

3701-16-15 **Resident agreement; other information to be provided upon admission.**

- (A) A community alternative home shall enter into a written resident agreement with each prospective resident prior to beginning residence in the home. The agreement shall be signed and dated by the residence manager or operator and the prospective resident, or if the prospective resident is physically unable to sign and consents, another individual designated by the prospective resident. The home shall provide both the prospective resident and any other individual signing on his or her behalf with a copy of the agreement and shall explain the agreement to him or her.
- (B) The agreement required by paragraph (A) of this rule shall include at least the following items:
 - (1) An explanation of monthly charges to the resident including security deposits, if any are required, and a statement explaining whether the home or the resident will pay for the initial and annual assessments required by rule 3701-16-17 of the Administrative Code;
 - (2) A statement that no charges, fines, or penalties will be assessed against the resident other than those stipulated in the agreement;
 - (3) An explanation of the home's policy for refunding monthly charges in the event of the resident's absence, discharge, or transfer from the home, and the home's policy for refunding security deposits; and
 - (4) An explanation of the extent and types of services the home will provide to the resident.
- (C) In addition to executing and explaining the resident agreement under paragraph (A) of this rule, upon admission of a resident, the home shall provide the resident, and his or her sponsor, with:
 - (1) A copy of the home's residents' rights policy and procedures as required by paragraphs (C) and (D) of rule 3701-16-22 of the Administrative Code;
 - (2) The home's smoking policy as required by paragraph (A)(8) of rule 3701-16-10 of the Administrative Code;
 - (3) Information concerning the home's policy regarding advance directives, including an explanation of the rights of the resident under state law concerning advance directives; and
 - (4) Any other home policies that residents must follow.

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Certification

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