



Ohio Administrative Code Rule 5120:1-3-03 Inspection process.

Effective: [March 22, 2021](#)

(A) For facilities currently licensed, the agency director shall be notified when the program review and site visit will be conducted. Such notification shall be made no less than thirty days prior to the license's expiration date.

(B) For new facilities, notification shall be made after a preliminary self-reporting form has been received and evaluated.

(C) Once at the licensed facility, the team conducting the program review or site visit shall meet with the center director to explain the criteria that will be used in the program review or site visit, the reason(s) for the program review or site visit and any other relevant matter.

(D) The division of parole and community services may conduct unannounced site visits any time after formal licensing has been granted. Should the division of parole and community services conduct unannounced site visits, the notification requirement in paragraph (A) of this rule does not apply.

(E) The agency director shall make himself/herself available in the event the program review or site visit team has any questions or needs additional information.

(F) In order for a halfway house, community residential center, or community transitional housing program to be eligible for licensure and state assistance, the agency must have operated a facility for at least one year prior to making application for a license.
