

HMIS & AI: Participating Agency Self-Reflection Checklist

Agency: _____

Program/Department: _____

Completed By: _____

Date: _____

Purpose

This self-assessment is designed to help agencies understand how Artificial Intelligence (AI) is being used within their organization and identify potential privacy, confidentiality, security, and compliance risks related to HMIS and Client Data. The CT HMIS AI Policy states that Client Data may never be entered into an Unsecured AI system and that agencies remain responsible for protecting Client Data when AI tools are used.

1. Understanding Our AI Use

Are staff permitted to use AI tools to assist with their work?

☐ Yes ☐ No ☐ Unsure

Does the agency have a policy on which AI tools may be used and how?

☐ Yes ☐ No ☐ Unsure

Which AI tools are currently being used?

☐ ChatGPT

☐ Microsoft Copilot

☐ Gemini

☐ Claude

☐ Other: _____

☐ Unsure

Who is using AI?

☐ Leadership

☐ Supervisors

☐ Case Managers

☐ Administrative Staff

☐ Other: _____

Quick Reflection

☐ We understand how staff are currently using AI.

☐ We have discussed AI use expectations with staff.

☐ We know who to contact with AI-related questions.

2. AI and Client Data

Have staff used AI to assist with any of the following?

Activity	Yes	No	Unsure
Writing or editing case notes	☐	☐	☐
Summarizing client interactions	☐	☐	☐
Service planning or assessments	☐	☐	☐
Client communications	☐	☐	☐
Reporting or data analysis	☐	☐	☐

What type of information may have been entered into AI?

- ☐ No client information
- ☐ Client narratives or case notes
- ☐ Client demographic information
- ☐ Assessment or program information
- ☐ Unsure

Self-Check

- ☐ Staff understand that Client Data includes more than names and identifiers.
- ☐ Staff understand that information can still identify a client even when names are removed.
- ☐ Staff understand that Client Data should never be entered into an unapproved AI system.

3. AI Security and Oversight

Does the agency:

Question	Yes	No	Unsure
Know which AI tools are approved for use?	☐	☐	☐
Review privacy and security protections before use?	☐	☐	☐
Understand how information entered into AI is stored and used?	☐	☐	☐
Review and validate AI-generated content before relying on it?	☐	☐	☐

Reflection

If someone asked why your agency considers its AI tool(s) secure, could you answer confidently?

- ☐ Yes
- ☐ No
- ☐ Unsure

4. Personal Accounts and Devices

Have any of the following occurred?

Situation	Yes	No	Unsure
Staff use personal AI accounts for work-related tasks	☐	☐	☐
Staff use AI on personal devices	☐	☐	☐

Staff use AI while working remotely	☐	☐	☐
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Self-Check

- ☐ Staff understand that personal AI accounts do not create exceptions to HMIS requirements.
- ☐ Staff understand that personal devices do not create exceptions to confidentiality requirements.

5. Leadership Assessment

Rate your agency's confidence in the following areas:

Topic	High	Medium	Low
Understanding AI use	☐	☐	☐
Protecting Client Data	☐	☐	☐
Staff awareness and training	☐	☐	☐
Oversight and accountability	☐	☐	☐

Self-Check

- ☐ Leadership understands the organization remains responsible for compliance regardless of the way staff access and use AI Tools

Overall Assessment

- ☐ **Green** – We understand how AI is being used and have appropriate safeguards in place.
- ☐ **Yellow** – Some AI use is occurring, but additional guidance, training, or oversight is needed.
- ☐ **Red** – We are unsure how AI is being used or whether current practices adequately protect Client Data.