Behavioral Health Resource Network

Quarterly Metrics & Expenditure Webinar

Live Q&A

September 2025

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Helpful Links

Listed below are links to various trainings and resources to aid you in reporting:

- **M110/BHRN Metric & Expenditure Webinar (9/4)** *Recording***:** https://www.youtube.com/watch?v=11D45ZHm6rE

- **M110/BHRN Website:** https://www.oregon.gov/oha/HSD/AMH/Pages/Measure110-Resources.aspx

- **M110/BHRN Inbox Email Address:** m110.grants@odhsoha.oregon.gov

- **COMPASS Submittable Webinar (9/25)** *-- Registration Link:* https://www.zoomgov.com/webinar/register/WN_BD0gvRNjT1Kv7oPId8skpA#/registration

- **Legislative Requirements:** HB 4002, SB 610, OARS 944, ORS 430.389

Software

Submittable

What does the Submittable form look like?
The Submittable expenditure form looks like a table or Excel format. The fields are the same as the BHRN Quarterly Excel template, and you can use the copy/paste function. For more information, please attend (or watch the recording of) the Submittable Platform webinar on Sept. 25th.

Does Submittable allow you to save your entries and go back to finish later?
Yes! There is a Save Draft feature.

Will Submittable send you a submission confirmation and an option to see our responses for internal tracking purposes?
Live answered by Sean @ 42:36. Yes, Submittable allows you to see all your responses for internal tracking purposes. You will also get an email when your grant administrator accepts your quarterly report.

How many people per agency can have a Submittable account? Can different staff members enter operational and financial data at different times?
Every organization is allowed a single primary account holder or "primary contact" responsible for submitting your quarterly report forms. The primary contact for Submittable can add a contributor to the quarterly report so that multiple people can enter data each quarter.

The primary contact can invite others to collaborate on a quarterly report form or transfer the account to a new primary contact. Anyone at your organization may have a submittable account.

Another option is to use the BHRN Quarterly template we provided, which can be shared and used by multiple people throughout the quarter. At the end of the quarter, one person can input all information from the BHRN Quarterly template into Submittable.

Submittable only has 2 questions for the peer service area. Does that mean the bulk of peer data goes in ROADS?

Live answered by Sean @ 56:06. There are more options about client-level encounters in ROADS for peer support services.

What is the difference between Submittable and ROADS? How are they connected?
Submittable is for expenditures and other metrics **not** reported in ROADS. ROADS is for unique client encounter data. Submittable and ROADS are not technically connected, but the data will be extracted and synthesized by our data partners.

ROADS

IMPORTANT NOTE: ROADS is not yet available for BHRNs.
BHRN data fields will launch in ROADS in October 2025.

I am not seeing in the template where info on how many clients received low barrier SUD treatment. Is that info going to be in ROADS? Will there be a template for that reporting as well?
Client Specific data will be captured via ROADs. Additional templates, guides, and dictionaries for ROADS will be provided in October to support this reporting.

If our clinic enters ROADS which used to be MOTS, do we have to do anything different?
There will be specific training on the ROADS platform for BHRNs, including how to report data and to go over any potential changes in reporting for BHRN clients. More information coming soon.

Can you confirm the ROADS system M110 will be using is the same platform that used to be called MOTS? We submit ROADS currently, called MOTS prior, and I just want to make sure it is being thought through how we distinguish with ROADS entry is M110 related.
Live answered by Abbey @ 1:02:44. Yes, ROADS is the new MOTS.

It seems like we will be submitting data metrics to submittable and to ROADs. I was curious why there were no demographics in the data metrics sent out. Can you clarify this? What is the purpose of each system? And will there be overlap in questions?
Live answered by Abbey @ 1:03:09. Demographic information is all in ROADS and training will be rolled out in October 2025.

By "client level" data for ROADS does that mean somehow entering each client individually? I seriously doubt our EHR with be compatible, so I anticipate using the portal. Does ROADS take Excel imports?
Live answered by Abbey @ 1:03:27. Yes, ROADS is for each individual encounter. More information about ROADS and inputting information will be available in October.

We would like access to ROADS as soon as possible to review the platform. I am concerned to wait until end of quarter for technical training in ROADS.
BHRN data will not be live in the ROADS system until October, so getting access to ROADS right now would not allow providers to look through the BHRN-specific segment. This link has videos on different views of the ROADS system, but they won't necessarily be pertinent to every provider.

Given that we are just now hearing about certain metrics and how they are counted, what are we supposed to report for Q1 if we did not capture a data point for Submittable? Since ROADS is not finished, what will be the ROADS reporting expectation for Q1? & **How long will we have between the ROADS training and the date of required implementation? Will we have plenty of time to update our data collection systems and train staff?**
Live answered by Abbey & Kiely @ 57:42. We have very few expectations about ROADS reporting for quarter 1. OHA is currently discussing realistic expectations and timelines.

The entire Measure 110 team and the OHA data partners recognize the challenges of new reporting. Please capture the expenditure and metrics data to the best of your ability. Please have a conversation with your grant administrator about any barriers or obstacles.

We are dependent on our EHR to modify the software for ROADS v2. It will take a long time.
Live answered by Abbey @ 1:03:03. We know that much of your connectivity between ROADS and your organization is independent on an electronic health record (EHR). We understand that that is going to be a challenge will allow for ample time and transition.

Quarterly Reporting

Resources (e.g., template, webinars)

Who do BHRNs contact to get added to the email distribution list?
If you are not receiving the BHRN partner emails and would like to be added to the list, send an email to m110.grants@odhsoha.oregon.gov asking to be added. Please include your current grant number in the email's subject line whenever contacting the M110 Inbox.

How do we get in contact with our M110 grant administrator?
If you are unsure who your grant administrator is, reach out to m110.grants@odhsoha.oregon.gov and we will direct you to the right person. Please include your current grant number in the email's subject line whenever contacting the M110 Inbox.

Will we be receiving a template from our grant administrator that relates specifically to our unique BRHN grant?
Yes. You will receive a budget key that lets you know which Submittable subcategories you will report on based on your budget line items. The Reporting Template is not specific to your BHRN grant & likely will have reporting metrics that do not apply to your grant if you do not hold all service areas. The budget key will be specific to your grant and will help with your expenditure reporting.

Is the data Excel spread sheet I got the one for reporting?
The BHRN Quarterly Template is your tool for tracking, but it is not how you will submit data. Data will be reported through Submittable.

In last week's email, we only got two PDFs: one for the data dictionary and one for the manual. Is the spreadsheet the one that was sent some time ago?
Yes, the spreadsheet was sent a month ago to support your data tracking. *[Template emailed on 8/8 and again on 9/5. Resources emailed 8/29 and again on 9/5.]*

"My template does not look like this, I received it on 8/27" & **"The template we received does not look like this either."**
Live answered by Abbey @ 42:11. All the current information and tools are posted on our website. If you have any questions, please contact your grant administrator.

How can we request an invite to this Technical Webinar/Data Systems Training on Sept. 25th? & **Has the invite for the training on the 25th been sent out yet?**
This has not yet been sent. We will be sharing more information closer to the date to register for that training. It will be emailed to our BHRN Partners and posted on the M110 website.

- *New Update:* Register Here

Reporting Requirements

This may be coming on the slides but when is reporting due each quarter?
Reports are due within 30 days of the end of each quarter.

If you need to move funds around in the same category that are under 25% of budget, do we need reallocation permission?
Live answered by Abbey & Kiely @ 48:32. To make any budgetary changes, you will need prior approval from your grant administrator. We are developing budget adjustment protocols; our goal is to be flexible, clear, and reasonable.

In new operational reporting metrics, are we not reporting any demographic data? (i.e. Race, ethnicity, gender, etc.)
Live answered by Abbey @ 50:31. Submittable is expenditure reporting and any other reporting for your program that is not reported through ROADS. ROADS, the client-level data platform, includes demographic information.

Are you requiring grantees to report on client demographic data using REALD?
Live answered by Sean @ 54:19. Client demographic data is going to be captured using REALD in the ROADS system, not Submittable.

I need clarification Quarter #1 are we getting a report form sent to us or are we need to input into ROADS?
Live answered by Abbey @ 1:03:40. No information in ROADS will be entered for quarter 1.

Specific Metrics

Did I understand correctly that the deputy director who worked 25% clinical and 75% operations should have 100% of their salary reported as clinical?
Yes, if an individual engages in any direct service/clinical work, their entire salary is reported as direct service.

How are we supposed to account for billable OHA services? Example, I have a M110 CADC who bills 20% of their time to a CCO. Do I report their whole salary? They are fulltime do I report 80% or 100% FTE?
Live answered by Katie @ 53:40*.* Yes, you only report on M110 funded services. So, you report on the amount of time/percentage that is funded by M110 only.

Are the culturally specific questions new?
These questions and criteria are pulled directly from the RFGA. Some organizations in that process, along with the negotiation process, identified if they were culturally specific. Please note the legislative definitions of "culturally responsive services" and "culturally specific services" are separate. For more information, please read the legislation and contact your grant administrator.

So, if I serve LGBTQ persons but I am not and yet am familiar with the culture that is not a Yes?
Live answered by Abbey @ 43:12. Please note the legislative definitions of "culturally responsive services" and "culturally specific services" are separate. For more information, please read the legislation and contact your grant administrator.

With the current climate African Americans and Latinos are wary of any language that could affect their funding status or make them a target why make them add additional reporting information?
Live answered by Abbey @ 55:36 *&* 56:54. All the information that we've asked for through Submittable is legislatively required. Any demographic information will be discussed at the ROADS training which COMPASS will be hosting later this fall. Please contact your grant administrator or Abbey Stamp directly if you would like to discuss more.

Do we count someone as "Denied' Because the client themself declined to work with our team? or only if we had to deny services as the provider?
Live answered by Abbey & Kiely @ 43:55. Denial reasons *are* provider driven. If there's a safety concern, if your organization requires abstinence, if the abstinence requirement was not met, if there's a capacity or no room for new clients, the requested services is simply not provided by your organization, any supply constraints, or any other reason. There is also a narrative section in the denial section of Submittable to add more information if desired.

We do warm hand offs for people we can't serve so we do see them as "denied." Should we look at that closer?
Live answered by Abbey @ 46:46. Submittable has denial reasons. If the situation does not match the options, detail the reasons in the narrative field. Your grant administrator is also a resource for any unclear questions or situations.

Do we report naloxone that we purchased with non-BHRN funds?
Live answered by Abbey @ 45:19*.* No. Only report for expenditures that are in your approved budget. Please reach out to your grant administrator if you have any questions.

Do we have to report doses of Naloxone distributed if Naloxone cost was not in our harm reduction budget?
Live answered by Abbey @ 46:22*.* Only if you are purchasing Naloxone with Measure 110 funds. Always go back to your approved budget and grant administrator for clarification.

If we have staff who are funded by BHRN but distribute Naloxone which is not, do we still report their usage of Naloxone? Or are we only reporting activities directly funded by BHRN?
Live answered by Abbey @ 48:12. Yes, only report activities that align with your budget that are funded by M110. In this situation, report the staff and their activities, but NOT the Naloxone itself.

Do we report supplies purchased with non BHRN funds but distributed by staff using BHRN funds for FTE (harm reduction supplies, basic needs supplies, wound care supplies, etc)?
Live answered by Abbey @ 51:29. No. Only report supplies that you purchase with Measure 110/BHRN funds.

What if the naloxone is provided by Save Lives Oregon, but the staff time to educate, the printing of instructions, and other kit supplies are paid for by M110? Do we report those individuals because a portion of the M110 funds were used to put together the kits?
Yes, please capture the M110 funded supplies and services provided by M110 funded staff. All other materials or personnel costs not covered by M110 funds should not be reported. If M110 funded staff is providing outreach and education, that will be captured in the outreach metrics.

Can you confirm that harm reduction requires unique client count?
Live answered by Abbey @ 47:24. Yes, "how many unique clients did you provide harm reduction services to?"

In the harm reduction: for example, as a suds Tx program if we provided a presentation focus on harm reduction, we count the individuals who received it, or it doesn't count as suds Tx program?
You should not report any Harm Reduction metrics unless you are funded for the Harm Reduction service area under Measure 110. This section of the report will not appear for you unless you are funded for Harm Reduction. There are no questions in Submittable specifically about the SUD Treatment service area.

Rules

Audits

Will we be able to get the SOC 2 Type II reports for our auditors?
Anyone who would like to access the Audits would need to go to https://www.submittable.com/security/ and then request access to those reports. The providers would possibly need to sign NDA to get the annual report.

What are audit expectations for this cycle of the BHRN?
Live answered by Katie @ 52:16. An audit is required for any organization after it surpasses $1 million in expenditures on a single grant. After the first audit, additional audits will be completed yearly until the end of the grant. Your grant administrators will help flag if/when your organization is close to the $1M mark. The Measure 110 team has requested more

specific guidance around audit requirements and will send this out to BHRN partners as soon as it is available.

So, the audit requirement is not based (for timing) on when over $1M in funding is received (through BHRN payments), but rather once we have expended (reported) over $1M?
Yes, based on when $1M is expended, not disbursed. As your grant administrators, we'll do our best to flag to you when you're approaching that number.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Measure 110 team at M110.Grants@odhs.oha.oregon.gov. We accept all relay calls.

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OREGON HEALTH AUTHORITY