



Ohio Administrative Code

Rule 5122-31-14 Incident notification and risk management.

Effective: August 10, 2026

(A) The purpose of this rule is to establish standards to ensure that recovery housing residences promptly and accurately notify the department of incidents specified in appendix A to this rule. This rule also mandates recovery housing residences to review and analyze all incidents to identify issues and implement corrective measures designed to prevent reoccurrence and manage risk.

(B) Definitions

- (1) "Board of residence" means the board that is responsible for referring a resident to a recovery housing residence or paying for the resident's housing.
- (2) "Incident" means an event that poses danger to the health and safety of residents and/or staff and visitors of a recovery housing residence.
- (3) "Reportable incident" means an incident, specified as a reportable incident in appendix A of this rule, that is to be reported to the department by a recovery housing residence.

(C) Incident reporting system

A recovery housing residence is to develop a policy concerning its reporting of reportable incidents to the department. In addition, the residence is to develop an incident reporting system that includes a mechanism for the residence's review and analysis of reportable incidents and other incidents to ensure that activities are undertaken to identify, evaluate, and reduce risk to residents, staff, and visitors. In the policy and system, the residence is to identify what constitutes an "other incident" as referenced in this paragraph. Under the reporting system, all of the following are to be the case:

- (1) The residence will maintain a log of its reportable incidents and other incidents for department review.
- (2) The residence will periodically review and analyze reportable incidents and other incidents.
- (3) Residence staff will submit a written incident report to the residence's operator or the operator's designee not later than twenty-four hours after the discovery of the reportable incident.

(D) Abuse or neglect reports

- (1) A person who has knowledge of any instance of abuse or neglect, or alleged or suspected abuse or neglect, of a child or adolescent is to immediately notify the



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appropriate public children's services agency or peace officer of that knowledge in accordance with section 2151.421 of the Revised Code.

- (2) A person who has knowledge of any instance of abuse or neglect, or alleged or suspected abuse or neglect, of an adult aged sixty or over is to immediately notify the appropriate county department of job and family services of that knowledge in accordance with section 5101.63 of the Revised Code.

(E) Submission of reports to the department

A recovery housing residence is to submit a report to the department regarding each occurrence of a reportable incident. If more than one category or incident is applicable per occurrence, then all are to be reported in the same report. The report is to include all of the following information:

- (1) The name of the recovery housing residence;
- (2) The date of the incident;
- (3) The date of the discovery of the incident;
- (4) The date the incident was reported to the department;
- (5) The type of incident and the incident report category;
- (6) Information regarding all residents and household members involved with the incident that has been deidentified with all personally identifiable information removed; and
- (7) Information regarding all staff and, if applicable, visitors involved with the incident.

A recovery housing residence is to submit a report under this paragraph to the department and appropriate board of residence not later than twenty-four hours after discovery of the incident, excluding weekends and holidays. If after submitting a report a recovery housing residence learns that the incident involves an additional incident report category, the residence, within the aforementioned timeframe, is to either amend the report or submit a new incident report including only the new incident category and information.

- (F) The department may initiate follow-up and further investigation of a reportable incident as the department determines necessary and may request a follow-up and further investigation by the residence itself, the board of residence, any law enforcement agency, or any professional licensing or regulatory agency of this state.



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A board is authorized to inspect any recovery housing residence for which it provides funding for the community behavioral health services provided to the residence's residents.