

Recovery-Oriented Systems of Care Councils

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/Recovery-Support/> .

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.

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-05-2023.pdf or MERC-StrategicPlan-FY24-06-2023.pdf.*
- Submit all documents for posting to Karen Keil at RosCouncilDocs@gmail.com and CC to 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.

Recovery-Oriented Systems of Care Councils

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.
- 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 May 2023 has been posted, November 2022 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.
- 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 FY24's communication plan is posted, FY23 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 May 2023 has been posted, November 2022 will be removed).

Recovery-Oriented Systems of Care Councils

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.

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 at the top of each ROSC council's page.

2. Submitting Documents

- Submit all documents for posting to Karen Keil at RosCouncilDocs@gmail.com and CC to DHS.SUPRROSC@illinois.gov.
- In the event of emergencies with the website, please contact Karen @ 1karenkeil@gmail.com/815-325-5445 or Cheryl Mejta @ GSU cmejta@govst.edu/708-534-4911.
- Send new documents to Karen Keil by the 15th 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.