

IL ROSC FY27 Deliverables & Updates Checklist

ROSC Coalitions:

Deliverable/Milestone	Due Date	Related Notes	Method of Submission*	Completed
General Contact Information Form – Lead Agency	07/30/2026	A link to this form will be provided to you at the beginning of your grant cycle.	https://www.coalitionssupport.org/statewideroscil/statewide-rosc-intake-form	
Updated Membership Roster	07/30/2026	Template in excel format provided by IDHS/DBHR due within the first 30 days of contract.	ROSC HUB	
July 2026 ROSC Council Meeting Minutes	08/15/2026	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	
FY27 Community Survey Template	08/30/2026	Template provided by IDHS/DBHR (Must be approved by IDHS-DBHR via email before distribution)	ROSC HUB	
August 2026 ROSC Council Meeting Minutes	09/15/2026	Submit the Monthly ROSC Council Meeting Minutes in PDF format, including the meeting attendance list	ROSC HUB	
September 2026 ROSC Council Meeting Minutes	10/15/2026	Submit the Monthly ROSC Council Meeting Minutes in PDF format, including the meeting attendance list	ROSC HUB	
Q1 FY27 Quarterly ROSC Report	10/15/2026	Template provided by IDHS/DBHR - All sections to be completed on template.	ROSC HUB	
Quarterly Periodic Performance Report (PPR)	10/30/2026	Template provided by IDHS/DBHR 1st Quarter (July–September) PPR completed. Meeting minutes, updated membership roster, survey template included with quarterly ROSC report. Also, review the GSU website and ensure all information is current and accurate	ROSC HUB	
FY27 Community Resource List	10/30/2026	A complete list of all social services and other community resources in the ROSC council coverage area. The list shall be broken out by sectors of	ROSC HUB	

		resources including addresses, phone numbers, hours of operation, website, and brief description of service/resource offerings for each item. Updates will include new services, changes in provider information, identification of service gaps, and continued highlighting of all SUD/MH resources, including licensed SUD prevention and treatment services, and highlighting MAR services; peer recovery support services; harm reduction services; the location of recovery residences and other housing providers; healthcare; community assets (e.g., parks, libraries, or other public amenities), and legal services.		
October 2026 ROSC Council Meeting Minutes	11/15/2026	Submit the Monthly ROSC Council Meeting Minutes in PDF format, including the meeting attendance list	ROSC HUB	
November 2026 ROSC Council Meeting Minutes	12/15/2026	Submit the Monthly ROSC Council Meeting Minutes in PDF format, including the meeting attendance list	ROSC HUB	
Survey Raw Data	12/30/2026	Submit Excel Template to IDHS/DBHR	ROSC HUB	
December 2026 ROSC Council Meeting Minutes	01/15/2027	Submit the Monthly ROSC Council Meeting Minutes in PDF format, including the meeting attendance list	ROSC HUB	
Q2 FY27 Quarterly Report	01/15/2027	Template provided by IDHS/DBHR - All sections to be completed on template.	ROSC HUB	
Strategic Plan	01/30/2027	Addressing the gaps outlined in the community needs assessment. The communication/outreach plan efforts should also be included in the strategic plan. It should incorporate demographic, population, and overdose data from the area. The strategic	ROSC HUB	

		plan should outline the ROSC council goals, objectives, and activities based on the needs assessment, ensuring they align with achievable milestones within each state fiscal year. This plan will manage decision making and resource allocation to ensure the ROSC council is working towards a desired outcome.		
Quarterly Periodic Performance Report (PPR)	01/30/2027	Template provided by IDHS/DBHR 2nd Quarter (Oct–Dec) PPR completed. Resource list, meeting minutes, raw data, and Strategic Plan included with quarterly report. GSU website reviewed to ensure information is current and up to date.	ROSC HUB	
January 2027 ROSC Council Meeting Minutes	02/15/2027	Submit the Monthly ROSC Council Meeting Minutes in PDF format, including the meeting attendance list	ROSC HUB	
February 2027 ROSC Council Meeting Minutes	03/15/2027	Submit the Monthly ROSC Council Meeting Minutes in PDF format, including the meeting attendance list	ROSC HUB	
March 2027 ROSC Council Meeting Minutes	04/15/2027	Submit the Monthly ROSC Council Meeting Minutes in PDF format, including the meeting attendance list	ROSC HUB	
Q3 FY27 Quarterly Report	04/15/2027	Template provided by IDHS/DBHR - All sections to be completed on template.	ROSC HUB	
Quarterly Periodic Performance Report (PPR)	04/30/2027	Template provided by IDHS/DBHR 3rd Quarter (Jan–Mar) PPR completed. Meeting minutes included with the quarterly report. GSU website reviewed to ensure information is current and up to date.	ROSC HUB	
April 2027 ROSC Council Meeting Minutes	05/15/2027	Submit the Monthly ROSC Council Meeting Minutes in PDF format, including the meeting attendance list	ROSC HUB	

May 2027 ROSC Council Meeting Minutes	06/15/2027	Submit the Monthly ROSC Council Meeting Minutes in PDF format, including the meeting attendance list	ROSC HUB	
FY27 Impact Report	06/30/2027	Report system-level community changes and related milestones that support long-term impact. Utilize ROSC Scorecard data to document progress and outcomes.	ROSC HUB	
June 2027 ROSC Council Meeting Minutes	07/15/2027	Submit the Monthly ROSC Council Meeting Minutes in PDF format, including the meeting attendance list	ROSC HUB	
Q4 FY27 Quarterly Report	07/15/2027	Template provided by IDHS/DBHR - All sections to be completed on template.	ROSC HUB	
Quarterly Periodic Performance Report (PPR)	07/30/2027	Template provided by IDHS/DBHR 4th Quarter (Apr–Jun) PPR completed. Meeting minutes and impact report included with the quarterly report. GSU website reviewed to ensure information is current and up to date.	ROSC HUB	
Closeout Report	07/30/2027	Provided by IDHS-DBHR	Staci Ashmore (Staci.Ashmore@illinois.gov), Johanna Gonzalez (Johanna.Gonzalez@illinois.gov), Kim Srinier (Kimberly.Srinier@illinois.gov), and DHS.DBHR.SUDVouchers@illinois.gov	
Other Updates & Performance Measures				
Monthly Expenditures Payment Voucher	Ongoing - <i>monthly</i>	Due by 15 th of the month for preceding month.	Staci Ashmore (Staci.Ashmore@illinois.gov), Johanna Gonzalez (Johanna.Gonzalez@illinois.gov), Kim Srinier (Kimberly.Srinier@illinois.gov), and DHS.DBHR.SUDVouchers@illinois.gov	
Periodic Financial Reports (PFR)	Ongoing - <i>quarterly</i>	Due by 15 th of the month for preceding quarter. Email subject line stating: PFR, the Reporting Quarter, and Provider Organization Name.	Staci Ashmore (Staci.Ashmore@illinois.gov), Johanna Gonzalez (Johanna.Gonzalez@illinois.gov), Kim Srinier	

			(Kimberly.Sriner@illinois.gov), and DHS.DBHR.SUDVouchers@illinois.gov	
Participate in Statewide ROSC Collaboration Meetings	Ongoing – <i>monthly meetings</i> Required	Calls with SRLC and other ROSC councils. (<i>Highly encouraged to turn cameras on and be fully engaged</i>) See email calendar for dates.	Statewide ROSC Fy 2027 Planning calendar	
ROSC Lunch chats, ROSC Supervisor lunch chats, ROSC Workshops, Knowledge Share mtgs: <i>All encouraged, not required</i>	Ongoing- <i>Offerings happening monthly</i>	Opportunities to connect and learn with other ROSC councils. (<i>Highly encouraged to turn on cameras and participate</i>). See email calendar for dates.	Statewide ROSC Fy 2027 Planning calendar	
Participate in required trainings via LMS-Learning Management System	Ongoing - Trainings Required	To register for an LMS account, use the ROSC communication form link on at www.statewideroscil.org . All ROSC Council staff must complete required Learning Management System (LMS) trainings following timelines outlined by the Statewide ROSC Leadership Center (SRLC) and DBHR. New ROSC staff will be required to complete trainings within the first 90 days. Established staff will need to complete a minimum of four LMS trainings by the end of the fiscal year.	https://www.coalitionssupport.org/statewideroscil/statewide-rosc-intake-form	
Participate in Regional ROSC Meetings	Ongoing – <i>monthly meetings</i> Required	Must actively engage and fully participate. (<i>Highly encouraged to turn cameras on</i>) Dates provided by Regional TA.	https://www.coalitionssupport.org/statewideroscil/statewide-rosc-intake-form	
Report ROSC Grant staffing changes	Ongoing – <i>monthly</i>	All changes to ROSC grant staffing from what is entered into the budget must be communicated to DBHR within 30 days.	Email Staci Ashmore (Staci.Ashmore@illinois.gov), Johanna Gonzalez (Johanna.Gonzalez@illinois.gov) Grantee Personnel Change Form.	

***ROSC HUB-** GSU/Statewide ROSC TA/IDHS-DBHR will all have access to FY27 folders, and each ROSC will have access to their own folder to upload and to view submissions.

Recovery Oriented Systems of Care

Definition:

A Recovery Oriented Systems of Care (ROSC) is a coordinated network of community-based services and supports that is person centered and builds on the strengths and resilience of individuals, families, and communities to experience recovery and improved health, wellness, and quality of life for those with or at risk of substance use and/or co-occurring conditions. The central focus of ROSC is to create an infrastructure, or "systems of care", with the resources to effectively address the full range of substance use and/or co-occurring disorders within communities.

Stakeholders:

ROSC councils collaborate with a diverse set of stakeholders to promote recovery in the entire community. Stakeholders should include, but are not limited to members of the following: individuals that live in the community, local hospital systems, primary care, mental health providers, law enforcement, states attorneys, drug courts, public defenders, Centers for Community Engagement, landlords, local business owner(s), local and state government representatives and policymakers, People with Lived Experience (PLEs), SUD prevention providers, SUD intervention providers (such as recovery homes), SUD treatment providers, SUD peer Recovery Support Services (RSS) provider(s), harm reduction provider(s), and others. It is encouraged for the ROSC council to collaborate with existing Recovery Community Organizations (RCOs) and if there are not any in their area, explore ways to develop an RCO. It is also encouraged for ROSC council to collaborate with existing coalitions who are doing similar community work.

Successful ROSC councils will:

1. Identify and address 2-3 key challenges within their communities that can be tackled during the three-year grant period, and track progress towards their established SMART goals and overall community impact. SMART goals are objectives that are Specific, Measurable, Achievable, Related, and Time bound.
2. Align their identified challenges with the broader goals of the Illinois ROSC council.
3. Adopt a strategic, data driven approach, which includes mapping resources, assessing needs, promoting empowerment, and expanding access to a wide range of prevention, treatment, and support services.

The goals of each Illinois ROSC Council will include:

1. Reducing stigma
2. Promoting Medication Assistance Recovery and other evidence-based practices
3. Promoting harm reduction
4. Ensuring effective service delivery
5. Prioritizing equity

Performance Measures

As part of the foregoing reporting requirements outlined in Exhibit B, Provider shall specifically include the following Performance Measures in its Quarterly Periodic Performance Reports (PPRs) submitted to DBHR:

1. ROSC Council website must be updated by the last day of each month via ROSC Hub to ensure the meeting and event calendar, meeting minutes, and contact information remain current.
2. ROSC council will hold monthly ROSC council meetings throughout the fiscal year. Each meeting will include, at a minimum, a representative from the Lead Agency. Monthly meeting minutes with attendance included will be submitted to ROSC HUB by the 15th of the following month. ROSC council events or trainings do not take the place of meetings, and it is expected that the lead agency have policies in place regarding facilitation of meetings if the main facilitator is unavailable.
3. The Monthly Expenditures Payment Voucher is due the 15th of each month for the preceding month's expenses. The monthly voucher template will be provided to the grantee at the beginning of the fiscal year after the grant agreement is signed and returned.
4. ROSC council will submit a quarterly ROSC council report which will include progress towards their established SMART goals and objectives by the 15th of the month following the end of the quarter. A template will be provided by IDHS/DBHR before the first quarter's report is due.
5. At least one ROSC staff must actively engage and fully participate in all required meetings hosted by the Statewide ROSC Leadership Center (SRLC), including Learning Collaborative meetings, Regional Technical Assistance (TA) meetings, and any additional meetings required by IDHS/DBHR. Please note that one to two of the learning collaborative meetings may be held in person each year. Each ROSC Council may send two to four representatives to attend the in-person meetings.
6. All ROSC Council staff must complete required Learning Management System (LMS) trainings following timelines outlined by the Statewide ROSC Leadership Center (SRLC) and DBHR. New ROSC staff will be required to complete trainings within the first 90 days.
7. All changes to ROSC grant staffing from what is entered in the budget must be communicated to DBHR within 30 days.
8. Periodic Performance Reports (PPR) will be due the 30th of the month for the preceding quarter. Four quarterly reports must be completed. The PPR template will be provided by to the grantee before the first quarter's report is due.