



Submitting Annual Juvenile Diversion Data

Nebraska Revised Statute

Purpose of the document

The document demonstrates the steps involved in creating/editing a template for the Case plan report in the Juvenile Diversion Case Management System (JDCMS).

Figure 1: Starting Point

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

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Click to Open the Administrative Functions

Figure 2: Administrative Functions

Juvenile Diversion Case Management System: COUNTY ATTORNEYS OFFICE SARPY

Administrative Functions

Case Management

Diversion Office Contact Information Drug Tests **Case Plan**

If you want to provide a single point of contact for your agency, fill in the information below. This information will be displayed when other counties search for one of your clients.

Contact Name	Phone Number	Email Address
John Doe	1111111111	janedoe@testing.com

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Click to Add, Edit or Delete Case plan templates

Figure 3: Case Plan

Juvenile Diversion Case Management System: COUNTY ATTORNEYS OFFICE SARPY

Administrative Functions

Case Management

Diversion Office Contact Information Drug Tests **Case Plan**

Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

Name	Objectives	Edit	Delete
Test 1	Diversion Fee Waived, Demonstrate progress assuming responsibility (household, chores, self), Avoid Criminal Activity/Police Contact	Edit	Delete
MIP	Diversion Fee Waived, Pay Court Fee, Attend Drug and Alcohol Class, Complete Drug/Alcohol Evaluation	Edit	Delete
New Objective Set	Diversion Fee Waived, Pay Court Fee, Demonstrate progress assuming responsibility (household, chores, self)	Edit	Delete

Add new Case Plan Template

Add New Case Plan Template

Delete Case Plan Template

Edit Case Plan Template

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Figure 4: Add/Edit Case Plan Template- Template Name Mandatory

Administrative Functions

Diversion Office Contact Information | Drug Tests | **Case Plan**

Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

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Test 1	Diversion Fee Waived, Demonstrate progress assuming responsibility (household, chores, self), Avoid Criminal Activity/Police Contact	Edit	Delete
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New Objective Set	Diversion Fee Waived, Pay Court Fee, Demonstrate progress assuming responsibility (household, chores, self)	Edit	Delete

Add new Case Plan Template

Name (e.g. MIP Requirements) *

Name Mandatory field

Message from webpage

 Please give a name for the case plan template.

OK

Cancel Save

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- Name of the case plan template is a mandatory field.
- The browser alerts the user if the case plan template name is missing.

Figure 5: Add/Edit Case Plan Template - Save and Cancel buttons

Administrative Functions

Diversion Office Contact Information Drug Tests **Case Plan**

Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

Name	Objectives	Edit	Delete
Test 1	Diversion Fee Waived, Demonstrate progress assuming responsibility (household, chores, self), Avoid Criminal Activity/Police Contact	Edit	Delete
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New Objective Set	Diversion Fee Waived, Pay Court Fee, Demonstrate progress assuming responsibility (household, chores, self)	Edit	Delete

Add new Case Plan Template

Name (e.g. MIP Requirements) *

New Objective Set

Header Section 1 Objectives Objectives Texts Section 2 Footer

B / U [List Icons]

[Empty text area for editing objectives]

Cancel Save



Cancel Button

Save Button

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- Clicking on the save button will save the new objective set.
- Click on the cancel button to close the form. Please note all changes will be lost if the user clicks the cancel button.

Figure 7: Add/Edit Case Plan Template- Section 1 Tab

Administrative Functions

Diversion Office Contact Information | Drug Tests | **Case Plan**

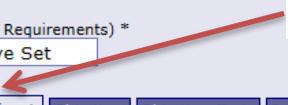
Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

Name	Objectives	Edit	Delete
Test 1	Diversion Fee Waived, Demonstrate progress assuming responsibility (household, chores, self), Avoid Criminal Activity/Police Contact	Edit	Delete
MIP	Diversion Fee Waived, Pay Court Fee, Attend Drug and Alcohol Class, Complete Drug/Alcohol Evaluation	Edit	Delete
New Objective Set	Diversion Fee Waived, Pay Court Fee, Demonstrate progress assuming responsibility (household, chores, self)	Edit	Delete

Add new Case Plan Template

Name (e.g. MIP Requirements) *
New Objective Set

Section 1 Tab



Header | **Section 1** | Objectives | Objectives Texts | Section 2 | Footer

B / **I** / **U** [List Bulleted] [List Numbered] [List None] [List Indent] [List Outdent] [List Undo] [List Redo]

This is Section 1

Cancel Save

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- The **Section 1** tab content goes right after the client information. This section can be used to generate standard introductory language for every case plan.
- Client information will automatically be generated onto the case plan.

Figure 8: Add/Edit Case Plan Template- Objectives Tab

Administrative Functions

Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

Name	Objectives	Edit	Delete
Test 1	Diversion Fee Waived, Demonstrate progress assuming responsibility (household, chores, self), Avoid Criminal Activity/Police Contact	Edit	Delete
MIP	Diversion Fee Waived, Pay Court Fee, Attend Drug and Alcohol Class, Complete Drug/Alcohol Evaluation	Edit	Delete
New Objective Set	Diversion Fee Waived, Pay Court Fee, Demonstrate progress assuming responsibility (household, chores, self)	Edit	Delete

Add new Case Plan Template

Name (e.g. MIP Requirements) *

Objectives Tab

Header | Section 1 | **Objectives** | Objectives Texts | Section 2 | Footer

Administrative

- Diversion Fee Waived
- Pay Court Fee
- Pay Diversion Fee
- Pay Reduced Diversion Fee
- Restitution Scholarship Awarded

Adult Authority/Family Relationships

- Demonstrate progress assuming responsibility (household, chores, self)
- Identify one supportive adult
- Improve communication with parent/other family members

Criminality/Delinquency

- Avoid Criminal Activity/Police Contact
- Refrain from Gang Contact

Curfew Compliance

- Reduce/Eliminate curfew violations
- Report in at designated curfew

Restitution/Community Service

- Participate in mediation
- Pay Restitution
- Perform Community Service
- Write an apology letter

School

- Academic improvement
- Maintain school attendance, academic, and behavioral standards
- Reduce/Eliminate tardies
- Reduce/Eliminate unexcused absences

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- The Objectives tab captures all diversion requirements for an individual.

Figure 9: Add/Edit Case Plan Template- At least one Objective Required

Administrative Functions

Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

Name	Objectives	Edit	Delete
Test 1	Diversion Fee Waived, Demonstrate progress assuming responsibility (household, chores, self), Avoid Criminal Activity/Police Contact	Edit	Delete
MIP	Diversion Fee Waived, Pay Court Fee, Attend Drug and Alcohol Class, Complete Drug/Alcohol Evaluation	Edit	Delete

Add new Set

Name (e.g. MIP Requirements) *

Header | Section 1 | Objectives | Objectives Texts | Section 2 | Footer

Administrative

Diversion Fee Waived

Pay Court Fee

Pay Diversion Fee

Pay Reduced Diversion Fee

Restitution Scholarship Awarded

Adult Authority/Family Relationships

Demonstrate prog

Identify one supp

Improve commun

Criminality/Delinquency

Avoid Criminal Ac

Refrain from Gang

Curfew Compliance

Reduce/Eliminate

Report in at desig

Drug/Alcohol

Attend Drug and Alcohol Class

Complete Drug/Alcohol Evaluation

Comply with evaluation recommendations

Make Results of Drug/Alcohol Test available to Case Manager

Provide Results of Drug/Alcohol Evaluation to Case Manager

Submit to Drug and Alcohol Testing

Employment

Acquire/Maintain employment

Obtain Drivers License

Pick up and complete a job application (keep a copy)

School

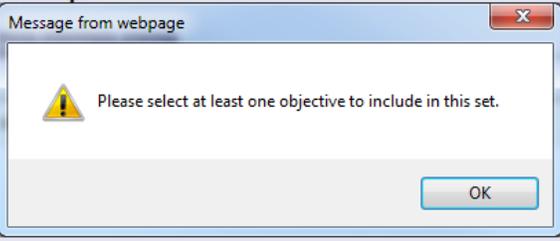
Academic improvement

Maintain school attendance, academic, and behavioral standards

Reduce/Eliminate tardies

Reduce/Eliminate unexcused absences

Cancel Save



- At least one objective has to be selected to create a case plan template.

Figure 10: Add/Edit Case Plan Template- Objectives Selection

Administrative Functions

Diversion Office Contact Information Drug Tests **Contract Objectives**

Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

Name	Objectives	Edit	Delete
Test 1	Diversion Fee Waived, Demonstrate progress assuming responsibility (household, chores, self), Avoid Criminal Activity/Police Contact	Edit	Delete
MIP	Diversion Fee Waived, Pay Court Fee, Attend Drug and Alcohol Class, Complete Drug/Alcohol Evaluation	Edit	Delete

Add new Set

Name (e.g. MIP Requirements) *

Header Section 1 **Objectives** Objectives Texts Section 2 Footer

Administrative

- Diversion Fee Waived
- Pay Court Fee
- Pay Diversion Fee
- Pay Reduced Diversion Fee
- Restitution Scholarship Awarded

Adult Authority/Family Relationships

- Demonstrate progress assuming responsibility (household, chores, self)
- Identify one supportive adult
- Improve communication with parent/other family members

Criminality/Delinquency

- Avoid Criminal Activity/Police Contact
- Refrain from Gang Contact

Curfew Compliance

- Reduce/Eliminate curfew violations
- Report in at designated curfew

Drug/Alcohol

- Attend Drug and Alcohol Class
- Complete Drug/Alcohol Evaluation
- Comply with evaluation recommendations
- Make Results of Drug/Alcohol Test available to Case Manager
- Provide Results of Drug/Alcohol Evaluation to Case Manager
- Submit to Drug and Alcohol Testing

Employment

- Acquire/Maintain employment
- Obtain Drivers License
- Pick up and complete a job application (keep a copy)

School

- Academic improvement
- Maintain school attendance, academic, and behavioral standards
- Reduce/Eliminate tardies
- Reduce/Eliminate unexcused absences

Cancel Save

- Put a checkmark next to the objectives desired to be automatically generated for all plans using this particular case plan template.

Figure 11: Add/Edit Case Plan Template-Objectives Texts Tab

Administrative Functions

Diversion Office Contact Information | Drug Tests | Case Plan

Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

Name	Objectives	Edit	Delete
Test 1	Diversion Fee Waived, Demonstrate progress assuming responsibility (household, chores, self), Avoid Criminal Activity/Police Contact	Edit	Delete
MIP	Diversion Fee Waived, Pay Court Fee, Attend Drug and Alcohol Class, Complete Drug/Alcohol Evaluation	Edit	Delete
New Objective Set	Diversion Fee Waived, Pay Court Fee, Demonstrate progress assuming responsibility (household, chores, self)	Edit	Delete

Add new Case Plan Template

Name (e.g. MIP Requirements) *

New Objective Set

Objective Texts Tab

Header | Section 1 | Objectives | Objectives Texts | Section 2 | Footer

Select the order in which you wish the objectives to appear on the contract by dragging them in order. Insert boilerplate text, which will then automatically be added when a new contract is created.

Diversion Fee Waived

Boilerplate Text *

Pay Court Fee

Boilerplate Text *

Demonstrate progress assuming responsibility (household, chores, self)

Boilerplate Text *

Cancel Save

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- The “Objective Texts” tab contains the boiler plate text that can be added to be associated with each objective selected by the user in the previous tab.
- The objectives selected along with their respective boiler plate text are displayed after section 1 in the case plan report.
- The “Objectives” and “Objective Texts” tabs will generate onto the document as “Individualized Diversion Requirements.”

Figure 12: Add/Edit Case Plan Template- Section 2 Tab

Administrative Functions

Diversion Office Contact Information | Drug Tests | **Case Plan**

Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

Name	Objectives	Edit	Delete
Test 1	Diversion Fee Waived, Demonstrate progress assuming responsibility (household, chores, self), Avoid Criminal Activity/Police Contact	Edit	Delete
MIP	Diversion Fee Waived, Pay Court Fee, Attend Drug and Alcohol Class, Complete Drug/Alcohol Evaluation	Edit	Delete
New Objective Set	Diversion Fee Waived, Pay Court Fee, Demonstrate progress assuming responsibility (household, chores, self)	Edit	Delete

Add new Case Plan Template

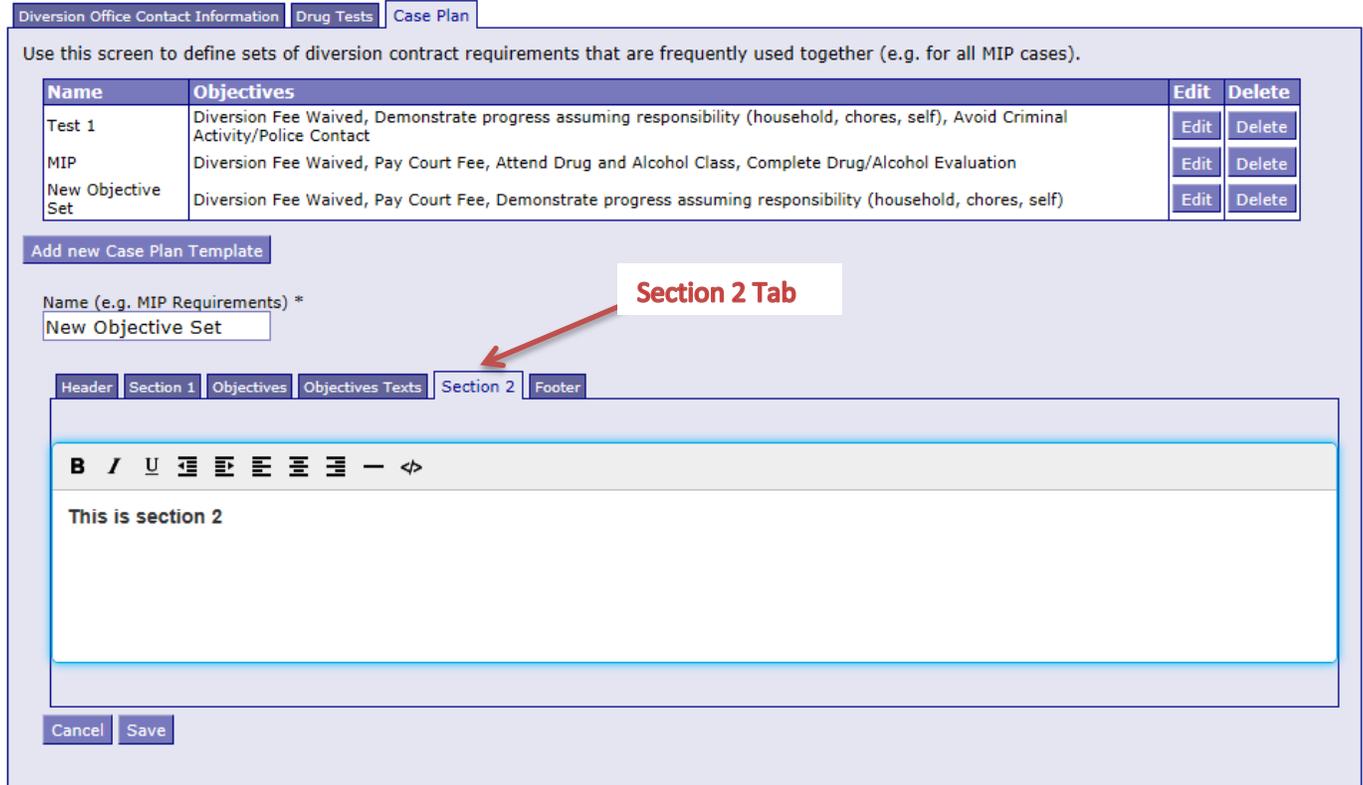
Name (e.g. MIP Requirements) *
New Objective Set

Header | Section 1 | Objectives | Objectives Texts | **Section 2** | Footer

B / U [List of icons] - <>

This is section 2

Cancel Save



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- The **Section 2** follows the objectives and objectives text section in the case plan report.
- This section is used to generate standard language each diversion case plan would have, if desired.
- Examples of language in section 2 could be parent/guardian requirements, release of information, notice of right to review with counsel, sealing records information, other notices, etc.

Figure 13: Add/Edit Case Plan Template- Footer Tab

Administrative Functions

Diversion Office Contact Information Drug Tests Case Plan

Use this screen to define sets of diversion contract requirements that are frequently used together (e.g. for all MIP cases).

Name	Objectives	Edit	Delete
Test 1	Diversion Fee Waived, Demonstrate progress assuming responsibility (household, chores, self), Avoid Criminal Activity/Police Contact	Edit	Delete
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New Objective Set	Diversion Fee Waived, Pay Court Fee, Demonstrate progress assuming responsibility (household, chores, self)	Edit	Delete

Add new Case Plan Template

Name (e.g. MIP Requirements) *

New Objective Set

Footer Tab

Header Section 1 Objectives Objectives Texts Section 2 Footer

B / U [List Icons]

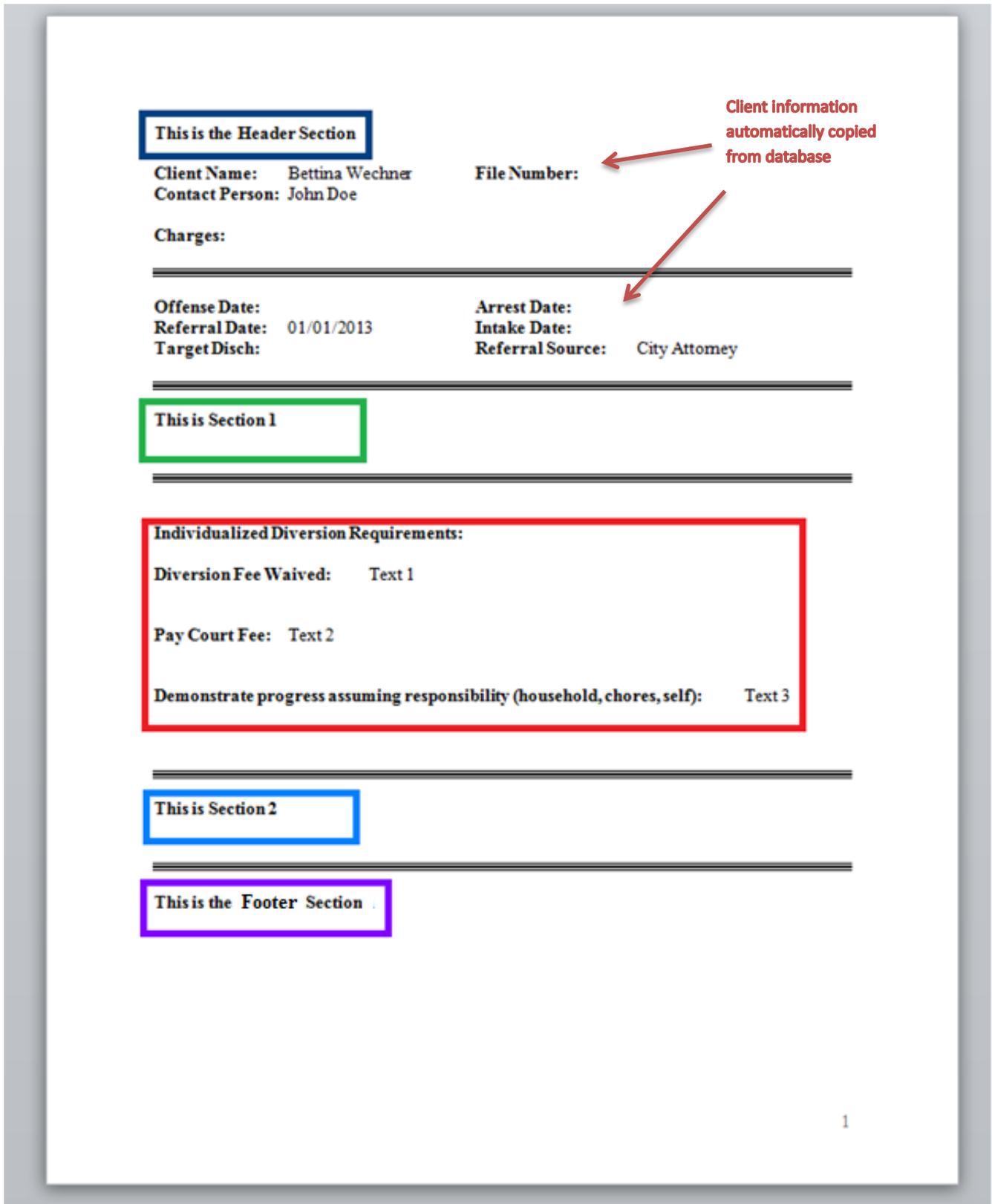
This is the Signature section

Cancel Save

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- This **Footer section** is the last section of the Case plan report.
- This section can be used to add the signature of the individuals and the parents/guardians, etc.

Figure 14: Case Plan Report Template



The diagram shows a case plan report template with several sections highlighted by colored boxes and annotated with red arrows. The sections are: Header Section (blue box), Section 1 (green box), Individualized Diversion Requirements (red box), Section 2 (blue box), and Footer Section (purple box). Red arrows point from the text 'Client information automatically copied from database' to the 'File Number:' field and the 'Arrest Date:' field.

This is the Header Section

Client Name: Bettina Wechner File Number:
Contact Person: John Doe

Charges:

Offense Date: Arrest Date:
Referral Date: 01/01/2013 Intake Date:
Target Disch: Referral Source: City Attorney

This is Section 1

Individualized Diversion Requirements:

Diversion Fee Waived: Text 1

Pay Court Fee: Text 2

Demonstrate progress assuming responsibility (household, chores, self): Text 3

This is Section 2

This is the Footer Section

1

Figure 15: Example Case Plan Report

Juvenile Diversion Youth Plan
Buffalo Country Juvenile Diversion Services
PO BOX 67
Kearney NE 68848
(308)233-3049

Header

Client Name: John Doe File Number: 67371895
Contact Person: John Doe

Charges: Shoplifting

Offense Date: 01/01/2014 Arrest Date:
Referral Date: 01/01/2014 Intake Date: 01/01/2014
Target Disch: 01/01/2014 Referral Source: City Attorney

___ I Agree to abide by the policies and participation requirements of the Juvenile Diversion program.
___ I also agree to comply with changes in my diversion plan if the diversion staff determine alternative conditions are necessary.
___ I understand that if I violate any of the following conditions, commit additional law violations, or withdraw from the diversion program, the County attorney may prosecute me for my original offense.
___ I agree to comply with the following diversion program requirements.

Diversion Requirements

Individual Session
Juvenile will meet diversion staff individual sessions as scheduled and directed.

Drug and Alcohol
Youth shall complete a drug and alcohol screening instrument and any follow-up assessments requested by diversion staff. Youth shall comply with any recommendations of a drug and alcohol assessment.

Confidentiality
Youth will maintain the confidentiality of any information regarding other program participants. Disclosing any information about other youth is grounds for discharge from the diversion program and possible prosecution.

Release of Information
All youth and their parents/guardian will be required to sign a release of information allowing for the exchange of information between diversion program staff and significant individuals or agencies involved with the youth. Examples could include: School officials, Health and human services officials, and law enforcement officials.

School Enrollment and Performance
Youth shall be enrolled and maintain satisfactory performance in a school or education program.

Possession of Weapons

Section 1

1

Client information automatically copied from database

For policy issues, certificate, or log-in questions,
contact Amy Hoffman
Juvenile Diversion Program Administrator
(402) 471-3846

For technology problems,
contact UNO JDCMS helpdesk
(402) 554-6042

