



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

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Raintree Condensed Guide for AASL Setting up a Raintree Icon

1. Create a folder called "rtw" off your computer C:\ drive. Usually this would be c:\rtw. To do this click on **START** then click on **My Computer** then click on **Local C Drive**.

Once you are on your C: drive you will need to **Right Click** and then select **NEW** and then **FOLDER**. This will allow you to create a new folder which you should name **RTW**.

2. Now that you have your **RTW** folder created you will need to download the Raintree client from https://door.rtedev.com/download/rt_10.2.500/installers/clientinstaller/RaintreeClientSetup.exe?status=latest To the **c:\rtw** directory.

3. Once you have saved the **rtclient.exe** (you may need to unzip the attachment) to your C:\rtw folder you will need to create a short cut on your desk top.

You can do this by, **Right Clicking** the **rtclient.exe** icon and then selecting the **Send To option** then select **Desktop (create shortcut)**

4. You should now have a Raintree shortcut on your desktop. Now you want to **Right Click** on the new Raintree Icon that was created, and select **Properties**. After you are in the properties you will need to find the **Target:** (usually under **shortcut** tab) In the **Target: cell** you should see something that reads **c:\rtw\rtclient.exe** you will need to click in this cell at the end of the **rtclient.exe** and then **add a space**, this is where you will enter your parameters.

Your full target line should look like this: **C:\RTW\rtClient.exe /host:AllAboutSpeech.Raintreeinc.com /config:AllAboutSpeech_live**

Once you have entered in the parameters you will need to click on **APPLY** then **OK**.

5. Once you have properly created your Raintree icon you will need to **double-click** the shortcut to launch Raintree. Once connected you should be able to enter your user name and password. (See New User Login Information)

Your Parameter is:

C:\RTW\rtClient.exe /host:AllAboutSpeech.Raintreeinc.com /config:AllAboutSpeech_live



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Raintree Condensed Guide for AASL Changing your Password

Change your password

If you are logged in, you can change your password in Raintree at any time.

1. Log on to your account in Raintree.
2. Press **F4**.
3. Click **Change Password**.
4. Type your existing password and press **Enter**.
5. Type your new password in **New password** and press **Enter**.
6. Type your new password again into the **Re-type your new password** field to confirm.
7. Press **F10** to change your password.

After you press **F10**, a popup appears in the lower right corner displaying the results.

If you have password reset and security questions enabled in your system, you can also view and change your security questions in this screen.

Reset your password

If you have forgot your password, you must contact the system administrator (HR Manager) to reset it for you.



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Raintree Condensed Guide for AASL Shortcut Keys

Main Menu

Key	Function
B	Dashboard
S	Scheduler
P	Patient files
D	Daily ledger
R	Reports/forms
T	Tables
E	Edit (within notes), Exit on Main Menu

Appointments/Charting

Key	Function
A	Add appointment (scheduler only)
Ctrl + A	Select All (for goals)
Ctrl + C	Copy
Ctrl + I	Check in appointment
Ctrl + L	Clear appointment Status
Ctrl + N	No-show appointment
Ctrl + O	Check out appointment
Ctrl + S	Save data/populate to sign-off screen
Ctrl + V	Paste
Ctrl + X	Cut
C	Cancel appointment
Delete	Delete information/appointment/goal
E	Edit (within notes), Exit on Main Menu
V	Verify Delete (after selecting "Delete")
Y	Yes
N	No
←	Go back (you can also click in upper left)

F Keyes

Key	Function
F1	Access Raintree help
F2	Open new tab, return to first tab
F3	Temporarily leave/return to Raintree
F4	Lock workstation, log out
F5	Access to Raintree Calculator
F6	View and define Raintree Quick Keys
F7	Print/view options
F8	Review system information
F9	Access Raintree email
F10	Save data entered into Raintree
F11	Stop shadowing a user
F12	Stop Recording



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Raintree Condensed Guide for AASL Adding Appointments

1. Adding a new appointment – Highlight the cell of time you are wanting, right click, select add appointment

all about speech & language - dat User: JGraepel Station: 14 allaboutspeech.raintreeinc.com:10056

All Providers

View Add Edit Delete Cancel Find ± = >

Appointments: AUTO

All Providers -- Friday -- 03-11-22

	Baylee Skjefte	Brittany Garcia	Jenna Graepel	Rosamaria Gigliotti	Melissa Dieguez
8 AM					
15					
30					
45					
9 AM					
15					
30					
45					
10 AM					
15					
30					
45					
11 AM					
15					
30					

Add Appointment
 Add From Waiting List
 Paste Appointment Ctrl+V
 Make Available
 Make Unavailable
 Reserve Time
 Clear Reserve Time
 Copy Schedule
 Paste Schedule

Mar 2022
 Sun Mon Tue Wed Thu Fri Sat
 27 28 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 31 1 2
 3 4 5 6 7 8 9

Patient Insurance Contacts
 Address
 City
 Pref Phone
 Home Phone
 Primary Cell
 Email
 Comment
 Work Phone
 Secondary Cell
 PN
 DOB
 Sex
 Case FC
 Status
 Balance
 Copay/Deductible
 Visit#

67°F Sunny 1:48 PM 1/31/2022



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2. Select the following that applies for each cell:

- Patient's name –Click on the cell to type in the patient's last name, find the patient in accordance to correct first and last name, then double click the name. Make sure to do this step first, that way it will auto fill in "Referral"

The screenshot displays the AASL software interface. The top window shows the 'Appointment' form with fields for Date (03-11-22), Time (09:00a), Provider (Jenna Graepel), Location, Referral, Type, Case, Length (15 minutes), Patient (SPEECH), DOB, Home Phone, Primary Cell, Email, Comment, and Status. A red arrow points to the 'Referral' field, which is currently empty. Below the appointment form, a 'Patient Files' window is open, showing a list of patients. The patient 'Speech, Holly T' is selected, with a red arrow pointing to the 'Referral' field in the appointment form. The 'Patient Files' window also shows the patient's status (SETUP), account number (0000722), and date of birth (01-18-2003). The bottom window shows the 'Appointment' form with the 'Referral' field now populated with 'Not Applicable' and the 'Patient' field populated with '0000722 Speech, Holly T'. A red arrow points to the 'Referral' field, and another red arrow points to the 'Patient' field. The 'Patient Files' window is also visible, showing the patient's details.



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- Location – Click the carrot arrow on the right side of the cell to generate the drop down list OR TYPE the correct code. Select the appropriate location for the client's session.

STMPA = South Tampa	VALFL = Valrico
TELE = South Tampa Telehealth	TELEV = Valrico Telehealth

Appointment History

Providers -- Friday -- 03-11-22

anna Graepel Rosamaria Gigliotti Melissa Dieguez

8 AM 15 30 45 9 AM 15 30 45 10 AM 15 30 45 11 AM 15 30

Date: 03-11-22 Time: 09:00a

Provider: JEGR Jenna Graepel

Location: VALFL All About Speech & Language, Valrico

Referral: 00000 Not Applicable

Type: Case

Case Length: 15 minutes

Patient: 0000722 Speech, Holly T

DOB: 01-18-2003

Home Phone: (813) 220-0971

Primary Cell: holly@aspeech.com

Comment: Update Future Comments

Status: Created on 01-31-22 03:25p by JEGR

Location Table

Code	Description	Address	Phone	City	ST	NPI
CDC	Child Development Center, MacD	324 N Dale Mabry Hwy, Ste. 201	(813) 616-4004	Tampa	FL	1679819460
CELAS	CuttingEdge Learning Academy	1452 Bloomingdale Avenue	(813) 616-4004	Valrico	FL	1679819460
CMS	All About Speech & Language -	324 N Dale Mabry Hwy, Ste. 201	(813) 616-4004	Tampa	FL	1679819460
HLEL	Hillel Academy of Tampa	324 N Dale Mabry Hwy, Ste. 201	(813) 616-4004	Tampa	FL	1679819460
HOMES	All About Speech & Language -	324 N Dale Mabry Hwy, Ste. 201	(813) 616-4004	Tampa	FL	1679819460
HOMEW	All About Speech & Language -	1452 Bloomingdale Avenue	(813) 616-4004	Valrico	FL	1679819460
MCHHP	Montessori Children's House of	324 N Dale Mabry Hwy, Ste. 201	(813) 616-4004	Tampa	FL	1679819460
SCHZK	Congregation Schaarai Zedek	1452 Bloomingdale Avenue	(813) 616-4004	Valrico	FL	1679819460
STMPA	South Tampa	324 N Dale Mabry Hwy, Ste. 201	(813) 616-4004	Tampa	FL	1679819460
TELE	Telehealth Visit - S. Tampa	324 N Dale Mabry Hwy, Ste. 201	(813) 616-4004	Tampa	FL	1679819460
TELEV	Telehealth Visit - Valrico	1452 Bloomingdale Avenue	(813) 616-4004	Valrico	FL	1679819460
VALFL	All About Speech & Language, V	1452 Bloomingdale Avenue	(813) 616-4004	Valrico	FL	1679819460
WESTM	Westminster Academy	324 N Dale Mabry Hwy, Ste. 201	(813) 616-4004	Tampa	FL	1679819460
WINTH	All About Speech & Language	6152 Delancey Station Street S	(813) 616-4004	Riverview	FL	1679819460
	Default Location					

Address City Pref Phone Home Phone Primary Cell Email Comment Work Phone Secondary Cell



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- Type - Click the carrot arrow on the right side of the cell to generate the drop-down list OR TYPE the correct code. Select the appropriate type for the session.

STX30 = Speech Therapy, 30 min	OTX30 = Occupational Therapy, 30 min
STX45 = Speech Therapy, 45 min	OTX45 = Occupational Therapy, 45 min
STX60 = Speech Therapy, 60 min	OTX60 = Occupational Therapy, 60 min
STEVL = Speech Initial Evaluation	OTEVL = Occupational Initial Evaluation
STREV = Speech Re-evaluation	OTREV = Occupational Re-evaluation

The screenshot shows the 'Appointment' form in the Raintree software. A red arrow points to the 'Type' dropdown menu, which is open, showing a list of codes and descriptions. The list includes FE30, FE45, FE60, GROUP, LUNCH, MEET, OTEL3, OTEL4, OTEL6, OTEVL, OTREV, and OTX30. The 'Appointment' form also shows fields for Date, Time, Provider, Location, Referral, Case, Length, Patient, DOB, Home Phone, Primary Cell, Email, Comment, Status, and Created on.

NOTE: These color codes are integral in allowing Client Services to identify services that require follow-up, i.e. Re-Evaluations.



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- Case – This will auto populate if you input and select the patient's name first; make corresponding selection (usually ST001 or OT001) (SEE ABOVE)
 - Length – This should auto populate when you entered in the "type". The length of service time will match the "Type" of session, i.e. 30, 45, or 60 minute for treatment sessions. (SEE ABOVE)
3. Once all the cells have been complete, select "Save" at the top left corner, ctrl + s, or Fn + F10. You will then see this appointment added to your scheduler.

The screenshot displays the Raintree software interface. The top window shows the 'Appointment' form with fields for Date (03-11-22), Time (09:00a), Provider (Jenna Graepel), Location (All About Speech & Language, Valrico), Referral (Not Applicable), Type (ST Treatment), Case (ST001), Length (30 minutes), Patient (Speech, Holly T), DOB (01-18-2003), Home Phone, Primary Cell (813) 220-0971, Email (holly@aspeech.com), and Comment. A red arrow points to the 'Save' button at the top left of the form.

The bottom window shows the 'Appointments: AUTO' scheduler. It displays a grid of appointments for Friday, 03-11-22. The grid has columns for providers: Baylee Skjefte, Brittany Garcia, Jenna Graepel, Rosamaria Gigliotti, and Melissa Dieguez. The rows show time slots from 8 AM to 11 AM. A red arrow points to the appointment for Jenna Graepel at 9 AM, labeled 'Holly Speech' with a duration of STX30.

Relevant Procedures: Procedure for Handling Reschedules-Explained, Therapist
Procedure for Using ZOOM for Teletherapy Appointments

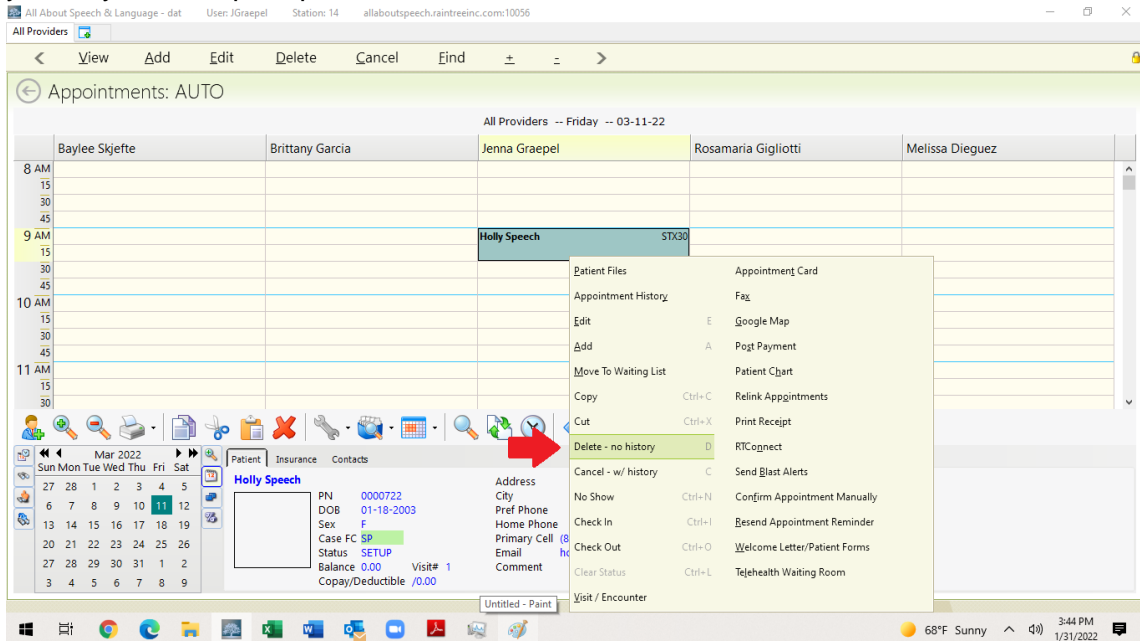


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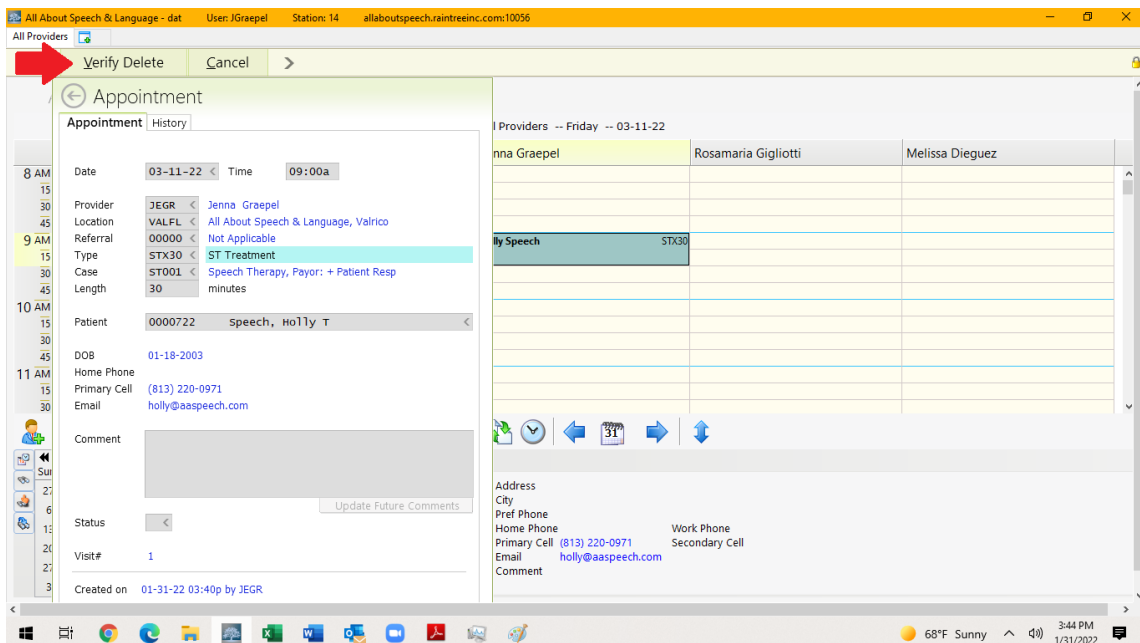
Raintree Condensed Guide for AASL

Deleting Appointments

1. Select the appointment on your scheduler so it is highlighted. Right click OR press 'd' on your keyboard to prompt deletion.



2. Select "Verify Delete" OR press 'V' on your keyboard to bring you to the next step.



3. Select "Yes – Delete VERIFIED" OR press "Y" on your keyboard. The appointment should no longer be on your schedule.

[illegible]



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Raintree Condensed Guide for AASL Copying and Pasting Appointments

1. Select the appointment you wish to move/copy. Right click and select “Cut”/“Copy” or type ctrl + X/ctrl + C.

The screenshot displays the Raintree AASL software interface. At the top, the window title is "All About Speech & Language - dat" with user information "User: JGraepel" and "Station: 16". The main area shows a calendar view for "All Providers -- Friday -- 02-04-22". The calendar has columns for providers: Baylee Skjefte, Brittany Garcia, Jenna Graepel, Rosamaria Gigliotti, and Melissa Dieguez. The time slots range from 8 AM to 1 PM. An appointment for "Holly Speech" is scheduled for 9 AM in the Jenna Graepel column. A right-click context menu is open over this appointment, with the "Copy" option highlighted. Two red arrows point to the "Copy" option. The menu also includes options like "Cut", "Delete - no history", "Cancel - w/ history", "No Show", "Check In", "Check Out", "Clear Status", "Visit / Encounter", "Appointment Card", "Flag", "Google Map", "Post Payment", "Patient Chart", "Relink Appointments", "Print Receipt", "RTConnect", "Send Blast Alerts", "Confirm Appointment Manually", "Resend Appointment Reminder", "Welcome Letter/Patient Forms", and "Telehealth Waiting Room". The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying "78°F Partly sunny" and "1:52 PM 2/2/2022".



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- Use the calendar on the bottom left to go to the day you wish to move the appointment.
You will see it in the "Reschedule" box in the bottom right.

The screenshots illustrate the steps for moving an appointment in the AASL software. The top screenshot shows the main appointment calendar for Friday, 02-04-22, with a red arrow pointing to a 'Holly Speech' appointment at 9 AM. The bottom screenshot shows the same interface with a red arrow pointing to the calendar on the bottom left and another red arrow pointing to the 'Reschedule List' box on the bottom right, which contains the text 'Speech, Holly T. JEGP: VALFL: STX30'.



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- Find the desired time and select with your mouse. Right click and select "Paste", type ctrl V, or drag the appointment from the "Reschedule List" to the desired time on that day.

The screenshot shows the Raintree software interface. At the top, there's a menu bar with options like View, Add, Edit, Delete, Cancel, and Find. Below this is a header for 'Appointments: AUTO' and 'All Providers -- Friday -- 02-11-22'. The main area is a calendar grid with columns for providers: Baylee Skjefte, Brittany Garcia, Jenna Graepel, Rosamaria Gigliotti, and Melissa Dieguez. A right-click context menu is open over the 10 AM slot for Jenna Graepel, showing options like 'Add Appointment', 'Add From Waiting List', 'Paste Appointment Ctrl+V' (highlighted with a red arrow), 'Make Available', 'Make Unavailable', 'Reserve Time', 'Clear Reserve Time', 'Copy Schedule', and 'Paste Schedule'. At the bottom, there's a patient information section with fields for Patient, Insurance, and Contacts, and a 'Reschedule List' on the right showing 'Speech, Holly T. JEGRI: VALFL: STX30'.

- Raintree will prompt you to confirm location. Select "Save", ctrl + s, or Fn + F10

The screenshot shows the Raintree software interface with a 'Select appointment location' dialog box open. The dialog has two fields: 'Original location code' and 'New location code', both set to 'VALFL'. A red arrow points to the 'Save' button in the top left corner of the interface. The background shows the same calendar grid as the previous screenshot, with the 10 AM slot for Jenna Graepel selected. The patient information section and 'Reschedule List' are also visible at the bottom.



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All About Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056

All Providers View Add Edit Delete Cancel Find ± ∴ >

← Appointments: AUTO

All Providers -- Friday -- 02-11-22

	Baylee Skjefte	Brittany Garcia	Jenna Graepel	Rosamaria Gigliotti	Melissa Dieguez
8 AM					
15					
30					
45					
9 AM			Holly Speech STX30		
15					
30					
45					
10 AM					
15					
30					
45					
11 AM					
15					
30					

Holly Speech STX30

Holly Speech STX30

Feb 2022

Sun Mon Tue Wed Thu Fri Sat

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 1 2 3 4 5

6 7 8 9 10 11 12

Holly Speech

PN 0000722

DOB 01-18-2003

Sex F

Case FC SP

Status SETUP

Balance 0.00

Copy/Deductible /0.00

Visit# 3

Address

City

Pref Phone

Home Phone

Primary Cell (813) 220-0971

Email holly@aaaspeech.com

Work Phone

Secondary Cell

Comment

79°F Mostly sunny 1:56 PM 2/2/2022

Relevant Procedures: Procedure for Handling Reschedules-Explained, Therapist Procedure for Therapist Procedure for Calling Out/Unplanned time out of Office, Therapist Procedure for PTO/Planned time out of Office



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Raintree Condensed Guide for AASL Block Booking Appointments

1. On the scheduler, select the appointment you wish to block book. Then, select the wrench icon on the bottom toolbar (towards the left). This will populate a list, where you will select “Block Booking”.

The screenshots show the AASL scheduler interface. The top screenshot displays a calendar view for Friday, 02-04-22, with appointments for Baylee Skjette, Brittany Garcia, Jenna Graepel, Rosamaria Gigliotti, and Melissa Dieguez. A red arrow points to the wrench icon in the bottom toolbar. The bottom screenshot shows the same interface with the wrench icon clicked, opening a dropdown menu with the following options: Block Book Appointments, Cancel / Reschedule Future Appts, Move Appointments To Waiting List, Search Scheduler, Find Available Appointments, Waiting List, Scheduler Bgokmarks, and Export. The 'Block Book Appointments' option is highlighted.



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- You will then see a pop-up for the appointment. You **MUST** check “Skip Authorization Validation” if you want to book beyond the auth expiration date, if applicable. We typically book by calendar year (i.e., starting 2/1/22, will book through 12/31/22).

Appointments: AUTO

All Providers -- Friday -- 02-04-22

Baylee Skjefte Brittany Garcia Jenna Graepel

8 AM 15 30 45

9 AM 15 30 45

10 AM 15 30 45

11 AM 15 30

Holly Speech STX30

Feb 2022

Sun Mon Tue Wed Thu Fri Sat

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 1 2 3 4 5

6 7 8 9 10 11 12

Holly Speech

PN 0000722 Address

DOB 01-18-2003 City

Sex F Pref Phone

Case FC SP Home Phone

Status SETUP Primary Cell (813) 220-0971 Work Ph

Balance 0.00 Visit# 1 Email holly@aspeech.com Second

Copay/Deductible /0.00 Comment

Block Booking

Filters

Patient 0000722 Holly Speech

Starting Date 02-05-22 Ending Date 12-31-22

Provider JEGR Location VALFL

Type STX30 Default Time 09:00a

Case ST001

Referral Source 00000 ☐ Use Case Referral

Comment

☐ Skip Case Select

☒ Skip Authorization Validation

☐ Skip payor validation if only P payor present

Recurrence

☒ Daily ☐ Weekly ☐ Monthly

Day Time (if blank default time will be used)

Sun ☐

Mon ☐

Tue ☐

Wed ☐

Thu ☐

Fri ☒

Sat ☐

71°F Sunny 1:00 PM 2/1/2022

- Select appropriate applicable fields. Leave the selection on “Daily” for recurrence if you want the appointment scheduled each week on same day. Be sure to choose the correct day and times as needed; if you leave the time blank, Raintree will automatically book it the following week at the same time.

Appointments: AUTO

All Providers -- Friday -- 02-04-22

Baylee Skjefte Brittany Garcia Jenna Graepel

8 AM 15 30 45

9 AM 15 30 45

10 AM 15 30 45

11 AM 15 30

Holly Speech STX30

Feb 2022

Sun Mon Tue Wed Thu Fri Sat

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 1 2 3 4 5

6 7 8 9 10 11 12

Holly Speech

PN 0000722 Address

DOB 01-18-2003 City

Sex F Pref Phone

Case FC SP Home Phone

Status SETUP Primary Cell (813) 220-0971 Work Ph

Balance 0.00 Visit# 1 Email holly@aspeech.com Second

Copay/Deductible /0.00 Comment

Block Booking

Filters

Patient 0000722 Holly Speech

Starting Date 02-05-22 Ending Date 12-31-22

Provider JEGR Location VALFL

Type STX30 Default Time 09:00a

Case ST001

Referral Source 00000 ☐ Use Case Referral

Comment

☐ Skip Case Select

☒ Skip Authorization Validation

☐ Skip payor validation if only P payor present

Recurrence

☒ Daily ☐ Weekly ☐ Monthly

Day Time (if blank default time will be used)

Sun ☐

Mon ☐

Tue ☐

Wed ☐

Thu ☐

Fri ☒

Sat ☐

62°F Sunny 11:11 AM 2/1/2022



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4. Select "Save" in the top left corner, type ctrl + S, or type Fn + F10. This will book the appointments through the entered end date.

The screenshot shows the Raintree software interface. At the top, there's a navigation bar with 'All Providers', 'All Providers', and a 'Save' button. A red arrow points to the 'Save' button. Below this is a calendar grid showing appointments for 'Holly Speech' on Friday, 02-04-22. A 'Block booking' pop-up is visible in the center, showing a progress bar at 36% Complete. The right side of the screen shows filters for Patient (0000722), Starting Date (02-05-22), Ending Date (12-31-22), and other appointment details. The bottom of the screen shows a patient information summary for 'Holly Speech'.

5. If there is a conflict, Raintree will provide you with a pop-up notification. You may select to ignore this notification if applicable. BE SURE to double check there are no double bookings or scheduling conflicts

Relevant Procedures: Therapist Procedure for Communicating Schedule Needs/Changes, Procedure for Handling Reschedules-Explained



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Raintree Condensed Guide for AASL Block Rescheduling/Deleting Appointments

1. Most block rescheduling/deleting is handled by the Patient Scheduler to ensure communication of such changes and to avoid mistakes impacting current or new patients.
2. On the scheduler, select the appointment you wish to block delete. Then, select the wrench icon on the bottom toolbar (towards the left). This will populate a list, where you will select “Cancel/Reschedule Future Appointments”.

The screenshot shows the AASL scheduler interface. At the top, it says "All Providers -- Friday -- 02-04-22". Below this is a calendar grid with columns for providers: Baylee Skjette, Brittany Garcia, Jenna Graepel, Rosamaria Gigliotti, and Melissa Dieguez. The time slots range from 8 AM to 11 AM. A blue appointment block labeled "Holly Speech" is visible in the 9 AM slot for Jenna Graepel. At the bottom, there is a toolbar with various icons. A red arrow points to the wrench icon, which has opened a dropdown menu. The menu options are: "Block Book Appointments", "Cancel / Reschedule Future Appts" (highlighted), "Move Appointments To Waiting List", "Search Scheduler", "Find Available Appointments", "Waiting List", "Scheduler Bgokmarks", and "Export".



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3. A window will populate with appointments. Complete all respective fields as needed to find appointments you are looking for (i.e weekday, time, etc.), and then select “Find Appointment”

Filters

Patient ☐ Include all appointments
☐ Include all appts. without patients
☒ Include only one patient
 0000722 < Holly Speech

From 02-04-22 <
 To 12-31-22 <
 Time 09:00a
 Weekday Su Mo Tu We Th Fr Sa
☒ ☒ ☒ ☒ ☒ ☒

Provider JEGR < Jenna Graepel
 Location VALFL < All About Speech & Languag...
 Type STX30 < ST Treatment
 Case ST001 <

Find appointments **Clear filters**

☐ Skip Authorization Validation
☐ Skip payor validation if only P payor present

Cancel **Delete** **Reschedule**

Reason

Comment

Found appointments

Date	Weekday	Time	Prov	Loc	Type	Status	PN	Patient Name
02-04-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
02-11-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
02-18-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
02-25-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
03-04-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
03-11-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
03-18-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
03-25-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
04-01-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
04-08-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
04-15-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
04-22-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
04-29-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
05-06-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
05-13-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
05-20-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
05-27-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
06-03-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
06-10-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
06-17-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
06-24-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
07-01-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

- If rescheduling appointments, ensure the blue carrot is selected for each appointment you wish to reschedule. Select the "Reschedule" tab in the bottom left. Complete appropriate fields that will be changing and fill in with accurate information. Each field can be typed in or use the drop-down list to make a selection. In this example, the client is moving from a Friday at 9:00 am to a Thursday at 9:00 am with a different provider. Finally, select "Reschedule" at the bottom of the tab; selecting "Save" will not save the information for this.

The screenshot displays the AASL software interface with the 'Reschedule' tab selected. The 'Modify' section on the left contains the following fields:

- Patient:** Radio buttons for 'Include all appointments', 'Include all appts. without patients', and 'Include only one patient' (selected). The patient ID is 0000722 and the name is Holly Speech.
- From/To:** Date range 02-04-22 to 12-31-22.
- Time:** 09:00a.
- Weekday:** Checkboxes for Su, Mo, Tu, We, Th, Fr, Sa. 'Th' (Thursday) is selected.
- Provider:** JEGR (Jenna Graepel).
- Location:** VALFL (All About Speech & Language).
- Type:** STX30 (ST Treatment).
- Case:** ST001.

Below the 'Modify' section, there are checkboxes for 'Skip Authorization Validation' and 'Skip payor validation if only P payor present'. The 'Reschedule' button is highlighted with a red arrow.

The appointment list on the right shows a table with columns: Date, Weekday, Time, Prov, Loc, Type, Status, PIN, and Patient Name. The appointments are for Friday, 02-04-22, at 09:00a, with provider JEGR, location VALFL, type STX..., status 0000722, and patient Speech, Holly T.

At the bottom of the 'Reschedule' tab, there is a 'Reschedule' button and a 'Select all' button. A red arrow points to the 'Reschedule' button. The text 'Only selected fields are modified.' is displayed above the 'Reschedule' button. The status bar at the bottom indicates 'Selected 48 out of 48 appointments'.



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

- If deleting appointments, ensure the blue carrot is selected for each appointment you wish to delete. Select the “Delete” tab in the bottom left. Finally, select “Delete” at the bottom of the tab; selecting “Save” will not save the information for this.

The screenshot displays the AASL software interface. The top window shows a list of appointments with a 'Delete' button highlighted by a red arrow. The bottom window shows a confirmation dialog asking 'You are about to delete 48 appointments. Do you want to continue?' with a 'Yes' button highlighted by a red arrow.

Date	Weekday	Time	Prov	Loc	Type	Status	PII	Patient Name
02-18-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
02-25-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
03-04-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
03-11-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
03-18-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
03-25-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
04-01-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
04-08-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
04-15-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
04-22-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
04-29-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
05-06-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
05-13-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
05-20-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
05-27-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
06-03-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
06-10-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
06-17-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
06-24-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
07-01-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
07-08-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T
07-15-22	Fri	09:00a	JEGR	VALFL	STX...		0000722	Speech, Holly T

Relevant Procedures: Therapist Procedure for Communicating Schedule Needs/Changes, Procedure for Handling Reschedules-Explained, Therapist Procedure for Client Discharge



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

Adding/ Clearing Reserve Time

1. Highlight the cell of time you want to reserve. Right click and select “Reserve” OR press ‘r’.

All About Speech & Language RPM - dat User: JGraepel Station: 9 allaboutspeech.raintreeinc.com:10056

← View Add Edit Delete Cancel Find ± = >

← Appointments: AUTO

All Providers -- Friday -- 03-12-21

	Alicia Yimoyines	Baylee Skjette	Brandi Rodriguez
8 AM			Evaluations: 1 hr, 1 unit
15			New Clients: 0
30			Cancellations: 2
45			
9 AM			
15			
30			
45			
10 AM			
15			
30			
45			
11 AM			
15			
30			

Right-click context menu options:

- Add Appointment
- Add From Waiting List
- Paste Appointment Ctrl+V
- Make Available
- Make Unavailable
- Reserve Time** (highlighted with a red circle)
- Clear Reserve Time
- Copy Schedule
- Paste Schedule

Bottom section:

Mar 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Patient Insurance Contacts

PN DOB Sex Case FC Status Balance Visit# Copay/Deductible

Address City Pref Phone Home Phone Primary Cell Email Comment

Work Phone Secondary Cell

Windows taskbar: 12:07 PM 3/10/2021



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2. Type in what you plan to reserve that time for OR select from the drop down. It will then appear on the scheduler in the designated color from the drop-down list. Ensure start/end times are accurate and provide additional comments if warranted.

MEET	Meeting
LUNCH	Lunch
PRETO	Pre-approved time off
PAPER	Paperwork/Documentation
PREP	Therapy preparation
STEVL/OTEVL	Upcoming evaluation
STREV/OTREV	Upcoming re-evaluation
VAC	Vacation

3. You can also simply select the cell of time, write in the open box what you will be doing, and it will then appear on the scheduler in orange (see above in right column). Select "Save" in the upper left, type ctrl + s, or type Fn + F10 to save.
4. To remove reserve time, simply highlight the reserved time, right click, and select "Clear Reserve Time" (not pictured).

Relevant Procedures: Therapist Procedure for Meeting with Clinic Manager, Therapist Procedure for Calling Out/Unplanned time out of Office, Therapist Procedure for PTO/Planned time out of Office



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Raintree Condensed Guide for AASL

Canceling /No-Showing Appointments (with Fee Instructions)

1. Select the appointment you wish to cancel. Select "C" OR right click and select "Cancel w/ History".

The screenshot shows the AASL software interface. At the top, there's a header with 'All About Speech & Language - dat', 'User: JGraepel', 'Station: 16', and 'allaboutspeech.raintreeinc.com:10056'. Below this is a toolbar with buttons for View, Add, Edit, Delete, Cancel, Find, and a search icon. The main area is titled 'Appointments: AUTO' and shows a grid of appointments for 'All Providers -- Friday -- 02-04-22'. The providers listed are Baylee Skjefte, Brittany Garcia, Jenna Graepel, Rosamaria Gigliotti, and Melissa Dieguez. The 'Holly Speech' appointment is highlighted in blue. A right-click context menu is open over this appointment, showing various options. A red arrow points to the 'Cancel - w/ history' option.

2. For a no-show, select the appointment you wish to no-show. Select ctr + N OR right click and select "No-Show".

The screenshot shows the AASL software interface. At the top, there's a header with 'All About Speech & Language - dat', 'User: JGraepel', 'Station: 16', and 'allaboutspeech.raintreeinc.com:10056'. Below this is a toolbar with buttons for View, Add, Edit, Delete, Cancel, Find, and a search icon. The main area is titled 'Appointments: AUTO' and shows a grid of appointments for 'All Providers -- Friday -- 02-04-22'. The providers listed are Baylee Skjefte, Brittany Garcia, Jenna Graepel, Rosamaria Gigliotti, and Melissa Dieguez. The 'Holly Speech' appointment is highlighted in blue. A right-click context menu is open over this appointment, showing various options. A red arrow points to the 'No Show' option.



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3. In the pop-up, select a reason for the cancellation/no-show. For “other reason”, you **MUST** add commentary; you can add additional comments for any cancellation.

All About Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056

All Providers

View Add Edit Delete Cancel Find ± = >

Appointments: AUTO

All Providers -- Friday -- 02-04-22

	Baylee Skjette	Brittany Garcia	Jenna Graepel	Rosamaria Gigliotti	Melissa Dieguez
30					
45					

All About Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056

All Providers

Save Cancel >

Appointments: AUTO

Appointment Cancel

Appointment info

Patient 0000722 Speech, Holly T

Provider JEGR Location VALFL Type STX30

Reason

Cancel reason

Comment

AASL Mandated Cx
Family Vacation
Holiday - Office Closed
No Transportation
Office Closed - Scheduled, no holiday
Other Reason (Please Specify)
Pandemic
Patient had an emergency
Patient is sick
Set Summer Schedule
Therapist Cancelled
Weather related office closure

☐ Remove appointment

4. Select “Save” (top left), ctrl + s, or Fn + F10 to save.

All About Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056

All Providers

View Add Edit Delete Cancel Find ± = >

Appointments: AUTO

All Providers -- Friday -- 02-04-22

	Baylee Skjette	Brittany Garcia	Jenna Graepel	Rosamaria Gigliotti	Melissa Dieguez
30					
45					

All About Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056

All Providers

Save Cancel >

Appointments: AUTO

Appointment Cancel

Appointment info

Patient 0000722 Speech, Holly T

Provider JEGR Location VALFL Type STX30

Reason

Cancel reason Other Reason (Please Specify)

Comment

Mother ran over an ant pile.

☐ Remove appointment from the scheduler



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

5. To apply cancellation/no-show fees, right click the appointment and select “Visit/Encounter”.

Appointment Card
Fax
Google Map
Post Payment
Patient Chart
Relink Appointments
Print Receipt
RTCConnect
Send Blast Alerts
Confirm Appointment Manually
Resend Appointment Reminder
Welcome Letter/Patient Forms
Telehealth Waiting Room

6. A window will pop-up, select “Enable Charges Tab”, in “Cancel/No Show” tab.

Cancel reason: Other Reason (Please Specify)

Comment: Mother ran over an ant pile.

Enable Charges Tab



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

7. Go to the Charges tab and select “Late Cancellation Fee” or “No Show Fee” as it applies. Select “No Visit” for any of these types of appointments; DO NOT select “No Service Ticket” as this will prohibit it from going to billing review and mess up Finance.

Speech, Holly

Save Cancel

Recommendations | Cancel/NoShow | **Charges** | Tracking

Evaluation Services

ST Evaluations

Chg Exp

☐ 92521 Eval of Speech Fluency

☐ 92522 Eval ST Sound Production

☐ 92523 Eval Sound Prod w.Lang

☐ 92524 Analysis of Voice & Resonance

☐ 92506 Speech/Hearing Evaluation

☐ 92610 Evaluate Swallowing Function

☐ 92597 Oral Speech Device Eval

☐ Speech Re-Evaluation - SP

☐ Evaluation Done Outside

Transfer From Activities

Therapy Procedures

Enter 15 Min Increments

Chg Exp

☐ 97150 Group

☐ 97530 Therapeutic Activity

☐ Therapeutic Activities 30 Min-SP

☐ Therapeutic Activities 45 Min-SP

☐ Therapeutic Activities 60 Min-SP

☐ 92507 Speech/Hear Therapy 30 Min

☐ Speech/Hearing Therapy 45 Min-SP

☐ Speech/Hearing Therapy 60 Min-SP

☐ Speech/Hearing Therapy 90 Min-SP

☐ Group Speech Therapy

Miscellaneous Select Service

Chg Exp

☐ COVID-19 PPE Co...

☐ Consultation

☐ Family/Therapist Interview

☐ Parent/Therapist Interview

☐ Home Visit

☐ Screening

☐ Late Fee (10 Min)

Additional Services

Services / Supplies

Unit Amount

Insurance / Payor Information

P 00003 + Patient Resp SP

Bill To P

Payor Set

☐ Returned Check Fee

☒ Cancellation Fee 60.00 60.00

☐ No Show Fee

☒ No Visit

☐ No Service Ticket

Diagnosis 1-4 5-8 9-C

1 00000 UNKNOWN DIAGNOSIS

2

3

4

Time In: Timed

Time Out: Untimed

Total Minutes: Nonbillable

Treatment Time:

Location of Treatment

Collect Payment

Amount Copay 0.00

Type Ref#

Method Type

Check # Receipt

Post payment

Posting Information

Posted By

Billed 60.00 Cosigner

Expected 60.00 Bill Doc

POS Bill Loc

Show Charge Recap

Include attendance data on the POC

All Previous Notes Initial Evaluation Progress / Re-Evaluations Last Note Update Rollforward Data

DNC missing/Rx missing No Active IFS

69°F Sunny 10:58 AM 2/2/2022

8. Be sure the charges are accurate, located in the bottom right corner of the charges tab. If they need to be changed, select “Show Charge Recap” and adjust accordingly. It will auto fill each fee for 60-minute appointments.

Speech, Holly

Save Cancel

Recommendations | Cancel/NoShow | **Charges** | Tracking

Evaluation Services

ST Evaluations

Chg Exp

☐ 92521 Eval of Speech Fluency

☐ 92522 Eval ST Sound Production

☐ 92523 Eval Sound Prod w.Lang

☐ 92524 Analysis of Voice & Resonance

☐ 92506 Speech/Hearing Evaluation

☐ 92610 Evaluate Swallowing Function

☐ 92597 Oral Speech Device Eval

☐ Speech Re-Evaluation - SP

☐ Evaluation Done Outside

Transfer From Activities

Therapy Procedures

Enter 15 Min Increments

Chg Exp

☐ 97150 Group

☐ 97530 Therapeutic Activity

☐ Therapeutic Activities 30 Min-SP

☐ Therapeutic Activities 45 Min-SP

☐ Therapeutic Activities 60 Min-SP

☐ 92507 Speech/Hear Therapy 30 Min

☐ Speech/Hearing Therapy 45 Min-SP

☐ Speech/Hearing Therapy 60 Min-SP

☐ Speech/Hearing Therapy 90 Min-SP

☐ Group Speech Therapy

Miscellaneous Select Service

Chg Exp

☐ COVID-19 PPE Co...

☐ Consultation

☐ Family/Therapist Interview

☐ Parent/Therapist Interview

☐ Home Visit

☐ Screening

☐ Late Fee (10 Min)

Additional Services

Services / Supplies

Unit Amount

Insurance / Payor Information

P 00003 + Patient Resp SP

Bill To P

Payor Set

☐ Returned Check Fee

☒ Cancellation Fee 60.00 60.00

☐ No Show Fee

☒ No Visit

☐ No Service Ticket

Diagnosis 1-4 5-8 9-C

1 00000 UNKNOWN DIAGNOSIS

2

3

4

Time In: Timed

Time Out: Untimed

Total Minutes: Nonbillable

Treatment Time:

Location of Treatment

Collect Payment

Amount Copay 0.00

Type Ref#

Method Type

Check # Receipt

Post payment

Posting Information

Posted By

Billed 60.00 Cosigner

Expected 60.00 Bill Doc

POS Bill Loc

Show Charge Recap

Include attendance data on the POC

All Previous Notes Initial Evaluation Progress / Re-Evaluations Last Note Update Rollforward Data

DNC missing/Rx missing No Active IFS

69°F Sunny 10:59 AM 2/2/2022



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Raintree Condensed Guide for AASL

Late Cancellation Fee 30 minutes	\$35.00
No Show Fee 30 minutes	\$65.00
Late Cancellation Fee 60 minutes	\$60.00
No Show Fee 60 minutes	\$115.00
Late Pick Up Fee (in Daily Note!)	\$25 for every 5 minutes

9. Once filled in correctly, select “Save” (top left), type ctrl + s, or type Fn + F10

The screenshot shows the 'All About Speech & Language' software interface. At the top, there's a navigation bar with 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button. Below this is a table with columns: Code, CPT, Modifiers, Units, Dx, Auth /, X, Billed, Expected, BC, and POS. The first row shows 'ADCAN' with a 'Billed' value of 35.00. A second red arrow points to the 'Billed' column. Below the table are sections for 'Case Information' (Date of Illness / Onset: SOC 03-29-16), 'CCI Notes', 'Posting Errors', and 'Posting Information' (Total Billed/Expected: 35.00, Total Patient Billed/Expected: 35.00). At the bottom, there are buttons for 'All Previous Notes', 'Initial Evaluation', 'Progress / Re-Evaluations', 'Last Note', and 'Save'. The status bar at the bottom shows '69°F Sunny' and '11:01 AM 2/2/2022'.

Relevant procedures: Therapist Procedure for Calling Out/Unplanned time out of Office, Therapist Procedure for PTO/Planned time out of Office, Therapist Procedure for Poor Client Attendance, Therapist Procedure for Adding to the Communication Log



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

Opening Patient Files

1. There are two ways of doing this. First way is to highlight the client's appointment, Right click, and select "Patient Files". Other helpful options are "Patient Chart" and "Appointment History"

The screenshot shows the AASL software interface. At the top, the title bar reads "All About Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056". Below the title bar is a menu bar with options: View, Add, Edit, Delete, Cancel, Find, and a search icon. The main area displays a calendar view for Friday, 02-04-22, with appointments listed by time slots (30, 45, 9 AM, 10 AM, 11 AM, 12 PM). The appointment for Jenna Graepel at 9 AM is highlighted. A right-click context menu is open over this appointment, showing options: Patient Files, Appointment History, Edit, Add, Move To Waiting List, Copy, Cut, Delete - no history, Cancel - w/ history, No Show, Check In, Check Out, Clear Status, Email, Visit / Encounter, Comment, Appointment Card, Fax, Google Map, Post Payment, Patient Chart, Relink Appointments, Print Receipt, RTCconnect, Send Blast Alerts, Confirm Appointment Manually, Resend Appointment Reminder, Welcome Letter/Patient Forms, and Telehealth Waiting Room. Red arrows point to "Patient Files", "Appointment History", and "Patient Chart".

Below the calendar, there is a patient information section for "Holly Speech". It includes fields for Patient, Insurance, and Contacts. The patient information is as follows:

PN	0000722	Address	
DOB	01-18-2003	City	
Sex	F	Pref Phon	
Case FC		Home Ph	
Status	SETUP	Primary C	
Balance	0.00	Email	
Copay/Deductible		Visit / Encounter	
		Comment	

At the bottom of the screen, there is a taskbar with various application icons and a system tray showing the date and time: 11:13 AM 2/2/2022.



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

1. OTHER WAY --- From the Main Menu, Select "Patient Files".

Browser window: All About Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056

Main Menu

- ← Main Menu
- Dashboard
- Scheduler
- Patient Files** (indicated by a red arrow)
- Daily Ledger
- Reports / Forms
- Connect
- Tables
- Utilities
- What's Up
- Exit

Windows taskbar: 72°F Sunny 11:15 AM 2/2/2022

Browser window: All About Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056

Patient Files

Find Add Edit Delete Print Select Show Inactive Hide Inactive

Main Menu

- ← Main Menu
- Dashboard
- Scheduler
- Patient Files** (indicated by a red arrow)
- Daily Ledger
- Reports / Forms
- Connect
- Tables
- Utilities
- What's Up
- Exit

Account #	Name	Status	DOB
0002212	[REDACTED]	ACT	[REDACTED]
0002213	[REDACTED]	ACT	[REDACTED]
0201551	[REDACTED]	INACT	[REDACTED]
BBFCH	Beyond Basics for Chil, Group	GROUP	
BOYSS	Beyond Basics for Boys, Group	GROUP	
ELEM	Elementary - Winthrop, Group	GROUP	
ELEMS	Elementary - S. Tampa, Group	GROUP	
PEER	PEERS - S. Tampa, Group	GROUP	
PEERS	PEERS - Winthrop, Group	GROUP	
TINY	Tiny Socialights (W), Group	GROUP	
TINY	Tiny Socialights (ST), Group	GROUP	

Windows taskbar: 72°F Sunny 11:15 AM 2/2/2022



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

2. Select "Find", and type in the Patient's Last Name (or first few letters of last name) and hit Enter

Browser window: All About Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056

Application window: Patient

Buttons: Find Add Edit Delete Print Select Show Inactive Hide Inactive

Main Menu

- Dashboard
- Scheduler
- Patient Files
- Daily Ledger
- Reports / Forms
- Connect
- Tables
- Utilities
- What's Up
- Exit

Patient Files

Account #	Name	Status	DOB
0002212		ACT	
0002213		ACT	
0201551		INACT	
BBFCH	Beyond Basics for Chil, Group	GROUP	
BOYSS	Beyond Basics for Boys, Group	GROUP	
ELEM	Elementary - Winthrop, Group	GROUP	
ELEMS	Elementary - S. Tampa, Group	GROUP	
PEER	PEERS - S. Tampa, Group	GROUP	
PEERS	PEERS - Winthrop, Group	GROUP	
TINY	Tiny Socialights (W), Group	GROUP	
TINYS	Tiny Socialights (ST), Group	GROUP	

Browser window: All About Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056

Application window: Patient

Buttons: Find Cancel

Main Menu Patient Files

FIND

Press TAB to see search history or UP/DOWN arrow keys to switch search option

SPEECH | (max 75 characters)

- ☒ Smart Find
- ☐ Number
- ☐ Name
- ☐ SS#
- ☐ DL#
- ☐ Zip Code
- ☐ Date
- ☐ DOB
- ☐ Find by subscriber...
- ☐ Document Search (Full Text Search)...
- ☐ Document Search (Full Text Search)...
- ☐ Family Contacts
- ☐ Search By Phone From Patient, Contacts, Payors



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

3. Select the Patient's name, and that will bring you to the Patient Files. Make whatever selection you need (usually Patient Chart).

The screenshot shows the AASL software interface. The top bar displays the user name 'JGraepel' and station '16'. The main window is titled 'Patient Files' and contains a table with the following data:

Name	Status	Account #	DOB
Speech, Holly T	SETUP	0000722	01-18-2003

An 'Edit' menu is open, showing various options for patient management. A large red arrow points to this menu.

Edit Menu Options:

- Patient Demographics
- Chart
- Appointment History
- Insurance / Payor
- Diagnosis
- Ledger
- Ledger View
- Medical Records
- Copy Patient File
- CCDA Export
- Transition of Care Summary
- Access Patient Wallet
- Post Payment
- Message Center
- RTConnect
- Send Secure Text Message
- Fax Email Print
- Service Line Tracking

Relevant Procedures; Therapist Procedure for Conducting a Progress Note, Therapist Procedure for Client Discharge, Therapist Procedure for Conversion Note, Therapist Procedure for Poor Client Attendance



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL Accessing Dashboard for Sign Off/Caseload

1. From the Main Menu Select “Dashboard” OR press “B”. Select the Sign-Off tab.

The screenshot displays the AASL software interface. At the top, a yellow header bar shows the user's name (Jenna Graepel), station (16), and the application URL. Below this, a 'Main Menu' sidebar on the left lists various options: Dashboard, Scheduler, Patient Files, Daily Ledger, Reports / Forms, Connect, Tables, Utilities, What's Up, and Exit. A red arrow points to the 'Dashboard' option. The main content area shows the 'Dashboard for Jenna Graepel'. At the top of this dashboard, there are tabs for KPI, Patients, Scheduler, and Refresh. Below these, a 'Sign Off' tab is highlighted with a red arrow. The dashboard contains several tables: 'Appointments' (listing dates, times, lengths, patient names, types, and notices), 'Check In' (listing patient names and durations), 'In Clinic / Exam Room' (listing patient names, rooms, and durations), 'Check Out' (listing patient names), 'Cancel/No Show' (listing patient names and reasons), 'Current Visit Orders' (listing patient names, subtypes, and owners), and 'Admin/Review' (listing patient names). A legend at the bottom indicates various appointment statuses: Pending, Checked In, Cancel/No Show, In Process, Posted, Waiting for Cosign, Signed Off, and Complete.



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

2. The center box will show you checked in appointments and open documents. The upper right-hand box will show you signed off documents. You may select the box on the left for a blue carrot to Edit, Sign off, etc. Double click the note to open Edit Detail.

The screenshot displays the 'All About Speech & Language' software interface. The top navigation bar includes buttons for KPI, Patients, Scheduler, and Refresh. The central area is divided into two main sections: 'Draft Clinical Documents' and 'Signed Off (02-02-22 - 02-02-22)'. The 'Draft Clinical Documents' section contains a table with columns for Date, Patient Name, Templ, Description, and Provider Name. The 'Signed Off' section contains a table with columns for Close Date, Patient Name, and Description. A red arrow points to the 'Sign Off' button in the top navigation bar. Another red arrow points to the 'Sign Off' button in the 'Main Menu' on the left. The interface also includes a 'Main Menu' on the left with options like Dashboard, Scheduler, Patient Files, Daily Ledger, Reports / Forms, Connect, Tables, Utilities, What's Up, and Exit. The bottom status bar shows the system clock and weather information.

Date	Patient Name	Templ	Description	Provider Name
02-02-22	Holly Speech	LTNOT	Service Ticket	Jenna Graepel, MS CCC-SLP, License

Close Date	Patient Name	Description
02-02-22	[REDACTED]	Daily Note
02-02-22	[REDACTED]	Daily Note



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

- To access the Caseload, click on the caseload tab. This will populate all clients that are on your caseload. Color coding usually indicates that some form of documentation is coming due. Please use this tab to ensure all progress note/re-evaluation dates are accurate.

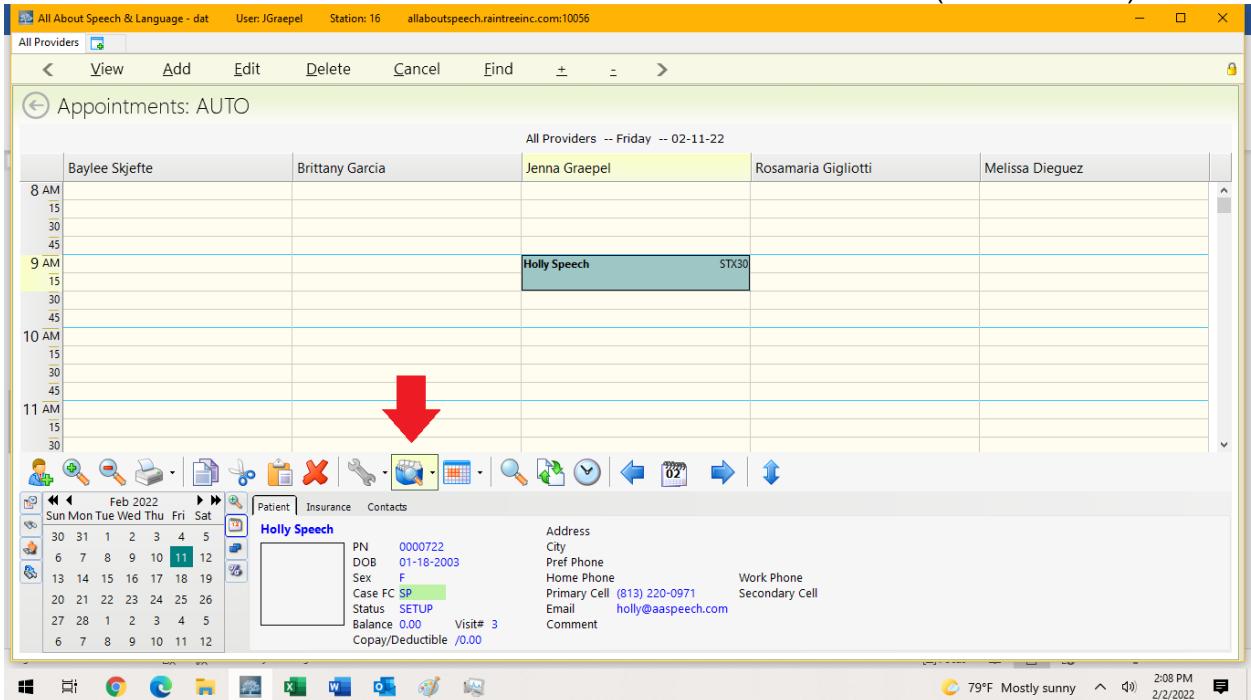
Relevant Procedures: AASL Company Procedure on Tracking Re-Evaluation and Progress Note Due Dates, ANY DOCUMENTATION PROCEDURE, Therapist Procedure for Cosigns



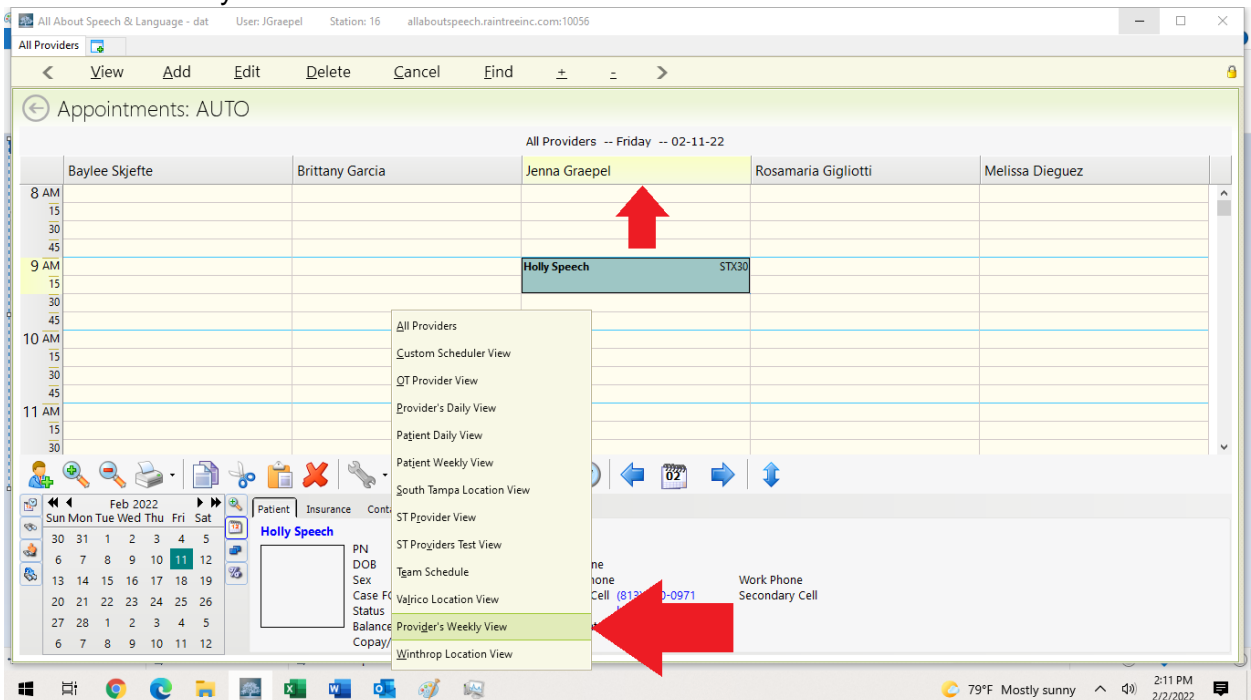
ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL View/Print Weekly Schedule

1. Select the “Go To View” icon in the scheduler on the bottom toolbar (blue file folder).



2. Select “Provider’s Weekly Schedule”. Be sure you have your name selected to see YOUR weekly schedule.





ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

3. Select the printer icon on the bottom toolbar, and select "Quick Graphic Print" from the list. A pop-up will prompt you to type "Ctrl + P" to generate the Print Preview

The screenshot shows the 'Appointments: WEEK' view for Jenna Graepel. The schedule is displayed from Sunday 02-06-22 to Saturday 02-12-22. A red arrow points to the printer icon in the bottom toolbar, and another red arrow points to 'Quick Graphic Print' in the dropdown menu.

Day	Time	Appointment	Comments	Phone
Sunday 02-06-22	8 AM			
Monday 02-07-22	8 AM	PREP		
Tuesday 02-08-22	8 AM	Comment: School is closed, teacher conference day	Phone: Sex: F Age: 7 yrs 11 mos	
Wednesday 02-09-22	8 AM	PREP		
Thursday 02-10-22	8 AM	Comment: received auth. 1/20, returning client, updated medical history uploaded	Phone: Sex: F Age: 4 yrs 5 mos	
Friday 02-11-22	8 AM	Holly Speech	Comment: Sex: F Age: 10 yrs	
Saturday 02-12-22	8 AM			

The screenshot shows the 'Appointments: WEEK' view for Jenna Graepel. The schedule is displayed from Sunday 02-06-22 to Saturday 02-12-22. A red arrow points to the printer icon in the bottom toolbar, and another red arrow points to 'Quick Graphic Print' in the dropdown menu.

Day	Time	Appointment	Comments	Phone
Sunday 02-06-22	8 AM			
Monday 02-07-22	8 AM	PREP		
Tuesday 02-08-22	8 AM	Comment: School is closed, teacher conference day	Phone: Sex: F Age: 7 yrs 11 mos	
Wednesday 02-09-22	8 AM	PREP		
Thursday 02-10-22	8 AM	Comment: received auth. 1/20, returning client, updated medical history uploaded	Phone: Sex: F Age: 4 yrs 5 mos	
Friday 02-11-22	8 AM	Holly Speech	Comment: Sex: F Age: 10 yrs	
Saturday 02-12-22	8 AM			



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

4. Ensure you have the correct document and printer selected, then hit the “Print” button.

The screenshot shows the 'Raintree Print Preview' window at 75% zoom. The title bar indicates the user is 'Jenna Graepel' and the station is '16'. The sidebar on the left lists several documents, including 'Missed and Cancelled Appointment' and 'Jenna Graepel @ -- Friday 02-11-22'. The main area displays a calendar for the week of February 7-13, 2022, with various colored blocks representing appointments. At the bottom left, a toolbar contains options for 'Copies', 'Page', and a 'Print' button, which is highlighted by a red arrow. The status bar at the bottom shows the temperature as 79°F and the date as 2/2/2022.

Relevant Procedures: Therapist Procedure for Therapist Procedure for Calling Out/Unplanned time out of Office, Therapist Procedure for PTO/Planned time out of Office



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL Email Documents in Raintree

1. Access the patient chart; (page 30 for reference).
2. Under "Visit Info" tab, select "Fax/Email Notes" at the bottom of the window.

Case Information

#	Type	Case Name	Start	End	DOI	Primary Diagnosis	Primary Payor
ST001	LTERM	Speech Therapy	03-29-16			UNKNOWN DIAGNOSIS	P + Patient Resp - SP
OT001	LTERM	Occupational Therapy	10-10-15			Dysphagia, oral phase	P + Patient Resp - SP
GR001	CASE	Group Case	02-22-16			UNKNOWN DIAGNOSIS	P + Patient Resp - SP

Visit History

Date	Time	Template	Description	Case Name	Provider Name	Loc	Case	Signed	Posted	Post Rev	Amended
02-11-22	09:00a	LTNOT	Pending Visit	Speech Therapy	Jenna Graepel, MS CCC-S...	VALFL	ST001				
02-04-22	09:00a	LTNOT	Pending Visit	Speech Therapy	Jenna Graepel, MS CCC-S...	VALFL	ST001				
02-02-22	10:30a	LTNOT	Service Ticket	Speech Therapy	Jenna Graepel, MS CCC-S...	VALFL	ST001				
02-01-22	12:00p	LTNOT	Daily Note	Occupational Th...	Molly Hendrix, MS, OTR/L...	VALFL	OT001				
09-30-20	11:06a	LTNOT	Initial Evaluation	Speech Therapy	Brittany Garcia, MS CCC-S...	WINTH	ST001				
10-10-15	09:45a	LTNOT	Daily Note	Occupational Th...	Brittany Garcia, MS CCC-S...	BRKPS	OT001			X	

Print Notes Fax/Email Notes Not Signed Signed Off Amended / Cosigned Canceled / No Show

3. Select "Email" on the drop-down list for Patient (in "Type" column). You will ALWAYS select "Patient" for email. If the therapist is needing to share with PCM or other party, please consult Front Desk (this occurs rarely, if at all).

Case Information

#	Type
ST001	LTERM
OT001	LTERM
GR001	CASE

Visit History

Date	Time	Template	Description	Case Name	Provider Name	Loc	Case	Signed	Posted	Post Rev	Amended
02-11-22	09:00a	LTNOT	Pending Visit	Speech Therapy	Jenna Graepel, MS CCC-S...	VALFL	ST001				
02-04-22	09:00a	LTNOT	Pending Visit	Speech Therapy	Jenna Graepel, MS CCC-S...	VALFL	ST001				
02-02-22	10:30a	LTNOT	Service Ticket	Speech Therapy	Jenna Graepel, MS CCC-S...	VALFL	ST001				
02-01-22	12:00p	LTNOT	Daily Note	Occupational Th...	Molly Hendrix, MS, OTR/L...	VALFL	OT001				
09-30-20	11:06a	LTNOT	Initial Evaluation	Speech Therapy	Brittany Garcia, MS CCC-S...	WINTH	ST001				
10-10-15	09:45a	LTNOT	Daily Note	Occupational Th...	Brittany Garcia, MS CCC-S...	BRKPS	OT001			X	

Print Notes Faxing - Holly Speech

Disclosures

Track Correspondence using Disclosure Record Reason Freeform Reason

Recipient Info

Name	Email Address	DMSG
Holly Speech	holly@asspeech.com	No
Holly Test	holly@asspeech.com	No

Delivery Method

Type

Name

Email Address

DMSG

02-02-21

Owner

Provider

Template

Loc

Case

Cat

VISIT

Select Documents - Fax Email Print

Date	Form	Category	Description	Provi...	Si
02-01-22	LTNOT	VISIT	Daily Note	MOHE	

Final Documents

Date	Form	Category	Description	Order	By
------	------	----------	-------------	-------	----



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

4. Select a Reason for sending under the "Reason" drop down (middle). Usually we select "Sending Patient's EMR Records".

ALL ABOUT Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056

Faxing - Holly Speech

Save Cancel

Case Information

SEND: SEND

Sender: Jenna Graepel

Skip Fax Coversheet

Facsheet

Email Subject

Disclosures

☒ Track Correspondence using Disclosure Record Reason

☐ Freeform Reason

Delivery Method Type Name Authorization Request Email Address DMSG

Email Patient Holly s Plan of Care holly@asspeech.com No

Patient's Location Sending patient's EMR records No

Patient's Employer No

Patient's Insurance A 00000 United Healthc... No

Patient's Referral Source No

Mother Holly Test holly@asspeech.com No

02-02-22 10:3

02-01-22 12:0

09-30-20 11:0

10-10-15 09:4

02-02-21

Owner

Provider

Template

Loc

Case

Cat

VISIT

Select Documents - Fax Email Print

Date Form Category Description Provi... SI

02-01-22 LTNOT VISIT Daily Note MOHE

All Documents Previous Documents Sent (Last 15 days)

Final Documents

Date Form Category Description Order By

Preview Send Document(s)

79°F Mostly sunny 2:54 PM 2/2/2022



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

- In the "Select Documents – Fax Email Print" window (bottom left), click the open box on the left of the notes you wish to send to populate a blue carrot. Then select the blue ">" icon between the two windows. It should send the note to the "Final Documents" window on the bottom right.

Case Information: Sender: Jenna Graepel, Station: 16, allaboutspeech.raintreeinc.com:10056

Disclosures: ☒ Track Correspondence using Disclosure Record

Recipient Info: Name: Holly Speech, Email Address: holly@aspeech.com

Delivery Method: Email, Type: Patient, Patient's Location: Patient's Employer, Patient's Insurance: A 00000 United Health..., Patient's Referral Source: Mother

Final Documents: Date, Form, Category, Description, Order, By

Select Documents - Fax Email Print: Date, Form, Category, Description, Provi..., Si

02-01-22 LTNOT VISIT Daily Note MOHE

Buttons: Print Notes, Visit Report, Date Range, Provider, Appt Type, Cancel, Print Rep

Case Information: Sender: Jenna Graepel, Station: 16, allaboutspeech.raintreeinc.com:10056

Disclosures: ☒ Track Correspondence using Disclosure Record

Recipient Info: Name: Holly Speech, Email Address: holly@aspeech.com

Delivery Method: Email, Type: Patient, Patient's Location: Patient's Employer, Patient's Insurance: A 00000 United Health..., Patient's Referral Source: Mother

Final Documents: Date, Form, Category, Description, Order, By

Select Documents - Fax Email Print: Date, Form, Category, Description, Provi..., Si

02-01-22 LTNOT VISIT Daily Note MOHE

Buttons: Print Notes, Visit Report, Date Range, Provider, Appt Type, Cancel, Print Rep



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

- Carrot the notes in the "Final Documents" window on the bottom right, then select "Send Documents" button.

ALL ABOUT Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056

Faxing - Holly Speech

Save Cancel Add Edit Delete Find Print

Case Information

Sender: Jenna Graepel

Skip Fax Coversheet: ☐

Facsheet: ☐

Email Subject:

Disclosures

☒ Track Correspondence using Disclosure Record Reason: ☐ Freeform Reason

Recipient Info

Delivery Method	Type	Name	Fax #	Email Address	DMSG
Email	Patient	Holly Speech		holly@aspeech.com	No
	Patient's Location				No
	Patient's Employer				No
	Patient's Insurance	A 00000 United Health...			No
	Patient's Referral Source				No
	Mother	Holly Test		holly@aspeech.com	No

Dates: 02-02-21 < - > Owner: < Provider: <

Notetype: < Template: < Loc: < Cat: VISIT <

Clear Filters

Select Documents - Fax Email Print

Date	Form	Category	Description	Provi...	Si
02-01-22	LTNOT	VISIT	Daily Note	MOHE	

☐ All Documents ☐ Previous Documents Sent (Last 15 days)

Print Notes

Visit Report

Date Range: < >

Provider: <

Appt Type: <

Cancel Print Rep

Final Documents

Date	Form	Category	Description	Order	By
02-01-22	LTNOT	VISIT	Daily Note	01	JEGR

Preview Send Document(s)

79°F Mostly sunny 2:57 PM 2/2/2022

- The note in the window (left) should turn green once sent successfully. Select "Save" (top left), ctrl + s, or Fn + F10 to exit the screen.

ALL ABOUT Speech & Language - dat User: JGraepel Station: 16 allaboutspeech.raintreeinc.com:10056

Faxing - Holly Speech

Save Cancel Add Edit Delete Find Print

Case Information

Sender: Jenna Graepel

Skip Fax Coversheet: ☐

Facsheet: ☐

Email Subject:

Disclosures

☒ Track Correspondence using Disclosure Record Reason: Sending patient's EMR records ☐ Freeform Reason

Recipient Info

Delivery Method	Type	Name	Fax #	Email Address	DMSG
Email	Patient	Holly Speech		holly@aspeech.com	No
	Patient's Location				No
	Patient's Employer				No
	Patient's Insurance	A 00000 United Health...			No
	Patient's Referral Source				No
	Mother	Holly Test		holly@aspeech.com	No

Dates: 02-02-21 < - > Owner: < Provider: <

Notetype: < Template: < Loc: < Cat: VISIT <

Clear Filters

Select Documents - Fax Email Print

Date	Form	Category	Description	Provi...	Si
02-01-22	LTNOT	VISIT	Daily Note	MOHE	

☐ All Documents ☐ Previous Documents Sent (Last 15 days)

Print Notes

Visit Report

Date Range: < >

Provider: <

Appt Type: <

Cancel Print Rep

Final Documents

Date	Form	Category	Description	Order	By
02-01-22	LTNOT	VISIT	Daily Note	01	JEGR

Preview Send Document(s)

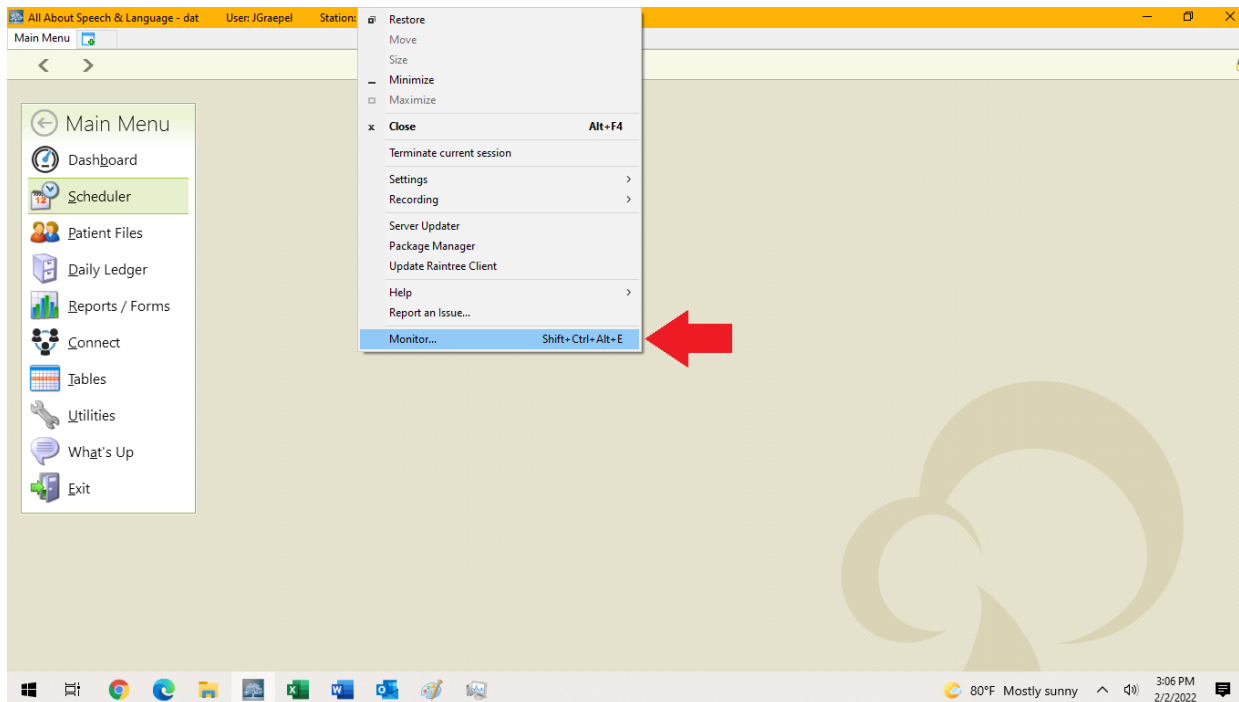
79°F Mostly sunny 2:59 PM 2/2/2022



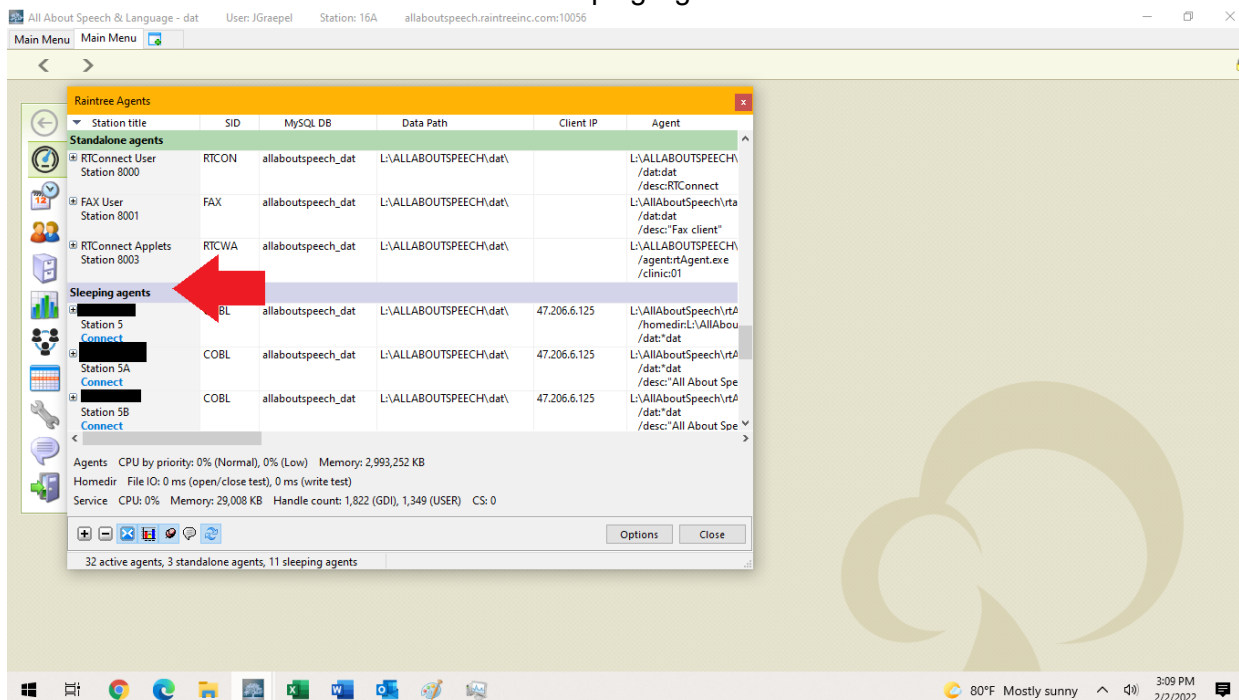
ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL Terminating Locked Session in Raintree

1. Right click at the top of your Raintree screen, then select "Monitor" at the bottom of the list.



2. Scroll down to find the section titled "Sleeping Agents".





ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

- If you see your username listed under Sleeping Agent, it will likely suggest you are (locked). Select the blue **Connect** button.

The screenshot shows the 'Raintree Agents' window with the following data:

Station title	SID	MySQL DB	Data Path	Client IP	Agent
Standalone agents					
RTConnect User Station 8000	RTCON	allaboutspeak_dat	L:\ALLABOUTSPEECH\dat\		L:\ALLABOUTSPEECH\dat\dat /desc:RTConnect
FAX User Station 8001	FAX	allaboutspeak_dat	L:\ALLABOUTSPEECH\dat\		L:\ALLABOUTSPEECH\dat\dat /desc:"Fax client"
RTConnect Applets Station 8003	RTCWA	allaboutspeak_dat	L:\ALLABOUTSPEECH\dat\		L:\ALLABOUTSPEECH\dat\dat /agent:rtAgent.exe /clinic:01
Sleeping agents					
Station 5		allaboutspeak_dat	L:\ALLABOUTSPEECH\dat\	47.206.6.125	L:\ALLABOUTSPEECH\dat\dat /desc:"All About Spe
Station 5A		allaboutspeak_dat	L:\ALLABOUTSPEECH\dat\	47.206.6.125	L:\ALLABOUTSPEECH\dat\dat /desc:"All About Spe
Station 5B		allaboutspeak_dat	L:\ALLABOUTSPEECH\dat\	47.206.6.125	L:\ALLABOUTSPEECH\dat\dat /desc:"All About Spe

At the bottom of the window, it states: 32 active agents, 3 standalone agents, 11 sleeping agents.

- This will pull up your screen asking you to login. **Do not login**, instead go to the top of your screen and right click again and go to the "Terminate Current Session".

The screenshot shows the application window with a right-click context menu open. The menu options are:

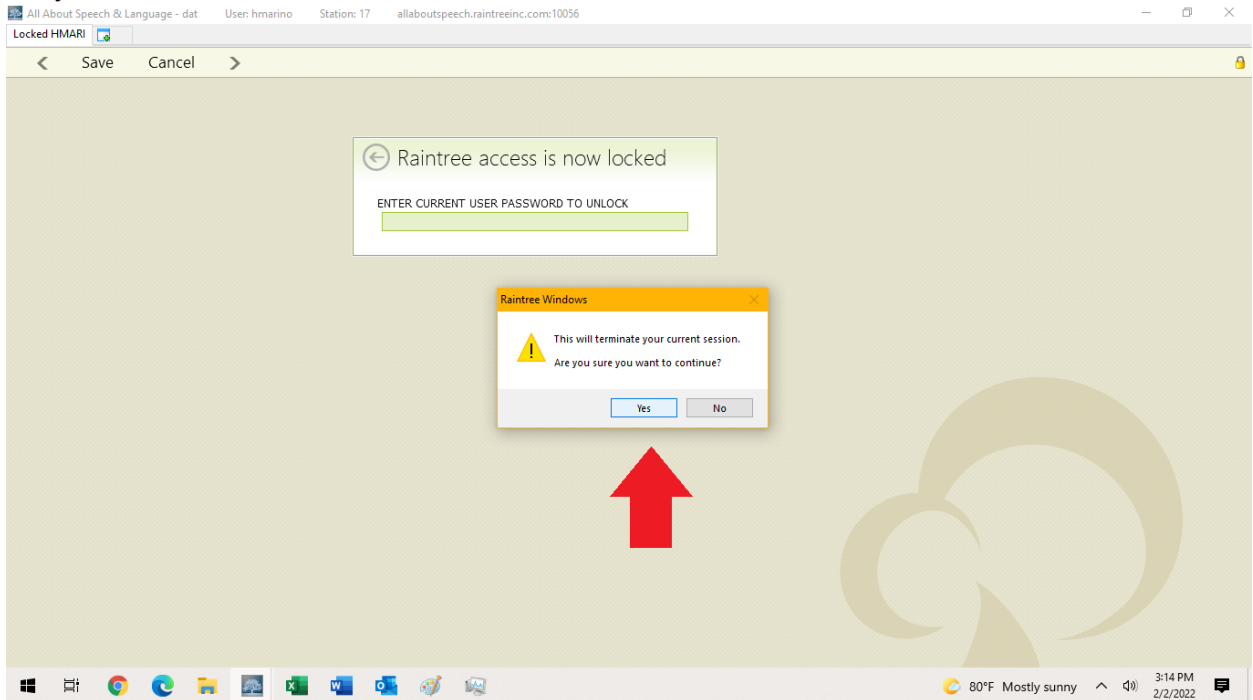
- Restore
- Move
- Size
- Minimize
- Maximize
- Close (Alt+F4)
- Terminate current session** (highlighted with a red arrow)
- Settings
- Recording
- Server Updater
- Package Manager
- Update Raintree Client
- Help
- Report an Issue...
- Monitor... (Shift+Ctrl+Alt+E)



ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

5. Select “Yes” when prompted with “This will terminate your current session. Are you sure you want to continue?”



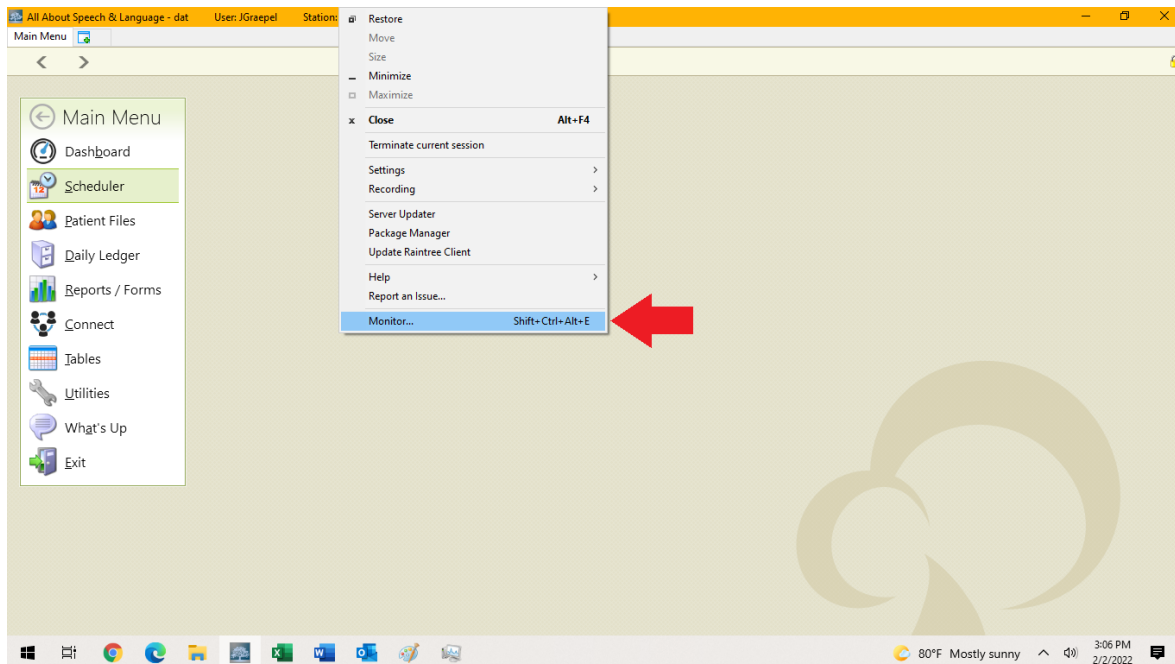
Note: Prior to contacting anyone to assist with being locked out of Raintree or having integrity issues with your session, please check your monitor first and make sure you do not have locked sessions and/or are logged into multiple sessions.



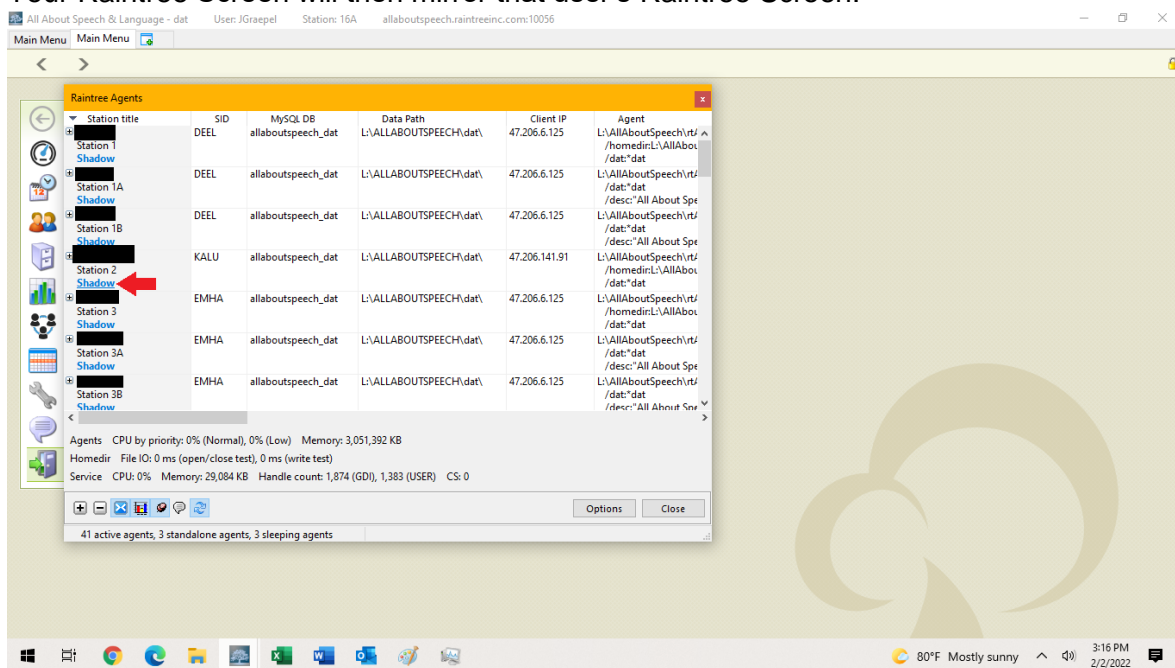
ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL Shadowing Another Raintree User

1. Right click at the top of your Raintree screen, then select "Monitor" at the bottom of the list.



2. Find the user name and session you wish to shadow. Select the blue **Shadow** button. Your Raintree Screen will then mirror that user's Raintree Screen.

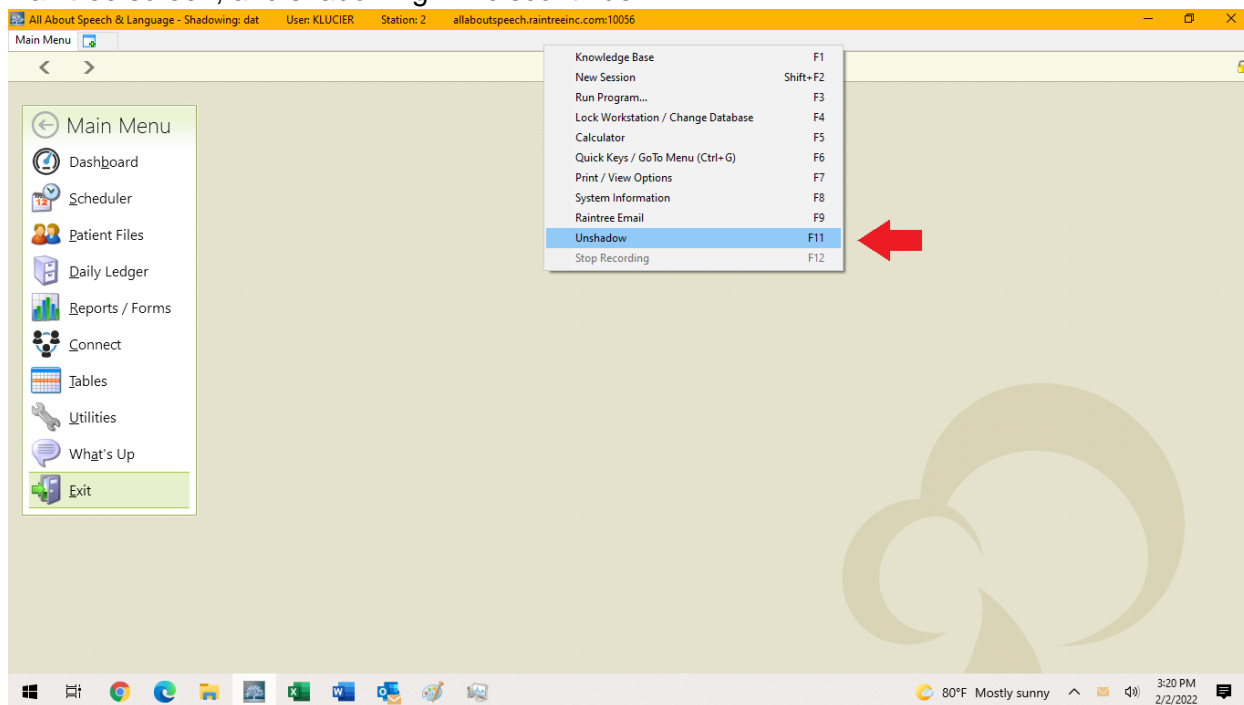




ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

3. To Unshadow, right click directly UNDER the top of the screen (grey bar where Main Menu tab is) and select “Unshadow”, or press Fn + F11. This will bring you back to your Raintree screen, and shadowing will discontinue.

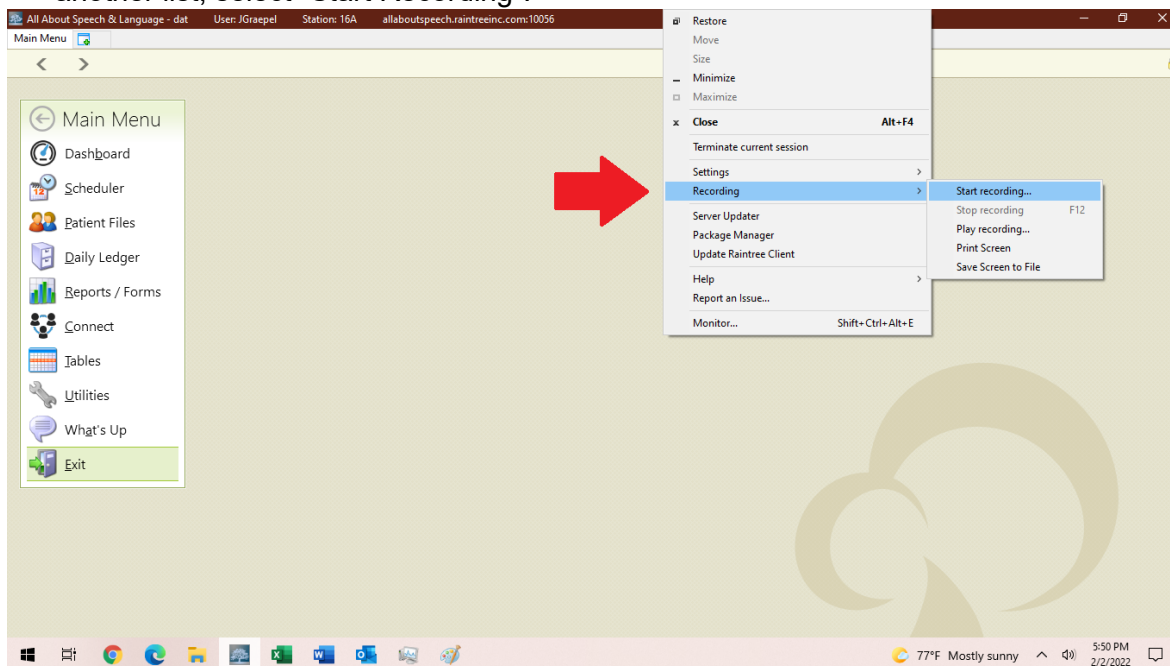




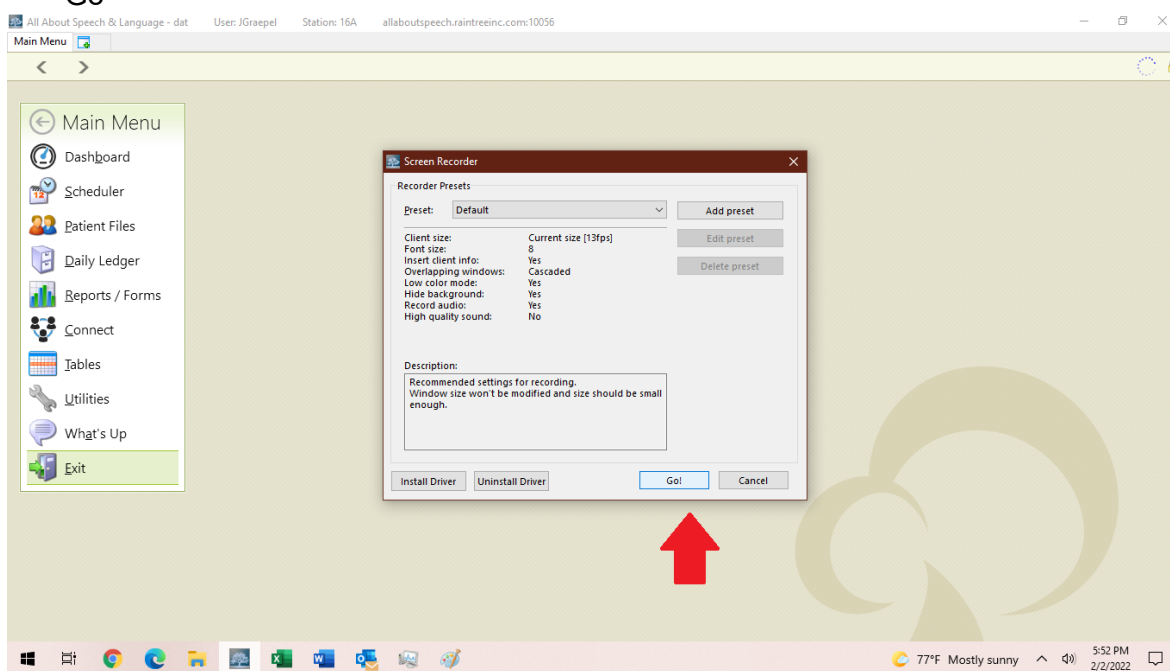
ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL Recording in Raintree

1. Right click at the top of your Raintree screen, then select “Recording”, which will open up another list; select “Start Recording”.



2. You will see a pop-up with recommended settings. To continue with the recording, select “Go”

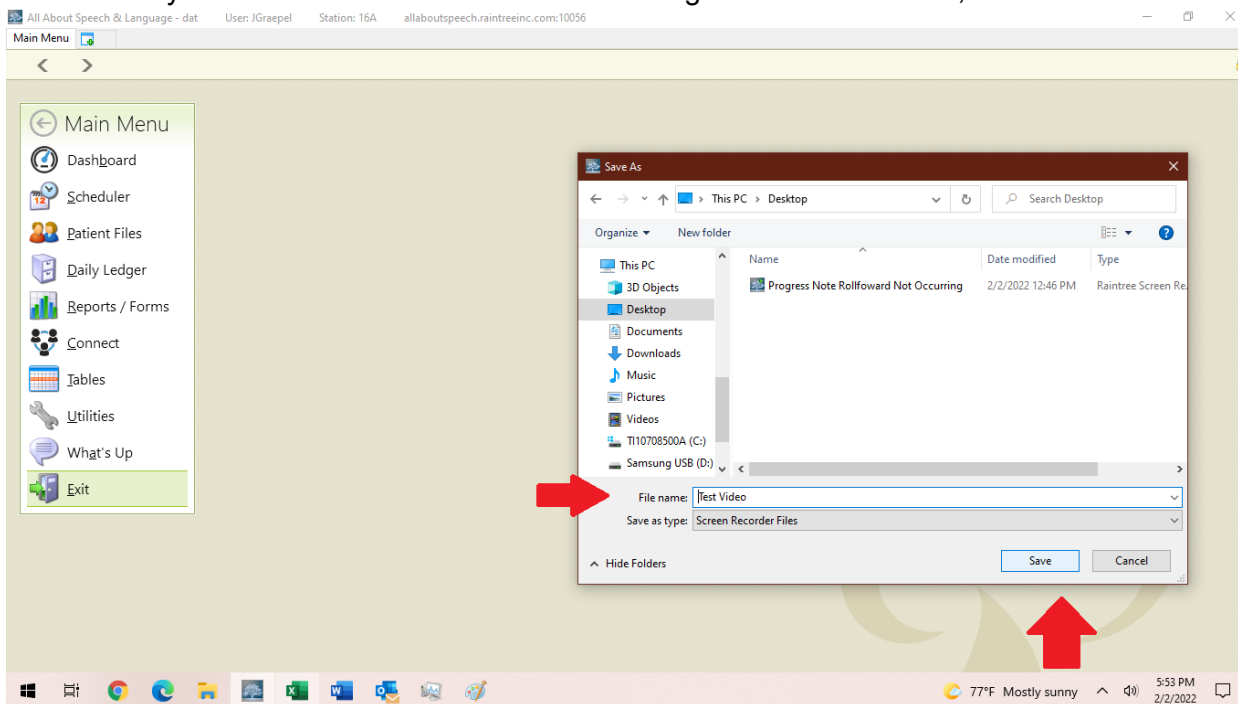




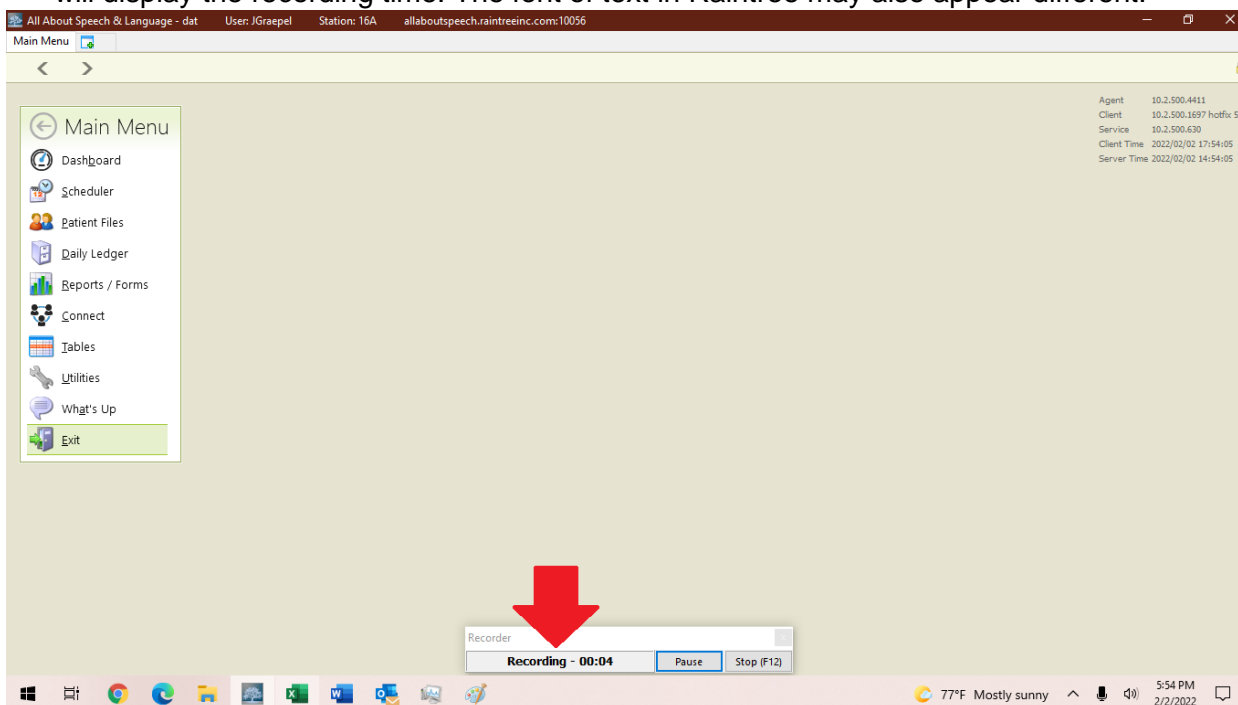
ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

3. Selecting “Go” will open your file explorer to Save the video. Title and save the video so it is easily accessible in the future. Once choosing a name/destination, select “Save”



4. A small window will appear at the bottom of your screen to show you are recording. This will display the recording time. The font of text in Raintree may also appear different.

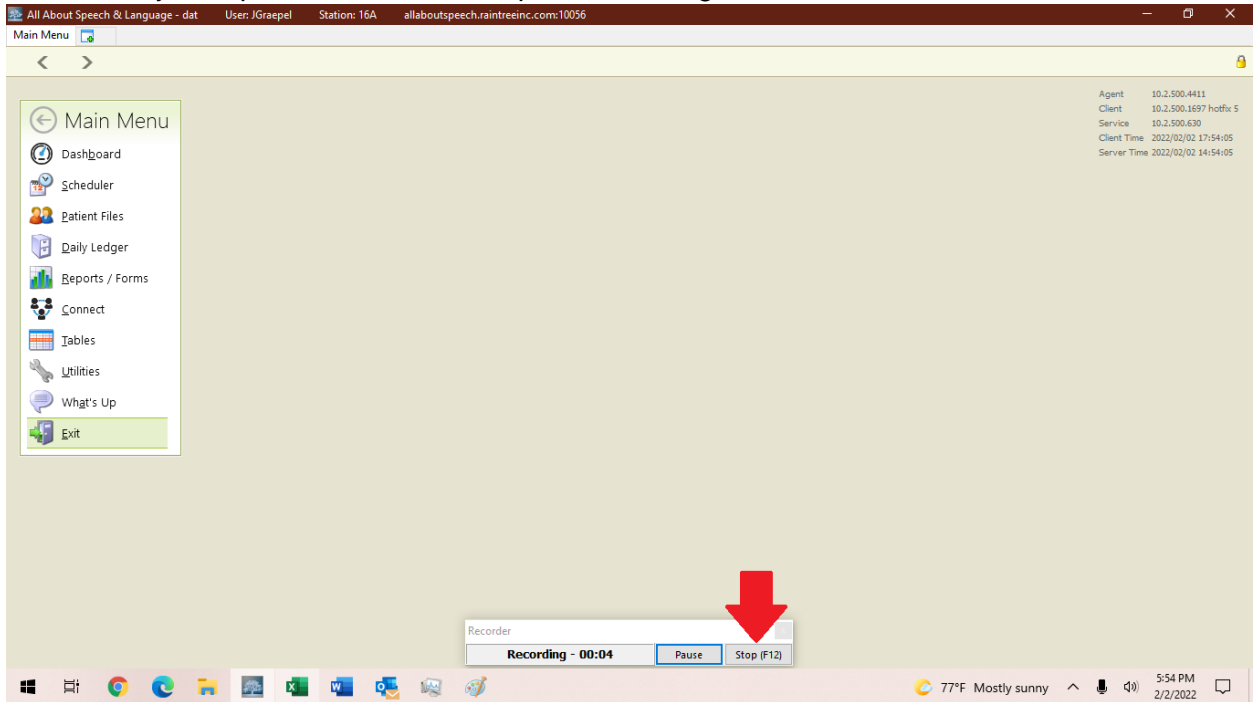




ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

5. To stop recording, press the “Stop” button in the small window. You may right click at the top of the screen, select “Recording”, and from the second list select “Stop Recording”.
You may also press Fn + F12 to stop the recording.



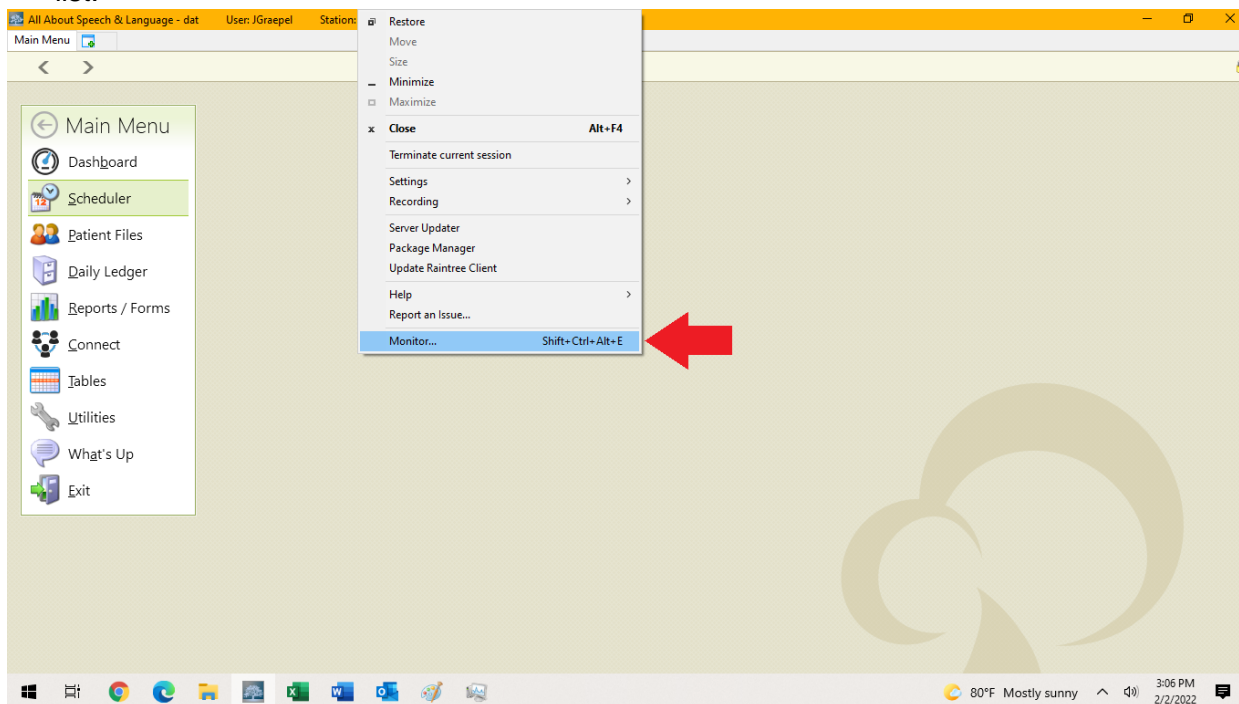
6. It WILL record your voice!!



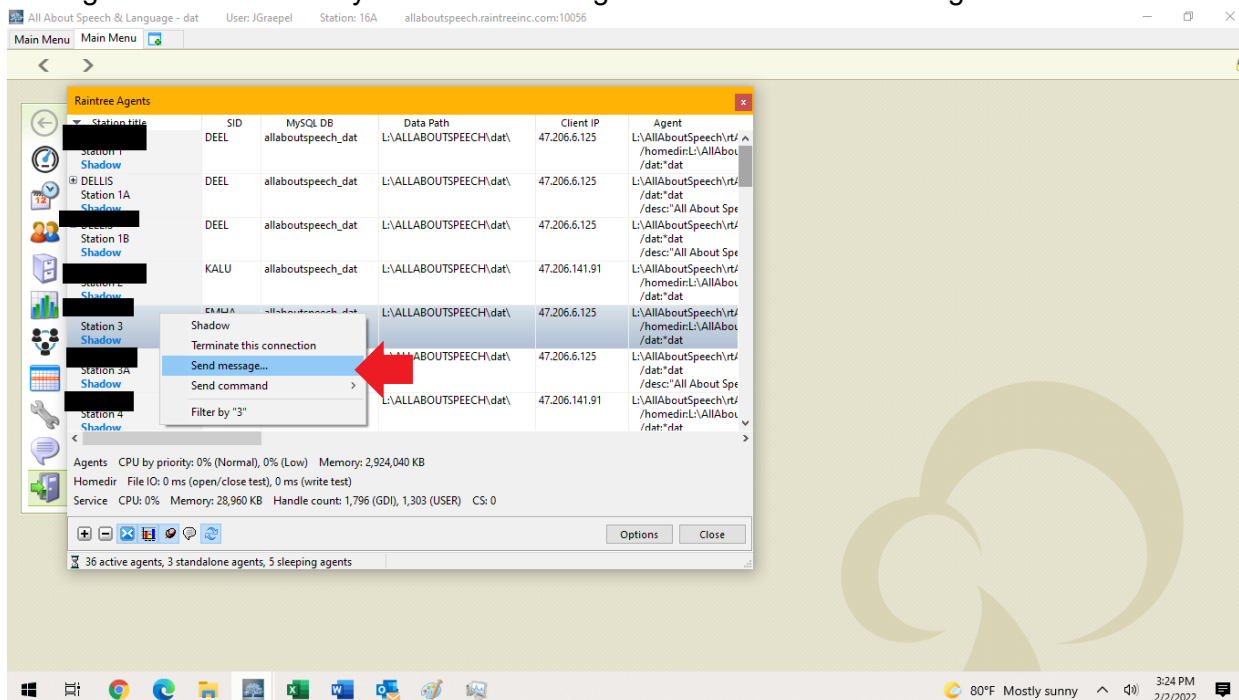
ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL Sending a Chat in Raintree

1. Right click at the top of your Raintree screen, then select “Monitor” at the bottom of the list.



2. Right click on the user you wish to message and select “Send Message” on the list.





ALL ABOUT SPEECH & LANGUAGE

Raintree Condensed Guide for AASL

3. A chat window will appear in the bottom right hand corner. Use as you would for any common chat function within a program. Type your message, press enter or click “Send” to send. Use the red “X” in the upper left corner of the window to close the chat box. You can message anyone who is logged in to Raintree.

