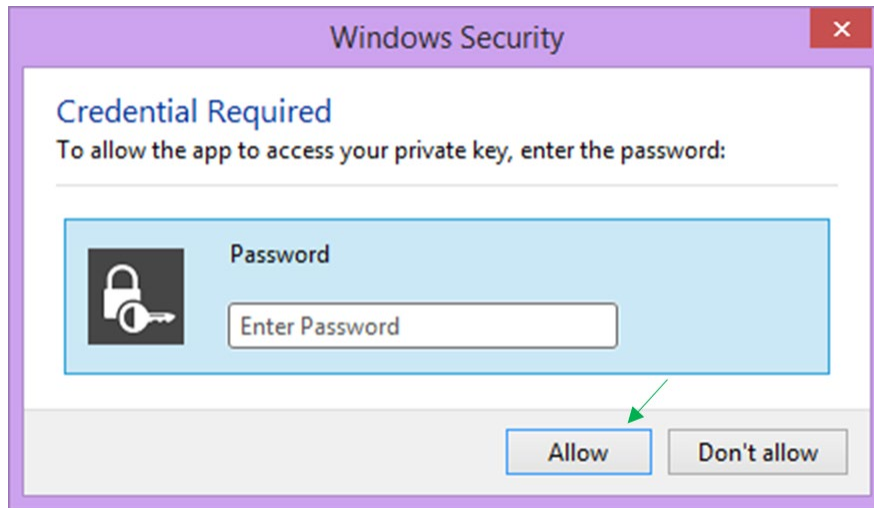
Click the “Login” button.



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. 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:
 Login



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

Data entry in JCMS

To start data entry for a new youth, please click on “New Client.”

Juvenile Case Management System: JDCM Administrators

Search:

Search all counties

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 marked with an asterisk and 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. 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 all counties

Client

ClientID	First Name *	Middle Name	Last Name *	Date of Birth *	Sex Assigned at Birth *
	Stacy		Doe	05/05/2013	
Gender ?	Race *	Hispanic/Latino *		Self-Reported Race/Ethnicity	NE Student ID
Female	Multiple Races	Yes			
Agency *	Referral/Event Date *	Case Type *			
JDCM Administrators	09/07/2025	Truancy			

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. **Please note that the referral date entered when the client was created will populate into the “Referral Date” field in the intake section.** If there are notes you wish to keep about a specific case, please write them in the “Narrative” section. **All work is saved automatically.**

School Based Programs

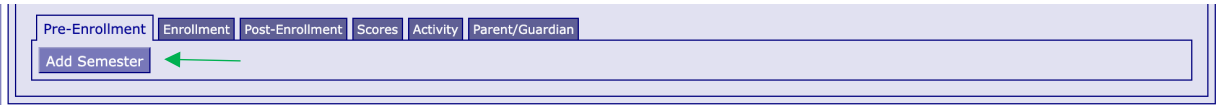
Truancy

Intake

Address Line 1	Address Line 2	City	State	ZIP
County Of Residence	Primary Phone	Alternate Phone	E-Mail Address	Cell Phone
Select County				
Youth Employed	Family Size	Family Income (\$)	Interpreter needed?	If Yes, what language?
School Name	Current Grade	School Enrollment	Eligible for Free/Reduced lunch	
Credits required to date (H.S. only)	Credits earned to date (H.S. only)	Expected Graduation Year	Actual Graduation Year	
Custody/Guardianship	File Number	Grant County	Grant Number	
Person Referring	Referral Source	Referral Date *	Age at Referral	Truancy Type *
		09/07/2025	12	
Enrolled Date *	Grades *	School Attachment *	Parental Involvement	
Primary Reason for Enrollment	Secondary Reason for Enrollment	Contact Person/Case Worker		

Notes
Add additional notes about the youth here.

To create the “Pre-enrollment” screens for entering the attendance prior to the youth being enrolled in the program, click the “Add Semester” button under the “Pre-enrollment” tab.



This section requires recording the attendance for the period before the youth started the program, “Pre-Enrollment”, up until the day they start the program. More than one semester can be tracked in this section by clicking the “Add Semester” button. You can create as many sections for tracking attendance as needed.

Discharge

Discharge Date * Discharge Reason * Grades * School Attachment *

Discharge Narrative

Pre-Enrollment
Enrollment
Post-Enrollment
Scores
Activity
Parent/Guardian

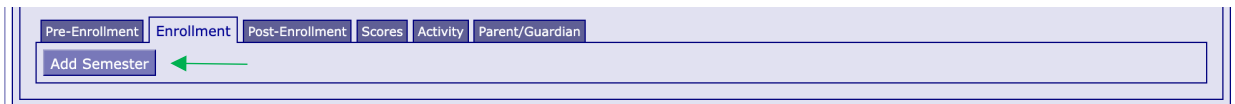
Semester * Tracking Begin Date * Tracking End Date *

Attendance Type * Required Days * Required Periods * Required Attendance *

Tardy - Excused * Tardy - Not Excused *

School Excused: * <input type="text"/>	Percentage of required attendance	Not Excused: * <input type="text"/>	Percentage of required attendance
Administration, school activity	0 %	Truant	0 %
Suspension, Expulsion administration, ISS	0 %	Parent Acknowledged	0 %
Religious holiday, Funeral, Other	0 %	Medical, Illness	0 %
Medical, Illness	0 %	Unverified	0 %
Excused Total:	0	Not Excused Total:	0
Aggregate Absent: 0	Aggregate Percent Absent: 0 %		

To create the “Enrollment” screens for entering the attendance while the program is monitoring the youth, click the “Add Semester” button under the “Enrollment” tab.



This section requires recording the attendance for the period they are enrolled in the program. More than one semester can be tracked in this section by clicking the “Add Semester” button. You can create as many sections for tracking attendance as needed.

Pre-Enrollment | **Enrollment** | Post-Enrollment | Scores | Activity | Parent/Guardian

Semester * Tracking Begin Date * Tracking End Date *

Attendance Type * Required Days * Required Periods * Required Attendance *

Tardy - Excused * Tardy - Not Excused *

School Excused: *	<input type="text"/>	Percentage of required attendance	Not Excused: *	<input type="text"/>	Percentage of required attendance
Administration, school activity	<input type="text"/>	0 %	Truant	<input type="text"/>	0 %
Suspension, Expulsion administration, ISS	<input type="text"/>	0 %	Parent Acknowledged	<input type="text"/>	0 %
Religious holiday, Funeral, Other	<input type="text"/>	0 %	Medical, Illness	<input type="text"/>	0 %
Medical, Illness	<input type="text"/>	0 %	Unverified	<input type="text"/>	0 %
Excused Total:	0	0%	Not Excused Total:	0	0%
Aggregate Absent:	0	Aggregate Percent Absent:	0 %		

[Delete Semester](#)

[Add Semester](#)

Semester * Tracking Begin Date * Tracking End Date *

Attendance Type * Required Days * Required Periods * Required Attendance *

Tardy - Excused * Tardy - Not Excused *

School Excused: *	<input type="text"/>	Percentage of required attendance	Not Excused: *	<input type="text"/>	Percentage of required attendance
Administration, school activity	<input type="text"/>	0 %	Truant	<input type="text"/>	0 %
Suspension, Expulsion administration, ISS	<input type="text"/>	0 %	Parent Acknowledged	<input type="text"/>	0 %
Religious holiday, Funeral, Other	<input type="text"/>	0 %	Medical, Illness	<input type="text"/>	0 %
Medical, Illness	<input type="text"/>	0 %	Unverified	<input type="text"/>	0 %
Excused Total:	0	0%	Not Excused Total:	0	0%
Aggregate Absent:	0	Aggregate Percent Absent:	0 %		

[Delete Semester](#)

Semester * Tracking Begin Date * Tracking End Date *

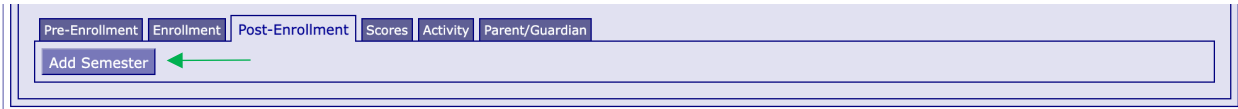
Attendance Type * Required Days * Required Periods * Required Attendance *

Tardy - Excused * Tardy - Not Excused *

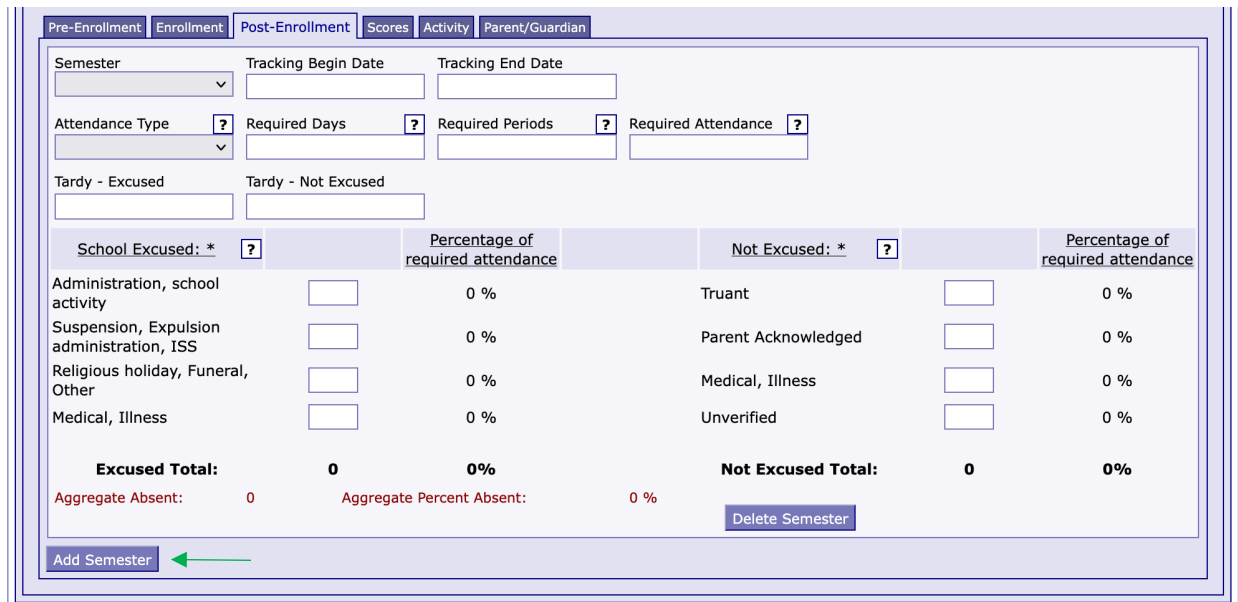
School Excused: *	<input type="text"/>	Percentage of required attendance	Not Excused: *	<input type="text"/>	Percentage of required attendance
Administration, school activity	<input type="text"/>	0 %	Truant	<input type="text"/>	0 %
Suspension, Expulsion administration, ISS	<input type="text"/>	0 %	Parent Acknowledged	<input type="text"/>	0 %
Religious holiday, Funeral, Other	<input type="text"/>	0 %	Medical, Illness	<input type="text"/>	0 %
Medical, Illness	<input type="text"/>	0 %	Unverified	<input type="text"/>	0 %
Excused Total:	0	0%	Not Excused Total:	0	0%
Aggregate Absent:	0	Aggregate Percent Absent:	0 %		

[Delete Semester](#)

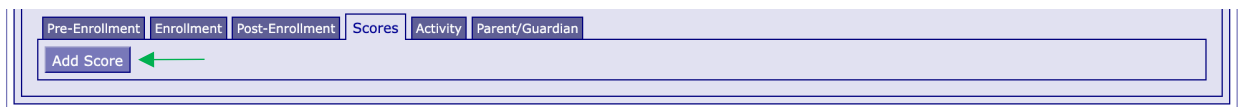
To create the “Post-Enrollment” screens for entering the attendance while the program is monitoring the youth, click the “Add Semester” button under the “Post-Enrollment” tab.



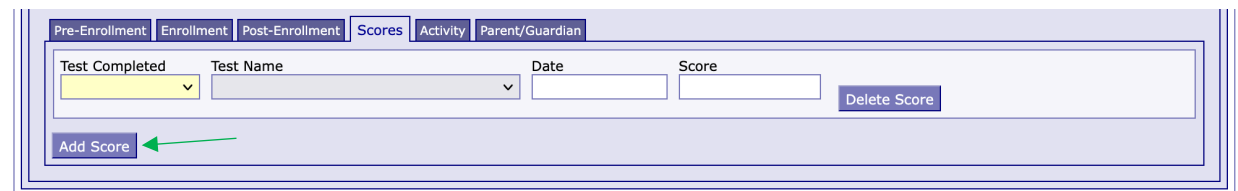
This section requires recording the attendance for the period after they are enrolled in the program. More than one semester can be tracked in this section by clicking the “Add Semester” button. You can create as many sections for tracking attendance as needed.



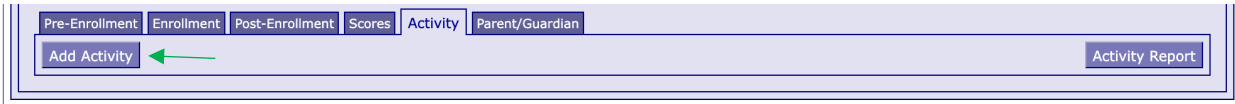
If applicable, add any assessments the youth was given relevant to the program. Click on the “Add Score” button under the “Scores” tab.



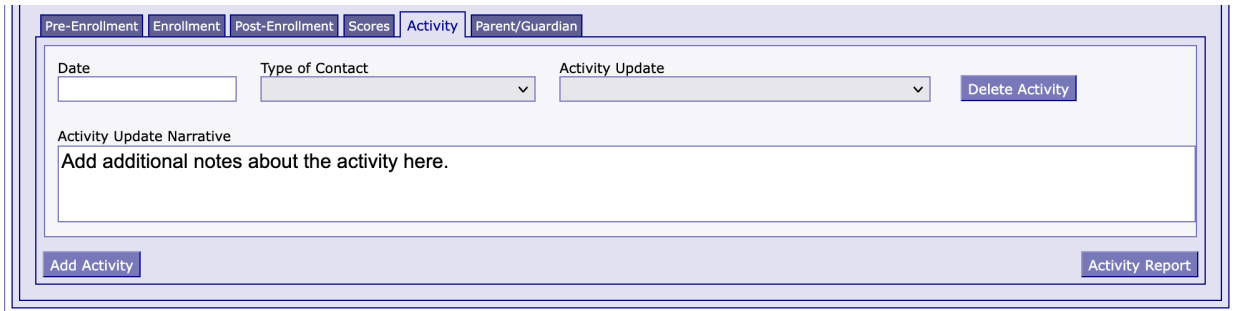
Please record the name of the test and the score. You can create as many sections for recording assessments and scores as needed by clicking the “Add Score” button.



To record activity information relative to the program, click on the “Add Activity” button under the “Activity” tab.



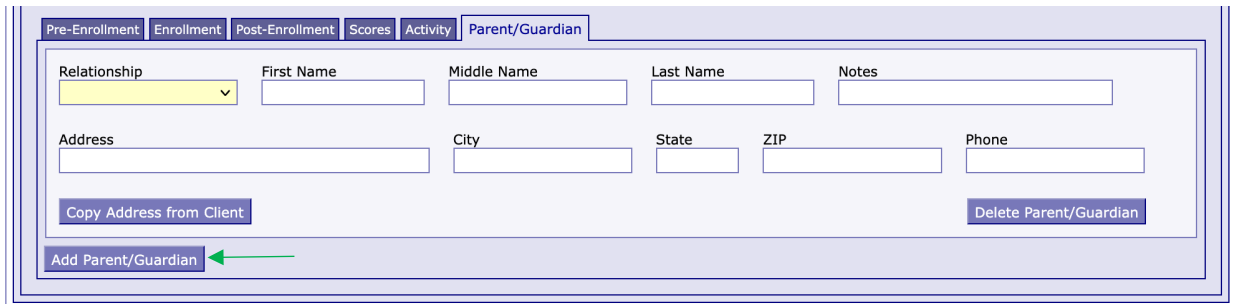
Enter the date of activity and the activity narrative. You can create as many activity sections as needed by clicking the “Add Activity” button.



If you would like to print a summary of the activity for the youth, click the “Activity Report” button. This will generate a Word document with your agency name, the youth’s name, file number and discharge date, as well as the dates and activity narratives.



To record activity information relative to the program, click on the “Add Parent/Guardian” button under the “Parent/Guardian” tab. Please add any relevant parents and/or guardians of the youth. You can create as many sections for recording parents and/or guardians as needed by clicking the “Add Parent/Guardian” button.



When the youth has completed the program, please remember to go back up to the discharge section to enter the discharge information.

Discharge			
Discharge Date *	Discharge Reason *	Grades *	School Attachment *
<input type="text"/>	<input type="text" value="▼"/>	<input type="text" value="▼"/>	<input type="text" value="▼"/>
Discharge Narrative			
<input type="text"/>			

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 “JJJ” 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.