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**DEPARTMENT OF
HEALTH AND HUMAN SERVICES**
**NEVADA DIVISION of PUBLIC
and BEHAVIORAL HEALTH**



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DPBH ROCS USER ACCOUNT REQUEST FORM

REQUEST TYPE: NEW ACCOUNT

Username: _____ Program/Business: _____

Division/Bureau/Budget: _____

DPBH ROCS ROLE TYPE (select all needed)

Program Specialist

Subrecipient

Program Budget

Admin Grant Manager

Program Manager

Admin Contract Manager

Section Manager

Admin Budget

Program Bureau Chief

DPBH Administrator

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 system 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 DPBH ROCS User Support at DPBH-ROCS-Admin@health.nv.gov.
- I will immediately notify DPBH ROCS User Support at DPBH-ROCS-Admin@health.nv.gov of any account changes, including the need to close my account.

User Name (Printed) _____ User Signature _____ Date _____

USER INFORMATION

User First Name: _____ User Last Name: _____ M.I. _____

Title: _____

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

APPROVING AUTHORITY

NAME: _____

TITLE and RELATIONSHIP TO USER : _____

ORGANIZATION or BUDGET: _____

SIGNATURE: _____

ROCS ADMINISTRATION (INTERNAL USE ONLY)

Name: _____

Date: _____

DPBH ROCS USER ACCOUNT REQUEST FORM - Instructions

CREATE NEW USER ACCOUNT

The new user's Supervisor or Authorized Partner/Agency Official must make all account requests.

1. The user must complete and sign the first page of the ROCS User Account Request Form and fill out their contact information on the second page.
2. The Authorizing authority of the ROCS applicant must sign and fill out their information on the second page of the form after it has been completed by the applicant. In the case of state employees, this is the immediate supervisor or Bureau Chief.

UPDATE EXISTING USER ACCOUNT

Should any information regarding an existing user account change, please use the ROCS USER MODIFICATION FORM and complete the form in its entirety. Changes to existing accounts may include:

- Change of user's role (and reason for the change)
- Update of user's contact information

CLOSE EXISTING USER ACCOUNT

- Should a user's account need to be closed to no longer be active, the user's Supervisor or Authorized Official must go to the ROCS USER MODIFICATION FORM and follow the instructions on the form. Additionally, the user's Supervisor or Authorized Official can send an email requesting closure to DPBH ROCS User Support at DPBH-ROCS-Admin@health.nv.gov.

SUBMISSION OF THE USER ACCOUNT REQUEST FORM

The Supervisor or Authorized Partner/Agency Official must request and authorize account changes (role changes, account closures, etc.). DPBH ROCS User Support will verify all account requests as needed.

SUBMITTING REQUESTS

An official signature is required on these forms prior to their submission for action. Completed ROCS User Account Request Forms with submitter contact information may be scanned and submitted electronically to DPBH ROCS User Support at DPBH-ROCS-Admin@health.nv.gov.

Account information will be sent to the new (or changed) user's email address provided. Upon initial login, the user 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.