

Chapter Title Information Technology / Information Systems	Section # ITIS		Subject # 412
Subject Title Usage of AI	Adopted	Last Revised 1/2026	Reviewed 1/26/2026

POLICY

Application

This policy applies to all employees, contractors, students, volunteers, and vendors of The Right Door for Hope, Recovery and Wellness who use or could use Artificial Intelligence (AI) tools, features, or services on agency-owned devices while conducting agency business.

1.0 Intent

To establish governance requirements for the safe, compliant, and authorized use of AI tools and to explicitly prohibit the use of AI for clinical-related activities and for any use not authorized by IT and/or the CEO.

2.0 Purpose

1. To provide clear rules for what AI may and may not be used for within the organization.
2. To protect client safety, privacy, and confidentiality, including PHI/PII and other sensitive information.
3. To reduce operational, legal, regulatory, and reputational risk arising from AI use.
4. To define the process for requesting, approving, and monitoring AI capabilities.

3.0 Physical Access Scope

This policy covers generative AI, predictive AI, machine learning models, automation assistants, chatbots, and embedded AI features in software (e.g., office productivity suites, CRM/EMR add-ins). It applies to data entry, content generation, analysis, decision support, and any other AI-enabled activity performed for agency business.

Definitions

1. Artificial Intelligence (AI): Technologies that generate content, predictions, or decisions using statistical modeling, machine learning, or large language models (LLMs).
2. Clinical-related activities: Any activity connected to client care, diagnosis, treatment, clinical documentation, psychotherapy notes, service authorization, or clinical decision-making within or affecting the EMR/EHR or client record.

The Right Door for Hope, Recovery and Wellness

Chapter Title Information Technology / Information Systems	Section # ITIS		Subject # 412
Subject Title Usage of AI	Adopted	Last Revised 1/2026	Reviewed 1/26/2026

Policy Statements:

1. **Prohibited Clinical Use:** AI use for any clinical-related activities is strictly prohibited. This includes creating, summarizing, drafting, editing, or interpreting clinical documentation; providing diagnostic, treatment, or crisis guidance; generating therapy content; decision support related to care; or integrating AI outputs into the EMR/EHR or client record.
2. **Authorization Requirement:** No AI tool, model, feature, or integration may be used for agency business unless explicitly authorized in writing by the IT Department and/or the CEO. Absence of authorization equals prohibition.
3. **Data Protection:** Users must not enter, upload, or expose PHI/PII or other confidential information to any AI tool unless the tool has been explicitly authorized and configured by IT for that purpose.
4. **Approved Use Cases:** Only use cases documented in the "TRD Approved AI Registry" maintained by IT are permitted. Users must adhere to the specific conditions, data handling requirements, and limitations for each approved use case.
5. **Access Control:** IT will provide access to authorized AI tools. Sharing accounts, tokens, credentials, or prompts containing sensitive data is prohibited.
6. **Monitoring and Logging:** IT may monitor AI usage for compliance, security, and audit purposes. Users should have no expectation of privacy when using agency-provided AI tools for business purposes.
7. **Vendor and Third-Party AI:** Any AI features provided by vendors (including embedded capabilities in existing software) require IT review and authorization prior to use.
8. **Incident Reporting:** Suspected misuse, data exposure, or security incidents related to AI must be reported immediately to IT and the Privacy/Security Officer.

Deborah McPeek-McFadden, Board Chairperson	Date		