



Juvenile Diversion: Case Management System

Quick Reference
Manual

Starting point

NCJIS USER11 5/5/2015 2:38:44 PM Home Help Criminal Non-Criminal Logout Tools

Juvenile Diversion Case Management System: COUNTY ATTORNEYS OFFICE HALL

Search:
Enter at least 3 characters, search on file number, name, and student ID
 Search all counties

Check if the client is already in the system or Enter a new client

Search Results

File Number	First Name	Last Name	Alias	Agency	Date of Birth	Intake Date	Discharge Date	Case
	test	test		Hall	01/01/2000			<input type="checkbox"/>
	test	test		Hall	01/02/2000			<input type="checkbox"/>

Client Details **Demographics** **Case information**

Case Type: File Number: NE Student ID: Date of Birth: Gender:

First Name: Middle Name: Last Name:

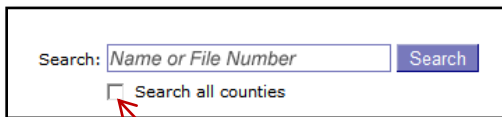
Address Line 1: Primary Phone:
Address Line 2: Alternate Phone:
City: State: ZIP:
E-Mail Address: Cell Phone:
Race/Ethnicity: Self-Reported Race/Ethnicity:
School Enrollment: Grade at Intake:
School Name:
Family Size: Family Income (\$): Custody:

Referral Date: Referral Source: Intake Date: Intake Time:
Enrolled Date: Target Disch.: Extension Date: Discharge Date:
Discharge Reason:
Prior Legal Violations:
Prior Cases Diverted:
Notes:
Contact Person/Case Worker:

You are working on client: test test [Hall]

Client data sheets

Searching



Search:

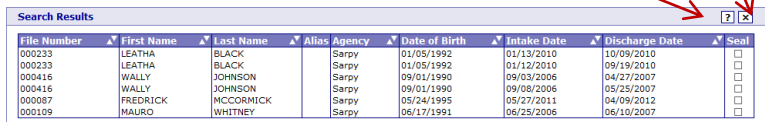
Search all counties

Checkbox to include cases from other counties

- Search on file number, first, middle, and last name, alias names, and student ID
- Enter at least three characters
- Activate checkbox to search in all counties

Search Results

Hide Search Legend Window



File Number	First Name	Last Name	Alias	Agency	Date of Birth	Intake Date	Discharge Date	Seal
000233	LEATHA	BLACK		Sarpy	01/05/1992	01/13/2010	10/09/2010	<input type="checkbox"/>
000233	LEATHA	BLACK		Sarpy	01/05/1992	01/12/2010	09/19/2010	<input type="checkbox"/>
000416	WALLY	JOHNSON		Sarpy	09/01/1990	09/03/2006	04/27/2007	<input type="checkbox"/>
000416	WALLY	JOHNSON		Sarpy	09/01/1990	09/08/2006	05/25/2007	<input type="checkbox"/>
000087	FREDRICK	MCCORMICK		Sarpy	05/24/1995	05/27/2011	04/09/2012	<input type="checkbox"/>
000109	MAURO	WHITNEY		Sarpy	06/17/1991	06/25/2006	06/10/2007	<input type="checkbox"/>

- List of results is limited to 50 records
- Access the legend of color codes by hovering over the question mark in top right
- Color codes:
 - White: Diversion records
 - Green: Truancy records
 - Yellow: Currently selected record
 - Red: Sealed record
 - Gray: Record from other county
- Records with an alias have a check mark in the *Alias* column

Sealing a Record

Search Results

File Number	First Name	Last Name	Alias	Agency	Date of Birth	Intake Date	Discharge Date	Seal
ae0002	Helen	Frechette		Adams	01/01/1992	03/07/2011		<input type="checkbox"/>
ae0003	Harold	Milburn	✓	Adams	01/13/1992	04/23/2011		<input type="checkbox"/>
ae0004	Albert	Tates		Adams	01/25/1992	03/15/2011		<input type="checkbox"/>
ae0004	Theresa	Hodson	✓	Adams	02/06/1992	02/25/2011		<input type="checkbox"/>
ae0005	Catherine	Felber		Adams	02/18/1992	01/01/2011	04/18/2011	<input checked="" type="checkbox"/>

Seal Record

Sealed Record

- A client's record can be sealed by clicking on the check box in the search results table
- When the record is sealed successfully, it will turn red and a lock will appear
- Be careful when sealing records, only administrators can unseal them

Updating a Record

Successful update

Unsuccessful update

NE Student ID

Date of Birth *

1000343001

- Changes will be saved automatically when you leave a field (tab or click somewhere else)
- If the field was saved successfully, it will turn green
- If there was a problem, the field will turn red and additional information is displayed when hovering over the field

Adding a new Client

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Criminal Non-Criminal Tools

Juvenile Diversion Case Management System: COUNTY ATTORNEYS OFFICE HALL

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

New Client button

Client Details

Case Type File Number NE Student ID Date of Birth * Gender *

Diversion First Name * Middle Name Last Name *

Address Line 1 Primary Phone

Address Line 2 Alternate Phone

City State ZIP

E-Mail Address Cell Phone

Race/Ethnicity * Self-Reported Race/Ethnicity

School Enrollment Grade at Intake

School Name

Family Size Family Income (\$) Custody

Referral Date * Referral Source * Intake Date Intake Time

Enrolled Date Target Disch. Extension Date Discharge Date

Discharge Reason

Prior Legal Violations

Prior Cases Diverted

Notes

Contact Person/Case Worker


Parent/Guardian Charges Scores Diversion Contract Diversion Activity Alcohol/Drug Tests Alias Names
Add Parent/Guardian


Save Button

Contact us at NCJIS_Admin@nebbraska.gov

- Click on *New Client* button at top right
- Required fields are marked with an asterisk (*) (see also Charges tab)
- Save the information by clicking the *Save* button
- Information can only be saved, if all required fields are filled in
- If there is a problem validating your information, the field will turn red and you can find out how to fix the problem by hovering over the field
- If new client was saved successfully, a confirmation will appear and you can continue to edit the information

Tabs

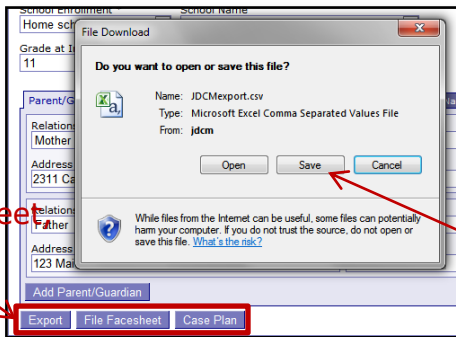
Delete record 

Parent/Guardian	Charges	Scores	Diversion Contract	Diversion Activity	Alias Names	
Relationship Mother	First Name Patricia	Middle Name Lynn	Last Name Malette	Notes Client lives with mother	Delete Parent/Guardian	
Address 2311 Canada Street		City Kearney	State NE	ZIP 68849	Phone 308-356-2354	Copy Address from Client
Relationship Father	First Name Jeremy	Middle Name Jack	Last Name Bieber	Notes Remarried	Delete Parent/Guardian	
Address 123 Main Street		City Gretna	State NE	ZIP 68106	Phone 402-321-2046	Copy Address from Client
Add Parent/Guardian 						

Add new record

- Each client record has tabs to record the following information:
 - Parents and guardians
 - Charges *(required)
 - Test scores
 - Diversion contract requirements
 - Activity updates
 - Alias names
- New information can be added by clicking on the *Add* button in the respective tab
- In the *Parent/Guardian* tab, the client's address can be copied to the parent's address
- The age at offense in the *Charges* tab is calculated automatically
- Upon adding a diversion requirement in the *Diversion Contract* tab and saving, activity updates can be recorded in the *Diversion Activity* tab

Exporting Data, File Facesheet and Case Plan



- When looking at a client's record, the information can be exported for use in correspondence by clicking on the *Export* button at the bottom of the screen
- The file can be saved by clicking on the *Save* button and remember the name and location of the saved file
- When the file is saved on your computer, you can use it to populate your existing letters
- When looking at a client's record, you can print the file facesheet and case plan by clicking on the respective button at the bottom of the screen
- Once you open the document on your computer, you can make changes if necessary and then print it

Reports

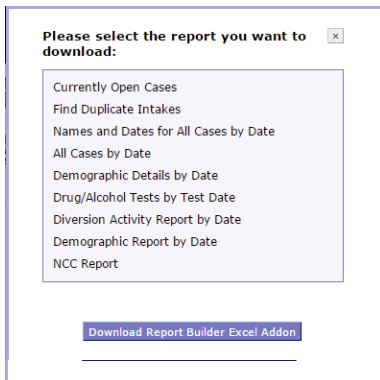
New Client

Reports

Administrative Functions

Support

- A list of premade reports are available by clicking the reports button.

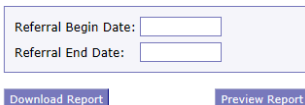


Please select the report you want to download: ✕

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

[Download Report Builder Excel Addon](#)

- Custom reports can be created by selecting 'All Cases by Date' and copying the records into Excel or other report generating software
- An Excel Addon is available to assist with data downloading and pivot table creation.
- Some reports require a date range



Referral Begin Date:

Referral End Date:

[Download Report](#) [Preview Report](#)

- The report data can be previewed or downloaded into Excel
- Verify data for accuracy and data quality by thoroughly reviewing the NCC Report

Administrative Functions

[New Client](#)[Reports](#)[Administrative Functions](#)[Support](#)

1. Change the default contact information that is displayed when another county hovers the mouse arrow over a case in search results.

Administrative Functions

[Diversion Office Contact Information](#)[Drug Tests](#)[Contract Objectives](#)

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
Bruce Wayne	(308) 555-1234	bwayne@county.gov

2. Change the list of drug tests that appear in the drug test tab

Administrative Functions

[Diversion Office Contact Information](#)[Drug Tests](#)[Contract Objectives](#)

Select the drug tests administered in your office. Single-Panel Tests do not have to be selected to be used in a Multi-Panel Test.

Single Panel Tests:

Drug Test	Selected
Alcohol	<input type="checkbox"/>
Amphetamines	<input type="checkbox"/>
Barbiturates	<input type="checkbox"/>
Benzodiazepines	<input type="checkbox"/>
Buprenorphine	<input type="checkbox"/>
Cocaine	<input type="checkbox"/>
Ecstasy (MDMA)	<input type="checkbox"/>
Marijuana (THC)	<input type="checkbox"/>
Methadone	<input type="checkbox"/>
Methamphetamines	<input type="checkbox"/>
Nicotine	<input type="checkbox"/>
Opiates	<input type="checkbox"/>
Oxycodone	<input type="checkbox"/>
Phencyclidine (PCP)	<input type="checkbox"/>
Synthetic Cannabinoids (K2)	<input type="checkbox"/>
Temperature	<input type="checkbox"/>
Tricyclic Antidepressants	<input type="checkbox"/>

Multi-Panel Tests:

Drug Test	Selected
Hall Co 6 Panel	<input type="checkbox"/>
iCup 4 Panel	<input checked="" type="checkbox"/>
iCup A.D.	<input type="checkbox"/>
iCup A.D. + Alcohol	<input type="checkbox"/>
Medtox EZ Screen Cup	<input type="checkbox"/>
Premier Biotech 5 Panel	<input type="checkbox"/>
Premier Biotech Oral	<input type="checkbox"/>

3. Add, edit and delete templates that can be used to generate common case plans.

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	Diversion Fee Waived	Edit	Delete
test2	Pay Court Fee	Edit	Delete

[Add new Set](#)

Add new case plan template

- Clicking 'Add new Set' will open the template tabs

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
test2	Pay Court Fee	Edit	Delete
test	Diversion Fee Waived	Edit	Delete

Add new Set

Name (e.g. MIP Requirements) *
test

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

B / U [Text formatting icons] - < >

header text

Cancel Save

- Standard text that will be generated for the case plans can be entered into Header, Section 1, Section 2 and Footer.
- Contract objectives and text associated with each can be selected in the 'Objective' and 'Objectives Text' tabs.

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)

Support

[New Client](#)[Reports](#)[Administrative Functions](#)[Support](#)

- Click the Support button on the top right, to access the support window.
- Topics are listed on the left and can be clicked to jump to a particular topic.
- To return to the case management, close the tab in the browser or click the case Management button.

Topic List

Close support tab and return to case management

JDCMS Support

Case Management

Case Management

[Searching for clients](#)[Adding a new client](#)[Editing a client's information](#)[Tabs for additional information](#)[Form letters](#)

Reports

[Client-level reports](#)[Agency-wide reports](#)[Quarterly/yearly NCC reporting](#)[Excel plug-in](#)

Administrative Functions

[Division office contact information](#)[Drug tests](#)[Contract objectives](#)

Searching For Clients

To search for a client, enter at least three letters/numbers of their first name, last name, file number or student ID. The system will then automatically show matching clients.

Search:
Enter at least 3 characters, search on file number, name, and student ID
 Search all counties

[Search field](#)

You can also search for clients in all counties by checking the box labeled "Search all counties". This search will return other counties' open, discharged, and sealed cases, but not their truancy cases.

All Currently Open Cases

You can quickly access all currently open cases by clicking on "Show All Open Cases". This will return a list of all cases without a discharge date.

Search Results

The search results show you the file number, first name, last name, alias names, agency, date of birth, intake date, discharge date and whether the case is sealed. You can sort the search results by clicking on the two triangles in the heading of the respective column.

File Number	First Name	Last Name	Alias	Agency	Date of Birth	Intake Date	Discharge Date	Seal
MIP-2014-35	Bruce	Banner		Seward	04/05/1999			<input type="checkbox"/>
MIP-2014-32	Jessica	Drew		Sarpy	05/06/2000			<input type="checkbox"/>
MIP-2014-34	Theo	Odinson		Sarpy	04/05/2000			<input type="checkbox"/>
MIP-2014-33	Truay	Blank	✓	Sarpy	05/04/1999			<input type="checkbox"/>

[Search results](#)

Normal cases in your agency will show up with a white background. Sealed cases have a red/pink background. Truancy cases have a green background. Cases from other counties have a gray background and you will not be able to view details of these cases.

To view details about a client, click on their row in the search results.

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