JCMS User Guide

Prevention & Promotion Programs

3/30/2017
Quarterly Reporting Checklist – JCMS programs

Quarterly - Make sure your individual youth data is entered and up to date in JCMS. Please note that you don’t 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.

Quarterly - Complete the three-question narrative in JCMS (see below for walkthrough document). Please complete a narrative even if youth were not served during that quarter.

Annually – Complete program-level annual report (available at the end of each fiscal year)

Welcome to JCMS!

If, at any point, a definition is needed to enter data, please refer to JJI’s webinar or the JCMS Codebook Program Definitions.

To access JCMS go to ncjis.nebraska.gov. You must have a Crime Commission Certificate on your computer to access JCMS. If you have not yet installed your certificate, follow the installation instructions you received with your certificate. If you need a certificate, contact JJI.

Click the “Login” button.
You will be prompted to select a certificate from the list of certificates you have on your computer – you may only have one, you may have more than one. If you report for multiple counties make sure you are picking the correct certificate. You will need to click on the certificate you intend to use.
A new window will pop up to ask for a password to allow the certificate. This is the password that you created when you installed your new certificate (step 18 in the install process). Click allow when you have entered your password.
Enter your website password. This is not the import password you received with your certificate. It is the random number/letter/symbol password you received at the same time as your certificate. *Passwords must be changed every 90 days. If you have been using JCMS for more than 90 days your password may be different from the one you initially received*

Click on JCMS in the middle column of the NCJIS home page.

**Data entry in JCMS**

In order to start data entry for a new youth, please click on “New Client.”
After clicking on the “New Client” button, a screen will pop up that asks for all the demographic information about the youth. All required sections are highlighted. The “Case Type” dropdown menu will show eligible programs by certificates. Be sure to choose the correct program for each youth, then click the “Save” button. This will create the intake and program screens for this program type.

After you have successfully saved your information, the screen for data entry will appear. Here we want to fill out as many of the fields as possible. When filling out “Referral Date” and “Enrollment Date,” please keep in mind these two dates can be the same. If there are notes you wish to keep about a specific case, please write them in the “Narrative” section. All work is saved automatically.
To add the information for the program, click on the button “Add Program Information”. This will open the program specific fields to complete.

To record a new, separate program with the youth, click the “Add Program Information” button at the bottom of the program type. Do not create a new youth each time - you can create as many programs on one youth as needed for the duration of the program.

As the time with your youth comes to an end, please be sure to fill out the “Discharge Date” field in the intake section.
If you would like to test the screens and fields in JCMS without entering/altering data for a youth, please create one test youth for your program. Make sure that “JJI” appears in either the first or last name fields so that it can easily be recognized as a test case for data evaluation purposes. These test cases can be deleted at any point.

**Narrative entry in JCMS**

On the top of the page, click on the “Grant Administration” button. This will open up the three-question narrative screen.

Please enter the grant and program information in the boxes at the top. You must select a program type before you will be able to save your narrative. Answer the three questions, then click the button “Submit Narrative”. You will be able to go in and make changes to your narrative until it is certified by your county lead. You will not have to click save when making changes.
Note that all programs within your agency will be able to see all narratives. If you are going back in to make changes, please make sure you are in the correct narrative. The program and grant information will be at the top of each narrative, and the name of the program will be in the darker blue bar above the narrative.
Describe activities that have taken place during the reporting period which are specific only to the grant and matching funds. (This information provided should not be a listing of the day to day duties or job responsibilities. Provide a summary of the program activities and accomplishments that have taken place during the quarter. Information about coordination with other agencies; training attended or provided; anecdotal information; any stories that illustrate success of the project, etc.)

Yes

Describe any issues you have encountered in reporting individual-level youth data.

No

Explain any problems encountered and how they were addressed. Provide an explanation of the proposed solution, and the timetable for completion. (Problems encountered may include community or program issues; difficulties with coordination and planning; need for program modification; other issues arising that impact the program.)

Yes and No

Once the county lead certifies the report, you will not be able to make any changes. You will still be able to see the narrative. The boxes will be blue, the font grayed out, and it will say the date it was certified in the darker blue bar.
To return to the JCMS home page to enter youth data, click on the “Case Management” button at the top of the Grant Administration page.