

AI Community of Practice / Learning Community

New York Alliance for Inclusion & Innovation

October 2025





Welcome AI Learning Community

Agenda for October 2025 Monthly Meeting

AI Learning Community Updates

Vendor Assessment & Collaboration Discussion

Provider AI Vendor Checklist

AI Functionality Risk Scoring

Collaboration Environment

Wrap-Up & Next Steps



The New York Alliance AI Community of Practice (CoP) / Learning Community

- The CoP's Purpose is to develop members' capabilities; to build and exchange knowledge
 - The New York Alliance has orchestrated CoPs before (i.e. Managed Care, IT, Data)
- Effective solutions and best practices must be grounded in the real-world challenges that providers face daily.
- This collaborative space is designed to support learning, share best practices, and co-develop policies, training, and tools that reflect the real-world needs of our community.
- We collaborate on accurate, relevant, and timely shared resources, including:

**Policies &
Governance**

**Training &
Capacity
Building**

**Tools &
Templates**

**Community
Engagement &
Shared Learning**





The New York Alliance AI CoP/Learning Community Subscription Model



OSA collaboration and development started in September 2024 with baseline results by January 2025



This Community of Practice launched in April 2025 as a monthly meeting, with resources posted to the New York Alliance AI Toolkit website



The community moves to subscription-only in October 2025



Non-New York Alliance members are being offered membership starting in November 2025



The New York Alliance AI Community of Practice



Toolkit Resources for Safe AI Adoption

Toolkit, webinars, and Organizational Self-Assessment help providers explore AI responsibly and person-centered.



Subscription Model

Currently being rolled out to NY Alliance members, with plans to extend access to additional collaborators.



Learning Community

Ongoing education, shared practices, and peer discussion to support safe AI integration in nonprofit settings.



The New York Alliance AI Community of Practice



CoP members send AI site feedback by end of week (feedback form in chat)



Invitation to join goes to all Alliance members: 10/20/25



Invitation to join goes to non-members NYS only: 11/3/25



Further conversation on National opportunities in the new year



November CoP will be **subscribers only**. Zoom invite and information will go out through email *and* posted in the forum for subscribers



AI Learning Community Updates

Module 1: Understanding and Communicating AI

Module 2: AI Training & Workforce Development

Module 3: Risk, Ethics & Oversight

Module 4: Vendor Compliance & Regulatory Alignment





New York Alliance AI Learning Community Domain Areas



1. AI Readiness and Agency Strategic Vision Alignment



2. Data Management, Privacy, and Security



3. Technology Infrastructure and AI Integration



4. Human Oversight, Rights, and Person-Centered, Ethical AI Use



5. Workforce Development and Training



6. Impact on Service Delivery and Quality Outcomes



7. Compliance, Risk, and CMS/DOH/OPWDD Regulatory Adherence



AI Learning Community Site Updates

Learning Community Subscription

[Home](#) / Learning Community Subscription

[Join](#)

[Member Login](#)

Organization Administrators:

Below are your organization's options for setting up your administrator account.

If your organization is interested in a subscription to the AI Learning Community, click the "Sign Up" button under the AI Project box below.

Upon completion of the sign up form and payment is received, your organization will have the ability to set up sub-users and begin accessing all of the materials included in the AI Learning Community.

To set up a basic organization administrator account, click the "Sign Up" button under "Free User Account" below. Note this method **does not include access to the AI Learning Community**.

Free User Account Free	AI Learning Community Subscription \$1,500 for 1 Year
Sign Up	Sign Up

Fee Varies
Based on
Org Info

Subscription Details

If you would like access to the **AI Learning Community**, your organization will need to set up a 1-year, paid subscription.

The paid subscription grants all staff of provider organizations access to all materials included in the AI Learning Community. Subscription tiers are based on the total revenue reported on each provider organization's most recent CFR data.

Size of OPWDD Revenue	Subscription Fee
< \$4.9M	\$500
\$5M to \$19.9M	\$1000
\$20M to \$59.9M	\$1500
> \$60M	\$2000

Click **Join** to Subscribe Today!

[Join](#)

[Member Login](#)



AI Learning Community Site Updates



Providers of intellectual and developmental disabilities (I/DD) services in New York are increasingly turning to Artificial Intelligence (AI) to address workforce challenges and improve service outcomes. Since the release of ChatGPT in 2022, AI has become more accessible, offering practical tools for tasks like summarizing service notes, planning supports, and identifying health-related social needs.

The New York Alliance for Inclusion and Innovation supports this shift by advocating for effective policies, offering training, and promoting innovative solutions that enhance the lives of individuals with I/DD and the professionals who support them.

While AI presents exciting opportunities to streamline operations and personalize care, it also brings risks—such as data privacy, algorithmic bias, and accountability. This project, developed in partnership with AI Expert Doug Golub of Data Potato, aims to responsibly harness AI's potential to help providers meet growing demands and deliver high-quality, person-centered supports.

About the AI Learning Community:

The AI Learning Community is an exclusive platform for providers to explore safe and innovative best practices utilizing AI through resources, tools, technical assistance and educational opportunities.

A 1-year paid subscription is required to access resources such as:

AI Organizational Self-Assessment (OSA)

The OSA helps provider agencies evaluate their readiness, strengths, and areas for improvement in relation to integrating and managing AI tools and technology within their organization. It is designed to support agencies in **aligning with evolving regulatory requirements and adopting best practices for responsible AI use**. The insights gained will empower your organization to foster a culture of continuous improvement, ethical standards, and person-centered supports, all while leveraging the potential of AI to enhance service delivery and operational efficiency.

Micro-Webinar Series

A series of micro-webinars will be released to subscribers throughout the one-year subscription. The webinars offer a more in-depth look at the potential uses of AI in provider organizations to enhance service delivery and operational efficiency. Additional topics will be identified based on input and guidance from the AI Learning Community Community of Practice participants.

The series includes topics such as:

- **Module 1: Understanding and Communicating AI**
- **Module 2: AI Training & Workforce Development**
- **Module 3: Risk, Ethics & Oversight**
- **Module 4: Vendor Compliance & Regulatory Alignment**

Tools and Resources

Accompanying the micro-webinars is a number of tools and resources to assist agencies with implementing AI policies and procedures, evaluating risk, training staff, communicating with important stakeholders, and complying with regulations.

Currently available materials include:

- AI Acceptable Use Policy Template
- AI Disclosure Handout (Plain Language)
- Staff Training Prompts and Competency Checklist
- Vendor Evaluation Checklist
- Scenario-Based Risk Exercises
- Regulatory Reference Sheet (CMS, DOH, OPWDD)

Modules AI Learning Community, Restricted

AI Organizational Self-Assessment (OSA)

[View Module](#)

Module 1: Understanding and Communicating AI

[View Module](#)

Expect an email from New York Alliance with details this month

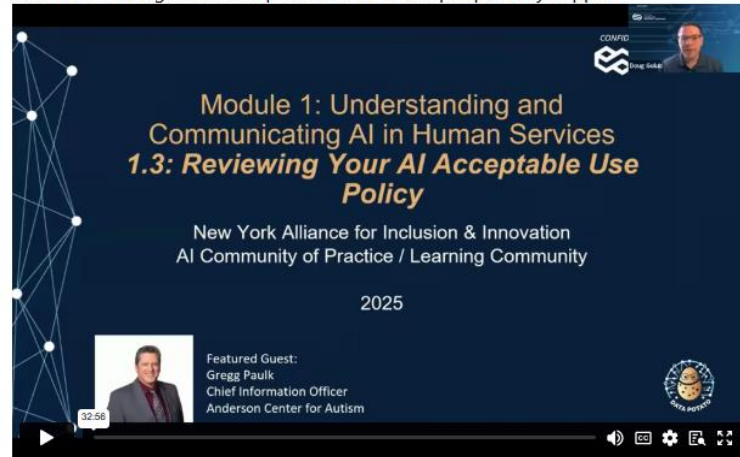




AI Learning Community Site Updates

1.3 Reviewing Your AI Acceptable Use Policy

This webinar guides participants through the essential elements of developing a practical and ethical AI use policy. It highlights key considerations such as safeguarding data, identifying and approving appropriate tools, and ensuring strong systems of human oversight to maintain accountability and trust. By outlining these core components, the session equips attendees with a framework for responsibly integrating AI into their organizations while balancing innovation with ethical obligations and protections for the people they support.



Powerpoint

Featured Speaker



Gregg Paulk
Anderson Center
for Autism

Additional Resources

1.2 AI Glossary of Key Terms

Download PDF

1.2 How to Talk About AI Use: Tabletop Exercises

Download PDF

1.3 AI Use Policy - AHRC New York City

Download PDF

1.3 Sample Computer System-Services User Agreement 2024

Download DOC

1.3 Sample AI Use Agreement

Download DOC

1.3 AI Acceptable Use Policy Template

Download DOC

1.3 HHC-49 Use and Request of Artificial Intelligence in Agency Operations

Download PDF

Module 1.3 Resources:

AI Use Policy – AHRC New York City
Sample Computer System-Services User Agreement 2024
Sample AI Use Agreement
AI Acceptable Use Policy Template
HHC-49 Use and Request of Artificial Intelligence in Agency Operations

COP Site includes Discussion Board Functionality





New York Alliance AI Learning Community Toolkit

New York Alliance AI Learning Community: Webinars and Toolkit

Module 1: Understanding and Communicating AI



1. What Is AI (and What Isn't)?

• Michael Seereiter (New York Alliance)



2. How to Talk About AI Use

• Eunice Beck (Heartshare)



3. Reviewing Your AI Acceptable Use Policy

• Gregg Paulk (Anderson Center)

Module 2: AI Training & Workforce Development



4. Staff Training & Role-Based Competencies

• Tony Daniels (AHRC Nassau)



5. Prompt Engineering 101

• Dan Kelley (Arise, Exceptional Family Resources)



6. Leadership & HR Readiness

• Marco Damiani (AHRC NYC)

Module 3: Risk, Ethics & Oversight



7. AI Risks in Human Services

• Courtney Maugé (NFP)



8. How to Explore AI Safely

• Michael McGuire (Living Resources)



9. Oversight, Consent, Ethics

• Julia Hochman (DDI)

Module 4: Vendor Compliance & Regulatory Alignment



10. Evaluating AI Vendor-Partners

• Katie Page (New York Alliance)



11. Aligning with CMS, DOH & OPWDD

• Presenter TBD



12. Building Internal Capacity for Vendor Oversight

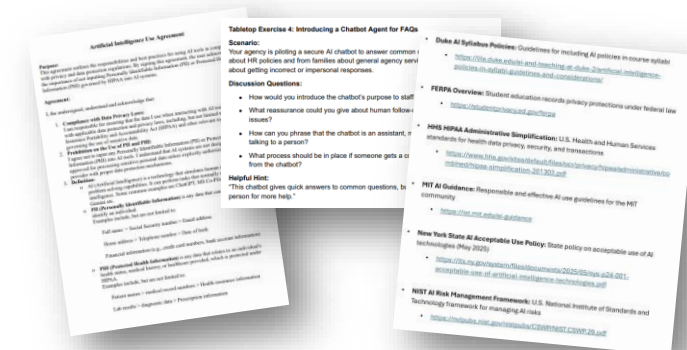
• Rich VanDyke (ACLD)

Collaborative Webinars

Aligning with Agency AI Policies

Know Your Policies	Review your agency's Employee Handbook, AI Use Agreement, Computer Systems-Services Use Agreement, and related data security or compliance policies.
Understand Prohibitions	Do not enter confidential or personally identifiable information (PII) / protected health information (PHI) into AI tools unless explicitly approved and secured.
Use Approved Tools Only	Follow agency guidance on which AI tools are authorized and ensure they meet security and encryption standards.
Establish Clear Definitions	Remember that AI includes chatbots, image generators, and other large language models (LLMs).
Know the Consequences	Non-compliance may result in disciplinary action, up to and including termination.
Report Misuse Immediately	Contact your supervisor, Compliance, or IT if you suspect unauthorized AI use or data breach.

Sample Policies, Checklists, Resources, Exercises



Micro-Webinar Series *(Subject to Change)*

Module	Webinar	Release Date	Co-Presenter	Agency
Module 1: Understanding and Communicating AI	1. What Is AI (and What Isn't)?	RELEASED	Michael Seereiter	New York Alliance
	2. How to Talk About AI Use		Eunice Beck	Heartshare
	3. Reviewing Your AI Acceptable Use Policy		Gregg Paulk	Anderson Center for Autism
Module 2: AI Training & Workforce Development	4. Staff Training & Role-Based Competencies	RELEASING October 29	Tony Daniels	AHRC Nassau, Citizens Options Unlimited
	5. Prompt Engineering 101		Dan Kelley	Arise/Exceptional Family Resources
	6. Leadership & HR Readiness		Marco Damiani	AHRC NYC
Module 3: Risk, Ethics & Oversight	7. AI Risks in Human Services	RELEASING November 2025	Courtney Mauge	NFP
	8. How to Explore AI Safely		Michael McGuire	Living Resources
	9. Oversight, Consent, and Ethics		Julia Hochman	DDI
Module 4: Vendor Compliance & Regulatory Alignment	10. Evaluating AI Vendor-Partners	RELEASING December 2025	Katie Page	New York Alliance
	11. Aligning with CMS, DOH & OPWDD		TBD	OMIG
	12. Building Internal Capacity for Vendor Oversight	(In Development)	Rich VanDyke	ACLD

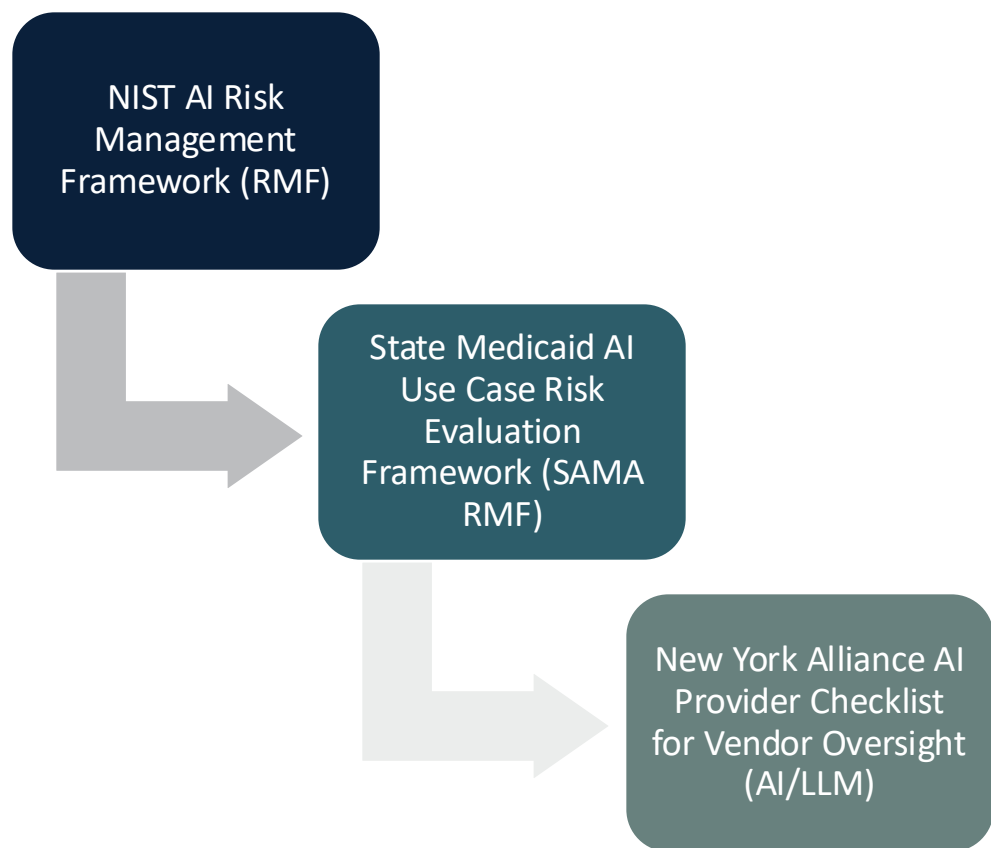


Vendor Assessment & Collaboration

Module 4: Vendor Compliance & Regulatory Alignment



DRAFT AI Provider Agency Internal Capacity Checklist for Vendor Oversight (AI/LLM Tools)



From Frameworks to Practice: Using NIST, SAMA, and our AI OSA to Create the AI Vendor Oversight Checklist

Govern → Map → Measure → Manage

- Influenced by Organizational Self Assessment Development and Results
- Provider Collaboration through Community of Practice / Learning Community
- Next Phase Involves Vendor/Partner Collaboration



DRAFT AI Provider Agency Internal Capacity Checklist for Vendor Oversight (AI/LLM Tools)

Provider Agency Internal Capacity Checklist for Vendor Oversight (AI/LLM Tools)

An Operational Compliance Tool

Evaluation Date: _____

Evaluator(s): _____

Agency/Organization: _____

Revised 10/13/2025

This checklist is intended to assess a specific system or platform provided by the vendor named above. If the vendor offers multiple systems (i.e. data analytics versus electronic records platforms), the provider agency must determine whether the AI functionality, use cases, or Large Language Models (LLMs) differ significantly across those systems. If substantial differences are identified, such as distinct data flows, embedded AI tools, or varying model behaviors, the agency should complete a separate checklist for each system to ensure a thorough and accurate evaluation of AI risks, documentation, and governance.

1. AI Vendor Oversight Identification

Vendor Name: _____

Vendor Website: _____

Platform/System Name and Version: _____

AI Model or LLM Used (if disclosed): _____

- ☐ The vendor system (i.e. HR, case-management, billing, or other operational software) has been evaluated to identify and document both explicit and embedded AI/LLM integrations, including any concealed API calls or background processes that transmit data to external AI services.
- ☐ Vendor AI use cases statements, audit results, certifications, or third-party assurance reports have been obtained and reviewed.
- ☐ Vendor statements regarding data privacy, bias testing, and security controls have been independently verified.
- ☐ Existing agency IT, compliance, and training policies applicable to the system under evaluation have been reviewed and updated to explicitly mention AI governance, security controls, and oversight requirements.

2. Oversight Framework from Organizational Self -Assessment (OSA)

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- ☐ **Strategic Vision:** Leadership and cross-departmental review teams, including HR, compliance, legal, and program staff, have been established to oversee AI use with this system.
- ☐ **Data Privacy & Security:** Vendor practices for PHI/PII protection and audit logging are monitored and documented in this system's evaluation.
- ☐ **Technology Infrastructure:** Plans exist for vendor updates, product sunsets, and system exit strategies, including continuity and data-migration steps.
- ☐ **Human Oversight & Ethics:** Processes are in place for staff and people supported to review, question, or override AI outputs within workflows.
- ☐ **Workforce Development:** Staff have received training to safely use, monitor, and interpret AI tools and outputs.
- ☐ **Service Delivery Impact:** AI features have been reviewed to ensure alignment with person-centered practices and equitable service outcomes.
- ☐ **Regulatory Alignment:** Vendors have demonstrated compliance mapping to HIPAA, CMS, ONC, and other applicable regulatory and ethical safeguards, with evidence retained by the agency.

3. Transparency & Disclosure

- ☐ Vendor explanations of AI features and data use are available in plain language.
- ☐ The data sources, retention method (temporarily or permanently), and training purpose of the AI system use cases have been confirmed.
- ☐ Vendor disclosures outlining risks, limitations, and prohibited uses are available and stored in agency records.

4. Auditability & Monitoring

- ☐ Access to vendor system logs, activity reports, and audit trails has been confirmed.
- ☐ Internal reviews for fairness, accuracy, and data security are scheduled at defined intervals (i.e. monthly, quarterly).
- ☐ Third-party or independent audit options are available and budgeted for high-risk or high-impact systems.

5. Bias & Representation

- ☐ Results of vendor fairness and bias testing have been requested and reviewed.
- ☐ Internal validation has been conducted using representative disability-specific or diverse test cases.
- ☐ A remediation plan is defined for addressing identified bias or inequitable outcomes.

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6. Human Oversight & Rights

- ☐ Consent capture procedures exist for staff, applicants, and supported individuals, giving a choice before data is used in AI model training.
- ☐ Staff and supported individuals are informed of their right to question or override AI-driven actions and AI is never the sole decision-maker.
- ☐ "Human-in-the-loop" checkpoints are documented for relevant decision-support workflows, specifying whether responsibility lies with a designated individual or a defined review team to ensure consistent human oversight.

7. Lifecycle & Exit Planning

- ☐ Vendor plans for software updates, roadmap changes, or AI versioning have been made available and have been reviewed.
- ☐ Contracts include data portability and off-boarding provisions ("data liberation" clauses).
- ☐ Data retention, data deletion, and data dictionary element status post-contract termination are clearly defined.

8. Procurement & Contracting Essentials

- ☐ AI-specific clauses (bias testing, audit rights, access controls, exit terms) are included in vendor contracts.
- ☐ The vendor classifies each AI feature's risk level using a recognized framework (i.e. NIST AI RMF).
- ☐ Provider agency budget allocations have been secured to include resources for AI training, monitoring, and compliance audits.

9. Building Internal Capacity

- ☐ An AI Oversight or Review Committee has been formed, including cross-functional representation.
- ☐ Procurement and legal staff have completed AI-related contract-review training.
- ☐ Compliance programs include lifecycle monitoring of AI tools in use in a manner similar to any other technology that intersects with regulations.
- ☐ AI oversight responsibilities align with the agency's broader cybersecurity and privacy policies.

10. Practical Next Steps

- ☐ This checklist has been piloted on at least one AI-enabled vendor system.
- ☐ A targeted mini-OSA review focused on vendor reliance has been completed.

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- ☐ A formal process exists for escalating AI issues to leadership and sharing lessons through a Learning Community or Community of Practice that is external to this agency.

Glossary

- **AI (Artificial Intelligence):** Technology that learns patterns and makes predictions or decisions.
- **Algorithm:** Step-by-step rules that always give the same result with the same input.
- **Bias Testing:** Checking if AI treats some groups unfairly.
- **Human-in-the-loop:** A person must approve or double-check AI results.
- **Audit Log:** A record of who did what, when, and how.
- **Data Liberation:** The ability to move your data from one system/vendor to another.
- **OSA (Organizational Self-Assessment):** A structured internal review tool.

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Vendor / AI Risk Scoring Table

Used to Weight Against Potential Benefits

Adapted from NIST RMF and SAMA State Medicaid RMF

Magnitude of Potential Harm

1. **Negligible:** No foreseeable impact; no identifiable data, privacy risk, or service disruption.
2. **Low:** Minor inconvenience or technical issue; limited exposure of non-sensitive data or minimal service delay.
3. **Moderate:** Possible small-scale data leak, biased outputs, or moderate disruption to person-centered service quality.
4. **Significant:** Likely unauthorized access or loss of sensitive data (PII/PHI); inequitable or biased outcomes; major service interruption.
5. **Severe:** Large-scale data breach, systemic bias or discrimination, or denial of essential supports or benefits.

Likelihood of Potential Harm

1. **Remote:** Extremely unlikely; strong safeguards and isolation controls in place.
2. **Unlikely:** Possible but rare; mitigations exist and are regularly tested.
3. **Moderate:** Could occur occasionally; partial or untested mitigations.
4. **Likely:** Expected periodically; oversight or controls are weak or inconsistent.
5. **Probable:** Highly likely or recurring; insufficient governance or monitoring.

Scoring Guidance

- Multiply **Magnitude** × **Likelihood** for a total risk score (1–25).
- **1–8 (Low Risk):** Minimal human review paired with logging and periodic audits helps guard against bias or data issues.
- **9–15 (Moderate Risk):** Structured human oversight, fairness testing, and stakeholder input ensure appropriate checks.
- **16–25 (High Risk):** Rigorous human review, executive governance, continuous monitoring, and transparency.





Developing Vendor Checklist for AI/LLM Tools

Data Privacy & Security

- What LLM is in use and what BAAs and other contracts are in place
- How do you prevent leakage of PII/PHI?
- How are AI-related logs, audit trails, and role-based access controls put in place?

Bias & Fairness

- What bias testing has been done on your LLM? What testing should the provider conduct?
- Can you share results of fairness or representativeness checks?

Model Transparency

- Is this an open or closed model? Is our data comingled with other providers for model training?
- Does the model learn permanently (retains data) or temporarily (session-only)?

Use Cases & Functionality

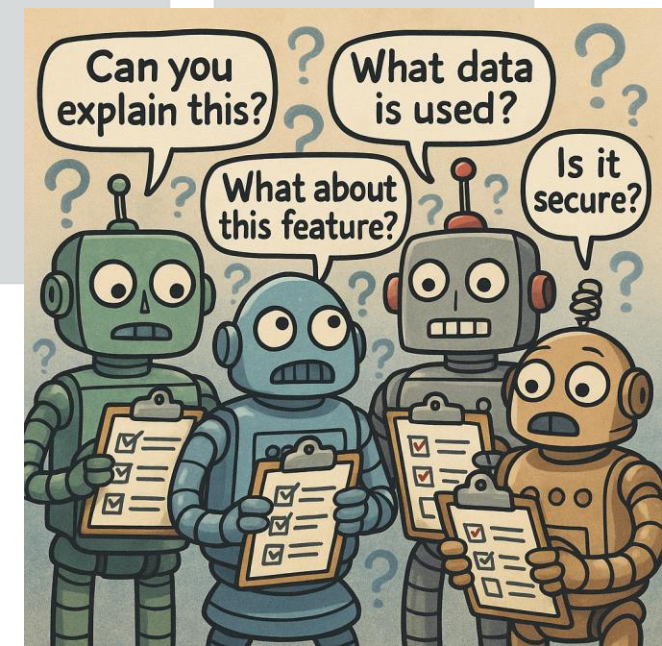
- What are the safe, approved use cases (functionality) for providers?
- What functionality is not permitted (clear “no-go” zones)?
- What is available today as a pilot, as included functionality, as an add-on, or on the roadmap?

Risk & Accountability

- How do you document known risks, limits, and failure modes?
- How is human-in-the-loop built into your workflows?

Training & Support

- Do you provide role-based AI training for staff?
- How do you support safe AI onboarding and ongoing competency?





Discussion: Vendor Collaboration Sensitivities

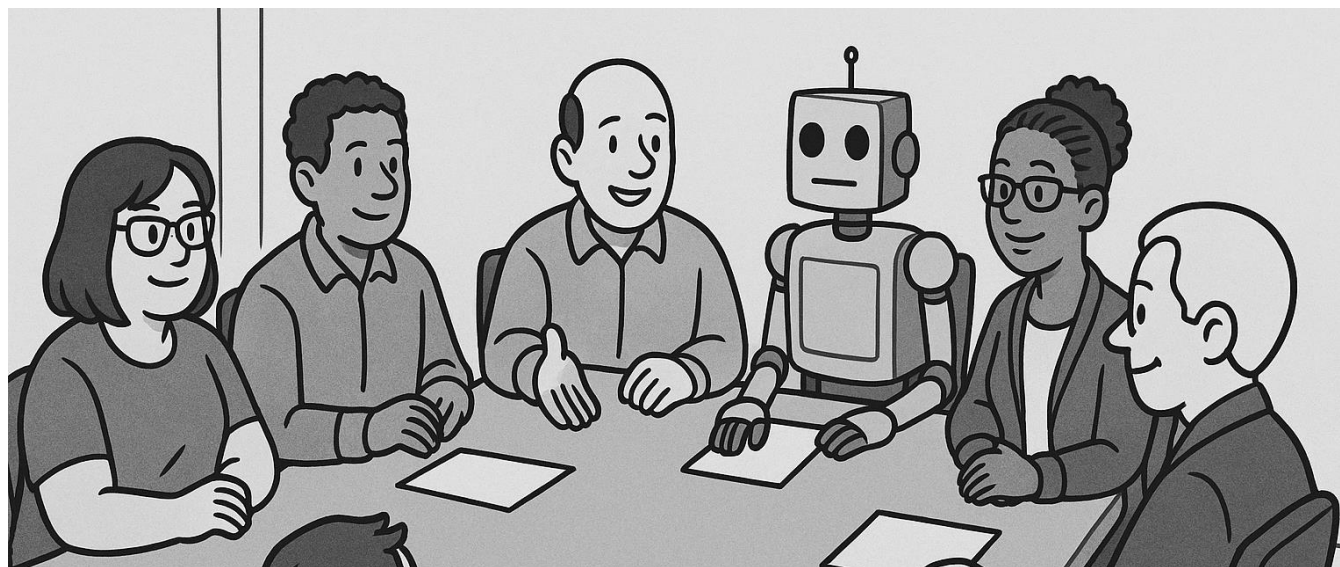
- Neutral Ground
 - This is a peer learning space, not a sales forum.
 - Vendors join as collaborators, not product marketers.
- Shared Learning Focus
 - Discussions center on AI/LLM best practices, use cases, contracts, and training.
 - No tool is “the standard.” Different providers use different systems.
- Transparency & Trust
 - Vendors are expected to share openly about risks, limitations, and safeguards.
 - Sales pitches, product demos, or competitive claims are not appropriate.
- A Provider Learning Community
 - Providers drive the agenda and identify the challenges.
 - Vendors contribute expertise where it helps solve real-world problems.
- Collaboration First
 - Goal is co-developing safe practices for generative/agent AI.
 - Participation is about building shared knowledge for the field, not winning accounts





Vendor Collaboration Discussion

- Where do we start with our vendors on AI use and risk mitigation?
 - What AI features or functions might be hidden or visible?
 - What risk score (low, moderate, high) would we assign based on magnitude and likelihood?
- Who wants to represent the community of practice in collaborating with each vendor? <https://docs.google.com/spreadsheets/d/1z33hIb9M18dSMatVz2vVxzCALds221pi2zHFyMbBQos/edit?usp=sharing>



Next Steps for November Meeting

NY Alliance AI Community of Practice

Next Meeting, Monday November 17th, 2025 at 9am-10am ET

- One-off meetings with panelists for upcoming vendor collaboration





Thank you!

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