

The background is a collage of four quadrants. The top-left quadrant shows a stack of papers with a blue tint. The top-right quadrant shows a clock face with a purple tint. The bottom-left quadrant shows a stack of papers with a green tint. The bottom-right quadrant shows a clock face with a yellow and orange tint.

# JCMS Implementation Checklist For:

Caseworker/5 Counties

# Getting Ready For JCMS Implementation

## CW5 Administration:

- Archive Folders: The minimum age eligible to be archived is 18.

Note: If you supervise TYC parolees you would want to archive at age 19.

- Identify all user defined fields that are no longer used in your department and inactivate the codes.
- Create a list of all user defined fields that need to be kept.
- Update your codes list in CW5: Codes that are no longer being used need to be inactivated.



# What Reports Need To Be Run And Cleaned Up?

- *Current Fee Status*: This report should be current juveniles who have a balance.
- *CSR Current Status*: This report should be current juveniles who have a CSR balance.
- *Pending Actions List*: Identify all past due records and close them out.
- *Comprehensive Folder Edit Report (CFE)*: This report is run before submitting your monthly extract. Clean-up all errors and warnings.
- *Need to Pay Victim*: If your department disburses or keeps track of disbursements to the victim in CW5, you need to make sure all victims on list are current. This report needs to be cleaned up before conversion.
- **NOTE: Only active cases need to be cleaned up.**

# Important Change:

- Hourly Income will not be converted to JCMS. From this point forward do not use hourly income in CW5.
- Hourly Income is used on the Child Tab: Financial and Employment screens.





# JCMS Users & Security Roles

- All active and inactive users in CW5 will need to be set up. This includes Officers, Attorneys, Judges, and anyone who has received/posted payments.
- Identify all users in CW5 and their role.
- In JCMS Users will be set up by roles: (Example: Probation Officer, Fees Clerk, Administrators).

**IMPORTANT:** JCMS does not have Read Only roles.

# JCMS Disposition Mapping To DPS Disposition Codes

- Review all Dispositions in CW5 and inactivate duplicate codes.
- A spreadsheet will be sent to counties with their CW5 dispositions mapped to DPS dispositions.
- This spreadsheet will need to be reviewed and submitted back with any updates or changes. We will work with counties on this task.



# Demonstration

JCMS Mapping Tool  
Mapping your CW5 data to JCMS

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**THANK YOU!!!**

