

ROSC HUB FY27

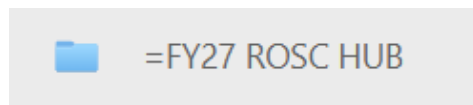
The ROSC HUB is a centralized location for uploading documents related to ROSC deliverables.

It is housed within the IDHS/DBHR Microsoft Teams platform.

Effective July 15, 2024 (FY25), we launched a new document submission process to streamline the uploading of deliverables. This new system reduces the need to send emails to multiple people and locations.

For FY27, the ROSC HUB will include individual folders for all ROSC Councils. The following groups will have access to the FY27 ROSC HUB:

- Statewide ROSC Leadership Center to provide technical assistance.
- Governors State University (GSU) to upload materials to the [GSU ROSC website](#)
- IDHS/DBHR to review completed deliverables.



ROSC > =FY27 ROSC HUB

 Name ▾	Modified ▾	Modified By ▾
 BBC ROSC	June 4	Gonzalez, Johanna
 Bond ROSC	June 4	Gonzalez, Johanna
 Clark ROSC	June 4	Gonzalez, Johanna
 Clinton ROSC	June 4	Gonzalez, Johanna

Each individual folder will be named according to the standard naming convention we want all ROSC Councils to follow when uploading documents.

We are no longer using acronyms for ROSC Councils. To make identification easier, we have created a list of approved names that should be used for uploading purposes only. Please refer to the last two pages of this document for the full list.

Each ROSC Council will receive two folder access links. For example, BBC ROSC will be sent two links to access its designated folder.



You will receive two links from Johanna Gonzalez via email:

Upload Link – This link allows you to upload the following documents:

- **Deliverables** (e.g., Initial Membership Roster, Survey Template/Raw Data, Strategic Plan)
- **MISC** (e.g., meeting minutes, event flyers, newsletters)
- **DBHR Folder** (e.g., Quarterly Reports, PPRs, Raw Data, Close-Out Forms)

View-Only Link – This link allows you to view all documents that have been uploaded to your ROSC folder.

When you receive the initial email, the two links will appear similar to this:

Upload Link

[External] Re: Gonzalez, Johanna is requesting files from you



To  Gonzalez, Johanna;  Sriner, Kimberly

Signed By There are problems with the signature. Click the signature button for details.

Mon 5/13/2024 11:10 AM



 If there are problems with how this message is displayed, click here to view it in a web browser.

Phish Alert
 Get more add-ins



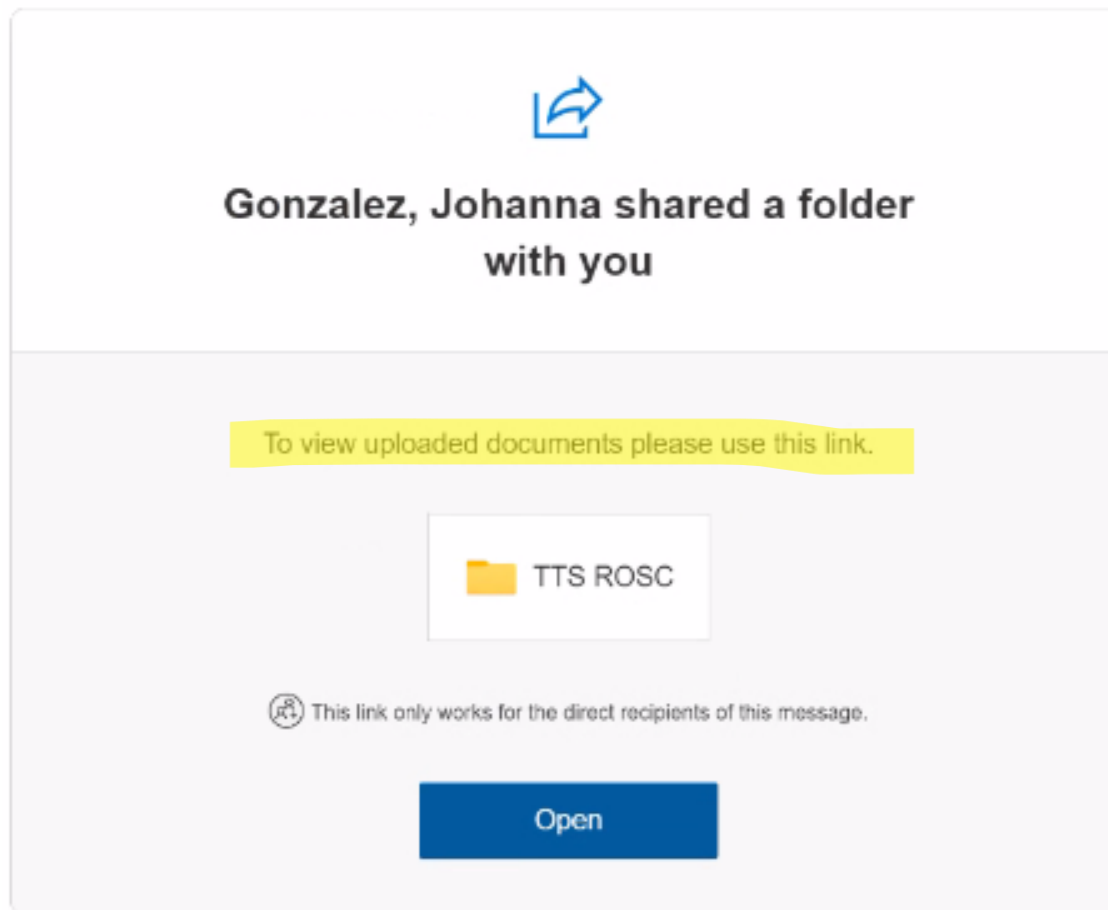
Gonzalez, Johanna sent you a request for
"Deliverable Submissions" with this message:

You should be able to submit documents via this link. Please let me know if this works.

Upload Files

You can upload files to OneDrive so Gonzalez, can see them, even if you don't have a OneDrive account. Only Gonzalez, can access these files unless Gonzalez, shares them. [Learn more](#)

View-Only Link



When you submit your items, the ROSC Hub will apply a date and time stamp upon receipt. This process helps reduce missed or duplicate emails and ensures better tracking. Each ROSC will be able to see the status and location of their submitted documents.

- If documents are located outside the three main folders, they have not been handled by Johanna Gonzalez/DBHR or Karen Keil/GSU.
- If documents have been moved into a subfolder but are not in the "Posted to GSU" folder, then Karen Keil has not yet uploaded them to the GSU website.
- If documents are in the "Posted to GSU" folder, they have already been tracked, reviewed, and posted to the GSU website.
- For questions related to the ROSC GSU website, please email: roscouncildocs@gmail.com

ROSC > =FY27 ROSC HUB > **BBC ROSC**

 Name ▾
 DBHR Folder
 Deliverables
 MISC

ROSC > =FY27 ROSC HUB > BBC ROSC > **Deliverables**

 Name ▾
 Posted to GSU

ROSC Councils do not need to sort documents into the correct folders. Johanna Gonzalez will track and move submitted documents into one of the three designated folders. Once documents are reviewed and uploaded to the GSU ROSC website, Karen Keil from GSU will move them into the "Posted to GSU" folder.

Submission Process

To upload your documents, click on the “Upload Files” link.

Once uploaded, your documents will first appear outside of the three designated subfolders, as shown in the example below.

This is expected — documents will be sorted into the appropriate subfolders by Johanna Gonzalez after submission.

DS DHS.SUPR Infrastructure Planning and Development

Share Copy link Download Integrate

Documents > ROSC > =FY25 > TTS ROSC

Name	Modified	Modified By
Deliverables	June 7	Gonzalez, Johanna
MISC	June 7	Gonzalez, Johanna
SUPR Reports	June 7	Gonzalez, Johanna
TTS_ROSC_Monthly ROSC Report July 25.pdf	About an hour ago	Guest Contributor
TTS_ROSC_ROSC Membership Report FY25....	About a minute ago	Guest Contributor

Uploading Instructions

When you click “Upload Files,” you will be prompted to enter a First Name and Last Name.

This is where you must enter the names assigned to your ROSC Council. **Do NOT enter your personal name when uploading documents.**

***Please refer to the last two pages of this document for the correct name to use for your ROSC’s “first” and “last” name.**

Important Notes:

Save your documents to your computer without including your ROSC name in the filename (e.g., July Meeting Minutes).

Your documents will be automatically labeled based on the ROSC name you enter in the First and Last Name fields, so they will display correctly after uploading.

File Naming Examples (for saving on your computer):

To avoid duplicate or inconsistent naming, please use the format shown below:

- Initial Membership Roster FY27
- July Meeting Minutes FY27
- Community Survey Template FY27
- Q1 FY27 Quarterly ROSC Report
- Q1 Periodic Performance Report FY27
- FY27 Community Resource List
- FY27 Strategic Plan
- Survey Raw Data FY27
- Close Out Report FY27

A member of "DHS.SUPR Infrastructure Planning and Development" is requesting files for:

Deliverables

Monthly ROSC Report July 25.pdf



+ [Add more files](#)

Total 1 file 35.2 KB

First name *

TTS

Last name *

ROSC

Upload

Once you are done uploading it will display this:



Finished uploading

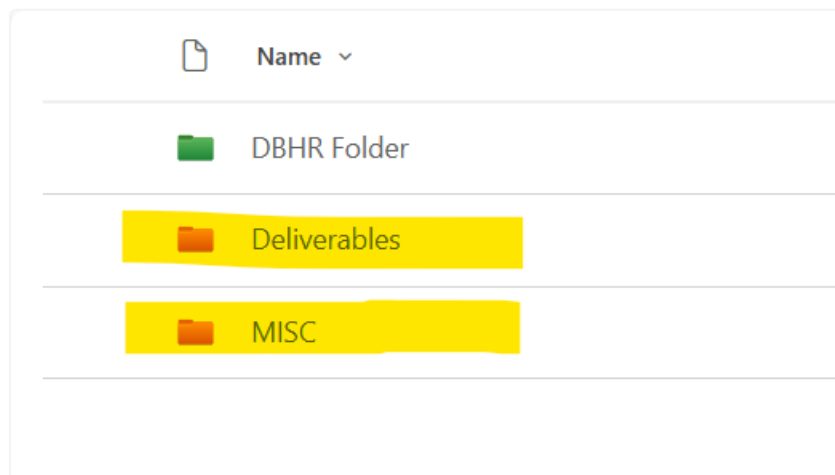
We'll let them know that you uploaded files.

Upload more

Next, Johanna Gonzalez (IDHS/DBHR) will track your submitted items and place them into one of the three designated subfolders.

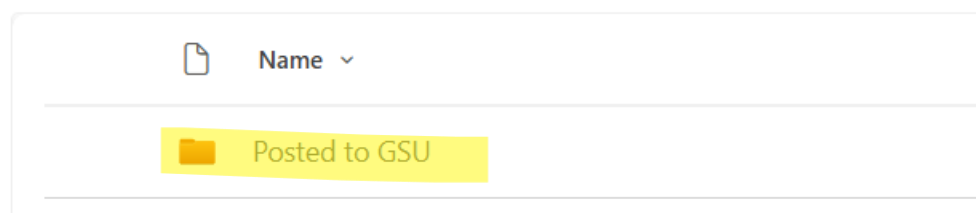
After that, Karen Keil (GSU) will begin uploading documents found in the Deliverables and MISC subfolders to the GSU website.

ROSC > =FY27 ROSC HUB > BBC ROSC

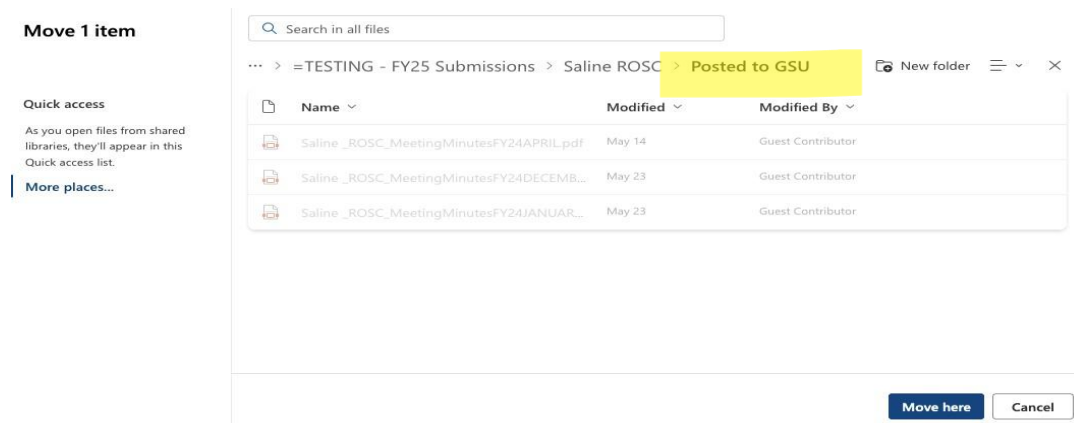


Once Karen Keil is done uploading information to GSU's ROSC website she will then move items into "Posted to GSU" subfolder

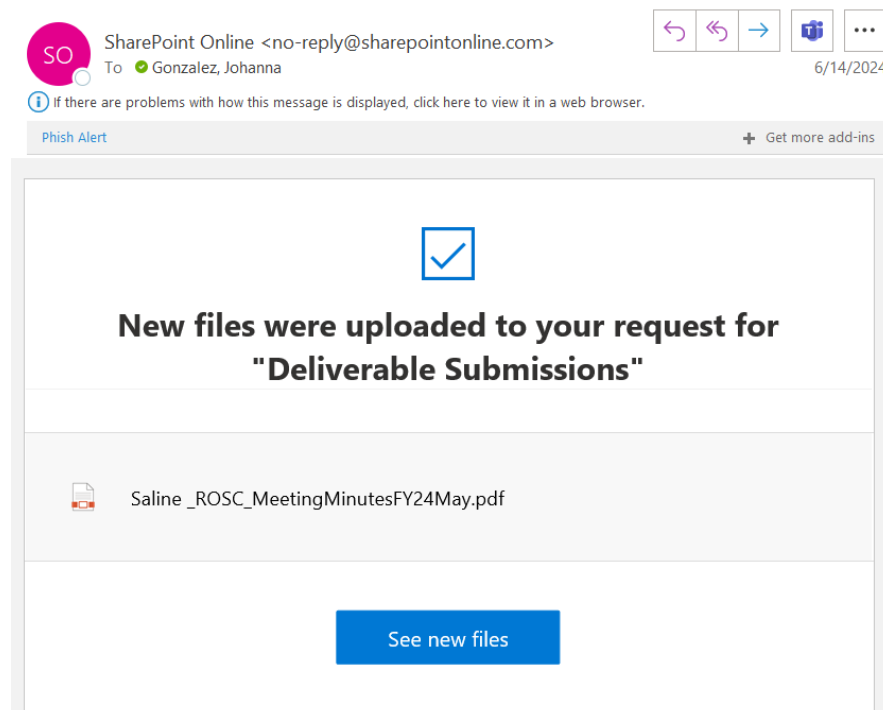
ROSC > =FY27 ROSC HUB > BBC ROSC > Deliverables



Note the documents will be moved to the Posted to GSU folder.



Johanna Gonzalez will automatically receive a notification email whenever a document is uploaded to any individual folder, so there is no need to email Johanna separately to confirm receipt of your documents. Confirmation email example:



Troubleshooting Tips:

Please ALWAYS use the links provided to you when uploading or viewing documents.

If you need the links resent, email Johanna.Gonzalez@illinois.gov.

When you first try to upload documents, you'll be prompted to enter your email address. An access code will be sent to that email—please check your SPAM or Junk folder and mark the email as NOT SPAM if needed.

Important:

- Do not close your browser after requesting the code.
- Open a new browser window or tab to check your email and retrieve the access code.
- Return to the original browser window where the code is requested and copy and paste the access code.
- You will need to enter the email address that has access to the folder.

Verify Your Identity

You've received a secure link to:

TTS ROSC

To open this secure link, we'll need you to enter the email that this item was shared to.

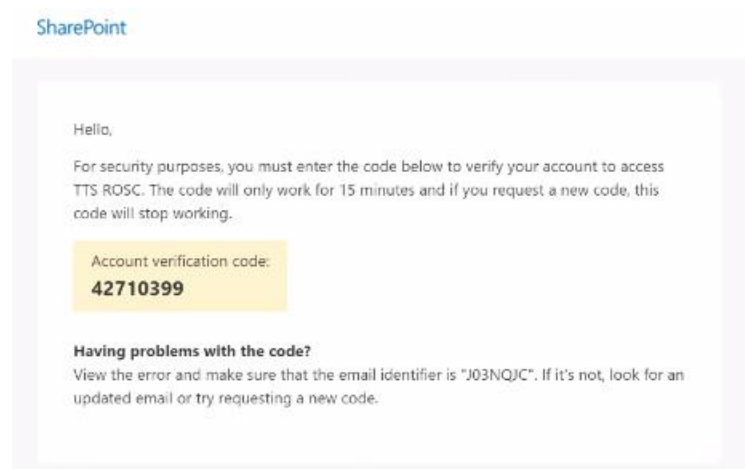
ⓘ

Next

By clicking Next you allow State of Illinois to use your email address in accordance with their privacy statement. State of Illinois has not provided links to their terms for you to review.

Note: The code shown below is a sample only — it is not the actual code you will enter. Each person will receive a unique verification code when accessing their folder.

Important: If you receive a code request but did not attempt to access your folder, it may indicate that someone else is trying to access it.

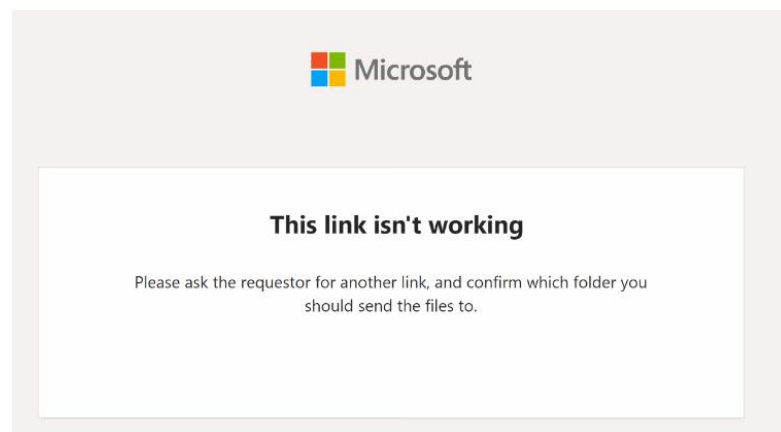


When you click your deliverable upload link, make sure you sign out completely from any other Microsoft accounts you may be signed into.

If you have multiple Microsoft accounts, you may need to sign out of the others before using the upload link.

If it doesn't work the first time, try this:

- Click your profile icon in the upper right corner.
- Select Sign out.
- Then, click the upload link again — it should work.



If someone from your agency is no longer working there and needs to be removed, please notify Johanna Gonzalez, who will manage folder access.

Once access is removed, that person will see a message like this if they try to access the folder:

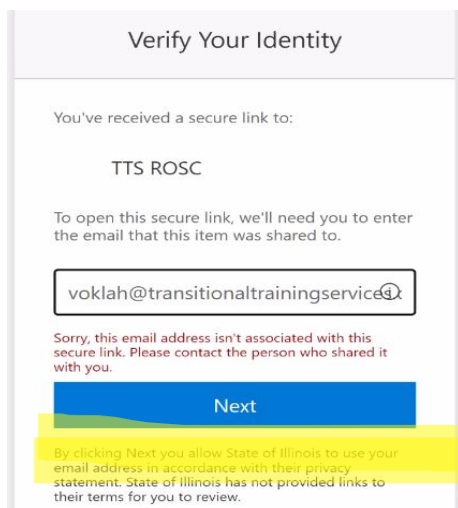
This link has been removed.

Sorry, access to this document has been removed. Please contact the person who shared it with you.

TECHNICAL DETAILS

GO BACK TO SITE

If you try to access the folder using an email that is not registered, you will see a message like this. Similarly, if you enter the wrong email or someone else attempts to use their email, they will receive the same message.



Verify Your Identity

You've received a secure link to:

TTS ROSC

To open this secure link, we'll need you to enter the email that this item was shared to.

Sorry, this email address isn't associated with this secure link. Please contact the person who shared it with you.

Next

By clicking Next you allow State of Illinois to use your email address in accordance with their privacy statement. State of Illinois has not provided links to their terms for you to review.

Please do not share your access by giving others your email to log in.

If multiple people in your organization need access, please email Johanna Gonzalez at johanna.gonzalez@illinois.gov. She will grant access to additional individuals working on the ROSC grant.

When prompted to enter a First Name and Last Name, please use the names from the provided list on the next two pages.

Brighter Behavior Choices	BBC ROSC
Chestnut Health Systems, Inc. (Bond)	Bond ROSC
Central East Alcoholism and Drug Council (Clark)	Clark ROSC
Chestnut Health Systems, Inc. (Clinton)	Clinton ROSC
Central East Alcoholism and Drug Council (Coles)	Coles ROSC
ComWell	Comwell ROSC
Chicago Recovering Community Coalition (CRCC)	CRCC ROSC
Central East Alcoholism and Drug Council (Cumberland)	Cumberland ROSC
Piatt County Mental Health Center (Dewitt)	Dewitt ROSC
Central East Alcoholism and Drug Council (Douglas)	Douglas ROSC
Serenity House (DuPage)	DuPage ROSC
EDDR Foundation (Cook)	EDDR ROSC
Central East Alcoholism and Drug Council (Edgar)	Edgar ROSC
Central East Alcoholism and Drug Council (Effingham)	Effingham ROSC
Chestnut Health Systems, Inc. (Ford)	Ford ROSC
Take Action Today (Franklin/Williamson)	Franklin Williamson ROSC
County of Greene	Greene Scott ROSC
HeartLife Ministries Inc. (Grundy)	Grundy ROSC
Arrowleaf (Pope/Hardin)	Hardin Pope ROSC
Take Action Today (Jackson/Perry)	Jackson Perry ROSC
Jersey County Health Dept	Jersey ROSC
Serenity House (Kane)	Kane ROSC
HeartLife Ministries Inc. (Kankakee)	Kankakee ROSC
Kates Community Initiatives dba Kates Detective and Security Academy	Kates ROSC
Bridgeway Inc (WCIR)	Knox ROSC

Kenneth Young Center (CPYD)	KYC ROSC
Sauk Valley Voices of Recovery (Lee/Whiteside)	Lee Whiteside ROSC
Chestnut Health Systems, Inc. (Livingston)	Livingston ROSC
Chestnut Health Systems, Inc. (Logan/Mason)	Logan Mason ROSC
Lights of Zion Bible Church	LOZ ROSC
Macoupin County Public Health Department	Macoupin ROSC
Chestnut Health Systems, Inc. (Madison)	Madison ROSC
Massac County Drug Awareness Coalition	Massac ROSC
Chestnut Health Systems, Inc. (CMLC)	McLean ROSC
Central East Alcoholism and Drug Council (Moultrie)	Moultrie ROSC
Sauk Valley Voices of Recovery (Ogle/DeKalb)	Ogle Dekalb ROSC
Peer Services	Peer Services ROSC
Human Service Center	Peoria ROSC
Egyptian Health Department (Saline/Gallatin)	Saline Gallatin ROSC
Family Guidance Centers, Inc. (Sangamon)	Sangamon ROSC
Central East Alcoholism and Drug Council (Shelby)	Shelby ROSC
Chestnut Health Systems, Inc. (St Clair)	StClair ROSC
Transforming Educating Empowering Children and Humanity (TEECH/FSRI)	TEECH ROSC
Trickster Art Gallery	Trickster Art Gallery ROSC
Transitional Training Services (Cook)	TTS ROSC
Egyptian Health Department (White/Hamilton)	White Hamilton ROSC
HeartLife Ministries Inc. (Will)	Will ROSC

