



INDIANA

Start-up Checklist for New Reach Out and Read Sites

Medical Providers

- Add all providers serving ages 0-5 to your site's myROR account
- Invite all providers to take the training through myROR* *(CME credit available)
- Make a plan/timeline for all **new** providers to take the training*
- Assign a staff member to be responsible for the progress reports
- Create a plan to collect data for the biannual progress report
- Establish a transition plan for the Site Coordinator and Medical Consultant roles in the event of staff turnover

Books

- Explore the book offerings through Scholastic & All About Books
- Designate an area for book storage
- Develop a tracking system for books given out
- Determine who will stock and organize your book area
- Create a plan for providers to have a book in hand for each well-child visit

Managing Multiple Sites

- If overseeing more than one clinical location:** Decide whether you'd prefer to have a satellite site *if all book ordering and administrative support services will be provided by one "primary site,"* or submit separate applications *if administrative tasks will be handled separately by each clinic*

If your site needs help accomplishing any of these goals, please reach out to Program Manager, Madison Shepherd at mc@inaap.org