ROSC HUB

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 FY26, the ROSC HUB will include individual folders for all ROSC Councils. The following groups will have access to the FY26 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 > =FY26 ROSC HUB

	Name ∨	Modified ∨	Modified By ∨
📁	BBC ROSC	June 17	Gonzalez, Johanna
📁	Bond ROSC	June 17	Gonzalez, Johanna
📁	Clark ROSC	June 17	Gonzalez, Johanna
📁	Clinton ROSC	June 17	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, Cornerstone 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, PFRs, 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

View-Only Link

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 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: rosccouncildocs@gmail.com

ROSC > =FY26 ROSC HUB > BBC ROSC

	Name ∨
📁	DBHR Folder
📁	Deliverables
📁	MISC

ROSC > =FY26 ROSC HUB > BBC ROSC > Deliverables

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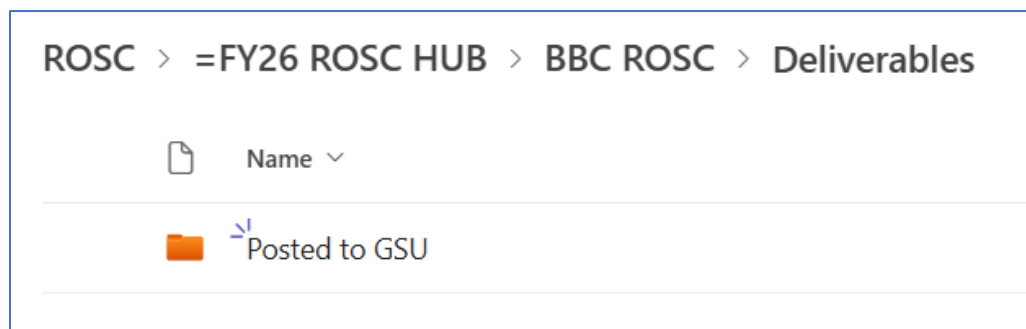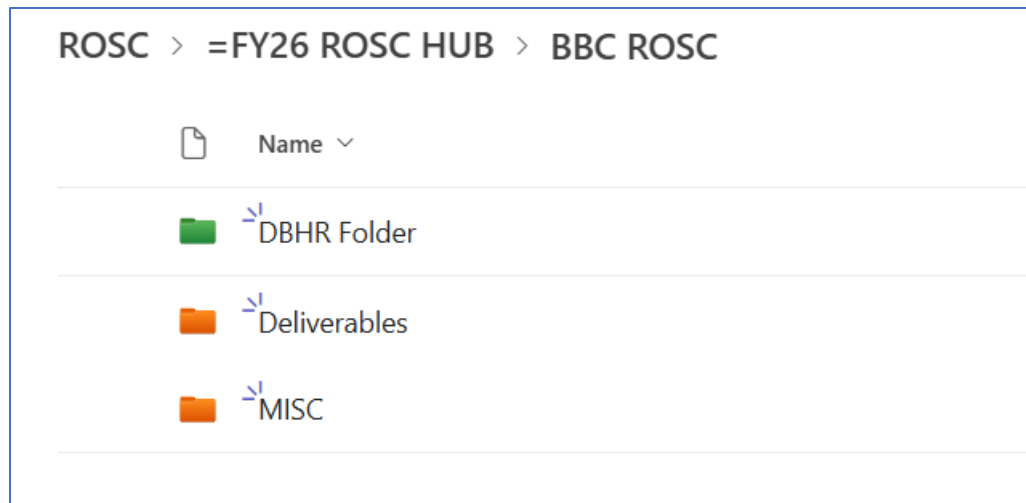
ROSC Councils do not need to sort documents into the correct folders. Johanna Gonzalez will track and move submitted documents into one of the three designated folders. Once documents are reviewed and uploaded to the GSU ROSC website, Karen Keil from GSU will move them into the "Posted to GSU" folder.
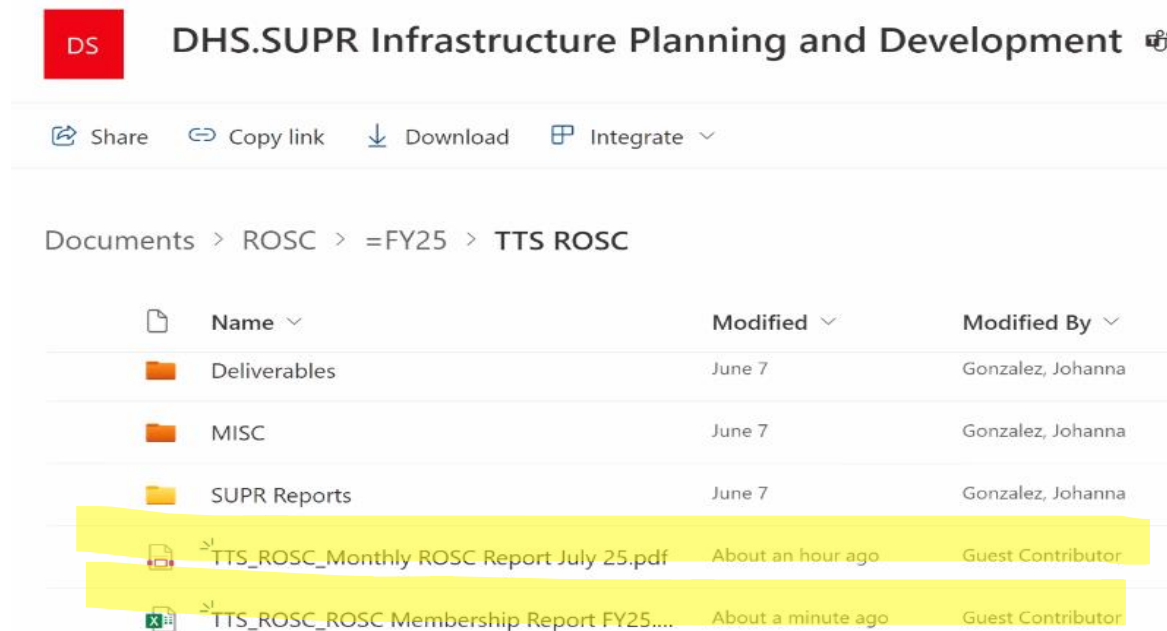
Submission Process

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.

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 FY26
- July Meeting Minutes
- Community Survey Template
- Q1 FY26 Quarterly ROSC Report
- Q1 Periodic Performance Report
- FY26 Community Resource List
- FY26 Strategic Plan
- Survey Raw Data
- Close Out Report

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 *   Last name *

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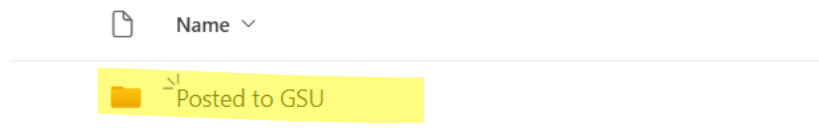
After that, Karen Keil (GSU) will begin uploading documents found in the Deliverables and MISC subfolders to the GSU website.

ROSC > =FY26 ROSC HUB > BBC ROSC

Name ∨

DBHR Folder

Deliverables

MISC

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

ROSC > =FY26 ROSC HUB > BBC ROSC > Deliverables

Name ∨

Posted to GSU

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

Move 1 item

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

Quick access

As you open files from shared libraries, they'll appear in this Quick access list.

More places...

Move here   Cancel

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:
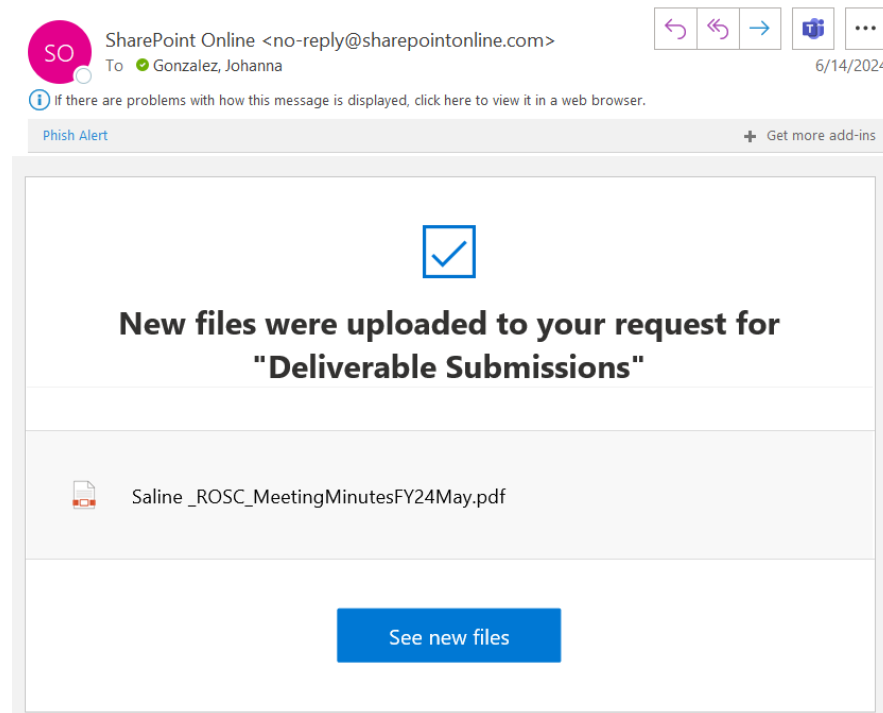
Troubleshooting Tips:

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.

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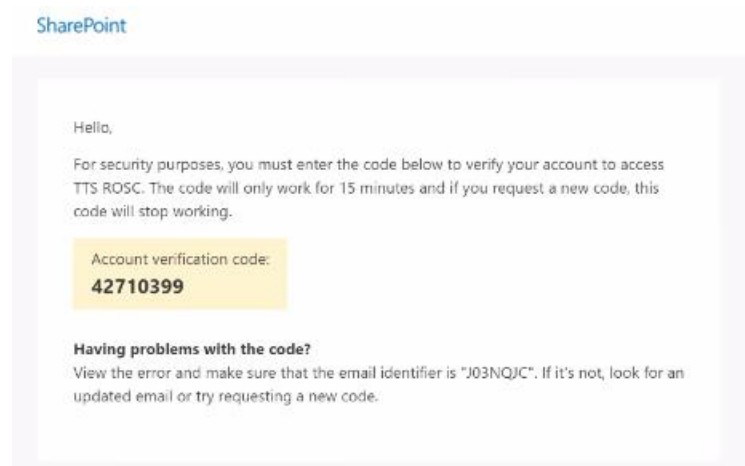
When you click your deliverable upload link, make sure you sign out completely from any other Microsoft accounts you may be signed into.

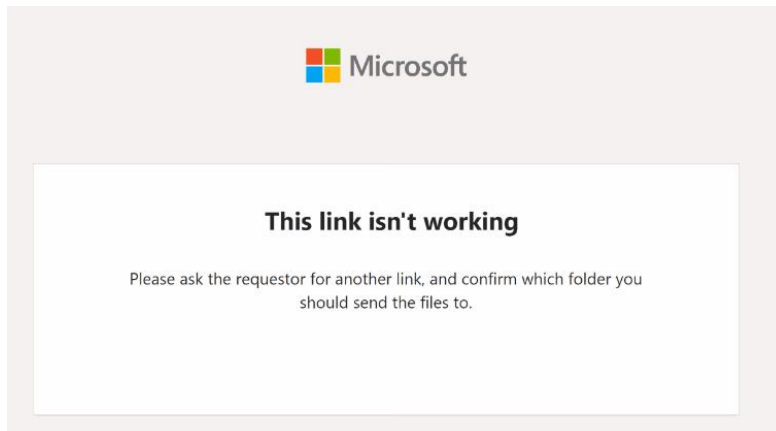If you have multiple Microsoft accounts, you may need to sign out of the others before using the upload link.

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:

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.

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.

Agency Names	ROSC HUB Names
Arrowleaf - Hardin and Pope Counties	Hardin-Pope ROSC
Bridgeway Inc WCIR Knox, Warren, Henry, Henderson	Knox ROSC
Brighter Behavior Choices-Cook	BBC ROSC
Central East Alcoholism and Drug Council - Coles County	Coles ROSC
Central East Alcoholism and Drug Council-Clark	Clark ROSC
Central East Alcoholism and Drug Council-Cumberland	Cumberland ROSC
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	Moultrie ROSC
Central East Alcoholism and Drug Council-Shelby	Shelby ROSC
Chestnut Health Systems-Bond	Bond ROSC
Chestnut Health Systems-Clinton	Clinton ROSC
Chestnut Health Systems-Ford	Ford ROSC
Chestnut Health Systems-Livingston	Livingston ROSC
Chestnut Health Systems-Logan/Mason	Logan-Mason ROSC
Chestnut Health Systems-Madison	Madison ROSC
Chestnut Health Systems-McLean	McLean ROSC
Chestnut Health Systems-Saint Clair	St Clair ROSC
Chicago Recovery Communities Coalition	CRCC ROSC
Cornerstone Community Development	Cornerstone ROSC
County of Greene Health Department-Greene/Scott	Greene-Scott ROSC
EDDR - Cook	EDDR ROSC
Egyptian Health Department White and Hamilton	White-Hamilton ROSC
Eyptian Saline and Gallatin	Saline-Gallatin ROSC
Family Guidance Center-Sangamon	Sangamon ROSC
Heartlife Ministries - Grundy	Grundy ROSC
Heartlife Ministries - Kankakee	Kankakee ROSC
Heartlife Ministries - Will	Will ROSC
Human Service Center	Peoria ROSC
Jersey County Health Department	Jersey ROSC
Kates Community Initiatives -Cook	Kates ROSC
Kenneth Young Center-Suburban Cook	KYC ROSC
Lights of Zion Ministries	LOZ ROSC
Macoupin County Public Health Department	Macoupin-Montgomery ROSC
Massac County Drug Awareness Coalition	Massac ROSC
Northern Illinois Recovery Community Organization-Lake	Lake ROSC
Peer Services Inc-Cook-Evanston	Peer Services ROSC

Piatt County Mental Health Center	Dewitt ROSC
Sauk Valley Voices of Recovery-Lee/Whiteside	Lee-Whiteside ROSC
Sauk Valley Voices of Recovery-Ogle/Dekalb	Ogle-Dekalb ROSC
Serenity House-DuPage	DuPage ROSC
Serenity House-Kane	Kane ROSC
Take Action Today-Franklin/Williamson	Franklin-Williamson ROSC
Transforming Educating and Empowering Children	TEECH ROSC
Transitional Training Services	TTS ROSC
TricksterArtGallery	Trickster Art Gallery ROSC