



Ohio Administrative Code Rule 5122-31-18 Staffing requirements.

Effective: August 10, 2026

(A) Each recovery housing residence will do all of the following:

- (1) Ensure that staffing is appropriate to accreditation of the recovery housing residence and individual needs of each resident;
- (2) Specify the minimum staffing pattern of the recovery housing residence in writing;
- (3) Ensure that no resident will be required to vacate the residence or will not have access to the residence at any time because of the absence of available staff, unless it is a condition of the resident's recovery plan;
- (4) Ensure that at least one staff member is available on or off the premises to residents twenty-four hours per day; and
- (5) If the recovery housing residence is locked during any portion of the day, ensure that a staff member is immediately available on the premises to open the door or each resident will be provided with a key. An emergency contact number will also be posted at all times on the outside of the recovery housing residence in an easily accessible and viewable area, e.g., a door or first floor window.

(B) A recovery housing residence that uses volunteers or students to perform normal staff functions will have a written policy for screening, orientation, training, supervising, and assigning volunteers and students, as appropriate, to the functions to be performed.

(C) Volunteers or students whose duties include the same general duties as staff will be trained in the mission of the recovery housing residence to which they are assigned.

(D) Volunteers or students whose duties include the same general duties as direct care staff will receive training in accordance with rule 5122-31-17 of the Administrative Code and will be appropriately supervised by provider staff.

(E) Volunteers or students for practicum experience will be given specific written job descriptions delineating the functions to be performed.

(F) A recovery housing residence that accepts students for practicum experience will have a written agreement with each school placing students. This agreement will, at a minimum, include:

- (1) A statement of the students' roles and responsibilities;
- (2) A description of the minimum qualifications the students will possess; and



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(3) A statement outlining the respective supervisory and evaluation responsibilities of the provider and the placing school.

(G) The operator will establish a schedule for staff coverage that includes coverage during vacations, emergency situations, and long-term absences due to illness.

The operator will designate another staff member who can be contacted immediately in case of emergency.

(H) At any time a resident is present, including non-waking hours, weekends, and holidays, with one or more of the following needs, the recovery housing residence will ensure the physical presence in the recovery housing residence of at least one staff member who is qualified in accordance with rule 5122-31-17 of the Administrative Code:

(1) The resident is non-ambulatory;

(2) The resident is prescribed one or more medications to be taken or applied on an "as required" or pro re nata (PRN) basis; or

(3) If the resident requires observation of their self-administration of any prescription medications, a staff member will be present at the time of the self-administration of the medication or medications and remain on duty for a sufficient amount of time to supervise the individual, which will be a minimum of one hour after the resident self-administers the medication, and longer if indicated by physician instructions or the individual's known history of reaction to medication, e.g., an individual with an increased risk of falling for a period of time after taking medication. If the recovery housing residence is unable to provide staffing, the recovery housing residence will assist in obtaining appropriate medical oversight.

(I) The operator will identify whether the operator or a designated manager is responsible for the day-to-day operations.

(J) No individual will work in a recovery housing residence under either of the following circumstances:

(1) During the communicable stage of a disease which may be transmitted in the performance of the individual's job responsibilities; or

(2) When the individual is under the influence of illicit drugs, is using alcohol, or is using medications to the extent that the health or safety of any resident of the recovery housing residence is jeopardized. Illicit drugs includes the use of illegal drugs and the abuse of prescription medications.