



Ohio Administrative Code

Rule 5120:1-3-02 Licensing requirements for a halfway house or community residential center as a licensed facility.

Effective: [April 24, 2026](#)

- (A) The division of parole and community services is charged with the inspection, supervision and licensing of facilities in accordance with section 2967.14 of the Revised Code.
- (B) The division of parole and community services conducts annual on-site inspections of licensed facilities under contract with the division for the purpose of conducting program reviews or monitoring visits. Such visits are scheduled in advance with written notice to the person in charge of the licensed facility.
- (C) During the inspection, program reviewers or designated staff employed by the division of parole and community services shall have full access to all areas of the licensed facility and to all records, including electronically stored record or data, relating to the operation of the facility, including offender files.
- (D) The program reviewers or designated staff employed by the division of parole and community services ascertain compliance with the performance based standards.
 - (1) Within forty-five calendar days after a program review or monitoring visit, the division of parole and community services will prepare a written report of the results that describes and include a summary of any findings of noncompliance. The report will be sent to the person in charge of the licensed facility.
 - (2) In addition to the appeal rights granted under section 119.12 of the Revised Code, the division of parole and community services will allow the licensed facility to administratively appeal decisions . The appeal procedure is as follows:
 - (a) The licensed facility will be provided with a written report detailing the particulars of such failures or deficiencies.
 - (b) The licensed facility has the right to an administrative appeal following receipt of the written report, at which time evidence can be submitted to rebut, clarify, or correct particulars detailed in the written report.
 - (c) The division of parole and community services requires the licensed facility to correct these deficiencies through an acceptable plan of action and timetable to remedy these areas.



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- (3) An appeal of an adverse decision pursuant to paragraph (D)(2) of this rule does not affect the authority of the division of parole and community services to terminate a contract with a facility at any time pursuant to the terms of the contract.
 - (4) The scope of the administrative appeal authorized under paragraph (D)(2) of this rule is limited to reviewing an adverse decision on licensure and does not include challenging a decision by the division of parole and community services to terminate a contract with a licensed facility pursuant to the contract's terms or any other purpose.
- (E) For facilities to be licensed, they must comply with the performance-based standards as required by the Administrative Code or have plans to remedy deficiencies as approved by the division of parole and community services.
- (F) The public or private entity operating a licensed facility will be a legal entity or a part of a legal entity according to the provisions of Chapter 1702. of the Revised Code. The agency will maintain a copy of the following items:
- (1) Articles of incorporation or constitution;
 - (2) By-laws;
 - (3) Federal tax identification number;
 - (4) Federal tax exemption number;
 - (5) A current list of the board of directors, their occupations, and their addresses.