



Getting Ready for JCMS

Cleaning up your CW5 Data

Being Proactive

- **Identify all users in your department and what role they are in Caseworker:**

Example: Probation Officer, Detention Officer, Data Coordinator, Master Administrator, Administrator, CSR Coordinator etc.

- **Identify what access they need to the system:**

Full system access

Read access only

Specialized access

- **Keep a list of your users and their roles.**

This will be helpful when converting your data.

Being Proactive (Continued)

- **Inactivate all users no longer employed in User Profiles.**
- **Inactivate all Department Personnel no longer employed in your codes table.**

NOTE: This will be very important for large to medium size counties.

- Small counties will not have that many users to identify.

CW5 Administration

1. Archive Folders:

The minimum age eligible to be archived is 18. Note: If you supervise TYC parolees you would want to archive at age 21.

2. User Defined Fields:

Identify all user defined fields that are no longer used in your department and inactivate the codes.

CW5 Administration: CODES

- **Identify all codes that are no longer being used and inactivate the codes.**

Example: Attorneys, Courts, Gangs, Programs, Providers etc.

NOTE: It is very important that the code list is updated.

Reports

- Current Fee Status

This report should be current juveniles who have a fee balance. Identify all juveniles that should not be on the list. Once you have identified the juveniles, you will need to write-off or waive the fee balances to get them off the Current Fee Status Report. Run this report and keep it up to date every month. If you have a lot of clean up run it more frequently.

Reports

- CSR Current Status

This report should be current juveniles who have a CSR balance. Identify all juveniles that should not be on the list. Once you have identified the juveniles, you will need to write-off or waive the CSR balances to get them off the CSR Current Status Report.

Run this report and keep it up to date every month. If you have a lot of clean up run it more frequently.

Reports

- Pending Actions List

The Pending Actions List includes all case plans, hearings, programs, and supervisions that are scheduled for review or estimated to terminate during the period specified. If any of these actions is past the estimated review or termination date, it is automatically included on the list. Identify all past due and close out the record.

Questions:

1. When do we need to start the cleanup?

Try to start as soon as you have time. It will be very important to have your data clean and ready to go when we begin the conversion process.

2. Do we still have to run the CFE each month?

Yes, this is also a big part of cleaning up your data.

JCMS Information

More information coming your way...

- JCMS Basic (Caseworker/5 Replacement) is being tested in a live pilot in Dallas and Tarrant County.
- Both counties have gone thru the JCMS Basic Training.
- The JCMS Basic Training Guides have been completed.

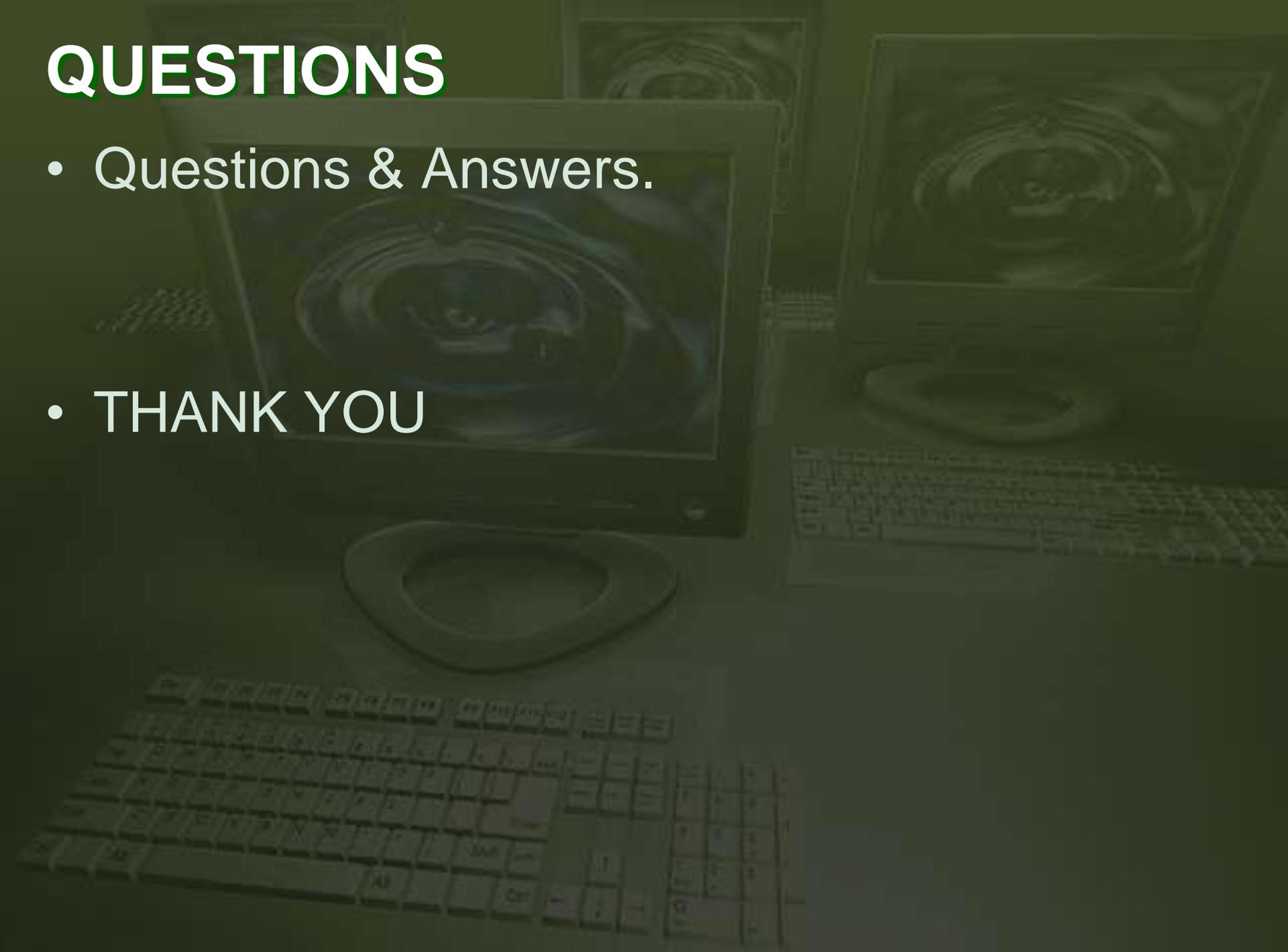
More JCMS Information

- Dallas and Tarrant Counties have a target date of implementing JCMS Basic by January 2011.
- The plan to rollout JCMS to other counties will begin in 2011.
- TJPC has had 11 counties participate in a preview (hands-on training) for JCMS this week.

Computer Equipment

- **What equipment will I need for JCMS?**
- TJPC made funds available to many small and midsize departments to upgrade older equipment during August 2010.
 - Most departments seem well prepared from a hardware standpoint.
- Other considerations
 - High Speed Internet
 - Scanner (Optional)
 - Digital Camera (Optional)

QUESTIONS



- Questions & Answers.

- THANK YOU