# CalSAWS | Information Transmittal (CIT)          0202-21

| ☐ **CalSAWS DD&I** | ☒ **C-IV M&O** | ☐ **CalWIN M&O** | ☒ **LRS M&E** |
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| **Distribution Date:** | August 9, 2021 |
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| **To:** | Consortium.RegionalManagers.All; PPOC.All; Committee.RDB.All |
| **CIT Name:** | RDB Migration and Protocol Reminder |
| **From:** | CalSAWS Project |

**PPOCs, please forward to the appropriate impacted staff in your county:**

☐ General
☐ Policy
 ☐ CW
 ☐ CF
 ☐ MC
 ☐ CMSP
 ☐ FC/KG/AAP
 ☐ Child Care
 ☐ WtW
 ☐ Other Program(s)_____
☐ C4Yourself ☐ Your Benefits Now!
☐ Customer Correspondence
☒ Other <u>Resource Data Bank</u>

☐ Reports
 ☐ Fiscal
 ☐ Caseload Movement
 ☐ Management
☐ Fiscal
☐ Security
☐ Batch and Interfaces
☐ Imaging
☐ Migration
☐ Conversion
☐ Technical
☐ Training
☐ Help Desk

| Description:<br>(Including any step-by-step instructions) | **Purpose**<br>The purpose of this CIT is to remind C-IV migration counties and Los Angeles County to follow the CalSAWS RDB Protocol and collaborate in updating resources or eliminate duplicate entries in the Resource Data Bank (RDB).<br><br>**Background**<br>The RDB has been designed to manage and maintain Service Providers, Employers, Schools, Money Management Providers and Foster Care/Child Welfare programs. These providers will be maintained by staff from the counties. There are also maintainers for Services offered by the Providers and Job Orders created for Employers. The maintainer will be responsible for any edits and updates to the Resource, Service or Job Order for long as they are the maintainer. The CalSAWS RDB Protocol was updated in November 2020 to reflect feedback and the most current staff contact information from the 58 counties.<br><br>**Additional Information**<br>C-IV RDB resources will migrate to the CalSAWS RDB. This may result in duplicate entries. County requests for the CalSAWS migration effort to include a 'clean-up' of duplicate resource entries cannot be accommodated. This was discussed in the RDB Committee. |
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| | **County Action**<br>Counties should follow the RDB Protocol when making updates to and retiring resource entries. It is also essential for counties to update their primary points of contact in Appendix B of the Protocol document and county staff listed in a Resource's Notification List if they change because a county cannot make any changes on an existing resource maintained by another county without the maintaining county's authorization.<br><br>The protocol document is posted to:<br><br>██████████████████████████████ |
| Primary Project Contact:<br>(Name, phone number, email address) | Gingko Luna<br>916-851-3323<br>LunaG@CalSAWS.org |
| Attachments: | None |
| Web Portal Link: | ███████<br><br>OR<br><br>You may also retrieve the CIT document and attachments by following these steps:<br>1. Click on the CRFIs & CITs link at the top of the page.<br>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.<br>3. Click on the "2021" folder.<br>4. Click on the appropriate CIT # folder. |