



Ohio Administrative Code

Rule 5180:2-9-11 Admissions and admissions log.

Effective: August 13, 2026

(A) What is to be included in a residential facility's admission policy?

- (1) A description of the type of child who will be accepted into the facility, including but not limited to age and sex and needs of the child.
- (2) The conditions under which a child would not be accepted.

(B) Can a residential facility admit a child who does not meet its admission policy or certified criteria?

- (1) A residential facility can not accept into care any child who does not meet the facility's policy or the facility's certified capacity and gender criteria.
- (2) Under specific circumstances a facility may admit a child who falls outside of its age limitation policy if, in conjunction with a court, it determines that:
 - (a) The facility can meet the child's immediate needs; and
 - (b) The placement will not negatively impact the current population of children served under the agency's policy.

(C) Are adults allowed to be admitted as residents into a residential facility?

A residential facility is not to admit adults as residents into the facility. A facility may admit a person aged eighteen or older if the person meets the definition of a child pursuant to rule 5180:2-1-01 of the Administrative Code and is in the care and custody of a public children services agency (PCSA).

(D) What happens if a current resident turns eighteen?

If a current resident of the facility reaches age eighteen and is expected to graduate from secondary school by his or her nineteenth birthday or remains in the care and custody of a PCSA and meets the definition of a child pursuant to rule 5180:2-1-01 of the Administrative Code, the facility may allow the resident to remain as a resident.

(E) Can children under six years of age be admitted?

A residential facility will not admit any child under the age of six years except:

- (1) If the child is at least four years of age and is part of a sibling group being admitted to the residential facility where at least one of the members of the sibling group is six years of age or older. Placement of such child under the age of six years is not to exceed fourteen days.



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- (2) If the child is the child of a teenage mother being admitted with the child's parent to a residential parenting facility.
- (3) If the child is admitted into a children's crisis care facility in accordance with rule 5180:2-9-36 of the Administrative Code.
- (4) If the child is admitted into a residential infant care center in accordance with rule 5180:2-9-43 of the Administrative Code.

(F) What agreement is to be in place for each child admitted?

A residential facility is to have a written individual child care agreement for each child, as required by rule 5180:3-13-90 of the Administrative Code, with the person or agency holding custody of the child. A written individual child care agreement will also be executed for each child of a teenage mother placed in a residential parenting facility with the person or agency holding custody of the child.

(G) How should the facility handle child care agreement documentation?

- (1) If the custodial agency provided a child's individual child care agreement, the residential facility is to maintain a copy of the agreement in the child's file.
- (2) A residential facility is to maintain documentation that the agency requested a copy of each child's individual child care agreement executed between the custodial agency and the residential facility, in the child's record.

(H) Can a residential facility exceed its certified capacity?

A residential facility is not to exceed its certified capacity.

(I) What information is to be included and available in a residential facility's onsite admissions log?

- (1) The name of each child admitted.
- (2) The date of admission.
- (3) The child's date of birth.
- (4) The date of discharge.
- (5) Such information will also be recorded on the admissions log for a child of a teenage mother admitted to a residential parenting facility.

(J) What documentation is to be completed at or before admission?



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- (1) A photograph along with a physical description of each child.
- (2) Any available medical information.
- (3) The name, phone number and address of the custodial agency or custodian placing the child.
- (4) The reason for placement.
- (5) The name of the person who transported the child to the residential facility and the name of the agency with which the person transporting the child is affiliated, if any.
- (6) The name of the placing agency contact person for the child, when applicable.