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Provider AI Safety Checklist

A print-and-pin reference for elder-serving organizations. Mark each item as you confirm — or as you build it.

Policy & Governance

- ☐ Written AI Acceptable Use Policy for staff, volunteers, contractors
- ☐ Policy reviewed by legal counsel and insurance carrier
- ☐ Annual review date set on the calendar
- ☐ Board-level oversight of AI use established
- ☐ Incident reporting protocol documented and accessible

Tools & Approvals

- ☐ List of Approved Enterprise AI Tools maintained and current
- ☐ Each approved tool has a written data agreement (no training on inputs)
- ☐ Free / public AI tools blocked from organization devices, or explicitly governed
- ☐ Audit logs enabled and retained for at least 90 days

Data Protection

- ☐ Encryption at rest and in transit on all systems holding client data
- ☐ Multi-factor authentication on every account, no exceptions
- ☐ Role-based access — staff see only what they need
- ☐ Periodic data inventory — you know where client data lives
- ☐ Vendor due diligence on every tool that touches client information

People & Training

- ☐ AI safety training at onboarding for every new hire
- ☐ Annual refresher training paired with general security training
- ☐ Quarterly phishing simulations
- ☐ Designated Privacy Officer or equivalent role with clear authority

Response Readiness

- ☐ Written incident response plan, reviewed annually
- ☐ Staff impersonation verification protocol in place
- ☐ After-hours contact list for security incidents
- ☐ Relationship with a cybersecurity partner before you need one

WANT A SCORE INSTEAD?

The Elder AI Risk Snapshot is a free 2-minute self-assessment that scores your AI risk across data governance, staff use, and client vulnerability — and tells you which of the items above to prioritize. Go to **centrexit.com/tools/elder-ai-risk-snapshot**

YOU CALL. WE ANSWER. IT WORKS