

# How To: Track Books That Are Handed Out

## HOW-TO GUIDE

**You must track the number of new books that are handed out at your site through your Reach Out and Read program.**

**This is required because:**

- Your site must submit a Progress Report every six months that indicates the number of books distributed over that period (Jan 1-June 30 for report due on September 1, July 1-December 31 for report due on March 1). This information enables Reach Out and Read Colorado to determine the appropriate amount of funding your program will receive.
- You will need to know how many books to order for each age-group and/or language. (The age and language breakdown is not required on the Progress Report - just the total numbers of books distributed.)

**Accurate book tracking and Progress Report data mean your site will get the maximum potential book dollars.**

**Accurate book tracking = Maximum funds for books**

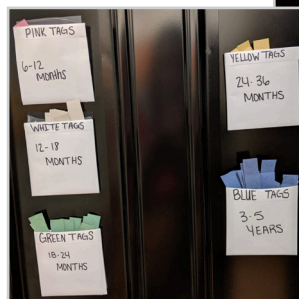
### Book Tracking Method Option 1 | Bookmarks

Assign each age group its own color. Then place color-coordinated slips of paper (bookmarks) into each book, indicating whether or not the book is for a Spanish-speaking patient. When retrieving the appropriate book for the patient, the provider or MA will remove the bookmark from the book and place it in a bin or envelope located next to the books. The Site Coordinator will then count the bookmarks in the bin/envelope at the end of every week (or month) and record how many books were distributed during that time period for each age group and language.

Example:

*Green bookmark= 6 month old | Yellow bookmark= 2 year old | "S"= Spanish | "B"= Bi-lingual*

*If there were eight green bookmarks ( 2 with "S") and four yellow bookmarks in your bin, then this would mean you record eight 6 month old books distributed (6 English, 2 Spanish) and four 2 year old books that week.*



Examples



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### Book Tracking Method Option 2 | Tally Sheet

Tally sheets should include date, age and language. Place a tally sheet where books are stored. Every time a book is provided to a child, the tally sheet is marked in the appropriate box on the sheet to account for the book.

### Book Tracking Method Option 3 | EMR

If you use Electronic Medical Records, create a field on the EMR to aid with book tracking. By adding a book tracking field to the EMR, sites are able to easily tabulate the numbers they need for progress reports.

Example:

*Field name- "Was a Reach Out and Read book handed out at this visit?" With the option for "Yes" or "No."*

### Book Tracking Method Option 4 | Google Forms

Tracking books with Google forms has been used by several of our NFP sites. It allows the nurse to record book distribution in real time through their phone while at their appointment. The Site Coordinator can then easily download data into a spreadsheet weekly/monthly to monitor activity and to access for progress reports.

### Storing and Shelving Books

As soon as a book order arrives and you have counted the books to be sure that your order is complete, go ahead and prepare the books for the shelf. Shelves should be labeled for age and language so it is easy to grab a book for a well-child exam. Books should be stored somewhere very convenient, such as a nursing station. This will ensure that the books get into the exam room at every well-child visit.