



CalSAWS | Provider Resource Databank Enhanced Details

Fact Sheet

Purpose

The purpose of this fact sheet is to provide more details on Agency, Employer, Provider and School resources with a focus on Employment Services Provider set up details in the Resource Databank.

This fact sheet also highlights Employment Services and activities set up correlation between the set up and mappings to the WTW 25.

There are four types for Resource provider categories

1. Agency
2. Employer
3. School
4. Provider

Please Reference the following **Job Aids** in CalSAWS:

Resource Databank Resources (Providers) – Manage

Resource Databank - Manage Activities

Resource Databank – Services – Manage



What Should know?

1. Agency

If **Agency** is selected in the **Category** page section, the **Agency Type** is applicable

- o Agency Types **CBO** and **Child Care Agency** checkbox if appropriate.

The screenshot shows the 'Resource Detail' form in the CalSAWS system. The 'Category' section has the 'Agency' radio button selected. The 'Agency Type' section has the 'Child Care Agency' radio button selected. The 'CBO' radio button is also present but not selected. The form includes fields for ID, Name, Status, Payee Name, and eCAPS Vendor Number, along with a table for Resource Access.

This screenshot shows the 'Resource Detail' form for a specific resource. The 'Resource Search' menu item in the left sidebar is highlighted with a red box. The form displays the following information:

- Resource Name:** Agency
- Resource Num:** 2900523081
- Category:** Agency
- Agency Type:** Child Care Agency
- ID:** 2900523081
- Status:** Active
- Name:** Agency
- Payee Name:** Agency
- eCAPS Vendor Number:** (empty field)



2. Employer

This option is used to for selecting an Employer on Employment Detail page when user adding the Employer in CalSAWS. If **Employer** is selected in the **Category** page section, SOC code is applicable

The SOC captures an employer's type of business. It may have the following values: Retail Sales for Wal-Mart. This attribute will only have a value when the collaborator is an employer, not when it is a service provider.

The screenshot shows the 'Resource Detail' page in CalSAWS. The 'Category' section at the bottom has four radio button options: 'Agency', 'Employer', 'Provider', and 'School'. The 'Employer' option is selected and highlighted with a red box. Other sections include 'Basic Information' with fields for ID, Name, Status, Payee Name, and eCAPS Vendor Number, and 'Resource Access' with a table for Name, Login, and Email.

The screenshot shows the 'Resource Detail' page with the 'SOC Code' dropdown menu open. The 'SOC Code' field is highlighted with a red box. The dropdown list includes the following categories: 17 - Architecture, Engineering; 27 - Arts, Design, Entertainment, Sports, Media; 37 - Building, Grounds Cleaning, Maintenance; 13 - Business/Financial Operations; 21 - Community/Social Services; 15 - Computer, Mathematical; 47 - Construction, Extraction; 25 - Education, Training, Library; 45 - Farming, Fishing, Forestry; 35 - Food Preparation, Serving Related; 29 - Healthcare Practitioners, Technical; 31 - Healthcare Support; 49 - Installation, Maintenance, Repair; 23 - Legal; 19 - Life, Physical, Social Science; 11 - Management; 55 - Military Specific; 43 - Office/Administrative Support; and 39 - Personal Care/Service.



3. School

This option is used for selecting a school on the School Attendance Detail page when user adding the School information in CalSAWS. For a **School**, the **School Type** are applicable.

The screenshot shows the 'Resource Detail' form in CalSAWS. The 'Category' section has the following options:

- Agency
- Employer
- Provider** (highlighted with a red box)
- School

The 'School Type' section includes options like Pre-School, Middle School / Junior High, GED Preparatory, Vocational-Classroom Only, Elementary School, High School, College/Higher Education, and Vocational-Classroom/Training.

This screenshot shows the 'Resource Detail' form with a completed entry. The 'Resources' sidebar on the left is highlighted with a red box. The form displays the following information:

- ID:** 2900523082
- Status:** Active
- Name:** School Test
- Payee Name:** School Test
- Category:** School
- School Type:** Elementary School
- Accreditation:** (field is present but empty)



Provider

For a **Provider**, Service Category and Type are applicable

The screenshot shows the 'Resource Detail' form in CalSAWS. The 'Category' section has four radio button options: Agency, Employer, Provider, and School. The 'Employer' option is selected and highlighted with a red box. Other sections include 'Basic Information' (ID, Name, Status, Payee Name, eCAPS Vendor Number), 'Resource Access' (table with Name, Login, Email), and 'Tax Information' (Type, ID, ID Type).

This screenshot shows the 'Resource Detail' form with a populated record. The 'Tax Information' section is highlighted with a red box, showing 'Type' as 'Corporation - 1099 Exempt' and 'ID Type' as 'FEIN'. The 'Basic Information' section shows ID: 2900523083, Status: Active, Name: Provider Test, and Payee Name: Provider Test. The 'Resource Access' table is empty. The left sidebar menu is also visible, with 'Resource Detail' selected.

a. Provider Service Categories and Types

When entering resources in CalSAWS, the **Service Category** can enable a dynamic drop list for **Service Type**. The chart below lists the service categories and the service types that become enabled in the drop list.

*** Only certain Service Categories and Types are Designated for Employment Services Activities*



“Applicable to” are the applicable Service Categories and Types to the respective Employment Services program

Applicable to	Service Category	Service Type
** Employment Services - WTW, REP (Refugee Employment Services CA ES), Activities (Cal-Learn can use Orientation)	Appraisal/Assessment	Appraisal Assessment Child Care Referral Group Activities Job Club Orientation Orientation/Appraisal Other Welfare-to-Work Post CalWORKs 60-month Services Reappraisal WTW Retention Services
** Employment Services - WTW, REP RGA-ES Activities	Counseling	Domestic Violence Drug Facility Drug/Alcohol Family Mental Health Mentoring Suicide Prevention Support Groups
** Employment Services - WTW, REP RGA-ES Activities	WPR	Community Services Education – Empl Job Readiness Job Skills Training – Empl Providing C/C – Community Svc Satisfactory School Attendance (REM) Voc/Ed Training WEX
** Employment Services - GA/GR Employment Services Activities	GA/GR Employment Services	Adult Basic Education Appraisal Assessment Community Services Domestic Abusive Services Drug and Alcohol Rehabilitation Education Employment Employment Services English Language Training Homeless Job Club Job Search Mental Health Services On-the-Job Training Orientation



Applicable to	Service Category	Service Type
		Other Secondary School Skills Training Substance Abuse Services Vocational Rehabilitation Vocational Training Work Experience Workfare
** Employment Services - Cal Fresh/Cal Fresh Employment and Training (CFET)	CFET	CFET Retention Services Job Club Job Search Self-Initiated Workfare Workfare
** Employment Services – Los Angeles GROW <i>GROW Program has been renamed to Skills and Training to Achieve Readiness for Tomorrow Program (START)</i>	GROW	CSE Career Opportunity Resources & Employment Case Manager Appointment Community Services Block Grant Computer Application Class Day Reporting Center Define Your Image Education & Training Employment Needs Evaluation Expungement Family Reunification GED GROW Transition-Age Youth Employment Program (GTEP) GROW Youth Employment Program (GYEP) Healthy Way LA Homeless Court Intensive Case Management Internship Job Development Job Fair Job Readiness Training Job Readiness Training for Youth Job Refusal/Voluntary Quit Job Search Referral Job Skills Assessment Life Skills Literacy Non-Custodial Parent Office Occupations One-Stop Orientation Pathways to Success



Applicable to	Service Category	Service Type
		Post-Employment Services Public Defender Rapid Employment & Promotion Security Officer Assessment Security Officer Training Self-Initiated Program Services 1: CLA Services 2: DVS Services 3: MHS Services 4: SAR Short-Term Training Summer Youth Employment Veteran Referral Vocational Assessment Workforce Investment Act Working Youth



Applicable to	Service Category	Service Type
Child Care	Child Care Wait List	Child Care Wait List
** Employment Services - WTW, REP, Cal-Learn Activities	Community/LD Services	Community Service Orientation Community Service Placement Learning Disabilities Evaluation Learning Disabilities Screening Learning Disabilities Services
Child Care	Exempt Child Care	Exempt Shelter Trustline Exempt Child Home Trustline Exempt Outside Home Trustline Required Child Home Trustline Required Outside Home
Child Care	Licensed Child Care	Center Large Family Day Care Home Small Family Day Care Home
	Emergency Services	Disaster Services Domestic Violence Fire Homeless Hospitals Police Shelters
	Food	Commodities Food Pantries/Food Banks Soup Kitchens Subsidized Food
	Government/Community Organizations	Adult Services Animal Services Children's Services Consumer Services Employment Services Financial Services Housing Services Immigration Services Legal Services Refugee Services Tax Services Utilities Veterans Services Volunteer Services Voter Services
	IDs and Vital records	Motor Vehicles Vital Statistics
	Medical/Health Services	Hospitals LTC – Long Term Care/Hospice Care Out-Patient Services Subsidized Medical
	Other Health Coverage	OHC Providers



	Subsidized Employment Referral	On-the-Job Training Paid Work Experience Specialized Work Experience
	Vendors	Auto Repair Background Research Clothing Diversion – Other Diversion – Shelter Diversion – Vehicle Purchase Education Related Fees/Licenses Foster Care Gas HA – Homeless Assistance Haircuts Insurance Money Management Relocation/Housing Tax Intercept Tools Transportation Uniforms

b. Employment Service Activity - Service Category and Type Setup and WTW 25 report

Service Category	Service Type	Activity Number (name convention of activity appropriate for your County)	WTW 25
Appraisal /Assessment	Appraisal	i.e., Appraisal Name + WTW location	Counted on WTW 25 Item 6 cell 7
	Assessment	Learning Disability Assessment	Counted on WTW 25 Item 7 cell 8
		Voc Assessment	
		Career Assessment	
	Child Care Referral		
	Group Activities		
	Orientation		
	Orientation/Appraisal		Counted on WTW 25 Item 6 cell 7
	Other Welfare-To-Work	i.e., Expungement	Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 25 cell 26
	Post CalWORKs 60-month Services	i.e., Post Time Limit - Job Intern	Counted on WTW 25 Item 36 cell 42
Reappraisal		Counted on WTW 25 Item 8 cell 9	
WTW Retention Services	i.e., PES - Job Skills Training		



Service Category	Service Type	Activity Number (name convention of activity appropriate for your County)	WTW 25
Community / LD Services	Community Service Orientation		Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 19 cell 20
	Community Service Placement		Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 19 cell 20
	Learning Disabilities Evaluation	i.e., Service 5	
	Learning Disabilities Screening		
	Learning Disabilities Services	i.e., Service 6 i.e., FSA-Learning Disability	
Counseling	Domestic Violence	i.e., FSA-Services 2, Services 2, Services 2IL, Services 2FL, Service 7	Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 29 cell 32 and 29B cell 33 and 29a cell 34 (if waver Y)
	Drug/Alcohol	i.e., Services 1S, Services 4, Services 4H, FSA-Services 4	Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 28 cell 30 and 28B cell 31
	Family		
	Mental Health		Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 27 cell 28 and 27B cell 29
	Mentoring		
	Suicide Prevention		
	Supportive Groups		
WPR	Communities Services		Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 19 cell 20
	Education - Empl		Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 22 cell 23
	Job Readiness	i.e., Job Club, Flex Job Club, Job Search, etc..	Counted on WTW 25 Item 9 cell 10



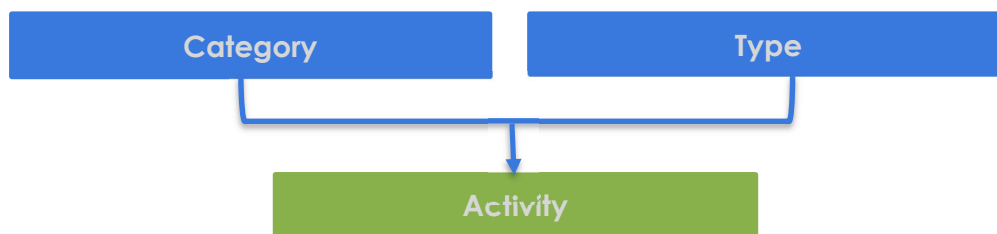
Service Category	Service Type	Activity Number (name convention of activity appropriate for your County)	WTW 25
	Job Skills Training - Empl		Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 20 cell 21
	Providing C.C - Comm Svc		Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 26 cell 27
	Satisfactory School Attendance (REM)	i.e., High School Diploma, GED, ABE, ESL	Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 24 cell 25
	Voc/Ed Training		Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 21 cell 22
	WEX		Counted on WTW 25 Item 9 cell 10 Counted on WTW 25 Item 18 cell 19
Subsidized Employment Referral	On-the-Job Training		
	Paid Work Experience		
	Specialized Work Experience		
Employment (no selection on the Activity option)	User will need to add the Activity from the Employment Record and system will create the Employment Activity		WTW 25 will look for: 1. Customer Activity type = Employment 2. Employment Type (from Employment Detail page) is: a. Unsubsidized (item 10, cell 11) b. Self-employment (item 11, cell 12) c. Subsidized i. Employment Category = Subsidized-Private (item 12, cell 13) ii. Employment Category =



Service Category	Service Type	Activity Number (name convention of activity appropriate for your County)	WTW 25
			Subsidized-Public (item 13, cell 14) d. OJT - On the Job Training (item 14, cell 15) e. Grant-based on-the-job training (OJT) (item 15, cell 16) f. Work Study (WS) (item 16, cell 17) <i>(please refer to the attachment on how to add Employment for Work Study)</i>

c. Employment Service Activity - Service Category and Type Setup

a. See JA Resource Databank - Manage Activities



The screenshot shows the CalSAWS interface with the 'Resource Databank' tab selected. The 'Service List' table is currently empty, displaying 'No Data Found'. The table headers are: Service Type, Location of Service, Status, Begin Date, End Date, Start Time, Lang., and Additional Comments. There are 'Add Service' buttons and a 'View' button with a dropdown set to 'Active'.

Service Type is dynamic based on Category selected



CalSAWS [Journal] [Tasks] [Help] [Resources] [Page Mapping] [Imaging] [Log Out]

Case Info Eligibility Empl. Services Child Care **Resource Databank** Fiscal Special Units Reports Client Corresp. Admin Tools

Resources

- Resource Search
- Resource Detail
- Vendor Information
- Approved for County Use
- Services**
- County Impact List
- Notification List

Service Detail

* - Indicates required fields [Save] [Cancel]

Service Information

Service ID: Vendor ID:

Service Category: * [Select -] [Appraisal/Assessment] [CFET] [Child Care Wait List] [Community/LD Services] [Counseling] [Emergency Services] [Exempt Child Care] [Food] [GA/GR Employment Services] [GROW] [Government/Community Organizations] [IDs and Vital Records] [Licensed Child Care] [Medical/Health Services] [Other Health Coverage] [Subsidized Employment Referral] [Vendors] [WPR]

Service Type: * [Select -]

Language: [public] []

ext: []

End Date: []

[Edit]

CalSAWS [Journal] [Tasks] [Help] [Resources] [Page Mapping] [Imaging] [Log Out]

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- Notification List

Service Detail

* - Indicates required fields [Save] [Cancel]

Service Information

Service ID: Vendor ID:

Service Category: * [Appraisal/Assessment]

Service Type: * [Orientation] [Appraisal] [Assessment] [Child Care Referral] [Group Activities] [Orientation] [Orientation/Appraisal] [Other Welfare-To-Work] [Post CalWORKs 60-month Services] [Reappraisal] [WTW Retention Services] []

Service Address *

1 MAIN ST
BURBANK, CA 95015

Is this Service accessible by public transportation: []

Phone Number: [9999999999] ext: []

Start Date: * [1/1/2023] End Date: []

[Edit]





Service Detail

* - Indicates required fields

Service Information

Service ID: 4000429107 **Vendor ID:**

Service Category: * Appraisal/Assessment **Service Type:** * Orientation

Service Address

1 MAIN ST
BURBANK, CA 95015

Make note of your Service ID. This will be helpful when adding activities to ensure you are adding them to the intended Service Category /Type Service ID

d. Employment Service Activity

Activity List

Display by Status: Active

From: [] To: []

View Add Activity

Activity #	Session Description	Start Date	End Date	Start Time
No Data Found				

Add Activity



CalSAWS Journal Tasks Help Resources Page Mapping Imaging Log Out

Case Info Eligibility Empl. Services Child Care **Resource Databank** Fiscal Special Units Reports Client Corresp. Admin Tools

Resources

- Resource Search
- Resource Detail
- Vendor Information
- Approved for County Use
- Services
- Activities**
- County Impact List
- Notification List

Activity Detail

*- Indicates required fields

Save and View Performance Save Save and Copy Cancel

Activity Information

Activity Number: * **Activity ID:**

Session Description: *

Activity number aka activity name and session description are free form text

Activity Address

1 MAIN ST
BURBANK, CA 95015 Edit

Is this Activity accessible by public transportation?
 Select

Start Date: * **End Date:**

Start Time * : AM **End Time *** : AM

Activity Days:

- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Sun

Status: * **Max. Capacity: *** **Open Slots:** Open Enrollment

Activity number is free form text field

Each Activity sessions has its own activity ID

CalSAWS Journal Tasks Help Resources Page Mapping Imaging Log Out

Case Info Eligibility Empl. Services Child Care **Resource Databank** Fiscal Special Units Reports Client Corresp. Admin Tools

Resources

- Resource Search
- Resource Detail
- Vendor Information
- Approved for County Use
- Services
- Activities**
- County Impact List
- Notification List

Activity Detail

*- Indicates required fields

View Class List View Performance Edit Copy Close

Activity Information

Activity Number: * WTV Orientation - aka Activity Name **Activity ID:**

Session Description: *

Activity number aka activity name and session description are free form text

Activity Address

1 MAIN ST
BURBANK, CA 95015

Is this Activity accessible by public transportation?
Yes **OES Code:**

Start Date: * **End Date:**

Start Time * : AM **End Time *** : AM