

Onboarding Materials Project

May 21, 2025

Project Vision and Goals:

Project Vision Statement: The Onboarding Materials Project responds to requests from people with lived experience of homelessness, Committee members, and community partners. The Onboarding Materials Project will create a comprehensive, accessible, and inclusive onboarding process that empowers all partners to engage meaningfully, effectively, and equitably within EveryOne Home, the Oakland, Berkeley/Alameda County Continuum of Care (CoC). Homebase will lead the Onboarding Materials Project per the Leadership Board's directive.

Project Goals:

- New Committee members will onboard to Committees with a clear understanding of EveryOne Home's governance structure, Committee roles, and Committee member responsibilities.
- New Committee members will onboard to Committees with a clear understanding of EveryOne Home's Racial Equity Framework.
- Committee members will participate in the development of onboarding training that is responsive to input and feedback from people with lived experience of homelessness, Committee members, and community partners.

Project Outline:

Phase 1:	Project Plan Development	June 2025
<ul style="list-style-type: none">• Homebase will develop the Onboarding Materials Project Plan, as well as preparing all current Onboarding Materials presentations and Orientation Packet for review.		
Phase 2:	Feedback on Onboarding Materials	July - August 2025
<ul style="list-style-type: none">• Homebase will post Onboarding Materials presentations and Orientation Packet on the EveryOne Home website for review.• Homebase will collaborate with Committee co-chairs to collect input from Committee members.		

<ul style="list-style-type: none"> • Homebase will collaborate with People with Lived Experience (PWLE) spaces to collect input from Committee members with lived experience of homelessness. • Committee members will also be invited to give feedback by focus group, Google Form survey, and email. • Homebase will collect and consolidate feedback on the Onboarding Materials presentations and Orientation packet. 		
Phase 3:	Implementation	July – November 2025
<ul style="list-style-type: none"> • Homebase will provide updates on the project’s progress to the Leadership Board, the Evidence-Based Solutions Committee, PWLE spaces, and Committee co-chairs. • Homebase will develop and deliver Onboarding Materials trainings that incorporates the received feedback. • Homebase will update the Orientation Packet to incorporate the received feedback. 		
Phase 4:	Debrief and Report	December 2025
<ul style="list-style-type: none"> • Homebase will collect feedback from Committee members on the Onboarding Materials trainings. • Homebase will provide a final report out to the Leadership Board, the Evidence Based Solutions Committee, PWLE spaces, and Committee co-chairs as requested. 		

Continuum of Care (CoC) Committees and Partners for Feedback:

- Leadership Board
- Evidence-Based Solutions Committee
- CoC Standards, Compliance and Funding Committee
- HMIS Committee
- Housing Capacity Committee
- Housing Stability and Homelessness Prevention Committee
- Outreach, Access, and Coordination Committee
- System Impact Committee
- Youth Committee
- Committee members with lived experience of homelessness