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DEPARTMENT OF HEALTH AND HUMAN SERVICES



NEVADA DIVISION of PUBLIC and BEHAVIORAL HEALTH



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DPBH ROCS ORGANIZATION REQUEST OR UPDATE FORM

REQUEST TYPE: NEW ACCOUNT ACCOUNT CHANGE ACCOUNT CLOSURE

Existing Organization Name: _____

Program/Business: _____

ORGANIZATION INFORMATION

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

UEI Number: _____ Vendor Number: _____

RULES OF BEHAVIOR

As a user of the DPBH ROCS system, I agree to abide by the following:

- I will not disclose data from the DPBH ROCS system to any unauthorized users.
- I will not make any unencrypted electronic copies of data from the DPBH ROCS system.
- I will take all reasonable steps to ensure I do not violate the privacy and confidentiality of all data from the DPBH ROCS systems as per the Privacy Act of 1974.
- I will ensure the proper disposal of data (in any format) and printed reports.
- I will access the DPBH ROCS system only to the extent that my duties require such access.
- I will report inappropriate or malicious use of the DPBH ROCS system to the DPBH ROCS USER SUPPORT at DPBH-ROCS-Admin@health.nv.gov.
- I will immediately notify the GPA Help Desk of any account changes, including the need to close my account.

ORGANIZATION'S LEGAL SIGNING AUTHORITY

User Name (Printed) _____ User Signature _____ Date _____

Title: _____

PROGRAM APPROVAL

NAME: _____

TITLE: _____

BUDGET NUMBER: _____

SIGNATURE: _____

ROCS ADMINISTRATION (INTERNAL USE ONLY)

Name: _____

Date: _____

DPBH ROCS ORGANIZATION REQUEST FORM - Instructions

REQUEST FOR NEW ORGANIZATION OR A CHANGE TO AN EXISTING ORGANIZATION

The Authorizing Official must make all account requests.

1. The Authorizing Official for the organization must fill out and complete all the requested information on the first page of the DPBH ROCS Organization Request Form. The Authorizing Official then must print, sign, and date at the top of the second page.
2. An Authorizing Official of DPBH ROCS must sign and fill out the information on the second page of the form after it has been completed by the organization official. In the case of state agencies, this is the Bureau Chief or Authorized Signing Official.

UPDATE EXISTING ORGANIZATION ACCOUNT

Should any information regarding an existing organization change, please select “Request Type: Account Change” and complete the form in its entirety. Changes to existing accounts may include:

- Change of the organization’s name.
- Update of the organization’s contact information.

Additionally, the Authorized Official will need to send an email requesting the changes to DPBH ROCS User Support at DPBH-ROCS-Admin@health.gov

CLOSE EXISTING USER ACCOUNT

Should an organization need to be removed to no longer be active, the organization’s Authorized Official must select “Request Type: Account Closure” and sign at the top of the second form. Additionally, the Authorized Official will need to send an email requesting closure to DPBH ROCS User Support at DPBH-ROCS-Admin@health.gov

SUBMITTING REQUESTS

An official signature is required on these forms prior to their submission for action. Completed DPBH ROCS Organization Request Forms with submitter contact information may be scanned and submitted electronically to DPBH ROCS USER Support email DPBH-ROCSAdmin@health.gov

Account information will be sent to the new (or changed) organization’s email address provided. Upon initial login, the organization will be required to change the system-assigned temporary password.

ROLE TYPE DEFINITIONS

Please note the following definitions of each Role Type listed on page 1 of the ROCS User Account Request Form:

Program Specialist: Initiates the subgrant in the ROCS system on behalf of DPBH. Enters the subgrant information and budget information, then forwards to the subrecipient for further data entry in the budget and scope of work forms. The program specialist and subrecipient specialist work closely together until subgrant is satisfactory to both parties, then the program specialist completes the document in ROCS and forwards for further review and DPBH approvals in the ROCS system.

Program Budget: Fiscal person at DPBH program level that makes initial monetary determination for amount of budget for subgrant.

Program Manager: Person within DPBH program that develops the scope of work needed to be included in the subgrant to meet deliverables required by the funding source. This role may initiate, edit, cancel, and approve subgrant documents in the ROCS system.

Section Manager: The leader of a work group within a program or budget. May sometimes be designated proxy for the Bureau Chief signature. Section Manager Approval is needed for some programs prior to Bureau Chief in ROCS system, but not always. This role may initiate, edit, cancel, and approve subgrant documents in the ROCS system.

Program Bureau Chief: Bureau Chief has signatory authority at BC level for subgrant. They have the ability to assign Section Managers as proxies on their behalf, either permanently or for specific time periods. They have the ability to initiate, edit, cancel and approve subgrants in the ROCS system.

DPBH Administrator: The person(s) who have the authority to enter into contractual relationships on behalf of DPBH. In this case it would be the DPBH Administrator, the ASO IVs or their designees. This role may initiate, edit, cancel, and approve subgrant documents in the ROCS system.

Subrecipient: The Grantee, or organization or business receiving the funds. In terms of ROCS functionality, the person(s) in the subrecipient organization who are the counter-part of the Program Specialist role in DPBH. The Subrecipient and Program Specialist work closely together until all aspects of the subgrant are agreed upon by both parties, and the subgrant is forwarded within DPBH ROCS for further approvals. **Note:** Only the Organization's Legal Signing Authority or their designated proxy should sign on behalf of the subrecipient when it is returned for final signature.

Admin Grant Manager: For subgrants, provides the final DPBH review prior to Administration.

Admin Contracts Manager: For contracts, provides the final DPBH review prior to Administration.

Admin Budget: This role is the equivalent of Administrative Services Officer (ASO) within DPBH. They review the budget information, confirm that it balances and that the correct funding source is being used. They also determine if there is sufficient state authority to pay, and schedule work programs as necessary.