



Ohio Administrative Code

Rule 5122-31-16 Administration and management.

Effective: August 10, 2026

-
- (A) Each recovery housing residence will ensure appropriate policies and procedures regarding the administration and management of the recovery housing residence including compliance with the requirements for certification. This responsibility includes, but is not limited to:
- (1) Arranging for necessary permits and inspections, and paying all fees and costs associated with inspections;
 - (2) Daily monitoring and supervising staff and volunteers, as applicable, to ensure acceptable performance of assigned job duties and compliance with the requirements for certification;
 - (3) Participating in an appropriate and cooperative working relationship with the board and the department;
 - (4) Reporting to the department any change regarding recovery housing residence operation or use that relates to the requirements for certification;
 - (5) Reporting to the department a current emergency contact telephone number for the operator and manager;
 - (6) Securing appropriate, alternative responsibility for the operation and staffing of the recovery housing residence for planned or unplanned staff/operator absence;
 - (7) Consistently maintaining the finances necessary for the stable and safe operation of the recovery housing residence;
 - (8) Maintaining a stable and supportive environment for residents of the recovery housing residence, through respect for the rights of residents, as well as sensitivity and responsiveness to resident's needs, preferences, and culturally competent services and care;
 - (9) Knowledge of and compliance with federal, state, and local laws concerning the ownership and operation of the recovery housing residence, including, but not limited to, zoning requirements or equal opportunity employment practices; and
 - (10) Ensuring each resident is able to choose their own treatment provider and that a resident's continued tenancy in a recovery housing residence is not dependent on their choice of treatment provider.
- (B) The operator may delegate their responsibilities for the administration and management of the recovery housing residence to a specific person(s) who will be



5122-31-16

2

authorized in writing to implement the operator's responsibilities and sign necessary and appropriate documents for the operator, including, but not limited to, the application for certification, reportable incidents, plans of correction, etc. The written authorization will be retained in the recovery housing residence. The person(s) to whom the operator's responsibilities are delegated may also perform resident-related activities of the recovery housing residence as staff of the recovery housing residence but will be subject to staff qualifications and requirements as stated in rules 5122-31-17 and 5122-31-18 of the Administrative Code.

- (C) The recovery housing residence will have proof of ownership of the residence or a signed agreement from the recovery housing residence owner indicating that the owner permits the use of the residence as a recovery housing residence.
- (D) The utility services, including cable and internet, for the recovery housing residence will not be in the name of the residents.
- (E) If any utility service account for the recovery housing residence is thirty days past due, the recovery housing residence receives a past due notice or disconnection notice, or utility service is disconnected, the operator is to notify the department within one business day.