

CareerTech Information Management System (CTIMS)

TANF Student Information System Guidebook



OKLAHOMA
CareerTech

IMD

Information Management Division

January 2025

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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

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the **Forgot your password?** link to reset.

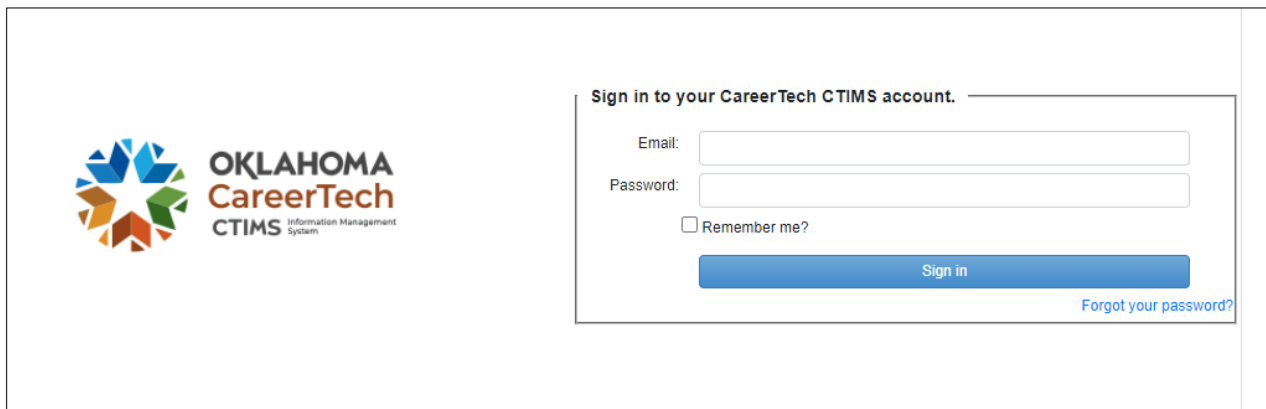
CTIMS Customer Support Contact

Office: (405) 743-5134

Email: CTIMSSupport@careertech.ok.gov

Logging into CTIMS

Sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb>



The screenshot shows the login interface for the CareerTech CTIMS account. On the left is the logo for OKLAHOMA CareerTech CTIMS, which includes a colorful star-like icon and the text "OKLAHOMA CareerTech CTIMS Information Management System". To the right of the logo is a login box titled "Sign in to your CareerTech CTIMS account." containing fields for "Email:" and "Password:", a "Remember me?" checkbox, a blue "Sign in" button, and a link for "Forgot your password?".




Or go to [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](https://oklahoma.gov/ctims) and select the green CTIMS button.

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

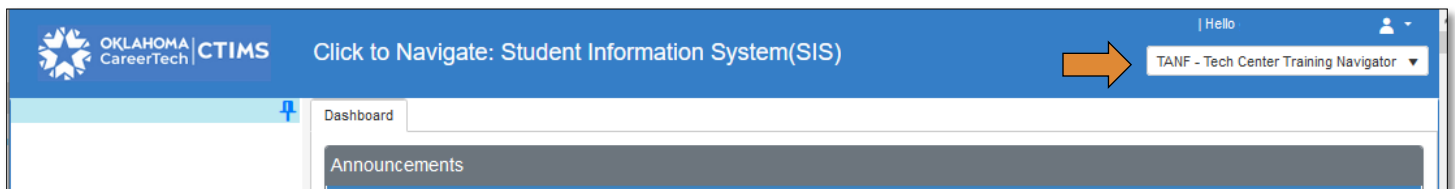


TANF SIS (T SIS)

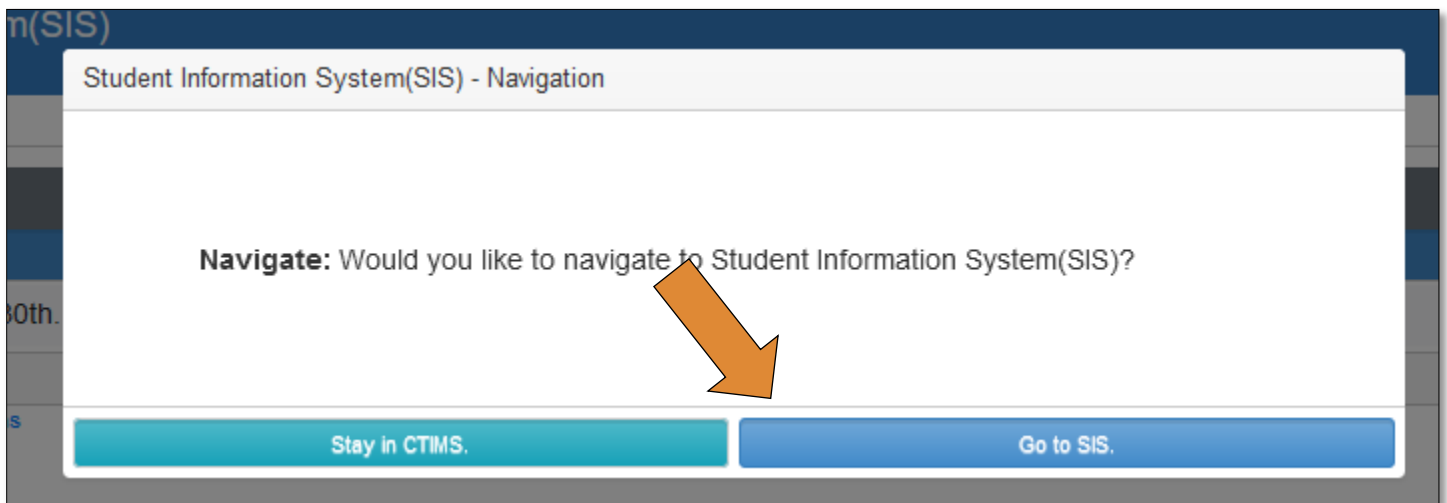
TANF – Tech Center Training Navigator

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **TANF – Tech Center Training Navigator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **TANF – Tech Center Training Navigator**, contact ctimssupport@careertech.ok.gov

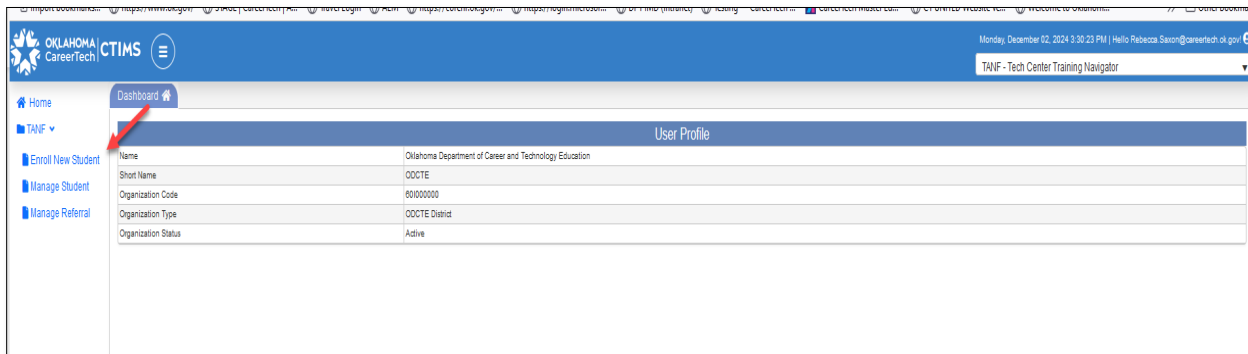


Click the **Go to SIS** button to take you into the **T-SIS** system.



Enroll New Student

- Click Enroll New Student on the menu on the left side of the screen.



You must choose your Organization.

The screenshot shows the 'Enroll New Student' form. An orange arrow points to the 'Organization' dropdown menu, which is currently set to 'Technology Sites'. Other fields include 'School Calendar Year' (2024-2025), 'Element Type' (Technology Centers (TANF)), 'Submitter Name', 'Submitter PID', 'Submitter User Email', and 'Date of Submission' (02/06/2025).

Complete Enroll New Student form with the student's information. The asterisks represents the required fields.

1. **CTIMS Enrollment Number***: this field automatically displays the request number one you choose a student type.
2. **Student ID***: Put the student ID.
3. **Names***: First and last name.
4. **Gender***
5. **Date of Birth***
6. **Email Address***
7. **Address***:
8. **Student Type***: Choose which student type from the drop-down.
9. **Referral Site Type***: Choose which Referral Site Type from the drop-down.
10. **Referral Site***: Choose from the drop-down menu.
11. **OHS Case / Other Number***
12. **Teacher PID***: Choose the teacher PID and Name from the drop-down menu.
13. **Start Date and Status**
14. **End Date and Status**
15. **OHS Center**: Choose from the drop-down menu.
16. **Family Coach Information**: Fill in the information for the Family Coach.
17. **Daycare Contact Information**: Fill the name and number of the Daycare.

<input checked="" type="radio"/> First Time Student <input type="radio"/> Return Student <input type="checkbox"/> Returning Same Year <input type="checkbox"/> Returning Student Previous Year		Referral Request Number <input type="text"/>	
CTIMS Enrollment Request Number * <input type="text" value="TANF-IRI-29553-B390B43995CD"/>		Student Type * <input type="text" value="TANF"/>	
SSN <input type="text" value="1234567"/>		Referral Site Type * <input type="text" value="Oklahoma Department of Human Services"/>	
Student ID * <input type="text" value="1234567"/>		Referral Site * <input type="text" value="03C - ATOKA (03CDHS025)"/>	
First Name * <input type="text" value="Jane"/>		Referral Request Date <input type="text"/>	
Middle Name <input type="text"/>		Referral Request Submitted Date <input type="text"/>	
Last Name * <input type="text" value="Doe"/>		OHS Case / Other Number * <input type="text" value="123456"/>	
Gender * <input type="text" value="Female"/>		Teacher PID * <input type="text" value="00175 (Assigned) - Person Name:"/>	
AKA <input type="text"/>		Enroll Date of Submission <input type="text" value="02/07/2025"/>	
Date of Birth * <input type="text" value="12/25/2002"/>		Start Date <input type="text" value="12/02/2024"/> Status <input type="text" value="InProgress"/>	
Email Address * <input type="text" value="jane.doe@school.edu"/>		Completion Date <input type="text" value="12/31/2024"/> Status <input type="text" value="InProgress"/>	
Address * <input type="text" value="123 Banana St"/>		Exit Date <input type="text"/> Status <input type="text" value="Select"/>	
City * <input type="text" value="Stillwater"/>		Follow-up Date <input type="text"/> Status <input type="text" value="Select"/>	
State * <input type="text" value="Ok"/>		Employment Start Date <input type="text"/> Status <input type="text" value="Select"/>	
Zip * <input type="text" value="74075"/>		OHS Center <input type="text" value="03C - ATOKA"/>	
Home Phone <input type="text" value="405-555-1234"/>		Family Coach Name <input type="text" value="Pistol Pete"/>	
Mobile Phone <input type="text"/>		Referring Staff member Name <input type="text"/>	
Emergency Contact Name <input type="text" value="Momma Doe"/>		Family Coach Phone <input type="text" value="918-555-6789"/>	
Emergency Contact # <input type="text" value="405-555-4567"/>		Family Coach Email <input type="text" value="Pistol.Pete@school.ok.gov"/>	
Address <input type="text"/>		Daycare Center Name <input type="text" value="State School"/>	
City <input type="text"/>		Daycare Phone Number <input type="text" value="918-555-5678"/>	
State <input type="text"/>			
Zip <input type="text"/>			


Add Comments

Enter your notes here.

Browse

Attachment Note

Attachment Status	File Name	Attachment Note*	Upload	Uploaded Date	Updated By	Updated Date	Action
-------------------	-----------	------------------	--------	---------------	------------	--------------	--------



- Click the **Save Changes** button
- When asked are you Sure? Hit **Ok**

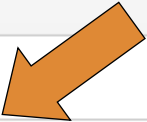
Submitted Date

Confirmation

Are you sure ?

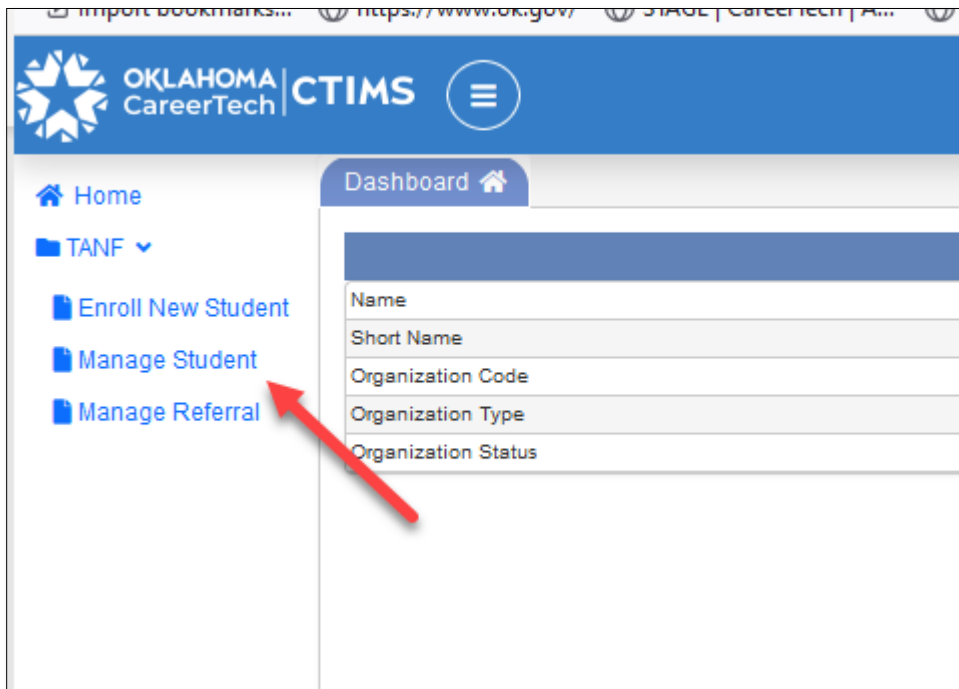
Address * | jdoe@school.edu

Completion Date | 12/31/2024



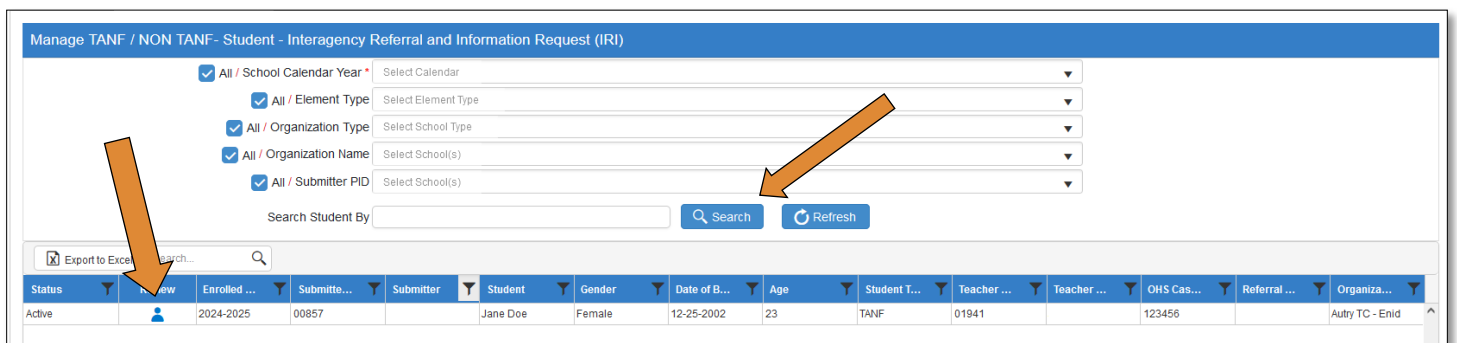
Manage Student

- Choose Manage Student on the menu on the Left side of the screen.

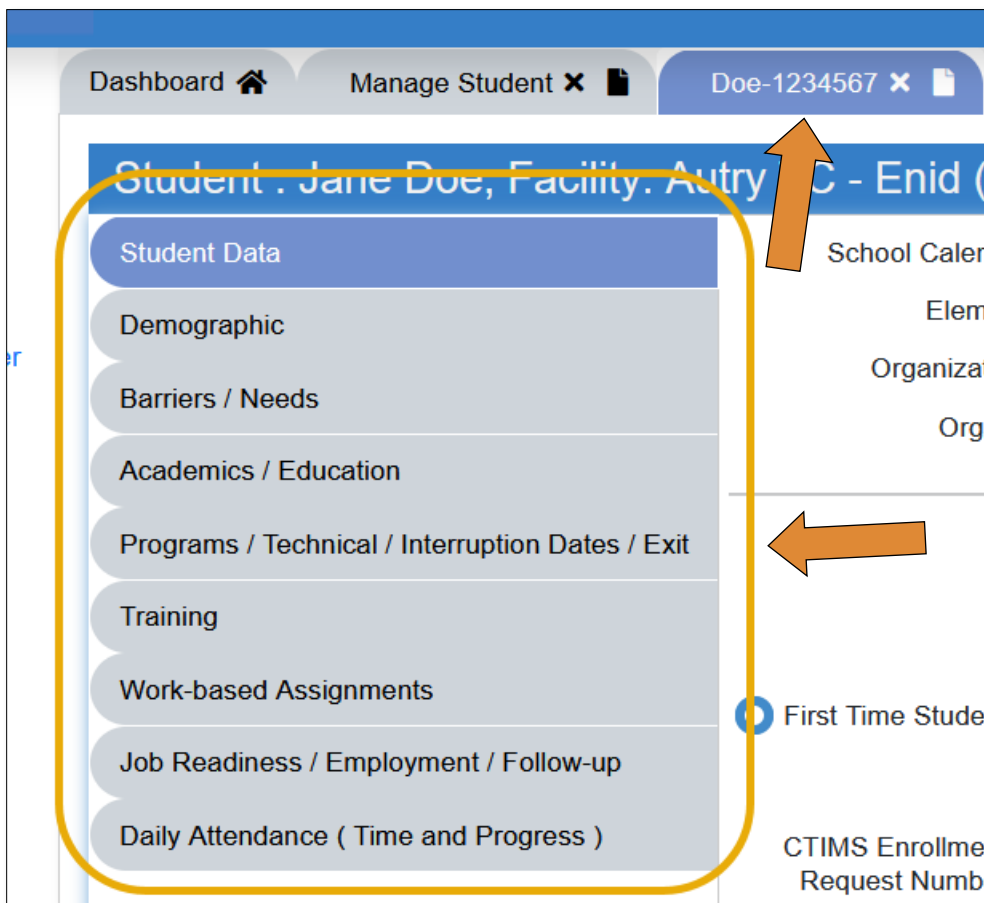


Manage TANF / NON TANF- Student - Interagency Referral and Information Request (IRI)

- Click the Search button
- Click the Blue Human figure



- A new tab will appear that will allow you to Add, Edit and/or Update the required Student Data.
- The Grey Tabs are used to complete the student enrollment process
 - Student Data
 - Demographic
 - Barriers / Needs
 - Academics / Education
 - Programs / Technical / Interruption Dates / Exits
 - Training
 - Work-based Assignments
 - Job Readiness / Employment / Follow-up
 - Daily Attendance (Time and Progress)



Student Data

- Add, Edit or Update the student data from the new Student form.

NOTE: A red asterisk (*) on the form indicates a required field.

School Calendar Year *	2024-2025	Submitter Name *	Elizabeth Richardson
Element Type *	Technology Centers (TANF)	Submitter PID *	00857
Organization Type *	Technology Sites	Submitter User Email *	Elizabeth.Richardson@careertech.ok.gov
Organization *	Autry Technology Center - Enid (24X057745)	Date of Submission *	02/07/2025

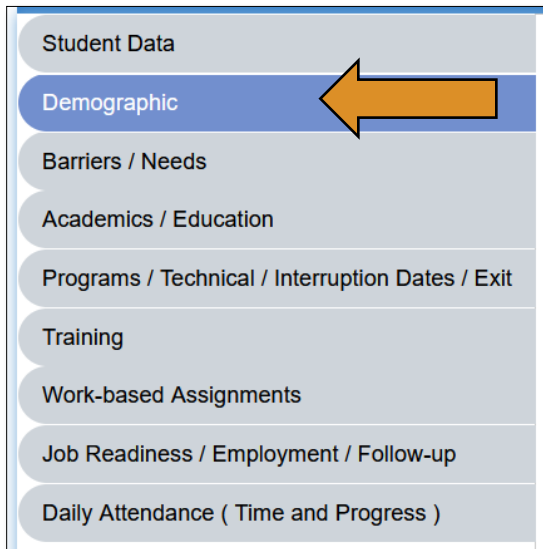
<input checked="" type="radio"/> First Time Student <input type="radio"/> Return Student	Referral Request Number	
<input type="radio"/> Returning Same Year <input type="radio"/> Returning Student Previous Year	Student Type *	TANF
CTIMS Enrollment Request Number *	Referral Site Type *	Oklahoma Department of Human Services
TANF-IRI-29553-7D08E4B0745C	Referral Site *	24C - ENID (24CDHS011)
SSN *	Referral Request Date	
*****	Referral Request Submitted Date	
Student ID *	OHS Case / Other Number *	123456
1234567	Teacher PID *	01941 (Assigned) - Person Name: Jennifer Barton
First Name *	Enroll Date of Submission	02/07/2025
Jane	Start Date	12/02/2024
Middle Name	Status	InProgress
Last Name *	Completion Date	12/31/2024
Doe	Status	InProgress
Gender *	Exit Date	
Female	Status	Select
AKA	Follow-up Date	
	Status	Select
Date of Birth *	Employment Start Date	
12/25/2002	Status	Select
Email Address *	OHS Center	24C - ENID
jane.doe@school.edu	Family Coach Name	Pistol Pete
Address *	Referring Staff member Name	
123 Banana Street	Family Coach Phone	918-555-4567
City *	Family Coach Email	pistol.pete@school.ok.gov
Stillwater	Daycare Center Name	State School
State *	Daycare Phone Number	918-555-6789
Ok		
Zip *		
74075		
Home Phone		
405-555-1234		
Mobile Phone		
Emergency Contact Name		
Momma Doe		
Emergency Contact #		
405-555-3456		
Address		
123 Banana Street		
City		
Stillwater		
State		
Ok		
Zip		
74075		

Go Top

- Add notes or helpful comments to the presented section.
- Add Supporting or required Documents to **Select Files**
- Select **Save Changes**

Add Comments							
Enter your notes here.							
Browse <input type="button" value="Select files..."/>							
Attachment Note							
Attachment Status	File Name	Attachment Note *	Uploaded By	Uploaded Date	Updated By	Updated Date	Action
<input type="button" value="Save Changes"/>				<input type="button" value="Cancel Changes"/>			

Demographics



Student Data

Demographic

Barriers / Needs

Academics / Education

Programs / Technical / Interruption Dates / Exit

Training

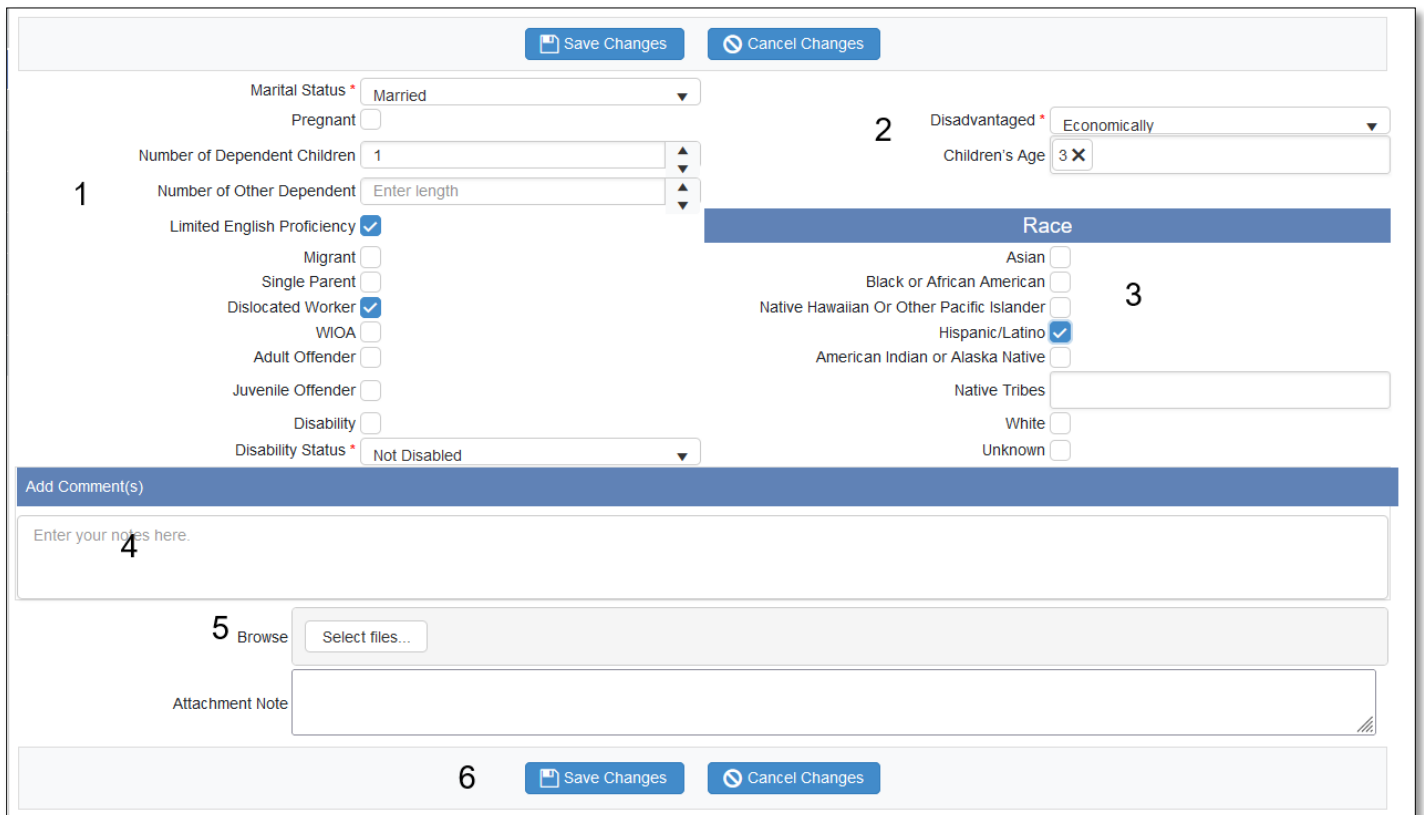
Work-based Assignments

Job Readiness / Employment / Follow-up

Daily Attendance (Time and Progress)

1. Add Marital Status, family status, and other demographic information.
2. Choose any **Disadvantages** from the drop-down menu
3. Add **Race**
4. Add notes or helpful comments to the presented section.
5. Add Supporting or required Documents to **Select Files**
6. Select **Save Changes**

NOTE: A red asterisk (*) on the form indicates a required field.



Save Changes Cancel Changes

Marital Status * Married

Pregnant ☐

Number of Dependent Children 1

1 Number of Other Dependent Enter length

Limited English Proficiency ☒

Migrant ☐

Single Parent ☐

Dislocated Worker ☒

WIOA ☐

Adult Offender ☐

Juvenile Offender ☐

Disability ☐

Disability Status * Not Disabled

2 Disadvantaged * Economically

Children's Age 3 X

Race

Asian ☐

Black or African American ☐

Native Hawaiian Or Other Pacific Islander ☐

Hispanic/Latino ☒ 3

American Indian or Alaska Native ☐

Native Tribes

White ☐

Unknown ☐

Add Comment(s)

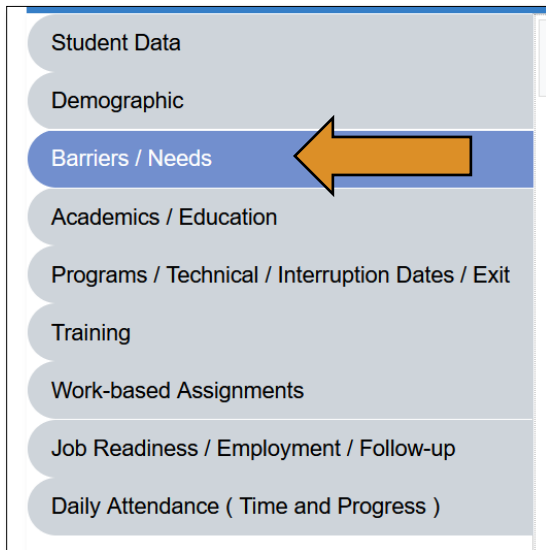
4 Enter your notes here.

5 Browse Select files...

Attachment Note

6 Save Changes Cancel Changes

Barriers/Needs



Student Data

Demographic

Barriers / Needs

Academics / Education

Programs / Technical / Interruption Dates / Exit

Training

Work-based Assignments

Job Readiness / Employment / Follow-up

Daily Attendance (Time and Progress)

- Change the Needed filed to **Services Needed** with the drop-down menu.
- Add any **Notes** to the notes field next to the Service needed

Save Changes
Cancel Changes

Children with Special Needs *	Yes (See Notes)	Notes
		Size 3T pants and shirt.
Daycare *	Services Needed	Notes
		Daycare for one three year old
Housing *	No Services Needed	Notes
Clothing *	No Services Needed	Notes
Vision *	Services Needed	Notes
		Glasses
Dental *	No Services Needed	Notes
Health / Medical *	No Services Needed	Notes
Counseling *	Services Needed	Notes
		For student and child
Driver License *	Services Needed	Notes
		Needs a copy of Driver's License
Transportation *	No Services Needed	Notes
Domestic Violence *	No	Notes
Protective Order *	N/A	Notes
Adult / Juvenile Offender *	No	Notes
Misdemeanors/Felonies *	No	Notes
Substances Abuse *	No Services Needed	Notes
Chemical Test *	Services Needed	Notes
		Test needed
Others	Enter your notes here.	
Notes	Enter your notes here.	

- If the **Chemical Test** need is marked, you must upload a copy of the test results.
- Choose **Add new records**
- Choose a **Chemical Test Type** from the drop-down menu.
- Type in the **Test Status Rport.**
- Type in the **Test Location.**
- Type any **Test Notes** about the Chem Test.

The screenshot shows a web form for entering chemical test data. At the top, there are dropdown menus for 'Substance Abuse' (set to 'No Services Needed') and 'Chemical Test' (set to 'Services Needed'). Below these are text input fields for 'Notes' (containing 'Test Needed'), 'Others', and 'Notes'. A '+ Add new record' button is on the left. Below the form is a table with the following columns: Chemical Test Date, Chemical Test Type, Test Status Report, Test Location, Test Note, Status, and Select to Delete. The first row of data shows: 02/07/2025, Blood Test, PASS, Enid, (empty), Active, and No. Arrows point to the 'Add new record' button, the 'Chemical Test' dropdown, the 'Test Status Report' field, the 'Test Location' field, and the 'Test Note' field.

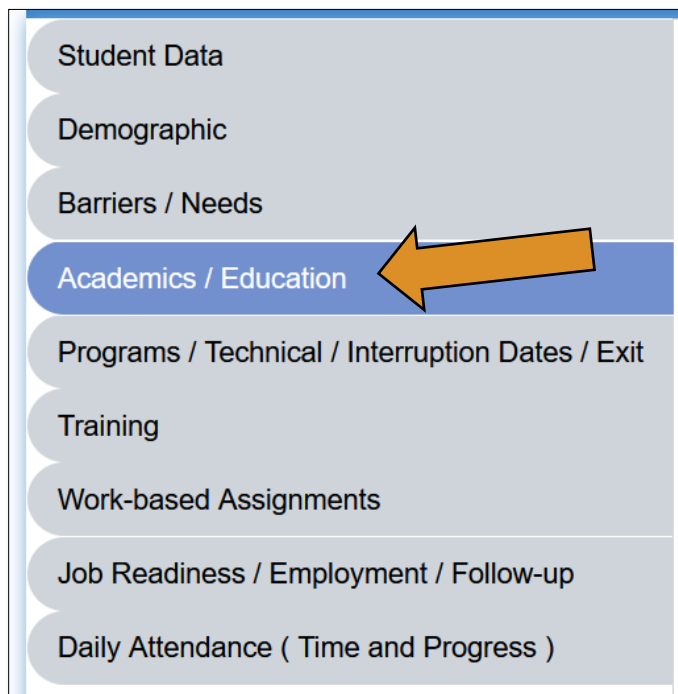
Chemical Test Date	Chemical Test Type	Test Status Report	Test Location	Test Note	Status	Select to Delete
02/07/2025	Blood Test	PASS	Enid		Active	No

- Add notes or helpful comments to the presented section.
- Add Supporting or required Documents to **Select Files**
- Select **Save Changes**

The screenshot shows the 'Add Comments' section with a text input field labeled 'Enter your notes here.' Below this is a 'Browse' section with a 'Select files...' button. An 'Attachment Note' text input field is also present. At the bottom is a table with columns: Attachment Status, File Name, Attachment Note, Uploaded By, Uploaded Date, Updated By, Updated Date, and Action. Below the table are two buttons: 'Save Changes' and 'Cancel Changes'. Arrows point to the 'Enter your notes here.' field, the 'Select files...' button, and the 'Uploaded By' column header.

Attachment Status	File Name	Attachment Note	Uploaded By	Uploaded Date	Updated By	Updated Date	Action
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Academics/Education



Student Data

Demographic

Barriers / Needs

Academics / Education

Programs / Technical / Interruption Dates / Exit

Training

Work-based Assignments

Job Readiness / Employment / Follow-up

Daily Attendance (Time and Progress)

- Complete any relevant educational information for the student.

Save Changes

Cancel Changes

High School Diploma/HSE	GED	Year of Completion		Date of Testing	
Last Grade Completed	Eleventh Grade	10		12/02/2024	
Woodcock-Johnson	Select			Notes	
IEP / 504	Select				
Post Secondary Education	Select	Previous College Credit Hours (if any)			
<input checked="" type="checkbox"/> Financial Aid Eligibility		Notes			
<input type="checkbox"/> Other TANF Programs		Notes			
<input type="checkbox"/> HSE completed through program?		Notes			
<input type="checkbox"/> HSE results Sent to OHS for Payment?		Notes			
<input type="checkbox"/> Reviewed Continuing Education Plan		Notes			
<input checked="" type="checkbox"/> Post High School Tuition Waiver Eligible		Notes			
<input type="checkbox"/> Exempt from Testing		Notes			
Program Entry Testing Comment		Accommodation		Career Interest Inventory	
Advocate's Name	Jill Smith	Advocate's Phone	405-555-9876	Advocate's Email	
Others	Enter your notes here.				

- Add notes or helpful comments to the presented section.
- Add Supporting or required Documents to **Select Files**
- Select **Save Changes**

The screenshot shows a web form titled "Add Comments". It includes a text area for notes, a "Browse" button with a "Select files..." dropdown, an "Attachment Note" field, and a table with columns: Attachment Status, File Name, Attachment Note, Uploaded By, Uploaded Date, Updated By, Updated Date, and Action. At the bottom are "Save Changes" and "Cancel Changes" buttons. Three orange arrows point to the text area, the "Select files..." button, and the "Save Changes" button.

Programs/Technical/Interruption Dates/Exit

The screenshot shows a sidebar menu with the following items: Student Data, Demographic, Barriers / Needs, Academics / Education, Programs / Technical / Interruption Dates / Exit (highlighted in blue), Training, Work-based Assignments, Job Readiness / Employment / Follow-up, and Daily Attendance (Time and Progress). An orange arrow points to the highlighted menu item.

Enroll in New Program

To add a new Request for a New Program + **Click here to Enroll New Program**.

1. Choose the **Program Calendar Year*** from the drop-down menu.
2. Choose the **Program Referred By** from the drop-down menu.

NOTE: A red asterisk (*) on the form indicates a required field.

+ Click here to Enroll New Program

New Request

Save Changes Cancel Changes

1 Program Calendar Year* 2025-2026

2 Program Referred By* Technology Sites

3 Organization* Autry Technology Center - Enid (24X057745)

4 Program Request Number* 2526-AC0030006 - Electrician Assistant-0C1C5...

5 Program Type* Full-Time

6 Programs* AC0030006 - Electrician Assistant

7 Projected Program Hours 480.00

8 Program Status* InProgress

9 Instructor* 00 - (Assigned) - Person Name:

10 Start Date* 01/20/2025

11 Technical Training Enrollment Start* 01/20/2025

12 Projected Training Completion* 01/31/2026

Technical Training Notes Enter your notes here.

TW3 Sent - Print

Student Program Exit Process

Exit Date

Completion Select

Drop Date

Not Completed Reason

Exit Note

Interruption Dates

Any interruption dates that occurred during the program need to be recorded by clicking the + **Add New Record** button.

Interruption Dates

+ Add new record

From	To	Notes	Status	Select to Delete
01/01/2025	01/17/2025	Reason	Active	No

1 50 items per page 1 - 1 of 1 items

- Add notes or helpful comments to the presented section.
- Add Supporting or required Documents to **Select Files**
- Select **Save Changes**

The screenshot shows a web form titled "Add Comments". It includes a text area for "Enter your notes here.", a "Browse" button with a "Select files..." dropdown, and an "Attachment Note" text field. Below these is a table with columns: Attachment Status, File Name, Attachment Note, Uploaded By, Uploaded Date, Updated By, Updated Date, and Action. At the bottom are "Save Changes" and "Cancel Changes" buttons. Three orange arrows point to the notes field, the "Select files..." button, and the "Save Changes" button.

Training

The screenshot shows a sidebar menu with the following items: Student Data, Demographic, Barriers / Needs, Academics / Education, Programs / Technical / Interruption Dates / Exit, Training, Work-based Assignments, Job Readiness / Employment / Follow-up, and Daily Attendance (Time and Progress). The "Training" item is highlighted in blue, and an orange arrow points to it.

- Hit the **+Click here to Add Another Training Component** to begin each training item.
- Fill out the information
- Select **Save Changes**

****For any training to show up, you must have enrolled in some Program. ****

The screenshot shows a web form for adding a new training component. At the top, a blue bar contains the text "+ Click here to Add Another Training Component". Below this, a "New Component" tab is active. The form is divided into two main sections: a top section for form fields and a bottom section for notes. The top section includes fields for "Enrolled Program" (Heavy Equipment Operator Beginning-AC0036008), "Calendar Year" (2024-2025), "Training Descriptor" (Full Time Training X), "Activity" (Job search and Readiness (CORE)), "Projected Training Hours", "Activity Note", "Site Name", "Site Address", "Start Date", "Proposed End Date", "End Date", and "CIP Code" (Select). To the right of these fields are several checkboxes: "TW3 Sent", "Paid", "Internship Form", "Fulltime (30+ hours per week)", "Related Training", "Part-Time (<30 hours per week)", "Individualized Training", "Parttime Combined with Training", "Parttime combined with Job Search", "Parttime 20+ hrs. Comb with Academic Prep", and "Others". Below the checkboxes is a text area for "Others" with the prompt "Enter your notes here.". At the bottom of the form, there is a "Notes" section with a text area for "Enter your notes here.". Three orange arrows point to the "+ Click here to Add Another Training Component" button, the "Save Changes" button, and the "Notes" section.

+ Click here to Add Another Training Component

New Component

Save Changes Cancel Changes

Enrolled Program * Heavy Equipment Operator Beginning-AC0036008

Calendar Year * 2024-2025

Training Descriptor * Full Time Training X

Activity * Job search and Readiness (CORE)

Projected Training Hours

Activity Note Enter your notes here.

Site Name

Site Address

Start Date

Proposed End Date

End Date

CIP Code Select

TW3 Sent

Paid

Internship Form

Fulltime (30+ hours per week)

Related Training

Part-Time (<30 hours per week)

Individualized Training

Parttime Combined with Training

Parttime combined with Job Search

Parttime 20+ hrs. Comb with Academic Prep

Others

Others Enter your notes here.

Hours/Week

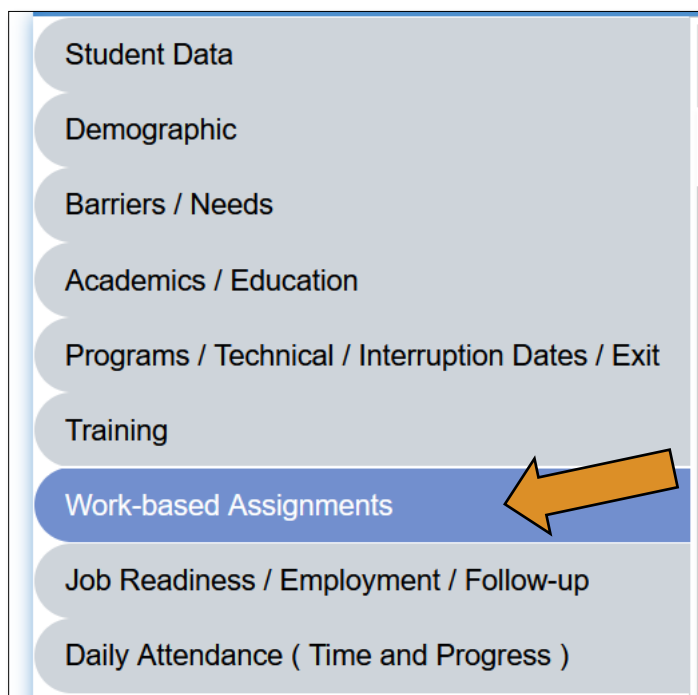
Scheduled Days

Notes

Enter your notes here.

Save Changes Cancel Changes

Work-based Assignments



Student Data

Demographic

Barriers / Needs

Academics / Education

Programs / Technical / Interruption Dates / Exit

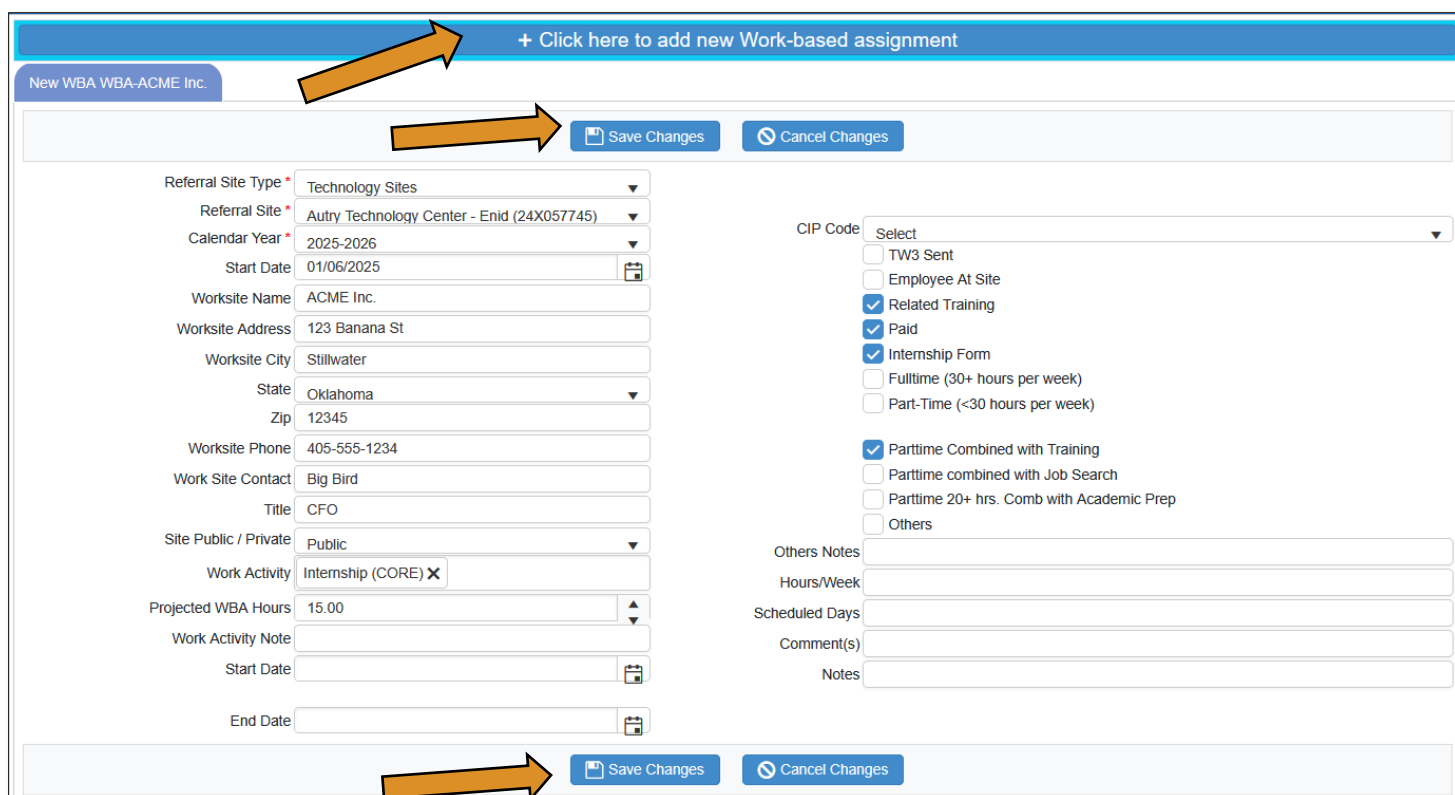
Training

Work-based Assignments

Job Readiness / Employment / Follow-up

Daily Attendance (Time and Progress)

- Hit the + **Click here to add new Work-based assignment** to begin each training item.
- Fill out the information
- Select **Save Changes**



+ Click here to add new Work-based assignment

New WBA WBA-ACME Inc.

Save Changes Cancel Changes

Referral Site Type * Technology Sites

Referral Site * Autry Technology Center - Enid (24X057745)

Calendar Year * 2025-2026

Start Date 01/06/2025

Worksite Name ACME Inc.

Worksite Address 123 Banana St

Worksite City Stillwater

State Oklahoma

Zip 12345

Worksite Phone 405-555-1234

Work Site Contact Big Bird

Title CFO

Site Public / Private Public

Work Activity Internship (CORE) X

Projected WBA Hours 15.00

Work Activity Note

Start Date

End Date

CIP Code Select

☐ TW3 Sent

☐ Employee At Site

☒ Related Training

☒ Paid

☒ Internship Form

☐ Fulltime (30+ hours per week)

☐ Part-Time (<30 hours per week)

☒ Parttime Combined with Training

☐ Parttime combined with Job Search

☐ Parttime 20+ hrs. Comb with Academic Prep

☐ Others

Others Notes

Hours/Week

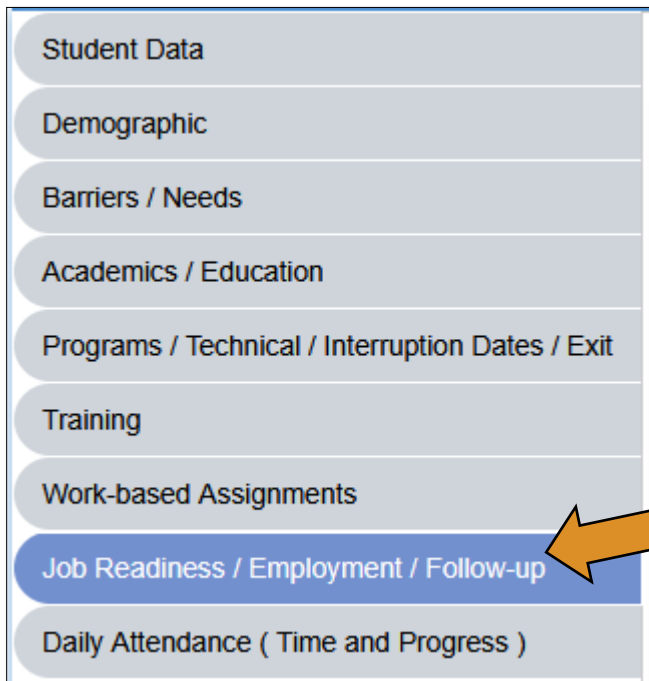
Scheduled Days

Comment(s)

Notes

Save Changes Cancel Changes

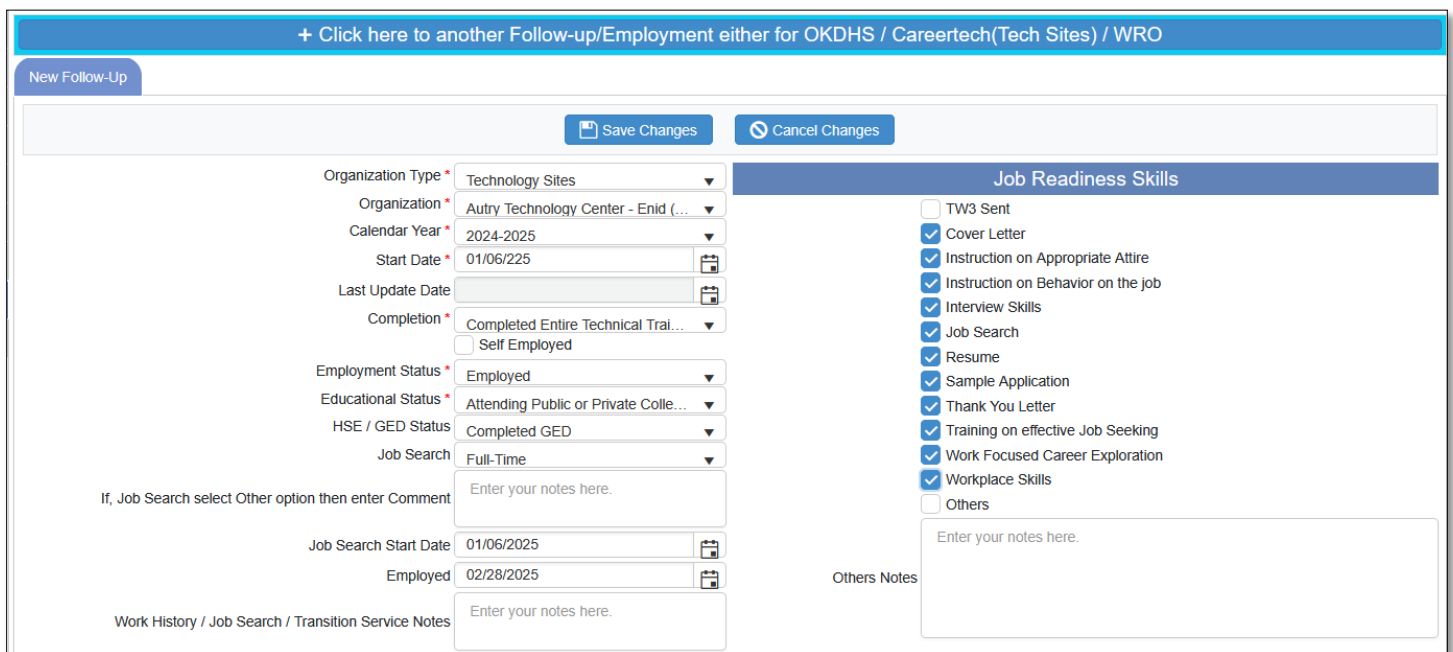
Job Readiness/ Employment/ Follow-up



Hit the, complete the form, and **Save Changes**.

- To add additional Job Readiness Hit the + **Click here to add another/Follow-up/Employment either for OKDHS/CareerTech (Tech Sites)/ WRO**
- Fill out the information

NOTE: A red asterisk (*) on the form indicates a required field.



- Fill out the information for the Job Detail
- Save Changes

Job Detail

Follow-Up Coordinator *

00156 (Assigned) - Person Name: . . .

Date of Employment

02/03/2025

Job Title

Employer Name

Sesame St Inc.

ONET Code

Employer Supervisor

Big Bird

Job Duties

Employer Supervisor Phone

405-555-1234

☒ Job is Program/TrainingRelated?
☐ Student Receive Benefits?

Employer Address

123 Banana St

Health Benefits *

Individual

City

Stillwater

Employment Status

Employed

State

Ok

Wages Type

Hourly

County

Payne

Hourly Wages

17.00

Zip

74075

Hours Per Week

32.00

Employer Phone

405-555-4567

Termination Date

Job Related Comments / Notes

Enter your notes here.

Status Update

Save Changes

Cancel Changes