

 ST. JOSEPH'S VILLA	Policy Manual	Page #	1 of 2
		Document #:	
Subject:	Artificial Intelligence Policy		

SCOPE

This policy applies to all employees, contractors, consultants, clients receiving services, interns, volunteers, and third parties. The use of any Artificial Intelligence (AI) platforms, tools, or technology on behalf of St. Joseph's Villa must be reviewed and approved by the Office of Technology prior to use. Approved AI technologies may include, but are not limited to, generative AI tools, chatbots, search engines, decision-support systems, and Electronic Health Record (EHR) tools. All AI technologies used, operated, or accessed in connection with St. Joseph's Villa must be approved by the Office of Technology.

POLICY

The purpose of this policy is to establish standards and governance for the responsible, secure, and ethical use of Artificial Intelligence (AI) technologies at St. Joseph's Villa. AI agents/systems are to be used to enhance efficiency and productivity in the areas of individual learning, admissions, clinical and administrative documentation, and delivery of care. This policy is to protect individual rights, confidentiality, organizational integrity, data, employees, and clients receiving services at St. Josephs Villa.

All use of AI must adhere to the following principles:

Security by Design – AI tools & systems must meet organizational SJV IT Confidentiality of Electronic Client and Employee Records Policy #703.

Sensitive Information – Personally Identifiable Information (PII), Protected Health Information (PHI), HIPAA- Health Insurance Portability and Accountability Act (protected clinical records), FERPA- Family Educational Rights and Privacy Act (protected educational records), and any other client, employee, or confidential organizational information—including financial account information, passwords, and security phrases—must be protected at all times by using only St. Joseph's Villa-approved AI tools and products. All staff must also comply with applicable privacy and internet safety requirements, including the Children's Internet Protection Act. Any breach of confidentiality or violation of this policy must be reported immediately to the employee's supervisor. A current list of approved AI tools and products is available in the St. Joseph's Villa Professional Artificial Intelligence Procedure and Artificial Intelligence Clinical Procedure.

Transparency – AI usage shall be understandable, documented, and reported as required by policy, procedure, and supervisory oversight.

Accountability – Human oversight is required for all AI assisted professional decisions.

Ethical Use – AI shall not be used in discriminatory, deceptive, or harmful ways that conflict with the policies of St. Joseph's Villa.

 ST. JOSEPH'S VILLA	Policy Manual	Page #	2 of 2
		Document #:	
Subject:	Artificial Intelligence Policy		

Approved Uses

AI is authorized only within approved data protected tools, secure and supervised workflows.

Professional: IT operations, reporting, documentation, finance, software assistance.

Clinical: admissions support, clinical documentation, EHR support, reporting and approved client services.

Prohibited Activities

Unapproved AI tools, disclosure of PHI/PII, bypassing security controls, independent legal, financial, employment, diagnostic or treatment decisions.

DOCUMENT MANAGEMENT

Approvals:	
Approval Date:	
Update Responsibility:	Director of Technology
Interpretation Responsibility:	
Supersedes:	
Supersedes Date:	
References:	
Revision History:	