

IL ROSC FY26 Deliverables & Updates Checklist

ROSC Coalitions:

Deliverable/Milestone	Due Date	Related Notes	Method of Submission*	Completed
General Contact Information Form – Lead Agency	7/30/2025	A link to this form will be provided to you at the beginning of your grant cycle.	www.statewideroscil.org	
Initial Membership Roster <i>Existing ROSCs: Updated Membership Roster</i>	7/30/2025	Template in excel format provided by IDHS/SUPR due within the first 30 days of contract.	ROSC HUB	
July 2025 ROSC Council Meeting Minutes	8/15/2025	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	
FY26 Kickoff Meeting	08/30/2025	The ROSC Council shall have a kickoff meeting by this date. Going forward meetings shall be held monthly. At least one person from lead agency in attendance.		
FY26 Community Survey Template	08/30/2025	Template provided by IDHS/SUPR (Must be approved by IDHS-SUPR via email before distribution)	ROSC HUB	
August 2025 ROSC Council Meeting Minutes	9/15/2025	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	
September 2025 ROSC Council Meeting Minutes	10/15/2025	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	
Q1 FY26 Quarterly ROSC Report	10/15/2025	Template provided by IDHS/SUPR - All sections to be completed on template.	ROSC HUB	
Quarterly Periodic Performance Report (PPR)	10/30/2025	1 st quarter (Jul-Sep.) progress reports (PPR); FY26 Kickoff	ROSC HUB	

		meeting/Meeting minutes/initial membership roster/survey template included with quarterly ROSC report. Check GSU website to ensure information is up to date.		
FY26 Community Resource List	10/30/2025	A complete list of all social service & other community resources. A categorized list by sectors: with addresses, phone numbers, hours of operation, website, and brief description of service/resource offerings for each item. This should include, but is not limited to, an inventory of all SUD/MH resources, including licensed SUD prevention and treatment services, MAR services; peer recovery support services; the location of recovery residences and other housing providers; healthcare; community assets (e.g., parks, libraries, or other public amenities), and legal services.	ROSC HUB	
October 2025 ROSC Council Meeting Minutes	11/15/2025	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	
November 2025 ROSC Council Meeting Minutes	12/15/2025	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	
Strategic Plan/Survey Raw Data <i>Existing ROSCs - Updated as a stand-</i>	12/30/2025	Addressing the gaps outlined in the community needs assessment. The communication/outreach	ROSC HUB	

<i>alone non-profit organization or with a permanent business relationship with a lead agency.</i>		plan efforts should also be included in the strategic plan. It should incorporate demographic, population, and overdose data from the area. The strategic plan should outline the ROSC council goals, objectives, and activities based on the needs assessment, ensuring they align with achievable milestones within each state fiscal year. This plan will manage decision making and resource allocation to ensure the ROSC council is working towards a desired outcome.		
FY26 Community Survey Raw Data	12/30/2025	In excel format send raw data from community survey.	ROSC HUB	
December 2025 ROSC Council Meeting Minutes	1/15/2026	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	
Q2 FY26 Quarterly Report	01/15/2026	Use FY 2026 provided quarterly report template- all sections to be completed on template.	ROSC HUB	
Quarterly Periodic Performance Report (PPR)	1/30/2026	2 nd quarter (Oct-Dec) progress report (PPR). Resource list/ meeting minutes/ included with quarterly report. Check GSU website to ensure information is up to date.	ROSC HUB	
January 2026 ROSC Council Meeting Minutes	02/15/2026	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	

February 2026 ROSC Council Meeting Minutes	3/15/2026	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	
March 2026 ROSC Council Meeting Minutes	04/15/2026	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	
Q3 FY26 Quarterly Report	04/15/2026	Use FY 2026 provided quarterly report template- all sections to be completed on template.	ROSC HUB	
Quarterly Periodic Performance Report (PPR)	04/30/2026	3rd quarter progress (Jan- Mar) reports (PPR). Include meeting minutes/ strategic plan/Survey raw data/included with quarterly report. Check GSU website to ensure information is up to date.	ROSC HUB	
April 2026 ROSC Council Meeting Minutes	5/15/2026	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	
May 2026 ROSC Council Meeting Minutes	6/15/2026	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	
June 2026 ROSC Council Meeting Minutes	7/15/2026	Submit Monthly ROSC Council Meeting minutes as pdf file. (Meeting attendance list must be included)	ROSC HUB	
Q4 FY26 Quarterly Report/Impact Report	7/15/2026	Use FY 2026 provided quarterly report template- all sections to be completed on template. The impact report should provide a comprehensive overview including data on key metrics, feedback from stakeholders, highlight	ROSC HUB	

		improvements in efficiency, collaboration, and other community benefits resulting from ROSC implementation. Include the top three priority projects the ROSC council worked on during the fiscal year.		
Quarterly Periodic Performance Report (PPR)	7/30/2026	4 th quarter progress report (Apr-Jun) (PPR) Include meeting minutes/included with quarterly report. Check GSU website to ensure information is up to date.	ROSC HUB	
Closeout Report	07/30/2026	Provided by IDHS-SUPR	Staci Ashmore (Staci.Ashmore@illinois.gov), Johanna Gonzalez (Johanna.Gonzalez@illinois.gov), Kim Sriner (Kimberly.Sriner@illinois.gov), and DHS.DBHR.SUDVouchers@illinois.gov	
Other Updates & Performance Measures				
Monthly Expenditures Payment Voucher	Ongoing - <i>monthly</i>	Due by 15 th of the month for preceding month.	Staci Ashmore (Staci.Ashmore@illinois.gov), Johanna Gonzalez (Johanna.Gonzalez@illinois.gov), Kim Sriner (Kimberly.Sriner@illinois.gov), and DHS.DBHR.SUDVouchers@illinois.gov	
Periodic Financial Reports (PFR)	Ongoing - <i>quarterly</i>	Due by 15 th of the month for preceding quarter. Email subject line stating: PFR, the Reporting Quarter, and Provider Organization Name.	Staci Ashmore (Staci.Ashmore@illinois.gov), Johanna Gonzalez (Johanna.Gonzalez@illinois.gov), Kim Sriner (Kimberly.Sriner@illinois.gov), and DHS.DBHR.SUDVouchers@illinois.gov	
Participate in Learning Collaboration Meetings	Ongoing - <i>monthly</i>	Calls with SRLC and other ROSC councils. (Highly encouraged to turn cameras on) See Email calendar for dates.		
Participate in Statewide Collaborations/Meetings	Ongoing - <i>quarterly</i>	Must actively engage and fully participate. (Highly encouraged to turn cameras on) See Email Calendar for dates.		

Participate in required trainings via LMS-Learning Management System	Ongoing - <i>monthly</i>	To register for an LMS account, use the ROSC communication form link on at www.statewideroscil.org . Once registered, ROSC staff will receive their LMS account, and relevant training modules will be uploaded and assigned to them.	www.statewideroscil.org	
Participate in Regional ROSC Meetings	Ongoing - <i>monthly</i>	Must actively engage and fully participate. (Highly encouraged to turn cameras on) See Email Calendar for dates.		

***ROSC HUB-** started in FY 25- GSU/Statewide ROSC TA/IDHS-SUPR will all have access to FY25 folder, and each ROSC will have access to their own folder to upload and to view submissions.

Recovery Oriented Systems of Care

Definition:

A Recovery Oriented Systems of Care (ROSC) is a coordinated network of community-based services and supports that is person centered and builds on the strengths and resilience of individuals, families, and communities to experience recovery and improved health, wellness, and quality of life for those with or at risk of substance use and/or co-occurring conditions. The central focus of a ROSC is to create an infrastructure, or "systems of care", with the resources to effectively address the full range of substance use and/or co-occurring disorders within communities.

Stakeholders:

ROSC councils collaborate with a diverse set of stakeholders to promote recovery in the entire community. Stakeholders should include, but are not limited to members of the following: individuals that live in the community, local hospital systems, primary care, mental health providers, law enforcement, states attorneys, drug courts, public defenders, Centers for Community Engagement, landlords, local business owner(s), local and state government representatives and policymakers, People with Lived Experience (PLEs), SUD prevention providers, SUD intervention providers (such as recovery homes), SUD treatment providers, SUD peer Recovery Support Services (RSS) provider(s), harm reduction provider(s), and others. It is encouraged for the ROSC council to collaborate with existing Recovery Community Organizations (RCOs) and if there are not any in their area, explore ways to develop an RCO. It is also encouraged for ROSC council to collaborate with existing coalitions who are doing similar community work.

Successful ROSC councils will:

1. Identify and address 2-3 key challenges within their communities that can be tackled during the three-year grant period, and track progress towards their established SMART goals and overall community impact. SMART goals are objectives that are Specific, Measurable, Achievable, Related, and Time bound.
2. Align their identified challenges with the broader goals of the Illinois ROSC council.
3. Adopt a strategic, data driven approach, which includes mapping resources, assessing needs, promoting empowerment, and expanding access to a wide range of prevention, treatment, and support services.

The goals of each Illinois ROSC Council will include:

1. Reducing stigma
2. Promoting Medication Assistance Recovery and other evidence-based practices
3. Promoting harm reduction
4. Ensuring effective service delivery
5. Prioritizing equity

Performance Measures for All Years:

As part of the foregoing reporting requirements outlined in Exhibit B, Provider shall specifically include the following Performance Measures in its Quarterly Periodic Performance Reports written reports submitted to SUPR:

1. The ROSC council will submit a membership roster utilizing the provided template within 30 days of award as described in Exhibit B.
2. ROSC council will hold monthly ROSC council meetings. Monthly meeting minutes with attendance included will be submitted to ROSC HUB by the 15th of the following month. ROSC council events or trainings do not take the place of meetings, and it is expected that the lead agency have policies regarding facilitation of meetings if the main facilitator is unavailable.
3. The Monthly Expenditures Payment Voucher is due the 15th of each month for the preceding month's expenses. The monthly voucher template will be provided to the grantee at the beginning of the fiscal year after the grant agreement is signed and returned.
4. Periodic Performance Reports (PPR) will be due the 30th of the month for the preceding quarter. Four quarterly reports must be completed. The PPR template will be provided by to the grantee before the first quarter's report is due.
5. ROSC council will submit a quarterly ROSC council report which will include progress towards their established SMART goals and community impact by the 15th of the month following the end of the quarter. A template will be provided by IDHS/SUPR before the first quarter's report is due.
6. The Closeout Report is due within 30 days of the end of the fiscal year which ends on June 30th. The close out template will be provided to you near the end of the fiscal year.
7. ROSC staff must actively engage and fully participate in monthly learning collaborative meetings, monthly regional TA meetings with Statewide ROSC Leadership Center, and other meetings required by IDHS/SUPR. Please note that two of the learning collaborative meetings are held in person each year; attendance from at least one (and up to four) members for each ROSC council is required. For all ROSC Council staff, trainings are required via Learning Management System (LMS) offered by SRLC.
8. ROSC Council website must be updated monthly via ROSC Hub to ensure the meeting/event calendar, meeting minutes, and contact information are current.