# Top tips and advice from existing ROOT users

- **Becoming ROOT Ready**
  - Try not to be overwhelmed by lack of familiarity or confidence with data.
  - RCSLT supporting information and documents are clear and will help guide you.
  - Get in touch with RCSLT for additional support. Emails sent to root@rcslt.org will be responded to promptly.
  - Depending on your organisation, seek support as early as possible from information governance, data analysts, IT, managers etc - this can be invaluable.
  - Be prepared for things to take time and don't be disheartened!

- **Getting up and running**
  - When planning rollout, factor in time for aspects such as inter-rater reliability and ensure people have time to collect and upload quality data.
  - It is important to ensure appropriate people are assigned administration responsibilities such as managing users.
  - Collaboration with other teams or organisations can help to make training and learning more efficient.
  - This can also create opportunities to compare outcomes to support quality improvement.
  - The system will be unfamiliar at first, but the more you use it, the easier it becomes!

- **Maintaining momentum**
  - Make sure ROOT is considered in new staff inductions.
  - Ensure appropriate TOMs training is maintained to keep momentum and refresh knowledge/skills
  - Present reports to colleagues, so they can see the value of the data and not view it as a burden.
  - Users with admin rights may wish to view the number of logins and last date login of users to monitor use of the system.
  - Make sure staff continue to have time to consider scoring and to input data correctly.
  - Remember this isn't just a local exercise but you are contributing to national data to help the profession demonstrate its value.

- **Analysing and using the data**
  - Use RCSLT staff for support e.g. workshops with staff
  - Send data to commissioners, funders and senior managers, even if they don't ask!
  - There is flexibility in reports (e.g filtering by diagnoses or age), so make sure you explore these and find what works for your service.