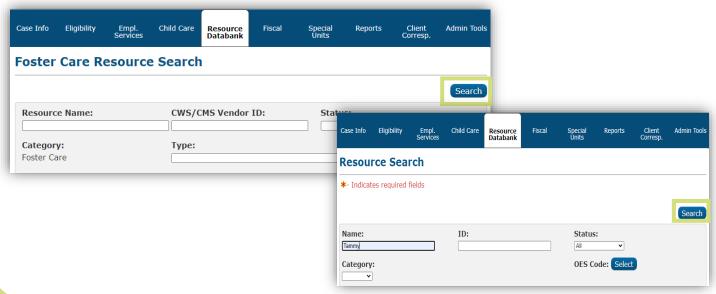# Resource Databank

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).

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.

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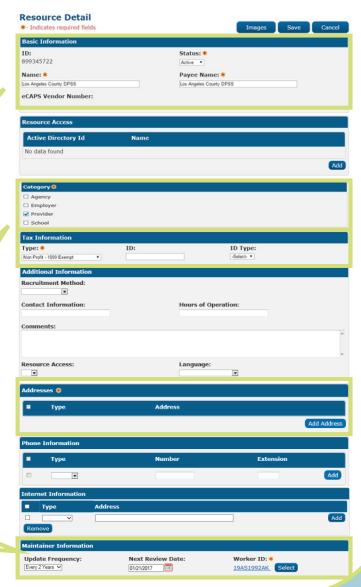 about Employers, Providers, and Schools. Maintainers must complete the Basic Information, Category, Tax Information, Address, and Maintainer Information page sections.

Status drop list options include:
- Active
- Closed
- Pending

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

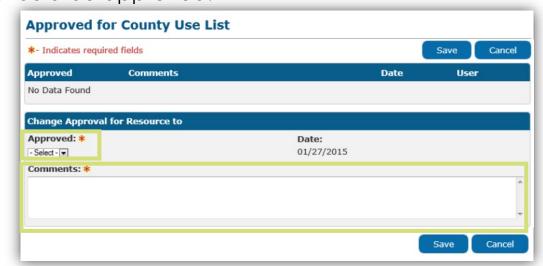The Worker ID pre-populates to the Worker ID of the logged in Worker.

Resource 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.

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