

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. To obtain your Scholastic or All About Books account numbers and balance, log on to 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.
- Track and reorder books as needed.
- Complete the online training, available on 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

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

- **Annie Immele | Front Range (*Main Contact)**
annie@reachoutandreadco.org
- **Judy Duarte | Southern Colorado**
judy@reachoutandreadco.org

- **Cindy Phelps | Western Colorado**
cindy@reachoutandreadco.org
- **Kristin Crumley | Eastern Colorado**
kristin@reachoutandreadco.org