



OREGON  
**HEALTH**  
AUTHORITY

# Dual Reporting: Submittable & ROADS

Beginning July 2026

Behavioral Health Division  
The Behavioral Health Resource Networks (BHRN) Program

# Agenda

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- Dual Reporting
  - Overview
  - Context
- Submittable
  - Reporting Approach
  - Acknowledging the Change
- ROADS
  - Reporting Approach
  - Reporting Criteria
- Examples
- Questions

# Dual Reporting: Overview

On July 1<sup>st</sup>, 2026, the BHRN Program is rolling out the dual reporting structure, using both Submittable and ROADS to capture the impact of the BHRN funds and services to providers, clients, and communities.

Submittable	ROADS
Implemented at the start of Grant Cycle 2	Deadline to begin use is July 1 <sup>st</sup> , 2026 (grace period for EDI/EHR users until November 1 <sup>st</sup> , 2026)
Expenditure reporting & summary-level/ de-identified client counts	Client-level data
Prohibits Protected Health Information (PHI)	Requires Protected Health Information (PHI)
Service Areas: All	Service Areas: Screening, Housing, Peer Support, & SUD Treatment
Specific to the BHRN program, for now	Being implemented across OHA
Total aggregate counts (includes encounters in ROADS)	Includes encounters that meet ROADS reporting requirements (does not include all counts in Submittable)

# Dual Reporting: Context

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- **Why this level of data collection is required**
  - ORS, OAR, SOS, legislature
- **Detailed BHRN reporting is innovative and new**
  - State seeking details to better understand the impact of the funds and services
- **Complexities emerged, especially with budget reductions**
  - *BHRN funds bought ½ a car; do we report ½ the people we transport?*
  - *BHRN funds only pay for admin staff; which clients do we record in ROADS?*
- **The direction provided here is simplest way to get the data needed**
  - ROADS and BHRN teams here to support you!

# Submittable: Reporting Approach

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While Submittable has been used since the start of Grant Cycle 2, the dual reporting establishes new guidelines for BHRN data collection in Submittable, refined to better complement the data collected in ROADS.

Please report program data and aggregate client counts in Submittable if:

- **The client received one or more of the BHRN services at least meaningfully because of, or enabled by, the BHRN grant**
- BHRN services are defined by ORS 430.389 Section 3(2)(e)(A)-(H)
- Submittable should include the total number of aggregate clients, including those reported in ROADS
  - New Submittable field in Q5: total aggregate client count across all service areas

# Submittable: Acknowledging the Change

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We acknowledge this is a change to how you have been counting and reporting data in Submittable since the start of the Grant Cycle.

- The intent of this change is to better capture the wide-ranging impact of BHRN-funds through data reported in Submittable.
- Aggregate client counts will continue in Submittable to capture the broad impact.

**Timeline:** shift in reporting should begin in Q5.

- July 1, 2026: Begin collecting data on all clients engaged (wider-net approach)
- October 1, 2026: Report collected Q5 data

# ROADS: Reporting Approach

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Data should be reported in ROADS:

- For the Service Area that the funding is received
- If the encounter is **accommodating of and appropriate for** data collection
  - The encounter goes beyond outreach
  - The encounter is in a setting where it is possible and appropriate to collect the ROADS data
  - The encounter is long enough to accommodate capturing all the ROADS data

Data should not be reported in ROADS:

- If the interaction is brief, engagement-focused, outreach-based, or otherwise does not meet minimum encounter or documentation thresholds for ROADS entry

**Submittable should be used for aggregate reporting for all Services Areas, including:**

- Data for Service Areas not included in ROADS (harm reduction and assessment)
- Data for encounters that do not reach the threshold of accommodating of and appropriate for ROADS data collection
- Data from encounters that are in ROADS

# ROADS: Reporting Criteria

ROADS data is collected for the following Service Areas:

Peer Support, SUD Treatment, and Screening		Housing	
<p><u>Do enter clients in ROADS who:</u></p> <ul style="list-style-type: none"> <li>•Receive a direct service from a <b>BHRN-funded staff member</b> (BHRN-funded includes any portion of FTE, but does not include staff who only receive BHRN-funded training)</li> <li>•Receive BHRN-funded <b>supplies</b></li> </ul>	<p><u>Do NOT enter clients in ROADS who:</u></p> <ul style="list-style-type: none"> <li>•Are seen by a staff member whose <b>supervisor</b> receives BHRN funding</li> <li>•Are seen in a BHRN-funded <b>building or via a vehicle</b> but not directly served by a BHRN-funded FTE.</li> </ul>	<p><u>Do enter clients in ROADS who:</u></p> <ul style="list-style-type: none"> <li>•Are housed in a building currently receiving <b>BHRN-funding</b></li> <li>•Receive housing services via a <b>BHRN-funded staff member</b> (FTE only)</li> <li>•Receive <b>BHRN-funded vouchers or rental assistance</b></li> </ul>	<p><u>Do NOT enter clients in ROADS who:</u></p> <ul style="list-style-type: none"> <li>•Are housed in a program with a BHRN-funded <b>supervisor</b> only</li> <li>•Are housed in a facility where BHRN funding only pays for operational costs through administrative/indirect line items</li> </ul>

**Include clients whose visit is also paid for through Medicaid or other sources.**

- BHRN Episodes of Care should be opened for the entire duration of a client's services
- Non-Medicaid Service entries should be used to capture discrete encounters during the BHRN episode duration

# Submittable: Client Count Examples

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Include clients in your Submittable client counts if they:

- Were served in a building (lease, rent, utilities, furnishings, etc.) funded through current BHRN dollars.
- Were served using vehicle (purchase, lease, gas, etc.) funded through current BHRN dollars.
- Were served by any staff member funded through BHRN funds.
- Were served by a staff member with a BHRN-funded supervisor.
- Received any material/supply purchased with BHRN funds or distributed by a BHRN-funded staff.
- Were served at an event where BHRN funding was used to transport staff, pay for table space, or otherwise make the attendance possible.

# ROADS: Reporting Example 1

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**Imagine the following Housing & Peer Support provider:**

BHRN Funding Overview

- All units are free for BHRN clients.
- BHRN pays for the Peer Supervisor (who oversees peers that work in the housing program) in the Peer Service Area.
- The building's lease is funded through BHRN dollars in the Housing Service Area.
- Medicaid pays for the beds.

ROADS Reporting

- Peer Service Area: no encounters would be reported in ROADS
  - Because BHRN is only funding the Peer Supervisor, not the Peers doing the direct service
- Housing Service Area: all clients housed would be reported in ROADS
  - Because BHRN funds pay for the building's lease

**All individuals should be included in the Submittable client counts for Peers and Housing.**

# ROADS: Reporting Example 2

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**Imagine the following Housing provider:**

BHRN Funding Overview

- All units are free for BHRN clients.
- BHRN funds pay for the building utilities and administration staff salaries in the Housing Service Area.
- The beds are paid for another by another grant.

ROADS Reporting

- No clients would be reported in ROADS for Housing.
  - Because the BHRN funding only pays for operational costs (utilities and administration staff) through administrative/indirect line items

**All individuals housed should be included in the Submittable Housing client count.**

# Help & Resources

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## Get Help

For technical support with ROADS, please reach out to the ROADS Team.

- Email: [ROADS@odhsoha.oregon.gov](mailto:ROADS@odhsoha.oregon.gov)

For questions about what to report, please reach out to your grant administrator and/or the BHRN Program Inbox.

- Email: [bhrn.grants@odhsoha.oregon.gov](mailto:bhrn.grants@odhsoha.oregon.gov)

For issues with Multi-Factor Authentication, please reach out to the Office of Information Services Service Desk.

- Phone number: 503-945-5623

## Resources

- [ROADS BHRN Reference Manual](#)
- [ROADS BHRN Frequently Asked Questions](#)
- [Dual Reporting Instructions](#)
- [Dual Reporting Webinar Recording](#)

# Questions?

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You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the BHRN Program at [bhrn.grants@odhsoha.oregon.gov](mailto:bhrn.grants@odhsoha.oregon.gov).

Behavioral Health Division  
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