



Ohio Administrative Code Rule 5122-31-20 Facility records.

Effective: August 10, 2026

(A) Each recovery housing residence will maintain resident and staff records, including all of the following at a minimum:

(1) A roster of the names and ages of all residents and their first dates of residency. The roster will be considered part of the resident records and individual residents will be listed as to their residency status and maintained on the roster for three years after their lease agreement terminates.

(2) For each resident, all of the following:

(a) A written referral from the referring entity or individual, if applicable, that specifies:

(i) The name, address, and telephone number of the referring entity;

(ii) For individuals receiving substance use services, the name, address, and telephone number of the person or entity responsible for the continued provision of behavioral health services.

(b) Immediately accessible written emergency information, which includes the name and birth date of the resident, current medical information, medications, and the name, address, and phone number of the person(s) to be notified in the event of an emergency.

(c) A copy of the signed resident agreement, in accordance with rule 5122-31-21 of the Administrative Code.

(d) A list of current medications, including name, dosage, and schedule for the resident to take medications.

(e) A list of all current medical diagnoses and allergies, if applicable.

(f) A record of all screenings administered, if the residence administers drug screenings.

(g) A medication administration record that includes a log of prescription medications taken by the resident. The medication administration record is to be completed by the resident but staff may assist the resident with this task. The medication administration record is to include the medication name, dosage, frequency, and the date and time it was taken. Residents must make entries in the medication administration record immediately after taking their medication. Staff may conduct periodic checks to ensure accurate medication logging.



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(h) A list of other entities providing services, including, but not limited to, physical or behavioral health care, social services, educational services, etc., and phone number and contact person.

(i) A recovery plan for residents.

(3) For each staff, the recovery housing residence will maintain all of the following:

(a) Records of training received.

(b) All records and reports verifying compliance with rule 5122-31-17 of the Administrative Code.

(c) All records and reports verifying compliance with rule 5122-31-24 of the Administrative Code.

(B) The recovery housing residence will also maintain:

(1) Fire and other disaster policies and procedures, including evacuation, emergency contact, etc.

(2) Copies of all reportable incidents submitted in accordance with rule 5122-31-14 of the Administrative Code.

(3) Records of fire drills.

(4) Appropriate financial records which utilize standard basic bookkeeping techniques to document recovery housing residence income and expenditure. Financial records may be kept off-site at a central business office but will be made available at the residence on request of the department.

(5) Current fire alarm system testing reports, as applicable.

(6) Current sprinkler system testing reports, as applicable.

(7) Copies of the current department certification, findings reports, and plan(s) of correction, if any.

(8) Copies of required licenses, permits, and inspections, including fire, certificate of occupancy when required, and any other permits or inspections when required by this chapter of the Administrative Code or other federal, state, or local law.

(C) Each resident's record will be stored in a locked area accessible only to staff to protect and ensure individual resident confidentiality, except that emergency information will be immediately accessible. An operator or staff will not disclose or knowingly



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allow the disclosure of any information regarding a resident to persons not directly involved in the resident's care and treatment without authorization from the resident or a signed release of information if required, unless authorized by section 5122.31 of the Revised Code or as otherwise permitted by law.

- (D) Each staff record, if applicable, will be stored in a locked area accessible only by individuals permitted by recovery housing residence policy or state or federal law.
- (E) The recovery housing residence will maintain a record for each current resident and staff. Each record is to be maintained for three years following the termination of a resident's lease or termination of an employee's employment. All other recovery housing residence records will be maintained for the current and most recent past full certification cycle.