

## TRANSITION GUIDE

**1 | Reach Out and Read Colorado (RORCO) places book funds in a prepaid Scholastic or All About Books account for your clinic up to four times per year. Funding is determined by number of well-child visits for children ages 6 months to 5 years, account balances, and current inventory.**

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, culturally, and language appropriate books for each well-child visit.**

Check the inventory on-hand at your clinic. (Note: we have access to books in over 30 different languages!) If you need to order additional books, you can access resources on book ordering best practices and quality book recommendations at [reachoutandreadco.org/coordinator-resources](http://reachoutandreadco.org/coordinator-resources). To obtain your Scholastic or All About Books account numbers and balance, log on to [myROR.org](http://myROR.org) and click on 'Funding/Account Info' on the menu on the left hand side of the screen.

**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 | Choose an area to store the books that ensures they are easily accessible for staff who will be using them. Be sure to organize the books 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
- 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.
- Place **gently used books** in your exam rooms for families to enjoy while waiting.
- Display **posters** or other materials (provided by RORCO) 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](http://myROR.org).
- Track and reorder books as needed.
- Complete the online training, available on [myROR.org](http://myROR.org).
- Ensure that **all new providers** complete the training. It is **required** in order to receive funding from RORCO. Check out this guide to learn how to add new providers to the program: [bit.ly/myror-addcontact](http://bit.ly/myror-addcontact)

**QUESTIONS?** If you have questions about your role as a Site Coordinator, please contact your Regional Coordinator directly.

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