

# Stark County Board of Developmental Disabilities

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## ACCEPTABLE AI USE POLICY

### POLICY

The Stark County Board of Developmental Disabilities ("the Board") recognizes the potential of Artificial Intelligence (AI) to enhance efficiency. However, AI must be used responsibly, ethically, and in compliance with all applicable laws, policies, and security protocols.

This policy establishes guidelines for the appropriate, ethical, and secure use of AI in Board operations, ensuring that AI enhances, rather than replaces, human judgment and aligns with the Board's mission to support people of all abilities.

All employees, contractors, and third-party vendors must adhere to this policy in conjunction with existing IT policies.

Violations of this policy may result in disciplinary action, up to and including termination, and may also involve legal consequences where applicable.

Historical Resolution Information		Reviewer(s):
<b>Date</b> 4/22/25	<b>Resolution Number</b> 04-28-25	Superintendent

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## **PROCEDURE**

### **1. Ethical Considerations and Responsible AI Use**

Employees who desire to use any AI systems or tools must submit a request to their supervisor describing the AI system or tool they desire to use, the purpose for the AI use, and any Board information and/or data that will be input into the AI system or tool. A determination of whether to permit the use of AI will be made on a case-by-case basis.

Employees using AI tools must:

- Ensure AI aligns with the Board's mission and values by supporting people of all abilities without discrimination or bias.
- Maintain human oversight in all AI-assisted processes, ensuring AI does not replace critical human judgment.
- Respect data privacy and security by ensuring AI does not collect, process, or store Protected Health Information (PHI) or Personally Identifiable Information (PII) without proper authorization (per Policy 6.04 – Data Classification and Policy 6.03 – IT Confidentiality).
- Monitor AI for unintended consequences, including bias, misinformation, or security risks, and report concerns to IT or HR.
- **Disclose AI-generated content in reports, emails, and official communications when used.**
- **Verify AI-generated information before implementing it to prevent inaccuracies and ethical concerns.**

### **2. Using AI: Ethical Use of AI as a Stark DD Employee**

#### ***2.1 Purpose***

This section outlines the ethical guidelines and procedures for all Board employees who utilize Artificial Intelligence (AI) to support plan development, decision-making, and the creation of meaningful, person-centered outcomes.

**AI can enhance operations across various programs, including, but not limited to:**

- **Individualized service planning and support strategies**
- **Risk prevention and intervention planning**
- **Investigative assessments**
- **Administrative tasks and data analysis**

Employees must ensure that AI usage supplements—not replaces—professional judgment, protects privacy, and does not compromise confidentiality, particularly concerning HIPAA-protected information.

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## ***2.2 Understanding AI's Role in Planning and Decision-Making***

AI can assist in:

- Analyzing data and identifying trends to improve individualized plans and ensure alignment with best practices.
- Generating outcome-based recommendations that reflect strengths, preferences, and needs while ensuring they are meaningful and achievable.
- Developing risk prevention and immediate action strategies by identifying patterns, generating proactive solutions, and outlining steps to address concerns.
- Enhancing workflow efficiency by reviewing past trends and innovative approaches to create individualized, strengths-based plans.

### ***Training & Oversight***

- Each department will identify and train applicable needs.
- Supervisors will periodically review AI usage to ensure compliance with ethical guidelines and procedures.

## ***2.3 Ethical Principles for Using AI***

- Privacy & Confidentiality: Never input, share, or process Protected Health Information (PHI) or Personally Identifiable Information (PII) into any AI system.
- Accuracy & Effectiveness: Employees must review and refine AI-generated suggestions to prevent bias, ensure relevance, and maintain quality.
- Accountability: Employees are responsible for verifying and adapting AI-generated recommendations before applying them in any official capacity.

## ***2.4 Procedure for Ethical AI Use***

### ***Step 1: Define the Purpose***

Identify how AI can assist in planning or decision-making, such as:

- Creating outcome-based goals for individuals served.
- Supporting program development by generating research-backed recommendations.
- Assisting with documentation and administrative processes.
- Identifying trends that inform proactive interventions.

### ***Step 2: Prepare Information***

Gather only de-identified, relevant general information, such as:

- Descriptions of strengths, interests, and needs (without PHI/PII).
- Broad risk factors (e.g., "Family is experiencing housing instability" rather than specific addresses).

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## ***Step 3: Engage the AI Tool***

Input non-HIPAA information into the AI platform for assistance.

Examples may include:

- Program Development: “What strategies could support engagement and participation in skill-building programs?”
- Support Planning: “An individual enjoys social activities. What goals could promote inclusion while aligning with their interests?”
- Risk Prevention: “A report suggests potential concerns with well-being. What immediate considerations should be reviewed while ensuring respect for individual autonomy?”
- Administrative Assistance: “Summarize key takeaways from this report and generate an outline for action steps.”

## ***Step 4: Review and Validate Results***

Carefully evaluate AI-generated suggestions to ensure they:

- Align with the individual’s or agency’s expressed goals and needs.
- Avoid discriminatory, impractical, or irrelevant recommendations.
- Are meaningful, evidence-based, and ethical.
- Engage stakeholders (individuals, families, and/or teams) for real-world applicability.

## **3. Prohibited Uses of AI**

AI must not be used for:

- Automated decision-making in hiring, promotions, terminations, or service eligibility without human review.
- Surveillance or unauthorized data collection of employees or individuals served.
- AI-generated communications without disclosure, particularly in official Board documents, emails, or public statements (see Policy 6.23 – Electronic Communication).
- Processing or handling PII or PHI without explicit authorization from IT (see Policy 6.03 – IT Confidentiality Policy and Policy 6.21 – Breach Notification).
- Sole reliance on AI-generated outcomes without human review and validation.
- AI systems and tools are trained from a foundational model that is often constructed using large volumes of information from the internet. There may be instances where intellectual property is involved. Employees must respect intellectual property rights and ensure that AI tools do not infringe on third-party rights.

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## 4. **Compliance with IT Policies and Data Security. Monitoring and Enforcement**

- All AI use must adhere to the Board's IT policies.
- **AI usage will be monitored to ensure compliance and security.**
- Employees must report concerns or potential violations to their supervisor.
- Non-compliance may result in disciplinary action, including suspension of AI privileges, formal reprimand, or termination.

## 5. **Monitoring**

Employees have no expectation of privacy in their use of AI systems and tools. The Board reserves the right to monitor, intercept, and review all data received downloaded or generated over the IT resources, including the use of AI.

## 6. **Policy Review & Updates**

This policy will be reviewed within the regular policy rotation to ensure alignment with technological advancements, legal requirements, and Board priorities.