

AI Isn't As Scary As You Think

PRACTICAL AND ETHICAL USES OF ARTIFICIAL
INTELLIGENCE FOR TRIBAL HEAD START PROGRAMS



Overview and Introductions

By the end of this session, participants will:

- Understand what AI is—and what it is not
- Identify appropriate and inappropriate uses of AI in Tribal Head Start programs
- Protect confidential information and support Tribal Data Sovereignty
- Apply governance, policy, and oversight principles to AI use
- Create effective prompts that produce useful results
- Explore practical AI applications across Head Start systems
- Determine next steps for responsible AI implementation within their Tribe or Program



Agenda

Part 1: 10:00 – 12:00

- What is AI?
- Data Protection
- Policy Development
- Governance
- Implementation planning

Part 2: 1:30 – 4:00

- How To Use AI



AI Isn't As Scary As You Think

PART 1: 10:00 – 12:00

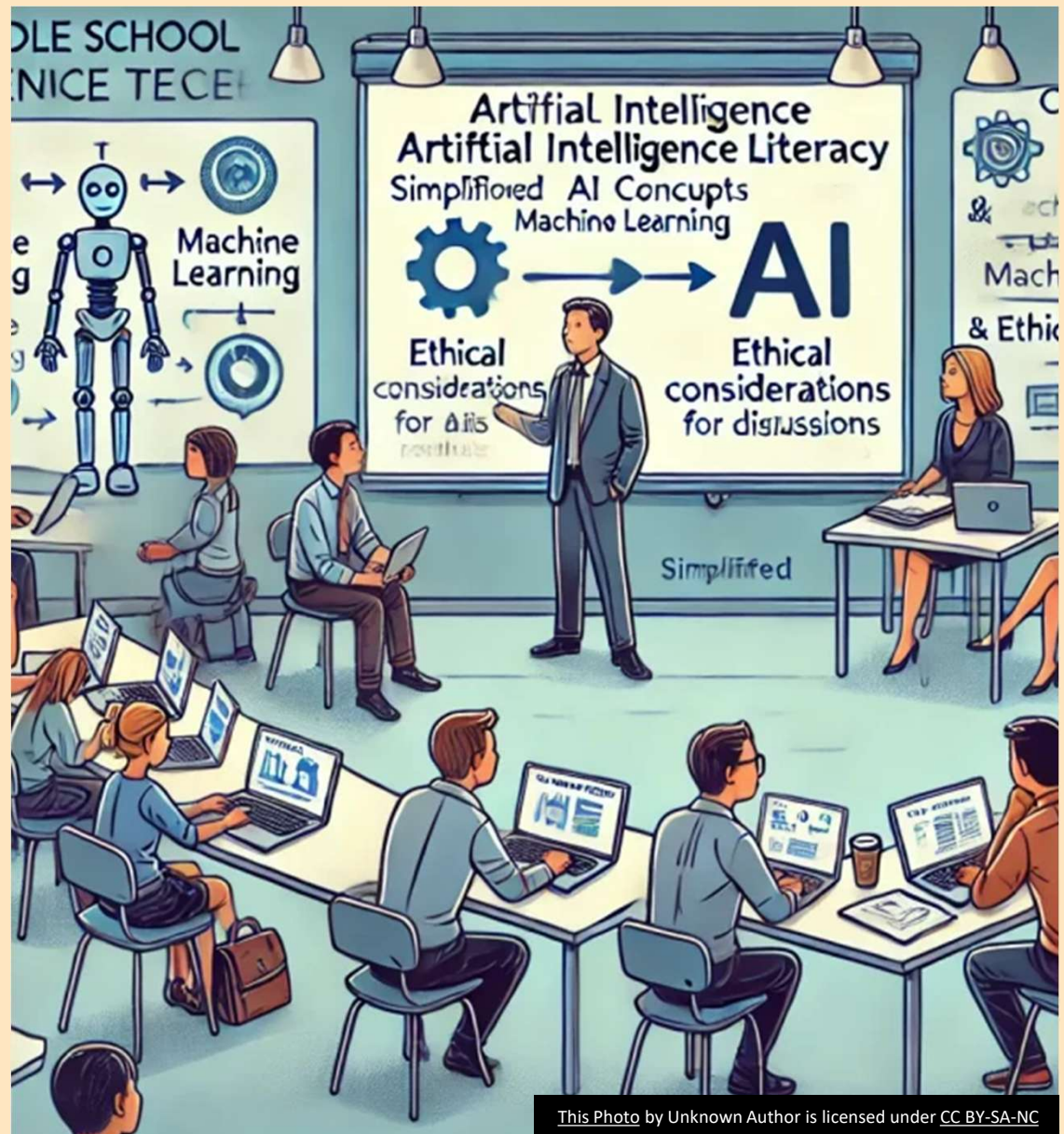
WHAT IS AI?; DATA PROTECTION; GOVERNANCE;
POLICY DEVELOPMENT



Opening

What excites you about AI?

What concerns you about AI?



New Technologies

“Every new tool can either disconnect us from our values — or strengthen our ability to carry them forward.”



What AI Is...

...is simply a computer tool that learns from large amounts of information and can help people think, write, organize, create, and solve problems faster.

It doesn't replace human judgment, wisdom, relationships, or cultural knowledge—it assists people in doing their work.



What AI is Not...

AI is not a replacement for people.

AI helps with paperwork.

People provide wisdom not AI.

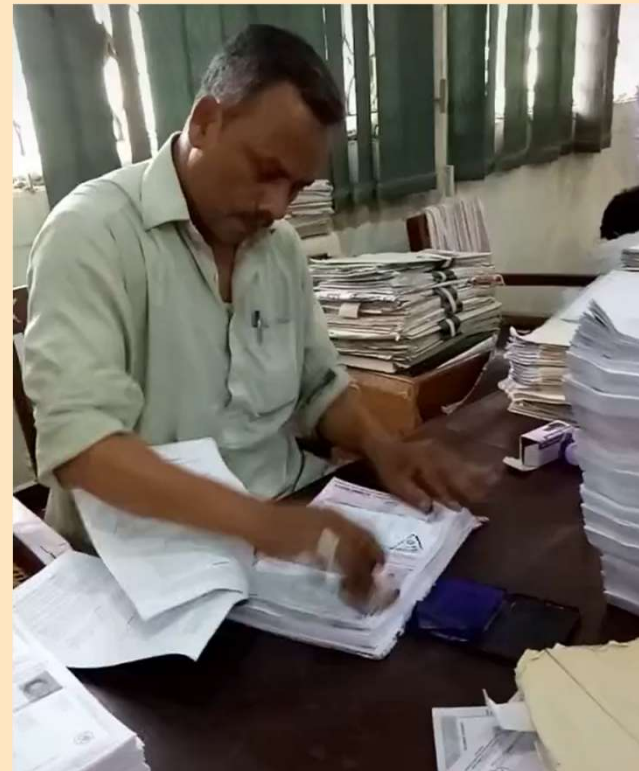


Common Myths

**What people
think AI is:**



**What AI
actually is:**



Myths Versus Reality Game

- Each table has two signs – Myth and Reality
- When you hear a statement, discuss at your table whether it is a myth or a reality about AI.
- Hold up the sign that indicates your group's consensus.



Ethical and Safety Boundaries

**Just Because AI *Can* Be Used
Doesn't Mean It *Should* Be Used**

**AI can support our work, but it
cannot replace our
responsibility.**



AI Risks



Privacy & Confidentiality



FERPA, HIPAA & Compliance



Data Storage & Ownership



Governance & Human Oversight



Accuracy & Bias



Tribal Data Sovereignty



AI and Privacy: Think Before You Type

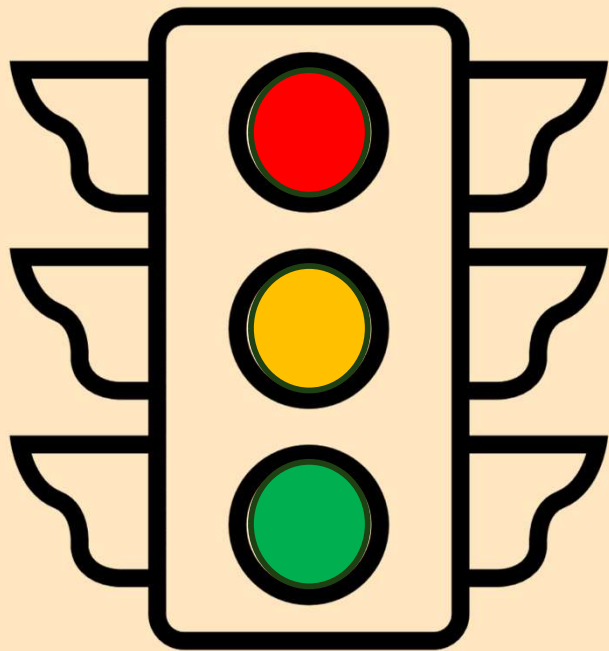
Before Entering Information into AI, Ask:

- Is this information public?
- Do I have permission to share it?
- Does it contain names or identifiers?
- Would I be comfortable if this information were reviewed by others?
- Am I using an approved AI platform?

If the answer is "No" or "I'm not sure"—don't enter it.



RED, YELLOW, GREEN Framework



RED

Do Not Use AI

Confidential, protected, or decision-making activities

YELLOW

Proceed with Caution

Requires safeguards and human review

GREEN

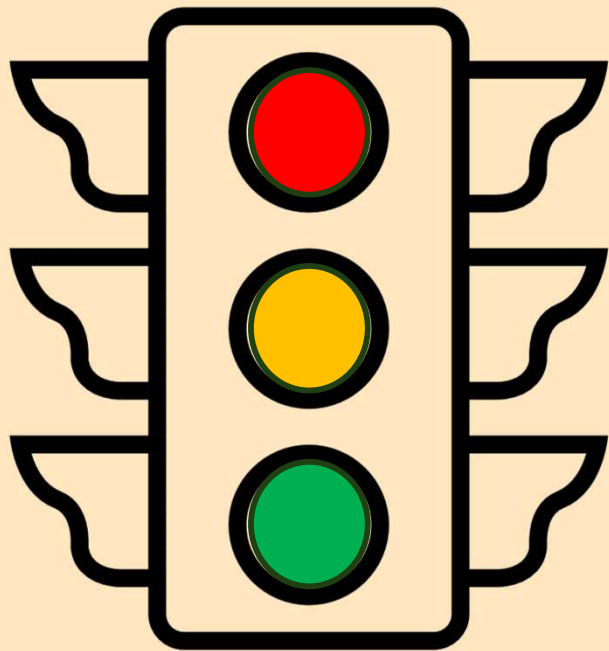
Low Risk

Generally acceptable uses of AI



Red, Yellow, Green Activity

As a table group, sort each card into one of three categories:



RED = Do Not Use AI

YELLOW = Use With Caution & Safeguards

GREEN = Appropriate Use

Be prepared to explain your reasoning.



AI Use Policy



Purpose:

- Support productivity and innovation
- Protect children, families, staff, and tribal data
- Ensure ethical and responsible AI use

Policies should include:



Approved Uses



Prohibited Uses



Staff Responsibilities



Human Oversight



Sample AI Policies and Procedures

Before Adopting AI Policies:



Review Existing Tribal Policies



Obtain Appropriate Reviews



Secure Required Approvals



Customize for Your Tribe and Program



Start Small



Tribal Data Sovereignty

- What Does Tribal Data Sovereignty Mean to Us?
- Who Owns AI-Generated Content?
- What about Cultural Knowledge?
- How Can AI Support Tribal Self-Determination?
- What Approval Processes Should Exist?



What Tribal Leaders Can Control

One concern people have is:

"If we allow AI, we lose control."

Actually, Tribal governments have significant control.

- Which platforms may be used
- Who may use them
- What data may be entered
- What information is protected
- How AI-generated work is reviewed
- What cultural knowledge remains off-limits
- When AI should not be used at all



Tribal Council Talking Points



Benefits



Protections



Governance



Tribal Sovereignty



Approval Considerations



60 Day Action Plan

The goal is not:

"Get everyone using AI."

The goal is:

"Help staff safely discover where AI adds value and where human expertise remains essential."



Part 1 Reflection: From Understanding to Action

Activity Title: Four Corners of Responsible AI

Time: 10–15 Minutes

Group Size: Table Groups (4–8 people)

Instructions

At your table, discuss the questions below and record your group's key insights.

Select one spokesperson to share your table's most important takeaway with the larger group.



AI Isn't As Scary As You Think

PART 2: 1:30 – 4:00

HOW TO USE AI



Part 1 Review

- What is AI?
- Data Protection
- Governance
- Policy Development



Five Leadership Functions Supported by AI

AI Can:

- Draft
- Summarize
- Analyze
- Organize
- Plan

AI Does Not:

- × Decide
- × Diagnose
- × Replace
- × Override
Professional
Judgment



AI Across Head Start Systems

AI helps reduce:

- Writing time
- Formatting time
- Data summarization time
- Drafting repetitive documents
- Preparing for monitoring reviews

AI increases:

- Cultural leadership space
- Strategic thinking time
- Reflection time
- Coaching time
- Family engagement focus



Prompt Formula

Role + Context + Task + Cultural Lens + Constraints

Example:

You are assisting a Tribal Head Start Education Manager. Draft a professional development plan outline aligned to CLASS improvement goals. Do not include identifiable information. Include suggestions for culturally responsive teaching strategies.



For Directors

Creating a monitoring process for a goal on the strategic plan:

Prompt 1: "What should we monitor?"

→ AI identifies indicators.

Prompt 2: "How should we monitor it?"

→ AI builds the monitoring plan.

Prompt 3: "What could go wrong?"

→ AI identifies risks and early warning indicators.

Prompt 4: "How do we report it?"

→ AI creates a dashboard and governance report.



Safeguards for this Request:

Never Upload

- Child files
- Personnel files
- IEPs/IFSPs
- Health records
- Investigations
- Sacred/culturally protected tribal information

Redact First

- Monitoring reports
- Self-assessments
- Surveys
- Child outcome summaries

Safe to Upload

- Goals
- PIR summaries
- Enrollment trends
- Budget categories
- Strategic plans



For Education

AI-Assisted School Readiness Goal Development & Monitoring Guide

This process helps Education Managers use AI to:

1. Analyze child outcomes data
2. Identify strengths and areas of concern
3. Develop School Readiness Goals
4. Create measurable objectives
5. Build a monitoring process to track progress throughout the year



What Information Should Be Uploaded?

BEFORE YOU START: Safe Information to Upload

- ✓ Aggregated child outcomes data
- ✓ Program-wide percentages
- ✓ Domain-level summaries
- ✓ Classroom-level data with no teacher names
- ✓ School readiness reports
- ✓ PIR education data
- ✓ CLASS summaries
- ✓ Curriculum implementation summaries



What Information Should Not Be Uploaded?

Do NOT Upload

- ✗ Child names
- ✗ Child IDs
- ✗ IEPs
- ✗ IFSPs
- ✗ Health information
- ✗ Assessment records tied to individual children
- ✗ Teacher performance evaluations



Step-By-Step

Step 1: Gather Child Outcomes Data - Fall Child Assessment Data

Step 2: Ask AI to Analyze the Data

Step 3: Ask AI to Recommend School Readiness Goals

Step 4: Ask AI to Create Objectives and Strategies

Step 5: Create the Monitoring Process

Step 6: Ask AI to Create an Education Dashboard

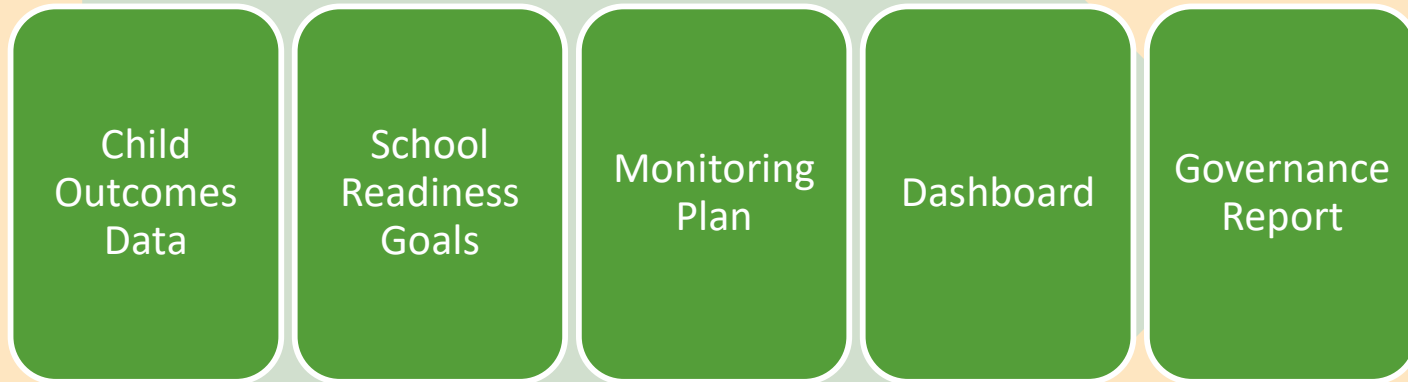
Step 7: Create Continuous Improvement Questions

Step 8: Ask AI to Identify Early Warning Indicators



The Most Valuable AI Use

Many Education Managers spend hours creating reports.



AI can do this in minutes, allowing leadership to spend more time discussing improvement strategies and less time formatting documents.



For Family Services

- Community resource summaries
- Family newsletter drafts
- Strength-based case note frameworks
- Create Family Engagement Goals
- Develop a Family Needs Assessment Summary
- Analyze Attendance Data Through a Family Lens
- Analyze Parent Survey Results
- Develop Recruitment and Enrollment Strategies



For Health

- Analyze Health Service Area Data
- Create Health Goals
- Create Health Monitoring Plans
- Analyze Health Tracking Reports
- Prepare for Monitoring Reviews
- Create Community Health Profiles
- Analyze Dental Follow-Up Challenges
- Mental Health Trend Analysis



For Fiscal

- Analyze Budget-to-Actual Reports
- Create Monthly Fiscal Reports
- Analyze Spending Trends
- Forecast Budget Risks
- Monitor Non-Federal Share
- Create Budget Narratives



For Human Resources

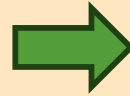
- Wage Comparison Studies
- Job Description Updates
- Analyze Workforce Data
- Analyze Exit Interview Themes
- Analyze Staff Survey Results
- Create Onboarding Plans for each Job
- Create Succession Plans



Prompt Lab

Step 1: Think About a Real Program Challenge

Step 2: Complete the Prompt Formula



Role + Context + Task + Cultural Lens + Constraints

Step 3: Write Your Full Prompt

Step 4: Share at Your Table



As a group discuss:

- Is the role clear?
- Is enough context provided?
- Is the task specific?
- Is the cultural lens visible?
- Are the constraints clear?

Step 5: Improve the Prompt



Prompt Group Debrief

1. What types of tasks did you choose?
2. Which part of the formula was easiest?
 - Role
 - Context
 - Task
 - Cultural Lens
 - Constraints
3. Which part was hardest?
4. How did adding the Cultural Lens change the prompt?
5. How did adding Constraints improve the prompt?
6. What kinds of work in your program might benefit most from AI support?



AI Readiness Discussion

Is Your Tribe or Program Ready to Explore AI?

Discuss at Your Table:



Leadership & Governance



Data Protection & Sovereignty



Staff Readiness



Technology & Resources



Starting Small



Closing Reflection

AI Can Assist.
People Decide.
Culture Leads.
Sovereignty Guides.

**"Technology is best when it brings people
together."**

— Matt Mullenweg



Reflections

 What surprised you most about AI?

 What safeguard do you think is most important?

 How can AI support Tribal priorities while protecting Tribal sovereignty?

 What is one next step your Tribe or Program could take?



Thank You!

Questions?
Frances Moore
AWARE Consulting

*"Technology should not replace our wisdom.
It should create more space for us to use it."*



Is Your Tribe or Program Ready to Explore AI?

Discuss at Your Table:

Leadership & Governance

Do we have leadership support to explore AI?
Who would need to be involved in decision-making?
What approval processes would be required?

Data Protection & Sovereignty

What information should never be entered into AI?
What Tribal data requires special protection?
What safeguards would need to be in place?

Staff Readiness

Are staff interested in learning about AI?
What concerns might staff have?
What training would be necessary?

Technology & Resources

Do we have approved technology platforms?
Who would provide technical oversight?
What resources would be needed to begin?

Starting Small

What would be a safe pilot project?
Who would participate?
How would we measure success?

Readiness Rating

Circle one:

- ☐ Not Ready Yet
 - ☐ Exploring Possibilities
 - ☐ Ready for a Pilot
-

One Next Step We Could Take:

Should I Use AI?

A Quick Decision Guide for Tribal Early Childhood Staff

I Have a Task to Complete↓

Question 1:

Does this task involve confidential information?

Examples:

Child records
Family information
Health or disability information
Personnel files
Enrollment records
Protected Tribal information
My Personal Information

If YES:



Do not enter this information into AI.
Use approved program procedures instead.

If NO:

↓ Continue to Next Question

Question 2:

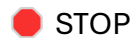
Does this task involve sacred, sensitive, or culturally protected knowledge?

Examples:

Traditional teachings
Sacred stories
Ceremonial practices

Community knowledge not intended for public sharing

If YES:



AI is not the appropriate tool.
Consult Tribal leadership, Elders, or designated cultural authorities.

If NO:

↓ Continue to Next Question

Question 3:

Am I asking AI to make a decision for me?

Examples:

Whether a child qualifies for services
Personnel actions
Family eligibility decisions
Compliance determinations
Safety decisions

If YES:



AI may assist with organizing information, but people make decisions.

If NO:

↓ Continue to Next Question

Question 4:

Is this primarily a drafting, organizing, brainstorming, or summarizing task?

Examples:

- ✓ Email draft
- ✓ Meeting agenda
- ✓ Training outline
- ✓ Newsletter article
- ✓ Lesson activity ideas
- ✓ Policy draft
- ✓ Report summary
- ✓ Family event flyer

If YES:

- AI is likely appropriate.
Proceed with human review.

If NO:

↓ Continue to Next Question

Question 5:

Would I be comfortable showing this AI use to:

- ✓ Families?
- ✓ Supervisors?
- ✓ Tribal Council?
- ✓ Policy Council?
- ✓ Federal reviewers?

If NO:

- Reconsider using AI.

If YES:

↓ Continue to Final Checklist

Use AI Responsibly

Before finalizing:

- ☐ Verify accuracy
- ☐ Remove confidential information
- ☐ Check for cultural appropriateness
- ☐ Review for bias
- ☐ Edit with your own judgment
- ☐ Ensure final responsibility remains with staff

Remember

AI Can Help With Information. People Provide Wisdom.
Culture • Relationships • Judgment • Responsibility

When in Doubt, Ask Before You AI

AI Safety Traffic Light: Protecting: Sovereignty While Using AI

RED
Child records
Health records
Tribal enrollment data
Sacred cultural knowledge
Personnel investigations
YELLOW
Internal summaries
Budget analyses
Monitoring findings
Workforce trends
Improvement plans
GREEN
Public data
Blank templates
Job descriptions
Draft policies
Recruitment materials



AI Can Assist.
People Decide.
Culture Leads.
Sovereignty Guides.



ROLE-SPECIFIC AI PROMPT EXAMPLES

These are written in a clear, structured, and culturally grounded manner.



Program Director Prompts

1. Monitoring Summary Prompt

You are assisting a Tribal Head Start Director. Summarize the following monitoring findings into 3 key themes, 3 strengths, and 3 improvement priorities. Provide a tone appropriate for a presentation to the Tribal Council. Do not include regulatory citations in the summary.

2. Strategic Plan Prompt

Draft a 3-year strategic goal outline for a Tribal Head Start program focused on workforce stability, cultural integration, and child outcomes. Align generally with Head Start Program Performance Standards, but keep the language leadership-focused rather than compliance-heavy.

3. Board Report Prompt

Create a one-page executive summary of program updates, including enrollment status, staffing levels, and school readiness trends. Use clear, non-technical language appropriate for Policy Council members.



Education Manager Prompts

1. ELOF Alignment Prompt

Create a preschool small-group activity focused on early math skills that aligns with the ELOF domain of Cognition. Include culturally adaptable components that could incorporate Tribal stories, language, or local materials.

2. Data Summary Prompt

Summarize the following aggregate fall child outcome data into strengths and areas of growth. Suggest 3 classroom-level coaching focus areas.

3. Coaching Support Prompt

Draft reflective supervision questions for a teacher who is struggling with classroom organization but demonstrates strong emotional support for children.

Family & Community Services Manager Prompts

1. Family Goal Template Prompt

Create a strength-based family partnership goal planning template that emphasizes family voice, cultural strengths, and community connections.

2. Recruitment Messaging Prompt

Draft culturally respectful recruitment language encouraging families to enroll in a Tribal Head Start program. Emphasize community, language preservation, and early learning.

3. Attendance Pattern Analysis Prompt

Review the following aggregate attendance percentages and identify potential contributing factors, as well as supportive (not punitive) follow-up strategies.

Health / Disabilities Manager Prompts

1. Health Tracking Prompt

Create a simple health compliance tracking checklist aligned with Head Start health requirements for immunizations, physicals, and dental exams.

2. Inclusion Strategy Prompt

Suggest classroom strategies for supporting a preschool child with sensory sensitivities, ensuring inclusion and peer engagement.

3. Parent Education Prompt

Draft a parent-friendly handout explaining why developmental screenings are conducted in Head Start and how families are involved in the process.

 Fiscal Manager Prompts

1. Budget Narrative Prompt

Draft a budget narrative explaining an increase in personnel costs due to wage adjustments intended to improve workforce retention in a Tribal early childhood program.

2. Wage Compression Prompt

Analyze this salary scale and identify potential wage compression concerns between assistant teachers and lead teachers. Provide suggested structural adjustments.

 HR Manager Prompts

1. Job Description Prompt

Draft a job description for an Early Head Start Teacher that aligns with Head Start Performance Standards and emphasizes cultural knowledge as a valued qualification.

2. Interview Question Prompt

Create 5 interview questions that assess cultural humility, collaboration, and understanding of Tribal community engagement.

 Guardrail Prompt Model (Very Important for Your Training)

You can teach this formula:

Role + Context + Task + Cultural Lens + Constraints

Example:

You are assisting a Tribal Head Start Education Manager. Draft a professional development plan outline aligned to CLASS improvement goals. Do not include identifiable information. Include suggestions for culturally responsive teaching strategies.

SAMPLE HEAD START / EARLY HEAD START POLICY

Artificial Intelligence (AI) Use Policy

Policy Number:
[Insert]

Effective Date:
[Insert]

Approved By:
Policy Council and Governing Body

Purpose

The purpose of this policy is to establish standards for the responsible use of Artificial Intelligence (AI) within the Head Start and Early Head Start Program.

AI may be used to support planning, communication, analysis, training, and administrative functions while protecting children, families, staff, and Tribal information.

Policy Statement

The Tribe and the Head Start Program recognize that Artificial Intelligence is a tool that may assist people in their work but does not replace human wisdom, cultural knowledge, professional judgment, relationships, or accountability. The Tribe retains authority over how AI is used within its programs and remains committed to protecting children, families, staff, Tribal information, and cultural resources while exploring the responsible use of emerging technologies.

The program permits the use of approved AI technologies only when:

- Confidentiality is maintained;
- Human review occurs;
- Tribal and program policies are followed;
- Child, family, and staff information is protected.

AI shall assist staff but shall not replace professional judgment.

Approved Uses

Staff may use approved AI tools for:

- Administration

- Agendas
- Meeting summaries
- Newsletters
- Reports
- Training materials
- Program Planning
- Goal development
- Strategic planning
- Monitoring plans
- Self-assessment planning
- Professional Development
- Coaching resources
- Training outlines
- Staff development plans
- Data Analysis

Only de-identified and aggregated information may be utilized.

Prohibited Uses

Staff shall not enter:

- Child Information
- Names
- Birthdates
- Child files
- Assessment records
- Disabilities records
- IEPs
- IFSPs
- Family Information
- Case notes
- Family partnership records
- Addresses
- Phone numbers
- Social Security numbers
- Staff Information
- Personnel files
- Performance evaluations
- Disciplinary actions
- Medical information
- Tribal Information
- Protected cultural knowledge
- Sensitive Tribal information
- Tribal enrollment information

Human Review Requirement

All AI-generated products must be reviewed by staff before:

- Distribution
- Submission
- Publication
- Decision-making

Staff remains responsible for all final work products.

HEAD START PROCEDURE

AI Use Procedure

Step 1: Determine Purpose

Ask:

- What am I trying to accomplish?
 - Is AI appropriate for this task?
-

Step 2: Apply Red-Yellow-Green Framework

Red

Do not use AI.

Examples:

- Child records
- Personnel files
- Medical records
- Sensitive Tribal information

- Analyze aggregated data
- Summarize reports
- Review policies
- Remove all identifiers first.

Green

Use AI freely within policy.

Examples:

- Draft newsletters
- Create agendas
- Brainstorm ideas

Yellow

Proceed only with safeguards.

Examples:

Step 3: Verify Platform

Confirm:

- Approved AI platform
 - Approved account
 - Current authorization
-

Step 4: Remove Identifiers

Before entering information:

Remove:

- Names
 - Dates of birth
 - Addresses
 - Social Security numbers
 - Employee identifiers
 - Case numbers
-

Step 5: Review Output

Verify:

- Accuracy
- Compliance
- Cultural appropriateness
- Program-specific relevance

Never assume AI is correct.

Step 6: Human Approval

- Appropriate staff review and approve all final products.
 - AI-generated content may not be distributed without review.
-

Step 7: Report Concerns

Employees shall immediately report:

- Suspected confidentiality breaches
- Improper AI use
- Inaccurate outputs causing concern
- Unauthorized platforms

to their supervisor and designated AI administrator.

SAMPLE TRIBAL GOVERNMENT POLICY

Artificial Intelligence (AI) Governance and Use Policy

Policy Number:

[Insert]

Effective Date:

[Insert]

Approved By:

Tribal Council

Policy Statement

The Tribe recognizes that Artificial Intelligence is a tool that may assist people in their work but does not replace human wisdom, cultural knowledge, professional judgment, relationships, or accountability. The Tribe retains authority over how AI is used within its programs and remains committed to protecting children, families, staff, Tribal information, and cultural resources as it explores the responsible use of emerging technologies.

Purpose

The purpose of this policy is to establish requirements for the responsible, ethical, and secure use of Artificial Intelligence (AI) technologies within the Tribe and its programs.

The Tribe recognizes that AI technologies may improve efficiency, support innovation, and reduce administrative burden. The Tribe also recognizes its responsibility to protect Tribal data, cultural knowledge, confidential information, and Tribal sovereignty.

This policy establishes governance standards to ensure AI is used in a manner consistent with Tribal values, applicable laws, and community priorities.

Policy

The Tribe may authorize the use of approved AI technologies for legitimate business purposes when such use:

Supports organizational effectiveness;

Protects confidential information;

Preserves Tribal data sovereignty;

Protects cultural resources and traditional knowledge;

Maintains human oversight and accountability.

AI shall not replace human judgment, decision-making authority, or Tribal governance.

Definitions

Artificial Intelligence (AI)

Computer systems capable of generating content, analyzing information, identifying patterns, or assisting with decision-making based upon large datasets.

Tribal Data

Any information created, collected, owned, maintained, or controlled by the Tribe.

Cultural Knowledge

Traditional, ceremonial, historical, linguistic, ecological, or community knowledge identified by the Tribe as culturally significant.

Governance

The Tribal Council delegates oversight of AI governance to an AI Governance Committee.

The Committee may include:

- Tribal Administration
- Information Technology
- Legal Counsel
- Human Resources
- Program Leadership
- Cultural Preservation Representative
- Data Governance Representative

Responsibilities include:

- Reviewing AI technologies
 - Approving authorized AI systems
 - Monitoring compliance
 - Reviewing incidents
 - Recommending policy updates
-

Approved Uses

AI may be used for:

- Administrative support
- Drafting documents
- Training development
- Data analysis of approved datasets
- Research support
- Planning and organizational development

All users must comply with Tribal policies.

Prohibited Uses

The following activities are prohibited:

- Uploading confidential Tribal records without authorization
 - Uploading personally identifiable information (PII)
 - Uploading protected health information
 - Uploading personnel records
 - Entering protected cultural knowledge
 - Delegating final decisions to AI systems
 - Using unapproved AI applications
-

Tribal Data Sovereignty

The Tribe retains ownership and control of all Tribal data.

No AI technology may be used in a manner that transfers ownership, control, or stewardship of Tribal information.

The Tribe reserves the right to designate categories of information prohibited from use within AI systems.

Human Oversight

All AI-generated outputs shall be reviewed by an authorized employee.

The employee utilizing AI remains responsible for:

- Accuracy
 - Compliance
 - Professional judgment
 - Final decisions
-

Training Requirements

Employees shall receive training on:

- Confidentiality
- Data protection
- AI risks
- Approved uses
- Tribal data sovereignty requirements

Before being authorized to use AI systems.

Violations

Violations may result in:

- Revocation of AI access
- Disciplinary action
- Corrective action
- Additional training
- Other actions deemed appropriate by the Tribe

Sample 60-Day AI Implementation Plan

Tribal Head Start & Early Head Start Programs

Purpose

This 60-day implementation plan provides a structured approach for exploring Artificial Intelligence (AI) in a Tribal Head Start program while maintaining confidentiality, protecting Tribal data, and supporting continuous quality improvement.

Phase 1: Preparation & Awareness

Days 1–15

Objective

Build understanding, establish safeguards, and identify potential uses.

Leadership Actions

Program Director

- Identify AI Implementation Team.
- Review Tribal policies regarding data and technology.
- Discuss Tribal Data Sovereignty considerations.
- Establish initial expectations.
- AI Implementation Team
- Recommended members:
 - Director
 - Education Manager
 - Health Manager
 - Family Services Manager
 - HR Manager
 - Fiscal Manager
 - IT representative (if available)
 - Tribal representative (if appropriate)

Deliverables

AI Readiness Discussion

Topics:

- What is AI?
- What can AI do?
- What can AI not do?
- Benefits
- Risks
- Tribal Data Sovereignty

Create Initial AI Use Guidelines

Topics:

- Approved uses
- Prohibited uses
- Confidentiality expectations
- Human review requirements

Identify Pilot Activities

Each manager identifies:

- 3 tasks that take significant time
 - 3 tasks that involve analysis or reporting
 - 3 tasks that may benefit from AI assistance
-

Phase 2: Pilot Testing

Days 16–30

Objective

Test low-risk applications.

Education Manager Pilot

Examples:

- Analyze child outcomes summaries
- Draft school readiness goals
- Create monitoring plans

Health Manager Pilot

Examples:

- Analyze health service area data
- Create dashboards
- Draft health reports

Family Services Manager Pilot

Examples:

- Analyze family outcomes
- Create PFCE reports
- Develop engagement plans

HR Manager Pilot

Examples:

- Analyze turnover trends
- Draft workforce reports
- Create onboarding plans

Fiscal Manager Pilot

Examples:

- Analyze budget trends
- Draft fiscal summaries
- Create monitoring plans

Documentation

Each participant tracks:

- Task

What was completed?

- Time

How long did it take?

- Quality

Was the result useful?

- Risks

Were confidentiality concerns identified?

Phase 3: Evaluation & Refinement

Days 31–45

Objective

Evaluate pilot results.

Team Reflection Meeting

Discussion Questions

- Efficiency

What saved time?

What did not save time?

- Quality

Were outputs accurate?

What required correction?

- Risk

Were any confidentiality concerns identified?

Were safeguards adequate?

- Value

Which uses had the greatest impact?

Deliverable

AI Use Inventory

Document:

- High-Value Uses
- Examples:
 - Report writing
 - Data analysis
 - Goal development

- Monitoring plans

- Limited Value Uses

Examples:

- Tasks requiring extensive correction
- Highly specialized activities

Phase 4: Policy Development

Days 46–55

Objective

Establish formal guidance.

Draft AI Guidance Document

Include:

- Purpose

Why AI may be used.

- Approved Uses

Examples:

- Drafting reports
- Summarizing data
- Strategic planning
- Goal development
- Professional development materials

- Prohibited Uses

Examples:

- Child records
- Personnel files
- Medical records
- Tribal confidential information
- Human Review Requirement

All outputs must be reviewed before use.

Phase 5: Future Planning

Days 56–60

Objective

Determine next steps.

Leadership Review

Questions

- What worked well?
- What should stop?
- What should continue?
- need strengthening?
- What additional training is needed?
- What safeguards

Develop Year 1 AI Priorities

Examples:

- Priority 1
 - Data analysis and reporting
- Priority 2
 - Continuous quality improvement planning
- Priority 3
 - Professional development support
- Priority 4
 - Strategic planning and goal monitoring

Success Measures

At Day 60, the program should have:

- ✓ AI Implementation Team established
- ✓ Initial guidance document completed
- ✓ Staff trained on basic AI concepts
- ✓ Tribal Data Sovereignty discussion completed
- ✓ At least one pilot completed in each management area
- ✓ List of approved and prohibited uses
- ✓ Initial AI policy drafted
- ✓ Recommendations for future implementation

Sample 60-Day Outcomes

Education

- School readiness monitoring process created
- Health
- Health dashboard developed

Family Services

- PFCE report template developed

HR

- Workforce monitoring dashboard created

Fiscal

- Budget monitoring report template developed

Leadership

- AI guidance document adopted

Key Principle

The first 60 days are not about replacing people.

They are about helping people spend less time formatting, summarizing, and organizing information—and more time using their professional judgment to improve outcomes for children, families, staff, and communities.

Activity Title: Four Corners of Responsible AI

Time: 10–15 Minutes

Group Size: Table Groups (4–8 people)

Instructions

At your table, discuss the questions below and record your group's key insights.

Select one spokesperson to share your table's most important takeaway with the larger group.

Corner 1: What is AI?

Discussion Questions

What is one misconception about AI that changed for you today?

In your own words, how would you explain AI to a staff member who has never used it?

What is one thing AI does well?

What is one thing AI should never replace?

Record Your Table's Key Insight: "AI is a tool that can _____ but should never _____."

Corner 2: Data Protection

Discussion Questions

What information in your program should never be entered into an AI system?

What concerns do you have about confidentiality or privacy?

What information would belong in your program's "Red Zone"?

What safeguards would help you feel more comfortable using AI?

Record Your Table's Key Insight: "The most important information we must protect is _____."

Corner 3: Governance

Discussion Questions

What responsibilities should Tribal leadership maintain regarding AI?

What decisions should always remain with people rather than AI?

What approvals would be needed before implementing AI in your Tribe or Program?

How does Tribal sovereignty influence AI decisions?

Record Your Table's Key Insight: "Good AI governance means _____."

Corner 4: Policy Development

Discussion Questions

What should every AI policy include?

What activities should be clearly prohibited?

What activities might be acceptable with safeguards?

What training would staff need before using AI?

Record Your Table's Key Insight: "An effective AI policy should always _____."

Table Synthesis

After discussing all four sections, ask your table:

Looking across all four topics:

What is the single most important principle your Tribe or Program should remember when considering AI?

Record your answer: "Our guiding principle for AI should be: _____"