

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/Find-Your-Local-ROSC-Council/>

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/SRLC.
- All documents must follow standard naming convention: ROSC council acronym, type of document, month, and year.
 - *i.e., CRCC-Minutes-09-2023.pdf or MERC-StrategicPlan-FY24.pdf.*
- Submit all documents for posting to Karen Keil at RosCouncilDocs@gmail.com and CC to DHS.SUPRROSC@illinois.gov as well as your TA/Mentor.
- If any extensions are required, please contact johanna.gonzalez@illinois.gov before the due date.

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 SUPR/SRLC to include title, meeting classification (council meeting, special events, etc.) date, beginning and end 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.

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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 in PDF format.
- Only the previous six months' worth of minutes will be saved on the website (i.e., once January 2024 has been posted, June 2023 will be removed).

f. Membership

- All ROSCs should submit their council roster, which will follow a template developed by SUPR/SRLC 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. 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. (All in PDF format)
- 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. (All in PDF format)
- Only the previous six months' worth of events will be saved on the website (i.e., once January 2024 events are posted, June 2023 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 also be submitted. The Facebook page and/or website should also link back to the ROSC council page.
- If the ROSC has a logo/graphic, this should be submitted as well.

2. Submitting Documents

- Submit all documents for posting to Karen Keil at RosCouncilDocs@gmail.com and CC to DHS.SUPPROSC@illinois.gov as well as your TA/Mentor.
- 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. If you need extensions submitting information, please email Johanna Gonzalez, SUPR ROSC Coordinator at johanna.gonzalez@illinois.gov before the due date.
- Documents will be posted to the site by Karen Keil by the end of each month. Please refer to ROSC Deliverable Checklists provided by the SRLC for deadlines.
- Facebook pages/external ROSC website should link back to ROSC Council website.