

How to Use This Manual

Read It

Regardless of the needs you have to address, the state of your plans or your operation, you'll want to have an idea of what this manual addresses and where you can go for the information you need when you need it. So, browse through the entire manual.

You'll see that each chapter separator contains a detailed guide to that specific chapter. In general, you'll see that each chapter addresses specific issues, that there is a section reporting experience of affiliates relevant to these issues, and, in many cases, an appendix of potentially useful materials and/or resources.

In browsing the manual, you'll also note that there is lots of white space. The manual has been formatted to provide ample room for your notes and comments.

Finally, you'll note that the manual is in loose leaf form. CTCNet anticipates periodic updates offering newly acquired material and resources. The looseleaf format also allows you to insert notebook pages of your own, amplifying the content with your own experience for the benefit of colleagues at your center and also for noting potential contributions to future CTCNet updates. Finally, this format permits you to extract a page or set of pages for duplication (yes, permission is granted for non-commercial use).

Use the Sections as They Become Applicable to Your Needs

Not everyone is in the same place at the same time. While the sequence of the manual is designed for start-up centers, there is plenty of material that is applicable to centers already in some stage of operation. If you are in a funding crunch, Chapters 8 & 9 (Funding the CTC, and How to Prepare a Business Plan) may be helpful. If you're thinking of expanding your software library, Chapter 5 may give you some insights. If you need to replace or take on additional staff, you might want to look carefully at

parts of Chapter 4, and so on. It is our hope that this manual may outlive your start-up phase, producing guidelines for addressing operational issues as they arise.

Tell CTCNet About Your Experience Using the Manual

The success of this manual in addressing the multiplicity of issues confronting the vast variety of CTCs depends overwhelmingly on its ability to represent the actual experiences of centers. Enlarging on the experience already contained can only enrich the content and substantially assist centers that may be using this manual in the future. Communication is key. So let CTCNet know what is useful, what is not, what you'd like to see in future editions, and most importantly, what your own experience has been.