

Resource Databank

In CalSAWS, resources are maintained in the **Resource Databank** (RDB). Categories of resources include Agencies, Employers, Providers, and Schools.

Resource Databank Maintainer

In CalSAWS each County will have a Resource Databank Maintainer who is responsible for adding and updating resources in the RDB. Only users with the appropriate security rights can update/maintain resources in the RDB. Please note, it is a good practice to have more than one RDB Admin and to have at least one each from Child Care and WTW.

Search for a Resource

In CalSAWS you can search for a resource by selecting the Resources tab from the **Local** Navigator.

Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal
Resource Search				Workload Inventory	
*- Indicates required fields				Resources	

Selecting the **Resources** option displays the **Resource Search** page where you can search for resources associated to all programs.

Resource Search

*- Indicates required fields

Search

Name:

ID:

Status:

All

Category:

OES Code:

Select

Vendor ID:

Tax ID:

Job Order Category:

Job Order ID:

Job Order Title:

Address Type:

Starting Address

Approved for County Use:

Starting Address: *

City: *

State: *

CA

Zip Code:

Maximum Distance From Address: *

All



Remember, when searching for a provider, you must complete the required fields (*) on the page. Additional search parameters such as *Name*, *Status*, and others may be used.

If the resource is **not** found, your county's RDB Maintainer should be notified. Follow the instructions found in the CalSAWS RDB Protocol 2020 document when requesting a resource be added, or updated in the RDB.

Resource Databank

In CalSAWS, resources are maintained in the **Resource Databank** (RDB). Categories of resources include Agencies, Employers, Providers, and Schools.

Add a Resource

To add a resource to the RDB, click the *Add Resource* button from the **Resource Search** page. The **Resource Detail** page displays. The following sections must be completed: *Basic Information*, *Category*, and *Addresses*. The **Resource Detail** page is dynamic and additional fields display based on the Category selected.

- For example, when selecting *School* from the **Category** section, the *School Type* section displays. You'll note that options within the section are types of schools, such as *Elementary*, *Middle/Junior High*, *High School*, etc.

Basic Information

ID:

Status: *

IVR PIN:

Active

Create PIN

Name: *

Payee Name: *

Lincoln Elementary School

Lincoln Elementary School

Category *

☐ Agency

☐ Employer

☐ Provider

☒ School

School Type *

☐ Pre-School☐ Elementary School

☐ Middle School / Junior High☐ High School

☐ GED Preparatory☐ College/Higher Education

☐ Vocational-Classroom Only☐ Vocational-Classroom/Training

Once the resource is added, it is immediately available for use.

Resource Search

* - Indicates required fields

Name:

ID:

Status:

Lincoln Elementary School

All

Category:

Type:

QFS Code:

School

Elementar

Select

Search

Search Results Summary

Results 1 - 1 of 1

Add Resource

Request Resource

View Detailed Results


Name	Resource Category	Service Type	County Approved	Address	Distance
Lincoln Elementary School	School			613 S TOWNSEND ST SAN BERNARDINO, CA 92407	7767.7

Add Resource

Request Resource

View Detailed Results

To add a resource to your case, from the **Resource Search** page, select the *Add Resource* button located in the **Search Results Summary** section of the page.

 **Note:** RDB providers can be across county lines. Please refer to the CalSAWS RDB Protocol document before adding, removing or changing what may be a shared provider.