

Submitting Annual Juvenile Diversion Data

Nebraska Revised Statute §43-260.07

Updated January 2022

NEBRASKA

Good Life. Great Service.

**COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE**

Purpose of the document

This document demonstrates the steps involved in validating and submitting juvenile diversion data as required by Nebraska Revised Statute §43-260.07 and Administrative Code Title 78, Chapter 8. Data is entered in the Juvenile Case Management System (JCMS) on the Nebraska Criminal Justice Information System <https://ncjis.nebraska.gov>.

Nebraska Criminal Justice Information System			
Criminal Justice		Others	
Master (Criminal)	Local Incidents	Albums	DMV DLN
Patrol (Criminal)	Original Vehicle	Subscription	DLN Physical Search
Safe	Property	Use	DMV VTR By Name
Juvenile Facilities		ICMS	Courts
Corrections		ICMS - Filing	ICM Benefits
Probation/Parole - Intake		ICM	ICM Employees
US Probation		In Juvenile Facility	ICM Wages
Tax Offender Registry		On Probation	Students
Probation Orders		In Corrections/DCS	Schools Directory
Local (NDRS+)		On Parole	Crash Reports
DMIS -APS		Active Warrants	Crash Mapping
DMIS -Current Wards		Active File	connect
DMIS -CAR		PO Portal	Training
DMIS -Safety Plan		Current DMIS-APS	NCTC Online Forms
Warrants		Current DMIS-Wards	My User Profile
Pardon Board		Current DMIS-CAR	Directory Search
Courts		Students View List	Administration
Citations		Youth Level of Service	NCTC Certification
Physical Search		All Property Info	
		Court Calendars	
		Barriers of Pretext	
		Nebraska SOB	
		RSS	

Step 1: Enter all juvenile diversion referrals into JCMS:

All referrals to diversion, even if the youth did not participate, need to be entered into JCMS. It is very important when a youth has been discharged from the program (successfully, unsuccessfully, or did not enroll after referral), a discharge date and reason is entered to close the case out. If the case is not discharged, the data will reflect low success rates. If a youth receives a warning letter in lieu of diversion, those should also be entered as a referral with a discharge reason of “did not participate- received a warning letter.”

Additionally, all cases need data entered in the tabs at the bottom of the page, including: charges tab, scores tab, diversion case plan tab, and drug tests administered, if any. To accurately track trends in Nebraska, please include as much data as possible. The full list of required variables can be found [here](#).

To enter a new case, click “New Client” button on JCMS home screen.

Juvenile Diversion Case Management System: COUNTY ATTORNEYS OFFICE SARPY

Search: Search Show all Open Cases

Enter at least 3 characters, search on file number, name, and student ID

Search all counties

New Client
Reports
Administrative Functions
Support

Contact us at NCJIS.Admin@nebraska.gov

Step 2: Validate data on the NCC Report:

After all cases are up to date, run the NCC Report by pressing Reports → NCC Report.

Juvenile Diversion Case Management System: COUNTY ATTORNEYS OFFICE SARPY

Search: Search Show all Open Cases

Enter at least 3 characters, search on file number, name, and student ID

Search all counties

New Client
Reports
Administrative Functions
Support

Click to open Reports

Enter the time frame being validated and press “Download Report.”

Once downloaded, thoroughly review the statistics for accuracy and data quality. Pay special attention to the number of cases younger than ten at intake and older than 18 at intake, making sure the dates of birth are entered correctly. Also, look at the case age section for any indication that a referral date, intake date, or discharge date is invalid.

Please select the report you want to download:

- Currently Open Cases
- Find Duplicate Intakes
- Names and Dates for All Cases by Date
- All Cases by Date
- Demographic Details by Date
- Drug/Alcohol Tests by Test Date
- Diversion Activity Report by Date
- Demographic Report by Date
- NCC Report**

Begin Date:

End Date:

Enter calendar reporting year

[Download Report Builder Excel Addon](#)

Step 3: Submit Annual Data:

Once the data has been validated on the NCC Report, submit the data by again pressing Reports→NCC Report→Submit Report. Enter the dates for the calendar reporting year and press the “Submit Report” button. A pop-up window will appear with the option to choose the data has been reviewed and is accurate or there is a diversion program but no referrals were made during the reporting year.

This juvenile diversion data is being submitted on behalf of the county attorney or city attorney to the Director of Juvenile Diversion Programs pursuant to Nebraska Revised Statute §43-260.07. This submittal does NOT satisfy quarterly reporting requirements for Community-based Aid subgrantees.

By submitting this data, I certify that I have reviewed the NCC Report and have verified the accuracy of the data, including dates of birth, enrollment dates, discharge dates, discharge reasons, and charges.

I certify that my county does have a juvenile diversion program, but there were no referrals during the reporting calendar year.

For assistance with data entry, contact Amy Hoffman at amy.hoffman@nebraska.gov or (402) 471-3846.

For assistance with certificates, passwords, or log-in questions, contact the helpdesk at NCC.JCMSHelpDesk@nebraska.gov.