



REACH OUT AND READ COLORADO

GETTING STARTED AT YOUR CLINIC

COLORADO

A checklist of requirements for launching and sustaining your Reach Out and Read program

START UP

- Complete online application accessible at www.reachoutandread.org.
- Ensure that **all medical providers** have completed the Reach Out and Read **online CME training course and implement the model with fidelity**, using books early and incorporating them into WCVs.
- Consider holding a **staff meeting or orientation to kick off** your Reach Out and Read program and help providers and staff understand the program model and their role. Your Regional Coordinator is happy to provide assistance with this kind of event and attend orientation meetings when possible.
- Form a training plan** for all new providers who later join the practice to complete the online CME course.

BOOKS

- Determine who will select the book for each visit.** Will the providers pick their own books? Will medical assistants or other staff choose books for the visits and give them to providers? When will the book selection happen – as families check in or ahead of time? How will the book get into the exam room?
- Choose an area for book storage** that is easily accessible for the staff who will be using them. Organize the books by age and language.
- Develop a tracking system** for the books you distribute. Book tracking is mandatory, as this data is required for the progress reports your clinic will need to complete twice a year. Some tracking system suggestions are: a tally sheet, a bookmark/card that is pulled from the book and placed in a bin or basket or an indicator on your electronic medical record to note that literacy was addressed in the visit and the Reach Out and Read Colorado book was given.

REPORTING AND FUNDING

- Talk to your Practice Manager or IT staff about how you will collect and access the data you need for progress reports.** You must submit progress reports to Reach Out and Read Colorado in March and September every year. These reports request the number of books distributed, number of WCVs, and patient demographic information (insurance, ethnicity, and language, etc.) for patients ages 6 months through 5 years.
- Make plans now to sustain the book funding your program needs.** Begin contacting potential local funders and publicizing your program, as appropriate. Your Regional Coordinator can provide fundraising templates, ideas, recommendations, and assistance for you.

LITERACY-RICH ENVIRONMENT (HIGHLY RECOMMENDED, BUT NOT MANDATORY)

- Create a reading corner in your waiting room** stocked with gently-used books. Consider adding child-size furniture, a book shelf, and literacy-related posters and artwork.
- Place gently-used books** in your exam rooms for families to enjoy while waiting.
- Hang posters or other materials that promote reading** in hallways and exam rooms throughout the clinic to further encourage reading.
- Invite volunteer readers** to share stories with families in the waiting room, or utilize the Reach Out and Read Waiting Room Readers DVD.
- Provide information from your local library or other community resources.** Libraries are happy to share materials about their programming and resources with medical clinics for you to post or hand out.



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Reach Out and Read Colorado Books Distributed
Month:

Date	Doctor's Initials/Name	6-12 Months	12-18 Months	18-24 Months	24-36 Months	3-5 Years

TOTAL # BOOKS DISTRIBUTED BY AGE					
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