

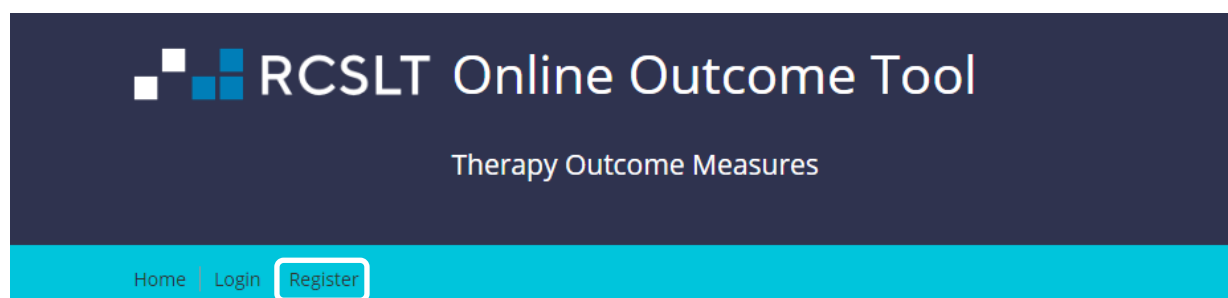
# RCSLT Online Outcome Tool (ROOT) Registration Guidance

---

Thank you for expressing an interest in using the RCSLT Online Outcome Tool. The registration process requires you to provide some information about your service, create an account and then you will be guided through the steps to becoming ROOT-ready.

This guidance has been created to ensure that you have the relevant information to hand before beginning the registration process. It is advised that you read this information sheet before getting started. The first step should take no longer than **5 minutes** to complete

To begin the registration process, visit the [ROOT home page](#) and click 'register'.



## Step 1 – registering your service for the ROOT

In this section, you will be asked to provide the following:

- Name and address of your organisation
- Name of the data protection officer for your organisation
- Which speech and language therapy services/departments are interested in using the ROOT
- The number of speech and language therapists and speech and language therapy assistants in your service using TOMs and approximate band (or equivalent)
- Information about the type of service (e.g. acute/community, adults/children, the type of employing organisation)
- Population size covered by service (where applicable) – this information may be provided in the service specification or similar where this exists
- Typical sources of referral

You will be asked to provide a work-based email address that you will use to access the ROOT. You will also be asked to consent to your information being stored and used in relation to your use of the ROOT. The [ROOT Privacy Policy](#) provides further information about how your personal data is processed.

## Step 2 – setting up your account

Once the RCSLT has verified your registration of interest, you will receive an email inviting you to finish setting up your account. Following the link in the email, you will be required to create a password and provide details, such as your RCSLT membership number.

At this point, you can choose to log out and return at a later date, if required.

## Step 3 – ROOT-ready checklist

The RCSLT has developed a [flowchart](#) setting out the typical sequence of steps involved in implementing the ROOT in your service. This includes establishing inter-rater reliability across your team/service and completing required documentation. Step 3 in the registration process will take you through the steps in the flowchart and you can record your progress. You can log-out and come back to this at any time to update with your progress.

The final step in the process is completion of the data processing agreement. Once this has been received, and all of the other steps in the process are completed, you will receive a confirmation email.

## Step 4 – Terms and conditions of use

The next time that you log-in to the ROOT you will be asked to confirm that you agree to the Terms and Conditions and complete the Acceptable Use Agreement. Following this, you will have access to the ROOT and can start inviting colleagues to set up their accounts.

**Should you have any queries or questions at any stage, please do not hesitate to contact [ROOT@rcslt.org](mailto:ROOT@rcslt.org).**