



OREGON
HEALTH
AUTHORITY

Submittable 

M110/BHRN Grantee Training



Welcome

We're so glad you're here!

Presented by:

Sean McMahon

Program Data Coordinator

Grantee Training Topics

- Logging In
- Navigating Your Submittable Portal
- Submission Management
- Messaging
- How to Submit a Quarterly BHRN Report

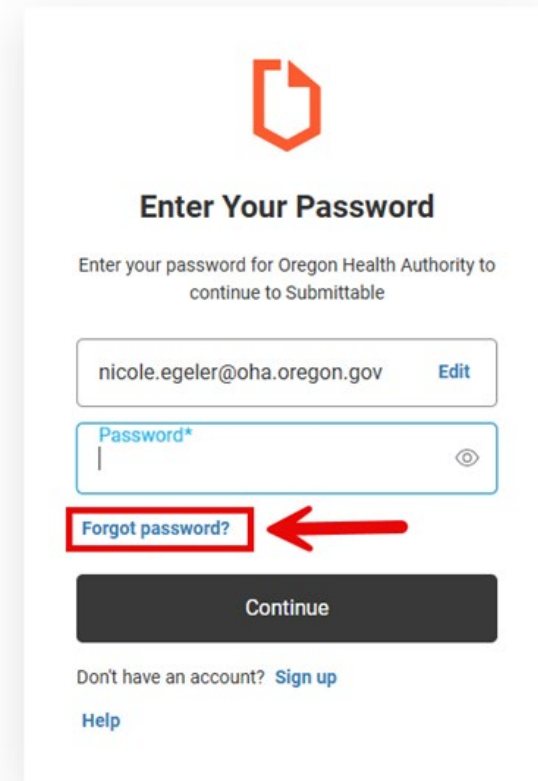
Logins for Each Organization


- **EACH ORGANIZATION MAY ONLY HAVE 1 PRIMARY CONTACT**
- You may invite others to collaborate on a Quarterly BHRN Report Form (*covered in this training & user guide*)
- **OR**, you may Transfer Ownership to a new primary contact (*covered in this training & user guide*)

Logging In

- If you still have your **July 16th email invitation**, click **“Accept Invitation.”**
- If you no longer have the email, go to the [Submittable login page](#) and log in using your email address. Click **“Forgot Password”** to create a new 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](#)

Navigating Your Submittable Portal

The screenshot shows the Submittable 'My Submissions' page. The 'My Submissions' tab is highlighted with a red box. A red arrow points to a question mark icon in the top right header. Another red arrow points to a magnifying glass icon in the bottom right corner of the page.

Submittable Submissions Discover Saved Following English ? NE

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Withdrawn	Peer Party	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 13, 2025	
Withdrawn	Recovery Net	Oregon Health Authority	[DEV TESTING] Ballot Measure 110	Jun 12, 2025	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

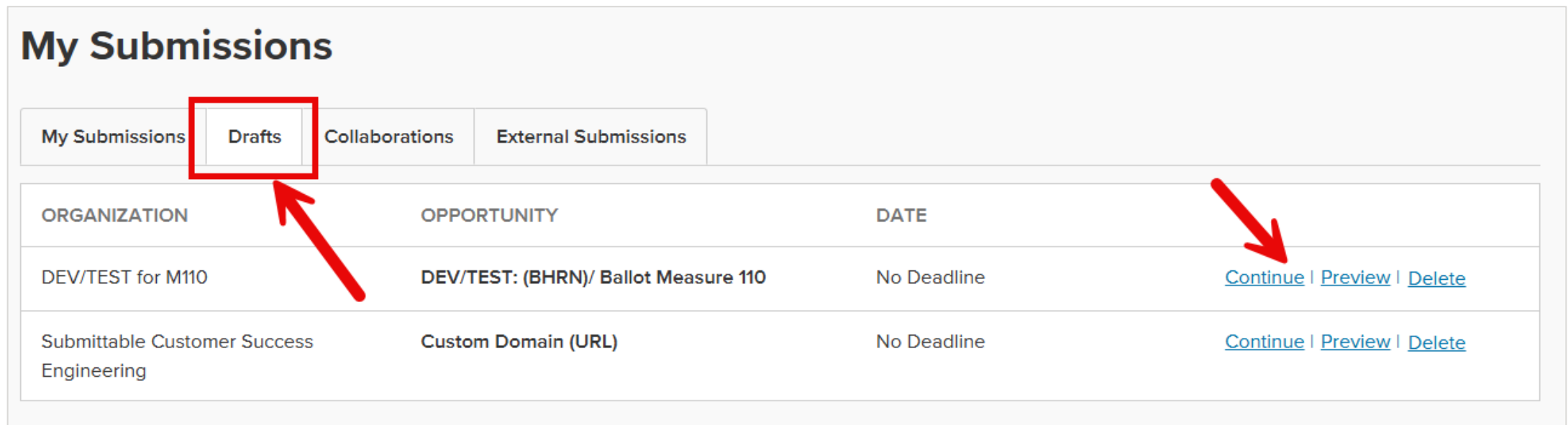
My Submissions - Drafts

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

My Submissions

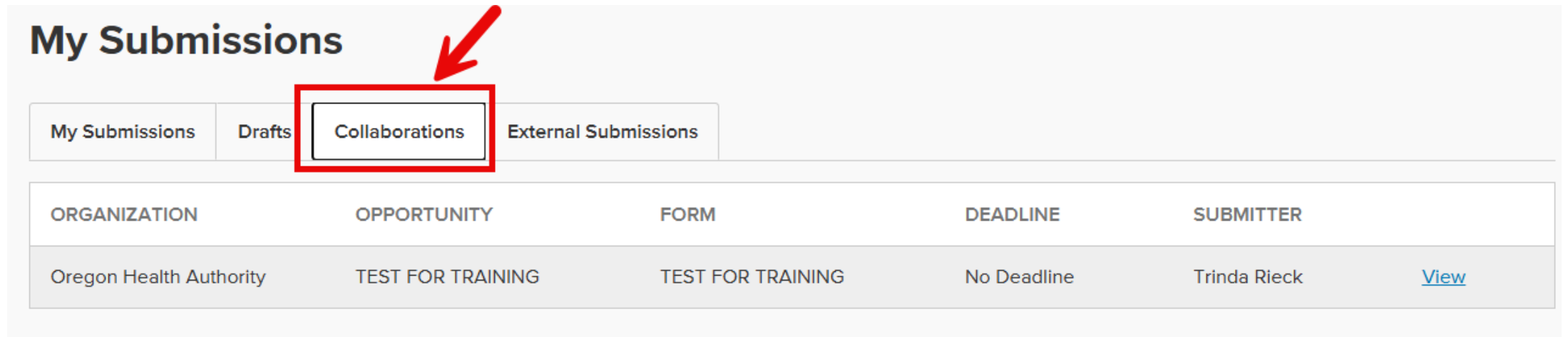
My Submissions**Drafts**CollaborationsExternal Submissions

ORGANIZATION	OPPORTUNITY	DATE	
DEV/TEST for M110	DEV/TEST: (BHRN)/ Ballot Measure 110	No Deadline	Continue Preview Delete
Submittable Customer Success Engineering	Custom Domain (URL)	No Deadline	Continue Preview Delete



My Submissions - Collaborations

- If you've been invited to a submission as a collaborator, you can view those in the "Collaborations" tab.
- When you invite a colleague to collaborate, they will receive an email notification.



The screenshot shows the 'My Submissions' interface. At the top, there's a header 'My Submissions'. Below it, there are four tabs: 'My Submissions', 'Drafts', 'Collaborations', and 'External Submissions'. The 'Collaborations' tab is highlighted with a red box, and a red arrow points to it. Below the tabs, there's a table with the following columns: ORGANIZATION, OPPORTUNITY, FORM, DEADLINE, SUBMITTER, and a 'View' link. The table contains one row of data.

ORGANIZATION	OPPORTUNITY	FORM	DEADLINE	SUBMITTER	
Oregon Health Authority	TEST FOR TRAINING	TEST FOR TRAINING	No Deadline	Trinda Rieck	View

Submission Management – Activity

- Click on the name of a submission under My Submissions to view more functions
- The “**Activity**” tab includes a history of all activity related to that submission.

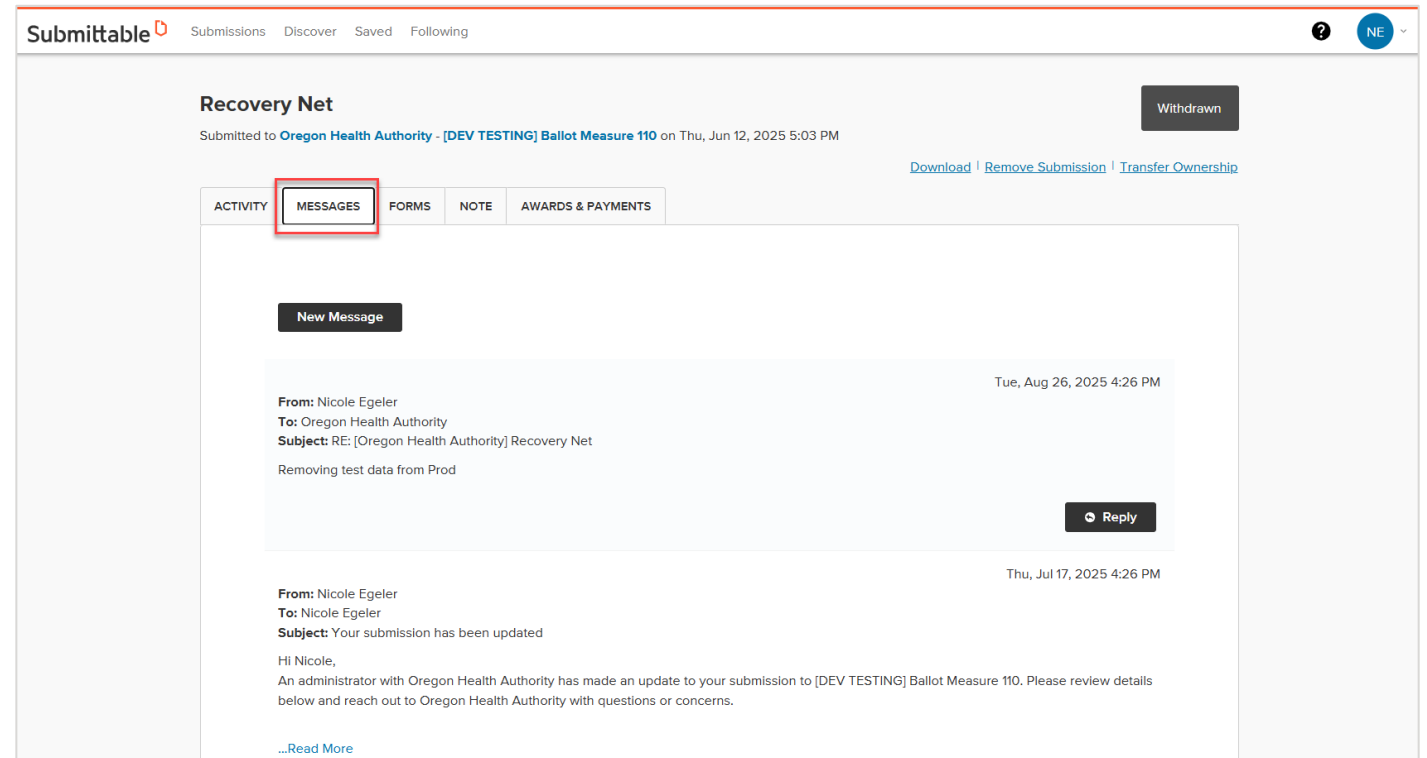
The screenshot displays the Submittable web interface. At the top, the navigation bar includes 'Submittable', 'Submissions', 'Discover', 'Saved', and 'Following'. The main content area is titled 'Recovery Net' and shows it was submitted to 'Oregon Health Authority - [DEV TESTING] Ballot Measure 110' on Thu, Jun 12, 2025 5:03 PM. A 'Withdrawn' button is visible in the top right. Below the submission title, there are tabs for 'ACTIVITY', 'MESSAGES', 'FORMS', 'NOTE', and 'AWARDS & PAYMENTS'. The 'ACTIVITY' tab is selected and highlighted with a red box. It shows a list of activity items: '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), and another 'Oregon Health Authority sent a message to you.' (Thu, Jul 17, 2025 4:26 PM). On the right side, there is a sidebar with tabs for 'My Submissions', 'Drafts', 'Collaborations', and 'External Submissions'. The 'My Submissions' tab is active. Below the tabs, there are 'Sort by' and 'Filter' dropdowns. A table lists submissions with columns for 'STATUS', 'SUBMISSION', and 'ORGANIZATION'. The table has two rows: one for 'Peer Party' and one for 'Recovery Net', both with a 'Withdrawn' status and 'Oregon Health Authority' as the organization. The 'Recovery Net' submission name is highlighted with a red box and a mouse cursor is pointing at it.

STATUS	SUBMISSION	ORGANIZATION
Withdrawn	<u>Peer Party</u>	Oregon Health Authority
Withdrawn	<u>Recovery Net</u>	Oregon Health Authority

Submission Management – Messages

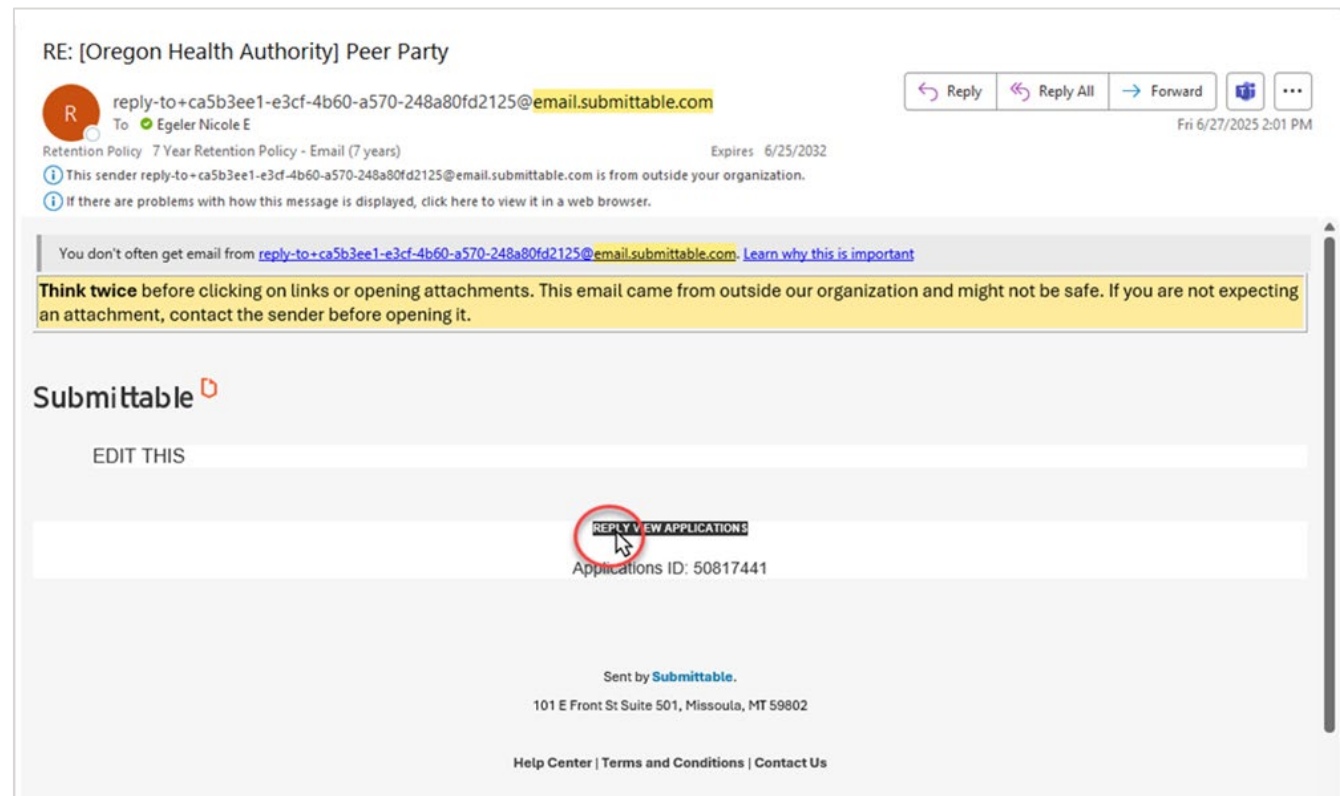
The “Messages” tab allows you to:

- Access your message history
- Start a new message to your grant administrator
- Reply to messages



Message from Email

Whether you reply via email or from within the platform, it will all be tracked in the “Messages” tab



Submission Management - Forms

Q1: Quarterly BHRN Report Forms will be released at 8AM on Oct 1st, 2025

**Deadline for submissions is Oct 30th, 2025*

Recovery Net

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

In-Progress

[Download](#) | [Edit](#) | [Withdraw](#) | [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 2, 2025

Additional Forms

Title	Submission Date	State
No form submitted		

Request Forms

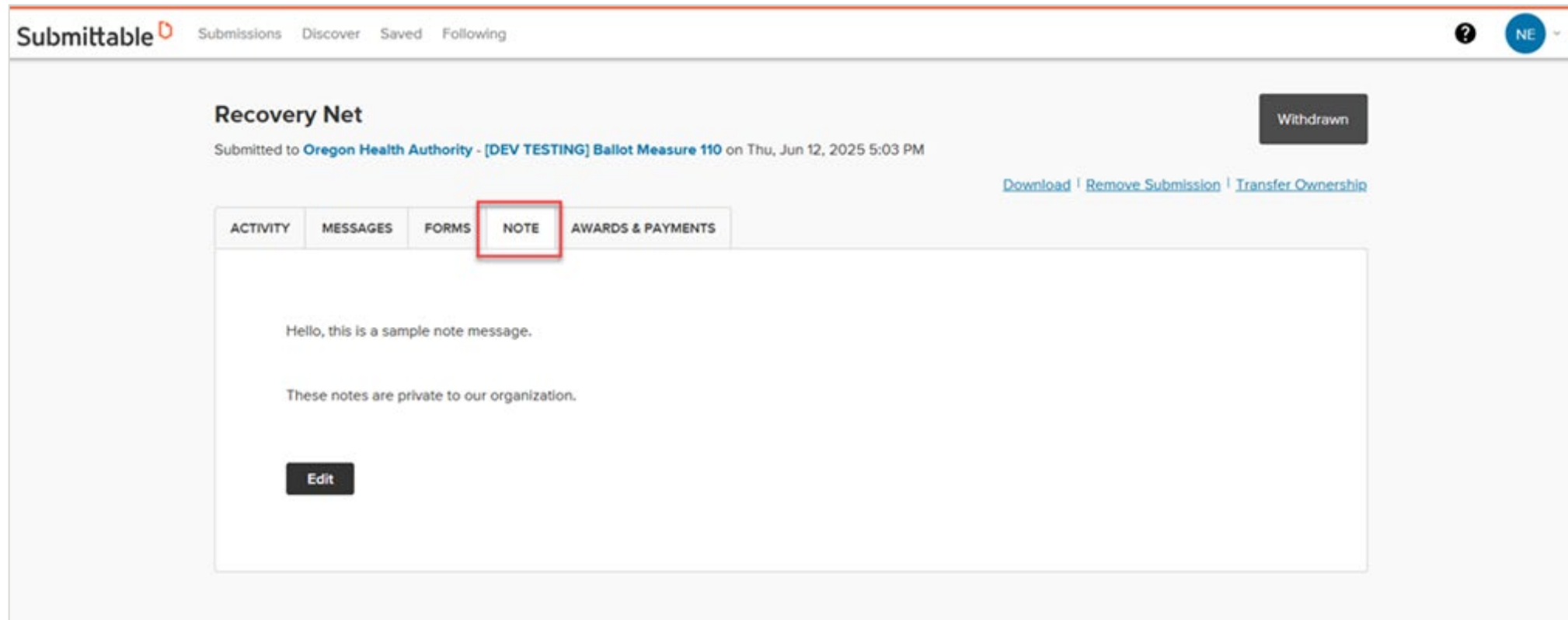
⋮ Quarterly BHRN Report

Open

Title	Submission Date	Status
No form submitted		

Submission Management - 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.



Submission Management – Awards & Payments

Think of Awards & Payments as a tool for organizing and documenting your financial reporting, rather than a reflection of real-time transactions.

Recovery Net

In-Progress

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

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

ACTIVITYMESSAGESREVIEWSFORMSNOTES**AWARDS & PAYMENTS**

Award Summary ⓘ

Total Awarded	Total Paid	Remaining Balance
\$60,000.00	\$0.00	\$60,000.00

Awards

CBH Needs Assessment Award
Created on September 2, 2025
Total Award: \$10,000.00
[View Award Details](#)

Harm Reduction Award
Created on September 2, 2025
Total Award: \$10,000.00
[View Award Details](#)

Housing Award
Created on September 2, 2025
Total Award: \$10,000.00

Award Summary ⓘ

Total Awarded	Total Paid	Remaining Balance
\$60,000.00	\$0.00	\$60,000.00

Awards

Budget Category Summary [Hide](#)

Services & Supplies	\$5,000.00
Training	\$1,000.00
Vehicle Purchase	\$2,000.00
Personnel	\$1,000.00
Administrative/Indirect	\$1,000.00

CBH Needs Assessment Award
Created on September 2, 2025
Total Award: \$10,000.00

Submission Management – View Award Details

Recovery Net

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

In-Progress

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

ACTIVITY

MESSAGES

REVIEWS

FORMS

NOTE

AWARDS & PAYMENTS

← Back to Awards

Screening Award

Created on September 2, 2025

Total Award: \$10,000.00

Used - \$3,250.00 Available - \$6,750.00

View Memo

Memo

Screening test

Amount per budget category

Hide

Training - \$1,000.00, Paid: \$50.00, Amount remaining: \$950.00

Services & Supplies - \$2,000.00, Paid: \$500.00, Amount remaining: \$1,500.00

Vehicle Purchase - \$5,000.00, Paid: \$2,000.00, Amount remaining: \$3,000.00

Personnel - \$1,000.00, Paid: \$200.00, Amount remaining: \$800.00

Administrative/Indirect - \$1,000.00, Paid: \$500.00, Amount remaining: \$500.00

Amount used Amount available

Date	Identifier	Amount	Status	Payment Date	Memo
Sep 25, 2025	OvCZJ7U	\$3,250.00	Disbursed	Sep 25, 2025	Disbursed & approved, NE 9/25/25

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Submission Management – Other Features

If you need to transfer your organization's account to a different primary contact, use the Transfer Ownership link.

Recovery Net

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

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

ACTIVITY	MESSAGES	FORMS	NOTE	AWARDS & PAYMENTS
	DEV/TEST for M110 sent a message to you.			Wed, Sep 3, 2025 10:44 AM
	DEV/TEST for M110 sent a message to you.			Tue, Sep 2, 2025 3:12 PM

Quarterly BHRN Report Form

Submittable

SubmissionsDiscoverSavedFollowing

?

NE

Recovery Net

In-Progress

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

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

ACTIVITYMESSAGESFORMSNOTEAWARDS & PAYMENTS

Eligibility Form

No form submitted

Initial Form: DEV/TEST for M110

DEV/TEST: (BHRN)/ Ballot Measure 110

Submitted on September 2, 2025

Additional Forms




Title	Submission Date	State
No form submitted		

Request Forms


Quarterly BHRN Report (Q1)

Open

Quarterly BHRN Report Form - Collaborating

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

Quarterly BHRN Report Form

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

Harm Reduction Services, Information and Education Expenditures

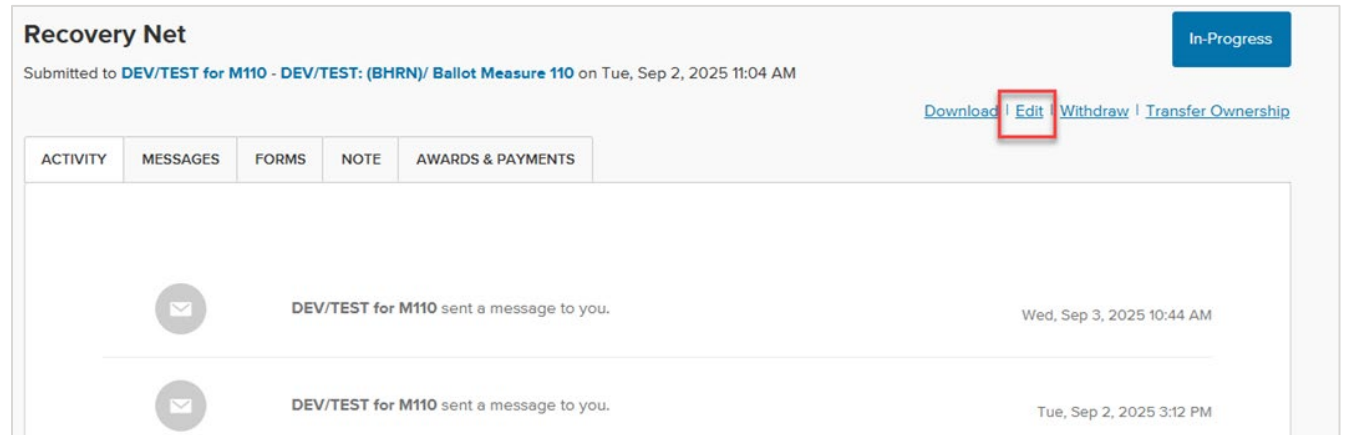
	A	B	C	D
1	SERVICES & SUPPLIES	SERVICES & SUPPLIES COST FIELD DESCRIPTION	COST (Numbers Only)	NARRATIVE DESCRIPTION
2	Mileage & Gas	Reimbursement for staff using personal/agency vehicles for services, use federal reimbursement rates to calculate, track and document mileage	1000	I use my car to driv
3	Program Space & Operational Expenses	Rent and utilities for offices, drop-in centers, or other service locations. Advertising & branded outreach, if not client-facing. Office supplies, not technology related.	500	We part-time rent

Editing a Submission

Need to make changes after submitting? Use the **Edit** button to request your grant administrator reopen the form.

Not sure what to do?

Please *contact your grant administrator*.

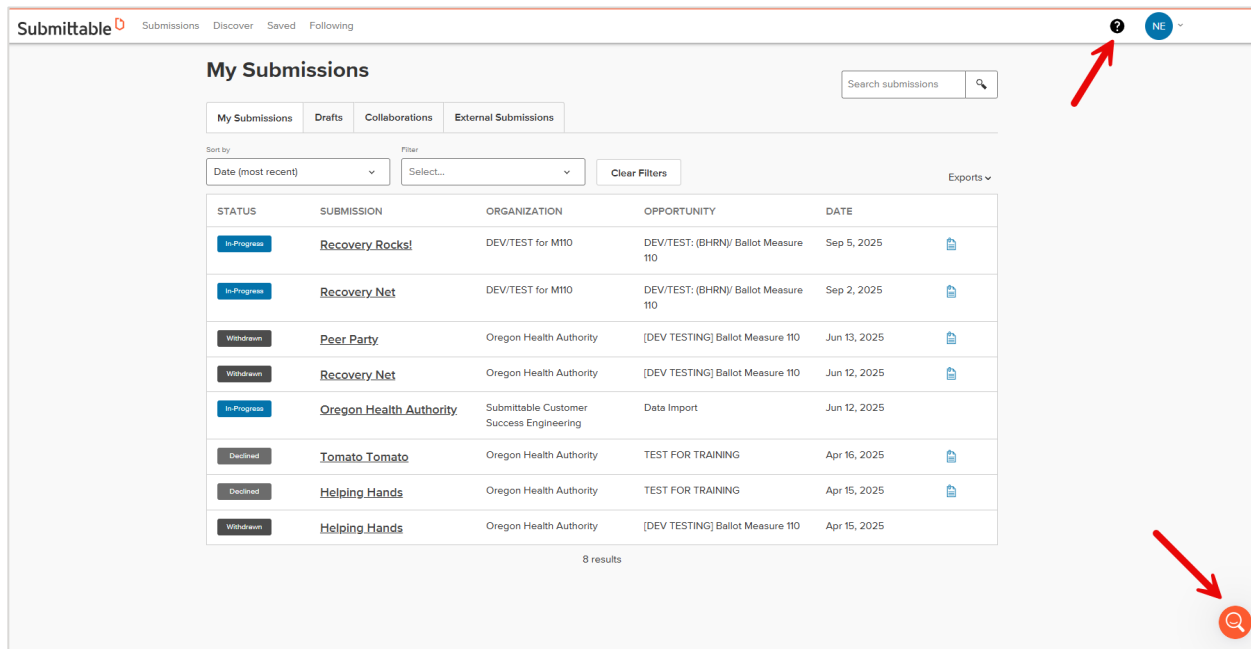
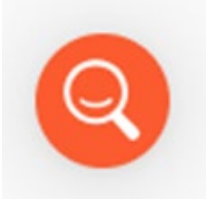


The screenshot shows a web interface for a submission titled "Recovery Net". At the top right, there is a blue button labeled "In-Progress". Below the title, it says "Submitted to DEV/TEST for M110 - DEV/TEST: (BHRN)/ Ballot Measure 110 on Tue, Sep 2, 2025 11:04 AM". To the right of this text are four links: "Download", "Edit", "Withdraw", and "Transfer Ownership". The "Edit" link is highlighted with a red rectangular box. Below the links is a tabbed interface with five tabs: "ACTIVITY", "MESSAGES", "FORMS", "NOTE", and "AWARDS & PAYMENTS". The "MESSAGES" tab is currently selected, showing a list of messages. There are two messages, both from "DEV/TEST for M110" and both stating "DEV/TEST for M110 sent a message to you.". The first message is dated "Wed, Sep 3, 2025 10:44 AM" and the second is dated "Tue, Sep 2, 2025 3:12 PM".

Resources & Support

Need Assistance? Contact Submittable Support:

>> [Submittable Help Library & Customer Support](#)



For financial or data-related questions, contact the OHA M110/BHRN Program Grant Administrators:

OHA.Measure110@oha.oregon.gov

For technical questions related to Submittable, contact the OHA COMPASS Program:

Sean.McMahon2@oha.oregon.gov



***Thank you for joining
us today!***

If you have any lingering questions,
or you think of a question later, let us
know!

Let's stay in touch! Questions or Comments?

Sean McMahon: Sean.McMahon2@oha.oregon.gov