

# Recovery-Oriented Systems of Care Councils

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## Submitting Website Materials

### 1. Document Format Instructions for Submitting Website Materials

The instructions below will create consistency for all councils at <https://www.govst.edu/ROSC-GSU/ROSCC/ROSC/>. Please read through these instructions and use when creating documents for your ROSC council website. If you have questions about the format, please contact Karen Keil at [RosCouncilDocs@gmail.com](mailto:RosCouncilDocs@gmail.com).

#### a. All Documents:

- All documents except meeting/events and roster should be saved as a PDF.
- Meetings/events and roster are to utilize template provided by SUPR.
- All documents must follow standard naming convention: ROSC council acronym, type of document, month, and year.
  - *For instance, CRCC-Minutes-01-2019.pdf or MERC-StrategicPlan-12-2020.pdf.*
- Submit all documents for posting to Karen Keil at [RosCouncilDocs@gmail.com](mailto:RosCouncilDocs@gmail.com) and CC to [DHS.SUPRROSC@illinois.gov](mailto:DHS.SUPRROSC@illinois.gov).

#### b. Mission Statement

- All ROSCs should submit their mission statement to be posted directly on their ROSC council website.
- This will be at the top of each ROSC council's page under the council's name and graphic.

#### c. Meeting and Events Calendar

- All ROSCs should send a list of upcoming meetings and other events which will follow a template developed by IDHS/SUPR to include title, meeting classification (council meeting, special events, etc) date, time, location (if virtual, include link), and whether it is an open or closed meeting (open to public/closed for members only).
- These will be posted on a calendar on each ROSC council's page.

#### d. Local Resources

- All ROSCs should create a listing of local area resources for each of their represented counties, including substance use services, mental health services, food pantries, housing assistance, domestic violence assistance, etc.

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- These should be updated as needed (i.e., when a new provider opens or another closes) and the newest version will replace the previous version.

### **e. Minutes**

- All ROSCs should submit their meeting minutes monthly.
- Only the previous six months' worth of minutes will be saved on the website (i.e., once January 2021 has been posted, June 2020 will be removed).

### **f. Membership**

- All ROSCs should submit their council roster, which will follow a template developed by IDHS/SUPR to include name, phone number, email address, organization/agency, whether there is an MOU on file, and stakeholder focus (i.e., law enforcement, PLE, mental health provider, institute of higher learning, local business, etc.).
- All ROSCs should also submit their Membership Protocols and MOUs.
- These should be updated when changes arise, and the newest version will replace the previous version.

### **g. Strategic Plan**

- All ROSCs should submit their strategic plan, community outreach plan, communication plan, needs assessment, etc.
- Only current information will be posted (i.e., once FY22's communication plan is posted, FY21 will be removed).

### **h. Events**

- Items in this section are optional, but can include any flyers for upcoming events, trainings, etc. hosted by the ROSC.
- Only the previous six months' worth of events will be saved on the website (i.e., once January 2021 events are posted, June 2020 will be removed).

### **i. Other Resources**

- Items in this section are optional but can include any other information the ROSC would like posted, including newsletters, informational brochures, reading/educational material, FAQs, other links to services, etc. that would not fit in the other categories.

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## j. Contact Information

- All ROSCs should submit the contact information (name, title, phone number, and email address) for their ROSC point of contact.
- If the ROSC has a Facebook page or another website, this information should be submitted as well.
  - i. The Facebook page and/or website should also link back to the ROSC council page.
- This information will be posted on the bottom of each ROSC council's page as well as on the main ROSC council listing page.

## 2. Submitting Documents

- Submit all documents for posting to Karen Keil at [RosCouncilDocs@gmail.com](mailto:RosCouncilDocs@gmail.com) and CC to [DHS.SUPPROSC@illinois.gov](mailto:DHS.SUPPROSC@illinois.gov).
- In the event of emergencies with the website, please contact Karen @ [1karenkeil@gmail.com](mailto:1karenkeil@gmail.com)/815-325-5445 or Cheryl Mejta @ GSU [cmejta@govst.edu](mailto:cmejta@govst.edu)/708-534-4911.
- Send new documents to Karen Keil by the 15<sup>th</sup> of each month.
- Documents will be posted to the site by Karen Keil by the end of each month.
- Facebook pages/external ROSC website should link back to ROSC Council website.