



JDCMS Case Plan Template

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

Contact us at NCJIS.Admin@nebraska.gov

Click to Open the Administrative Functions

Figure 2: Administrative Functions

Juvenile Diversion Case Management System: COUNTY ATTORNEYS OFFICE SARPY

Administrative Functions

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
<input type="text" value="John Doe"/>	<input type="text" value="1111111111"/>	<input type="text" value="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

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	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
MIP	Diversion Fee Waived, Pay Court Fee, Attend Drug and Alcohol Class, Complete Drug/Alcohol Evaluation	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
New Objective Set	Diversion Fee Waived, Pay Court Fee, Demonstrate progress assuming responsibility (household, chores, self)	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Add New Case Plan Template

Edit Case Plan Template

Delete Case Plan Template

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Tabs in Add/Edit Case Plan Template Form

- The case plan template form is comprised of 5 tabs which record the different information of the template:
 - Header Tab
 - Section 1 Tab
 - Objectives Tab
 - Objectives Text Tab
 - Section 2 Tab
 - Footer Tab
- The **Rich text editor** used in the tabs enables the users to display or edit rich content in the case plan report.
- The **Rich text editor** provides the users with options like bold, italics, underline, left and right indentation, left, right and center alignments and adding lines.

Figure 6: Add/Edit Case Plan Template- Header Tab

Case Management

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 / *I* / U / [List Icons] / [Align Icons] / [Indent Icons] / [Decrease Indent] / [Increase Indent]

This is the Header tab.

Cancel Save

- The **Header Tab** contains a Rich text editor to capture the head section which goes at the top of the case plan report.
- This section could be used to put the diversion program letter head and contact information.

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

Case Management

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) *

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

Cancel Save

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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

Case Management

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 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

Message from webpage

Please select at least one objective to include in this set.

OK

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

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

Case Management

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

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- 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

Case Management

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 | **Objective 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

Case Management

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 / *I* / U / [List Icons] / [Align Icons] / [Link Icon]

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

Juvenile Diversion Case Management System: COUNTY ATTORNEYS OFFICE SARPY

Case Management

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**

Footer Tab

B / **I** / **U** [List Icons] [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: Sample Case Plan Report

The image shows a sample case plan report form with several sections highlighted by colored boxes and annotations. The form is divided into sections by horizontal lines. The sections are:

- Header Section:** A blue-bordered box containing the text "This is the Header Section". Below it, the form fields are: Client Name: Bettina Wechner, Contact Person: John Doe, File Number: (with a red arrow pointing to it from the annotation "Client information automatically copied from database"), Charges: (with a red arrow pointing to it from the same annotation), Offense Date: (blank), Referral Date: 01/01/2013, Target Disch: (blank), Arrest Date: (blank), Intake Date: (blank), Referral Source: City Attorney.
- Section 1:** A green-bordered box containing the text "This is Section 1".
- Individualized Diversion Requirements:** A red-bordered box containing the text: "Individualized Diversion Requirements:", "Diversion Fee Waived: Text 1", "Pay Court Fee: Text 2", and "Demonstrate progress assuming responsibility (household, chores, self): Text 3".
- Section 2:** A blue-bordered box containing the text "This is Section 2".
- Footer Section:** A purple-bordered box containing the text "This is the Footer Section".

At the bottom right of the page, there is a page number "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

1

Client information automatically copied from database

Section 1

Any youth who uses, possesses, or attempts to conceal a weapon will immediately be dismissed from the diversion program and referred to the county attorney to determine whether youth shall be prosecuted for original/additional charges.

Individualized Diversion Requirements:

Diversion Fee Waived: Text 1

Demonstrate progress assuming responsibility (household, chores, self): Text 2

Avoid Criminal Activity/Police Contact: Text 3

Objectives and Objectives Text

Requirements for Parents/Guardians:

Parents must attend the initial interview.

Parents must report to diversion offices/administrator when their youth acts in appropriate.

Parents must support their youth's participation and provide transportation to program activities such as community service sites and educational programsites.

Section 2

I understand and agree that the county attorney, the city attorney or his/her designates may make available to any court-affiliated agency or agencies specified in the agreement, all records, notes, or data of any kind that are made out regarding my participation, compliance, or lack thereof with the juvenile diversion program.

First Name Last Name _____ Date

As the parent/guardian of the above juvenile, I acknowledge my consent and support of their participation in the juvenile diversion program in accordance with the above terms and conditions of this juvenile youth plan.

First Name Last Name _____ Date

First Name Last Name _____ Date

Footer