RAAO Policy–AI Workflow Alignment Summary

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Purpose

This document outlines how RAAO’s existing policies and procedures are being actively supported, enforced, or enhanced by the Adaptive Intelligent Operating System (AIOS). It serves as a bridge between traditional governance documentation and real-time, AI-supported workflows.

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Structure of the Alignment Table

Each entry below highlights:

- RAAO Policy or Procedure Area

- AI Workflow Support

- Resulting Benefit

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| Policy Area | AI Workflow Support | Resulting Benefit |

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| Financial Tracking & Reimbursement | AI auto-tags receipts, alerts out-of-policy spending, generates monthly grant reports | Reduces manual entry; strengthens audit preparation |

| Mailroom Compliance | AI logs incoming mail, verifies client pickup, flags overdue packages | Ensures USPS and internal policy compliance |

| Client Case Documentation | AI checks for missing fields, prompts follow-ups, time-stamps notes | Keeps case files complete and timely |

| Volunteer Hours & Tracking | AI logs check-in/out, tracks event assignments, produces year-end reports | Improves transparency for funder reporting |

| HR Onboarding | AI ensures form completion, tracks deadlines, sends alerts for required training | Minimizes onboarding delays; standardizes experience |

| Grant Reporting (WVHA/HRSA) | AI compiles impact data (e.g., Narcan distribution, test strips, outreach attendance) | Streamlines compliance with multi-agency requirements |

| Internal Approvals (Finance/Admin) | AI blocks submissions outside authorized roles; creates audit trail | Strengthens role-based controls |

| Incident Reporting | AI logs when forms are submitted, alerts if timeline is missed | Reduces risk; ensures documentation of all incidents |

| HIPAA/Confidentiality Handling | AI monitors document access; alerts if non-authorized access is attempted | Reinforces data security and HIPAA alignment |

| Training Completion (Staff & Volunteers)| AI tracks who completed training and sends automated reminders | Prevents lapses; supports HR compliance |

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Conclusion

This alignment summary will be updated quarterly as new policies or AI workflows are introduced. It serves as a living bridge between RAAO’s traditional compliance documentation and its future-forward AI-supported operations.