RCSLT Online Outcome Tool

Using the direct data entry method - next steps

Training to use the ROOT
Have you decided on how you'll approach training? Do you need to set aside time to do this at a team meeting? Will someone in the team take the lead on this? Will ROOT training be included as part of the induction process for new starters?

The RCSLT has developed **training resources** available on the ROOT, but let us know what else you need.

Your 'go live' date
Once everyone has been trained to use the ROOT, will there be a specific date from which everyone will start using it?

You may also want to think about whether you'll only enter data for new episodes of care, or whether colleagues will retrospectively enter TOMs ratings for all of the individuals currently on their caseload.

Unique identifiers
When entering information about service users into the ROOT, you will be asked to provide a unique identifier for that person. This should be an identifier known only within the organisation and may be specified by your information governance department. Make sure everyone is clear on which identifier they should use when using the ROOT.

Setting up logins
Each member of staff will need an individual login to the ROOT to be set up. Information about how to set up new log-ins for your colleagues is available **here**.

Should you have any queries or questions, please do not hesitate to contact ROOT@rcslt.org