

Resource Databank

In CalSAWS, resources are maintained through the **Resource Databank** (RDB). Categories of resources include Employers, Providers, and Schools. Note: In CalWIN, providers were maintained in the Provider Maintenance subsystem.

Resource Databank Maintainer

Each County has Resource Databank Maintainers who are responsible for any edits and updates to the RDB. Only users with the appropriate security rights can update/maintain the RDB.

Search for a Resource

CalSAWS allows you to search for, add or update a resource using one of two pages, the **Resource Search** page and the **Foster Care Resource Search** page(used for CWS program providers).

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Foster Care Resource Search

Resource Name:

CWS/CMS Vendor ID:

Status:

Category:

Type:

Foster Care

Search

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Resource Search

*- Indicates required fields

Name:

ID:

Status:

Tammy

All

Category:

OES Code:

Select

Search

Add a Resource

To assign a resource to a case, the resource must already be set-up in the RDB. If the resource is not found, you can add a resource by clicking **Add Resource** on the **Resource Search** or **Foster Care Resource Search** pages.

Resource Search

*- Indicates required fields

Refine Your Search

Add Resource

Request Resource

Name

Ref

No Data Found

Foster Care Resource Search

Refine Your Search

Add Resource

Request Resource

Resource ID

Resource Name

Payee

Type

Status

County Approved

CWS/CMS Vendor ID

Address

No Data Found

To add a resource, you will need the resource name and contact information such as address, contact person, phone number, hours of operation, and internet address. Additional information such as comments and tax ID can also be added. Workers will enter the information on the **Resource Detail** page.

Resource Databank

Resource Detail Page

The **Resource Detail** page allows the maintainer to add, edit or view a resource. This page maintains detailed information about Employers, Providers, and Schools. Maintainers must complete the Basic Information, Category, Tax Information, Address, and Maintainer Information page sections.

Status drop list options include:

- Active
- Closed
- Pending

After selecting a category, CalSAWS displays additional fields according to the category you selected.

The Worker ID pre-populates to the Worker ID of the logged in Worker.

Resource Detail
* Indicates required fields

Images Save Cancel

Basic Information

ID: 899345722 Status: * Active
Name: * Los Angeles County DPSS Payee Name: * Los Angeles County DPSS
eCAPS Vendor Number:

Resource Access

| Active Directory Id | Name |
|---------------------|------|
| No data found | |

Add

Category

☐ Agency
☐ Employer
☒ Provider
☐ School

Tax Information

Type: * Non Profit - 1099 Exempt ID: ID Type: -Select-

Additional Information

Recruitment Method:
Contact Information: Hours of Operation:
Comments:
Resource Access: Language:

Addresses

| Type | Address |
|------|---------|
|------|---------|

Add Address

Phone Information

| Type | Number | Extension |
|------|--------|-----------|
|------|--------|-----------|

Add

Internet Information

| Type | Address |
|------|---------|
|------|---------|

Remove Add

Maintainer Information

Update Frequency: Every 2 Years Next Review Date: 01/21/2017 Worker ID: * 19AS1992AK Select

Resource Approval

The approval of a resource for the County takes place on the **Approved for County Use List** page. County process will determine when a resource should be approved.

The **Approved for County Use List** page will maintain a history with a date stamp and comments of prior updates to the approval process.

The editable fields on this page are the Approved drop list and the Comments text box.

Approved for County Use List

* - Indicates required fields

Save Cancel

| Approved | Comments | Date | User |
|---------------|----------|------|------|
| No Data Found | | | |

Change Approval for Resource to

Approved: * -Select- Date: 01/27/2015

Comments: *

Save Cancel

For more information about the maintenance of the Resource Databank and the resources in CalSAWS refer to the RDB Protocol document.