

# Pre-Diagnostic Intake Form

A public intake document for organizations requesting an initial IDΔAC™ diagnostic conversation.

Public resource · Intake form · Version 1.0

Use this form before contacting IDΔAC™ if your organization wants to describe a decision pathway that may involve AI, automation, analytics, scoring, ranking, workflow tools, or technical recommendations.

## **Important boundary**

This is a preliminary public intake form. Do not include confidential information, trade secrets, privileged legal advice, system credentials, personal data beyond basic contact details, regulated datasets, or sensitive incident details. Describe the pathway at a level that is safe to share by email.

Submit the completed form to [contact@iddac.eu](mailto:contact@iddac.eu) and attach it to your initial email. Add a short message explaining what you want IDΔAC™ to assess.

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# How to Use This Intake Form

The purpose of this form is to help IDΔAC™ understand whether a diagnostic conversation is appropriate and what type of decision pathway may need examination.

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## 1. Select one concrete pathway

Do not describe the whole organization. Choose one route: approval, rejection, prioritization, triage, escalation, review, restriction, classification, or operational decision.

## 2. Stay at a safe level of detail

Use general descriptions. Avoid confidential facts, personal data, client identities, credentials, privileged legal analysis, or sensitive internal findings.

## 3. Focus on influence, not blame

The relevant question is not only whether AI formally decided. The relevant question is where technical systems may have shaped evidence, attention, priority, confidence, escalation, or human discretion.

## 4. Attach when contacting IDΔAC™

Complete this form, save the PDF, and attach it to your email. Include a short note with your main question and preferred next step.

### **Suggested email subject**

Initial IDΔAC™ Intake - [Organization / Decision Pathway]

This form does not create a client relationship, legal mandate, technical audit engagement, or governance certification. It is only an intake document for an initial diagnostic conversation.

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## A. Organization and Contact Information

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**Organization name**

**Website / domain**

**Country / region**

**Business area / unit**

**Contact name**

**Role / function**

**Email**

**Phone / optional**

## B. Reason for Contact

Select the main reason(s) for contacting IDΔAC™. You may select more than one.

- |  |  |
|--|--|
| <input type="checkbox"/> Initial exploration / fit assessment                | <input type="checkbox"/> A specific decision pathway may need review               |
| <input type="checkbox"/> AI governance or oversight concern                  | <input type="checkbox"/> Audit, regulator, board, client, or counterparty pressure |
| <input type="checkbox"/> Difficulty reconstructing how a decision was formed | <input type="checkbox"/> Other / not sure yet                                      |

**Briefly describe your main question**

Safe-detail reminder: describe the issue without naming individuals, clients, confidential transactions, protected data, or privileged legal conclusions.

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## C. Decision Pathway to Be Discussed

Describe one concrete decision pathway. The description can be approximate. Unknowns are useful because they indicate where reconstruction may be weak.

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**Pathway name / short label**

**Decision type**

**Approximate frequency**

**Current stage**

**Where do AI, automation, analytics, scoring, ranking, workflow tools, or technical recommendations appear in this pathway?**

**What systems or tools are involved? Use generic names if necessary. Do not include credentials or confidential architecture.**

**Who formally approves, validates, signs, escalates, or owns the decision?**

**What evidence is normally recorded at the time of decision?**

## D. Initial Exposure Indicators

Select any signals that may apply. These are not conclusions. They only help identify whether a more structured diagnostic conversation may be useful.

- |  |   |
|--|---|
| <input type="checkbox"/> Technical recommendation often becomes the default option                         | <input type="checkbox"/> Human validation is fast but poorly documented                               |
| <input type="checkbox"/> It is unclear whether humans can realistically override the system                | <input type="checkbox"/> Evidence may be filtered, summarized, ranked, or omitted before human review |
| <input type="checkbox"/> Technical logs and decision records are not clearly connected                     | <input type="checkbox"/> Escalation exists formally but its actual use is unclear                     |
| <input type="checkbox"/> The pathway affects sensitive, high-impact, regulated, or contested decisions     | <input type="checkbox"/> A past or future challenge may require reconstructing the pathway            |
| <input type="checkbox"/> The organization depends on vendor outputs, dashboards, or black-box explanations | <input type="checkbox"/> Not sure yet   |

### Additional context / optional

Do not use this box for sensitive personal data, incident details, litigation strategy, privileged legal advice, security credentials, internal secrets, or regulated datasets.

## E. Available Materials and Preferred Next Step

Indicate what may exist internally. Do not attach confidential materials in the first email unless you have cleared them for external sharing.

- |  |   |
|--|---|
| <input type="checkbox"/> Policy or governance document | <input type="checkbox"/> Workflow description             |
| <input type="checkbox"/> Sample decision records       | <input type="checkbox"/> Technical logs or audit trail    |
| <input type="checkbox"/> Vendor documentation          | <input type="checkbox"/> Screenshots / dashboard examples |
| <input type="checkbox"/> Internal review notes         | <input type="checkbox"/> No materials ready yet           |

### Urgency

- |   |   |
|---|---|
| <input type="checkbox"/> Non-urgent / exploratory | <input type="checkbox"/> Within 30 days                 |
| <input type="checkbox"/> Within 14 days           | <input type="checkbox"/> Urgent / under active pressure |

### Preferred next step

- |   |   |
|---|---|
| <input type="checkbox"/> Introductory diagnostic conversation | <input type="checkbox"/> Fit assessment   |
| <input type="checkbox"/> Request a proposal                   | <input type="checkbox"/> Clarify a public resource / not ready for diagnostic yet |

#### Submission statement

I understand that this form is preliminary, that IDΔAC™ may request clarification before proposing any diagnostic engagement, and that I should not include confidential or sensitive information at this stage.

- I confirm this boundary and want IDΔAC™ to review this intake for an initial conversation.

**Name**

**Date**

Send to: [contact@iddac.eu](mailto:contact@iddac.eu) · Website: [www.iddac.eu](http://www.iddac.eu)