

SUBMITTABLE – GRANT MANAGEMENT

Grantee User Guide

April 1, 2026 | Version 2



OREGON
HEALTH
AUTHORITY

CHANGE LOG

Page Number	Version	Description	Date	Updated By
28	1.1	Updated Submittable support link	11/04/2025	NE
20, 26, 27	2.0	Corrected Edit ability section; Added collaboration workaround	04/01/2026	NE

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SUBMITTABLE AND USER GUIDE INTRODUCTION

The Oregon Health Authority (OHA)'s Submittable platform facilitates M110/BHRN grant-related behavioral health data collection to meet mandatory reporting requirements to keep the M110/BHRN grant program running.

Submittable is a platform required only for M110 BHRN Partners. It is a grant management software that helps both OHA grant administrators and grantees communicate, submit progress data, and manage expenditures all in one place.

ABOUT THIS GUIDE

This user guide provides an overview of the Submittable platform structure, step-by-step instructions on common tasks, and reference materials.

It is important to note that this user guide and the below resources are elements of the M110 Grant Management bundle and can be found [here](#).


- Submittable Reference Guide
- Submittable Data Dictionary
- BHRN Partner FAQ Supplement
- BHRN Partner Handbook
- BHRN Partner Metrics & Expenditure Report Training Recording
- Submittable Training Recordings
- Quarterly Reporting Excel Template/Tool



What are the goals of Submittable?



Reduce provider administrative burden



Meet new and changing legislative requirements

Streamline grant management processes

AUDIENCE

This user guide is for Providers/M110 BHRN Grantees utilizing the Submittable system. Whether physician, nurse, administrative staff, or allied health professional, this guide will serve as a comprehensive manual to familiarize users with the system's functionalities and features.

HIGHLIGHTS

Text boxes throughout the guide highlight additional information to ease navigation and maximize functionality within the Submittable platform.

- *Notes* provide additional information or reminders that complement the primary instructions. They provide extra clarity or highlight important points to keep in mind while using the system.
- *Pro Tips* are designed to help users get the most out of the system and include shortcuts or advice for best practices. Pro Tips help to improve efficiency, productivity, and overall system experience.
- *Warning* callouts signify important information that requires attention to prevent potential errors or adverse outcomes.



NOTE

Necessary information for a seamless experience.



PRO TIP

Shortcuts, easier methods, and best practices.



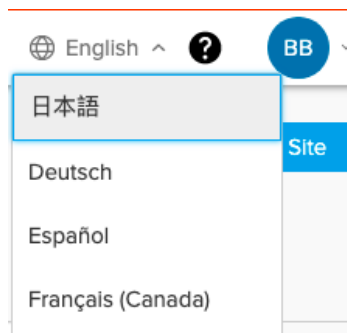
WARNING

Cautionary advice to avoid risks and errors.

GENERAL CONSIDERATIONS

Consider the following when using Submittable:

- **Browser:** Use the latest version of Google Chrome or Microsoft Edge for optimal performance in Submittable.
 - a. **Submittable does NOT support Internet Explorer 11 or versions of Microsoft Edge prior to version 20.**
 - b. [Read More About Browsers and Submittable](#)
- **Languages:** Submittable allows any user to change the language in the upper right corner of the screen.



Amharic	German	Indonesian	Serbian (Latin)
Arabic	Greek	Italian	Spanish
Bosnian	Haitian Creole	Japanese	Tagalog (Filipino)
Chinese	Hawaiian	Korean	Thai
Chinese (Traditional)	Hebrew	Polish	Ukrainian
Czech	Hindi	Portuguese	Vietnamese
French	Hmong	Punjabi	
French (Canada)	Hungarian	Russian	

- [More Details About Languages in Submittable](#)
- **Clickable Links:** Some actions within Submittable are within links instead of actual buttons. When text is underlined in blue, the user can click on the text and a hyperlink will navigate the user to additional information.

PORTAL USER GUIDE OVERVIEW

This user guide is divided into five general sections: [User Guide Introduction](#); [Login Process](#); [Using Your Submittable Portal](#); [How to Submit a Quarterly BHRN Report](#) and [Technical Support Resources](#). A brief overview of each section is below.

1. **Submittable User Guide Introduction:**

Establishes the purpose and value of this document. Sections include:

- About This Guide
- General Considerations

2. **Login Process:** Introduces how to kickstart a grantee's journey in using the Submittable platform. Sections include:

- Login Process

3. **Using Your Submittable Portal:** Introduces the Submittable Grantee Portal features and navigation. Sections include:

- Record of Submissions
- Drafts
- Collaborations
- Manage Submissions
- Messaging
- Awards & Payments



NOTE

Save or bookmark the link to this User Guide for easy access. Check the M110/BHRN OHA website for document updates.

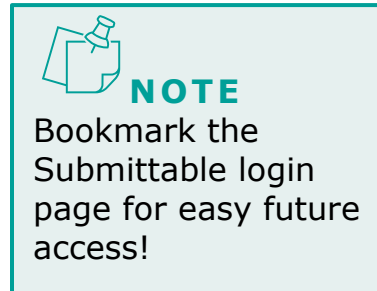
4. **How to Submit a Quarterly BHRN Report:** Introduces the new Quarterly BHRN Report form. Sections include:
 - Form Fields
 - Making Changes/Edits to an already submitted form
5. **Technical Support Resources:** Explains how to contact technical support.

LOGIN PROCESS



On July 16, 2025 at least one contact from each BHRN Partner organization received an email invitation to Submittable. Invitations were sent out according to [this list](#), which we recognize may not have captured everyone.

If you wish to change your organization's primary contact, please email Sean.McMahon2@oha.oregon.gov with your organization's name, county, preferred contact's first name, last name, and email address.



You should've received invitations from notifications@email.submittable.com that look like this in Outlook:








You've Been Added to OHA's New BHRN Grant Management Software

 reply-to+eabcf49-7e84-430b-b19e-09add4bd22bf@email.submittable.com
To  Egeler Nicole E

Retention Policy 7 Year Retention Policy - Email (7 years) Expires 9/6/2032

 This sender reply-to+eabcf49-7e84-430b-b19e-09add4bd22bf@email.submittable.com is from outside your organization.
 If there are problems with how this message is displayed, click here to view it in a web browser.

 Reply  Reply All  Forward  

Mon 9/8/2025 2:13 PM

You don't often get email from reply-to+eabcf49-7e84-430b-b19e-09add4bd22bf@email.submittable.com. [Learn why this is important](#)

Think twice before clicking on links or opening attachments. This email came from outside our organization and might not be safe. If you are not expecting an attachment, contact the sender before opening it.

Submittable 

Dear Nicole,

You are receiving this message because a Submittable profile has been created for you as part of the 2025-2029 Behavioral Health Resource Network (BHRN) grant cycle 2 data collection requirement.

The Oregon Health Authority (OHA) is using Submittable as its grant management platform.

If you did not already have a Submittable account, an account has been created for you. Your temporary login information can be found below.

Thank you for your partnership,

Measure 110/BHRN Team

You did not have an account in our system, so one has been created for you.

You can sign in using the following information:

URL: <https://manager.submittable.com/login>

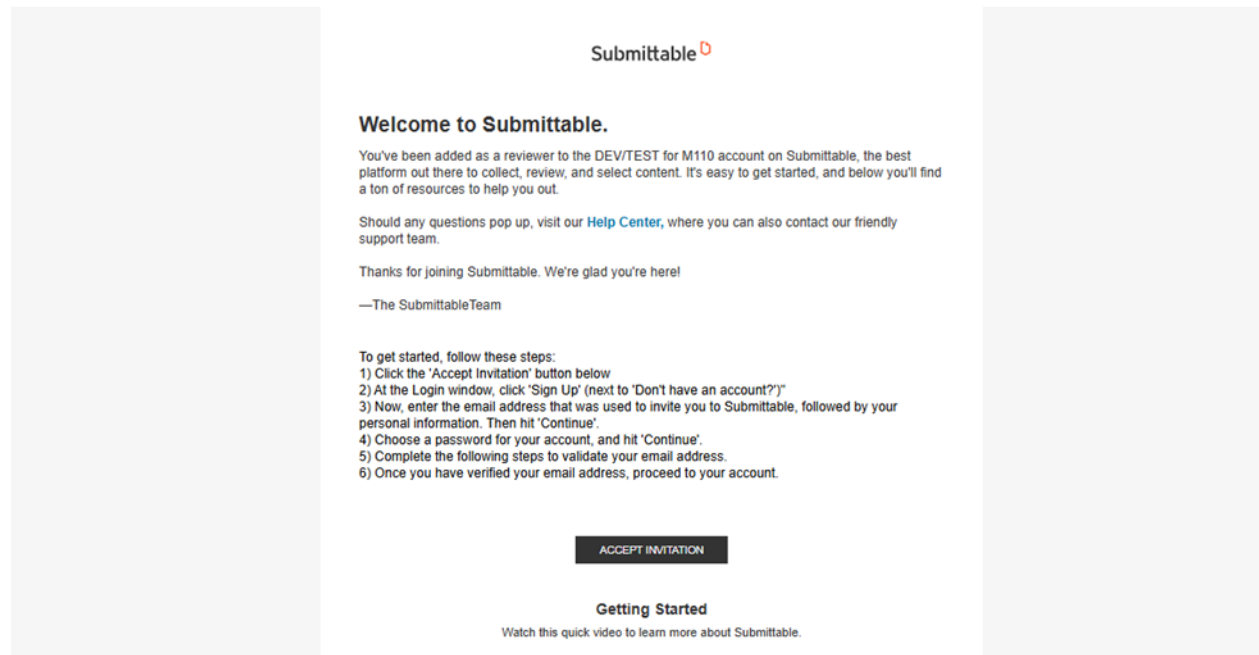
Username: emailaddress@email.com

To access your account, please use Forgot Password link.

Or like this in Gmail:

Submittable Notifications <notifications@email.submittable.com>
to me ▾

1:55 PM (2 minutes ago) ☆ ☺ ↶



The screenshot shows an email from Submittable. The header includes the Submittable logo and the text "Submittable". The main body of the email says "Welcome to Submittable." and provides a welcome message. It includes a list of steps to get started, a button labeled "ACCEPT INVITATION", and a link to a "Getting Started" video.

Welcome to Submittable.

You've been added as a reviewer to the DEV/TEST for M110 account on Submittable, the best platform out there to collect, review, and select content. It's easy to get started, and below you'll find a ton of resources to help you out.

Should any questions pop up, visit our [Help Center](#), where you can also contact our friendly support team.

Thanks for joining Submittable. We're glad you're here!

—The SubmittableTeam

To get started, follow these steps:

- 1) Click the 'Accept Invitation' button below
- 2) At the Login window, click 'Sign Up' (next to 'Don't have an account?')
- 3) Now, enter the email address that was used to invite you to Submittable, followed by your personal information. Then hit 'Continue'.
- 4) Choose a password for your account, and hit 'Continue'.
- 5) Complete the following steps to validate your email address.
- 6) Once you have verified your email address, proceed to your account.

[ACCEPT INVITATION](#)

Getting Started

Watch this quick video to learn more about Submittable.



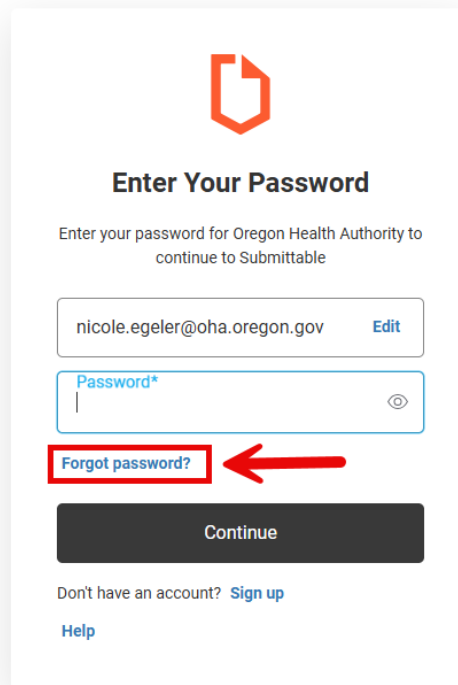
WARNING

- **EACH ORGANIZATION MAY ONLY HAVE 1 PRIMARY CONTACT** (but you may invite others to collaborate on a Quarterly BHRN Report Form with you, or transfer ownership to another primary contact)

FIRST TIME LOG IN

1. If you still have your July 16th email invitation, click “**Accept Invitation**” to get started.
2. If you DON'T still have the original email invitation, go to [Submittable.com](https://www.submittable.com) and log in using your email address, and clicking **Forgot Password** to create a password.

New to Submittable? Click 'Sign up' below to create an account.
Been here before? It's time to reset your password. Click 'Forgot password' below.



Enter Your Password

Enter your password for Oregon Health Authority to continue to Submittable

nicole.egeler@oha.oregon.gov [Edit](#)

Password*

[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

[Help](#)

MORE PASSWORD/LOGIN SUPPORT

- [Password Requirements](#)
- [Forgot Password/Reset Password](#)
- [How to Update Your Profile](#)
 - a. Please update any profile information or email OHA's COMPASS Program Data Coordinator Sean.McMahon2@oha.oregon.gov for assistance
- [Transfer Submission Ownership](#)

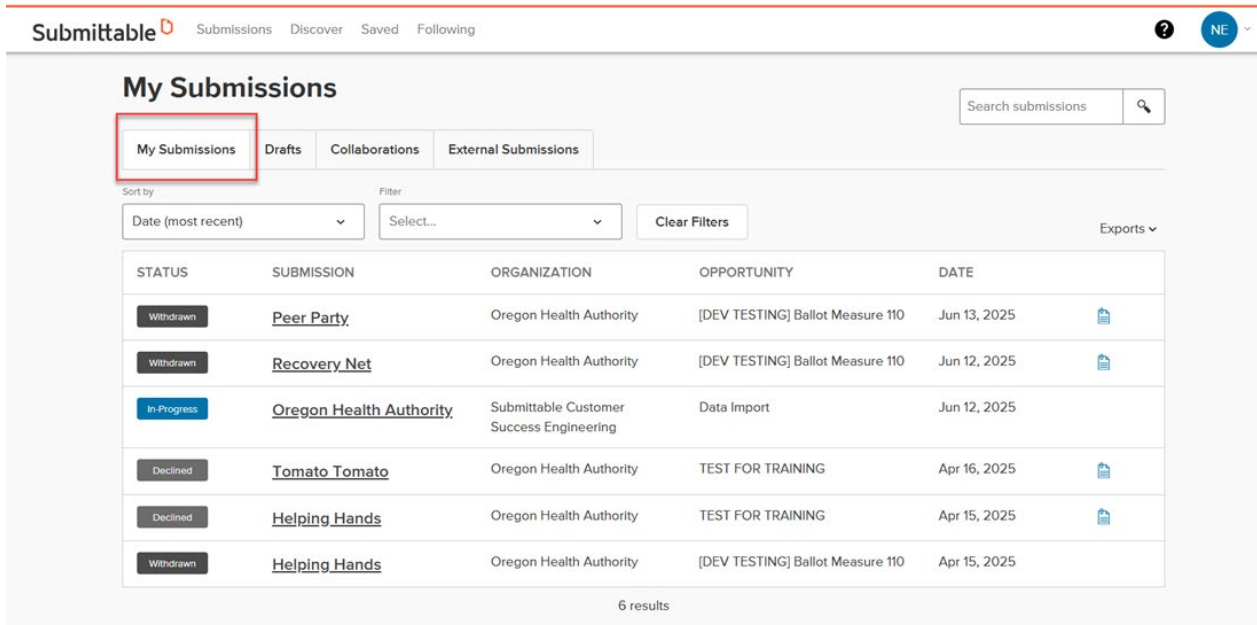
USING YOUR SUBMITTABLE PORTAL

Overview: [Manage My Submissions](#)

- Navigating the My Submissions page
- How to view submission statuses and details
- How to view Drafts
- How to Collaborate

MY SUBMISSIONS

After logging in, you will be automatically routed to the My Submissions page.



Submittable Submissions Discover Saved Following

My Submissions

Search submissions

My Submissions Drafts Collaborations External Submissions

Sort by: Date (most recent) Filter: Select... Clear Filters Exports

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Withdrawn	Peer Party	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 13, 2025
Withdrawn	Recovery Net	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 12, 2025
In-Progress	Oregon Health Authority	Submittable Customer Success Engineering	Data Import	Jun 12, 2025
Declined	Tomato Tomato	Oregon Health Authority	TEST FOR TRAINING	Apr 16, 2025
Declined	Helping Hands	Oregon Health Authority	TEST FOR TRAINING	Apr 15, 2025
Withdrawn	Helping Hands	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Apr 15, 2025

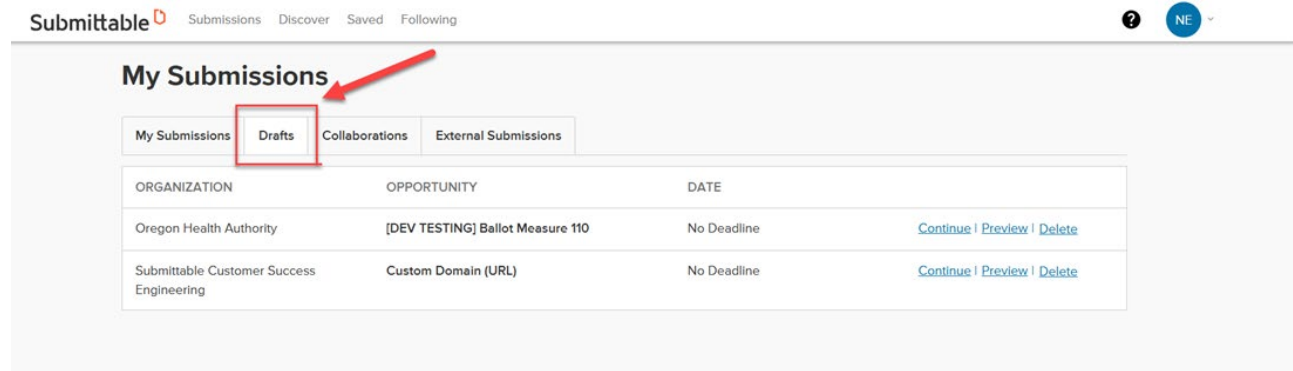
6 results

Having Trouble in the “My Submissions” page?

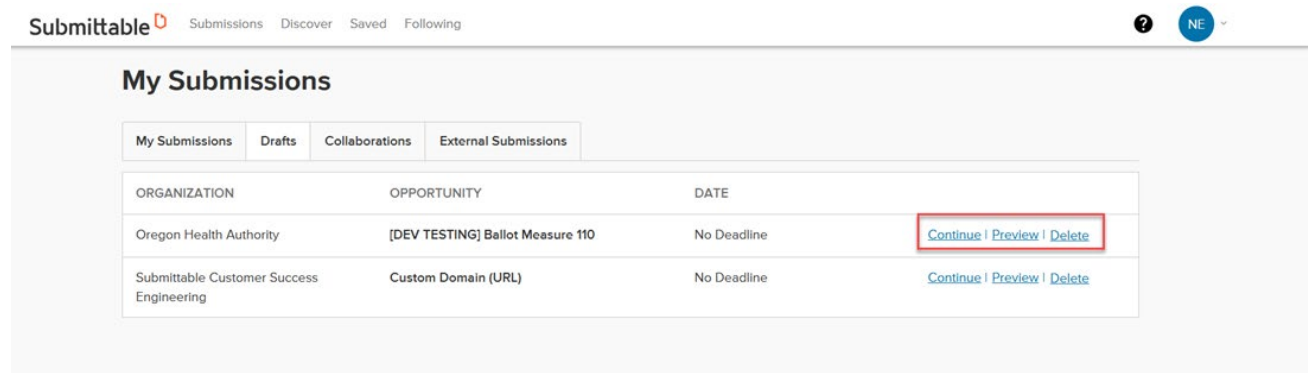
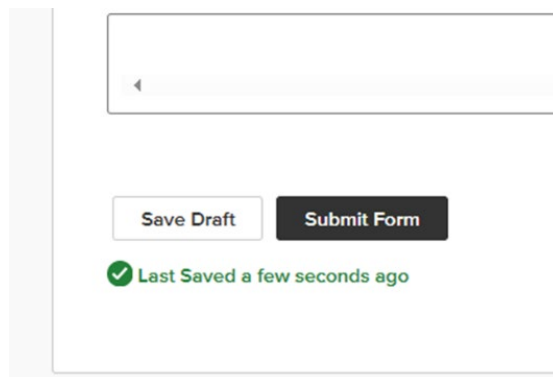
- [Can't Find My Submissions in My Account](#)
- [How to Sort or Rearrange Submissions List](#)

DRAFTS

The “**Drafts**” tab is where you can find your saved drafts for any type of submission, including the Quarterly BHRN Report Form.



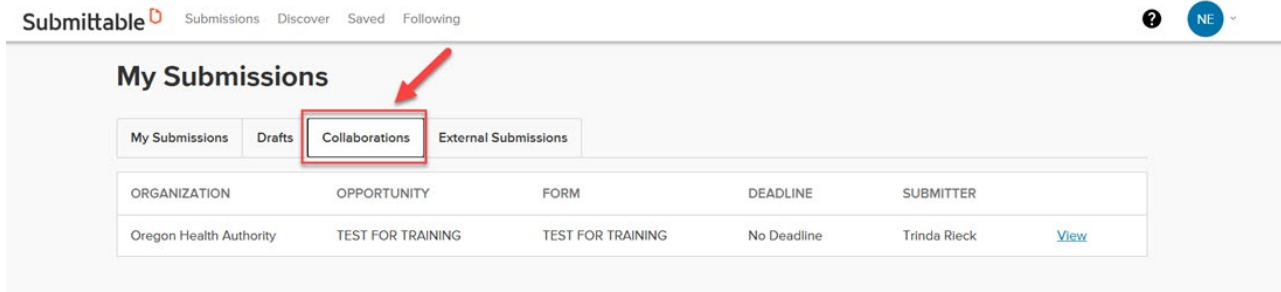
- The platform auto-saves anything you’ve started working on periodically, but to be sure that you’ve saved the latest version, it is best practice to click the **Save Draft** button at the bottom of any form.



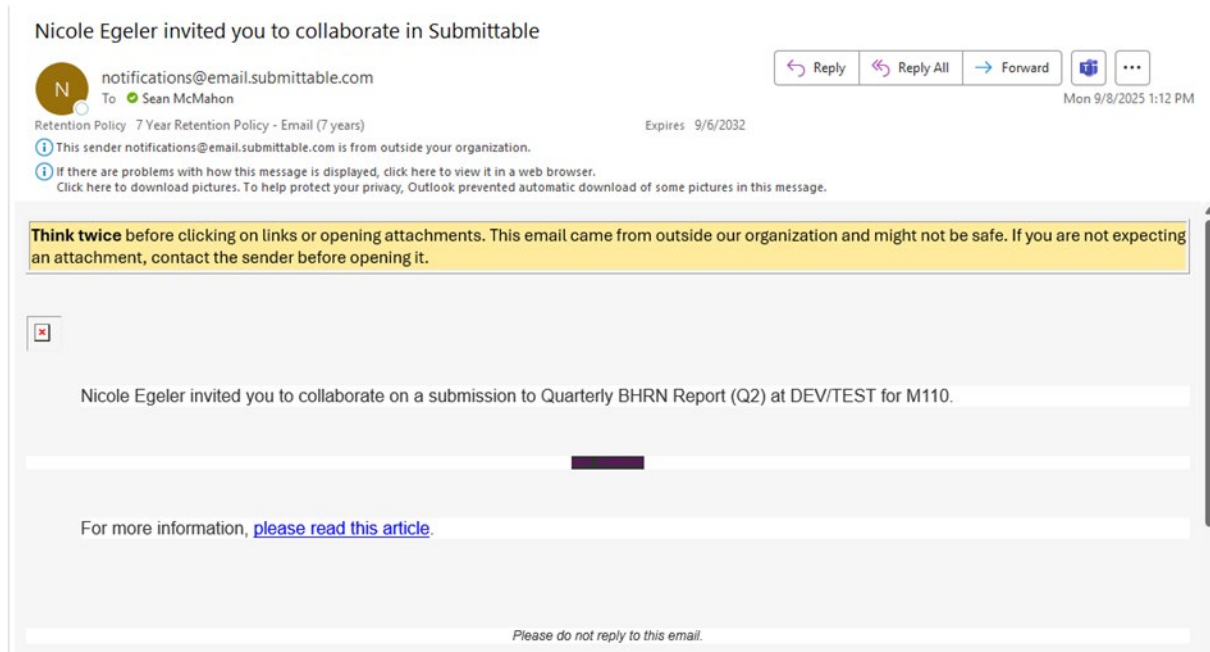
- Note the “Continue”, “Preview”, and “Delete” buttons once you have a draft started.
- [How to Return to a Saved Draft](#)

COLLABORATIONS

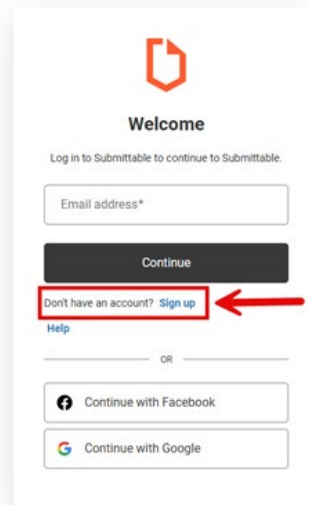
If you've been invited to a submission as a collaborator, you can view those in the **"Collaborations"** tab.



- In the Collaborations tab you will be able to either continue collaborating or view a submitted form that you collaborated on.
- [How to Collaborate](#)
- When you invite a colleague to collaborate, they will receive an email notification. Below is a sample of what the email invitation to collaborate looks like.



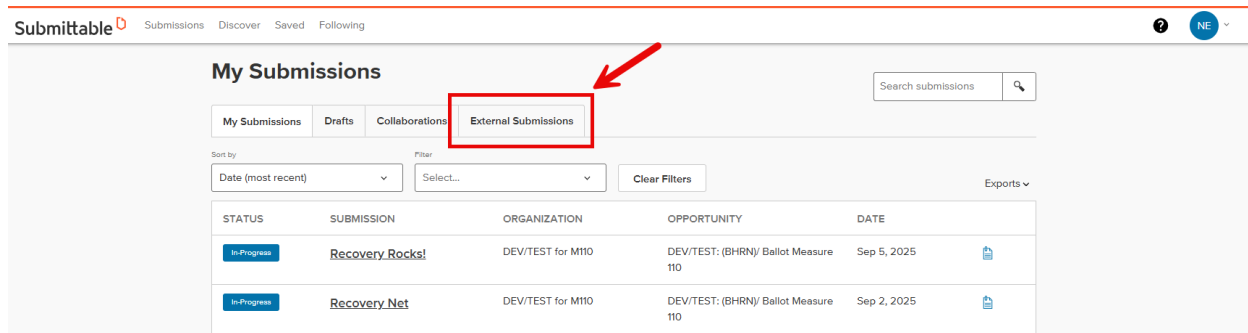
- When you invite someone to collaborate who has never used Submittable before, they must create an account by selecting “**Sign Up**” on the login page.



- Only the original Submission owner can submit the final draft of the form. However, **all collaborators will receive a confirmation email whenever the final draft of the form is submitted.**

EXTERNAL SUBMISSIONS

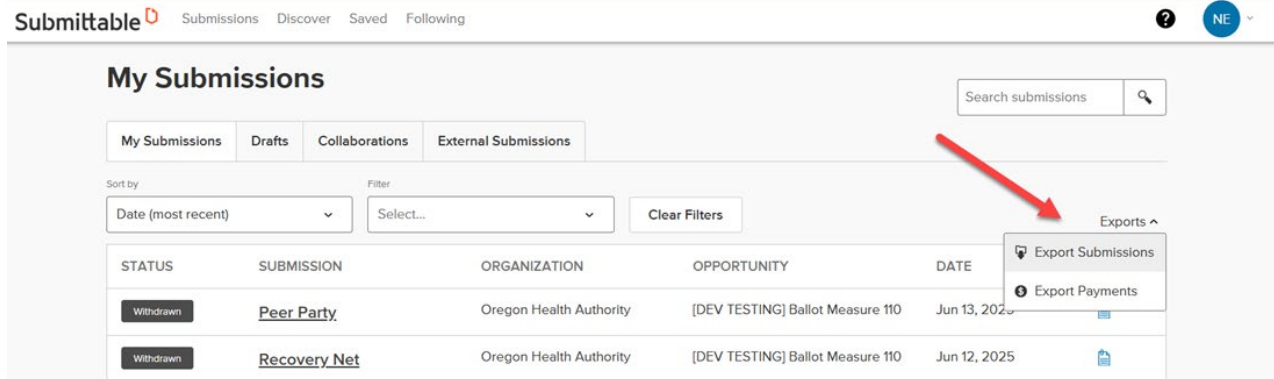
You may disregard the External Submissions tab. The External Submissions tab is optional and is intended for your own use if you'd like to track grant applications submitted outside of Submittable.



Our recommendation is to use the [Quarterly Reporting Excel Template/Tool](#) instead, which provides an easy way to track your progress each quarter and allows you to quickly **copy and paste** the information into the Submittable Quarterly Report Form.

EXPORTS

There is an Export button if you want to download an Excel .csv file of your submissions across all Programs (*anything you've ever submitted in Submittable*).



The screenshot shows the 'My Submissions' page with a search bar and navigation tabs. Below the search bar are 'Sort by' and 'Filter' dropdowns. A table lists submissions with columns for STATUS, SUBMISSION, ORGANIZATION, OPPORTUNITY, and DATE. The 'Exports' dropdown menu is open, showing 'Export Submissions' and 'Export Payments' options. A red arrow points to the 'Export Submissions' option.

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Withdrawn	Peer Party	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 13, 2025
Withdrawn	Recovery Net	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 12, 2025

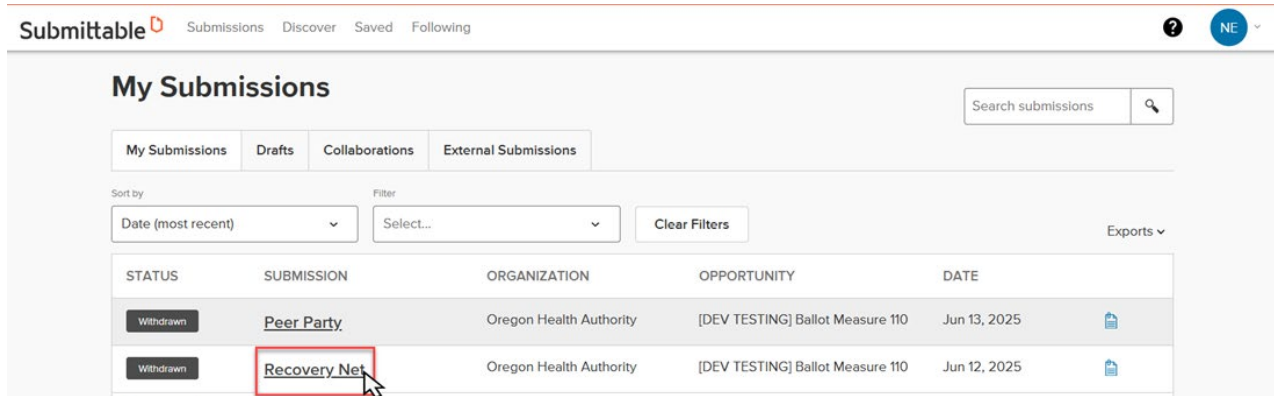


NOTE

This export does NOT include details such as answers to individual questions in a form. Those can be accessed by clicking on the Submission title and clicking the "Download" link.

SUBMISSION MANAGEMENT

From the My Submissions page, click on a submission title to access more details.



The screenshot shows the 'My Submissions' page with the same table as above. The 'Recovery Net' submission title is highlighted with a red box, and a mouse cursor is pointing at it.

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Withdrawn	Peer Party	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 13, 2025
Withdrawn	Recovery Net	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 12, 2025

- The following page will open:

Submittable Submissions Discover Saved Following English ? NE

Financial Test Case

Submitted to **DEV/TEST for M110 - DEV/TEST: (BHRN)/ Ballot Measure 110** on Thu, Sep 25, 2025 3:29 PM

Accepted

[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY	MESSAGES	FORMS	NOTE	AWARDS & PAYMENTS
	DEV/TEST for M110 accepted Q1: Quarterly BHRN Report (Original).			Wed, Mar 11, 2026 2:22 PM
	DEV/TEST for M110 changed the status of Q1: Quarterly BHRN Report (Original) to Completed.			Tue, Mar 10, 2026 4:29 PM
	DEV/TEST for M110 changed the status of Q1: Quarterly BHRN Report (Original) to Completed.			Tue, Mar 10, 2026 4:28 PM

ACTIVITY

The “**Activity**” tab includes a history of all activity related to that submission.

Submittable Submissions Discover Saved Following ? NE

Recovery Net

Submitted to **Oregon Health Authority - [DEV TESTING] Ballot Measure 110** on Thu, Jun 12, 2025 5:03 PM

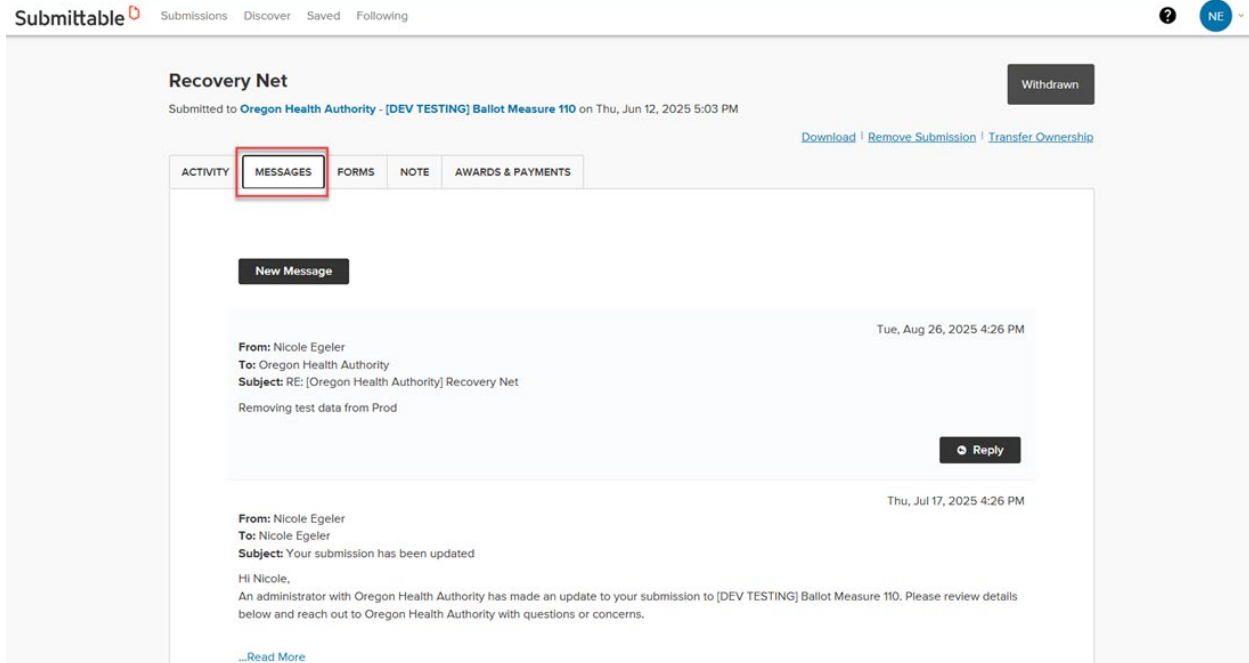
Withdrawn

[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY	MESSAGES	FORMS	NOTE	AWARDS & PAYMENTS
	Oregon Health Authority sent a message to you.			Tue, Aug 26, 2025 4:26 PM
	Withdrawn by you.			Tue, Aug 26, 2025 4:26 PM
	Oregon Health Authority sent a message to you.			Thu, Jul 17, 2025 4:26 PM
	Oregon Health Authority edited Recovery Net. Reason for Edit: Minor Correction Description: Test Test			Thu, Jul 17, 2025 4:26 PM

MESSAGES

The “**Messages**” tab allows you to access your message history, as well as start a new message to your grant administrator.

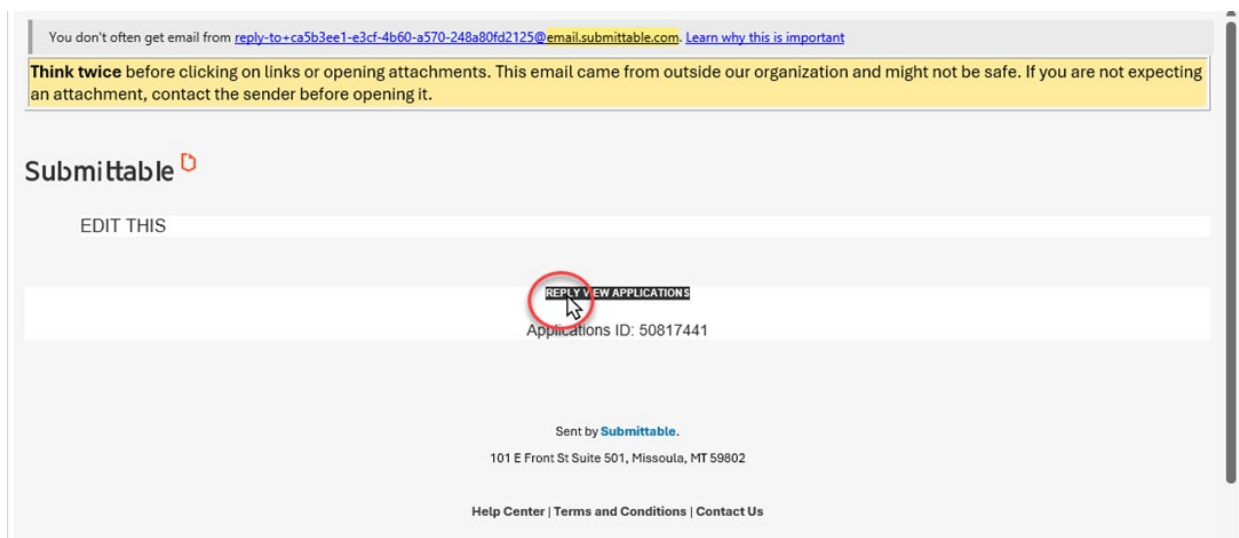


The screenshot shows the Submittable platform interface. At the top, there's a navigation bar with 'Submittable' and links for 'Submissions', 'Discover', 'Saved', and 'Following'. A user profile icon 'NE' is visible. The main content area is titled 'Recovery Net' and shows it was submitted to 'Oregon Health Authority - [DEV TESTING] Ballot Measure 110' on Thu, Jun 12, 2025 5:03 PM. A 'Withdrawn' button is present. Below this, there are tabs for 'ACTIVITY', 'MESSAGES', 'FORMS', 'NOTE', and 'AWARDS & PAYMENTS'. The 'MESSAGES' tab is selected and highlighted with a red box. Inside the messages area, there's a 'New Message' button. Below that, two email messages are displayed. The first message is from Nicole Egeler to Oregon Health Authority, dated Tue, Aug 26, 2025 4:26 PM, with the subject 'RE: [Oregon Health Authority] Recovery Net' and the body text 'Removing test data from Prod'. A 'Reply' button is visible next to this message. The second message is also from Nicole Egeler, dated Thu, Jul 17, 2025 4:26 PM, with the subject 'Your submission has been updated' and the body text 'Hi Nicole, An administrator with Oregon Health Authority has made an update to your submission to [DEV TESTING] Ballot Measure 110. Please review details below and reach out to Oregon Health Authority with questions or concerns.' A '...Read More' link is at the bottom of the second message.

- [How to Send a New Message to your OHA Grant Administrator](#)

How to Reply to a Message

- You can reply to messages from within your email as shown below, or from within the Messages tab of the platform.

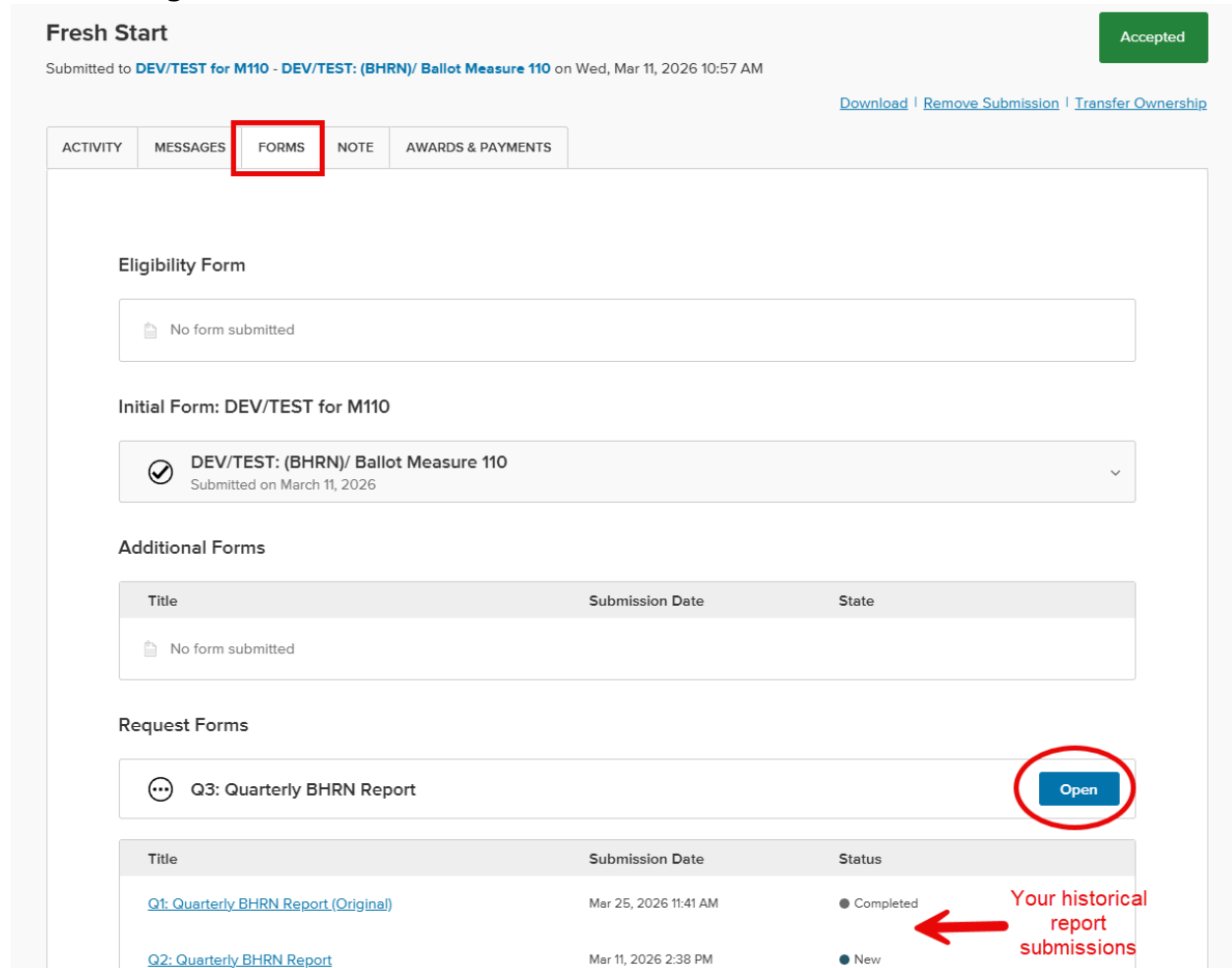


The screenshot shows an email received from Submittable. At the top, there's a warning: 'You don't often get email from reply-to+ca5b3ee1-e3cf-4b60-a570-248a80fd2125@email.submittable.com. Learn why this is important'. Below this is a yellow warning box: 'Think twice before clicking on links or opening attachments. This email came from outside our organization and might not be safe. If you are not expecting an attachment, contact the sender before opening it.' The main content of the email is the Submittable logo and the text 'EDIT THIS'. Below that, there's a button labeled 'REPLY VIEW APPLICATIONS' which is circled in red. Underneath the button, it says 'Applications ID: 50817441'. At the bottom, it says 'Sent by Submittable.' followed by the address '101 E Front St Suite 501, Missoula, MT 59802' and links for 'Help Center | Terms and Conditions | Contact Us'.

FORMS

The “**Forms**” tab is where the Quarterly Report Form will be assigned to you each quarter.

- Additionally, you will receive email notification when the form has been assigned.



Fresh Start Accepted

Submitted to [DEV/TEST for M110 - DEV/TEST: \(BHRN\)/ Ballot Measure 110](#) on Wed, Mar 11, 2026 10:57 AM

[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY | MESSAGES | **FORMS** | NOTE | AWARDS & PAYMENTS

Eligibility Form

No form submitted

Initial Form: DEV/TEST for M110

DEV/TEST: (BHRN)/ Ballot Measure 110
Submitted on March 11, 2026

Additional Forms

Title	Submission Date	State
No form submitted		

Request Forms

Q3: Quarterly BHRN Report Open

Title	Submission Date	Status
Q1: Quarterly BHRN Report (Original)	Mar 25, 2026 11:41 AM	Completed
Q2: Quarterly BHRN Report	Mar 11, 2026 2:38 PM	New




Your historical report submissions

View Historical Report Submissions

- Click the blue hyperlink shown above to view your historical quarterly report submissions. You will **not** be able to edit from here. Please message your GA separately and let them know which historical form you want to edit and why.

NOTES

- The “**Notes**” tab is an optional place where you can record notes for your organization.
- These notes are private and not visible by the OHA.

Submittable  Submissions Discover Saved Following  

Recovery Net Withdrawn

Submitted to Oregon Health Authority - [DEV TESTING] Ballot Measure 110 on Thu, Jun 12, 2025 5:03 PM

[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY MESSAGES FORMS **NOTE** AWARDS & PAYMENTS

Hello, this is a sample note message.

These notes are private to our organization.

Edit

AWARDS & PAYMENTS

- Full overview of [How to View Award Amounts](#)
- The “**Awards & Payments**” tab is used to track and align budgets and expenditures with the 2025-2029 M110/BHRN grant cycle.
- Think of it as a tool for organizing and documenting your financial reporting, rather than a reflection of real-time transactions.

Fresh Start

Accepted

Submitted to [DEV/TEST for M110 - DEV/TEST: \(BHRN\)/ Ballot Measure 110](#) on Wed, Mar 11, 2026 10:57 AM[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY	MESSAGES	FORMS	NOTE	AWARDS & PAYMENTS
----------	----------	-------	------	-------------------

Award Summary ⓘ

Total Awarded	Total Paid	Remaining Balance
\$2,000.00	\$500.00	\$1,500.00

Awards

Screening

Created on March 31, 2026

Total Award: \$1,000.00

● Used - \$500.00 ● Available - \$500.00

[View Award Details](#)

Harm Reduction

- Click **“View Award Details”** to see spenddown details for each quarter and any fiscal memos from your grant administrator.

Fresh Start Accepted

Submitted to [DEV/TEST for M110 - DEV/TEST: \(BHRN\)/ Ballot Measure 110](#) on Wed, Mar 11, 2026 10:57 AM

[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY MESSAGES FORMS NOTE **AWARDS & PAYMENTS**

Award Summary ⓘ

Total Awarded	Total Paid	Remaining Balance
\$2,000.00	\$500.00	\$1,500.00

Awards

Screening

Created on March 31, 2026

Total Award: \$1,000.00

● Used - \$500.00 ● Available - \$500.00

[View Award Details](#) ←

Harm Reduction

- The following screenshot shows Award Details. Award Details shows how much was spent each quarter within the Service Area that you clicked on.
- Click **“View Memo”** to see any comments from your grant administrator regarding your awards.

Fresh Start Accepted

Submitted to [DEV/TEST for M110 - DEV/TEST: \(BHRN\)/ Ballot Measure 110](#) on Wed, Mar 11, 2026 10:57 AM

[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY MESSAGES FORMS NOTE AWARDS & PAYMENTS

← Back to Awards

Harm Reduction

Created on March 31, 2026

Total Award: \$1,000.00

● Used - \$100.00 ● Available - \$900.00

[View Memo](#)

Memo

Harm reduction services include a mobile van that passes out syringes. 1/2/26 NE

Date	Identifier	Amount	Status	Payment Date	Memo
Mar 31, 2026	QV6JA3k	\$100.00	● Disbursed	Mar 31, 2026	Disbursed after Q1. 1/2/26 NE



OTHER FEATURES WITHIN SUBMISSION DETAILS

Recovery Net

Submitted to **DEV/TEST for M110 - DEV/TEST: (BHRN)/ Ballot Measure 110** on Tue, Sep 2, 2025 11:04 AM

Accepted

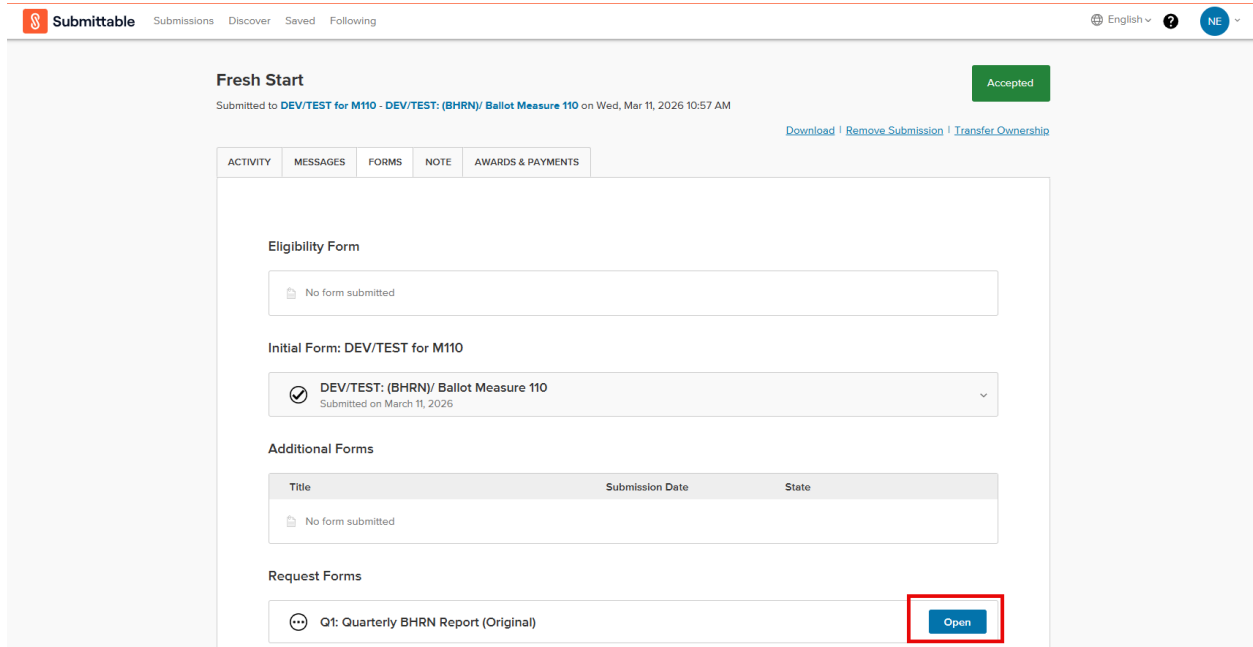
[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY	MESSAGES	REVIEWS	FORMS	NOTE	AWARDS & PAYMENTS
	DEV/TEST for M110 has shared one or more reviews of your submission. You can view the review(s) in the Reviews tab.				Fri, Oct 24, 2025 3:36 PM
	DEV/TEST for M110 closed Q1: Quarterly BHRN Report for editing.				Fri, Oct 24, 2025 1:56 PM

- Download – Download a detailed copy of your submissions (including your responses to questions).
- [Remove Submission](#) – Removes your original grant application from your personal submissions list. (OHA Grant Admins will still have record and data from all the submissions under that grant).
- Transfer Ownership – Make another person at your organization the Primary Contact for Submittable.
 - The new owner will gain access to all forms, messages, and attachments associated with this submission. The previous owner will lose access once the new owner accepts ownership. Some sensitive information will be permanently concealed from the new owner after transfer.
 - [How to Transfer Ownership](#)

HOW TO SUBMIT A QUARTERLY BHRN REPORT

The Quarterly BHRN Report will be made available for each quarter in the **"Forms"** tab of your profile.



The screenshot shows the Submittable interface. At the top, there's a navigation bar with 'Submittable' and links for 'Submissions', 'Discover', 'Saved', and 'Following'. A language dropdown is set to 'English' and a user profile icon is visible. The main content area is titled 'Fresh Start' and shows a submission for 'DEV/TEST for M110 - DEV/TEST: (BHRN)/ Ballot Measure 110' submitted on Wed, Mar 11, 2026 10:57 AM. A green 'Accepted' button is in the top right. Below this, there are tabs for 'ACTIVITY', 'MESSAGES', 'FORMS', 'NOTE', and 'AWARDS & PAYMENTS'. The 'FORMS' tab is active, showing sections for 'Eligibility Form', 'Initial Form: DEV/TEST for M110', 'Additional Forms', and 'Request Forms'. The 'Request Forms' section contains a form titled 'Q1: Quarterly BHRN Report (Original)' with an 'Open' button highlighted by a red box.

- Click "Open" to see the Quarterly BHRN Report Form and simply answer the questions in the form.



PRO TIP

Refer to the Submittable Reference Guide and Data Dictionary if you want to know more details about reporting metrics.

[Homepage for M110 Grant Management Resources](#)

Not Seeing the Quarterly BHRN Report Form?

- The M110/BHRN grant administrators may not have released the form yet. You will receive email communications whenever the Quarterly BHRN Report Form becomes available for each quarter.
- After Q1 has been submitted, it will appear as shown in the screenshot below. You can see the historical Q1 submission and then you can also see the ability to submit Q2 has become available.

Draft Test Accepted

Submitted to **DEV/TEST for M110 - DEV/TEST: (BHRN)/ Ballot Measure 110** on Fri, Sep 26, 2025 9:19 AM

[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY | MESSAGES | FORMS | NOTE | AWARDS & PAYMENTS

Eligibility Form

No form submitted

Initial Form: DEV/TEST for M110

DEV/TEST: (BHRN)/ Ballot Measure 110
Submitted on September 26, 2025

Additional Forms

Title	Submission Date	State
No form submitted		

Request Forms

Q2: Quarterly BHRN Report Open

Title	Submission Date	Status
Q1: Quarterly BHRN Report (Original)	Feb 23, 2026 10:42 AM	Accepted




WARNING

Important: Even if you have already submitted your Q1 form, you might still see and be able to edit your Q1 form until Q2 is released. Please do not submit any quarter more than once.

Avoid Duplicates

If you need to make a change, please do not make a repeat submission. Please send a message to your OHA grant administrator **requesting to edit** your original submission.

Request Forms

 Creates duplicate Q2 submission

Q2: Quarterly BHRN Report
Started Continue

Title	Submission Date	Status
Q2: Quarterly BHRN Report	Mar 25, 2026 2:38 PM	New
Q1: Quarterly BHRN Report (Original)	Feb 23, 2026 10:42 AM	Accepted

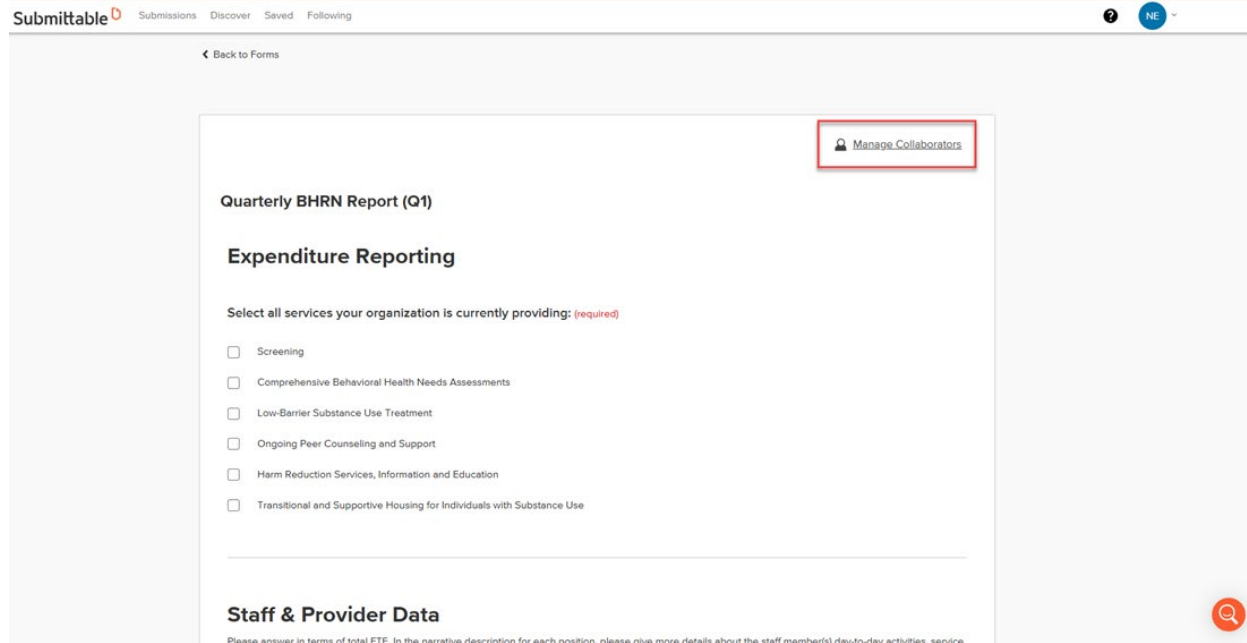
This is the Q2 report that has already been submitted

'New' status means GA hasn't screened your submission yet

FILLING OUT THE QUARTERLY BHRN REPORT FORM

The Quarterly BHRN Report Form is an electronic questionnaire form where you answer questions based on the services that you provide under the M110/BHRN grant funding. Like any questionnaire, questions come in a variety of formats such as checkboxes, multiple choice, open narrative text boxes, and even a table for expenditures.

- The form follows logic where your answers to certain questions may prompt additional questions. This helps us gather the most accurate and useful information while minimizing additional questions.
- When the Primary Contact is in the Quarterly Form, they can click **"Manage Collaborators"** to add others from your organization to help fill out the form.



Submittable Submissions Discover Saved Following

Back to Forms

Manage Collaborators

Quarterly BHRN Report (Q1)

Expenditure Reporting

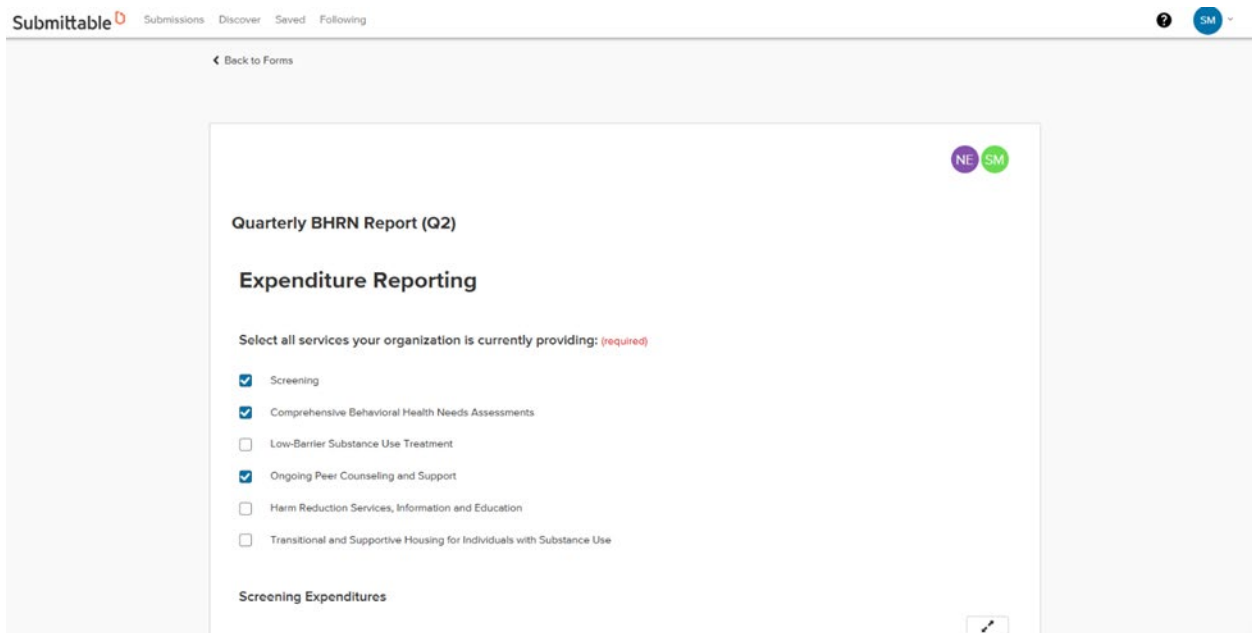
Select all services your organization is currently providing: *(required)*

- Screening
- Comprehensive Behavioral Health Needs Assessments
- Low-Barrier Substance Use Treatment
- Ongoing Peer Counseling and Support
- Harm Reduction Services, Information and Education
- Transitional and Supportive Housing for Individuals with Substance Use

Staff & Provider Data

Please answer in terms of total FTE. In the narrative description for each position, please give more details about the staff member(s) day-to-day activities, service

- Multiple people can be in the form at the same time. The initials icon shows you where they are actively working.
- Only the submission owner who originally began the submission can submit at the end.



Submittable Submissions Discover Saved Following

Back to Forms

NE SM

Quarterly BHRN Report (Q2)

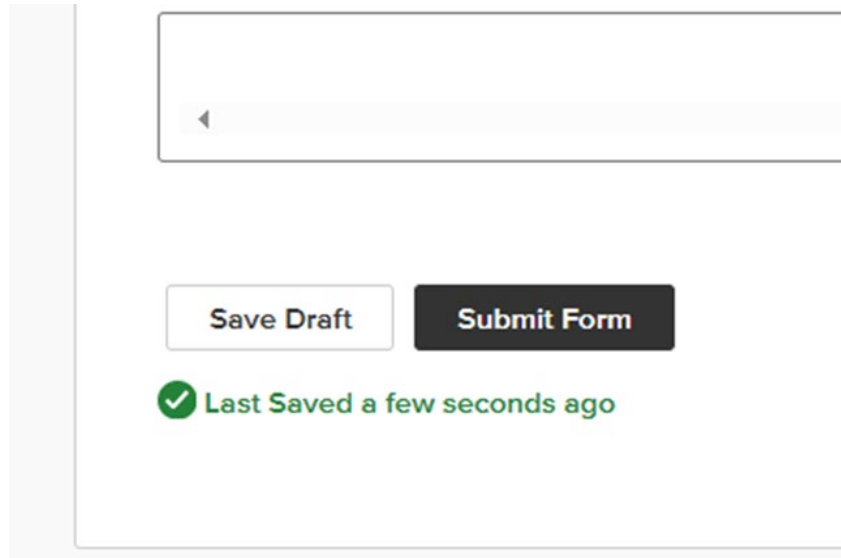
Expenditure Reporting

Select all services your organization is currently providing: *(required)*

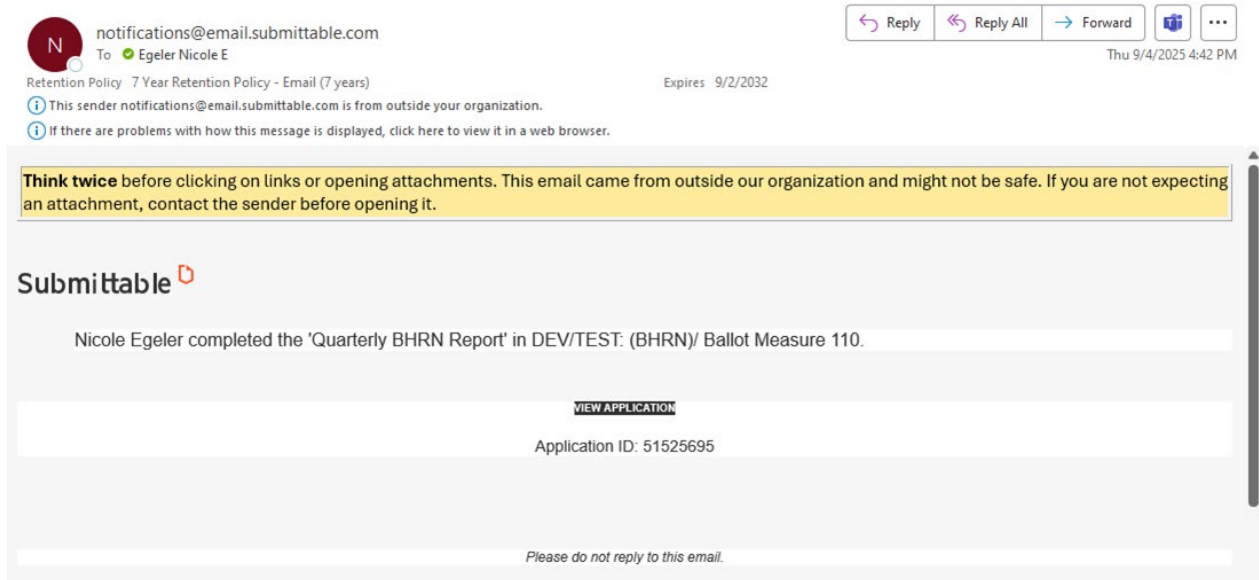
- Screening
- Comprehensive Behavioral Health Needs Assessments
- Low-Barrier Substance Use Treatment
- Ongoing Peer Counseling and Support
- Harm Reduction Services, Information and Education
- Transitional and Supportive Housing for Individuals with Substance Use

Screening Expenditures

- Your Quarterly BHRN Report will **auto-save** periodically or you can click **Save Draft** at the bottom
- Once you are ready to submit, click **Submit Form**.



- Once you submit, you will receive a confirmation email, as shown below.

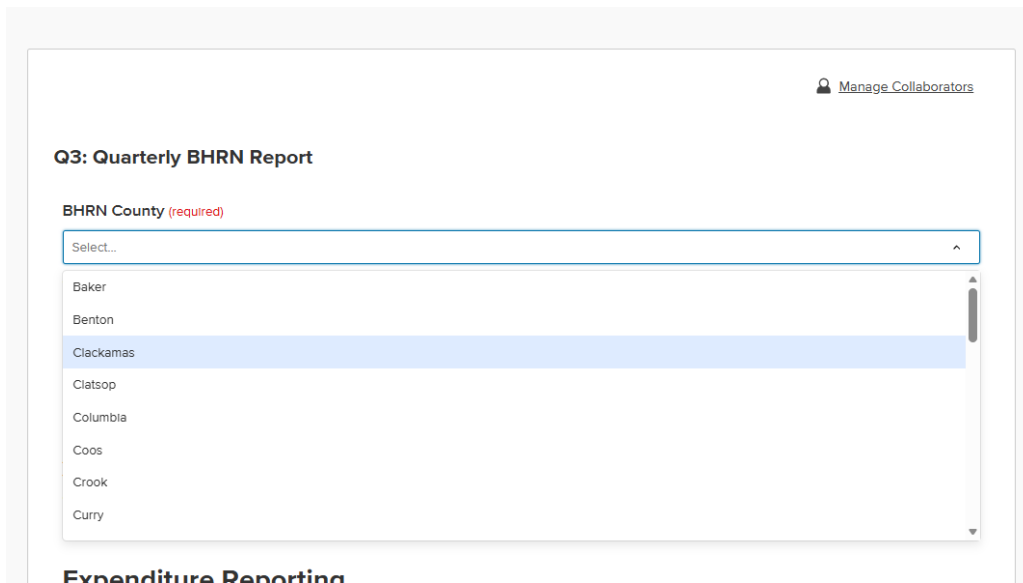


Which Form Am I Collaborating On?

At the time of the Q2 release, we received feedback that there were no titles in the collaborations tab, so grantees with multiple collaborations wouldn't know which county or entity they are filling out the form for. In order to address this, we added a county dropdown at the top of each quarterly form.

Steps (For those serving multiple counties):

1. Primary contact/owner selects correct corresponding county from the dropdown at the top of the quarterly form.



The screenshot shows a web interface for a quarterly report. At the top right, there is a link labeled "Manage Collaborators" with a user icon. Below this, the title "Q3: Quarterly BHRN Report" is displayed. Underneath, the text "BHRN County (required)" is shown in red. A dropdown menu is open, showing a list of counties: Baker, Benton, Clackamas (highlighted in blue), Clatsop, Columbia, Coos, Crook, and Curry. Below the dropdown, the text "Expenditure Reporting" is partially visible.

2. Save form/ensure that it auto-saved.
3. Click Manage Collaborators.
4. Invite Collaborators.


This will make it so that whoever you invite to collaborate will see a draft of the form indicating which county you are trying to fill out the form for. This is helpful for grantees that have offices in multiple counties.

MAKING CHANGES TO YOUR FORM SUBMISSION

If you realize you need to change something after submitting, please contact your grant administrator. They can use the “Open the Form for Editing” feature to allow you to make corrections.

- Grant administrators may edit on your behalf, or you can edit yourself. In both scenarios, you will receive an email notification if a grant administrator edited your form, or grant administrators will receive notification if you edited the form yourself.
- Once your form has been “Opened for Editing”, you will see the below in your Forms tab.

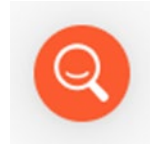
Request Forms

 Quarterly BHRN Report (Q2) Started			Continue
Title	Submission Date	Status	
Quarterly BHRN Report (Q1)	Sep 5, 2025 10:37 AM	● Editable	Edit Form

- **Thank you for reading this user guide!**

TECHNICAL SUPPORT RESOURCES & CONTACTS

Access Help Library & Customer Support:
<https://www.submittable.com/help/submitter/>



Built-in Submittable Help Library

Submittable Submissions Discover Saved Following



My Submissions Search submissions

My Submissions Drafts Collaborations External Submissions

Sort by: Date (most recent) Filter: Select... Clear Filters Exports

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE	
In-Progress	Recovery Rocks!	DEV/TEST for M110	DEV/TEST: (BHRN) Ballot Measure 110	Sep 5, 2025	
In-Progress	Recovery Net	DEV/TEST for M110	DEV/TEST: (BHRN) Ballot Measure 110	Sep 2, 2025	
Withdrawn	Peer Party	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 13, 2025	
Withdrawn	Recovery Net	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 12, 2025	
In-Progress	Oregon Health Authority	Submittable Customer Success Engineering	Data Import	Jun 12, 2025	
Declined	Tomato Tomato	Oregon Health Authority	TEST FOR TRAINING	Apr 16, 2025	
Declined	Helping Hands	Oregon Health Authority	TEST FOR TRAINING	Apr 15, 2025	
Withdrawn	Helping Hands	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Apr 15, 2025	

8 results



- [Help Library for Submitters Homepage](#)

GLOSSARY

Acronym	Definition
BHRN	Behavioral Health Resource Network
GA, Grant Admin	OHA M110/BHRN Grant Administrator
M110	Ballot Measure 110
OHA	Oregon Health Authority