



AI Community of Practice / Learning Community

New York Alliance for Inclusion & Innovation

September 2025





Welcome AI Learning Community

Agenda for September 2025 Monthly Meeting

Welcome and Community of Practice Logistics

AI Learning Community Updates

- Subscription and Website Launch
- Community Sharing and Q&A

AI Policy Updates

NIST AI Risk Management Framework

Vendor Assessment & Collaboration Discussion

Wrap-Up & Next Steps



Welcome! Overview of AI Community of Practice Subscription

Community

Policies &
Governance

Training &
Capacity
Building

Tools &
Templates

Community
Engagement &
Shared Learning

of Practice





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 Updates

Module 1: Understanding and Communicating AI

Module 2: AI Training & Workforce Development

Module 3: Risk, Ethics & Oversight

Module 4: Vendor Compliance & Regulatory Alignment



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](#)

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AI Learning Community Site Updates

Home Forums

AI Learning Community

Home / AI Learning Community

Join

Member Login

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)

Community of Practice

Participate in the Community of Practice discussions where you can share experiences, learn from one another and shape the development of additional educational opportunities and resources to be added to the AI Learning Community.

Modules AI Learning Community, Restricted

Module 1: Understanding and Communicating AI

View Module

Module 2: AI Training & Workforce Development

View Module

Module 3: Risk, Ethics & Oversight

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.

Featured Speaker: Gregg Pauck, Chief Information Officer, Anderson Center for Autism



Why Your Organization Needs an AI Acceptable Use Policy

- Defines how AI can and cannot be used within your organization.
- Protects data privacy, security, and ethical standards.
- Builds trust among staff, stakeholders, and the people you support.
- While no policy eliminates all risks, having clear guidelines helps manage risks by promoting ethical AI use, protecting privacy, reducing bias, supporting human judgment, and clarifying AI's role to avoid overreliance on AI and reduce staff worries about job impacts.



Additional 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

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

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 3: Risk, Ethics & Oversight



7. AI Risks in Human Services

• Courtney Mauge (NFP)



8. How to Explore AI Safely

• Michael McGuire (Living Resources)



9. Oversight, Consent, Ethics

• Julia Hochman (DDI)

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 4: Vendor Compliance & Regulatory Alignment



10. Evaluating AI Vendor-Partners

• Katie Page (New York Alliance)



11. Aligning with ONC, CMS, DOH & OPWDD

• Presenter TBD



12. Building Internal Capacity for Vendor Oversight

• Rich VanDyke (ACLD)

Collaborative Webinars

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



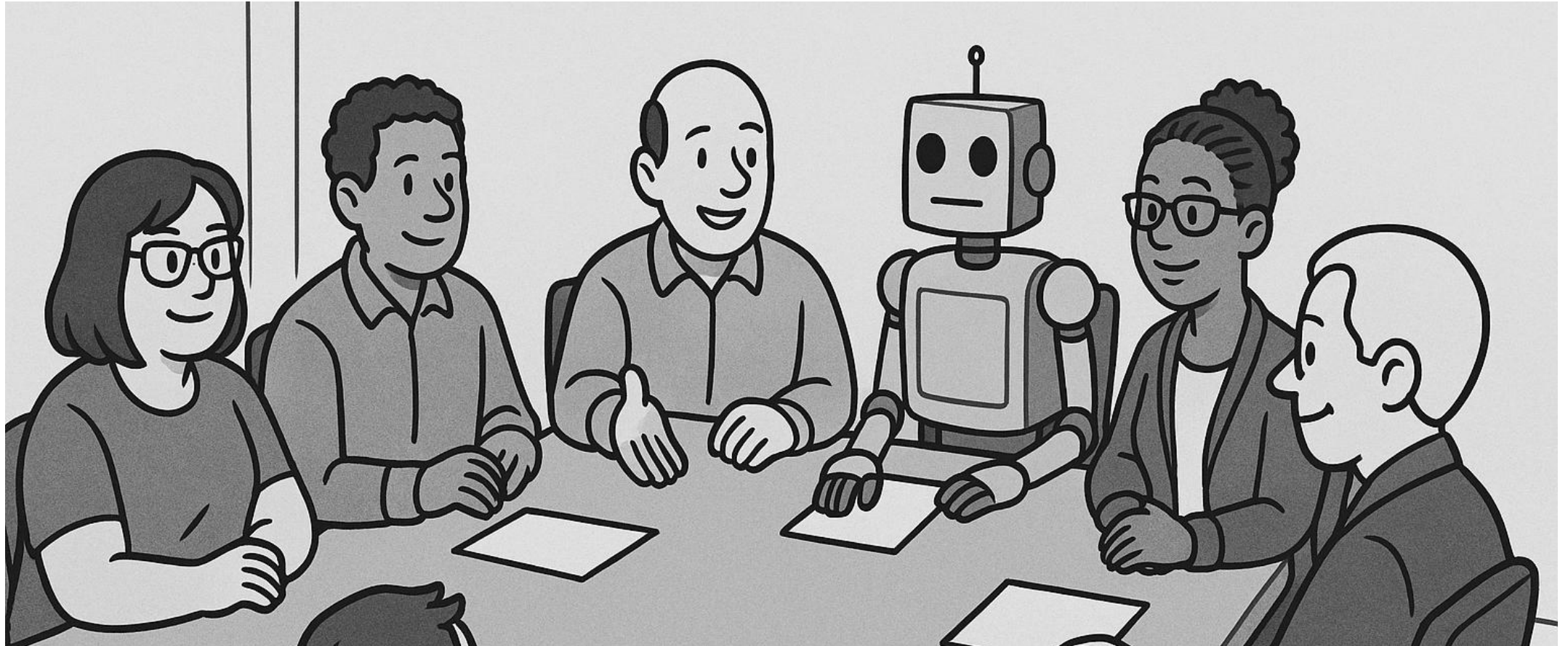


Micro-Webinar Series (Draft)

Module	Webinar	Release Date	Co-Presenter	Agency
Module 1: Understanding and Communicating AI	1. What Is AI (and What Isn't)?	September 2025 (Recorded)	Michael Seereiter	New York Alliance for Inclusion & Innovation
	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	October 2025 (Recorded)	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	November 2025 (Mostly Recorded)	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	December 2025 (In Development)	Katie Page	New York Alliance
	11. Aligning with ONC, CMS, DOH & OPWDD		TBD	OMIG 
	12. Building Internal Capacity for Vendor Oversight		Rich VanDyke	ACLD



Learning Community AI Journey Sharing and Q&A





NIST AI Risk Management Framework (AI RMF)

Setting the Stage

<https://www.nist.gov/itl/ai-risk-management-framework>





NIST AI Risk Management Framework (AI RMF)



Govern – Policies, oversight, and accountability for trustworthy AI



Map – Define system purpose, data inputs, and context of use



Measure – Test performance, fairness, accuracy, and privacy



Manage – Monitor, mitigate risks, and maintain human-in-the-loop safeguards





Mapping our CoP Domains and Content to the NIST Framework

1. AI Readiness & Strategic Vision Alignment

- Oversight & Accountability

2. Data Management, Privacy & Security

- **Data Governance & Management** – safe handling of PII/PHI, retention, and provenance.
- **Security/Cybersecurity** – safeguards against breaches and misuse.
- **Data Inventories & Valuation** – knowing what data exists, how it's used, and its risks.

3. Technology Infrastructure & AI Integration

- **Testing & Audits** – making sure AI systems work as intended in provider settings.
- **Accuracy & Robustness** – verifying tools perform reliably in HCBS/IDD use cases.
- **Monitoring & Reporting** – tracking tool performance once deployed.

4. Human Oversight, Rights & Ethical AI Use

- **Consent Management** – ensuring informed choice, transparency, and person-centered safeguards.
- **Bias/Fairness/Completeness** – avoiding discrimination and protecting rights.
- **Explainability** – staff and people supported understand outputs and decisions.

5. Workforce Development & Training

- **Roles & Responsibilities** – ensures leadership sets clear priorities and accountabilities.
- **Training (Systems, Operators, Users)** – role-based capacity-building for safe AI use.

6. Impact on Service Delivery & Quality Outcomes

- **Quality Management** – linking AI use to person-centered outcomes, not just efficiency.
- **Decision-Making** – ensuring outputs enhance—not replace—human judgment in supports.

7. Compliance, Risk & Regulatory Adherence

- **Assessments & Inventories** – compliance with CMS/DOH/OPWDD standards.
- **Policies/Notices** – alignment with laws, Medicaid rules, and HCBS requirements.
- **Third-Party Management** – holding vendors accountable for compliance.

Risk Management Techniques and Controls

◦ Oversight and Accountability

Roles & Responsibilities

Third Party Management

◦ Risk and Controls

Assessments & Inventories

Accuracy & Robustness

Quality Management

Testing & Audits

Data Gov. & Management

Consent Management

Monitoring & Reporting

Bias/Fairness / Completeness

Security/Cybersecurity

Training (Systems, Operators, Users)

◦ Documentation

Explainability

Policies/ Notices

Contracts

Data Inventories & Valuation

Decision-Making



Why the NIST AI Risk Management Framework (RMF) Matters for Providers

- Helps structure safe exploration from sandbox pilots to integration
- Ensures transparency and trust in AI tools used with staff, families, and people supported
- Aligns with our 7 domains (governance, oversight, data, workforce, etc.)
- Provides questions to ask vendors before adoption (bias, PHI, human oversight)
- Builds confidence that AI use will remain person-centered, ethical, and compliant





Vendor Assessment & Collaboration

Module 4: Vendor Compliance & Regulatory Alignment





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

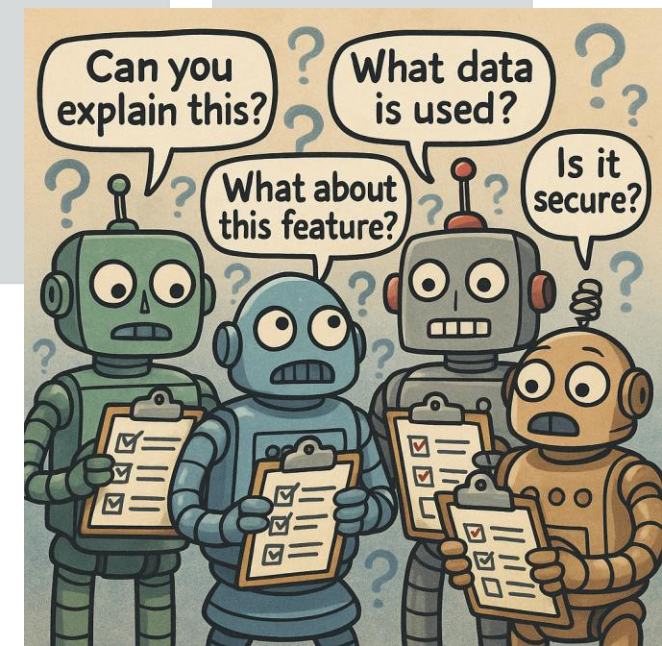
- What are the safe, approved use cases (functionality) for providers?
- What functionality is not permitted (clear “no-go” zones)?
- What is available today as a pilot, as included functionality, as an add-on, or on the roadmap?

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



Next Steps for October Meeting

NY Alliance AI Community of Practice

Next Meeting, Tuesday, October 14, 2025 at 12:30 pm – 1:30 pm ET

- One-off meetings with panelists for upcoming New York Alliance AI Webinars





Thank you!

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