



Policy Number: 50
Effective: August 11, 2026
Revised Date: N/A

Subject: Artificial Intelligence

PURPOSE:

Camden County Developmental Disability Resources shall have a policy that addresses the use of Artificial Intelligence (AI) when performing job duties. The policy will describe some acceptable uses of AI as well as unacceptable uses. Not every possible use of AI can be described in one policy. This policy can establish criteria used to evaluate unique situations as they arise.

DEFINITIONS:

AI: Any system, program, or platform capable of performing tasks that typically require human cognition. These tasks include learning, reasoning, problem-solving, understanding language, and recognizing patterns. Some AI can generate original content (text, images, video) in response to human prompts.

Protected Health Information (PHI): PHI is any health information that can identify a current or previous CCDDR client's past, present, or future health. This data also includes, but is not limited to, demographic information, record numbers, names, initials, addresses, phone numbers, emails, and biometric information, such as fingerprints, voiceprints, genetic information, and facial images.

Health Insurance Portability and Accountability Act (HIPAA) Compliant: The guarantee that an agency, information system, or software provides adequate protection as defined by law to the handling of PHI.

Confidential Employee Information: Information about a current or previous CCDDR employee that includes personal identifying details including, but not limited to, social security numbers, home addresses, dates of birth, disciplinary actions, performance reviews, background checks, accommodation requests, disability status, and medical details.

POLICY:

CCDDR employees may not use AI to generate any document, image, audio, video, and/or other similar agency record containing client PHI or confidential employee information, nor can it be used to record any meeting via audio, video, and/or transcript that involves discussions about client PHI and/or confidential employee information. In addition, CCDDR employees will not participate in meetings hosted by other agencies that use AI to record or transcribe meetings involving client PHI or confidential employee information. At this point in its development, AI platforms do not clearly meet the criteria for HIPAA compliance. Therefore, it is imperative that client PHI or confidential employee information not be part of any task that utilizes AI.

Acceptable uses of AI may include using AI to generate informational fliers and design logos or assisting with phrasing, grammar, or word choices, so long as client PHI or confidential

employee information is not included. AI may be used to record training sessions, workshops, and meetings that do not contain client PHI or confidential employee information. Any use of AI must be approved by the Compliance Director or Executive Director.

Artificial Intelligence shall not be used to generate or create a client's Person-Centered Support Plan, Personal Resource Plan, Monthly/Quarterly Reviews, log notes, or any other document pertaining to the client's services. Any instance utilizing AI to create a document or other record containing a client's PHI or confidential employee information may result in disciplinary action, up to and including termination. Examples that may result in disciplinary action, up to and including termination, include, but are not limited to:

- Causing a security breach
- Violating this policy
- Violating other CCDDR policies and/or procedures
- Violating HIPAA laws/regulations
- Using AI to perform essential job duties
- Using AI for personal means on CCDDR devices

CCDDR retains the right to monitor employees for the use of AI platforms.

REFERENCE:

- CARF Standards Manual