

CareerTech Information Management System (CTIMS)

TANF SIS Reports



OKLAHOMA
CareerTech

IMD

Information Management Division

April 2026

Table of Contents

TANF Contacts	3
CTIMS Support.....	3
Logging in	3
T-SIS Reports	4
Exporting the report.....	7
Apendix 1	8
TANF SIS Reports	8

TANF Contacts

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IMPORTANT: For questions about specific TANF requirements or what you need to input or attach with your worksheet, contact your ODCTE TANF Specialist.

CTIMS Support

Rebecca Sagehorn*Performance Data Analysis Coordinator*

Office: 405-743-5194

Email:

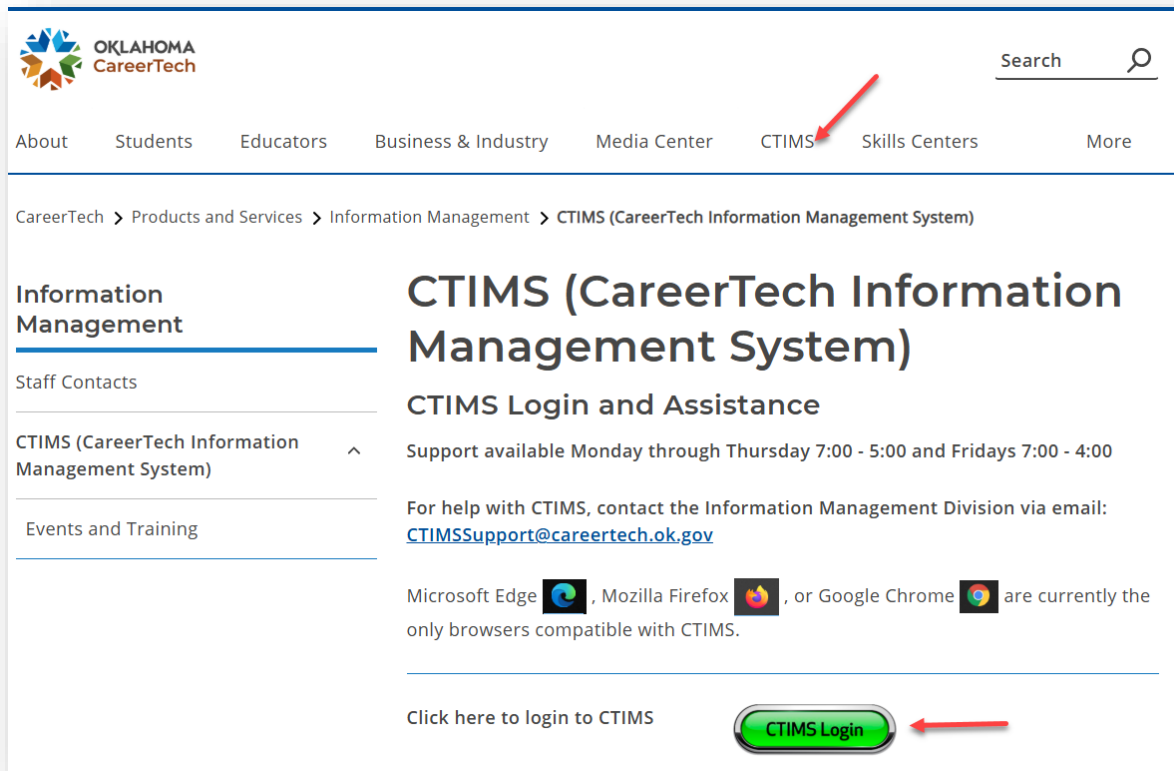
Mika Hickman*Administrative Assistant*

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Logging in

- Go to the CareerTech website and go over to the CTIMS at the top of the page (link below) <https://oklahoma.gov/careertech/products-and-services/imd/ctims.html>
- Click on the green **CTIMS Login** button.



OKLAHOMA CareerTech

Search

About Students Educators Business & Industry Media Center **CTIMS** Skills Centers More

CareerTech > Products and Services > Information Management > CTIMS (CareerTech Information Management System)

Information Management

Staff Contacts

CTIMS (CareerTech Information Management System) ^

Events and Training

CTIMS (CareerTech Information Management System)

CTIMS Login and Assistance

Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

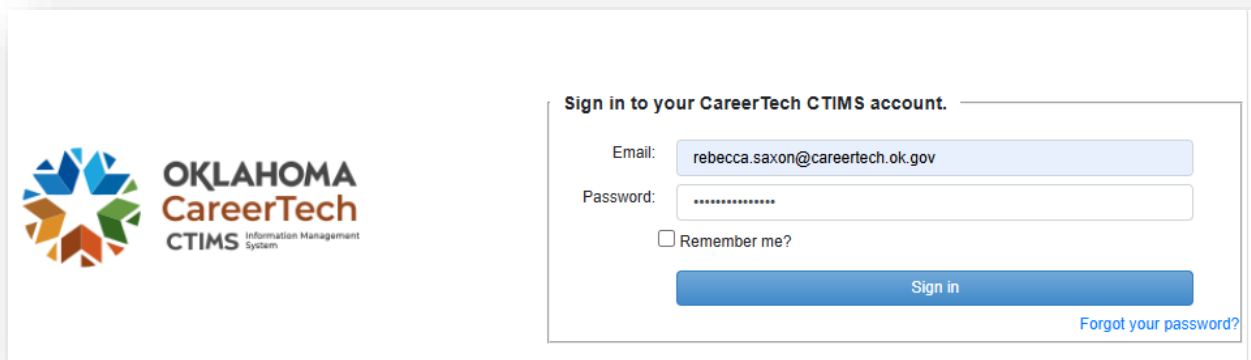
For help with CTIMS, contact the Information Management Division via email: CTIMSSupport@careertech.ok.gov

Microsoft Edge, Mozilla Firefox, or Google Chrome are currently the only browsers compatible with CTIMS.

Click here to login to CTIMS

CTIMS Login

- Use your school email to log in.



OKLAHOMA CareerTech CTIMS Information Management System

Sign in to your CareerTech CTIMS account.

Email:

Password:

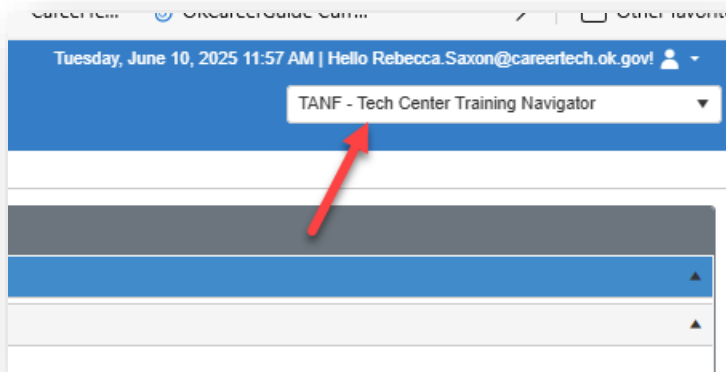
☐ Remember me?

Sign in

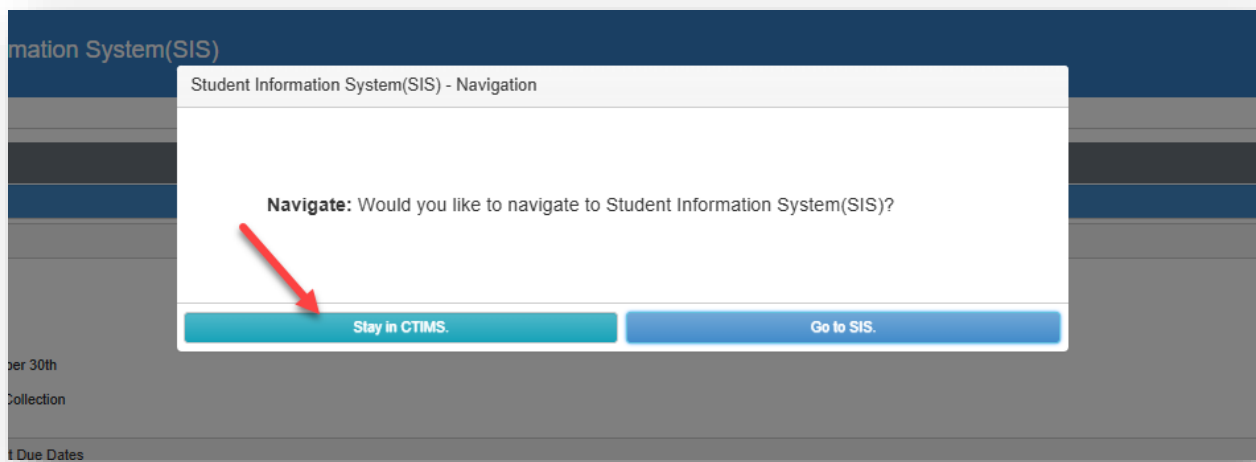
[Forgot your password?](#)

T-SIS Reports

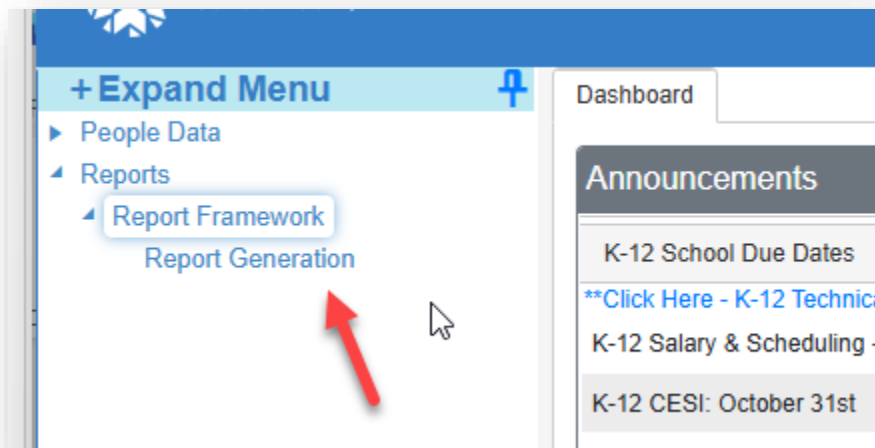
- Make sure you are in the TANF- Training Navigator role.



- Click Stay in CTIMS



- Go to **Reports > Reports Framework > Report Generation**



- Select TANF in the **Module** dropdown menu.
- Select TANF in the **Sub Module** dropdown menu.
- Select the report you need.

Click to Navigate: Student Information System(SIS)

Dashboard Report Generation X

Report Manager

Select Report

Module: * TANF

Sub Module: * TANF

Report Title: * -- Please Select --

Report Type/School Type: * -- Please Select --

-- Please Select --

TANF Daily Attendance Monthly Report - 687

TANF Enroll by Sites Instructor by Program Summary - 674

TANF Enroll Student Follow-up Employment Details - 682

TANF Enroll Student Program Details - 675

TANF Enroll Student Program Roaster Calendar Facility Summary Report - 677

TANF Enroll Student Program Roaster Calendar Summary Report - 676

TANF Enroll Student Training Details - 678

- Select Site in the **Report Type/School Type** dropdown menu.
- Add the calendar year and all other data required for the report.
- Click **Generate Report**.

Click to Navigate: Student Information System(SIS)

Dashboard Report Generation X

Report Manager

Select Report

Module: * TANF

Sub Module: * TANF

Report Title: * TANF Enroll by Sites Instructor by Program Summary - 674

Report Type/School Type: * Site

Calendar Code: * 2024-2025

Organization Type: * Technology Sites

Organization: * Autry Technology Center - Enid (24X057745) (Active) X

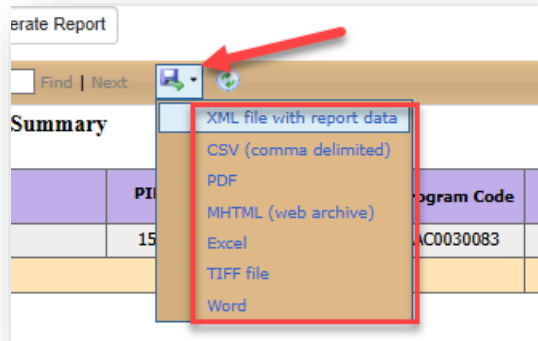
Instructor: * ALL X

☒ Generate Report

Exporting the report

- click the tiny floppy disk with a green arrow coming out of it on the tan header bar, select the format you want to download.

(I suggest exporting the report to Excel)



At this point, you can only do one year at a time, so make sure you are going into 2023-2024 and 2025-2026 to get the most accurate data. This will be fixed at a later time.

Appendix 1

TANF SIS Reports

(Report number – Report Name- Report Headers)

674 - TANF Enroll by Sites Instructor by Program Summary

- Year
- School Name
- PID
- Instructor Name
- Program
- Enrollments

675 TANF Enroll Student Program Details

- Calendar Year
- School Name
- School Code PID
- Teacher Name
- Program Code
- Program Name
- Case Number
- Student First Name
- Last Name
- Program Hours
- Projected Program Hours
- Training Goal Type Val
- Program Status Type Val
- Program Status
- Start Date
- Completion Date
- Technical Training Start Date
- Technical Training Completion Date
- Program Completion Status
- Exit Date
- Drop Date
- Program Notes

676 TANF Enroll Student Roster Facility by Navigators Yearly Summary Report

- Calendar Year
- Facility
- Enrolled Carry Over
- New Enrolled
- Enrolled in Progress
- Completed

677 TANF Enroll Student Program Roster Calendar Facility Summary Report

- Calendar Year
- Facility
- Enrolled Carry Over
- New Enrolled
- Enrolled in Progress
- Completed
- Drops

678 TANF Enroll Student Training Details

- Training Year
- School Name
- School Code
- PID
- Teacher Name
- Program Year
- Program Code
- Program Name
- Case Number
- Student First Name
- Last Name
- Program Hours
- Projected Program Hours

- Training Goal Type Val
- Program Status Type Val
- Program Status
- Start Date
- Training Site Name
- Training Start Date
- Training Proposed End Date
- Training Actual End Date
- Projected Training Hours
- Hours Per Week
- Schedule Days
- Site Address
- Training Descriptor Type Code
- Training Descriptor Type Val
- Work Activity Type Code
- Work Activity Type Val
- Work Activity
- Related To Training
- Public Private Type Code
- Public Private Type Val
- CIP Code
- CIP Title
- TW3 Sent
- Paid
- Partnership Form
- Fulltime 30 Hours Per Week
- Short Term 30 Hours Per Week
- Individual Training
- Part-Time Combined with Training
- Part-Time Combined with Job Search
- Part Time 20 Hrs Combined with Academic Prep
- Comments
- Other Work Activity Notes

679 **TANF Enroll Student Work**
Assignment Details

- Calendar Year
- School Name
- School Code

- PID
- Teacher Name
- Case Number
- Student Full Name
- Student First Name
- Last Name
- Worksite Name
- Worksite City Code
- Worksite State Code
- Worksite Address
- Zip
- Worksite Phone
- Worksite Contact
- Worksite Title
- Employee At Site
- Work Activity Type Code
- Work Activity Type Val
- Work Activity
- Projected WBA Hours
- Training Start Date
- Training Proposed End Date
- Training Actual End Date
- Public Private
- Hours Per Week
- Schedule Days
- CIP Code
- CIP Title
- Related To Training
- TW3 Sent
- Paid
- Partnership Form
- Full-time 30 Hours Per Week
- Short Term 30 Hours Per Week
- Individual Training
- Part-Time Combined with Training
- Part-Time Combined with Job Search
- Part Time 20 Hrs Combined with Academic Prep
- Other Notes
- Other Comments

- Work Activity Notes

680 TANF Enroll Student Enrolled in Details

- Calendar Year
- Facility
- Enrolled in Code
- Referral Organization
- DHS/WRO Office Name
- DHS/WRO Office Code
- DHS/WRO Office County
- PID
- Teacher Name
- Case Number
- Request Number
- Student First Name
- Last Name
- Student Full Name
- DoB
- Gender
- Age
- Student Address
- Student Email
- Any Programs
- Any Training
- Any Work Assignments
- TANF Student Code Type
- TANF Student Type Val(ue?)
- TANF Origin of Student Val
- AKA
- Date of Submission
- Start Date
- Completion Date
- Exit Date
- Follow-Up Start Date
- Employee Start Date
- Referrer Name
- Day Care Center Name
- Case Worker Name
- Case Worker Phone

- Case Worker Email Address
- Day Care Center Phone Number
- Notes

681 TANF Enrolled Student Contact Details

- Enrolled Calendar Year
- Enrolled in Facility Name
- Enrolled in Code
- Origin of Referring Organization
- PID
- Teacher Name
- Case Number
- Request Number
- Student Full Name
- Student Email Address
- Primary Address
- Primary Address 1
- Primary City
- Primary State
- Primary Zip
- Primary Home Phone
- Primary Mobile Phone
- Emergency Address
- Emergency Address 1
- Emergency City
- Emergency State
- Emergency Zip
- Emergency Home Phone
- Emergency Mobile Phone
- Family Coach Name
- Referring Staff Member Name
- Case Worker Phone Number
- Case Worker Email Address
- Day Care Center Phone Number
- OHS Center
- DHS/WRO Office Code
- DHS/WRO Office Address 1
- DHS/WRO Office County

- Office Phone Number

682 TANF Enroll Student Follow-up

Employment Details

- Calendar Year
- School Name
- School Code
- Follow-up PID
- Follow-up Coordinator
- Case Number
- Student Full Name
- Start Date
- Completion
- Self-Employed
- Employment Status
- Educational Status
- HSE Status
- Job Search Plan
- Job Search Date
- Employed On
- TW3 Sent
- Cover Letter
- Instruction on Appropriate Attire
- Instruction on Behavior on the Job
- Interview Skills
- Job Search
- Follow Up Resume
- Sample Application
- Thank You Letter
- Training on Effective Job Seeking
- Work Focused Career Exploration
- Workplace Skills
- Others Other Notes
- ONET Code
- Job Duties
- Health Benefits
- Employment Job Status
- Wage Type
- Wage Per Hr

- Hours Per Week
- Date Of Employment
- Employer Name
- Employer Supervisor
- Supervisor Phone
- Employer Address
- City
- State
- County
- Zip
- Employer Phone
- Termination Date
- Job-Related Comments

698-TANF Student Program Roster

Calendar Facility Quarterly Summary

Report

- Calendar Year
- Facility
- Session Code
- Program Type
- Program Name
- New Enrolled TANF Programs
- New Enrolled Non-TANF Programs
- Carry Over TANF Programs
- Carry Over Non-TANF Programs
- Completed TANF Programs
- Completed Non TANF Programs
- Drops TANF Programs
- Drops Non-TANF Programs

699-TANF Student Program Roster

Calendar Facility Quarterly PIVOT

Summary Report

- Calendar Year
- Facility
- Program Type Name

- Program Name
- Q1 New Enrolled TANF Programs
- Q1 New Enrolled Non-TANF Programs
- Q1 Carry Over TANF Programs
- Q1 Carry Over Non-TANF Programs
- Q1 Completed TANF Programs
- Q1 Completed Non
- Drops TANF Programs
- Drops Non-TANF Programs

700-TANF Enroll Student Roster
Facility TANF NON TANF Yearly
Summary Report

- Calendar Year
- Facility
- Total TANF Students Served
- Total NON-TANF Student Served
- Total TANF Enrolled Carry Over
- Total NON-TANF Enrolled Carry Over
- Total TANF New Enrolled
- Total NON-TANF New Enrolled
- Total TANF Completed
- Total Completed
- Total TANF Drops
- Total NON-TANF Drops

713 - TANF Student Details OKDHS
Audit

- Enrolled Calendar Year
- Enrolled in Facility Name
- Enrolled Code
- Case Number
- First Name
- Last Name
- Program Name Details
- Training Details
- Work Assignment Details
- Registration Date
- Program Start Date Details

- Program Completion Date Details
- Exit Date

718 - TANF Enrollment Student
Supportive Services Detail

- Calendar Year
- School Name
- PID
- Navigator Name
- Case Number
- Student First Name
- Last Name
- Support Services Code
- Support Services Name
- Amount
- Total Student Amount
- Received Date
- Approved Date
- Approver Name
- Support Services Notes

719 - TANF Supportive Services Calendar
Facility Quarterly Summary Report

- Calendar Code
- Organization Name
- Support Services Type
- Support Services Master Name
- 2526 – QA1- Total Supportive Served (QA1 = Quarter 1 etc.)
- 2526 – QA2- Total Supportive Served
- 2526 – QA3- Total Supportive Served
- Total Supportive Services Served
- 2526 – QA1- Total Supportive Served
- 2526 – QA2- Total Supportive Served

- 2526 – QA3- Total Supportive Served
- 2526 – QA4- Total Supportive Served
- 2526-QA1 Total Served
- 2526-QA2 Total Served
- 2526-QA3 Total Served
- 2526-QA4 Total Served
- Total Supportive Services Amount

713 - TANF Student Details OKDHS

Audit

- Enrolled Calendar Year
- Enrolled in Facility Name
- Enrolled Code
- Case Number
- First Name
- Last Name
- Program Name Details