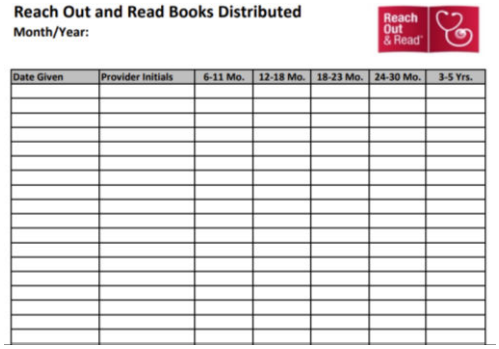
Suggested Book Tracking Methods for Reach Out and Read Sites

Book tracking is important to the success of Reach Out and Read. Understanding how many books your clinic gives to families will help you plan book orders, order the right quantities, languages, and ages of books, and accurately complete the twice-annual ROR Progress Report that is required of all sites.

Below you will find information about three common book tracking methods utilized by Reach Out and Read sites. Depending on your site's size and workflow, you may find that some of these methods are more suitable than others. When deciding on a book tracking system, be sure to talk with providers and staff to determine what method will work best for your site.

With any of these systems, we encourage clinics to organize books by age and language to make the book selection process efficient and straight-forward.



Reach Out and Read Books Distributed
Month/Year:

Date Given	Provider Initials	6-11 Mo.	12-18 Mo.	18-23 Mo.	24-30 Mo.	3-5 Yrs.

Book Tally Sheets

- Keep a tally sheet where books are stored, along with a writing utensil.
- Every time a book is provided to a child, the provider/staff mark the tally sheet in the appropriate place to account for the book.
- At the end of the week or month, add together the total number of books given in each age group and language, and keep completed sheets in a folder to refer to when completing Progress Reports or placing book orders.
- You can find examples and tally sheet templates on myROR.

Electronic Medical Records

- Sites with the ability to edit their well-visit templates can choose to integrate ROR book tracking into those systems with help of clinic managers and/or IT departments.
- Most practices who use EMRs to track books will either create a ROR smartphrase or checkbox for ROR that is built into templates for the ROR well-visits. Providers enter the smartphrase or check the box as they're completing their visit notes.
- Some practices create a dummy code for ROR that is added when providers prescribe the book.
- Reports can be pulled from EMR systems to determine number of books given and ages of patients.
- Any EMR system tracking methods need clear communication and training for providers/staff to understand the correct way to log books given.

Color-Coded Bookmark System

- Assign each ROR age group (0-5 mo., 6-11 mo., 12-18 mo., etc.) its own color.
- Place color-coded strips of paper into each book in the corresponding age and language group.
- Providers/staff select a book for a family and remove the paper slip and place it into a designated folder or basket before giving the book to the child.
- At the end of every week, the slips are tallied to determine total number of books distributed in each age group.
- Slips are saved and inserted into new books when restocking the storage area.