



Ohio Administrative Code

Rule 5122-31-03 Certification application and procedures.

Effective: August 10, 2026

(A) This rule sets forth the procedures for a recovery housing residence to file a notice of intent to operate a recovery housing residence with the department of behavioral health, apply for initial and renewal certification from the department, and correct deficiencies and findings of non-compliance in certification applications.

(B) Notices of intent to operate a recovery housing residence

Consistent with division (B) of section 5119.391 of the Revised Code, a person or government entity that seeks to operate a recovery housing residence is to file a notice of intent to operate a recovery housing residence on the form the department prescribes for this purpose. The form is to be filed in accordance with the time frame specified in division (C) of section 5119.391 of the Revised Code and is to be completed before submission of an application for initial certification.

Thereafter, if there is any change to the information that a person or government entity has previously submitted to the department on the form described in this paragraph, the person or government entity is to file an update with the department on an update form the department prescribes for updates. The update form is to be filed as soon as practicable but not later than ten days after the change is finalized.

(C) Applications for initial certification

(1) A person or government entity that seeks to operate a recovery housing residence is to do all of the following:

(a) Submit an application to the department that consists of all of the following items:

(i) An application form that indicates, at a minimum, the maximum number of residents to live at the recovery housing residence, whether the residence allows children or adolescents of residents to live at the residence, and the maximum number of individuals (residents and household members) that may occupy the residence;

(ii) A copy of the certificate or other document that shows that the recovery housing residence possesses full accreditation in good standing, or its equivalent, from an accreditation organization specified in section 5119.39 of the Revised Code;

(iii) If mandated by applicable law, including the Ohio building code, an approved building inspection;

(iv) If mandated by applicable law, including the Ohio building code, an approved fire inspection;



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(v) A non-refundable, non-waivable certification fee of fifteen dollars per bed;

(vi) A line drawing or description of the location and function of all resident and staff areas of the residence; and

(vii) Any other information or documentation requested by the department.

(b) In accordance with rule 5122-31-24 of the Administrative Code, conduct background assessments of individuals specified in that rule.

The department will not approve an applicant on a conditional basis awaiting the results of any background assessment mandated by rule 5122-31-24 of the Administrative Code. Each background assessment is to be completed prior to issuance of certification.

(c) Submit a copy of the application items specified in paragraph (C)(1)(a) of this rule, except for the certification fee, to the board whose service district includes the county in which the applicant seeks to operate the recovery housing residence.

(2) An applicant is subject to an on-site inspection by the department, prior to certification, to determine if the recovery housing residence complies with this chapter.

(D) Applications for renewal certification

An operator that seeks to renew its certification for a recovery housing residence is to take the same actions specified for initial certification in paragraphs (C)(1)(a) to (C)(1)(c) of this rule. These actions are to be completed not later than ninety days prior to the expiration date of the operator's current certification. If the department does not receive a complete application for renewal by the date the operator's certification expires, the operator is not able to receive new residents until full certification is issued. An operator seeking renewal is also subject to an on-site inspection to determine if the recovery housing residence continues to comply with this chapter.

(E) Department review of applications

(1) Following the receipt of an application under paragraph (C) or (D) of this rule, the department will review all items to determine if they are complete.

If determined to be incomplete, the department will notify the applicant of necessary corrections or additions or return the items to the applicant. Incomplete items are not considered an application for certification and return



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of the items or failure to issue certification does not constitute a denial of an application.

If determined to be complete, the department will review the application items for compliance with this chapter.

- (2) If the department determines the application does not comply with this chapter, the department will provide the applicant with a written statement citing areas of non-compliance and, if the department determines that the areas of non-compliance are amenable or subject to correction, specify a timeframe for correction. Failure to accomplish corrections within the established timeframe may constitute grounds for denial of the application for certification. Failure to accomplish corrections within three attempts constitutes grounds for denial and bars the applicant from reapplying for a period of six months.

If the department determines the application complies with this chapter, the department may schedule and conduct an on-site survey of the recovery housing residence.

- (3) If the department determines that deficiencies observed during an on-site survey are amenable to correction within a particular time period, the applicant will be provided with a written statement citing the deficiencies and given a timeframe for correction. The department may then mandate that the applicant submit a plan of correction describing how the deficiencies will be corrected in the specified timeframe. The applicant will be notified in writing of the approval or disapproval of its submitted plan of correction.
- (4) The department will obtain assurance from an operator that deficiencies have been corrected within the specified timeframe, either through an on-site visit or by receipt of written documentation acceptable to the department.
- (5) The department, at its discretion, may consider any other information it deems appropriate in making certification determinations.
- (6) Once the department provides an applicant for renewal with a written statement citing areas of non-compliance as described in paragraph (E)(2) of this rule, or a written statement citing the deficiencies observed during an on-site survey as described in paragraph (E)(3) of this rule, the applicant is prohibited from receiving new residents until renewal certification is issued.