Quarterly Reporting Manual: Submitting Data and Narratives

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NEBRASKA

Good Life. Great Service.

COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

Contents

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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

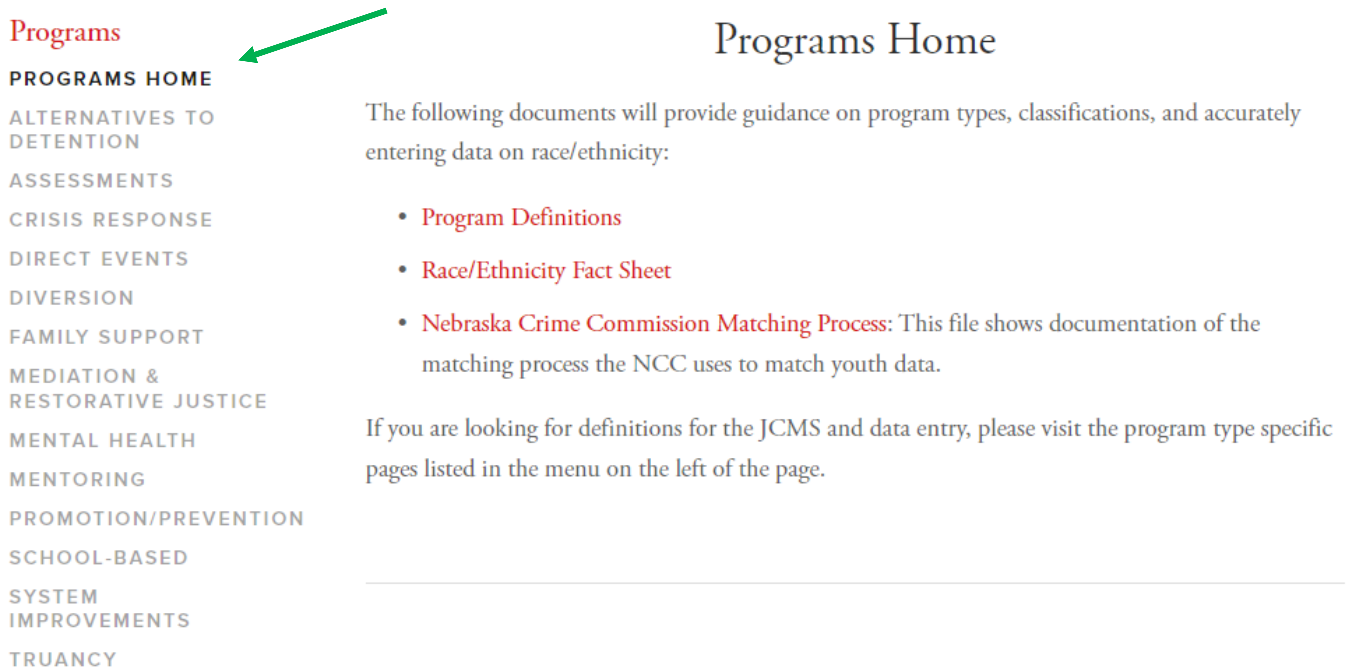
Each youth served must be entered into JCMS on a quarterly basis, at a minimum. Please note that you do not have to wait until quarterly reporting to enter data – the JCMS was designed to be utilized as a case management system so you can enter youth as soon as they are referred to or enrolled in your 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 has no activity, this will be indicated on the narrative submission as detailed in the next section.

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/jcms-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.



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

Quarterly Narrative Submission Instructions for Programs

Quarterly narratives will be reported on excel spreadsheets which are uploaded into Amplifund by the Project Lead or Secondary Contact, whichever person has access to Amplifund. Each program will be required to answer seven questions pertaining to the quarter being reported on. It will be up to each Project Lead how these answers will be gathered, so programs so be ready to answer these questions when asked.

Narrative Questions:

- **Program Name:** Name of the program from the program type table.
- **Program Type**: Choose the appropriate program type classification from the drop-down menu.
- **Agency:** Enter the name of the agency or person contracted to provide the service.
- **Did this program take new referrals this quarter?** Choose the appropriate answer from the drop-down menu.
- **If no, why not:** Explain why no youth were served during the quarter. We understand that referrals may fluctuate, or programs reach max capacity and are still serving youth, just not able to take new referrals. We need to know this.
- **Did you experience any issues with the JCMS?** Provide any issues you experienced with JCMS and any assistance you might need. For issues with the JCMS, please be specific. You can also enter No or N/A if that is applicable.
    - If you are having issues, please reach out to the NCC. While we review all of these narratives, issues that need to be addressed promptly should be brought up when they occur. If we have helped you with issues that quarter, please include that in this report."
- **Summarize activities that took place this quarter**: Please provide a summary of the activities and accomplishments that took place this quarter. This could be information about training for staff, coordination with other agencies, stories that illustrate success, etc.
    - Do NOT list job responsibilities or daily duties of the program staff."

System improvement programs also need to complete this narrative submission. The question pertaining to new referrals will not apply to these programs as they do not directly serve youth. Please select the last option about no new referrals, and in the next column you will be able to indicate that the program does not serve youth directly. Entering “system improvement program” will suffice.

If a system improvement program does not take place in a specific quarter, this needs to be detailed in the summary of activities. Clearly indicate that no activity took place and why.

QUARTERLY REPORTING INSTRUCTIONS FOR PROJECT LEAD

Data Certifying Instructions for Project Lead

Project Leads are responsible for ensuring that all funded programs have <u>entered individual youth data at least quarterly</u>. 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.

<u>Certifying Data for Project Leads</u>

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

1. Click on the Reports Button
2. Select Certify by Quarter Report
3. Click 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. <u>Narratives are no longer being entered in the JCMS so these will show as 0 and that is okay.</u>
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.

Agency Name	Case Type	Referred	Active	Discharged	Narratives Submitted	Narratives Certified
COUNTY ATTORNEYS OFFICE SEWARD	Diversion	4	221	1	1	1
COUNTY ATTORNEYS OFFICE SEWARD	Interventionist	4	57	1	1	1

Certify Download Report

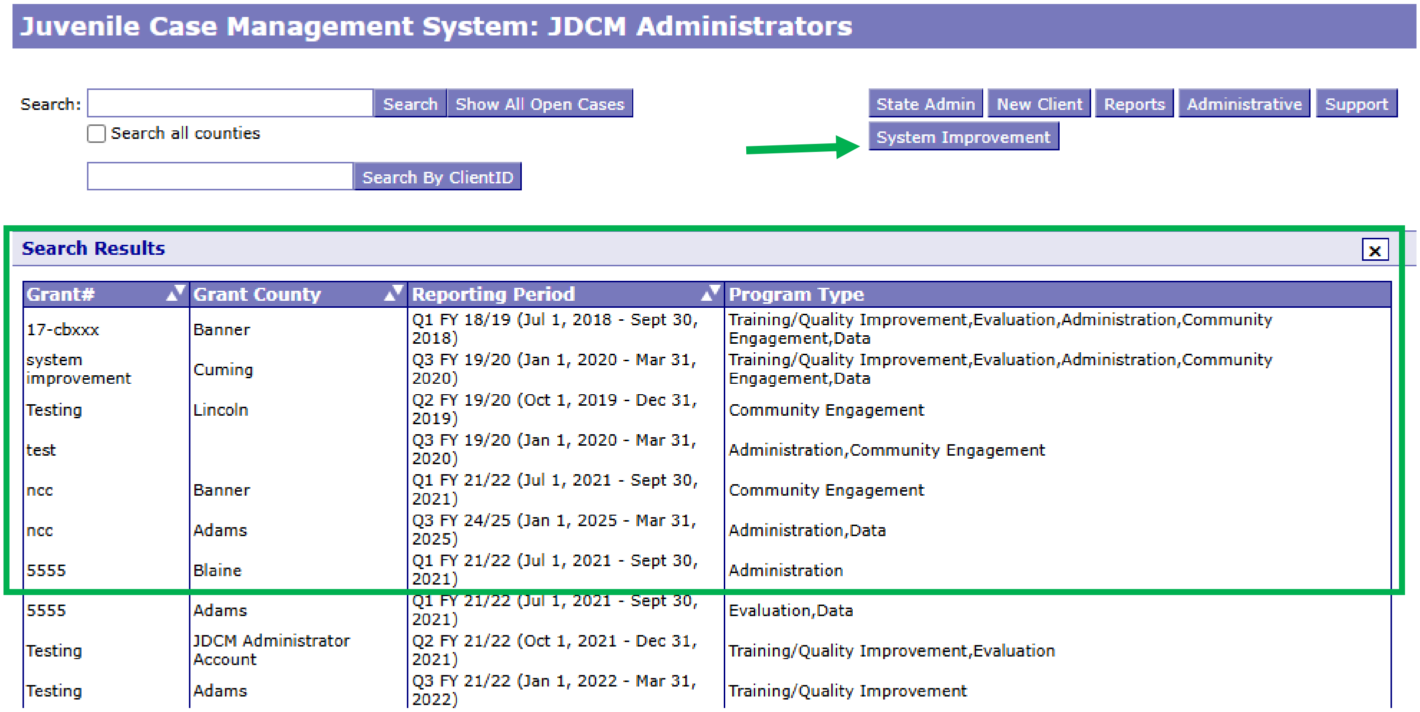
Referred Diversion Cases in COUNTY ATTORNEYS OFFICE SEWARD (7/1/2017 - 9/30/2017):

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 reported that they did take new referrals, but the data is showing 0 referrals, please reach out to determine why they did not enter data.
    a. You no longer need to click certify on this screen, the certification will take place on the narrative that is uploaded into Amplifund (see next section for details).

If your county, tribe, or collaborative funds a system improvement program, you will also need to check the system improvement data.

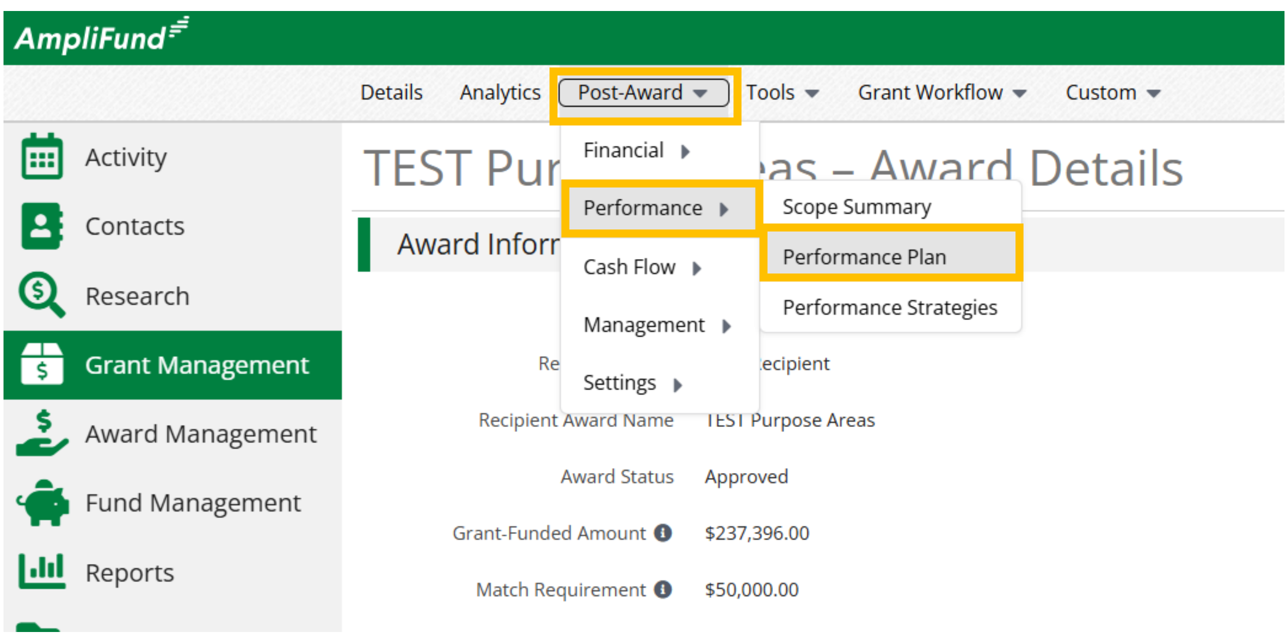
1. Click on the System Improvement button
2. The search results box will show all system improvement entries since the screens were created. The most recent entries will be at the bottom of the search results box.
3. Make sure there is an entry for the quarter you are certifying.
    a. If there was no activity for this quarter this should be noted in the narrative submission. If activity was supposed to occur, follow up with the program to make sure the system improvement data is submitted.



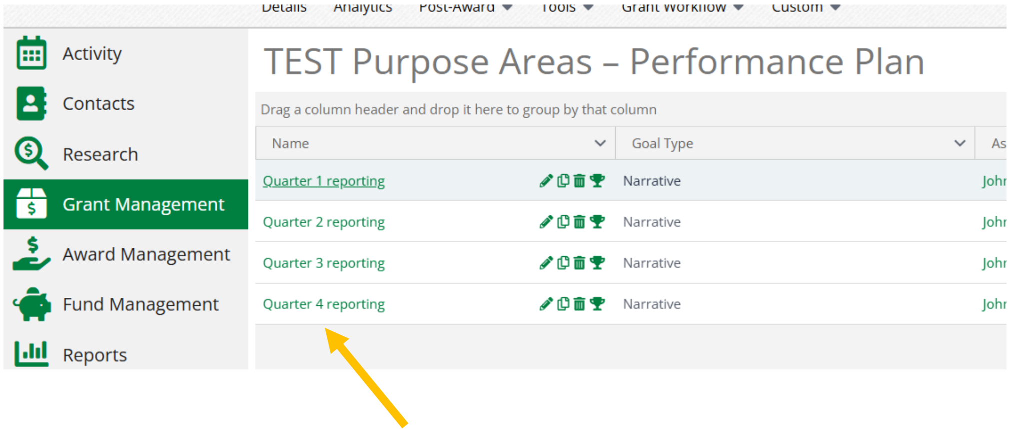
Quarterly Reporting Narrative Submission in Amplifund

Log into Amplifund.

Navigate to the Post-Award section at the top of the grant page, then select Performance, then click on Performance Plan.



Click on the correct quarterly reporting period.



From the window that opens, click on the attachments tab and click on the document that is uploaded into the system.

Download the form, then fill it out. Each funded program should have its own row. Instructions can be found on the second tab of the excel sheet you will be reporting in.

If you are a county that subawards grant funds out, you will need to either provide this form to the sub-award agencies for them to answer or come up with your own way to get the answers. Please only upload one complete sheet.

Lead counties that have more than one county with the same program type (i.e., diversion and truancy in multiple counties) should have an entry for each county for diversion and each county for truancy.

System improvement programs will also need to complete a narrative entry on this form. We recognized that the questions pertaining to number of referrals do not apply to these programs, instructions on this field can be found on page 10 of this document.

	A	B	C	D
1	Program Name	Program Type	Agency	Grant Number
2	First County Diversion	Diversion	First County Attorney	
3	First County Truancy	Truancy	First County Attorney	
4	Second County Diversion	Diversion	Second County Attorney	
5	Second County Truancy	Truancy	Second County Attorney	
6				
7				

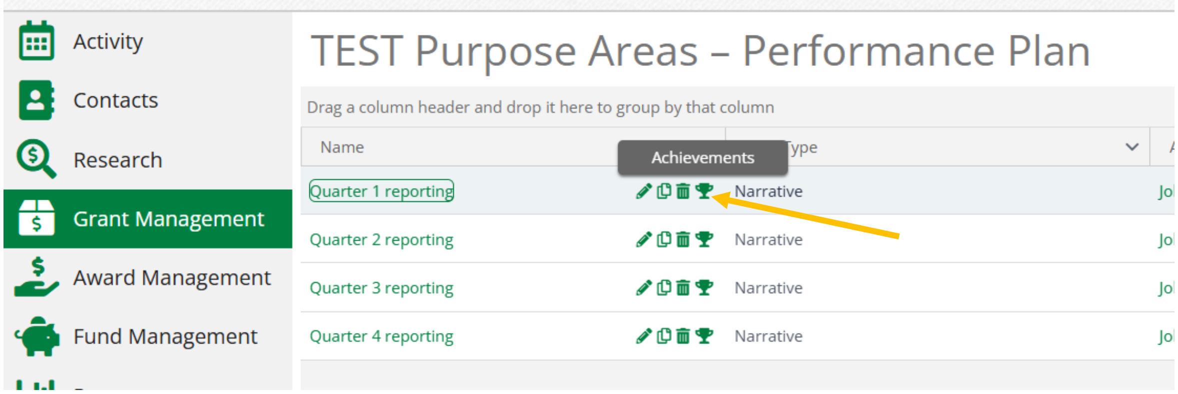
The form is set up so that the fields will wrap when text exceeds the column width. Please do not change the formatting on the form.

Make sure the sign and date the form by typing in the cell above the dark line. **<u>Note that by signing the form, you are certifying that you have reviewed the Certify by Quater Report and have verified the accuracy of the programs and data.</u>**

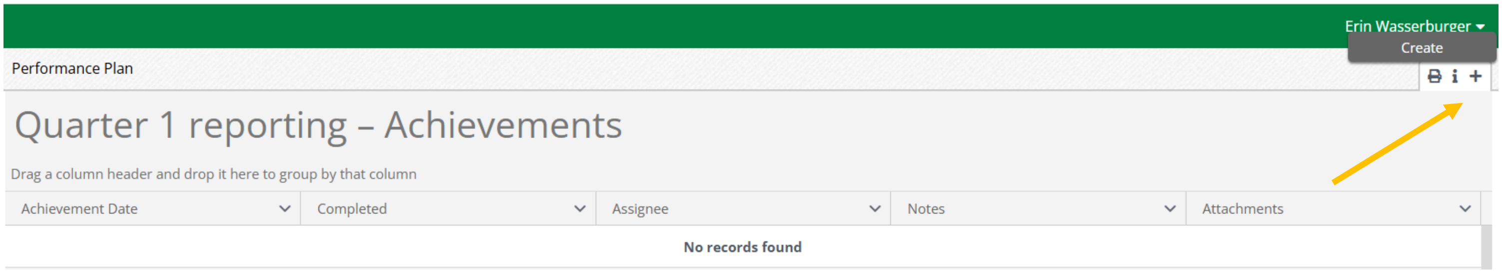
If you have a JS grant as a county, you will need to do the same process within your JS grant in Amplifund. We recognize that if the same program is funded under both grants, the reports will be the same. You can use the same report for both but will need to upload it both times for grant reporting requirement. Make sure the grant numbers are correct if you are using the exact same form.

Save the form as [County] Quarterly Report – Q[1,2,3,4].

Once the form is completed, return to the Performance Plan page in Amplifund. Click on the Trophy next to the appropriate quarter.



Click on the plus sign (+) on the top right corner of the screen.



A new screen will open up. On that screen, the date should populate for the day you are entering. Double-check this is the correct date.

You have to provide an answer in the “Answer” field as it is required. In this box you can simply put your name, or the date all the data was certified. You could also note any issues that came up with this process this quarter. Check the completed box.

At the bottom of the page, click on the “Choose Files”, then upload the appropriate form to this page. Click create once you see it listed there.

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

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	7	60	5	1	1
COUNTY ATTORNEYS OFFICE SEWARD	Alternative School	5	75	31	0	0

   b. **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
	Herbie	Test	2/3/2004	9/14/2017	9/14/2017	
153138103	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