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:				
Category:		OES Code: Select				
Vendor ID:	Tax ID:					
Job Order Category:	Job Order ID:	Job Order Title:				
Address Type: Starting Address V	Approved for County Use:					
Starting Address: *						
City: *	State: * CA v	Zip Code:				
Maximum Distance From Address: *						

& 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.

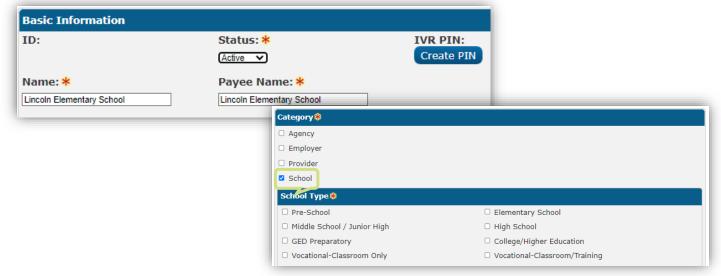
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Add a Resource

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.



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

Resource Search							
*- Indicates required fields							
					Search		
Name: Lincoln Elementary School	ID:		Status:				
Category: Type		OFS Codes Colect					
School V	Elementar	Search Results Summary			Results 1 - 1 of 1		
					Add Resource	Request Resource	View Detailed Results
		Name	Resource Category	Service Type	County Approved	Address	Distance
	\star	✓ Lincoln Elementary School	School	▽	▼	613 S TOWNSEND SAN BERNARDING CA 92407	
					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.