

ROSC HUB

The ROSC HUB is a centralized location for uploading documents related to ROSC deliverables. The ROSC HUB is a folder contained in the IDHS/SUPR Microsoft Teams.

Effective 07/15/2024 FY25 we are launching a new way to upload your deliverables. This should reduce the number of emails sent to multiple people/places.

The Statewide ROSC Leadership Center, Governor State University and IDHS/SUPR will have access to all the ROSC folders for FY25 ROSC HUB. **FY25 ROSC HUB folder will include all 43 ROSC Councils folders.**

 =FY25 ROSC HUB

Each individual folder will be named how we want each ROSC council to name uploaded documents. We are no longer using acronyms for each ROSC Council. Therefore, to easily identify each ROSC we came up with a list of names that should be used for uploading purposes only. Reference last two pages for this list.

Each ROSC Council will have two links sent to them. For example, Alexander Pulaski will receive two links to access this folder.

 Alexander Pulaski

One link will give you **access to upload** your Deliverables (Needs assessment, Strategic Plan, etc.), MISC (Meeting minutes/event flyers/newsletters, etc.), SUPR Reports (Monthly Report and PPRs). The second link will give you **access to view** all those documents uploaded.

When you receive the initial email from Johanna Gonzalez you will receive two links that read like this:

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



Ron Sprong <RSprong@greencountyhd.org>
To: Gonzalez, Johanna; Sriner, Kimberly

Reply Reply All Forward

Mon 5/13/2024 11:10 AM

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

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](#)



Gonzalez, Johanna shared a folder with you

To view uploaded documents please use this link.

TTS ROSC

This link only works for the direct recipients of this message.

Open

When you submit your items, the ROSC Hub will date and time stamp when it was received. This should reduce missed emails and resending emails. This will allow each ROSC to be able to view where their documents are.

ROSC > =FY25 > Alexander Pulaski

 Name ▾
 Deliverables
 MISC
 SUPR Reports

(No worries you do not have to figure out what documents go to what folder. Johanna Gonzalez will be sorting/tracking documents received and placing them in one of the three folders. Karen Keil will be moving them to “Posted to GSU” folder once that is completed)

Submission Process

To upload you will click on the “share files” link. You will be prompted to enter your First Name, Last Name. This is where you will enter the names provided to you. (Please refer to page 11 and page 12 that explains what name to use for your ROSC’s first and last name).

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

Once uploaded they will appear like this if you utilize your view access link. Once you initially upload documents, they will show outside of the three sub-folders as displayed below.

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

Next, Johanna Gonzalez/IDHS-SUPR will track the items and drop them in one of the three sub-folders. From there Karen Keil/GSU will start uploading information that is in these two sub-folders (Deliverables and MISC).

ROSC > =FY25 > Alexander Pulaski

 Name 
 Deliverables
 MISC

Once Karen Keil is done uploading information to GSU website she will then move items to “Posted to GSU” subfolder

ROSC > =FY25 > Alexander Pulaski > Deliverables

 Name 
 Posted to GSU

ROSC > =FY25 > Alexander Pulaski > MISC

 Name ▾

 Posted to GSU

Note the documents will be dropped in the Posted to GSU folder.

Move 1 item

Quick access
As you open files from shared libraries, they'll appear in this Quick access list.
[More places...](#)

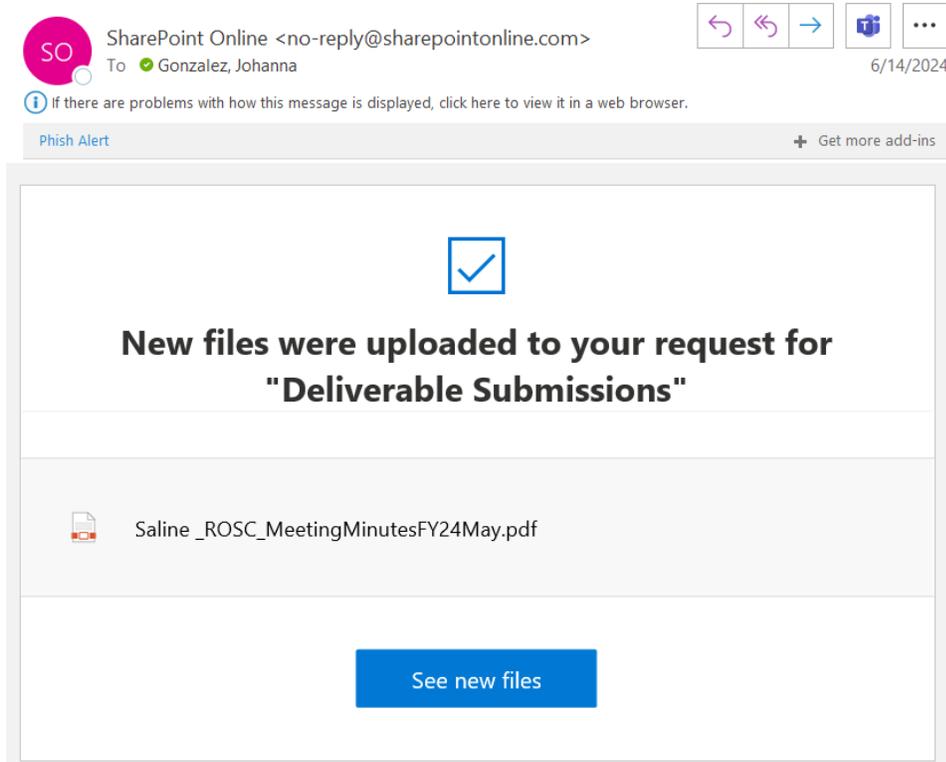
Search in all files

... > =TESTING - FY25 Submissions > Saline ROSC > **Posted to GSU**  New folder  ▾  ×

 Name ▾	Modified ▾	Modified By ▾
 Saline_ROSC_MeetingMinutesFY24APRIL.pdf	May 14	Guest Contributor
 Saline_ROSC_MeetingMinutesFY24DECEMB...	May 23	Guest Contributor
 Saline_ROSC_MeetingMinutesFY24JANUAR...	May 23	Guest Contributor

Move here **Cancel**

Johanna Gonzalez will receive a notice when a document is uploaded in any individual folder. It will send her an email that reads like this:



Troubleshooting Tips:

Please **ALWAYS** refer to the links provided to you when uploading or viewing information. If you need these links resent to you, please email Johanna.Gonzalez@illinois.gov and links will be resent to you.

When you initially try to upload documents, it will ask for you to enter your email and it will send your email an access code. **(Please make sure you look for an email in your SPAM/Junk folder and mark as NOT SPAM)**

Without closing the browser just open a new browser to retract that access code. Click back to the browser where it is asking for the code and copy and paste.

You will be asked to enter the email which has access to the folder.

Verify Your Identity

You've received a secure link to:

TTS ROSC

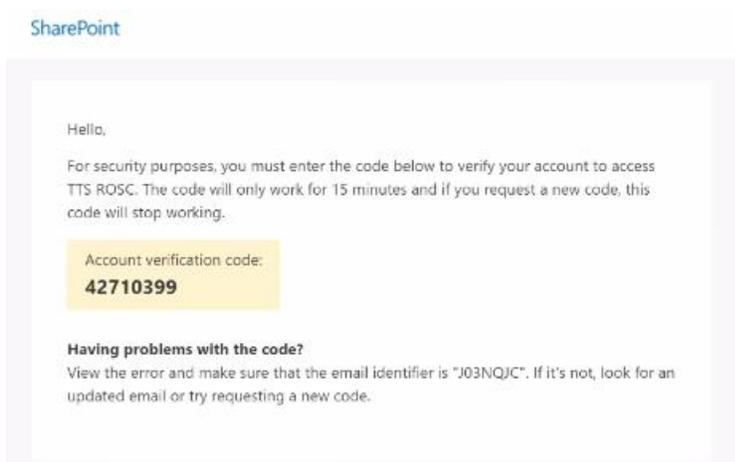
To open this secure link, we'll need you to enter the email that this item was shared to.

[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.

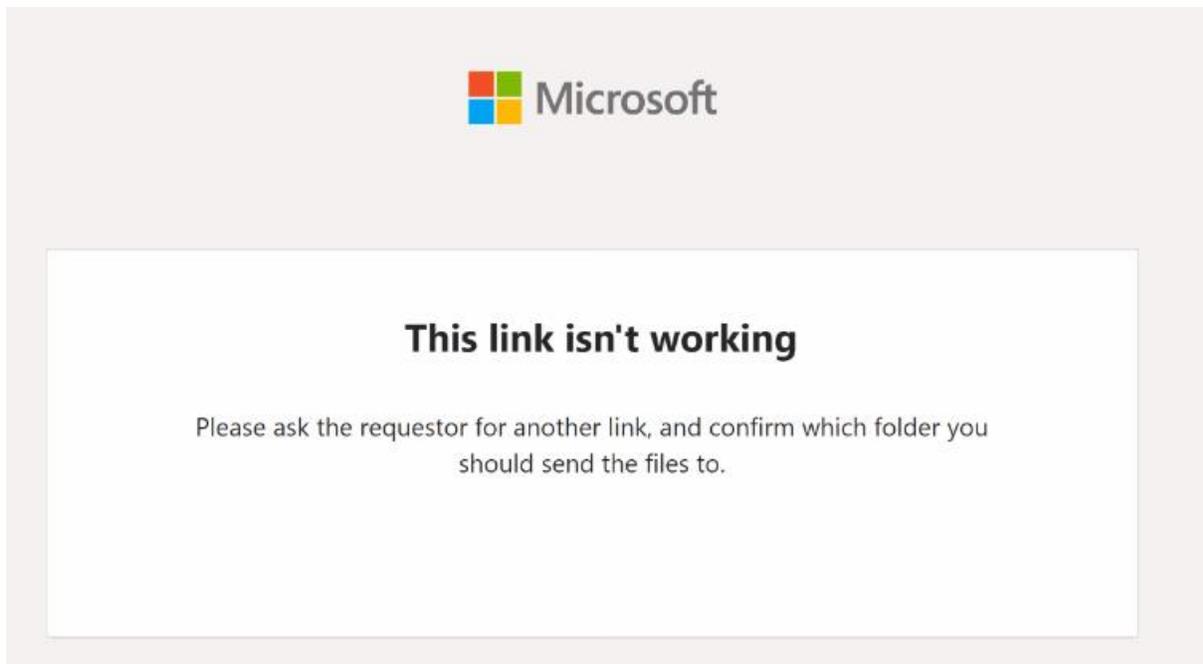
Note: Below you will see a sample code not what you will be entering. Each person will get a different verification code when attempting to access their folder.

Note: If you ever get a code request and you didn't try to access your folder it may be that someone is trying to access your folder.



When you click your deliverable upload link, **you must make sure it is signing you out completely**. Sometimes people who have multiple Microsoft accounts will need to sign out of their other ones before utilizing this.

If it doesn't work the first time, click your profile in the upper right >click sign out > then click the upload link, and it should work.



If someone from your agency is no longer working there and needs to be removed, please make sure you notify Johanna Gonzalez, and she will manage access to your folder. Once we remove access from anyone, they will see a message like this if they attempt to access 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 with a different email that is not registered, you will see a message like this. If you enter the wrong email or someone else enters their email, they will get a message like this.

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 access with another person by telling them to access with your email. If multiple people need access in your organization, please send Johanna Gonzalez an email at johanna.gonzalez@illinois.gov that information to grant access.

Please use this list when it asks you for First Name and Last Name

ROSC Councils	First Name, Last Name
Arrowleaf (Alexander/Pulaski)	Alexander Pulaski
Arrowleaf (Johnson)	Johnson ROSC
Arrowleaf (Pope/Hardin)	Pope Hardin
Arrowleaf (Union)	Union ROSC
Bridgeway Inc (MFCIR) (Fulton, McDonough)	Fulton McDonough
Bridgeway Inc (WCIR)	Knox ROSC
Central East Alcoholism and Drug Council (Coles)	Coles ROSC
Central East Alcoholism and Drug Council (Cumberland/Clark)	Cumberland Clark
Central East Alcoholism and Drug Council (Douglas)	Douglas ROSC
Central East Alcoholism and Drug Council (Edgar)	Edgar ROSC
Central East Alcoholism and Drug Council (Effingham)	Effingham ROSC
Central East Alcoholism and Drug Council (Moultrie/Shelby)	Moultrie Shelby
Chestnut Health Systems, Inc. (Bond)	Bond ROSC
Chestnut Health Systems, Inc. (Clinton)	Clinton ROSC
Chestnut Health Systems, Inc. (CMLC)	McLean ROSC
Chestnut Health Systems, Inc. (Ford)	Ford ROSC
Chestnut Health Systems, Inc. (Livingston)	Livingston ROSC
Chestnut Health Systems, Inc. (Logan/Mason)	Logan Mason
Chestnut Health Systems, Inc. (MERC)	Madison StClair
Chicago Recovering Community Coalition (CRCC)	CRCC ROSC
ComWell	Randolph Washington
Cornerstone Community Development Corporation (SRC)	Cornerstone ROSC
County of Greene	Greene Scott

EDDR Foundation (Cook)	EDDR ROSC
EDDR Foundation (Winnebago)	Winnebago ROSC
Egyptian Health Department (SIRC)	Saline ROSC
Family Guidance Centers, Inc. (Sangamon)	Sangamon ROSC
Grand Boulevard Prevention Services	GBPS ROSC
HeartLife Ministries Inc. (Will/Grundy)	Will Grundy
Kenneth Young Center (CPYD)	KYC ROSC
Lights of Zion Bible Church	LOZ ROSC
Macoupin County Public Health Department	Macoupin Montgomery
Massac County Drug Awareness Coalition	Massac ROSC
Northern Illinois Recovery Community Organization (NIRCO)	Lake ROSC
Piatt County Mental Health Center (Dewitt)	Dewitt ROSC
Piatt County Mental Health Center (Piatt)	Piatt ROSC
Sauk Valley Voices of Recovery (Lee/Whiteside)	Lee Whiteside
Sauk Valley Voices of Recovery (Ogle/DeKalb)	Ogle Dekalb
Serenity House (DuPage)	Dupage ROSC
Take Action Today (Franklin/Williamson)	Franklin Williamson
Take Action Today (Jackson/Perry)	Jackson Perry
Transforming Educating Empowering Children and Humanity (TEECH/FSRI)	TEECH ROSC
Transitional Training Services (Cook)	TTS ROSC