ATD PROGRAMS
4TH QUARTER REPORTING (FY 15/16)

KEY REMINDERS

1. 4th quarter reports are due Friday, July 15, 2016. Reports should cover any program activity between April 1, 2016 and June 30, 2016. ATDs include reporting center, shelter, electronic monitoring, and tracker programs.

2. Sign into JCMS to enter individual-level ATD data.

3. Complete “narrative only” spreadsheet and upload via JCMS.

4. NEW FOR 4TH QUARTER ONLY - Complete program-level survey here: https://ssp.qualtrics.com/SE/?S1D=SV_1NWc7We5ujZdXDF
   • The program-level survey is completed annually during 4th quarter reporting.
   • The survey must be completed once for each funded program.
   • You do not need a certificate to access/complete the survey, and the person who completes the survey does not have to be the same one who completes the individual-level data entry.

JCMS WALKTHROUGH

STEP ONE
To enter individual-level data, access JCMS at ncjis.nebraska.gov

You must have a Crime Commission certificate installed on your computer to access JCMS.

If you have not yet installed your certificate, follow the installation instructions you received from the Crime Commission.

If you need a certificate, contact JJI.
STEP TWO
Enter your website password. This is not "ncjis." It is the random number/letter/symbol password you received directly from the Crime Commission.

If you get a "403-Forbidden: Access is denied" error, the certificate isn't installed correctly. Follow the certificate installation instructions you received from the Crime Commission.

You can also try the following:
• Use Internet Explorer as your browser.
• Clear your cache under Internet Settings/Options.

If you get an "Access Forbidden" message, double check you are using the correct password.
STEP THREE
Click on JCMS in the middle column of the NCJIS home page.

If you do not reach this page, make sure your pop-up blocker is turned off and you accept any notices that pop up.

STEP FOUR
The ATD home page gives you the option of adding a “New ATD” case or searching for cases you previously entered.

Enter your data in the ATD screens.
STEP FIVE
After entering your individual-level data, complete your narrative.

Access the “Narrative only” spreadsheet at www.unomaha.edu/college-of-public-affairs-and-community-service/juvenile-justice-institute/files/documents/reporting-spreadsheets/narrative-only2-1q.xlsx

Complete the 3 questions and save the document to your computer.

STEP SIX
To upload the completed narrative, return to the JCMS mentoring screen and click on “Grant Administration.”
STEP SEVEN
On the upload page, select your program type, then browse to the saved narrative file on your computer.

Click on the upload button.

STEP EIGHT
For 4th quarter only, each funded program must complete a program-level survey. Access the survey at https://ssp.qualtrics.com/SE/?SID=SV_1NWc7We5u8jZdXDF

The person who completes the survey does NOT need a Crime Commission certificate and does not need to be the same person who completes the other reporting requirements.

The person who completes the survey should have a good understanding of the program objectives, operations, policies, and accomplishments.