

CAHME Site Visitor Policy for the Use of Artificial Intelligence (AI)

Purpose

CAHME recognizes that artificial intelligence (AI) tools can enhance efficiency and support high-quality written communication. These guidelines permit site visitors to use generative AI through CAHME-approved AI tools in a responsible and limited manner while safeguarding the confidentiality of programs, protecting student and institutional data, and upholding the integrity of the accreditation process. By establishing clear expectations, CAHME aims to support site visitors in performing thorough, objective reviews while ensuring compliance with applicable privacy laws and standards. These guidelines are intended to support compliance with CAHME confidentiality obligations, institutional data-use restrictions, Family Educational Rights and Privacy Act (FERPA), and any other applicable federal, state, contractual, or institutional privacy requirements.

Approved AI Tools and Required Privacy Settings

To ensure the protection of confidential program and student information, CAHME limits the use of artificial intelligence (AI) tools by site visitors to a defined set of approved platforms. These tools have been selected based on their availability of privacy controls that allow users to restrict data usage for model training.

Site visitors may use the following AI tools for permitted purposes outlined in this policy **only if the required privacy and data settings described below are properly configured prior to use** (see *Required Privacy and Data Settings* section):

- Duck.ai
- ChatGPT
- Claude

Use of any other AI tool is not permitted unless it has been reviewed and explicitly approved by CAHME in advance.

Permitted Uses of AI

Site visitors may use AI tools in a limited and supportive capacity, including:

- Editing and Refinement
 - Improving grammar, clarity, and organization of site visit reports
 - Enhancing readability and formatting of narrative content
- General Writing Support
 - Rephrasing content written by the site visitor
 - Assisting with structure
- Questions on Appropriate Use

- If a site visitor is unsure whether a specific use of AI is permitted under this policy, they should pause use and contact CAHME for guidance prior to proceeding

Prohibited Uses of AI

To protect program confidentiality and ensure the integrity of the accreditation process, site visitors **must not**:

- **Input Program Materials**
 - Upload, paste, or summarize self-studies, exhibits, meeting notes, LMS content, or any portion of program submissions into AI tools
- **Disclose Identifiable Information**
 - Enter any program-identifiable information, including institution names, faculty names, clinical partners, or proprietary program details
 - Enter any student-identifiable information, including but not limited to names, IDs, email addresses, demographic details, academic records, or any information that could reasonably identify a student consistent with [Family Educational Rights and Privacy Act \(FERPA\)](#)
- **Use AI for Evaluation or Decision-Making**
 - Generate evaluative findings, ratings, or accreditation recommendations using AI
 - Rely on AI to interpret CAHME standards or determine compliance
 - Use AI to perform or assist with accreditation evaluation, including interpreting CAHME standards, mapping evidence to standards, identifying compliance gaps, generating interview questions based on program evidence, summarizing or weighting evidence, identifying themes from interviews or notes, drafting findings, assigning ratings, determining compliance, recommending accreditation action, or revising language in a way that changes the substance, emphasis, or severity of a site visitor's professional judgment.

Review and Verification of AI-Assisted Content

Site visitors are responsible for ensuring that any content generated or refined with the assistance of AI tools accurately reflects their professional judgment and intended meaning. Before submitting any site visit report or related material, each site visitor must ensure that:

- All AI-assisted content is carefully reviewed and edited prior to inclusion in any site visit report or related materials.
- The content preserves the original intent and meaning of their evaluation.
- The language accurately reflects their observations, analysis, and conclusions.
- No unintended bias, inaccuracies, or misinterpretations have been introduced.
- AI tools are not be relied upon to independently generate conclusions or alter the substance of a site visitor's evaluation

Required Privacy and Data Settings

Before using any CAHME-approved AI tool, the site visitors must enable all CAHME-required privacy settings and disable all CAHME-prohibited settings. At a minimum, site visitors must disable:

- model training
- data sharing for model improvement
- memory or personalization features
- chat sharing
- public-link creation
- third -party connectors
- browser or workspace integrations,
- any optional synchronization or history feature.

If any required setting can not be verified, the tool must not be used.

Approved Artificial Intelligence (AI) Tools Privacy and Data Settings

Duck.ai (DuckDuckGo)

- Duck.ai is designed with privacy protections by default and does not use conversations for model training, contains no memory feature, has no third-party connectors or workspace integrations.
- Do not create shared links
- Use only the Duck.ai chat interface

ChatGPT (OpenAI)

Before use, site visitors must:

- Navigate to Settings → Data Controls → Turn OFF “Improve the model for everyone”
- Navigate to Settings → Personalization → Memory and turn OFF “Memory”
- Turn OFF “Reference chat history.”
- NOT create shared links.
- Ensure there are no connectors on account
- Ensure there are no browser or workspace integrations
- Use Temporary Chat since it does not use memory

Claude (Anthropic)

Before use, site visitors must:

- Navigate to Settings → Privacy → Turn OFF “Help improve Claude”
- Navigate to Settings → Capabilities → Memory → Turn OFF “Memory”

- NOT create shared links.
- Ensure there are no integrations such as google workplace in place
- NOT share conversations using Claude sharing features
- NOT upload CAHME materials into Projects that retain persistent context
- NOT use Claude browser extensions or coding agents when reviewing accreditation materials

AI Incident Reporting

Step 1: Notify CAHME

Promptly notify CAHME if you:

- Know or reasonably suspect that you have violated this policy; or
- Know or reasonably suspect that another site visitor has violated this policy.

Step 2: Stop AI Use

Immediately discontinue use of the AI tool for the affected CAHME-related work.

Step 3: Prevent Further Disclosure

Take reasonable steps to prevent any additional disclosure of information and preserve relevant details of the incident.

Step 4: Provide Incident Information

Provide CAHME with, at a minimum:

- The AI tool used
- Date of the incident
- A general description of the information involved
- Any actions already taken

Step 5: Cooperate with the Review

Cooperate with any follow-up requests from CAHME during its review of the incident.

Step 6: CAHME Review and Resolution

CAHME will review all reported or identified incidents, conduct appropriate due diligence, and determine any necessary corrective actions. Depending on the nature and severity of the incident, actions may include:

- Additional training
- Temporary or permanent removal from site visitor assignments
- Suspension or removal from CAHME councils, committees, or other volunteer roles
- Other actions deemed appropriate to protect the integrity of the accreditation process.

Definitions For Purposes of this Policy:

(to be added to Definitions within the CAHME Handbook of Policies and Procedures)

AI Tool: Any generative AI, large language model, chatbot, AI writing assistant, AI summarization tool, AI transcription tool, AI search agent, AI meeting assistant, AI browser extension, AI plug-in, AI connector, or similar tool that processes user-provided prompts, files, audio, images, or other content.

CAHME Staff: Employees of CAHME who support, administer, oversee, or facilitate the accreditation process, including the coordination of site visits and implementation of CAHME policies and procedures.

Chair (Site Visit Team): The individual appointed by CAHME to lead the site visit team. The Chair is responsible for coordinating the site visit, facilitating team activities, ensuring a consistent and objective evaluation of the program, and submitting the final site visit report to CAHME.

Coordinator (Site Visit Team): The individual designated by CAHME to provide administrative and logistical support to the site visit team before, during, and after the site visit. The Coordinator facilitates communication, scheduling, document management, and other activities necessary to support the accreditation review process.

Program Materials: All materials provided by, about, or derived from a program, institution, site visit, interview, meeting, LMS, exhibit, self-study, report draft, or CAHME review process.

Program-identifiable information: Information that identifies or could reasonably identify a program, institution, person, partner, or proprietary program practice, either alone or in combination with other information.

Student-identifiable information: Any personally identifiable information from education records, including direct identifiers, indirect identifiers, and linkable information.

Team Members (Site Visit Team): All individuals appointed by CAHME to serve as members of a site visit team, including the Chair, Coordinator, evaluators, and any approved Observers, unless otherwise specified within this policy.

Observers (Site Visit Team): Individuals approved by CAHME to observe the accreditation site visit process for training, professional development, or other authorized purposes.