Preparation for Check-in Calls

Purpose of Calls

We want to support your work and for your programs to succeed! This is an opportunity for you to share your progress with The JFNA Center on Holocaust Survivor Care and Institute on Aging and Trauma and for us to give you updates. We will collect best practices to share and provide technical support. These discussions will help your agency complete the quarterly reports and give you an opportunity to receive coaching on your programming.

Check-in Call Agenda

- Share program progress, accomplishments, and best practices.
- Discuss challenges faced, actions taken to address challenges, and lessons learned, as well as changes. Brainstorm how JFNA can support your efforts.

Discuss events, activities, and other plans that have or will take place in the next month.

- Discuss and monitor financial issues related to the program including:
  - 1) progress on the financial match;
  - 2) spend down of funds – too fast, too slow, or according to plan;
  - 3) budget modification (if applicable);
  - 4) questions on quarterly financial reporting; and
  - 5) general financial issues affecting the budget and spend down such as changes in staffing, unexpected increase/decrease in program costs, financial technical assistance/training needs, etc.

Dial-In Information

Please dial the number below unless you receive a Zoom invitation for your call:

- **Telephone Number:** 605.313.4197
- **Access Code:** 888.629

Check-in Call Dates

Please see the Check-in Call Calendar on the JFNA Policies and Forms Library to confirm when your check-in calls are scheduled. The times are listed according to Eastern Standard Time. **We encourage you to add the dates to your calendar.**
Rescheduling Policy

The Center hosts a myriad of individual check-in calls for multiple programs, and we request that you strive to accommodate the scheduled check-in call dates and times. If you need to reschedule, contact your program manager (Leah.Miller@JewishFederations.org, Karen.Yoskowitz@JewishFederations.org, or Amanda.Jarvis@JewishFederations.org) and Aging@JewishFederations.org.