

# Reach Out and Read Colorado: Getting Started at Your Clinic

## IMPLEMENTATION PROCESS

### 1 | Reach Out and Read Colorado will place book funds in a prepaid account with one of our partner book vendors.

You will be notified of the amount. As a new clinic, you will also receive a startup kit of FREE books from Scholastic and/or All About Books.

### 2 | Order developmentally, linguistically, and culturally appropriate books for each well-child visit.

The Reach Out and Read Colorado programs team will guide you through this process. You can access resources on book ordering and quality book recommendations at [reachoutandreadco.org/clinic-resources](https://reachoutandreadco.org/clinic-resources).

### 3 | Determine who will be responsible for selecting the books for each well child 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?

### 4 | Choose an area for book storage that is easily accessible for the staff who will be using them. Be sure to organize the books by age and language.

### 5 | Develop a tracking system for the books.

Book tracking is mandatory, as this data is required for the progress reports your clinic will need to complete twice a year. Reach Out and Read Colorado only needs the total number of books distributed every 6 months, but you may find it helpful to track the age and language for re-ordering purposes.

#### 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.

#### Suggestions include:

- Create 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 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.

#### Ongoing program management:

- Complete a bi-yearly progress report due March 1 and September 1. This report is available on [www.myROR.org](https://www.myROR.org).
- Track and reorder books as needed.
- Ensure that all new providers complete the online training module. It is required in order to receive funding from RORCO. Check out this guide to learn how to add new providers to the program: [How To Add A New Contact](#)
- Complete an annual site visit with your Reach Out and Read Colorado Regional Coordinator.

If you have questions about the Implementation Process,  
please contact Reach Out and Read Colorado at [info@reachoutandreadco.org](mailto:info@reachoutandreadco.org)  
or visit our website [www.reachoutandreadco.org](https://www.reachoutandreadco.org).