

To: All DCS Staff

From: Kathryn Ptak, Director

Re: Use of Generative AI for Meeting Transcription and Summary

Date: July 2, 2025

This administrative directive addresses the usage of publicly available Generative AI and safeguarding the confidentiality and privacy of the children and families we serve.

A significant privacy risk arises from third-party AI tools used for meeting recording and transcription. Third-party AI is AI tools from external companies or sources not explicitly approved for use by the Arizona Department of Child Safety. These external services may utilize sensitive meeting content, including Personally Identifiable Information (PII) and Protected Health Information (PHI), to train their AI models, as such, these tools should not be used in our work.

Effective immediately, the use of third-party AI-powered bots or tools for the purpose of recording and/or transcribing meetings where PII or PHI is likely to be discussed is strictly prohibited. This includes, but is not limited to:

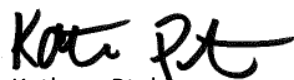
- Case Plan staffings
- Child and Family Team (CFT) meetings
- Team Decision Making (TDM) meetings
- Any other meeting involving sensitive client or case-specific information

This prohibition is specific to this use case (AI recording/transcription of meetings with PII/PHI) due to the risk of sensitive data being used for external AI training purposes. This directive does not supersede broader ADOA or ADCS policies regarding other potentially allowable uses of AI that do not involve the disclosure of PII/PHI to external tools.

All staff are directed to ensure that any third-party AI recording or transcription bots are removed or disabled from meetings where PII/PHI will be discussed. Meeting organizers are responsible for preventing the use of such tools in these contexts.

This directive is effective immediately and is in effect until rescinded.

Sincerely,



Kathryn Ptak  
Director