



## Reach Out and Read Colorado: Transition to a New Site Coordinator

**1. RORCO places book funds in a prepaid Scholastic or All About Books account for your clinic twice per year following the completion of Progress Reports in March and September.**

You will be notified of the amount and be able to choose your preferred book vendor: Scholastic or All About Books.

**2. Continue to order developmentally and culturally appropriate books for each well-child visit.**

Check the inventory on-hand at your clinic. If you need to order additional books, you can access resources on book ordering best practices and quality book recommendations at <https://reachoutandreadco.org/coordinator-resources/>. If you need your Scholastic or All About Books account numbers and/or balance, please contact the book vendors directly.

Scholastic Contact Information: 1-877-266-5736

All About Books Contact Information: 866-732-3667 or sign it to your account at <http://www.allaboutbooks.org/>

**3. Review the process for who is responsible for selecting the books for each well child visit.**

- Do the providers pick their own books? Or do medical assistants or other staff choose books for the visits and give them to providers?
- When does the book selection happen – as families check in or ahead of time?
- How does the book get into the exam room?

**4. Look at the area where books are stored. Ensure that they are easily accessible for the staff who will be using them and that they are organized by age and language.**

**5. Review the tracking system for the books that are handed out during well-child visits.**

Book tracking is mandatory, as this data is required for the progress reports your clinic completes twice a year.

Some tracking system suggestions include:

- a tally sheet;
- a bookmark/card that is pulled from the book and placed in a bin or basket and;
- an indicator on the electronic medical record to note that literacy was addressed in the visit and the Reach Out and Read Colorado book was given.

**6. Create a literacy rich environment, if one does not already exist. Suggestions include:**

- A reading corner in your waiting room stocked with gently used books. Consider adding child-size furniture, a bookshelf, and literacy related posters and artwork.
- Placing gently used books in your exam rooms for families to enjoy while waiting.
- Displaying posters or other materials that promote reading in hallways and exam rooms throughout the clinic to further encourage reading.
- Provide information from your local library or other community resources.

**7. Ongoing program management:**

- Complete a bi-yearly progress report due March 1 and September 1. This report is available on myROR.org.
- Track and reorder books as needed.
- Ensure that all new providers complete the online training module, available on myROR.org.

*If you have questions about your role as a Site Coordinator, please contact your Regional Coordinator directly or you may contact Annie Immele, Reach Out and Read Colorado Program Manager, at [annie@reachoutandreadco.org](mailto:annie@reachoutandreadco.org).*