

SUBAWARDS SUBRECIPIENT MANUAL

Contents

DPBH ROCS New User Registration Instructions.....	1
DPBH ROCS Production Site Registration & Log in Page.....	1
Designate your Organization	1
Designate your Organization’s Users.....	1
Email Notifications.....	1
Subawards Subrecipient Manual.....	2
Establishing a Subrecipient Profile	2
Navigating the User Profile Menus.....	2
Profile.....	2
Messages.....	3
Edit Dashboard:	6
Subrecipient Dashboard.....	7
Subrecipient Questionnaire	8
My Tasks.....	9
Document Landing Page.....	9
Subaward Navigation Menu.....	10
Completing Subaward Forms.....	10
Moving Between Forms.....	11
Program Specialist and Subrecipient Negotiations.....	13
Program Specialist to Establish the Subaward.....	13
Review and Signature.....	17
Status Options	17
Document Validation.....	19
Subaward Workflow.....	20
FAQS FOR LOGIN SCREEN	21

What is the Launch Date of the ROCS system?	21
When will I need to start using ROCS?.....	21
When should I register with ROCS?	21
Where do I go to register with ROCS?	21
I'm filling out the User Account Request Form, do I need to fill out a new form for each user or can I set up multiple users with this form?	21
Can I log in on my phone or my tablet?	21
We have multiple users in my Organization that will be working in ROCS, can multiple staff use the same username and password?	21
I've been waiting to be approved, is there anything else I need to do?	21
<i>How do I decide what users' roles should be and what staff members need access to ROCS?</i>	<i>22</i>
I've previously registered with ROCS but my role has changed or my account was closed, what do I do?	22
If I get a message in ROCS or my subgrant needs attention, will I get email notification or do I need to keep signing in and checking?	22
Which offices under DPBH be moving to this new system?	23
What if I forgot my password?	23
If I have additional questions or concerns, how do I contact ROCS Team?	23

DPBH ROCS NEW USER REGISTRATION INSTRUCTIONS

DPBH ROCS Production Site Registration & Log in Page

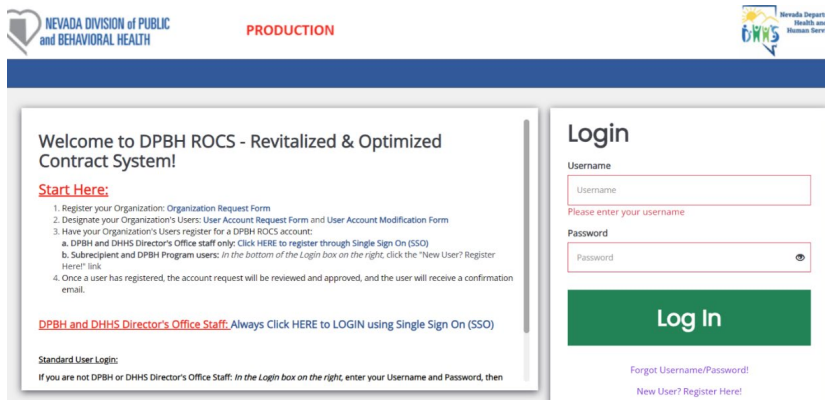


Figure 1- Welcome to DPBH ROCS

Designate your Organization

The first step to register for the DPBH ROCS System is to click on the Organization Request Form (listed under #1). This will be utilized to establish your organization within the ROCS system. You will email the completed form which will contain proprietary information regarding your organization. This may be emailed to DPBH-ROCS-Admin@health.nv.gov. There must be an organization created in the ROCS system prior to adding and approving any users.

Designate your Organization's Users

Please use the "User Account Request Form" link on the DPBH ROCS Production Page (listed under # 2.). The instructions to fill out this form are included, and the completed form must be submitted to DPBH ROCS Support at DPBH-ROCS-Admin@health.nv.gov. This User Account Request form will be used to verify and approve your registration request.

Email Notifications

Upon registering, you will receive an email notification to thank you for your registration and inform you that additional information will be sent shortly. The User Account Request Form will then be used to verify your registration. You will receive email notification if your registration is approved or denied.

IMPORTANT:

Once your Organization has been registered, adding users to the ROCS system is a two-step process. Both the User Account Request Form AND the online registration needs to be completed for you to be able to utilize the ROCS system. The online registration cannot be completed until the User Request form has been reviewed and approved by DPBH ROCS administrator. Once email notification has been sent, then the online registration may be completed.

USER ACCOUNT REQUEST FORM- This form lets us know you have been authorized to access ROCS system.

ONLINE REGISTRATION- Registering online allows you to sign in with your own username and password. The User Name and password will be sent via email notification from the DPBH ROC administrator. Please register at <https://dpbhrocs.com>.

SUBAWARDS SUBRECIPIENT MANUAL

Establishing a Subrecipient Profile

Upon approval and establishment of your organization and users into the ROCS system, the Subrecipient is able to create the annual Subrecipient Questionnaire, and access Subawards assigned to their organization in order to review and sign documentation.

The subrecipient will also be invited to participate in the negotiation process of building a subaward within the ROCS system that will be initiated by the Program Specialist.

As a Subrecipient, the Grantee will be added to a Subaward by the DPBH Program that is generating the Subaward. Notification within your "My Tasks" window will appear, indicating there are pending information requests related to a specific Subaward.

Navigating the User Profile Menus

Once the registration has been completed, you will be able to log in to the ROCS system. From the upper right corner, adjacent to your sign in name, there is a drop-down menu that will allow you to access your ROCS User Menu. Item in the drop-down menu include "Profile", "Messages", "Edit Dashboard" and "Log out" functions.

The functions are as follows:

Profile:

This function allows the user to access information affiliated with the user but does not allow any changes to the pre-populated information. It also lists the organizations linked to this user and grants access the administrative information but not to change this within this window.

Changes to the administrative tabs requires DPBHROCS Administrator user role to effectuate changes.

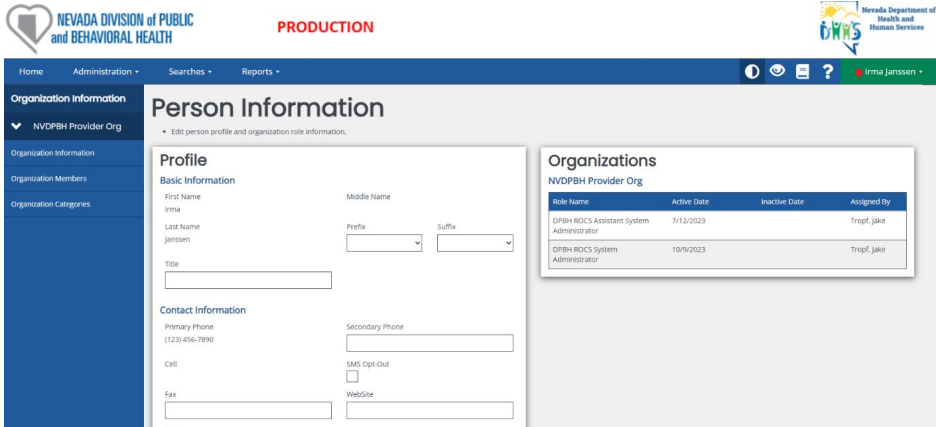


Figure 2 - Profile Page

Messages:

Allows the user to send and receive messages to internal ROCS users or related to a specific Subaward that is being used or from user to user. The generation of messages can be accessed through the Subaward menu under Document Messages. You have the ability to search for specific messages based on the search criteria or you can create a new message from this window.

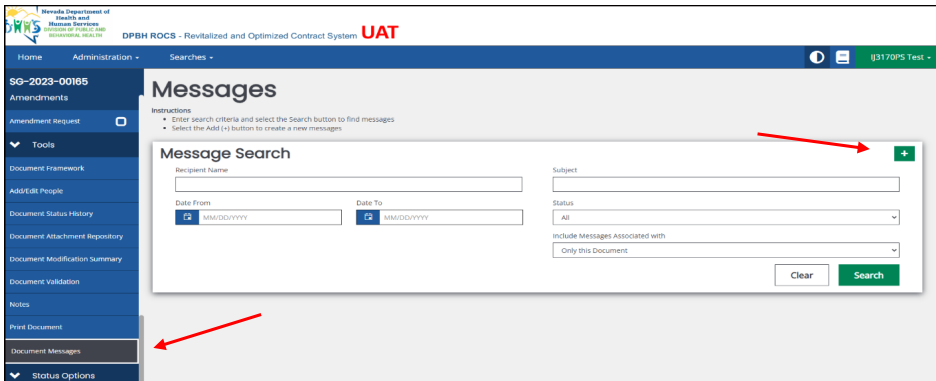


Figure 3 - New Message Page

When you select the “add” sign, this will pop up a window with the personnel affiliated with this Subaward. Click next. This will open the “New Document Message” window. You can edit this window and attach files for review or include a hyperlink in the body of the message. Click next to finish. All sent messages can be accessed through the User Menu.

New Document Message 🗂️ ✕

Select recipients and select Next

<input type="checkbox"/>	Recipient	Role(s)	Organization(s)
<input type="checkbox"/>	Fox, Cassandra	Program Specialist	Avel eCare, LLS, Substance Abuse Prevention and Treatment Agency
<input type="checkbox"/>	McNee, Sara	Program Specialist	NVDPBH Provider Org, Ridge House, Southern Nevada Health District
<input type="checkbox"/>	Stenson, Janice	Program Specialist	Substance Abuse Prevention and Treatment Agency
<input type="checkbox"/>	Test, KQ3170PB	Program Budget	Substance Abuse Prevention and Treatment Agency
<input type="checkbox"/>	Test, TT3170PM	Program Manager	Substance Abuse Prevention and Treatment Agency
<input type="checkbox"/>	Test, BH3170BC	Program Bureau Chief	Behavioral Health Wellness and Prevention, Substance Abuse Prevention and Treatment Agency
<input type="checkbox"/>	Webster-Frederick, J'Amie	Program Specialist	Substance Abuse Prevention and Treatment Agency

Cancel
Next

Figure 4 - New Message Recipient Selection page

The red dot denotes there are internal messages ready for review. These will be generated by other ROCS users alerting progress or status changes to a Subaward. Clicking on the subject will open a window below the message Inbox list with the detail of the message. Once read, click on the check box to select "Mark as read", "Mark as Unread" or "Archive".

Clicking on the check box withing the title bar will select all of the entries to allow a multiple row selection and status change application. Once all messages have been addressed, this alert will disappear.

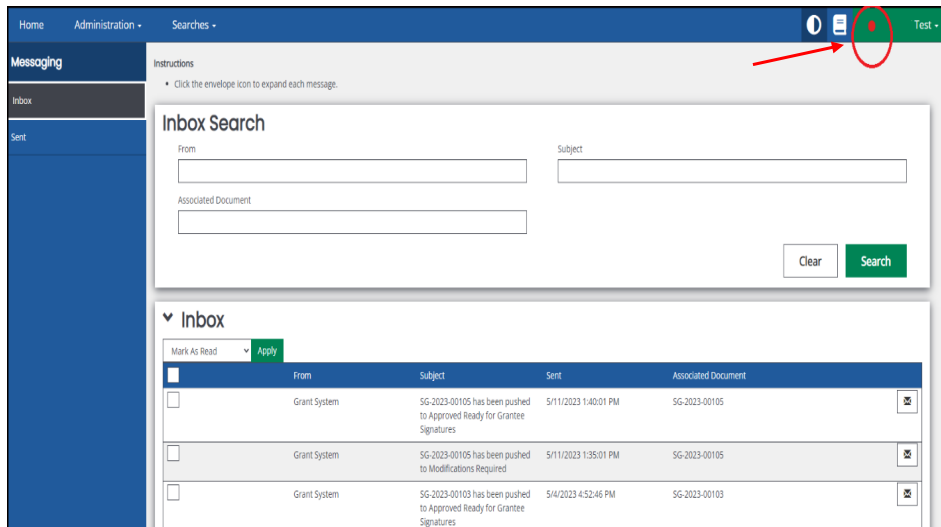


Figure 5 - Messaging page from User Dropdown Menu

Edit Dashboard:

From the Home Dashboard, select “Edit Dashboard” from the User Menu dropdown. You may customize your Home Dashboard through this function. This will allow you to choose different views from preset windows and grab and drag the windows to a position to user specifications. Click “save” when done and exit to the Home Dashboard.

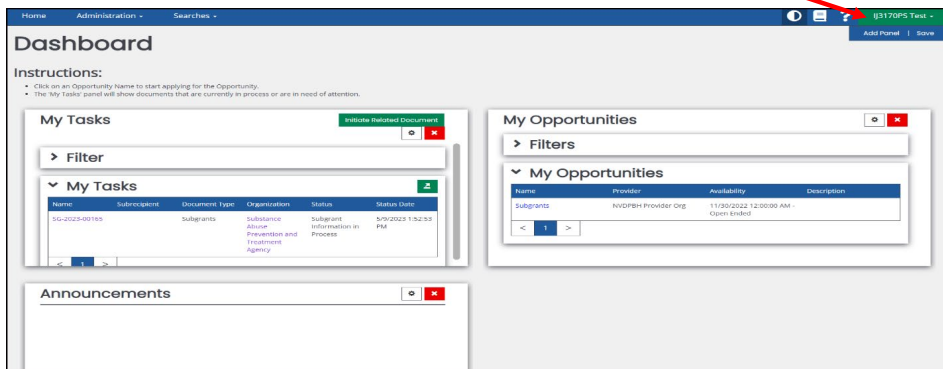


Figure 6 - Home Dashboard page

Note: This function is only available while you are on your Home Dashboard page.

Log out:

Directly logs the user out and returns to the login page.

Subrecipient Dashboard

My Opportunities

As a Subrecipient, this window will default to the Subrecipient Questionnaire option. The Subrecipient would select this to initiate a new Subrecipient Questionnaire. Keep in mind that the User is to create only one Subrecipient Questionnaire per year. Creating more than one active Questionnaire will require Admin correction.

My Opportunities

> Filters

▼ My Opportunities

Name	Provider	Availability	Description
Subrecipient Questionnaire	NVDPBH Provider Org	1/6/2023 12:00:00 AM - Open Ended	

<
1
>

Figure 7- My Opportunities from Subrecipient Home Dashboard

Subrecipient Questionnaire

As a subrecipient, it is extremely important that you create and complete a Subrecipient Questionnaire annually or as information becomes obsolete (SAMS.gov registration). This must be completed prior to the creation of any subawards as this is one of the required elements that is necessary to navigate the subaward through to completion. Submit your questionnaire as soon as possible to avoid unnecessary delays. Please create one questionnaire per organization. Creating more than one, will generate errors and require DPBH Admin support to resolve.

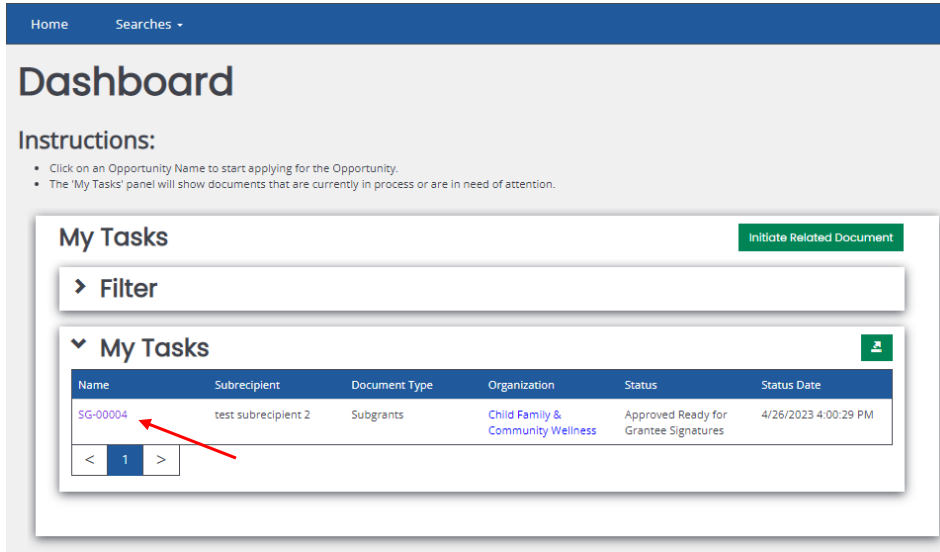
The screenshot shows the 'Subrecipient Yearly Questionnaire' form. The form is titled 'Subrecipient Yearly Questionnaire' and is for 'SubQues-Fictitious Organization-2023'. The form is divided into two main sections: 'SECTION A: GENERAL INFORMATION' and 'SECTION B: SUBRECIPIENT ELIGIBILITY'. Section A includes fields for Organization Name, Point of Contact Name, Address, Phone, Fax, Email, URL, UEI #, EIN, and SAM.gov registration status. Section B includes a checkbox for debarment status. The form is displayed in a web browser interface with a navigation menu on the left and a top navigation bar.

Figure 8 – Yearly Subrecipient Questionnaire

Perform a search in the “Searches” tab, filter the list to include Subrecipient Questionnaires, this should bring up your current form. You may choose to “Modify Questionnaire” to modify the current document.

My Tasks

Upon a Subaward being approved and ready for the subrecipient, it will display in the 'My Tasks' Dashboard.



Home Searches ▾

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

My Tasks Initiate Related Document

▸ Filter

▾ My Tasks 📄

Name	Subrecipient	Document Type	Organization	Status	Status Date
SG-00004	test subrecipient 2	Subgrants	Child Family & Community Wellness	Approved Ready for Grantee Signatures	4/26/2023 4:00:29 PM

< 1 >

Figure 9 - "My Tasks" Subrecipient Home Dashboard

The following information has been copied from the Subaward Program manual and although not all functions are available to the subrecipient in all cases, the navigation of the modules will be consistent throughout the DPBH ROCS Program.

Document Landing Page

After selecting the desired subaward, the system will direct the user to the "Document Landing Page" for this specific document or Subaward. The system will assign the next sequentially numbered Subaward and will be unique to this Subaward.

- The Subaward Number will be in the top left corner of the screen
- Navigation Menu will be on the left column under the Subaward number
- The Document Landing Page window will identify:
 - the type of document
 - the unique identifier issued for this document;
 - the Organization affiliated with this Subaward
 - Instance=Subawards

- Document Status provides real-time status and who the Subaward is currently assigned to; while Subaward is being developed, this will indicate “Subaward Information in Process”, once this is completed and moved to the next reviewer role, the Document Status will change to reflect where in the process this document resides and who this is assigned to
- Your role as assigned to this Subaward
- Process: Subawards
- The “Real-Time Subaward Packet” is located below the “Document Landing Page”. The hyperlink “Subaward Packet” directs the system to generate a full PDF Subaward Packet report in its current state of readiness. The Subaward Packet will be populated from the Subaward tabs that have been populated.
- To Navigate to this page at any time, click on the Subaward Number in the top Left.

The screenshot shows a web application interface for a subaward document. On the left is a navigation menu with a subaward number 'SG-2023-00071' at the top. Below it are several tabs, with 'Forms' expanded to show a list of subaward-related forms such as 'Subaward Information', 'Funding Computation', and 'Budget'. The main content area is titled 'Document Landing Page' and contains an 'Instructions' section with a link to 'View document details'. Below this is a table with columns for 'Template Subgrants', 'Instance Subgrants', 'Process Subgrants', 'Document Name', 'Document Status', 'Modifications Required', and 'Your Role'. A 'Requested Modifications' table follows, listing items like 'Personal Costs' and 'Funding Computation' with their respective notes and last modified dates. At the bottom, there is a 'Real-Time Subaward Packet' section with a message and a link to 'Subaward Packet'.

Figure 10 - Document Landing Page with Subaward Navigation Menu to the left

Subaward Navigation Menu

The Subaward Navigation menu contains multiple tabs that comprise the Subaward document. The Subaward Navigation menu contains tabs for Forms with subcategories for General Information, Budget, Reimbursement & Match, and Amendment forms. Administrative tabs for Tools, Status Options and Related Documents are below the Forms tabs. Every Form on the Subaward Forms menu (Left side in blue) is required to be visited and all error checks must be cleared out by inputting the required information. The system will prompt the user on the required forms, depending on the information entered into the system in prior forms.

Completing Subaward Forms

General Navigation

General navigation through all the forms will be consistent throughout.

- Indicates that additional sections or lines may be added
- Indicates that the user is in a role that may edit and save data



Complete the requested data in the applicable forms, then select “Save” in the top right corner. There are error checks that are generated based on information supplied; error checks will alert to the fields that require completion or correction. Error check alert will populate in the top right corner.

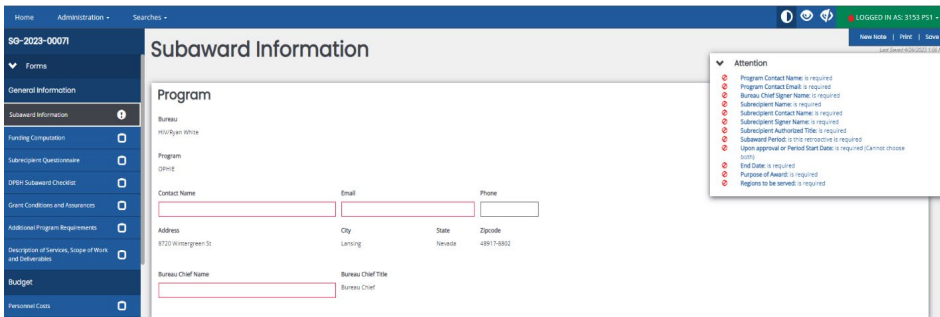


Figure 11 - Error check window in upper right corner and highlighted fields denoting error

Moving Between Forms

There is an option to select “Next Form” at the bottom of each form which will save the data and move to the next form in the form’s menu until all of the required forms are completed. If you select “Next Form” and there are errors on the current form, the system will move to the next form and indicate that there are errors on the previous form that need to be addressed and marks that particular form with an exclamation mark signifying the error. You may also choose to advance to the next form by selecting the form from the Forms Menu. Once the form is completed satisfactorily, the box will contain a checkmark.

The screenshot shows a web application interface for 'Subaward Information'. On the left is a navigation menu with categories like 'General Information', 'Funding Information', 'Subrecipient Questionnaire', 'Budget', and 'Personnel Costs'. The main content area is titled 'Subaward Information' and contains two sections: 'Program' and 'Subrecipient'. The 'Program' section includes fields for 'Bureau', 'Program', 'Contact Name', 'Email', 'Phone', 'Address', 'City', 'State', and 'Zipcode'. The 'Subrecipient' section includes fields for 'Subrecipient Name', 'Contact Name', 'Email', 'Phone', 'Address', 'City', 'State', and 'Zipcode'. At the bottom right of the form, there is a 'Next Screen >' link, which is highlighted by a red arrow.

Figure 12 - Navigating to the next form

Program Specialist and Subrecipient Negotiations

In prior subaward builds, the Program Specialist and Subrecipient collaborate together to negotiate and establish a subaward prior to the subaward being populated for review. Utilizing the ROCS system, Program Specialists and Subrecipient Users can establish and negotiate the details of the subaward from within the system. Communication will be documented in the subaward "Notes" section of the specific subaward and will take the place of email communication.

Program Specialist to Establish the Subaward

From the Home Landing Page, the Program Specialist will establish a new subaward in the "My Opportunities" panel. Click "Proceed".

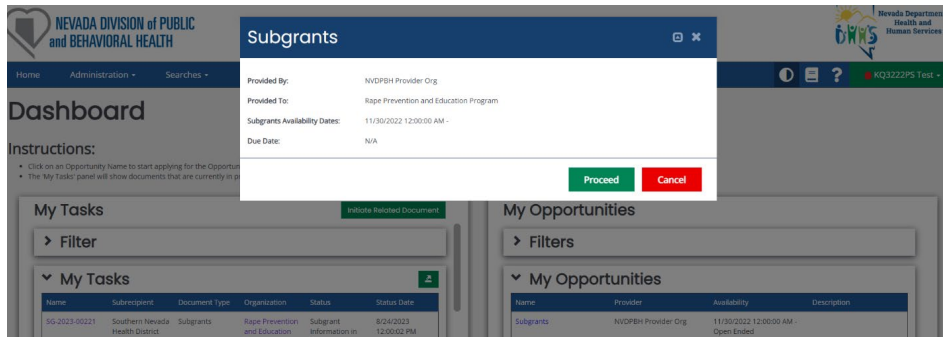


Figure 13 - Create a new subaward

Once "Proceed" is selected, the system will advance to the "Document Landing Page", which contains information related to the Document Name, Organization, Type of Document, Document Status and the role where the document is currently assigned.

The menu to the left is the subaward navigation menu that indicates the forms that have been completed and will allow the user to progress through the subaward in sections. During this phase, the Program Specialist will navigate through the subaward and forward this to the subrecipient to negotiate key elements of the subaward. Below is the Document Landing Page from the role of Program Specialist. Note that the forms in Funding Computation, Subrecipient Questionnaire and DPBH Subaward checklist are visible in this role, but not visible from the Subrecipient role until the subaward is ready for Grantee signatures.

Figure 14 - Document Landing Page

Options to move the subaward to Subrecipient Review

Figure 15 – Subaward information page

It is essential that meticulous notes are kept documenting the negotiation process between the Program Specialist and Subrecipient.

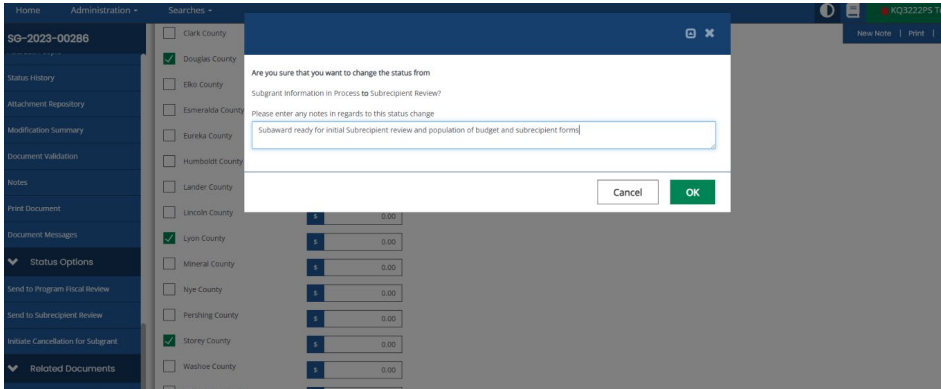


Figure 16 - Notes of PS/Sub negotiations

Once this is sent to the Subrecipient for review, the Subrecipient Document Landing Page will have forms that are fillable by the Subrecipient but the forms that are only for Program Specialist will not appear. The Subrecipient will complete the Grants and Assurances form, the Scope of Work and all budget line-item fields. Once these are complete, the Subrecipient will return this to the Program Specialist for review and continued negotiations.

This process of sending this back and forth between the Program Specialist and the Subrecipient continues until all budget forms and negotiations have been exhausted.

SG-2023-00286

Current or Former State
Employee Disclaimer



Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes



Print Document

Document Messages



Status Options

Send to Program

Related Documents

Initiate Related Doc

Retirement System (PERS) during the duration of the subaward.

Are any current or former employees of the State of Nevada assigned to perform work on this s

Yes

If "YES", list the names of any current or former employees of the State an

No

Subrecipient agrees that if a current or former state employee is assigned they must receive prior approval from the Department.

Subrecipient agrees that any employees listed cannot perform work until approval has been giv

Compliance with this section is acknowledged by signing the subaward cover page of this packe

Figure 17 - Subrecipient status option to send to Program Specialist

Review and Signature

The Subrecipient will select the Subaward Name and will be directed to the Subaward. Subrecipient will be able to review all forms, but 4 forms will require attention:

1. Grant Conditions and Assurances
2. Audit Information Request
3. Current or Former State Employee Disclaimer
4. Subrecipient Signature

Each of these forms will require the Subrecipient to visit and input data. If error checks arise in the top right corner of each form, these will need to be corrected until they are error free.

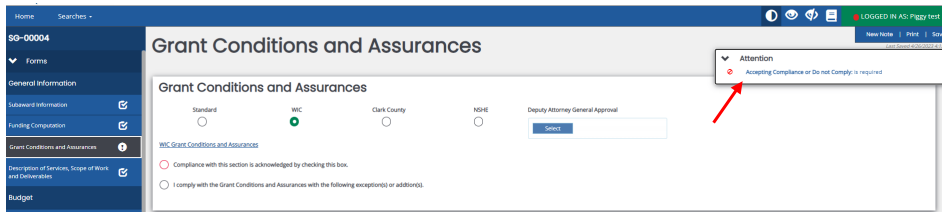


Figure 18 - Grant Conditions and Assurances form

Status Options

Upon completion of all forms, Subrecipient will need to send the Subaward to the Bureau Chief for signature. To do so, navigate to the bottom of the Subaward Navigation menu under Status Options and select "Send to Ready for Bureau Chief Signatures" which indicates Subrecipient approval of the Grantee information and the Subaward is ready for final signatures.

If the any part of the Subaward requires review and revision, this may be rejected "Reject Back for Modifications" and the Subaward will be returned for modifications and re-

reviewed. Once requested modifications are completed, the Subaward will be returned to the Subrecipient/Grantee for review and signature once again.

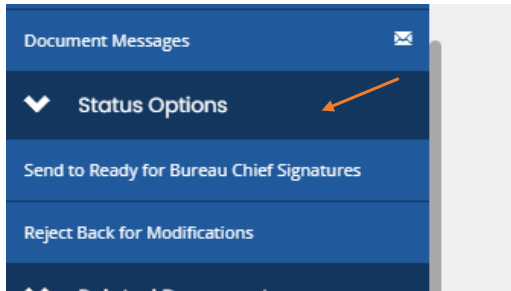
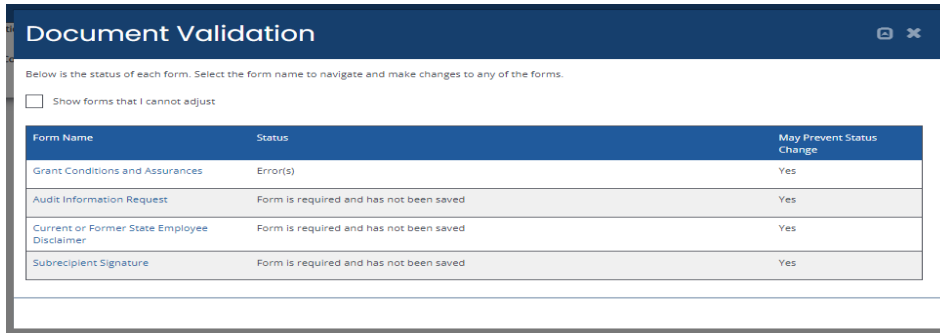


Figure 19 - Status Options Menu

Document Validation

At any point in the review process, the User may select the “Document Validation” option. The system will provide a list of documents requiring attention and which of those documents may prevent from moving the Subaward to the next status level. After all forms are complete, and the Subaward has been moved to the next reviewer role, you may receive this pop-up window displaying outstanding documents or document errors. Once the issues are resolved, the user may attempt to move the Subaward to the next reviewer level.

If there are no errors, then a confirmation pop-up window will display a confirmation window that the Subaward was successfully submitted.



Document Validation

Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
Grant Conditions and Assurances	Error(s)	Yes
Audit Information Request	Form is required and has not been saved	Yes
Current or Former State Employee Disclaimer	Form is required and has not been saved	Yes
Subrecipient Signature	Form is required and has not been saved	Yes

Figure 20 - Document Validation screen

After Successfully changing the status, the task is complete.

Any outstanding tasks will be listed on the “My Tasks” list on the User home page.

Subaward Workflow

Below is an example of the Subaward Workflow Review and Signature process that the Subaward will take once this leaves the Program Specialist. All roles can return the Subaward back to the Program Specialist for modifications and will also need to go through the review process once the modifications have been made. The Grantee also has the ability to send the Subaward back for modifications during the signature phase.

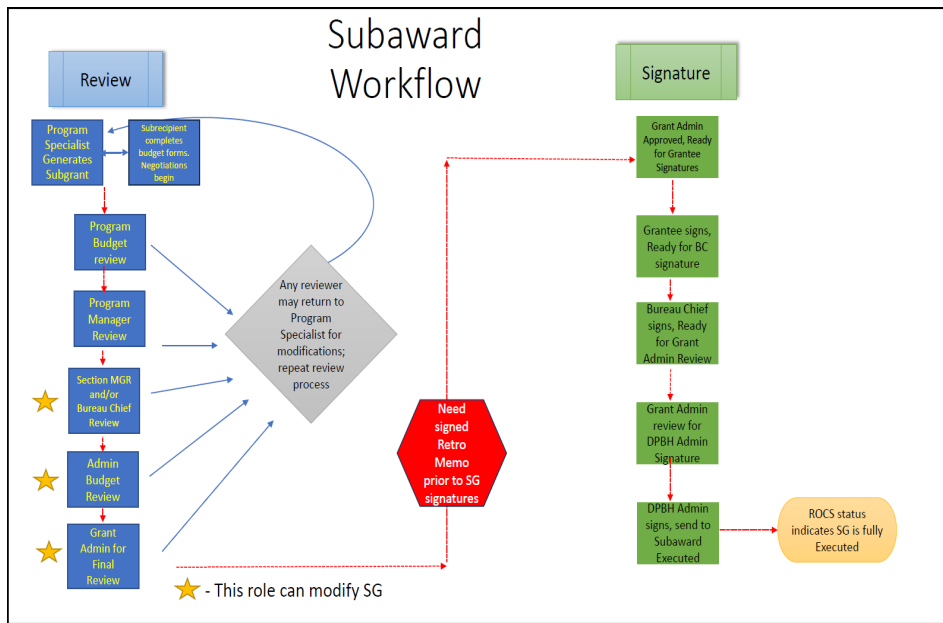


Figure 21 – Subaward Workflow

FAQS FOR LOGIN SCREEN

FAQs have been added to the initial log-in screen. These are to address common questions that are asked regarding ROCS.

What is the Launch Date of the ROCS system?

All organizations and subrecipients are projected to be onboarded to use ROCS by December 11, 2023.

When will I need to start using ROCS?

As soon as you have been onboarded into the ROCS system, you will no longer be able to use the manual process.

When should I register with ROCS?

If you have not yet registered your Organization in ROCS, please do so right away.

Note: Your organization will be contacted by DPBH ROCS staff when your organization is scheduled to be onboarded (you will then have the ability to sign in). Additional instructions will be included in your email.

Where do I go to register with ROCS?

Please go to <https://dpbhrocs.com> to register.

I'm filling out the User Account Request Form, do I need to fill out a new form for each user or can I set up multiple users with this form?

Each user will need to fill out their own form.

Commented [KK1]: We still need information regarding how we will be registering multiple users

Commented [KK2R1]: completed

Can I log in on my phone or my tablet?

Yes! ROCS is compatible with most devices.

We have multiple users in my Organization that will be working in ROCS, can multiple staff use the same username and password?

All users must have their own unique username and password.

I've been waiting to be approved, is there anything else I need to do?

Make sure your Organization has been registered. Once your Organization has been registered, there is a two-step process to be able to use ROCS.

Both the User Account Request Form **AND** the online registration needs to be completed for you to be able to utilize ROCS.

USER ACCOUNT REQUEST FORM- This form lets us know you have been authorized to access ROCS system.

ONLINE REGISTRATION- Registering online allows you to sign in with your own username and password. Please register at <https://dpbhrocs.com>.

How do I decide what users' roles should be and what staff members need access to ROCS?

Users need to decide roles by reviewing the New User Request Form. Role details are included in the document. If you still have questions, email us at DPBH-ROCS-Admin@health.nv.gov.

Commented [KK3]: Waiting for additional information on how to answer this question

Commented [KK4R3]: Completed

I've previously registered with ROCS but my role has changed or my account was closed, what do I do?

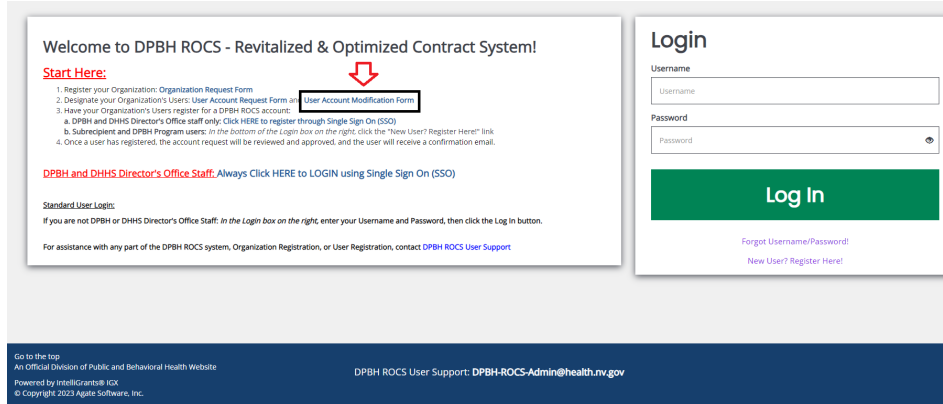


Figure 22 - User Account Modification Form link

Please go to <https://dpbhrocs.com> and click on the User Account Modification Form to change your role to notify the ROCS Team of the change.

If I get a message in ROCS or my subgrant needs attention, will I get email notification or do I need to keep signing in and checking?

Messages in ROCS will prompt an Email notification to the email address that you provided when you registered. Users will have the ability to send messages within the ROCS system.

Which offices under DPBH be moving to this new system?

All offices under the Department of Behavioral Health (DPBH) and Department of Health and Human Services (DHHS) will be using the ROCS system.

What if I forgot my password?

FOR SINGLE SIGN ON (SSO USERS):

Please contact your department's helpdesk to reset your password.

FOR SUBRECIPIENT AND DPBH PROGRAM USERS:

On the Right-side Login box, click on the "Forgot Username/Password!" link to reset your password.

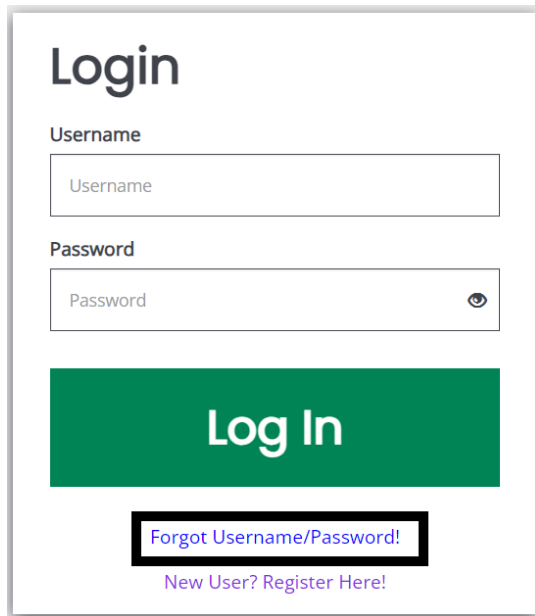


Figure 23 - Subrecipient Forgot Username/Password link

If I have additional questions or concerns, how do I contact ROCS Team?

Please email us at DPBH-ROCS-Admin@health.nv.gov for any additional assistance or questions.