



Ohio Administrative Code Rule 3701-16-17 Records and reports.

Effective: July 12, 2024

(A) Each residential care facility is obligated to maintain records which are able to be made available for inspection at all times when requested by the director, including:

(1) An individual record for each resident that is stored in a manner that protects and ensures confidentiality, except that information is immediately accessible for an emergency;

(a) Each resident record will be started immediately upon admission to the residential care facility and include the following:

(i) The resident's name, previous address, date of birth, gender, race, religion; the date the resident began living at the residential care facility; the names, addresses, and telephone numbers of the resident's attending physician, nearest relative, current guardian, if any, and any other individuals the resident designates to be contacted, including individuals to be notified in the event of an emergency. If applicable, the contact information of the nearest relative or guardian is obligated to be reviewed and updated every six months to ensure appropriate notification in the event of an emergency, quarantine, or closure. The residential care facility is not allowed to coerce a resident to provide any of this information;

(ii) Copies of the health assessments in accordance with rule 3701-16-08 of the Administrative Code;

(iii) Notations about incidents and adverse changes in health status in accordance with rule 3701-16-12 of the Administrative Code;

(iv) A medication record in accordance with paragraph (I)(7) of rule 3701-16-09 of the Administrative Code as well as any medicare-D plan, if any, in which the resident is enrolled and receives prescription medication;

(v) Documentation in accordance with paragraph (J) of rule 3701-16-10 of the Administrative Code



for residents on therapeutic diets;

(vi) A written resident agreement in accordance with rule 3701-16-07 of the Administrative Code;

(vii) Documentation in accordance with paragraphs (J)(5) of rule 3701-16-09 and (B)(4) and (C)(3) of rule 3701-16-09.1 of the Administrative Code for residents receiving skilled nursing care provided by the residential care facility; and

(viii) A copy of risk agreements entered into under paragraph (G) of rule 3701-16-07 of the Administrative Code and the signed statement in accordance with paragraph (H) of rule 3701-16-07 of the Administrative Code, if applicable;

(2) An incident log in accordance with paragraph (B)(2) of rule 3701-16-12 of the Administrative Code;

(3) Copies of all current licenses, approvals and inspections in accordance with rules 3701-16-01 to 3701-16-18 of the Administrative Code;

(4) A record of the name, address, working hours, medical statements, and training for staff members;

(5) Documentation of compliance with rule 3701-16-16 of the Administrative Code;

(6) Fire and evacuation procedures and records of fire drills in accordance with rule 3701-16-13 of the Administrative Code;

(7) Records of heating system checks in accordance with paragraph (A) of rule 3701-16-15 of the Administrative Code and fire extinguishing system checks;

(8) Records in accordance with state and federal laws and regulations as to the purchase, dispensing, administering, and disposition of prescription medications including unused portions;

(9) The residents' rights policies, procedures and records; and



(10) Other records in accordance with Chapter 3721. of the Revised Code and rules 3701-16-01 to 3701-16-18 of the Administrative Code.

(B) All records and reports maintained in accordance Chapter 3701-13 of the Administrative Code are to be maintained and made available in accordance with that chapter.

(C) The residential care facility is obligated to :

(1) Maintain records kept in accordance with paragraphs (A)(1) and (A)(2) of this rule, for seven years following the date of the resident's discharge except if the resident is a minor, such records are to be maintained for three years past the age of majority but not less than seven years; and

(2) Maintain records kept in accordance with paragraphs (A)(3) to (A)(10) of this rule, for three years unless otherwise required by law.