-=MASTER PLAN

CASE MANAGMENT - PLATFORM OVER

WHAT IS OUTSINC

1. What Is OUTSINC?

- **Name & Meaning**
  OUTSINC stands for **O**utreach **S**omeone **IN C**hange, highlighting the commitment to meet people "where they are" and help them move toward positive life changes.
- **Founders & Structure**
  Founded by Chance (Ace) Brown and London, OUTSINC operates as a **volunteer-based, non-profit outreach collective** in Cobourg, Ontario. It's grassroots-funded—relying on small grants, community donations, and in-kind support—so every dollar directly serves someone in need.
- **Philosophy**
  - **Low-Barrier & Non-Judgmental:** No questions about housing status or substance use—everyone's welcome.
  - **Person-Centered & Empowering:** Clients set their own goals; staff walk alongside them.
  - **Collaborative:** Deep partnerships with local shelters, health clinics, mental-health agencies, Indigenous support networks, and municipal services.

2. Mission, Vision & Values

- **Mission**
  To provide **comprehensive, compassionate outreach** and essential supports (harm reduction, mental-health assistance, housing navigation, and community connection) for individuals facing homelessness, substance-use challenges, and acute life crises.
- **Vision**
  A community where **no one falls through the cracks**—where everyone has reliable access to basic needs and the supports that foster lasting stability.
- **Core Values**
  1. **Dignity & Respect:** Treat every person as a full human being with strengths and aspirations.
  2. **Self-Determination:** Encourage and support clients to lead decision-

making about their own lives.
3. **Accountability & Transparency:** Open books on funding, clear communication with stakeholders.
4. **Collaboration:** Strength in partnerships—working with others to multiply impact.
5. **Advocacy:** Amplifying client voices in local policy and service-planning arenas.

3. Key Services & Programs

1. **Street Outreach & Harm Reduction**
    - Mobile teams distribute clean supplies (needles, pipes, naloxone kits)
    - On-site education on safer consumption and overdose prevention
    - Crisis intervention and de-escalation support
2. **Mental Health Support & Referral**
    - Brief on-site counseling and peer support
    - Warm hand-offs to local therapists, psychiatrists, and crisis lines
    - Psycho-education workshops (coping skills, self-regulation, boundary setting)
3. **Housing Navigation & Stabilization**
    - Assistance completing housing applications (shelters, transitional housing, subsidized units)
    - Tenant-education sessions (lease rights, budgeting, conflict resolution)
    - “Move-in Kits” (basic furniture, linens, cleaning supplies) for newly housed clients
4. **Addiction Recovery Support**
    - Peer-led support circles and one-on-one check-ins
    - Linkages to detox, outpatient programs, substitute-maintenance treatment
    - Aftercare planning and relapse-prevention coaching
5. **Community Connection & Resource Hub**
    - Up-to-date directory of drop-in meals, legal aid, ID clinics, employment services
    - Biweekly “Resource Roundtable” events where agencies present services
    - Smartphone data and device lending program so clients can stay connected
6. **Training & Capacity Building**
    - Workshops for other community groups on harm reduction basics
    - Naloxone-certification sessions open to the public
    - Student placements and volunteer training in trauma-informed

outreach

4. The OUTSINC Platform (Digital & Dashboard Features)

While much of OUTSINC's work happens face-to-face, its digital backbone ensures efficient, client-centered coordination:

- **Intake & Case Management**
  - Simple online intake form (first & last name required; all other fields optional)
  - Customizable client profiles capturing demographics, substance-use history, housing status, goals
- **Communication Hub**
  - Secure messaging between outreach workers, clients, and partner agencies
  - Automated appointment reminders via SMS or email
- **Task & Appointment Dashboard**
  - Quick-action buttons: "New Client," "Schedule Visit," "Log Harm-Reduction Supply Delivery"
  - Widgets showing "Clients Needing Follow-Up," "Upcoming Appointments," "Recent Intakes"
- **Reporting & Analytics**
  - Real-time data on supplies distributed, referrals made, housing placements achieved
  - Monthly impact reports for funders and community stakeholders
- **Team Collaboration Tools**
  - Shared case notes, flagged urgent concerns
  - Role-based access (admins, outreach staff, partner-agency liaisons)

5. Organizational Roles & Volunteer Opportunities

- **Street Outreach Workers**
  Deliver supplies, build rapport, identify urgent needs.
- **Peer Support Volunteers**
  Facilitate support circles, share lived-experience insights.
- **Case Coordinators**
  Manage client follow-up, housing paperwork, referral tracking.
- **Digital & Admin Team**
  Maintain the platform, generate reports, handle communications.
- **Fundraising & Events Crew**
  Plan community drives, donor relations, grant applications.

6. Funding, Sustainability & Partnerships

- **Revenue Streams**

    - Micro-grants from local foundations
    - Community fundraising events (e.g., benefit dinners, peer art auctions)
    - Direct donations (one-time and monthly “Sustain-a-Client” pledges)
- **Key Partners**
    - Transition House & The Warming Room (shelter providers)
    - County Public Health (harm reduction kits)
    - Kids Help Phone (crisis-response coordination)
    - Fleming College (student placements, research collaborations)

7. Impact & Future Directions

- **Current Reach**
  Serving dozens of individuals weekly with supplies, dozens more through housing supports.
- **Success Stories**
  Clients who’ve moved into stable housing, achieved reduction goals, reconnected with family.
- **Growth Plans**
    - Expand digital platform to include a client mobile app with GPS-mapped resource finder
    - Launch a “Community Voices” podcast to share client experiences and policy discussions
    - Advocate at the municipal level for sanctioned encampment spaces and low-barrier shelters

Why OUTSINC Matters
In a small town where formal systems often overlook the most vulnerable, OUTSINC’s nimble, person-centered approach fills critical gaps—providing not just supplies, but genuine human connection, advocacy, and pathways to lasting change.

In a Nutshell
OUTSINC isn’t just a set of services—it’s a **living, breathing** partnership between people with lived experience, community allies, and local systems. By continually iterating on governance, data, advocacy, and tech, it’s building a truly responsive model for small-town outreach that “meets you where you’re at” and walks alongside you every step of the way.

OUTSINC (Outreach Someone In Need of Change)
DESCRIPTION:
In an era where many fall through the cracks of the system, OUTSINC steps up as a full-scale outreach and case management platform revolutionizing how communities connect with those in need. Built with both compassion and efficiency in mind, this umbrella platform anchors a suite of interconnected tools that serve clients, outreach staff, and administrators across multiple touchpoints.

PURPOSE:
Right now, I just need one place that won't treat me like a number. I'm tired of explaining my story over and over. I want help that makes sense—appointments, someone to follow up, a way to see my progress, and not feel forgotten. OUTSINC feels like a real shot at stability.

Focus Area:

Outreach coordination

Human services delivery

Harm reduction

Crisis management

Features:

Client intake and consent system

Case creation and progress tracking

Appointment scheduling

Document uploads and signatures

Dashboards for admin and outreach workers

Reporting, calendar tools, light/dark theme

Animated, responsive design with intuitive navigation

ETHAN (Everything That's Human And Normal)

DESCRIPTION:
ETHAN is more than a platform—it's a movement. Designed as a legacy project, ETHAN addresses the core realities of being human in challenging times. It serves as a hub for awareness, emotional connection, and digital storytelling, blending real-life impact with data-backed engagement.

PURPOSE:
I want to feel seen. Like my story matters. If there's a place where I can learn about what I'm going through or see that others made it out, it would help me believe I can too. Sometimes, I just need to know I'm not the only one struggling.

Focus Area:

Personal empowerment

Mental health education

Real-life stories and learning

Features:

Activity dashboards

Learning modules and mental health tools

Peer stories and digital journaling

Outreach content and motivational campaigns

DCIDE (Driving Change Inspiring Development Everywhere)
DESCRIPTION:
DCIDE brings structure to chaos. As the case management backbone of OUTSINC, DCIDE tracks client progress from first contact to resolution. Designed with usability and frontline work in mind, it balances documentation, service tracking, and follow-up reminders to keep support flowing without gaps.

PURPOSE:
What I really need is someone to stick with me—not give up after the first no-show or relapse. A place that actually tracks my case, knows what I've already tried, and helps me keep going. I want a second chance that doesn't feel like a dead end.

Focus Area:

Client case management

Outreach worker coordination

Service planning

Features:

Create/View/Edit/Search client cases

Case status (new, pending, closed)

Assign outreach workers

Notes, check-ins, and task lists

Alert system and shared calendars

LINK (Lead Individuals to New Knowledge)
DESCRIPTION:
A modern answer to fragmented services, LINK is a dynamic referral hub that connects individuals to the right programs based on their current needs. Whether it's food, housing, counseling, or detox, LINK ensures no referral gets lost in translation.

PURPOSE:
I don’t even know what’s out there, let alone how to apply. I just want someone to show me where to go without making me jump through hoops. If there’s one system that can help me find help fast, I’ll use it. I just need direction.

Focus Area:

Smart referrals

Access to community programs

Client-provider connections

Features:

Service search by type, location, or urgency

Trackable referrals with provider updates

Client notes and progress updates

Automatic match suggestions

ASK (Access Support Knowledge)
DESCRIPTION:
ASK is OUTSINC's live support chat and crisis line platform—bridging the digital divide by making real-time help available to anyone, anywhere. Whether it's 2 AM or mid-crisis, ASK delivers human connection when it matters most.

PURPOSE:
There are nights I just need someone to talk to, even if I don't know what to say. I'm not ready to walk into a center, but I'd message someone. Especially if I knew they'd actually listen. I need a safe way to ask for help without judgment.

Focus Area:

Crisis support

Mental health messaging

Peer connection

Features:

Live one-on-one chat

Public and private messaging

Messagebox, inbox, voice notes

Alert keywords for high-risk situations

Compose and reply options with media

BLES (Breaking Life's Endless Struggles)
DESCRIPTION:
BLES functions as both an intake gateway and a lifeline. Designed to streamline access to limited addiction recovery beds, it captures vital client data, treatment goals, and consents—enabling advocacy and fast-tracked referrals to residential support programs.

PURPOSE:
I've finally made the decision to get clean, but I can't do it alone. I don't have a doctor writing letters or a family pushing for me. I need someone to believe in me

and help me apply before I change my mind. I just want one chance to reset.

Focus Area:

Addiction recovery access

Residential program applications

Outreach advocacy

Features:

Recovery-focused intake form

Client history, needs, and treatment goals

Service checklist (pre/post treatment needs)

Advocacy consent for staff follow-up

Referral tracking and outcome documentation

—— END OF PLATFORM OVERVIEW

- Home Dashboard: Central launchpad, dynamic welcome, time/date, quick access tiles, notifications, system messages (marquee).
- Registration, Login & Account Recovery:
  - Registration Fields: First Name, Last Name, Email, Password (+Confirm), Security Question/Answer, Terms of Service Consent.
  - Login: Email + Password,
  - Password Recovery: Email -> Security Question -> Answer Verification -> Password Reset.
  - Password Strength Requirements.

    Once a user registers and logs in the first time print them a welcome message, that we can change whenever from the admin, but re route to have them start filling out this new basic intake form, which all field are optional to fill out, and the user has the option to click SKIP FOR NOW, but will be put on their Task List

- Notifications & Updates: Real-time/scheduled alerts (in-app,)

Multi-Role User Management

- **Client self-referral & onboarding**
  Clients can sign themselves up, fill out intake forms (only first/last name required), and track their own referrals.
- **Outreach-worker dashboards**
  Case lists, upcoming appointments, and quick-action buttons (new case, add note, schedule visit).
- **Service-provider profiles**
  Agencies publish what services they offer, availability, prerequisites, contact info.
- **Admin console**
  Create/edit user accounts, assign roles/permissions, manage system settings.

2. Intake & Assessment

- **Configurable forms**
  All fields optional except first and last

— CASE MAMANGMENT - Clients can see their own Cases assigned to them
OUTREACH WORKERS can see and update all cases
and service providers can see all cases assigned to them
Admin can see all cases

6. Admin Panel Features:

- User Management (View, Add, Edit, Delete, Assign Roles, Ban/Suspend, Reset Passwords, Export Data for all roles).
- Case Management Oversight (View all cases, assign cases, monitor progress).
- Forms & Assessment Management (View submissions, create/edit templates, monitor completion).
- Messaging & Notifications (System announcements, manage logs, automated alerts).
- Task & Calendar Oversight (View team calendars, manage tasks).
- Resource Management (Manage LINK directory, upload documents).
- Reports & Analytics (Generate system-wide reports, dashboards).

- System Security & Logs (Activity logs, login attempts, consent logs, DB health).
- General Settings (Branding, themes, registration settings, maintenance mode, email templates).

Theme

🎨 **Neumorphism & Glassmorphism Elements to Include**
✔️ **Soft Shadows + Rounded Corners** for cards, buttons, and inputs
✔️ **Semi-transparent, Blurred Cards** for client profile overview
✔️ **Hover/Active Effects** that gently “pop” out (raised feel)
✔️ **Frosted Glass Modals** for pop-up forms like "New Case" or "Edit Client"
✔️ **Minimalistic Color Palette** (cool tones, with soft light blues, greens, or purples)
✔️ **Smooth Transitions and Microinteractions** (e.g., loading a new page softly fades in)
✅ **Example Visual**:

- Imagine the "New Case" form as a soft, floating card with a frosted effect, subtle glow when active fields are tapped or clicked, and the background blurred out just a little.

OTHER FEATURES

🎨 USER INTERFACE & DESIGN
✅ Multi-page architecture (not a single-page app).
✅ Minimal JavaScript while ensuring smooth user experience.
✅ Flexible navigation system (toggle between top or side menus in settings).
✅ Customizable color schemes via user settings.
✅ Smooth page transitions & hover effects, including:

Modal view overlays for forms, intake, consent, login, and sign-up pages.
✅ High-quality graphics, banners, and icons to enhance usability.

🏥 OUTREACH & HARM REDUCTION RESOURCES
✅ Integrated referral system for mental health, addiction recovery, and harm reduction.
✅ AI chatbot to provide real-time support and service recommendations.

📊 ADMIN DASHBOARD & REPORTING
✅ Real-time stats, case tracking, and logs accessible from an admin panel.
✅ Automated reports:

PDF generation for case summaries, referrals, and progress reports.

CSV export for bulk data processing.

🔄 SYSTEM INTEGRITY & ERROR LOGGING
✅ Automated integrity checks to monitor system performance.
✅ Comprehensive error logbook, with recurring errors prioritized for resolution.

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Harm Reduction Order Sheet
Purpose: To track the ordering and distribution of harm reduction supplies.
Suggested Fields:

- **Order ID**
  Type: Auto-generated unique identifier
- **Client ID**
  Type: Dropdown list of existing clients (with an adjacent "New Client" button for creating a new record)

- **Order Date**
  Type: Date Picker (auto-populated with today's date)
- **Harm Reduction Item Type**
  Type: Dropdown
  Options might include:
  - Clean Syringes
  - Naloxone Kits
  - Safe Injection Kits
  - Condoms
  - Wipes/Sanitizers
  - Other (with an accompanying text field to specify)
- **Quantity Ordered**
  Type: Number Input
- **Order Frequency**
  Type: Dropdown
  Options might include:
  - One-Time
  - Recurring (Weekly, Monthly, etc.)
- **Distribution Site/Location**
  Type: Text Input or Dropdown (if you have predefined locations)
- **Assigned Outreach Worker**
  Type: Dropdown (list of staff)
- **Order Notes/Comments**
  Type: Multi-line Text Area
  Purpose: Additional details or instructions regarding the order
- **Refill/Next Order Date**
  Type: Date Picker (if applicable)
- **Consent/Signature**
  Type: Digital Signature Field (if required)

CASE MANAGMENT - CREATE A NEW CASE. TEMPLATE LAYOUT

Case new basic

- **Case Title** (text)
  e.g., "Addiction Recovery Support – Spring 2025"
- **Client ID / Linked Client** (dropdown from database of CLIENTS or auto-

fill, 1 or more clients selectable, and a button to CREATE NEW (opens popup to create new Client Quickly)
- **Date Opened** (auto-generated or date picker)
- **Primary Case Worker** (dropdown of outreach and admin users)
- **Case Type** (dropdown or tags — multi-select if needed)
  - Housing
  - Addiction/Substance Use
  - Mental Health
  - Employment Support
  - Legal Assistance
  - ID/Documentation
  - Medical Care
  - Family Reunification
  - Court/Probation Support
  - Other (text)

2. Case Status & Progress

- **Status** (dropdown)
  - New
  - In Progress
  - On Hold
  - Pending Referral
  - Referred Out
  - Resolved / Closed
- **Priority Level** (dropdown)
  - Low
  - Medium
  - High
  - Urgent

3. Case Goals

- **Short-Term Goals** (textarea or checklist) *e.g., Secure a detox appointment, replace lost ID.*
- **Long-Term Goals** (textarea) *e.g., Achieve sobriety and move into supported housing.*
- **Expected Outcome** (textarea or select)
  - Successful Support
  - Referral Made
  - Client Disengaged
  - Incomplete/Unknown
  - Other (text)

4. Action Plan / Services

- **Services Referred/Provided** (multi-select)

    - Detox/Rehab Center
    - Emergency Shelter
    - Job Training Program
    - Counseling/Mental Health
    - Legal Aid Clinic
    - Disability/Income Support
    - Transportation Vouchers
    - Food Bank
    - Medical Services
    - Indigenous Services
    - ID Replacement Program
    - Other (text)
- **Notes/Case Plan Details** (textarea)

5. Timeline / Case Events

- **First Contact Date** (date)
- **Next Follow-Up Date** (date)
- **Target Completion Date** (date, optional)

6. Documentation Uploads (file upload)

- Upload ID scans, referrals, treatment documents, court documents, etc.

7. Consent & Permissions

- **Client Consent on File?** (yes/no toggle)
- **Can we share information with referred services?** (checkbox)

  ALSO CREATEA A SPOT TO CREATE CASES BASED OFF THESE TEMPLATES BELOW AND JSUT NEEDED OT CHANGE DATES AND CLIENT

  Case templates - Where Client is , that option for termplates will always allow us to select a CLIENT from our Database, or multiple clients from our DB, the NEXT FOLLOW UP DATE, SHOULD ALSO BE BLANK and NEED to be filled before creating the case and saving it.

1. Case: Emergency Shelter Placement

- **Client:** Marcus L. (ID #1045)
- **Case Type:** Housing
- **Status:** In Progress
- **Priority:** Urgent
- **Short-Term Goals:** Secure emergency shelter tonight
- **Long-Term Goals:** Transition to supportive housing
- **Services Provided:** Shelter referral, transportation voucher
- **Next Follow-Up:** April 26, 2025

✅ 2. Case: Substance Use Detox Referral

- **Client:** Jessica K. (ID #1073)
- **Case Type:** Addiction
- **Status:** Referred Out
- **Priority:** High
- **Short-Term Goals:** Detox admission within 3 days
- **Long-Term Goals:** Enroll in 30-day residential treatment
- **Services Provided:** Detox referral, harm reduction kit, intake assessment
- **Next Follow-Up:** April 29, 2025

✅ 3. Case: ID Replacement

- **Client:** Chris D. (ID #1009)
- **Case Type:** ID/Documentation
- **Status:** In Progress
- **Priority:** Medium
- **Short-Term Goals:** Replace birth certificate
- **Long-Term Goals:** Obtain all necessary identification for services
- **Services Provided:** ID application help, appointment booked
- **Next Follow-Up:** May 2, 2025

✅ 4. Case: Court Support & Legal Aid

- **Client:** Alicia W. (ID #1102)
- **Case Type:** Legal, Incarceration
- **Status:** Pending Referral
- **Priority:** High
- **Short-Term Goals:** Find legal aid rep before May 5 court date
- **Long-Term Goals:** Resolve outstanding charges
- **Services Provided:** Legal aid appointment scheduled
- **Next Follow-Up:** April 27, 2025

✅ 5. Case: Disability Application Support

- **Client:** Jerome P. (ID #1016)
- **Case Type:** Disability, Employment
- **Status:** In Progress
- **Priority:** Medium
- **Short-Term Goals:** Submit ODSP application
- **Long-Term Goals:** Obtain income and housing stability
- **Services Provided:** ODSP forms, health documentation gathered
- **Next Follow-Up:** May 10, 2025

✅ 6. Case: Employment Support Program

- **Client:** Danielle S. (ID #1093)
- **Case Type:** Employment
- **Status:** In Progress
- **Priority:** Low
- **Short-Term Goals:** Resume update and job board access
- **Long-Term Goals:** Secure part-time job
- **Services Provided:** Job support program referral
- **Next Follow-Up:** May 1, 2025

✅ 7. Case: Mental Health Crisis Response

- **Client:** Owen H. (ID #1068)
- **Case Type:** Mental Health
- **Status:** On Hold
- **Priority:** Urgent
- **Short-Term Goals:** Immediate crisis counselling
- **Long-Term Goals:** Engage in long-term therapy
- **Services Provided:** 24/7 crisis line referral, mental health intake
- **Next Follow-Up:** ASAP (no date set)

✅ 8. Case: Family Reunification Support

- **Client:** Tara V. (ID #1084)
- **Case Type:** Family Reunification
- **Status:** In Progress
- **Priority:** Medium
- **Short-Term Goals:** Contact child services
- **Long-Term Goals:** Reunite with children under care
- **Services Provided:** Social worker coordination
- **Next Follow-Up:** May 8, 2025

✅ 9. Case: Eviction Prevention

- **Client:** Ron G. (ID #1021)
- **Case Type:** Housing
- **Status:** In Progress
- **Priority:** High
- **Short-Term Goals:** Avoid eviction
- **Long-Term Goals:** Budgeting and rent support
- **Services Provided:** Rent support fund, landlord mediation
- **Next Follow-Up:** May 3, 2025

✅ 10. Case: Immigration Legal Help

- **Client:** Zahra A. (ID #1054)
- **Case Type:** Legal, Immigration
- **Status:** Referred Out
- **Priority:** Medium
- **Short-Term Goals:** Meet with immigration lawyer
- **Long-Term Goals:** Secure legal residency
- **Services Provided:** Immigration legal aid appointment
- **Next Follow-Up:** April 30, 2025

✅ 11. Case: Transitional Housing Placement

- **Client:** Mike F. (ID #1033)
- **Case Type:** Housing
- **Status:** In Progress
- **Priority:** High
- **Short-Term Goals:** Move into transitional housing
- **Long-Term Goals:** Get into permanent housing
- **Services Provided:** Housing intake forms submitted
- **Next Follow-Up:** May 4, 2025

✅ 12. Case: Indigenous Cultural Healing Referral

- **Client:** Willow S. (ID #1078)
- **Case Type:** Indigenous Support, Mental Health
- **Status:** Referred Out
- **Priority:** Medium
- **Short-Term Goals:** Connect with Elder and healing circles
- **Long-Term Goals:** Address trauma and addiction
- **Services Provided:** Cultural program referral
- **Next Follow-Up:** May 6, 2025

✅ 13. Case: Financial Literacy and Budgeting

- **Client:** Kevin M. (ID #1063)
- **Case Type:** Life Skills, Financial Support
- **Status:** In Progress
- **Priority:** Low
- **Short-Term Goals:** Learn to budget monthly income
- **Long-Term Goals:** Pay off old utility bills
- **Services Provided:** Enrolled in financial literacy workshop
- **Next Follow-Up:** May 12, 2025

✅ 14. Case: Domestic Violence Shelter Placement

- **Client:** Layla J. (ID #1110)
- **Case Type:** Housing, Safety
- **Status:** New
- **Priority:** Urgent
- **Short-Term Goals:** Safe shelter within 24 hours
- **Long-Term Goals:** Protective order and relocation
- **Services Provided:** DV shelter contacted
- **Next Follow-Up:** April 26, 2025

✅ 15. Case: Harm Reduction & Outreach

- **Client:** Greg T. (ID #1089)
- **Case Type:** Addiction
- **Status:** Ongoing
- **Priority:** High
- **Short-Term Goals:** Weekly check-ins, safe supply
- **Long-Term Goals:** Engage in treatment when ready
- **Services Provided:** Outreach visits, naloxone kit
- **Next Follow-Up:** Weekly (recurring)

✅ 16. Case: HIV Treatment Coordination

- **Client:** Nico B. (ID #1050)
- **Case Type:** Medical
- **Status:** In Progress
- **Priority:** High
- **Short-Term Goals:** Start treatment
- **Long-Term Goals:** Stabilize and manage condition
- **Services Provided:** HIV clinic referral
- **Next Follow-Up:** May 1, 2025

✅ 17. Case: Job Skills Training Enrollment

- **Client:** Bree R. (ID #1028)
- **Case Type:** Employment
- **Status:** In Progress
- **Priority:** Medium
- **Short-Term Goals:** Enroll in culinary job training
- **Long-Term Goals:** Get part-time job at restaurant
- **Services Provided:** Training application submitted
- **Next Follow-Up:** May 7, 2025

✅ 18. Case: Pregnancy Support

- **Client:** Mia T. (ID #1107)
- **Case Type:** Medical, Family
- **Status:** In Progress
- **Priority:** High
- **Short-Term Goals:** Access prenatal care
- **Long-Term Goals:** Healthy birth plan and housing
- **Services Provided:** Clinic intake, pregnancy care items
- **Next Follow-Up:** May 3, 2025

✅ 19. Case: Youth Aging Out of Care

- **Client:** Isaiah N. (ID #1096)
- **Case Type:** Youth Support
- **Status:** In Progress
- **Priority:** High
- **Short-Term Goals:** Secure housing post-foster care
- **Long-Term Goals:** Education and stability
- **Services Provided:** Youth housing program, school re-enrollment
- **Next Follow-Up:** May 2, 2025

✅ 20. Case: Re-entry After Incarceration

- **Client:** Rico S. (ID #1042)
- **Case Type:** Re-entry, Employment
- **Status:** In Progress
- **Priority:** High
- **Short-Term Goals:** Find shelter and job
- **Long-Term Goals:** Stay out of jail, rebuild life
- **Services Provided:** Housing referral, resume support
- **Next Follow-Up:** April 28, 2025
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2. Litter Online Reporting Tool

Purpose: To allow citizens or staff to report litter or illegal dumping incidents online.

Suggested Fields:

- **Report ID**
  Type: Auto-generated unique identifier

- **Reporter Name**
  Type: Text Input
- **Reporter Contact Information**
  Type: Text Input (phone number and/or email)
- **Date & Time of Report**
  Type: DateTime Picker (auto-populated or manually entered)
- **Incident Location**
  Type:
  - Text Input (for street address)
  - *and/or* Map Integration with coordinates (latitude/longitude)
- **Category of Litter/Incident**
  Type: Dropdown
  Options might include:
  - Street Litter
  - Illegal Dumping
  - Graffiti
  - Hazardous Material
  - Other (with a text field to specify)
- **Detailed Description**
  Type: Multi-line Text Area
- **Photo/Video Attachments**
  Type: File Upload (allow multiple files)
- **Incident Status**
  Type: Dropdown
  Options might include:
  - New
  - In Review
  - Action Taken
  - Resolved/Closed
- **Follow-Up Required?**
  Type: Checkbox (Yes/No)
- **Additional Comments**
  Type: Multi-line Text Area

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  — FOOTPRINT OUTREACH CASE LOG

3. Outreach Logs

Purpose: To document field outreach activities, interactions, and follow-up

actions with clients.
Suggested Fields:

- **Log ID**
  Type: Auto-generated unique identifier
- **Date & Time of Encounter**
  Type: DateTime Picker
- **Outreach Worker**
  Type: Dropdown (populated with staff names)
- **Client ID/Name (if applicable)**
  Type: Dropdown (linking to the client database)
- **Encounter Location**
  Type: Text Input or Map Integration (to record where the outreach occurred)
- **Type of Encounter**
  Type: Dropdown
  Options might include:
  - Street Outreach
  - Home Visit
  - Shelter Visit
  - Community Event
  - Other (with a text field to specify)
- **Services Provided During Encounter**
  Type: Multi-select Dropdown
  Options might include:
  - Food Assistance
  - Harm Reduction Supplies
  - Medical Referral
  - Mental Health Support
  - Housing Referral
  - Other
- **Encounter Outcome**
  Type: Dropdown or Text Input
  Options might include:
  - Successful Engagement
  - Follow-Up Required
  - Client Declined Services
  - Referral Made
  - Other
- **Detailed Notes**
  Type: Multi-line Text Area
- **Follow-Up Action(s) & Next Scheduled Follow-Up**
  Type:

- Text Input for actions/notes
- Date Picker for next follow-up date

- **Risk Assessment**
  Type: Dropdown
  Options might include:
  - Low
  - Moderate
  - High
- **Attachments (photos, forms, etc.)**
  Type: File Upload
- **Digital Signature**
  Type: Signature Field (optional for verification)
-

DRUG ASSESSMMENT

🔷 **SECTION 2: DRUG & ALCOHOL USE HISTORY**

🔶 **A. CURRENT USE**

1. **Do you currently use drugs or alcohol?**
   - *(Yes / No / Occasionally)*
2. **Which substances are you using?** *(Checkbox – Select all that apply)*
   - Alcohol
   - Cannabis
   - Cocaine / Crack
   - Crystal Meth
   - Heroin
   - Fentanyl
   - Prescription Opioids
   - Benzodiazepines (e.g., Xanax, Ativan)
   - Hallucinogens (e.g., LSD, Mushrooms)
   - Inhalants (e.g., glue, aerosols)

   - Other: ___________
3. **Route of Use** *(Checkbox – Select all that apply)*
   - Oral
   - Nasal (snorting)
   - Smoking
   - Injection
   - Other: ___________
4. **How often do you use drugs or alcohol?** *(Dropdown)*
   - Daily
   - Multiple times a day
   - A few times a week
   - Weekly
   - Monthly
   - Only during crisis situations
   - Rarely / Recreationally
5. **When did you last use?** *(Date or "Today" / "Yesterday" / "Within 7 Days" / "Over a week ago")*

🔶 B. HISTORY OF USE

1. **How long have you been using substances?** *(Dropdown: Less than 1 year, 1–2 years, 3–5 years, 6–10 years, 10+ years)*
2. **Have you ever overdosed?** *(Yes / No)*
   - If yes, how many times? ________
   - Were you hospitalized? *(Yes / No)*
3. **Have you ever used alone?** *(Yes / No / Often)*
4. **Do you use harm reduction tools (e.g., clean needles, naloxone)?** *(Yes / No / Sometimes)*
   - Do you carry naloxone? *(Yes / No)*

🔷 SECTION 3: REASONS FOR USE

1. **Why do you use substances?** *(Checkbox – Select all that apply)*

- To cope with trauma
- To numb physical pain
- To manage mental health (anxiety, depression)
- Social / peer pressure
- To feel good / euphoria
- Boredom
- To stay awake / productive
- Habit
- To prevent withdrawal symptoms

- Other: ____________

1. **Do you believe you are physically or psychologically dependent?** *(Yes / No / Not Sure)*
2. **Have drugs affected your:**

- Relationships? *(Yes / No)*
- Employment? *(Yes / No)*
- Housing? *(Yes / No)*
- Physical or mental health? *(Yes / No)*

🔷 SECTION 4: TREATMENT HISTORY

1. **Have you ever tried to stop or reduce your use?** *(Yes / No)*
2. **Have you ever received treatment or support?** *(Yes / No)*
3. **Which services have you accessed before?** *(Checkbox)*

- Detox
- Residential Treatment
- Outpatient Counseling
- Peer Support / AA / NA
- Medication-Assisted Treatment (Methadone, Suboxone)
- Overdose Prevention Services
- Other: ____________

1. **What worked for you, if anything?** *(Open-ended)*
2. **What barriers prevented success?** *(Checkbox)*

- No housing
- Peer environment
- Waitlists
- Withdrawal
- Stigma / Judgment
- Trauma
- Lack of support
- Mental health issues
- Other: ____________

🔷 SECTION 5: MOTIVATION & GOALS

1. **Do you want to quit or reduce your use?** *(Dropdown: Yes, No, Maybe, Not Sure)*
2. **What stage are you at in thinking about change?** *(Dropdown)*

- Not thinking about it
- Thinking about it
- Ready to make a change
- Already reducing / quitting
- In active recovery

1. **What supports would you want before, during, or after treatment?** *(Checkbox – Choose all that apply)*

- Detox
- Residential rehab
- Outpatient counseling
- Trauma therapy
- Family support
- Employment/education
- Housing
- Medical support
- Peer mentoring
- Group therapy
- Cultural / Indigenous healing
- Aftercare planning
- Other: ___________

🔷 SECTION 6: SAFETY & SUPPORT

1. **Do you feel safe where you are living now?** *(Yes / No / Sometimes)*

- If no, why not? ____________

1. **Do you have people in your life who support your recovery?** *(Yes / No)*

- If yes, who? *(Dropdown: Family, Friends, Caseworker, Peer Support, Community Org, Other)*

1. **Would you like us to contact someone for support or referral?** *(Yes / No)*

- If yes, Name + Contact Info: ___________

🔷 SECTION 7: ADDITIONAL NOTES / CLIENT COMMENTS

- *Open-ended space for client story, goals, concerns, or anything they want to share.*

1. OUTSINC Basic Client Intake Form

🔷 Questions:

- First Name
- Last Name
- Email
- Phone Number (optional)
- Date of Birth
- Password
- Confirm Password
  (Requirements: 8 characters, 1 number, 1 symbol)

- Consent to data collection (Checkbox)

🔵 2. OUTSINC Advanced Client Intake Form

🔷 Sections & Questions:

Personal Information

- First Name
- Last Name
- Preferred Name
- Date of Birth
- Gender Identity *(Dropdown: Male, Female, Non-binary, Two-Spirit, Transgender, Prefer not to say, Other)*
- Pronouns *(Dropdown: He/Him, She/Her, They/Them, Other)*

Contact Info

- Phone Number
- Email Address
- Emergency Contact (Name, Relation, Phone)

Health

- Do you have any diagnosed physical health conditions? *(Yes/No + Explain)*
- Do you have any diagnosed mental health conditions? *(Yes/No + Explain)*
- Are you currently receiving treatment or medication? *(Yes/No + Details)*

Substance Use

- Do you currently use any substances? *(Yes/No)*
- Which substances? *(Checkboxes: Alcohol, Cannabis, Cocaine, Meth, Fentanyl, Heroin, Prescription Pills, Benzos, Other)*
- Frequency of use *(Dropdown: Daily, Weekly, Monthly, Rarely, Only in crisis)*
- Would you like help with reducing or stopping? *(Yes/No/Unsure)*

Housing Status

- Where are you currently staying?
  (Dropdown: Couch surfing, Shelter, Transitional housing, Unsheltered, Own place, Supportive housing, Other)

Income

- Do you have a source of income? *(Yes/No)*
- Source(s) of income
  (Checkboxes: Ontario Works, ODSP, Employment, Family support, None, Other)

Support Systems

- Do you have a support system? *(Yes/No)*
- Who supports you most? *(Dropdown: Family, Friends, Caseworker, Peer Support, No one)*

Legal/Justice

- Are you involved in any legal matters? *(Yes/No + Explain)*
- Currently on probation or parole? *(Yes/No)*

Goals

- What are your current top 3 goals?
  (Open text fields or pre-set tags: Housing, Sobriety, Employment, Education, Family Reunification, Legal Stability, Mental Health, Other)

🔴 3. Drug Use Self-Assessment Form

🔷 Core Question:

- Do you want to quit using drugs? *(Yes/No/Unsure)*

If Yes:

What services would help you before or after treatment? *(Checkbox – Choose any)*

1. Detox
2. Residential Treatment
3. Aftercare Program
4. Peer Support
5. Counselling
6. Relapse Prevention
7. Family Therapy
8. Employment Support
9. Trauma Therapy
10. Safe Housing
11. Medical Assessment
12. Methadone/Suboxone
13. Transportation
14. Income Support
15. Spiritual Support
16. Indigenous Healing
17. Anger Management
18. Education Programs
19. Food Support
20. Group Therapy
21. Recreational Therapy
22. Childcare
23. Cultural Services
24. Pet Care Support
25. Legal Assistance

If No:
Why not? *(Dropdown – Select One)*

1. Not ready
2. Don't believe I need to
3. Tried and failed
4. Treatment didn't help
5. Scared of withdrawal
6. No safe place to go
7. I enjoy using
8. Peer pressure
9. Too many responsibilities
10. Fear of stigma
11. Fear of losing friends
12. Don't trust the system
13. Bad experience with services
14. Waiting list too long
15. Mental health issues
16. Physical health pain
17. Prefer spiritual healing
18. Want harm reduction only
19. Lack of motivation
20. Have nowhere to go
21. Supportive environment to use
22. Can’t afford to stop
23. Use to cope with trauma
24. Need it to function
25. No family support
26. I’m doing well enough
27. Drug helps with creativity
28. Fear of boredom
29. I feel safer using
30. Other: ____________

🟠 4. Housing Needs Assessment Form

🔷 Questions:

Current Status

- Where did you sleep last night?
  (Dropdown: Outside, Emergency Shelter, Couch Surfing, Transitional Housing, Motel, Supportive Housing, Own Home, Hospital, Other)
- How long have you been in this situation?

History

- Have you experienced homelessness in the past 3 years? *(Yes/No + How many times?)*
- Longest period without stable housing?

Barriers to Housing *(Checkbox – Select all that apply)*

- Affordability
- Mental Health
- Addiction
- Criminal Record
- No ID
- Discrimination
- Physical Disability
- Poor Rental History
- No references
- Lack of income
- Other: ________

Income/Assistance

- Are you receiving income support? *(Yes/No)*
- Monthly income: $______

Housing Preferences

- Do you prefer to live:
  (Dropdown: Alone, Shared housing, No preference)

Supports

- Are you currently working with a caseworker or housing worker? *(Yes/No + Name if known)*

🟣 5. Needs Assessment Form

🔷 Categories & Questions:

Mental Health

- Do you struggle with depression, anxiety, or other mental health concerns? *(Yes/No + Details)*

Physical Health

- Do you have any ongoing medical issues? *(Yes/No + Explain)*

Substance Use

- Do you currently use drugs or alcohol? *(Yes/No + What and how often?)*

Employment & Income

- Are you currently employed? *(Yes/No)*
- Do you have a stable income? *(Yes/No + Source)*

Education

- Highest level of education completed? *(Dropdown: None, Some high school, GED, High School Diploma, College, University, Other)*

Transportation

- Do you have access to transportation? *(Yes/No)*

Food Security

- Do you have enough to eat daily? *(Yes/No)*

Safety

- Do you feel safe in your current environment? *(Yes/No)*

Support Network

- Who do you rely on when you're in need? *(Dropdown: Family, Friends, Outreach Worker, No one, Other)*

Immediate Needs

(Checkbox – What do you need most urgently?)

- Food
- Shelter
- Addiction Support
- Medical Help
- Mental Health Support
- Employment
- Transportation
- Legal Aid
- ID Replacement
- Clothing
- Hygiene Items
- Emotional Support
- Childcare
- Other: ________

CAE CREATION

New Case Creation — Outreach Staff Fields

Client Information

- **Client ID:**
  - Dropdown of existing clients + ➕ **[New Client]** button
- **Client Name:** *(Auto-filled if client exists)*
- **Date of Birth:** *(Auto-filled if client exists, editable)*
- **Preferred Name/Nickname:** *(Optional text field)*
- **Gender Identity:**
  - Dropdown (Male, Female, Non-binary, Transgender, Two-Spirit, Prefer not to say, Other + Text)
- **Pronouns:**
  - Dropdown (He/Him, She/Her, They/Them, Other + Text)

Case Details

- **Case Title:**
  - Short description (e.g., “Housing Emergency”, “Addiction Recovery Intake”)
- **Case Type:**
  - Dropdown (Housing, Employment, Mental Health, Addiction Recovery, Basic Needs, Legal Support, Medical Support, Other + Text)
- **Case Priority:**
  - Dropdown (Low, Medium, High, Critical)
- **Reason for Opening Case:**
  - Text field or quick-select tags (Homelessness, Eviction Risk, Substance Use, Mental Health Crisis, etc.)
- **Initial Assessment Notes:**
  - Text field (Short notes or upload a voice note if using mobile)

Current Situation

- **Living Situation:**
  - Dropdown (Street, Shelter, Transitional Housing, Couch-surfing, Supportive Housing, Other + Text)
- **Employment Status:**
  - Dropdown (Employed Full-Time, Employed Part-Time, Unemployed, Unable to Work, Student, Other + Text)
- **Income Source:**
  - Dropdown (Social Assistance, Disability, Employment Income, None, Other + Text)

Health and Risk Assessment

- **Mental Health Concerns:**
  - Checkbox (Anxiety, Depression, PTSD, Schizophrenia, Bipolar, None, Other + Text)
- **Substance Use:**
  - Checkbox (Alcohol, Cannabis, Opioids, Stimulants, Other Substances, None)
- **Immediate Safety Concerns:**
  - Toggle (Yes/No) + Text Field if Yes
- **Consent for Services:**
  - Toggle (Yes/No) + Upload digital signature or photo of signed consent

Task & Follow-Up

- **Assigned Outreach Worker:** *(Auto-filled or dropdown)*

- **First Task/Follow-up Action:**
  - Dropdown (Schedule Housing Appointment, Harm Reduction Support, Connect to Detox, Mental Health Referral, Employment Referral, Other + Text)
- **Next Follow-up Date:**
  - Date Picker

Attachment Section

- **Upload Documents:** (ID, Medical Card, Consent Forms, Referrals)
- **Add Photos:** (Optional — for living condition documentation)

Housing Stability Questions (60 items)

1. What type of dwelling are you currently residing in?
2. Are you renting, owning, or living rent-free?
3. Is your name on a lease or title deed?
4. When does your current lease/tenancy agreement end?
5. How much is your monthly rent or mortgage payment?
6. Has your rent/mortgage ever been late by more than 15 days?
7. Have you ever been threatened with eviction?
8. How many occupants live in your home?
9. Do you share a room with others?
10. Is there sufficient privacy in your living space?
11. Do you feel safe in your home's neighborhood?
12. Are there functioning locks on all doors and windows?
13. Have you ever had issues with pests (rodents, insects)?
14. Has mold or water damage ever occurred?
15. Do you have reliable heating throughout winter?
16. Do you have reliable cooling during summer?
17. Have you ever gone without hot water?
18. Do you have access to laundry facilities?
19. Is transportation within walking distance available?
20. How close is the nearest grocery store?
21. How close is the nearest healthcare clinic?
22. Is public transit accessible from your home?
23. Do you have a working refrigerator?
24. Do you have a working stove/oven?
25. Do you have a working shower/bathtub?
26. Is your home free of structural hazards?
27. Are there smoke detectors installed?
28. Are there carbon monoxide detectors installed?
29. Is your electrical wiring safe and up to code?
30. Have you ever had an unplanned utility shut-off?

31. Do you have internet access?
32. Do you have a stable mobile phone signal?
33. Have you ever filed any housing complaints?
34. Have housing inspections ever been conducted on your unit?
35. Are necessary repairs completed in a timely manner?
36. Do you pay utility bills on time?
37. Do you receive any rental subsidy?
38. Which subsidy program (e.g., rent assistance) are you enrolled in?
39. Are there language barriers when communicating with your landlord?
40. Do you have a lease renewal planned?
41. Would you like to continue living here next year?
42. Is there adequate space for your personal belongings?
43. Is the property accessible for mobility needs?
44. Do you have a secure place to store valuables?
45. Are your neighbors respectful and non-disruptive?
46. Have you experienced noise disturbances?
47. Have you ever faced harassment from neighbors?
48. Have you ever faced harassment from your landlord?
49. Do you know the formal grievance process?
50. Are you comfortable advocating for repairs?
51. How long do you intend to stay in this housing?
52. Do you anticipate housing instability soon?
53. What factors might cause you to leave?
54. Do you have alternative housing options lined up?
55. Have you stayed with friends or family recently?
56. Have you stayed in emergency shelters recently?
57. Have you accessed transitional housing in the past year?
58. Have you accessed supportive housing programs?
59. Have you ever stayed in an encampment?
60. What would your ideal stable housing look like in three months?

B. Multidomain Assessment Questions (90 items)

Substance Use (15)

1. Which substances have you used in the past week?
2. Which substances have you used in the past month?
3. Which substances have you used in the past six months?
4. Which substances have you used in the past year?

5. At what age did you first use alcohol?
6. At what age did you first use cannabis?
7. At what age did you first use any illicit drug?
8. How often do you use each substance?
9. How many days in the last 30 have you used each substance?
10. How many times have you attempted to quit each substance?
11. What withdrawal symptoms have you experienced?
12. Have you ever needed medical intervention for withdrawal?
13. Have you shared needles or paraphernalia?
14. Do you practice harm-reduction strategies (e.g., test kits)?
15. Do cravings interfere with your daily activities?

Mental Health (15)

16. Have you ever been diagnosed with a mental health condition?
17. Which diagnoses do you have?
18. When were you first diagnosed?
19. Are you currently seeing a psychiatrist or psychologist?
20. Have you ever been hospitalized for psychiatric reasons?
21. Do you experience mood swings?
22. Do you experience panic attacks?
23. How many panic attacks have you had in the last month?
24. On a scale of 1–10, how severe is your depression?
25. On a scale of 1–10, how severe is your anxiety?
26. How often do you experience flashbacks?
27. How often do you experience dissociation?
28. Are you on any psychiatric medications?
29. Do you take your medication as prescribed?
30. Do you have a mental health crisis plan?

Physical Health (10)

31. Do you have any chronic medical conditions?
32. Which medications are you currently prescribed?
33. Do you face barriers obtaining your medications?
34. Have you missed any doses in the past month?
35. When was your last full physical exam?
36. When was your last dental check-up?
37. Do you have any untreated injuries?
38. Have you visited an ER in the past year?
39. Do you have health coverage or insurance?
40. Do you engage in any regular physical activity?

Legal & Justice (10)

41. Are you currently facing criminal charges?

42. Are you on probation?
43. Are you on parole?
44. Have you ever been incarcerated?
45. Have you ever had a restraining order?
46. Do you have outstanding warrants?
47. Have you ever served community service?
48. Are you involved in civil legal matters (e.g., custody)?
49. Do you require legal representation?
50. Have you accessed legal aid?

Appointments & Income (10)

51. How many appointments do you have this month?
52. How many have you missed this year?
53. What types of appointments do you attend?
54. How easy is it to keep those appointments?
55. Do you have reliable transportation for appointments?
56. What is your primary source of income?
57. Do you receive government benefits?
58. Do you receive child support or alimony?
59. Do you have informal income (panhandling, etc.)?
60. Are you currently employed (PT/FT)?

Family & Relationship Conflict (10)

61. Who is part of your primary support network?
62. How often do you communicate with supportive family?
63. How often do you communicate with friends?
64. Have you experienced recent conflict with family?
65. Have you experienced recent conflict with a partner?
66. Have you experienced domestic violence?
67. Do you feel safe at home with family?
68. Do you feel supported by family?
69. Do you have children? If so, how many?
70. Are there current custody or guardianship issues?

Additional Substance Use (4)

71. Do you mix substances (polysubstance use)?
72. Have you ever relapsed after a period of sobriety?
73. Have you used medications to support recovery (e.g., methadone)?
74. Do you track your consumption over time?

Additional Mental Health (4)

75. Have you ever had thoughts of harming yourself?
76. Do you experience chronic feelings of emptiness?
77. Are you part of any peer support groups?

78. Do you find it difficult to trust professionals?

Additional Physical Health (4)

79. Do you experience sleep disorders (insomnia, apnea)?
80. Have you had any recent surgeries?
81. Do you face barriers accessing prescription care?
82. How would you rate your overall physical health (1–10)?

Additional Legal & Justice (4)

83. Are any civil lawsuits pending against you?
84. Have you ever been registered as a sex offender?
85. Have you ever participated in restorative justice?
86. Do legal issues cause you stress impacting daily life?

Additional Appointments & Income (2)

87. Have you ever canceled an appointment due to cost?
88. Do you receive help managing your schedule?

Additional Family & Relationship Conflict (2)

89. Have you experienced estrangement from family?
90. Do relationship issues impact your mental health?

———

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ITEMS TO PUT ON OUTRERACH WEORKER, ADMIN DASHBOARDS

Total active clients

1. New intakes (today)
2. Intake forms pending review
3. Appointments scheduled (this week)
4. Overdue follow-ups
5. Messages unread
6. Public-chat posts today
7. Average response time
8. Tasks due today
9. Tasks due this week
10. Tasks completed (last week)
11. Top 5 most active clients
12. Most used referral sources
13. Monthly referral count chart
14. Supply distribution heatmap
15. New housing placements
16. Average housing wait time

17. At-risk clients flagged
18. Daily outreach visits
19. Weather widget (for outreach planning)
20. Upcoming community events
21. Staff on-call rota
22. Supervisor alerts
23. Latest system notifications
24. Quick-add new client button
25. Quick-add new task button
26. Quick-send message button
27. Client satisfaction score
28. Aggregate survey results
29. Time-in-program histogram
30. Barriers to service pie chart
31. Demographics breakdown
32. Age distribution graph
33. Gender identity distribution
34. Referral source breakdown
35. Funding utilization gauge
36. Budget burn-rate chart
37. Upcoming audits reminder
38. Training completions
39. Certifications due to expire
40. New documents uploaded
41. Policy updates log
42. Support-ticket queue
43. Live chat agent status
44. API health status
45. System uptime percentage
46. Data backup status
47. Database storage usage
48. Mortgage/Rent subsidy stats
49. Volunteer hours logged
50. Active volunteer count
51. Volunteer sign-up link
52. Alert: critical risk flags
53. Alert: medication non-compliance
54. Daily overdose alerts
55. Gateway for crisis hotline
56. Local news feed (RSS)
57. Community Twitter feed
58. Incident reports summary
59. Incident map overlay
60. Behavior-triggered alerts

61. Staff feedback widget
62. Peer-support chat link
63. Homework / learning module progress
64. Continuing ed opportunity links
65. Grant application deadlines
66. Donation fundraising thermometer
67. Sponsor spotlight
68. Social media share buttons
69. Client birthdays calendar
70. Anniversary milestones
71. Photo gallery preview
72. Quick survey widget
73. Resource library search
74. FAQ collapsible list
75. YouTube channel embed
76. Podcast player
77. Newsletters sent/opens
78. Email campaign manager
79. SMS broadcast tool
80. Push notifications toggle
81. Performance KPIs summary
82. Custom widget placeholder
83. Feature flag manager
84. A/B test results summary
85. Site traffic analytics
86. Server load monitor
87. Error rate graph
88. Deployment status
89. Release notes feed
90. User feedback form
91. Accessibility checker
92. Language selector dropdown
93. Night-mode toggle
94. Mobile-app download links
95. API documentation link
96. Support desk contact
97. Quick-link to admin console
98. Logout / profile menu

— END OF ITEMS TO ADD TO OUTREACH WEORKER, ADMINS DASHBOARD

DCIDE – Driving Change, Inspiring Development Everywhere

🧭 Overview

DCIDE is an all-in-one case management platform designed specifically to support individuals experiencing homelessness, addiction, mental health struggles, and social barriers. It empowers outreach workers, social service providers, and advocates with the tools they need to track progress, manage support plans, and coordinate care in a way that is client-centered, trauma-informed, and action-oriented.

🎯 Core Purpose

To drive real change by creating a structured, supportive environment for vulnerable individuals—connecting them to housing, healthcare, recovery programs, and social services—while allowing staff to manage and document each case with clarity and accountability.

🧩 Key Features

✅ 1. Client-Centered Case Creation

- Quick intake forms with fields for consent, ID status, health history, and urgent needs
- Risk level indicators and priority flags
- Support for ongoing, complex, or overlapping cases

✅ 2. Dynamic Case Dashboard

- Timeline view of interactions, progress, and goals
- Centralized case notes, appointments, and alerts
- Visual snapshots of progress (e.g., housing stability, treatment engagement)

✅ 3. Task and Appointment Management

- Create, assign, and track tasks per client or per team
- Sync with calendars for follow-ups, outreach visits, and program dates
- Alerts for overdue or urgent tasks

✅ 4. Built-in Resource Navigation (LINK Integration)

- Match clients to detox, rehab, shelters, counseling, legal help, etc.
- Submit and track referrals with one click
- Flag gaps in service coverage

✅ 5. Safety, Health & Crisis Tracking

- Crisis alerts for overdose risk, violence, or self-harm
- Safety plans integrated into each case
- Real-time updates on emergency contacts and care needs

✅ 6. Document & Form Handling

- Upload and manage consent forms, IDs, assessments, and treatment plans
- Auto-expiration alerts for time-sensitive documents

✅ 7. Analytics & Outcome Reporting (FOOTPRINT Integration)

- Generate reports on success rates, services accessed, and team performance
- Export data for grants, audits, and impact measurement

🧑‍💼 Who Uses DCIDE?

- Outreach Workers & Social Workers
- Mental Health & Addiction Counselors
- Shelter & Housing Coordinators
- Case Managers & Peer Support Workers
- Advocates & Program Directors

🔐 Design Principles

- Respect First: Centered around dignity, choice, and lived experience
- Trauma-Informed UX: Calm color palettes, simple workflows, accessible design
- Mobile-Ready: Built for fieldwork and on-the-go updates
- Secure & Private: Role-based access, encrypted records, consent-driven

🌱 DCIDE's Mission

To provide a compassionate digital space where every case becomes an opportunity to inspire development, build trust, and support lasting change—everywhere, and for everyone.

🛡️ SYSTEM INTEGRITY + SECURITY + BACKEND TOOLS

These invisible but critical tools help keep everything running smoothly and securely:

🔐 Website Integrity & Security Tools

- ✅ Real-time Security Scanner (detect file changes, malware, injection attempts)
- ✅ Firewall Rules Editor
- ✅ 2FA Authentication Option for Admins & Providers
- ✅ CAPTCHA on Login & Registration
- ✅ Rate Limiting for Failed Logins
- ✅ Role-Based Access Control (RBAC) System
- ✅ Auto Logout After Inactivity
- ✅ Encrypted Passwords (bcrypt / Argon2)

🧪 Database Check Tools (SQL/PHPMyAdmin)

- ✅ Database Health Monitor (disk space, query errors, latency)
- ✅ SQL Query Performance Log
- ✅ Backup & Restore Panel (scheduled automatic backups)
- ✅ SQL Table Integrity Checker

- ✅ Foreign Key Validator
- ✅ Auto-prune Old Logs and Archived Data

📊 Online System Report Check

- ✅ System Status Dashboard (server load, traffic, uptime)
- ✅ Error Log Viewer (filtered by type/severity)
- ✅ Cronjob Status Checker (ensure scheduled tasks work)
- ✅ Maintenance Mode Toggle
- ✅ Update Checker & Patch Installer

◦

Client Dashboard
Staff Dashboard

Case Management

New Case

Case Status

Assign Worker

Reports & Analytics

Progress Tracking

Edit Profiles

Scheduling

Tasks & Reminders

OUTSINC Component Breakdown

Powerful Tools for Real Change, Connection & Support

Welcome to the blueprint behind OUTSINC — a purpose-built ecosystem designed to meet people where they are, respond in real time, and move them forward. Each module isn't just a page or tool — it's a lifeline, a compass, and a catalyst for lasting transformation.

Whether you're an outreach worker on the frontlines, a community leader navigating tough decisions, or someone simply trying to make it through the day — this platform is built to adapt, support, and elevate your efforts. From case tracking to crisis response, data insights to daily habits, OUTSINC brings everything together with purpose and heart.

Below is a breakdown of each key component, its core functionality, and a visual guide to how it works in real-time.

Let's take a deeper look into what makes OUTSINC not just a tool — but a movement.

1. Home Dashboard

Purpose: Serve as the launchpad for all modules and provide quick, real-time updates.

Features:

- Dynamic welcome message (changes based on user role and time of day)
- Current time/date display
- Quick access tiles (e.g., "New Case", "Today's Tasks")
- Notification bell with live update badge
- ScrollingMarquee.php for system messages, quotes, or upcoming events

How It's Used:

- First thing users see post-login
- Navigate rapidly to key areas

Layout Visual:

```
 ---------------------------------------------------
| Logo | Time/Date | Profile ▼                    |
|---------------------------------------------------|
|  [New Case]  [Today's Tasks]  [View Reports]      |
```

```
|  [Messages]  [Referrals]      [Client List]       |
|--------------------------------------------------|
|   "Marquee: New training available this Friday"  |
 --------------------------------------------------
```

📁 2. Client Case Management (DCIDE)

Purpose: Create, track, and manage client cases efficiently.
Features:

- Full client profiles with demographics, background, and risk indicators
- Case lifecycle management (new, pending, open, closed)
- Assign staff, track interactions, schedule appointments
- Upload documents, leave notes, trigger flags/alerts

How It's Used:

- Central hub for every client journey and worker interaction

Layout Visual:

```
 --------------------------------------------------
| Sidebar: Search ☐  +New Case  ▼ Filter ▼          |
|--------------------------------------------------|
| Client Name | Status | Last Contact | Risk Level  |
|--------------------------------------------------|
| Amy L.      | Open   | 2 days ago   | Moderate    |
| Bob K.      | Closed | 1 week ago   | High        |
|--------------------------------------------------|
| Tabs: Notes | Docs | Appointments | Alerts       |
 --------------------------------------------------
```

📊 3. Progress & Metrics (FOOTPRINT)

Purpose: Visualize client outcomes and overall program impact.
Features:

- Track individual goals, milestones
- Engagement and usage data (attendance, referrals completed)
- Dynamic, filterable dashboards and exportable reports

Layout Visual:

```
 --------------------------------------------------
| Goal Completion ✔ (Bar Graph)  | Weekly Check-ins 🔁|
| Client Impact (Pie Chart)      | Export: PDF/CSV    |
 --------------------------------------------------
```

🔗 4. Referral Tools (LINK)

Purpose: Bridge clients to external service providers quickly and effectively.
Features:

- Smart-match based on client needs and urgency
- Real-time status of referrals

- Contact database and filters (by category, location, urgency)
- Auto-reminders for follow-up

Layout Visual:

```
 -------------------------------------------------
| Service Type ▼ | Urgency ▼ | Region ▼          |
|-------------------------------------------------|
| [Shelter Services] [Addiction Services] [Medical] |
|-------------------------------------------------|
| Card View: Org Name | Match: 95% | Wait: 3 days   |
 -------------------------------------------------
```

🧠 5. Specialized Intake (BLES)

Purpose: Streamline intake for addiction-related support.

Features:

- Custom-form with risk evaluation
- Consent and advocacy checkbox/signature
- Urgency flags auto-set for outreach

Layout Visual:

```
 -------------------------------------------------
| Substance Type ▼ | Frequency ▼ | Last Use Date 📆   |
| Risk Rating: High ⚠️                    |
| Signature ✍️: _______________ Date: _________     |
 -------------------------------------------------
```

💬 6. Support & Crisis Communication (ASK)

Purpose: Real-time, empathetic support for clients and staff.

Features:

- Anonymous or linked chat
- Audio messaging, low-literacy-friendly
- Quick access to crisis contacts/resources
- Searchable FAQ/article base

Layout Visual:

```
 -------------------------------------------------
| [🧀 Chat with Someone] [📚 Browse Help Topics]     |
|-------------------------------------------------|
| Inbox: Amy: “I need help” ➤ URGENT            |
|-------------------------------------------------|
| Topics: Shelter | Recovery | Mental Health       |
 -------------------------------------------------
```

🌿 7. Client Wellness & Growth (ETHAN)

Purpose: Help clients build daily routines, self-awareness, and positivity.

Features:

- Mood tracker, journals, learning mini-games
- Habit builder with streak tracking
- Badges and positive feedback

Layout Visual:

```
 ------------------------------------------------
| Mood: 😊😐😢😡    Sleep: 6h   Meals: 🍞🥗🍕          |
|------------------------------------------------|
| Journals 📔  |  Habit Tracker 📅  | Badges 🏆      |
| Learning Modules: Quizzes & Videos ▶️          |
 ------------------------------------------------
```

📄 8. Service Documentation (FOOTPRINT Continued)

Purpose: Ensure all steps are recorded, transparent, and accessible.

Features:

- Full document storage per client
- Timeline of touchpoints, signed consents, outreach logs

Layout Visual:

```
 ------------------------------------------------
| File Tree: [ID] [Forms] [Visits] [Case Notes]    |
| Timeline: 📍 01/15 Visit Logged                  |
|           ✍️ 01/16 Consent Signed by Client      |
| Signature Panel: Draw or Type Initials          |
 ------------------------------------------------
```

🔔 9. Notifications & Updates

Purpose: Ensure timely communication across teams and roles.

Features:

- Real-time and scheduled alerts
- Email/SMS/in-app support
- Tagging system for priority levels

Layout Visual:

```
 ------------------------------------------------
| 🔔 Notifications (3 New)                        |
|------------------------------------------------|
| 🟡 Case 1201 flagged for follow-up              |
| 🟢 Referral accepted by XYZ Clinic              |
| 🔴 Client missed scheduled check-in             |
 ------------------------------------------------
```

👤 10. Profile & Preferences Center (MYSPACE)

Purpose: Centralized hub for user identity, security, and personalization.

Features:

- Update name, contact, profile picture

- Change password, enable 2FA, view login history
- Choose light/dark mode, color themes, font size
- Adjust notification settings per alert type
- Language toggle, screen reader support, high-contrast mode
- Consent settings, activity log, privacy export tools

Layout Visual:

```
 --------------------------------------------------
| Tabs: Profile | Security | Preferences | Privacy   |
|--------------------------------------------------|
| [Avatar] John D.  [Edit Info] [Change Password]   |
| Theme: ◉ Light ◉ Dark   | Font Size: Small ◉ ⬤ ○   |
| Notification: Email ✅ SMS ✅ Pop-up ✅          |
| Accessibility: [Enable Reader Mode]             |
 --------------------------------------------------
```

🛂 11. Registration, Login & Account Recovery

Purpose: Enable secure onboarding, access, and account support.

Create Account Fields:

- First Name, Last Name
- Email Address
- Phone Number (optional)
- Date of Birth (datepicker)
- Password + Confirm Password
- Consent Checkbox (must be ticked)

Password Requirements:

- Minimum 8 characters
- At least one number and one symbol

Login Process:

- Enter Email + Password
- Forgot Password link
- CAPTCHA (if enabled)
- Redirect to appropriate dashboard by role

Forgot Password Workflow:

- Enter registered email
- Receive reset link via email
- Reset form enforces password strength rules
- Confirmation of success

Layout Visual:

```
 --------------------------------------------------
|  Create Account:                                |
|--------------------------------------------------|
|  [First Name ________] [Last Name ________]      |
```

```
|  [Email ______________________________]               |
|  [Phone (optional) ______________]               |
|  [Date of Birth 📅 ________________]               |
|  [Password ___________] [Confirm Password ________]  |
|  [ ] I agree to the consent terms               |
|  [Create Account]                           |
 ---------------------------------------------------

|  Login:                           |
|---------------------------------------------------|
|  [Email ___________________________]               |
|  [Password ________________________]               |
|  [Forgot Password?] [Login]                   |
 ---------------------------------------------------
```

🌐 12. Together, OUTSINC Is...

A unified ecosystem that:

- Empowers outreach with DCIDE
- Visualizes impact via FOOTPRINT
- Connects people through LINK
- Accelerates recovery using BLES
- Listens in crisis with ASK
- Encourages self-growth in ETHAN
- Personalizes support via MYSPACE

Each component is a lifeline—building toward recovery, connection, and lasting change.

Gamified Engagement (PIZZAZZ)

Purpose: Encourage consistent client interaction through game-like rewards and achievements that celebrate progress and participation.
Features:

- Earn points, badges, and achievements for completing goals, attending appointments, or using features
- Build a virtual pizza: each accomplishment earns ingredients (sauce, toppings, crusts, extras)
- Leaderboards for streaks, quiz scores, and completed wellness tasks
- Surprise bonus spins or mini-rewards for logging in daily or helping others
- Redeemable virtual rewards for personalization (themes, avatars, emojis)

How It's Used:

- Designed for motivation, especially among youth or clients needing extra encouragement
- Can be tied to real-world incentives (pizza night, certificates, shoutouts)

Layout Visual:
sql
CopyEdit

```
 ----------------------------------------------------
| 🍕 PIZZAZZ Dashboard                              |
|--------------------------------------------------|
| [Your Pizza 🧀: Sauce 🟥 + Cheese 🟡 + Mushrooms 🍄] |
| [🏆 Badges: “3-Day Streak”, “Case Closer”, “Helper”]|
| [Leaderboard: You’re #3 This Week!]              |
| [🎁 Daily Spin: Click to Spin & Win an Ingredient!]|
 ----------------------------------------------------
```

Let me know if you’d like icons, animation ideas, or a visual mockup for this new section too!

Together, OUTSINC Isn’t Just a Platform — It’s a Movement.
Each line of code, every feature and flow is designed to give people the tools, support, and voice they need to not just survive — but to truly thrive.
This is tech infused with empathy. Action backed by data. A digital space rooted in hope, transformation, and community power.
You’re not just building a system. You’re shaping the future.
Let’s make it real.
Please use the navbasr.html as an example of the UI UX and lstyle but more iomportantly the companuy name, on the left, and time and the colors, along with animations need to be kept, for this new website/portal we wil be making

1. Registration & Forgot Password Logic
🔐 Registration Form Fields

Email Address (Email)

Security Question (Dropdown with 10 options)

Security Answer (Text)

Password (Password)

Confirm Password (Password)

- Check Mark Box, to accept Terms of Service must be clicked
o

🔄 Validation Logic
All fields must be filled

Password and Confirm Password must match

Email must be unique

Password should meet criteria (8+ chars, symbol, number)

🔐 Forgot Password Process
User enters their email

System searches the SQL database

If email exists, show the stored security question

User enters the correct answer

Allow them to enter and confirm a new password

Update the password in the database securely (bcrypt/Argon2)

🛠️ 3. Admin Panel – Feature List
Here's a powerful Admin Panel checklist to manage your full system (clients, staff, services, etc.):

👥 User Management
View/Add/Edit/Delete Clients

View/Add/Edit/Delete Staff

View/Add/Edit/Delete Outreach Workers

View/Add/Edit/Delete Admins

View/Add/Edit/Delete Service Providers

Role assignment & permissions

Ban/suspend user accounts

Reset user passwords

Export user data (CSV, PDF)

📁 Forms & Assessment Management
View all submitted assessments

Create/edit assessment templates

Assign assessments to specific users

Monitor assessment completion rates

📬 Messaging & Notifications
Send system-wide announcements

Admin-to-user private messages

Manage chat logs

Set automated notifications/reminders

Push notifications toggle

🧾 Task & Calendar
Assign tasks to users or groups

Create/edit/delete tasks

View calendar events across departments

Manage recurring events

🧩 Resource Management
Upload/edit/remove resource documents

Categorize resources (e.g., housing, legal)

Set document visibility (public/private)

🧮 Reports & Analytics
Generate user progress reports

Filter by date, service type, provider

Visual graphs (pie, bar, line)

Referral success rates

Service usage dashboards

🔐 System Security & Logs
View system activity logs

Manage login sessions

View failed login attempts

Log of consent forms signed

Database health overview

🛠️ General Settings
Site appearance settings (themes)

Manage registration settings

Toggle maintenance mode

Upload system logo/branding

Manage email templates

✅ 6. User Types/Roles
Here's a breakdown of each role:

Clients – Register, complete assessments, view resources

Staff – Case workers with access to specific client data

Outreach – Field-based users managing consent, emergencies

Admins – Full backend access (as described above)

Service Providers – View & assist matched clients based on need

🔢 Referenced Numbers
Here's a mapping based on the numbers you wrote:

#	Feature
8	Forgot Password functionality (described above)
10	Consent Management (view/download signed forms)
11	Assessment Management
12	Service Provider Registration
13	Document Upload/Management
14	Messaging System
15	Calendar and Scheduling
16	Notifications/Alerts
17	Resource Directory
20	Task Management
21	Client Dashboard
22	Admin Dashboard
23	Outreach Dashboard
24	Service Provider Dashboard
25	Intake Form Manager
26	Needs Assessment Reports
27	Referral System
28	Progress Tracker
31	Smart Case Management (create/view/edit/assign cases)
32	Shared Calendar View

Project Summary: Web-Based Shelter Support System
This project aims to develop a comprehensive, mobile-responsive, web-based application using PHP, HTML, CSS, JavaScript, and SQL (via phpMyAdmin) for the clients of a local shelter at 310 Division Street (Transition House). The goal is to provide clients with seamless digital access to critical services, support assessments, and resources while integrating case management, outreach, and referral workflows.

Core Features
1. Client Registration & Login

   * Fields: First Name, Last Name, Email, Password, Confirm Password
   * Security Question (dropdown with 10 preset options) and Answer
   * Password validation: must match and be complete
2. Password Recovery
   * Clients enter email → if found, their security question appears
   * If the correct answer is provided, they may reset their password
3. Client Tasks Post-Login
   * Consent Form to allow advocacy and service coordination
   * Required Assessments:
      * Basic Profile Information
      * General Needs Assessment
      * Housing Assessment
      * Mental Health Assessment
      * Substance Use Assessment
      * Work & Employment Assessment
4. Service Provider Portal
   * Service providers can register and access clients seeking services
   * Facilitates referrals and case coordination
5. Communication & Scheduling
   * Internal Messaging System
   * Calendar with Tasks & Reminders
   * Notifications and Alerts
6. Documents & Resources
   * Upload, share, and store important documents
   * Library of local services and educational materials

Admin Panel Features
* Manage User Roles: Clients, Staff, Outreach Workers, Admins, Service Providers
* Dashboard with statistics and visual widgets
* View/Edit/Delete Users and Profiles, CHANGE PASSWORD
* Assign cases to staff/outreach
* View completed and pending assessments
* Messaging oversight and monitoring
* Add/Edit/Delete Resource Listings
* Export Data and System Reports
* System Logs and Activity Tracker

Full Feature Expansion (Requested)
1. Secure registration with validation
2. Forgot password with security question workflow
3. Admin panel with full management
4. Role management: clients, staff, outreach, admin, service providers
5. Consent & intake workflows
6. Messaging, chat, calendar

7. Document handling
8. Custom UI with modern design principles
9. Animations, shadows, icons, sounds, gradients
10. Mobile-friendly design

Extended Feature List (from 34 to 100)
1. Advanced Client Search & Filter
2. Internal Ticketing System
3. Geo-Location for Outreach Workers
4. Emergency Contact Info
5. Printable Case Files
6. Voice Notes Upload
7. Emergency Shelter Availability Dashboard
8. Daily Client Check-in/Check-out
9. Client Journaling Feature
10. AI-Powered Service Suggestions
11. Self-help Tools (quizzes, videos)
12. Attendance Tracker
13. Real-Time Referral Status
14. Export/Import Client Data
15. Client Flagging (priority/high-risk)
16. Service Matchmaker
17. Dependent Info Tracking
18. Digital ID Upload
19. Visual Dashboard Widgets
20. Archive System
21. Editable Templates for Forms
22. Print-to-PDF Options
23. Outreach Visit Logs
24. Virtual Whiteboard
25. Quick Action Buttons
26. Risk Level Color Codes
27. Community Events Calendar
28. Service Duration Tracker
29. AI Progress Summaries
30. Notes for Each Form
31. Staff Shift Scheduler
32. QR Code Client Login
33. Biometric Login (future option)
34. Onboarding Wizard
35. Survey Module
36. Feedback Collection
37. Live System Chat
38. Group Messaging/Chat

39. Dark Mode & Theme Customizer
40. Incident Reporting Tool
41. Crisis Response Button
42. Volunteer Coordinator
43. Auto-Assign Cases Based on Load
44. Mobile App Integration (future)
45. Accessibility Tools (text-to-speech, contrast mode)
46. Progress Rewards System (points, badges)
47. Offline Mode for Outreach
48. Walk-in Entry Mode
49. Automated Email Reminders
50. Drag-and-Drop Custom Dashboard for Each Role

Website Integrity, Security & System Health Tools
* Real-time Security Scanner (malware, file tampering)
* Admin Firewall Rules Editor
* Rate Limiting for Failed Login Attempts
* Encrypted Passwords (bcrypt/Argon2)
* Auto Logout After Inactivity
* SQL Table Integrity Checker
* Database Backup/Restore Panel
* SQL Query Optimization Monitor
* Foreign Key Validator
* Archive & Log Pruning
* System Status Dashboard (uptime, traffic, server load)
* Cronjob Checker
* Maintenance Mode Toggle
* Error Log Viewer
* Update Patch Installer

OUTSINC Component Breakdown: Detailed Functionality and Layouts

1. Home Dashboard

Purpose: Serve as the launchpad for all modules and provide quick, real-time updates.
Features:

- Welcome message (dynamic based on user role and time of day)
- Current time/date display
- Quick access tiles (e.g., "New Case", "Today's Tasks")
- Notification bell (shows unread alerts/messages)
- ScrollingMarquee.php (for tips, events, and alerts)

How It's Used:

- On login, users land here to navigate easily.

- View important alerts or updates instantly.

Layout:

- Top Bar: Logo, Current Time, User Profile dropdown
- Center Grid: Tiles for quick access to major sections
- Bottom Banner: Marquee scrolling messages

2. Client Case Management (DCIDE)

Purpose: Create, track, and manage client cases efficiently.

Features:

- Intake forms and profile creation with demographic, risk, and background info
- Create and manage client cases with status (new, pending, open, closed)
- Assign workers, manage alerts, notes, appointments, upload docs
- Secure collaboration between staff with case sharing and permissions

How It's Used:

- Staff enter or update case data; alerts and flags notify others
- Documentation is added over time (visits, follow-ups, etc.)

Layout:

- Sidebar: Filter/Search, Create New Case button
- Main Panel: Client list (sortable, searchable)
- Selected Case: Tabs for Notes, Documents, Appointments, Logs
- Plugins: File uploader, calendar applet, permission settings modal

3. Progress & Metrics (FOOTPRINT)

Purpose: Visualize client outcomes and program impact.

Features:

- Goal setting and milestone tracking per client
- Metrics for service usage (appointments attended, referrals completed)
- Dynamic charts and dashboards for staff and funders
- Exportable analytics reports

How It's Used:

- Track goals over time; evaluate client engagement
- Staff and admin access reporting features

Layout:

- Metrics Panel: Charts (bar, pie, line) with filters by date/case type
- Goal Tracker: Checklist view with completion dates
- Export: Button to download PDF/CSV
- Plugins: Chart.js, data filters, export tool

4. Referral Tools (LINK)

Purpose: Help connect clients with the right community resources.

Features:

- Smart matching engine based on client needs
- Referral submission with tracking status (sent, accepted, completed)
- Provider directory with filter/search by type and location
- Follow-up calendar, auto-reminders, and agreement archive

How It's Used:

- Staff submit referrals and monitor outcomes
- Directory supports staff in finding updated service info

Layout:

- Search Filters: Dropdowns for service type, urgency, and region
- Resource Cards: Name, services, contact, wait time, match score
- Tracker: Timeline or table of referral status and follow-ups
- Plugins: Smart search, geolocation, real-time status updates

5. Specialized Intake (BLES)

Purpose: Prioritize addiction recovery cases with tailored intake and advocacy.

Features:

- Custom form with addiction-specific questions (substance type, risk level, urgency)
- Consent signature field for advocacy
- Automatically flags high-risk clients
- Intake connects directly to partner programs (e.g., CCFA beds)

How It's Used:

- Outreach staff or clients fill out the form during engagement
- Automatically alerts program coordinators when urgent cases arise

Layout:

- Multi-step Form: Progress bar, questions grouped by category
- Consent Section: Digital signature field and timestamp
- Submission Confirmation: Print/save copy of intake
- Plugins: Risk evaluation logic, e-signature applet

6. Support & Crisis Communication (ASK)

Purpose: Provide 24/7 support, guidance, and emergency connections.

Features:

- Live chat with staff or peer supporters (anonymous or registered)
- Audio message support for low-literacy or accessibility needs
- Crisis tools (emergency contacts, helplines, safety plans)
- Article and FAQ library with tags and filters

How It's Used:

- Clients initiate chat when in distress or need guidance
- Messages saved to profile when logged in for follow-up

Layout:

- Chat Pane: Floating icon opens chat window with agent or AI

- Inbox View: Message threads, filters by urgency or case
- Resource Library: Search bar + topic cards (e.g., "How to find shelter")
- Plugins: WebSocket chat engine, audio recorder, FAQ tag system

7. Client Wellness & Growth (ETHAN)

Purpose: Encourage daily check-ins, learning, creativity, and growth.
Features:

- Mood and wellness tracker (emoji scale, sleep, meals)
- Personal journals (text, photo, voice entries)
- Learning modules with quiz/game formats
- Habit builder (daily routines, visual streak tracker)
- Achievement badges and encouragement system

How It's Used:

- Clients access ETHAN section to reflect, learn, and develop healthy habits
- Progress can be viewed by clients and their outreach workers

Layout:

- Dashboard: Mood graph, journal snippets, active modules
- Habit Calendar: Interactive check-in with badges
- Learning: Video or quiz tiles with progress bars
- Plugins: Chart.js, local storage for temporary data, audio player

8. Service Documentation (FOOTPRINT continued)

Purpose: Archive and verify all interactions, consents, and outreach efforts.
Features:

- Document repository by category (ID, intake, forms)
- Journey timeline with key events and notes
- Signature capture (client and worker)
- Outreach logs with location and time

How It's Used:

- Keep a legal and transparent record of all services provided
- Quick retrieval for case reviews, audits, or client access

Layout:

- File View: Folder tree or filterable list with upload button
- Timeline: Scrollable view of milestones with icons and timestamps
- Signature Panel: Sign/initial using tablet or touchscreen
- Plugins: Document viewer, location logger, e-signature pad

9. Notifications & Updates

Purpose: Central alert system for real-time communication.
Features:

- Custom alerts (case update, new referral, missed check-in)

- Notification center with read/unread filtering
- In-app and email/SMS alerts for key events

How It's Used:

- Keeps users informed of time-sensitive issues

Layout:

- Bell Icon: Hover to preview recent notifications
- Full View: Filtered list with action buttons (view, dismiss)
- Plugins: Push notification API, badge counter, reminder triggers

10. Together, OUTSINC Is...

A unified digital ecosystem where every component serves a purpose:

- DCIDE powers coordinated care.
- FOOTPRINT captures progress and evidence.
- LINK ensures timely connections.
- BLES accelerates addiction recovery access.
- ASK creates an immediate lifeline.
- ETHAN nurtures self-awareness and emotional growth.

It's one platform, many lifelines—designed to meet people exactly where they are.

1. Home Dashboard

Purpose: Serve as the launchpad for all modules and provide quick, real-time updates.

Features:

- Welcome message (dynamic based on user role and time of day)
- Current time/date display
- Quick access tiles (e.g., "New Case", "Today's Tasks")
- Notification bell (shows unread alerts/messages)
- ScrollingMarquee.php (for tips, events, and alerts)

How It's Used:

- On login, users land here to navigate easily.
- View important alerts or updates instantly.

Layout:

- Top Bar: Logo, Current Time, User Profile dropdown
- Center Grid: Tiles for quick access to major sections
- Bottom Banner: Marquee scrolling messages

2. Client Case Management

Purpose: Create, track, and manage client cases efficiently.

Features:

- New Case form with auto-generated ID
- Case status bar (e.g., New, Open, Pending, Closed)

- Assign worker with dropdown selector
- Case notes, history log, file attachments
- Filter and search all active/past cases

How It's Used:

- Staff open a new case or search for a client
- Update case status, assign tasks or notes

Layout:

- Left Sidebar: Filter/Search, New Case button
- Main Panel: Case List (table format)
- Right Panel (when case selected): Case details, status updates, notes

3. Scheduling & Task Tools

Purpose: Help organize follow-ups, appointments, and responsibilities.

Features:

- Shared calendar (client/staff view)
- Create/edit events or tasks
- Assign tasks to others
- Deadline reminders
- Daily, weekly, and monthly views

How It's Used:

- Add client appointments and reminders
- View all upcoming tasks by case or staff member

Layout:

- Tab switcher for Calendar or Task view
- Calendar section: drag-to-reschedule, color-coded items
- Task section: Checklist format with due dates and priority filters

4. Client Engagement & Wellness

Purpose: Track client wellness and support personal growth.

Features:

- Journal Log (text, photo, audio input)
- Wellness Tracker (mood, sleep, meals, meds)
- Habit Builder (e.g., daily check-ins, water intake)
- Learning Modules (e.g., financial literacy, addiction recovery)
- Photo Memories (upload/view tagged photos)

How It's Used:

- Clients check in daily or weekly with moods or journals
- Staff assign goals and monitor progress

Layout:

- Dashboard: Graphs (mood trends, habit streaks)
- Journal: Card layout per entry (date-tagged)
- Modules: Progress bar + Start/Resume buttons

- Habit Builder: Calendar view with checkmarks

5. Service Documentation & History

Purpose: Keep accurate, accessible records of consent, services, and outreach.
Features:

- Journey Timeline (milestones, notes, activities)
- Document Archive (upload/view by category)
- Signatures/Consent (capture e-signatures, consent history)
- Outreach Logs (location, type of contact, time)
- Impact Reports (auto-generated for case reviews)

How It's Used:

- Staff add outreach logs and service updates
- Documents are uploaded during intake or service delivery
- Reports generated for case reviews or external use

Layout:

- Timeline: Horizontal scroll view with icons and dates
- Document Archive: File tree or folder view
- Consent: Table with signed forms and status
- Logs: Filterable list with location and timestamp

6. Referral Management

Purpose: Help connect clients to the right services quickly.
Features:

- New Referral form with dropdown categories
- Resource directory with filter and search
- Referral status tracking (sent, accepted, completed)
- Follow-up Calendar for referral check-ins
- Agreements & MOUs (view/download signed agreements)

How It's Used:

- Staff select service and send referral
- Follow-up tasks created automatically

Layout:

- Left Panel: Resource filters (region, service type, waitlist)
- Center: Resource cards (name, info, contact)
- Right Panel: Referral history and follow-up tracker

7. Live Support & Communication

Purpose: Offer real-time assistance and information to clients and staff.
Features:

- Live Chat (real-time with staff, send audio clips)
- Message Inbox (archive, flag, or continue convos)
- Crisis Tools (quick access to emergency info)

- Self-help Articles & Tips (tagged and searchable)
- FAQ & Anonymous Question submission
- Custom notification system

How It's Used:

- Clients reach out for help instantly
- Staff monitor and respond or escalate messages

Layout:

- Chat Pane: Slide-in panel from side or bottom
- Inbox: List view with tags and date
- Crisis Tools: Button grid or expandable menu
- Articles: Grid with search bar
- Notifications: Bell icon with dropdown list

1. Home Dashboard

Purpose: Serve as the launchpad for all modules and provide quick, real-time updates.

Features:

- Welcome message (dynamic based on user role and time of day)
- Current time/date display
- Quick access tiles (e.g., "New Case", "Today's Tasks")
- Notification bell (shows unread alerts/messages)
- ScrollingMarquee.php (for tips, events, and alerts)

How It's Used:

- On login, users land here to navigate easily.
- View important alerts or updates instantly.

Layout:

- Top Bar: Logo, Current Time, User Profile dropdown
- Center Grid: Tiles for quick access to major sections
- Bottom Banner: Marquee scrolling messages

2. Client Case Management

Purpose: Create, track, and manage client cases efficiently.

Features:

- New Case form with auto-generated ID
- Case status bar (e.g., New, Open, Pending, Closed)
- Assign worker with dropdown selector
- Case notes, history log, file attachments
- Filter and search all active/past cases

How It's Used:

- Staff open a new case or search for a client
- Update case status, assign tasks or notes

Layout:

- Left Sidebar: Filter/Search, New Case button

- Main Panel: Case List (table format)
- Right Panel (when case selected): Case details, status updates, notes

3. Scheduling & Task Tools

Purpose: Help organize follow-ups, appointments, and responsibilities.
Features:

- Shared calendar (client/staff view)
- Create/edit events or tasks
- Assign tasks to others
- Deadline reminders
- Daily, weekly, and monthly views

How It's Used:

- Add client appointments and reminders
- View all upcoming tasks by case or staff member

Layout:

- Tab switcher for Calendar or Task view
- Calendar section: drag-to-reschedule, color-coded items
- Task section: Checklist format with due dates and priority filters

4. Client Engagement & Wellness

Purpose: Track client wellness and support personal growth.
Features:

- Journal Log (text, photo, audio input)
- Wellness Tracker (mood, sleep, meals, meds)
- Habit Builder (e.g., daily check-ins, water intake)
- Learning Modules (e.g., financial literacy, addiction recovery)
- Photo Memories (upload/view tagged photos)

How It's Used:

- Clients check in daily or weekly with moods or journals
- Staff assign goals and monitor progress

Layout:

- Dashboard: Graphs (mood trends, habit streaks)
- Journal: Card layout per entry (date-tagged)
- Modules: Progress bar + Start/Resume buttons
- Habit Builder: Calendar view with checkmarks

5. Service Documentation & History

Purpose: Keep accurate, accessible records of consent, services, and outreach.
Features:

- Journey Timeline (milestones, notes, activities)
- Document Archive (upload/view by category)
- Signatures/Consent (capture e-signatures, consent history)

- Outreach Logs (location, type of contact, time)
- Impact Reports (auto-generated for case reviews)

How It's Used:

- Staff add outreach logs and service updates
- Documents are uploaded during intake or service delivery
- Reports generated for case reviews or external use

Layout:

- Timeline: Horizontal scroll view with icons and dates
- Document Archive: File tree or folder view
- Consent: Table with signed forms and status
- Logs: Filterable list with location and timestamp

6. Referral Management

Purpose: Help connect clients to the right services quickly.

Features:

- New Referral form with dropdown categories
- Resource directory with filter and search
- Referral status tracking (sent, accepted, completed)
- Follow-up Calendar for referral check-ins
- Agreements & MOUs (view/download signed agreements)

How It's Used:

- Staff select service and send referral
- Follow-up tasks created automatically

Layout:

- Left Panel: Resource filters (region, service type, waitlist)
- Center: Resource cards (name, info, contact)
- Right Panel: Referral history and follow-up tracker

7. Live Support & Communication

Purpose: Offer real-time assistance and information to clients and staff.

Features:

- Live Chat (real-time with staff, send audio clips)
- Message Inbox (archive, flag, or continue convos)
- Crisis Tools (quick access to emergency info)
- Self-help Articles & Tips (tagged and searchable)
- FAQ & Anonymous Question submission
- Custom notification system

How It's Used:

- Clients reach out for help instantly
- Staff monitor and respond or escalate messages

Layout:

- Chat Pane: Slide-in panel from side or bottom

- Inbox: List view with tags and date
- Crisis Tools: Button grid or expandable menu
- Articles: Grid with search bar
- Notifications: Bell icon with dropdown list

🌐 OUTSINC – Outreach Someone In Need of Change

A holistic digital ecosystem built to support individuals facing addiction, homelessness, mental health struggles, and life instability. OUTSINC combines advocacy, care coordination, real-time communication, goal tracking, and personal development—all in one user-friendly, secure platform.

🔷 DCIDE – Case Management Core

Driving Change Inspiring Development Everywhere
The heart of OUTSINC. DCIDE empowers outreach workers and admins to create and manage individual client cases, track interactions, and build personalized support plans.

- Client profiles, intake forms, and history logs
- Create and update cases (new, pending, open, closed)
- Alerts, notes, appointments, documents
- Secure collaboration between team members

🔷 FOOTPRINT – Data & Progress Tracking

Future Outlooks, Opportunities, and Tracking Progress in Real-time
FOOTPRINT works hand-in-hand with DCIDE to track client progress, visualize engagement, and measure outcomes through dynamic dashboards and analytics.

- Goal tracking and milestone setting
- Service usage metrics and outcome reports
- Visual feedback for both staff and clients
- Exportable data for grants, funding, or review

🔷 LINK – Referral Engine

Lead Individuals to New Knowledge
LINK connects clients with community resources and partner organizations, ensuring seamless and trackable referrals to housing, food, employment, treatment, and more.

- Smart referral matching based on needs
- Real-time referral status tracking
- Directory of trusted providers and services
- Follow-up tools to close the loop

🔷 BLES – Specialized Intake & Advocacy

Breaking Life's Endless Struggles
Designed for individuals seeking addiction recovery, BLES is a focused intake form

that provides consent-based advocacy for access to treatment beds and support programs.

- Addiction-specific questions and needs assessment
- Consent to advocate for placement (e.g., at CCFA)
- Prioritizes urgent cases with risk evaluation
- Speeds up referrals into structured recovery pathways

🔷 ASK – Crisis & Support Chat

Access Support Knowledge

ASK provides a real-time messaging platform for individuals in crisis or in need of support. It's always available for mental health, addiction, housing, or emotional help.

- Live, anonymous or account-based chat
- Emergency support, resource navigation, and peer help
- Voice message feature for accessibility
- Chat inbox and history for follow-up care

🔷 ETHAN – Wellness, Learning, and Growth

Everything That's Human And Normal

ETHAN is the self-care and personal development layer of OUTSINC. It encourages creativity, reflection, learning, and emotional resilience.

- Daily check-ins, personal journals, and affirmations
- Learning tools, quizzes, inspirational content
- Interactive wellness activities (art, writing, games)
- Long-term growth tracking and encouragement badges

✅ Together, OUTSINC Is...

A life-changing digital platform that meets people where they are—whether they need emergency help, long-term care planning, or just a place to feel seen, heard, and supported.

It's one app, many lifelines.

Project Summary: Web-Based Shelter Support System

This project aims to develop a comprehensive, mobile-responsive, web-based application using PHP, HTML, CSS, JavaScript, and SQL (via phpMyAdmin) for the clients of a local shelter at 310 Division Street (Transition House). The goal is to provide clients with seamless digital access to critical services, support assessments, and resources while integrating case management, outreach, and referral workflows.

Core Features

1. Client Registration & Login
    - Fields: First Name, Last Name, Email, Password, Confirm Password

    - Security Question (dropdown with 10 preset options) and Answer
    - Password validation: must match and be complete
2. Password Recovery
    - Clients enter email → if found, their security question appears
    - If the correct answer is provided, they may reset their password
3. Client Tasks Post-Login
    - Consent Form to allow advocacy and service coordination
    - Required Assessments:
        - Basic Profile Information
        - General Needs Assessment
        - Housing Assessment
        - Mental Health Assessment
        - Substance Use Assessment
        - Work & Employment Assessment
4. Service Provider Portal
    - Service providers can register and access clients seeking services
    - Facilitates referrals and case coordination
5. Communication & Scheduling
    - Internal Messaging System
    - Calendar with Tasks & Reminders
    - Notifications and Alerts
6. Documents & Resources
    - Upload, share, and store important documents
    - Library of local services and educational materials

Admin Panel Features

- Manage User Roles: Clients, Staff, Outreach Workers, Admins, Service Providers
- Dashboard with statistics and visual widgets
- View/Edit/Delete Users and Profiles, CHANGE PASSWORD
- Assign cases to staff/outreach
- View completed and pending assessments
- Messaging oversight and monitoring
- Add/Edit/Delete Resource Listings
- Export Data and System Reports
- System Logs and Activity Tracker

Full Feature Expansion (Requested)

1. Secure registration with validation
2. Forgot password with security question workflow
3. Admin panel with full management

4. Role management: clients, staff, outreach, admin, service providers
5. Consent & intake workflows
6. Messaging, chat, calendar
7. Document handling
8. Custom UI with modern design principles
9. Animations, shadows, icons, sounds, gradients
10. Mobile-friendly design

Extended Feature List (from 34 to 100)

1. Advanced Client Search & Filter
2. Internal Ticketing System
3. Geo-Location for Outreach Workers
4. Emergency Contact Info
5. Printable Case Files
6. Voice Notes Upload
7. Emergency Shelter Availability Dashboard
8. Daily Client Check-in/Check-out
9. Client Journaling Feature
10. AI-Powered Service Suggestions
11. Self-help Tools (quizzes, videos)
12. Attendance Tracker
13. Real-Time Referral Status
14. Export/Import Client Data
15. Client Flagging (priority/high-risk)
16. Service Matchmaker
17. Dependent Info Tracking
18. Digital ID Upload
19. Visual Dashboard Widgets
20. Archive System
21. Editable Templates for Forms
22. Print-to-PDF Options
23. Outreach Visit Logs
24. Virtual Whiteboard
25. Quick Action Buttons
26. Risk Level Color Codes
27. Community Events Calendar
28. Service Duration Tracker
29. AI Progress Summaries
30. Notes for Each Form
31. Staff Shift Scheduler
32. QR Code Client Login

33. Biometric Login (future option)
34. Onboarding Wizard
35. Survey Module
36. Feedback Collection
37. Live System Chat
38. Group Messaging/Chat
39. Dark Mode & Theme Customizer
40. Incident Reporting Tool
41. Crisis Response Button
42. Volunteer Coordinator
43. Auto-Assign Cases Based on Load
44. Mobile App Integration (future)
45. Accessibility Tools (text-to-speech, contrast mode)
46. Progress Rewards System (points, badges)
47. Offline Mode for Outreach
48. Walk-in Entry Mode
49. Automated Email Reminders
50. Drag-and-Drop Custom Dashboard for Each Role

Website Integrity, Security & System Health Tools

- Real-time Security Scanner (malware, file tampering)
- Admin Firewall Rules Editor
- Rate Limiting for Failed Login Attempts
- Encrypted Passwords (bcrypt/Argon2)
- Auto Logout After Inactivity
- SQL Table Integrity Checker
- Database Backup/Restore Panel
- SQL Query Optimization Monitor
- Foreign Key Validator
- Archive & Log Pruning
- System Status Dashboard (uptime, traffic, server load)
- Cronjob Checker
- Maintenance Mode Toggle
- Error Log Viewer
- Update Patch Installer

Build a comprehensive, production-ready web application for “OUTSINC – Outreach Someone In Need of Change.” This application is the centralized hub that integrates multiple specialized platforms to support individuals in need, including services for case management, client intake, referrals, and analytics. The entire system should be built using PHP for backend logic, MySQL as the database, HTML/CSS for the frontend, and minimal JavaScript (primarily for UI interactions like dropdown menus and subtle animations). The design must be modern, responsive, and visually engaging with smooth animations, 3D hover effects, shadows, and clear iconography (using FontAwesome or a similar icon library).

Project Overview and Objectives

- **Application Name:** OUTSINC (Outreach Someone In Need of Change)
- **Purpose:** To provide a centralized, integrated platform that connects individuals to various support services via multiple interrelated systems. OUTSINC acts as the “hub” for our ecosystem, which includes:
  - **DCIDE:** A robust case management system for tracking client progress.
  - **LINK:** A seamless referral network connecting clients to community services.
  - **BLES:** A specialized platform focused on addiction recovery and client intake.
  - **ASK:** A real-time chat and support system for immediate guidance.
  - **ETHAN:** An analytics and tracking platform to monitor case outcomes.
  - **Footprint:** A unique tool for tracking the impact and sustainability of our services.
- **Goals:** To deliver a unified and accessible experience for outreach workers, case managers, and clients by streamlining communication, case tracking, and referrals.

Application Components & Features

1. **Frontend Structure**
- **Home Page (index.php):**
  - A fixed, modern top navigation bar that includes:
    - Logo (link to home)
    - Navigation links: Home, Services, About Us, Contact
    - A dropdown menu for Platforms listing: OUTSINC, DCIDE, LINK, BLES, ASK, ETHAN, Footprint
  - **Hero Section:**
    - A full-width hero image with an overlay
    - A call-to-action (CTA) button (e.g., “Get Involved”)
    - A brief, compelling tagline that explains OUTSINC’s mission.
  - **Overview Section:**
    - A description of OUTSINC’s purpose and integrated platforms.
    - Bulleted lists highlighting features of each platform.
  - **Services Section:**
    - A grid layout showcasing services (e.g., Housing Assistance, Employment

Support, Mental Health, Addiction Recovery, Legal & Financial Aid) with icons and brief descriptions.
  - **Platforms Section:**
    - A grid of platform cards, each with a unique icon, a title, a short description, and a "Learn More" button linking to the individual platform detail pages.
- **Platform Detail Pages:** Create separate PHP pages (e.g., outsinc.php, dcide.php, link.php, bles.php, ask.php, ethan.php, footprint.php) that detail the features, benefits, and unique functionality of each platform.
- **Forms:**
  - **Client Intake Form:** A dedicated page that collects client data (name, contact info, address, etc.) using responsive HTML forms.
  - **Case Creation Form:** A comprehensive multi-section form to create a new case with the following sections:
    - **Case Details:** Case title, auto-generated ID (display only), date opened, priority level (dropdown: High, Medium, Low), status (dropdown: New, Open, In Progress, Pending, Resolved, Closed), assigned worker (dropdown), case type (dropdown: Housing, Employment, Mental Health, Substance Use, Other), and description.
    - **Client Information:** Client name (dropdown), auto-populated client ID and contact information.
    - **Goals and Objectives:** Fields for goal title, description, target completion date, and progress status (dropdown or slider).
    - **Tasks and Action Plan:** Fields for task title, description, assigned to (dropdown), due date, and completion status.
    - **Case Notes and Attachments:** (Optional additional sections for updates and file uploads)
- **Responsive Design & Animations:**
  - Use CSS media queries to ensure responsiveness on mobile and desktop.
  - Include subtle CSS animations for hover effects, fade-ins, and smooth transitions.
  - Use shadow and 3D effects on buttons and cards for an engaging UI.
  - Use FontAwesome icons to visually represent services and platforms.

2. **Backend Structure**
- **Server-Side Language:** PHP
- **Database:** MySQL
- **Core PHP Files:**
  - `index.php`: Home page with navigation, hero, services, and platforms.
  - `create_case.php`: Processes the Case Creation Form, using prepared statements to insert data into the database.
  - Additional PHP files for client intake (e.g., `client_intake.php`) and platform details.
- **Database Schema:** Provide SQL scripts to create tables for:
  - **cases:** Fields include case_id (auto-increment), case_title, date_opened,

priority_level, status, assigned_worker, case_type, description, client_name, created_at (timestamp), etc.
  - **goals:** Fields include goal_id, case_id (foreign key), goal_title, goal_description, target_date, progress_status.
  - **tasks:** Fields include task_id, case_id (foreign key), task_title, task_description, assigned_to, due_date, completion_status.
- **Database Connection:** Ensure secure connection to MySQL using mysqli or PDO with error handling and input sanitization.

3. **Deployment & Configuration**
- **Server Requirements:**
  - Web server: Apache or Nginx on a LAMP/LEMP stack.
  - PHP Version: 7.4+ (preferably PHP 8+).
  - MySQL or MariaDB.
- **Setup Instructions:**
  - Detailed steps to install the LAMP/LEMP stack.
  - How to deploy the PHP files in the document root.
  - SQL commands to create the necessary database and tables.
  - Instructions for configuring database credentials in the PHP scripts.
  - Setting proper file permissions and configuring virtual hosts (if necessary).
- **Security Considerations:**
  - Use HTTPS.
  - Sanitize and validate all user inputs.
  - Use prepared statements to prevent SQL injection.
- **Maintenance & Scalability:**
  - Guidelines for regular backups.
  - Considerations for caching static assets.
  - Instructions for adding new features or pages.

4. **Documentation and System Review Report**
- Provide a detailed system review report (as a separate document or within the code comments) that covers:
  - An overview of the architecture (frontend, backend, database).
  - File and folder structure.
  - Detailed description of each component and its purpose.
  - Step-by-step deployment instructions.
  - Future scalability and maintenance recommendations.

Output Requirements
- Provide all necessary code files:
  - PHP files (index.php, create_case.php, client_intake.php, outsinc.php, dcide.php, link.php, bles.php, ask.php, ethan.php, footprint.php, etc.)
  - A CSS file (styles.css) with all responsive and animation styles.
  - Minimal JavaScript embedded or as separate file(s) to handle dropdown menus

and animations.
  - SQL script(s) to create the required database tables.
- Include inline comments in the code for clarity.
- Provide a comprehensive system review report as a text document summarizing the overall architecture, file structure, and deployment instructions.

Final Deliverable
The final deliverable should be a fully functional web application with a modern, responsive design and smooth animations. It should be ready for deployment on a LAMP/LEMP server and include full documentation to help with future maintenance and scalability.

By following this extensive prompt, please generate a complete solution (with code and documentation) that meets the detailed specifications for the OUTSINC system and its integrated platforms.

General Intake Form

This is the first step after registration. It collects basic personal details and assesses initial needs.

Fields:

1. Personal Information

- Full Legal Name (Auto-filled from Registration)
- Preferred Name (Optional, Text input)
- Date of Birth (Auto-filled from Registration)
- Gender Identity (Dropdown)
  - Male
  - Female
  - Non-binary
  - Prefer not to say
  - Other (Text input if selected)
- Marital Status (Dropdown)
  - Single
  - Married
  - Divorced
  - Widowed

  - Separated
  - Other

2. Contact Information
  - Phone Number (Auto-filled from Registration, Editable)
  - Email Address (Auto-filled from Registration)
  - Current Address (Text input)
  - Emergency Contact Name (Text input)
  - Emergency Contact Phone Number (Text input)
  - Emergency Contact Relationship (Dropdown)
    - Parent
    - Sibling
    - Spouse
    - Friend
    - Other

3. Living Situation
  - Current Living Situation (Dropdown)
    - Permanent Housing
    - Transitional Housing
    - Homeless (Street, Shelter, Vehicle)
    - Couch Surfing
    - Living with Family/Friends
    - Other (Text input if selected)

4. Employment & Income
  - Employment Status (Dropdown)
    - Employed Full-Time
    - Employed Part-Time
    - Unemployed
    - Student
    - Retired
    - Other
  - Source of Income (Dropdown, multi-select enabled)
    - Employment
    - Disability Support
    - Social Assistance
    - Pension
    - No Income
    - Other

5. Immediate Needs Assessment

Clients select the primary reasons for seeking support. (Multi-select dropdown)

- Housing Assistance
- Addiction Support

- Mental Health Counseling
- Food & Basic Needs
- Employment Assistance
- Legal Aid
- Domestic Violence Support
- Financial Assistance
- Other

✅ Once completed, clients can proceed to Advanced Intake or wait for a caseworker to contact them.

Advanced Intake Form

This form is optional and collects in-depth information to personalize case management.

1. Health & Wellness

- Do you have any diagnosed medical conditions? (Yes/No)
  - If Yes, list conditions (Text input)
- Do you have any disabilities? (Yes/No)
  - If Yes, describe (Text input)
- Do you currently take any medications? (Yes/No)
  - If Yes, list medications (Text input)
- Do you have any mental health diagnoses? (Yes/No)
  - If Yes, select: (Multi-select dropdown)
    - Depression
    - Anxiety
    - PTSD
    - Bipolar Disorder
    - Schizophrenia
    - Other (Text input if selected)
- Are you currently receiving mental health treatment? (Yes/No)

2. Substance Use History

- Have you ever used substances (drugs/alcohol)? (Yes/No)
- Do you currently use any substances? (Yes/No)
  - If Yes, which ones? (Multi-select dropdown)
    - Alcohol
    - Cannabis
    - Cocaine/Crack
    - Heroin/Opiates
    - Methamphetamine
    - Other (Text input)
- Do you want support for substance use? (Yes/No)
- Have you ever attended a treatment program? (Yes/No)

    - If Yes, list previous programs (Text input)

3. Legal & Criminal History

- Do you have any legal issues or pending cases? (Yes/No)
- Have you ever been incarcerated? (Yes/No)
- Are you currently on probation/parole? (Yes/No)

4. Social Support & Relationships

- Do you have family or friends who support you? (Yes/No)
- Do you have children? (Yes/No)
    - If Yes, list names and ages (Text input)
- Are you involved with child welfare services? (Yes/No)

5. Goals & Support Preferences

- What are your top 3 priorities right now? (Multi-select dropdown)
    - Find housing
    - Enter addiction treatment
    - Get mental health support
    - Find a job
    - Get financial assistance
    - Other (Text input)
- Preferred support method (Dropdown)
    - Phone Calls
    - In-Person Meetings
    - Text Messages
    - Emails
    - Other

✅ Once completed, the intake information is saved to the client's case profile in DCIDE for caseworkers to access.

Summary of the Workflow

1. Client registers (basic info, login details).
2. Client completes General Intake (basic needs & personal details).
3. Client optionally completes Advanced Intake (detailed case information).
4. Caseworker reviews & assigns support services in DCIDE Case Management

6.2 Color Scheme

- Primary Colors:
    - Deep Blue (#003366): For overall navigation backgrounds and key CTAs.
    - Cool Teal (#009688): Used for hover effects and accent elements.
- Platform Accent Colors:
    - ETHAN: Warm Coral (#FF6F61)
    - DCIDE: Vibrant Green (#43A047)

    - LINK: Bright Indigo (#3F51B5)
    - ASK: Soft Sky Blue (#29B6F6)
    - BLES: Muted Orange (#FB8C00)
    - FOOTPRINT: Earthy Brown (#8D6E63)
- Neutrals:
  Light Gray (#F5F5F5) for backgrounds; Dark Gray (#424242) for text.

6.3 Iconography & Graphics

- Consistency:
  All platform icons use a flat or semi-flat design with subtle gradients or soft shadows.
- Usage:
  Icons appear in navigation, dashboards, and interactive elements (tooltips, sticky notes).
- File Format:
  SVG for scalability and clarity.

6.4 Navigation & Layout

- Overall Site Navigation:
  A sticky header featuring the OUTSINC logo, main site links, and authentication CTAs.
- Platform Navigation:
  Each platform page includes a dedicated navigation bar with platform-specific links and accent colors.
- Dashboard:
  Role-based dashboards that centralize key information, notifications, and links to relevant modules.

3.2 Frontend Architecture (HTML, CSS, Minimal JS)

- HTML & CSS:
    - HTML5 for semantic structure.
    - CSS3 using Flexbox/Grid for responsive design.
    - A consistent color palette and typography to maintain a unified look.
- JavaScript:
    - Minimal scripts for basic interactivity (e.g., hover effects, sidebar toggling).
    - No heavy frameworks—scripts are lightweight and only used as needed.

4. Platform Overviews

4.1 ETHAN (Advocacy & Storytelling)

- Purpose:
  Share user stories, run advocacy campaigns, and raise awareness.
- Key Features:

    - Story submission and testimonials.
    - Campaign details and resource guides.
    - Social sharing and volunteer call-to-actions.
- Navigation:
    - Logo: ETHAN icon (heart/human silhouette) with “ETHAN.”
    - Links: Overview, Stories, Campaigns, Resources, Get Involved.
    - Accent Color: Warm Coral (#FF6F61).

4.2 DCIDE (Case Management & Progress Tracking)

- Purpose:
  Manage and track client cases, set goals, and monitor recovery progress.
- Key Features:
    - Dashboard for case overview.
    - Case creation, updates, and progress reports.
    - Integrated task and messaging systems.
- Navigation:
    - Logo: DCIDE icon (arrow or case folder) with “DCIDE.”
    - Links: Dashboard, My Cases, New Case, Reports, Resources.
    - Accent Color: Vibrant Green (#43A047).

4.3 LINK (Referrals & Connections)

- Purpose:
  Connect users with external service providers and facilitate referrals.
- Key Features:
    - Searchable service directory.
    - Referral submission and status tracking.
    - How It Works guide and FAQs.
- Navigation:
    - Logo: LINK icon (chain links) with “LINK.”
    - Links: Directory, How It Works, Submit Referral, My Referrals, FAQ.
    - Accent Color: Bright Indigo (#3F51B5).

4.4 ASK (Messaging & Support)

- Purpose:
  Offer real-time messaging and support.
- Key Features:
    - Inbox for messages and notifications.
    - Chat interface for initiating new conversations.
    - Help center with FAQs and announcements.
- Navigation:
    - Logo: ASK icon (speech bubble) with “ASK.”
    - Links: Inbox, Start Chat, FAQ/Help, Announcements.
    - Accent Color: Soft Sky Blue (#29B6F6).

4.5 BLES (Intake & Recovery Support)

- Purpose:
  Manage intake forms and provide recovery support resources.
- Key Features:
  - Intake form submission.
  - Personalized profiles and recovery progress.
  - Access to recovery tools, support teams, and success stories.
- Navigation:
  - Logo: BLES icon (home/shelter) with "BLES."
  - Links: Intake Form, My Profile, Recovery Tools, Support Team, Success Stories.
  - Accent Color: Muted Orange (#FB8C00).

4.6 FOOTPRINT (Outreach, Incident Logging, and Reporting)

- Purpose:
  Log incidents, track outreach efforts, and manage harm reduction activities.
- Key Features:
  - Incident reporting forms.
  - Dashboard for viewing outreach activity.
  - Interactive map for locating reports and cleanup events.
- Navigation:
  - Logo: FOOTPRINT icon (footprint with digital markers) with "FOOTPRINT."
  - Links: Dashboard, Report Incident, Cleanups, My Reports, Map View.
  - Accent Color: Earthy Brown (#8D6E63).

5. User Roles & Access

- Clients:
  Access personal profiles, case details, and resource information.
- Service Providers:
  View advanced profiles (with consent) and manage referrals and support.
- Outreach Workers:
  Log interactions, create cases, and report incidents.
- Administrators:
  Oversee the entire ecosystem, manage users, and analyze reports.
- Community Members:
  Participate in reporting (e.g., via FOOTPRINT) and volunteer for outreach initiatives.

GENERAL NEEDS ASSESSMENT FORM

Shelter Name: ______________________________

Date of Intake: //______

Caseworker Name: _________________________

1. PERSONAL INFORMATION

- Full Name: ______________________________
- Date of Birth: //______
- Gender Identity: □ Male □ Female □ Non-Binary □ Transgender □ Other (specify): _____________
- Pronouns: □ He/Him □ She/Her □ They/Them □ Other: _____________
- Race/Ethnicity: □ Indigenous □ Black □ White □ Hispanic/Latino □ Asian □ Middle Eastern □ Other: _____________
- Primary Language: ________________________
- Phone Number: __________________________
- Email Address: __________________________
- Emergency Contact Name: __________________________
- Emergency Contact Phone: __________________________
- Relationship to Emergency Contact: □ Parent □ Sibling □ Friend □ Caseworker □ Other: _____________

2. HOUSING & HOMELESSNESS HISTORY

- Current Living Situation: □ Street/Unsheltered □ Car □ Couch Surfing □ Shelter □ Hotel/Motel □ Other: _____________
- Length of Time Homeless: □ Less than 1 month □ 1-3 months □ 3-6 months □ 6 months - 1 year □ More than 1 year
- Previous Shelter Stays: □ Yes □ No
- Have You Ever Been Evicted? □ Yes □ No
- If Yes, Reason for Eviction: ____
- Are You on a Housing Waitlist? □ Yes □ No
- Do You Have a Plan to Secure Housing? □ Yes □ No
- What Barriers Prevent You from Finding Housing? ____

3. HEALTH & MEDICAL INFORMATION

- Do You Have Any Medical Conditions? □ Yes □ No (If Yes, specify): _____________
- Do You Have Any Disabilities? □ Yes □ No (If Yes, specify): _____________
- Are You Currently on Medication? □ Yes □ No (If Yes, list medications): _____________
- Do You Have Any Allergies? □ Yes □ No (If Yes, specify): _____________
- Do You Have Any Mental Health Concerns? □ Yes □ No (If Yes, specify): _____________
- Have You Been Hospitalized for Mental Health Reasons? □ Yes □ No
- Do You Struggle with Substance Use? □ Yes □ No (If Yes, specify

substances): ____________

- Are You Interested in Addiction Recovery Services? □ Yes □ No
- Do You Have Access to a Primary Care Doctor? □ Yes □ No

4. LEGAL & SAFETY INFORMATION

- Have You Ever Been Arrested or Convicted? □ Yes □ No
- Are You on Probation or Parole? □ Yes □ No
- Do You Have a Probation/Parole Officer? □ Yes □ No (If Yes, provide contact info): ____________
- Are You Experiencing Domestic Violence? □ Yes □ No
- Do You Feel Safe in Your Current Situation? □ Yes □ No
- Would You Like Assistance with Legal Services? □ Yes □ No

5. EMPLOYMENT & FINANCIAL INFORMATION

- Are You Currently Employed? □ Yes □ No
- If Yes, Where? ____________________________
- Income Source: □ Job □ Social Assistance □ Disability Benefits □ No Income □ Other: ____________
- Would You Like Assistance Finding Employment? □ Yes □ No
- Are You Interested in Job Training or Education Programs? □ Yes □ No

6. SUPPORT NEEDS & GOALS

- What Services Do You Need? (Check all that apply)
  - □ Housing Assistance
  - □ Mental Health Support
  - □ Addiction Services
  - □ Food Assistance
  - □ Job Training & Employment Services
  - □ Legal Support
  - □ Financial Assistance
  - □ Other: ____________
- What Are Your_______________________

** Goals While Staying at the Shelter?**

____

- Are There Any Additional Needs You'd Like to Share? ___________________________7. CONSENT & AGREEMENTS
- Consent to Share Information with Other Agencies? □ Yes □ No
- Acknowledgment of Shelter Rules & Policies □ I agree (Signature Required)
- Client Signature: ____________________________

- Caseworker Signature: ______________________________

This form is intended to help identify the client's needs, determine eligibility for services, and assist in case management planning. All information is confidential and used only for support and program improvement.

Prompt: Shelter Management System — Bed Layout & Client Assignment

We are building a web-based Shelter Management System designed to help shelter staff manage client intake, bed layout, case management, and client communications.

Right now, we need a feature that allows staff to visually design and manage the floorplan of beds inside the shelter. Staff should be able to:

- Add beds dynamically (Single, Double, or Bunk beds)
- Drag and drop beds into a customizable floor layout/grid
- Assign clients to beds with restrictions based on:
  - Gender
  - Age
  - Whether the client has a pet (dog/cat)
- Beds should display real-time status: Vacant, Occupied, or Reserved
- Clients with accounts should get portal notifications when they are assigned or moved to a new bed
- Beds should visually update with client info once assigned
- Save the entire floorplan persistently to the backend so staff can return to it at any time

Bonus features include:

- Client and staff messaging system (private or group chats)
- Assessment and case management forms attached to each client
- Templated intake forms for quick client onboarding
- Long-term analytics tracking lifecycle trends in homelessness

The design should be modern, responsive, and very user-friendly.

We are looking for developers who are confident in React (Next.js or Vite), Tailwind CSS, Drag-and-Drop libraries (like DnD Kit or React-Beautiful-DnD), and have strong experience with state management and back-end data persistence