

## 2.4 AI Note Taking in CES Meetings

### **PURPOSE**

The purpose of this policy is to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA) and protect the confidentiality of sensitive client information discussed in Coordinated Entry System (CES) meetings.

### **FORMS**

There are no forms related or required for this Policy

### **POLICY**

The use of artificial intelligence (AI) or automated transcription tools for note-taking, recording, or summarization in any CES-related meetings is strictly prohibited. This includes, but is not limited to, AI-powered note-taking applications, transcription services, and chatbots that process or store meeting content. All meeting documentation must be taken manually by authorized personnel in compliance with HIPAA regulations and organizational confidentiality policies.

### **KEY TAKE AWAYS**

- AI-based note-taking tools are not permitted in CES meetings.
- This policy is in place to protect client confidentiality and ensure HIPAA compliance.
- Manual note-taking by designated staff is the only approved method for documenting meeting discussions.
- Any violations of this policy may result in corrective action in accordance with organizational policies on confidentiality breaches.