Office of Financial Management

Public Centralized Higher Education Enrollment System (PCHEES)

User Manual with SecureAccess Washington (SAW) Instructions

Updated: April 1, 2026

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1 Overview

The Public Centralized Higher Education Enrollment System (PCHEES) serves as the primary source for public four-year higher education data collected from public four-year post-secondary institutions in Washington State.

PCHEES is housed at the Washington State Office of Financial Management (OFM) Forecasting Division and consists of a database driven suite of tools including a web application and several reporting tools that currently holds data from, including admissions, term enrollments, and degree completion, collected at the student level.

PCHEES supports the Washington Student Achievement Council (previously known as Higher Education Coordinating Board), the Statewide Longitudinal Education Data System at OFM's Education Research and Data Center (ERDC), and research done on behalf of the Washington State legislature, Governor's office, the contributing public institutions of higher education, and external researchers.

This document is arranged in two major parts: (1) processes for getting access to PCHEES, and (2) use of the online PCHEES web application. To gain access to PCHEES it is necessary to obtain a SecureAccess Washington (SAW) account, then to add PCHEES as a service within SAW, and finally to request and be granted approval to access PCHEES by OFM. Only after those steps are complete will you be able to access the PCHEES application.

Using the PCHEES application, institutions are able to: (1) release submitted PCHEES data; (2) view reports of submission and release activity; (3) view term enrollment reports sourced by PCHEES data submissions; and (4) download research data sets. The overall structure of menus and landing pages within the PCHEES application are listed in Table 1.

Table 1: PCHEES application structure

Data Administration →
Submission Management →
Final Collections
Day 10 Collections
Release Management
Reports →
Data Submission Results (including validation errors)
Data Submission & Release History
Reports →
Term Enrollment →
Non Redacted
Redacted
Annual Enrollment
Redacted
Data Availability
Documentation →
Data Submission Guide
OFM-Supplied Valid Values for Data Elements
Dashboard →
Data Review
Help Page →
Frequently Asked Questions
User Manual
Data Submission Guide
Release Notes
GovDelivery Information
Contact Information

2 Authentication: Creating a SecureAccess Washington (SAW) Account and Requesting PCHEES Access

The Office of Financial Management's (OFM) authentication mechanism for the PCHEES application for those who are outside of the State Government Network (SGN) is SecureAccess Washington (SAW). SAW is used to allow authorized users to access the PCHEES application from their own computer via a web browser.

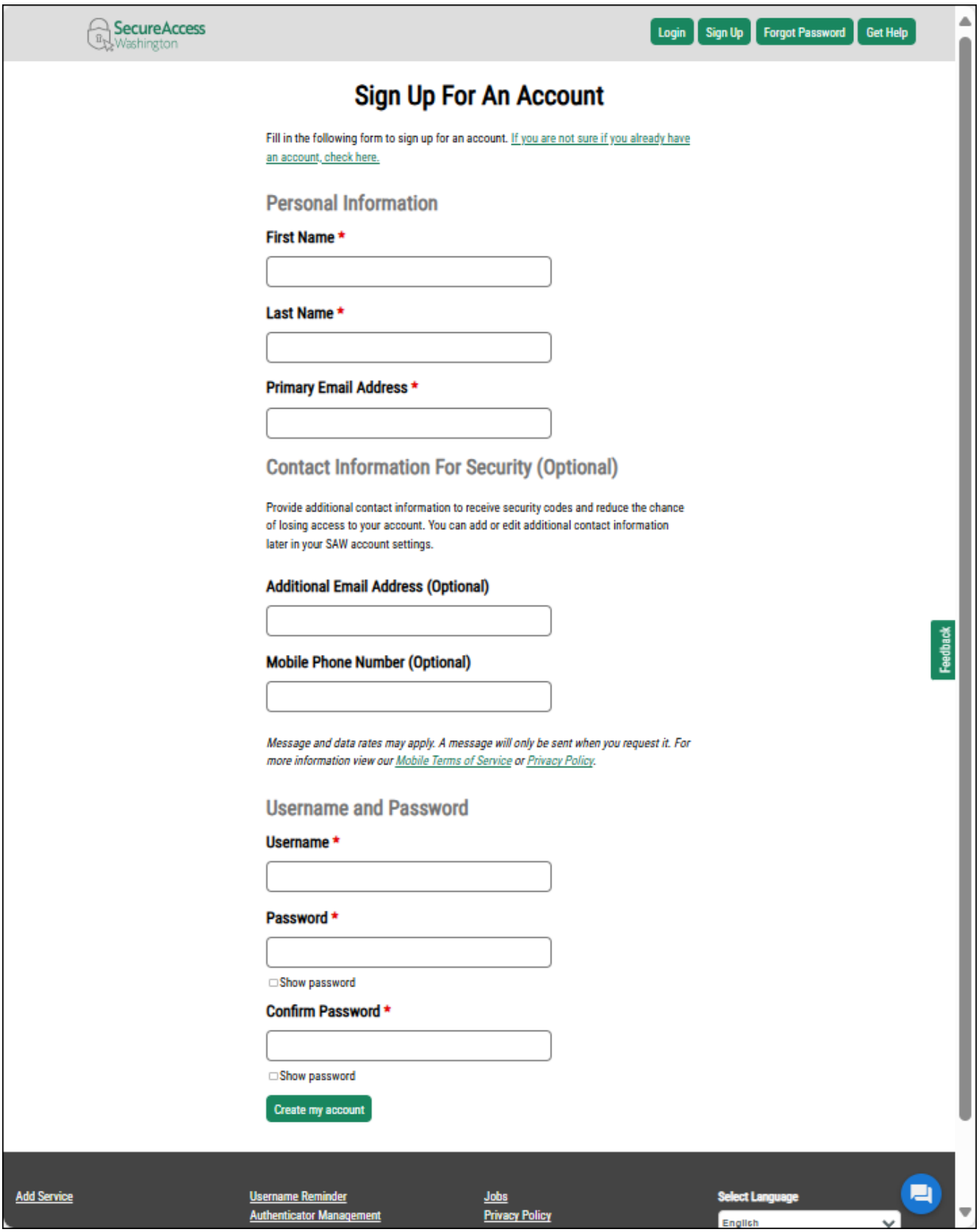
If you already have a SAW account, skip to Section 2.3 (Add PCHEES as a service).

SecureAccess Washington includes a Spanish language interface.

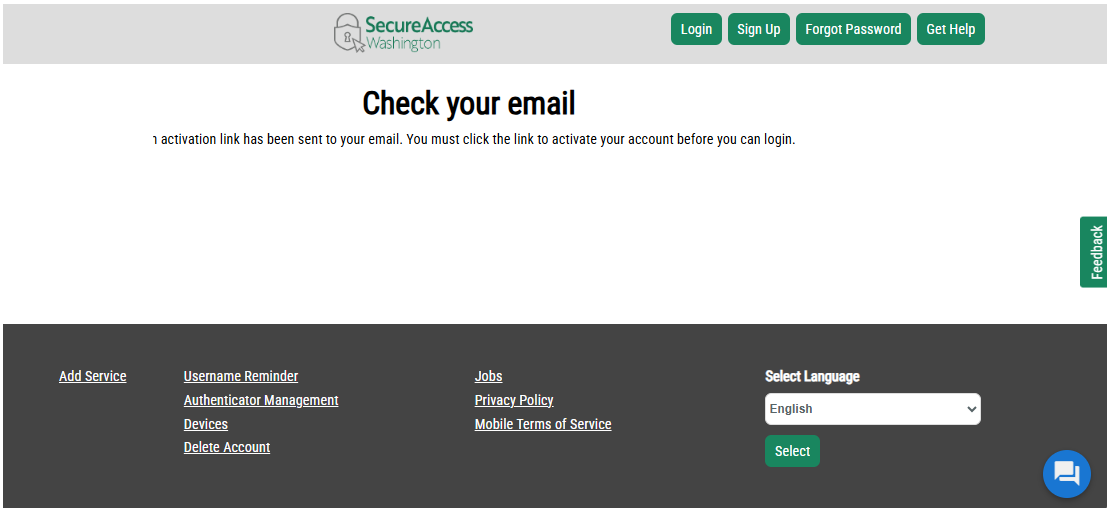
2.1 Create a SAW account (if you do not already have one)

1. Open a web browser and go to https://secureaccess.wa.gov/.
2. The SecureAccess Washington logon page will display. Click 'Sign Up!'

3. Create your new SAW account.
    a. Provide required information (First Name, Last Name, etc.).
    b. Click **Create my account** to complete your new account creation.


SecureAccess Washington
Login
Sign Up
Forgot Password
Get Help
Sign Up For An Account
Fill in the following form to sign up for an account. If you are not sure if you already have an account, check here.
Personal Information
First Name *
Last Name *
Primary Email Address *
Contact Information For Security (Optional)
Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.
Additional Email Address (Optional)
Mobile Phone Number (Optional)
Message and data rates may apply. A message will only be sent when you request it. For more information view our Mobile Terms of Service or Privacy Policy.
Username and Password
Username *
Password *
Show password
Confirm Password *
Show password
Create my account
Feedback
Add Service
Username Reminder
Authenticator Management
Jobs
Privacy Policy
Select Language
English

4. After you complete and submit the form, your SAW account will be created.
5. Check your email for further instructions.



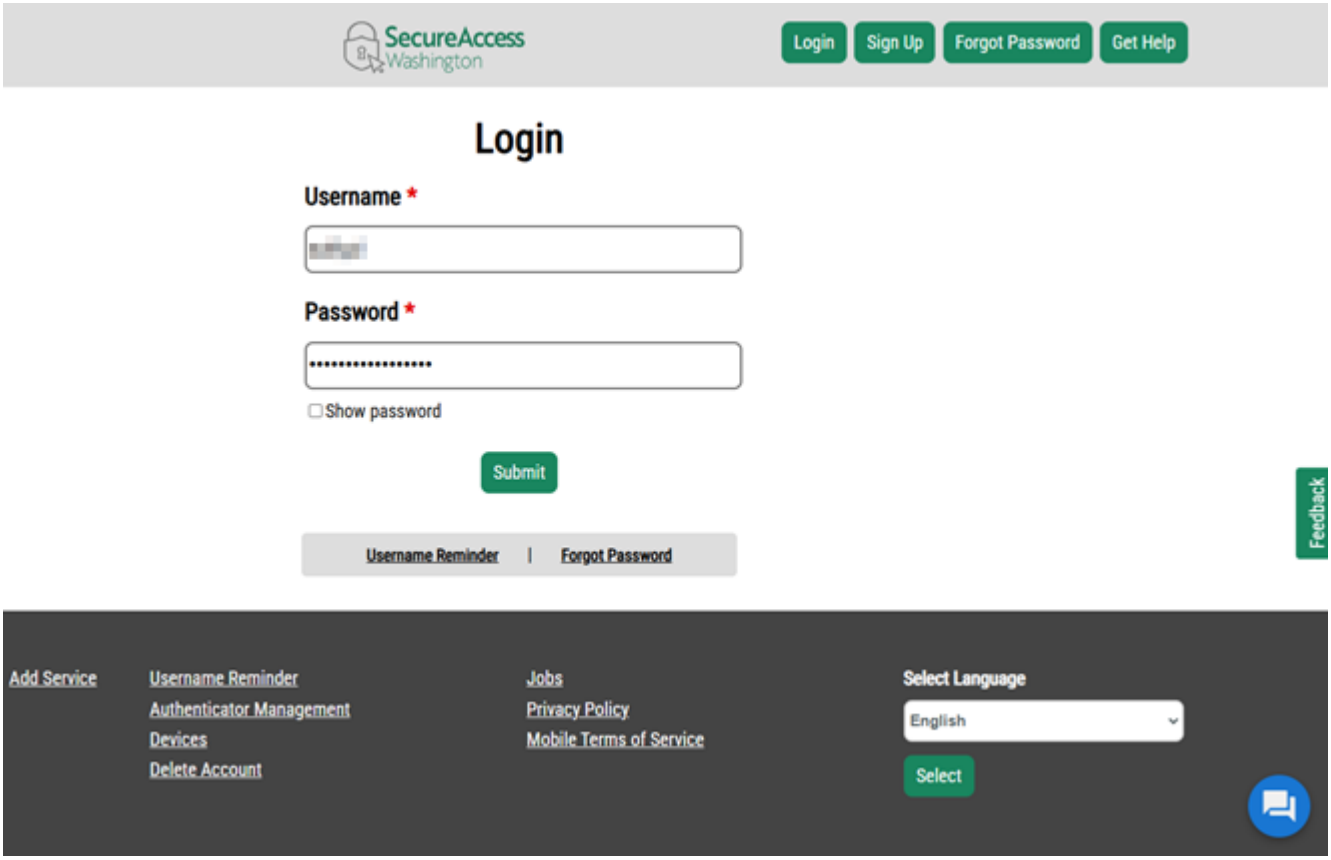
You will not have access to PCHEES until (1) you active your SAW account, (2) OFM has granted access to PCHEES, and (3) OFM has created a PCHEES account for you.

2.2 Activate your SAW account

1. Go to your email to look for a message from secureaccess@cts.wa.gov. If you do not see an email from secureaccess@cts.wa.gov in your Inbox, check your Junk or Spam folder.
2. Click the first link in the email to activate your account.

3. You will be directed to the SecureAccess Washington LOGIN page.

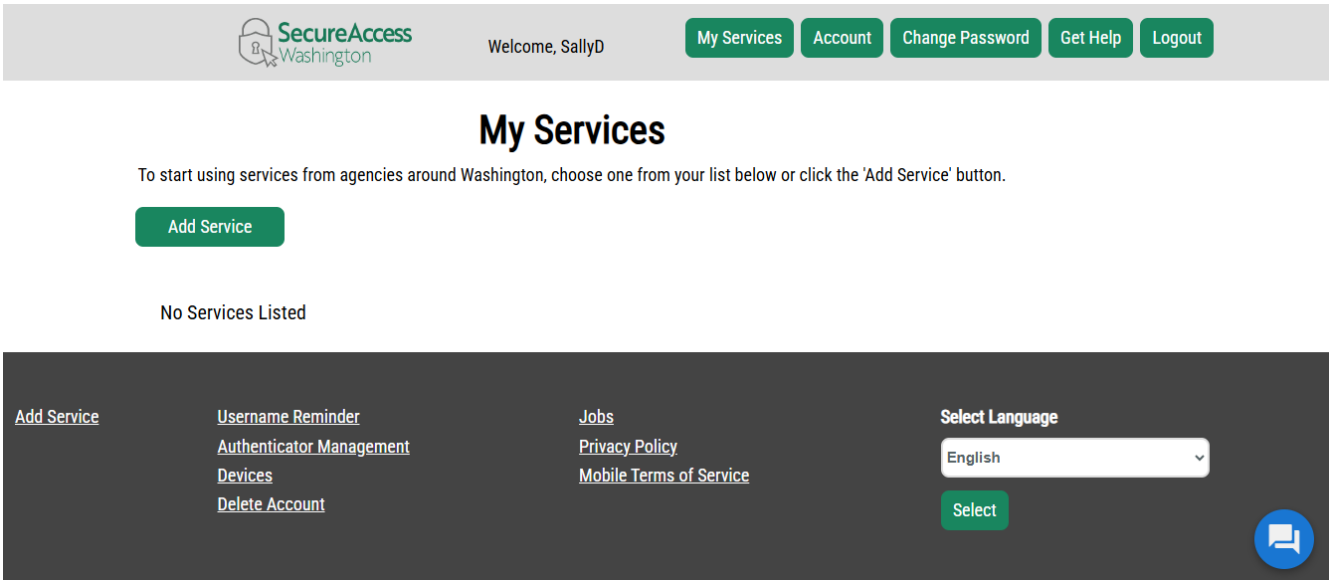
4. Provide the Username and Password you used to create the account and then click **Submit**.



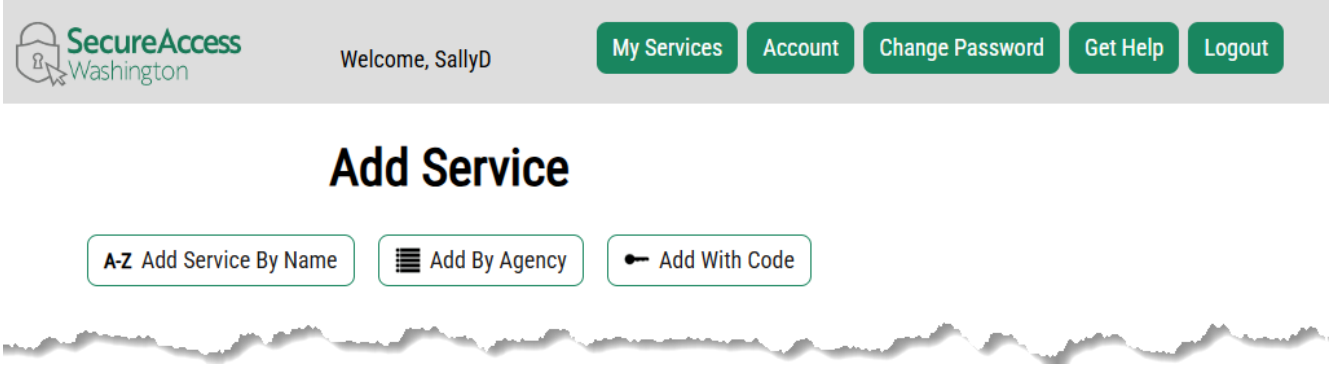
2.3 Add PCHEES as a service

The PCHEES application is called a "Service" in SAW. You must add PCHEES as a service and be approved by OFM before you can access the application.

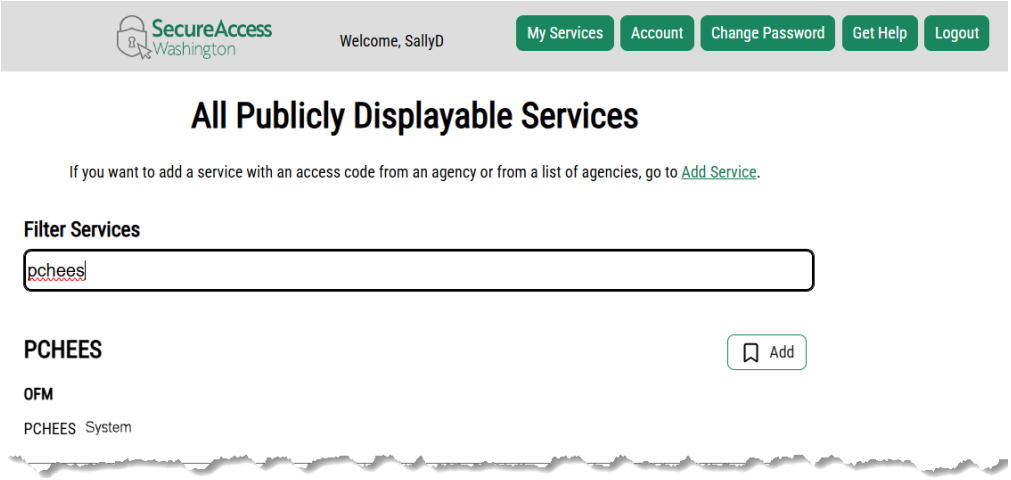
1. Click **Add Service**



2. There are different options for finding a service. The easiest way is to use **A-Z Add Service By Name**.



3. Click **A-Z Add Service By Name** to get a listing of all public displayable services.
4. Begin typing PCHEES to filter for the PCHEES application.



   a. Click **Add** to continue.

   b. Your request for PCHEES access will be sent to the OFM PCHEES Help Desk. OFM staff will ensure we have obtained a completed PCHEES New User Request Form from your institution/agency authorized contact before adding the PCHEES service to your SAW account.

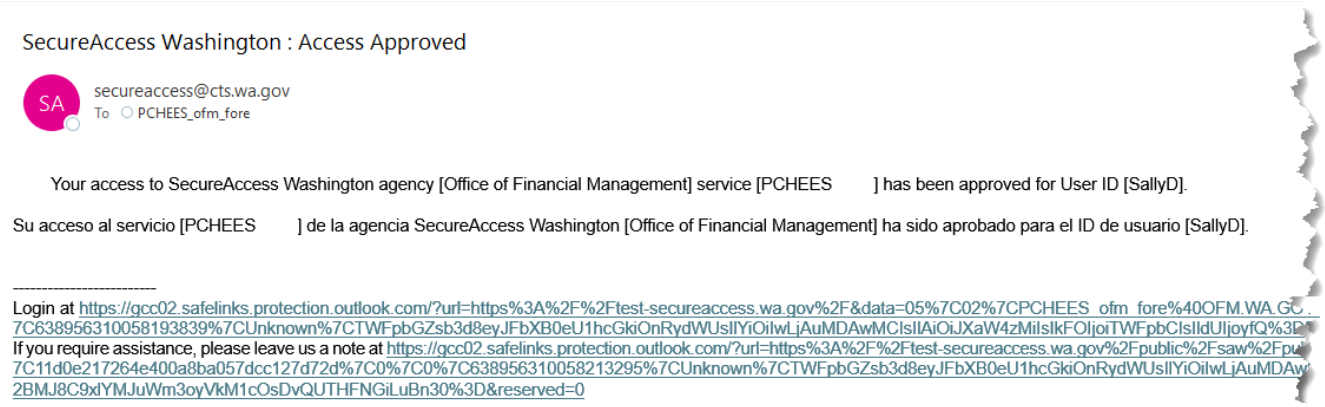
5. Logout

   a. Wait to be notified by OFM that your PCHEES account has been created.

2.4 Notification when approved for the PCHEES service

OFM will confirm receipt of an authorized PCHEES New User Request form from the institution/agency authorized personnel and review your request to access PCHEES. If approved, you will receive a confirming email message from SecureAccess Washington (secureaccess@cts.wa.gov).

However, this is only part of what you'll need to access the PCHEES application. You also need a PCHEES account set up by OFM.



SecureAccess Washington : Access Approved

SA secureaccess@cts.wa.gov
To PCHEES_ofm_fore

Your access to SecureAccess Washington agency [Office of Financial Management] service [PCHEES] has been approved for User ID [SallyD].

Su acceso al servicio [PCHEES] de la agencia SecureAccess Washington [Office of Financial Management] ha sido aprobado para el ID de usuario [SallyD].

Login at https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftest-secureaccess.wa.gov%2F&data=05%7C02%7CPCHEES_ofm_fore%40OFM.WA.GO...
7C638956310058193839%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D...
If you require assistance, please leave us a note at https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftest-secureaccess.wa.gov%2Fpublic%2Fsaw%2Fpu...
7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C638956310058213295%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAw...
2BMJ8C9xlYMJuWm3oyVkM1cOsDvQUTHFNGiLuBn30%3D&reserved=0

2.5 OFM Notification for PCHEES account

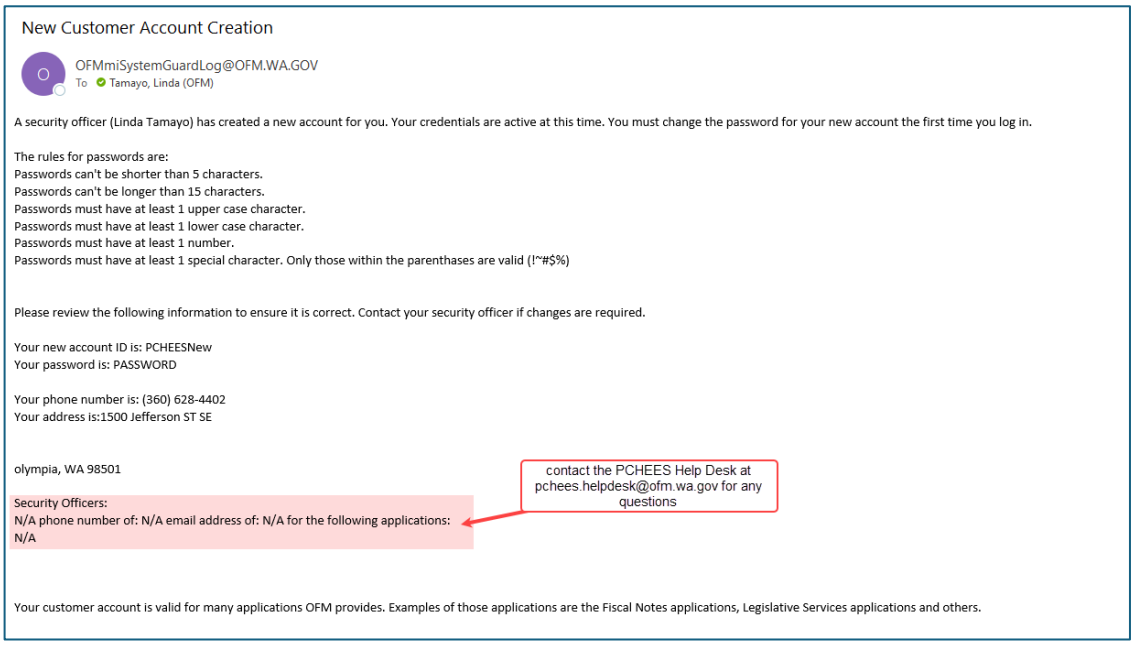
1. You will receive two email messages from OFM when your PCHEES account has been created. These will come from OFMmisystemGuardLog@OFM.WA.GOV. You may need to have your IT department allow incoming email from this address.

   a. Check your junk mailbox if you do not get these email messages within 2 days of your SAW request for PCHEES service being approved.

2. First email message:

   a. The subject of the email will be '**New Customer Account Creation**'.

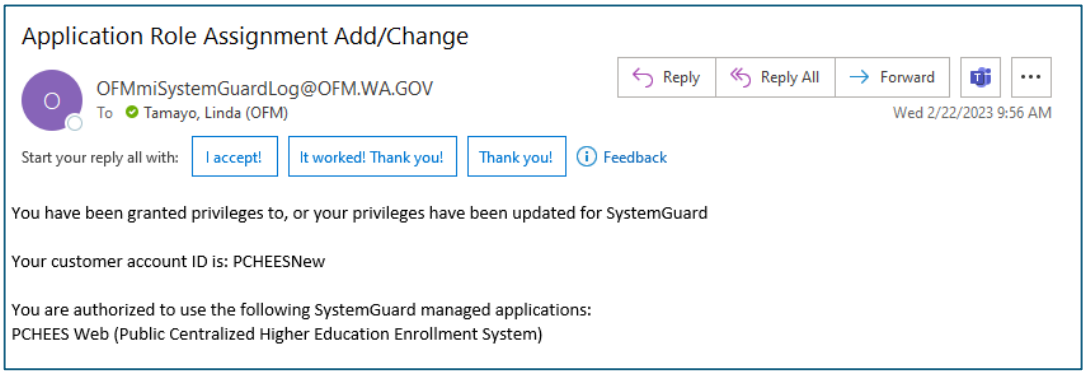
   b. Your PCHEES account name, default password, phone number and address are included. Password rules are also included.



3. Second email message:

   a. The subject of the email message will be '**Application role Assignment Add/Change**'.

   b. This lets you know you have been assigned a role which will allow access at the appropriate level in PCHEES.



3 Logging into PCHEES

3.1 PCHEES Prerequisites

In order to use PCHEES, you must meet these prerequisites:

1. Your workstation needs an internet connection and a web browser.

   Users may notice some functions and features do not work the same in all browsers. Refer to the Frequently Asked Questions (FAQ) for known issues once you are logged into the PCHEES application.

2. A Secure Access Washington (SAW) account that has been approved for the PCHEES service.

3. A PCHEES Username, which was provided in the email sent from OFM when your account has been set up.

4. A PCHEES Password, which was provided in the email sent from OFM when your account was set up.

   If you do not know your password, click on the Email my password to me link or you may create a new one utilizing the "Change Password" feature on the PCHEES logon page.

5. For accessing PCHEES reports, your Windows settings must be set to enable downloads. See Section 12 (Windows Internet Security Settings for Reports).

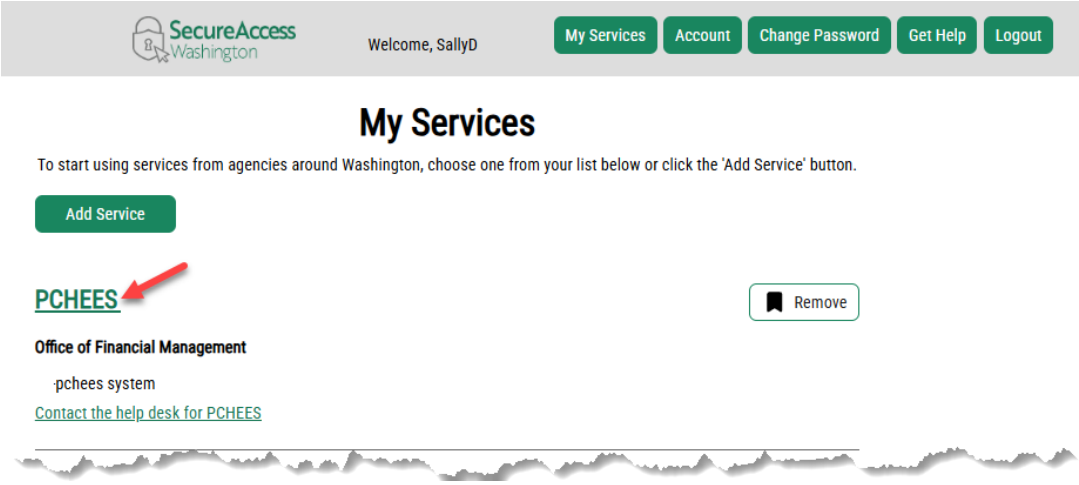
3.2 Access outside the State Government Network (SGN)

After your SAW account is created, PCHEES is set as an active service within SAW, and you have been notified by OFM that your account has been approved and created; you will be able to login to the PCHEES application.

Those who are within the SGN (OFM staff) can go directly to the website at: https://pchees.ofm.wa.gov/.

1. Login to Secure Access Washington (SAW) at https://secureaccess.wa.gov using the Username and Password you set up previously.

2. Click **PCHEES** to access the PCHEES application login.



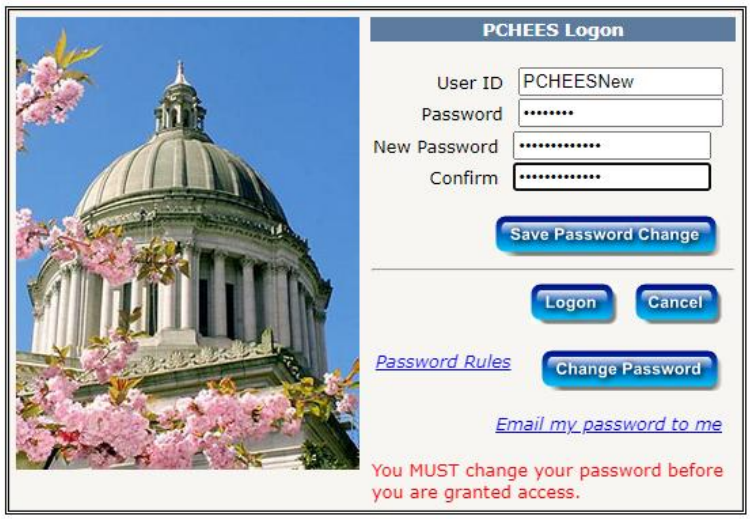
3. Click Continue to PCHEES from the **Now Accessing PCHEES** page.

3.3 Accessing the PCHEES application

First-time users are required to change their password.

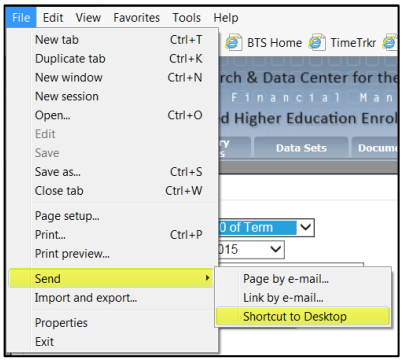
1. Enter the PCHEES User ID provided to you by OFM, and then click the '**Change Password'** button to select your own personal password.

2. Be sure to manually enter the literal word "PASSWORD" in the Password field (do not allow this field to be auto filled by your web browser), then enter a new password and confirm the new password. Click '**Change Password**' to save your changes.



The "Password Rules" link opens a dialog displaying the password criteria.

You can create a shortcut on your desktop for the PCHEES Logon. From your web browser, go to **File > Send > Shortcut to Desktop**.



You can create a shortcut on your desktop for the PCHEES Logon. From your web browser, go to **File > Send > Shortcut to Desktop**.

The icon will be placed on your desktop. If you double click on the shortcut your browser will open to the Secure Access Washington logon screen. If you have recently logged in through SAW and have not closed the browser your session with SAW may still be active. If so, the browser will open to the PCHEES logon screen.

As users navigate to different pages within the application, they may see the following pop up indicator. This informs the user that the system is loading information for the page. When the pop up message goes away, your mouse pointer may still show a busy signal. Once you move your mouse, the mouse pointer should return to normal.

4 PCHEES Security Roles

You will now be on the PCHEES website and may proceed with the functions allowed for your role within PCHEES. The following roles are defined in PCHEES, with access to varying functionality within the application:

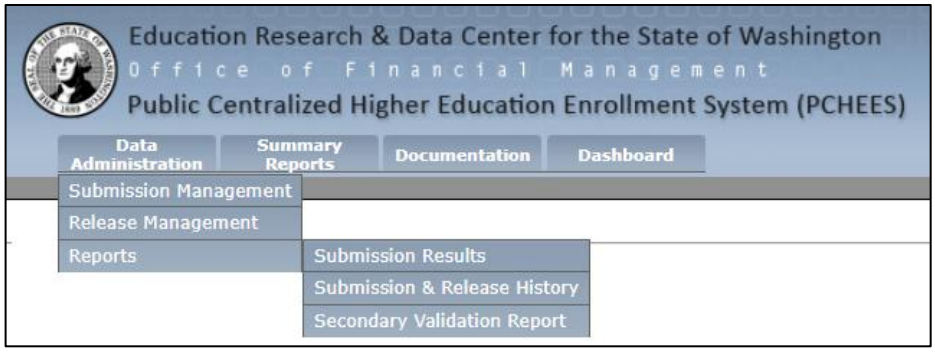
1. Submitting Agency Data Manager (Default Page: Submission Management)
2. OFM Data Manager (Default Page: Release Management)
3. Submitting Agency Analyst (Default Page: Summary Reports)
4. Education Agency Analyst (Default Page: Summary Reports)
5. Outside Analyst (Default Page: Summary Reports)

Allowed functions by role are shown with an “X” mark in Table 2.

Table 2: PCHEES functions and access based on role

PCHEES web application page access	PCHEES web application role				
	1	2	3	4	5
Data Administration → Submission Management	X				
Data Administration → Release Management	X	X			
Data Administration →Submission, Release and Summary Reports → Secondary Validation Report	X	X			
Data Administration → Reports → Submission Results	X	X			
Data Administration → Reports → Submission & Release History	X	X			
Summary Reports → Term Enrollment	X	X	X	X	X
Summary Reports → Annual Enrollment	X	X	X	X	X
Summary Reports → Data Availability	X	X	X	X	X
Summary Reports → Annual Data Extracts		X		X	
Documentation → Data Submission Guide	X	X	X	X	X
Documentation → Valid Values	X	X	X	X	X
Administration → Student Match		X			
Dashboard → OFM Dashboard Administration		X			
Dashboard → Data Review	X	X	X		
Help Link	X	X	X	X	X

5 Data Administration



5.1 Who has access to which functionality?

The two roles below (Submitting Agency Data Manager, OFM Data Manager) are shown with the functionality they can access.

1. Submitting Agency Data Manager:
   a. Submission Management
   b. Release Management
      i. Release to OFM
   c. Reports
      i. Submission Results
      ii. Submission & Release History
      iii. Secondary Validation
2. OFM Data Manager:
   a. Release Management
      i. Release to All Users
      ii. Withdraw from All Users
   b. Submission, Release, and Summary Reports
      i. Submission Release
      ii. Secondary Validation
   c. Reports
      i. Submission Results
      ii. Submission & Release History

5.2 Data Administration → Submission Management

'Submission Management' is the landing page for Submitting Agency Data Managers when logging into the PCHEES website. Only Submitting Agency Data Managers have access to this page and the functionality to submit files.

5.2.1 File Rules

1. You must submit all of the required files for a collection. The required files per collection:
   a. Day10 Collection:
      i. Admission
      ii. Course
      iii. Program

iv. Registration
v. Student
vi. TermDates

b. Final Collection:
i. Admission
ii. Course
iii. Program
iv. Registration
v. Student
vi. TermDates
vii. Completions
(1) For End of Term Enrollment submissions for Final data, the Completions file must contain one record for 'no completer'.
(2) For Final Completion submissions, the Completions file contains completion data for each student record.

Data submitters will receive a message when a Final Completion set is submitted that has completion data. This is to alert the user that the data might be submitted earlier than the expected due date.

2. Only one term of collection files can be submitted at a time for an institution, academic year and term.

3. No file can be larger than 100MB.

4. Files must be formatted as plain text and end with a ".txt" extension and be formatted with ISO-8859-1, Windows-1252 or ANSI encoding for a successful load (see the PCHEES Submission Guide for details).

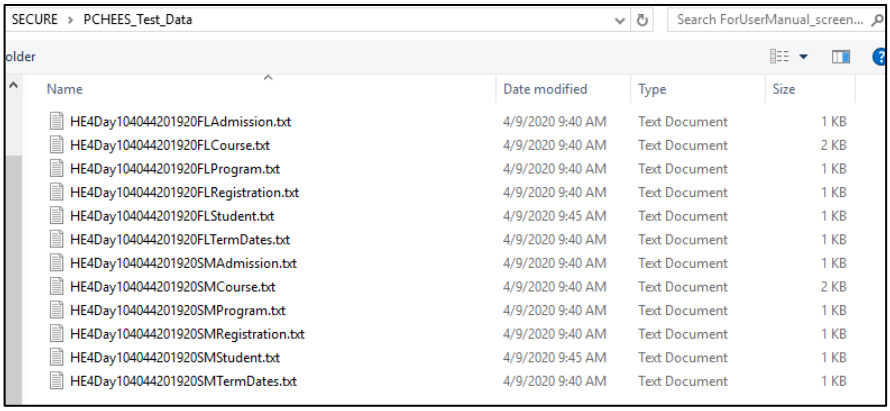
5. The user can only upload files for their institution.

6. All files in the collection must have data. The files will not be uploaded and the submission will fail if there are any empty files.

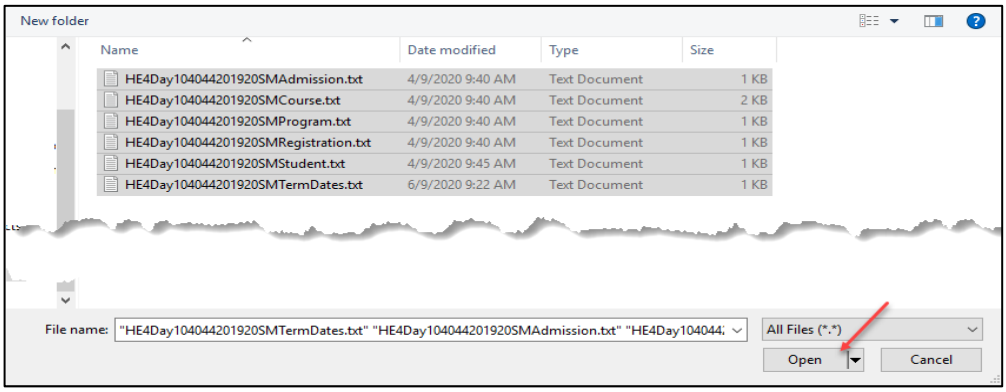
5.2.2 Selecting and Uploading Files

1. Only the 'Select Files' button is enabled until files have been selected and appear in the selection list. Clicking the 'Select Files' button allows users to locate their collection files stored on a location available from their workstation.

2. A file selection window will appear.

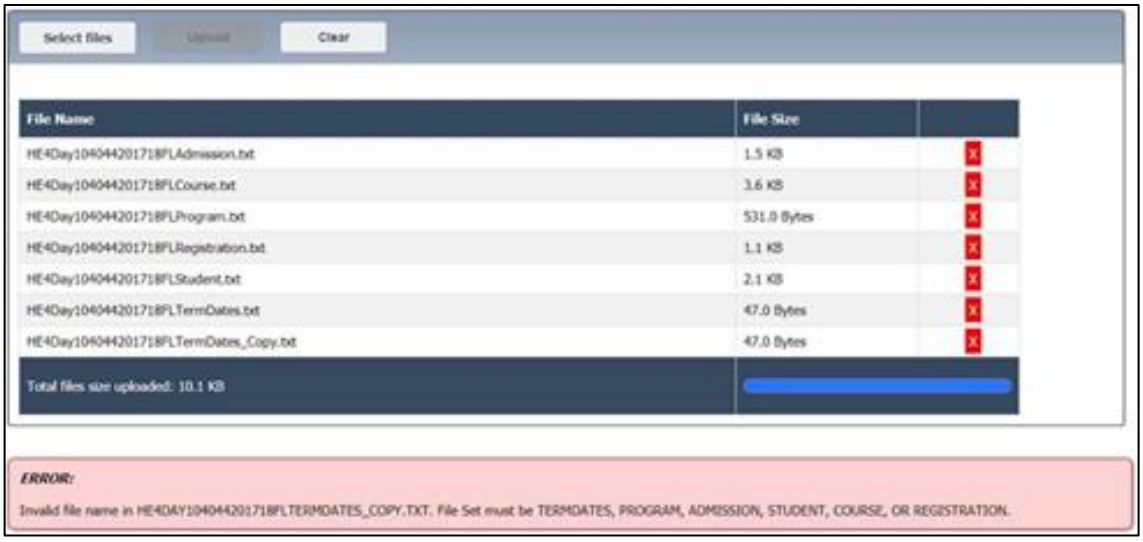


3. Highlight the required files for a collection and click 'Open'.

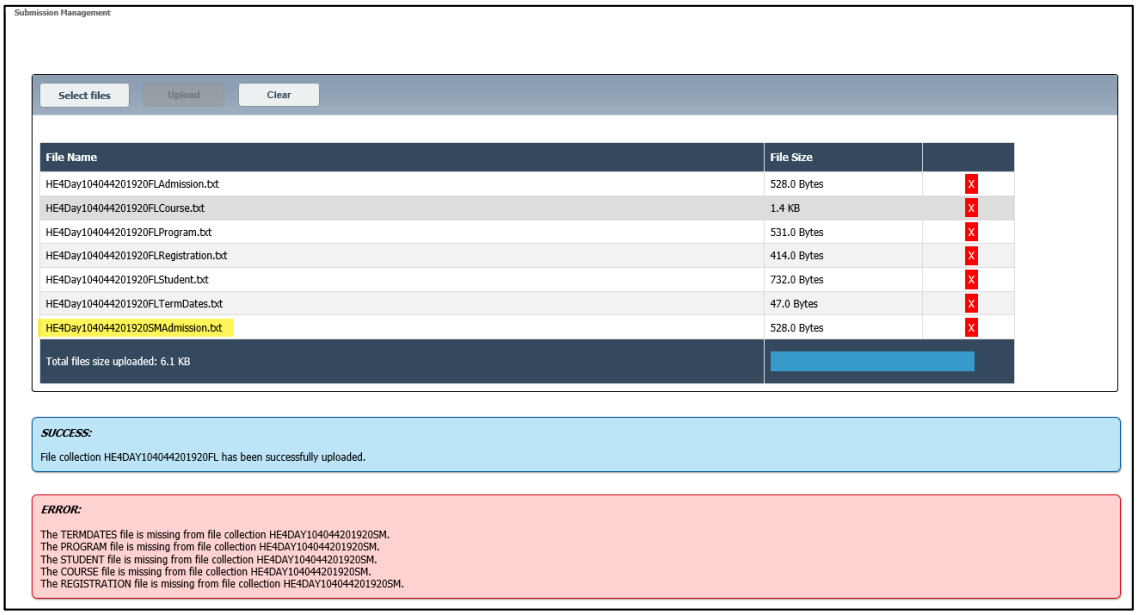


Uploads are checked for various criteria. If the uploads violate any of the criteria, an ERROR message is displayed. The criteria are listed below:

When a full collection of files for an institution, academic year and term are selected and an additional file that is also for the same institution, academic year and term is part of the selected set, an ERROR message is displayed and the 'Upload' button is disabled.

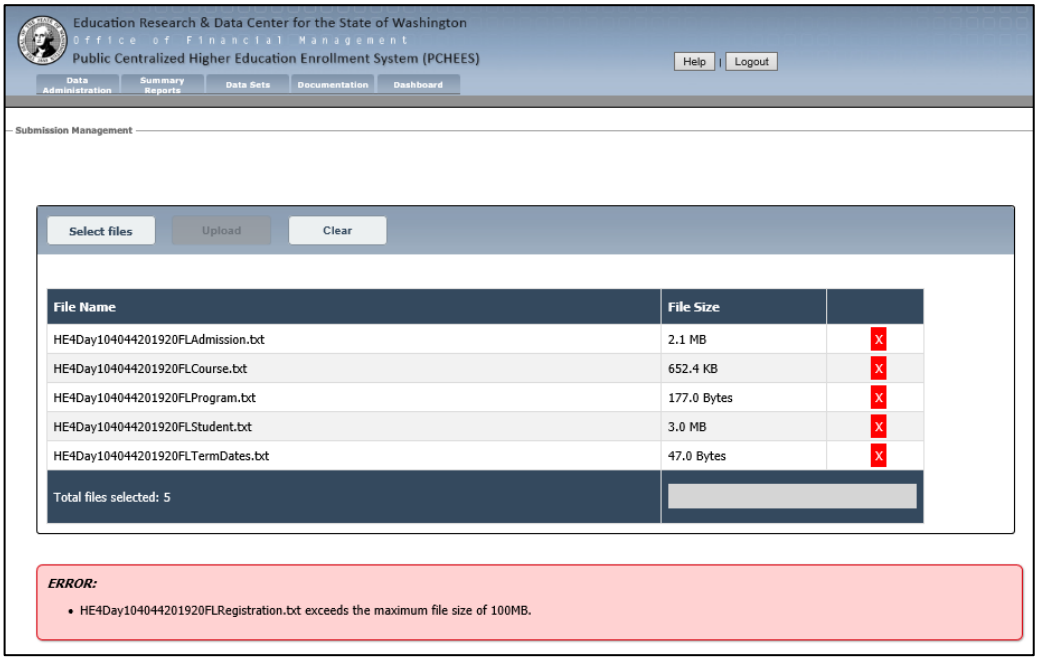


When a collection of files for an institution, academic year, and term are selected that meet the file submission rules and another file for either a different institution, academic year or term is also selected, a SUCCESS message is displayed for the files in the collection that meet the submission rules and an ERROR message is displayed for the file that does not meet the submission rules.

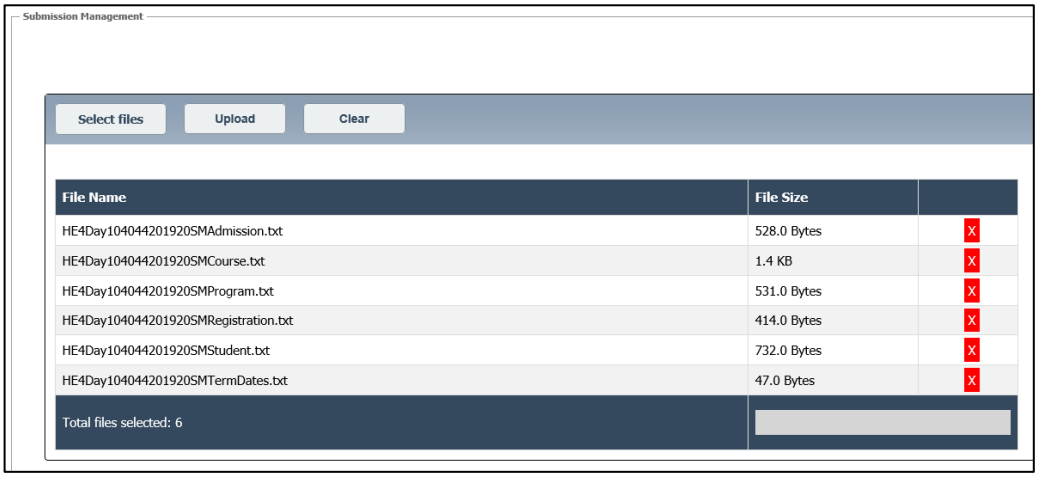


When more than 7 files are attempted to be uploaded, an ERROR message is displayed and the 'Upload' button is disabled.

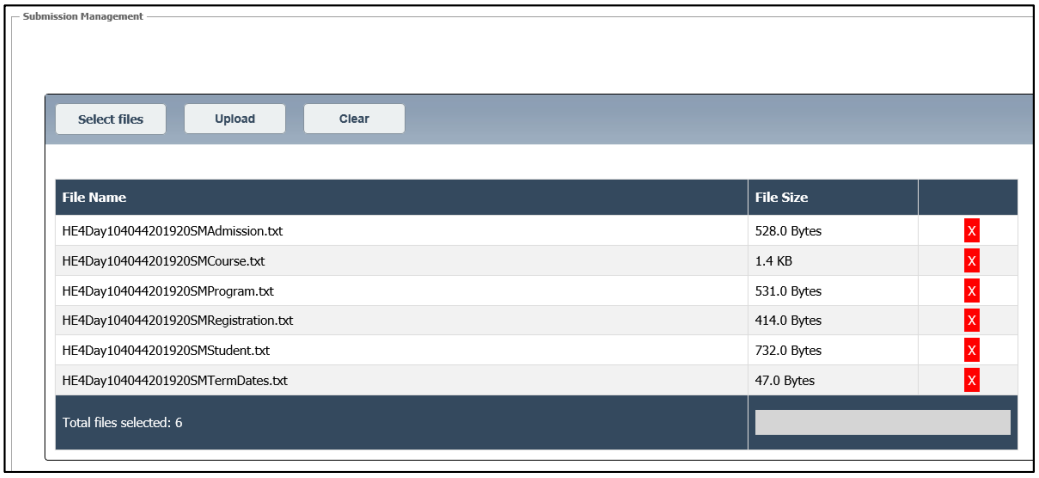
When any file is larger than 100MB, an ERROR message is displayed and the 'Upload' button is disabled.



4. The files will appear on the page. Each line will include the file name, the size of the file and a red 'X' option for removing a file from the list.



5. Click the ‘Upload’ button. The files will be uploaded and checked to ensure that they meet the File Rules. The dark gray progress bar (below the list of files) will show the progress as the files are uploaded and checked.



5.2.3 Upload Results

1. Successful file upload

   a. A SUCCESS message is displayed when files have passed the File Rules and have been successfully uploaded.

      i. The list of files is cleared from the listing.

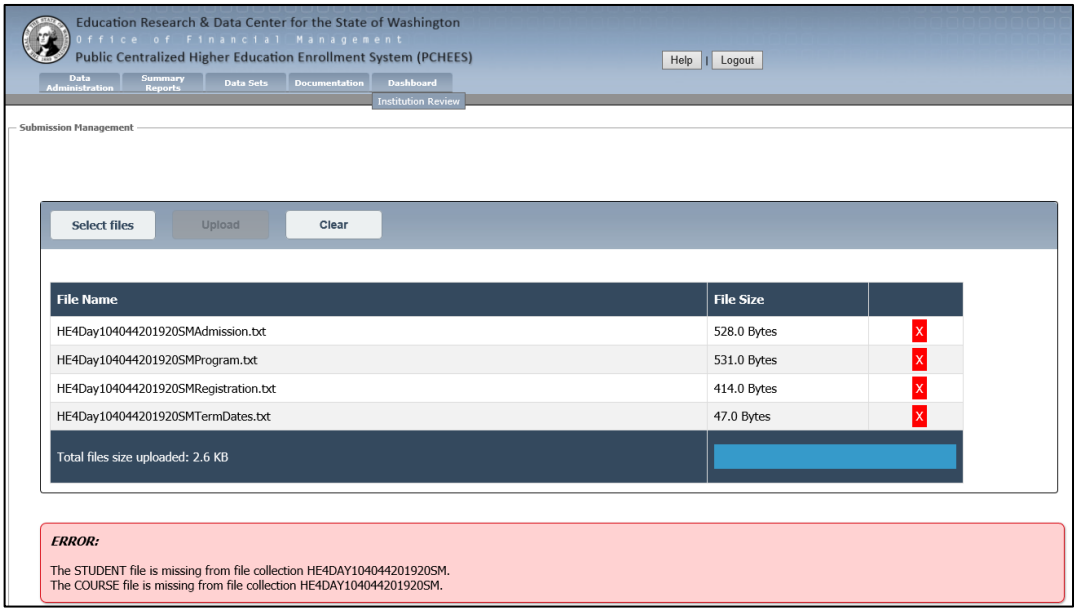
      ii. The ‘Upload’ and ‘Clear’ buttons are disabled.

2. Unsuccessful file upload

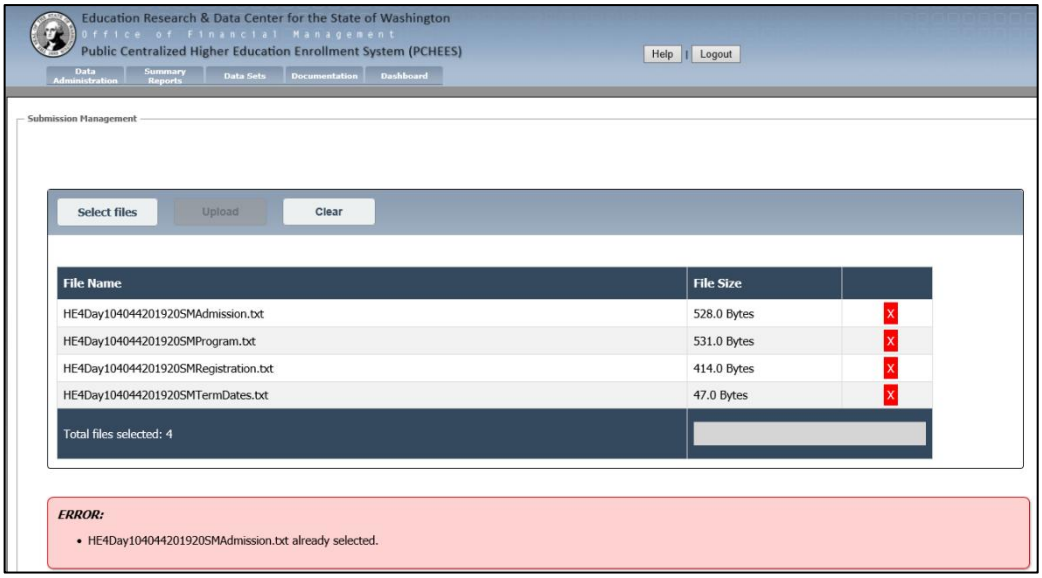
   a. When the files fail the File Rules or the file upload fails, an ERROR message is displayed and indicates the reason for the failure.

      i. The ‘Upload’ button is disabled when files have been selected and appear in the selection list.

ii. Users must clear the files before selecting files with the same name.

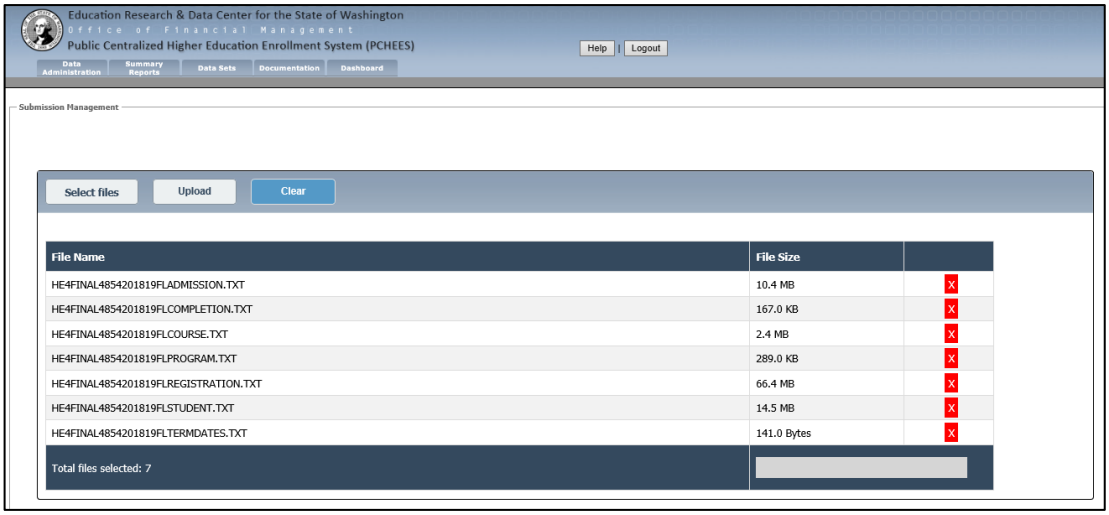


If the same files are selected again without clearing the list, users will receive an ERROR message. The list must be cleared before re-selecting the same files.

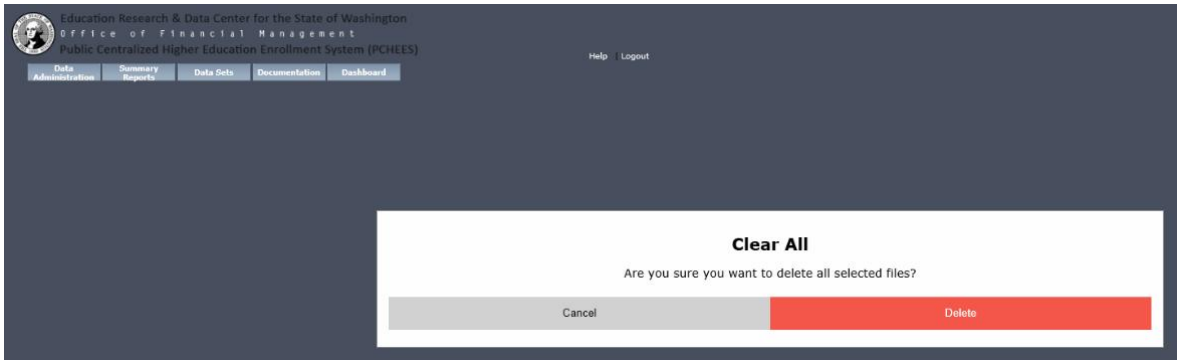


5.2.4 Clearing the list of selected files

1. The ‘Clear’ button is enabled whenever files have been selected and appear in the selection window. It allows users to clear one or more elements from the list of files.



2. When the Clear button is pressed a Clear All message is displayed allowing users to confirm the removal of all of the files in the list or cancel the action.



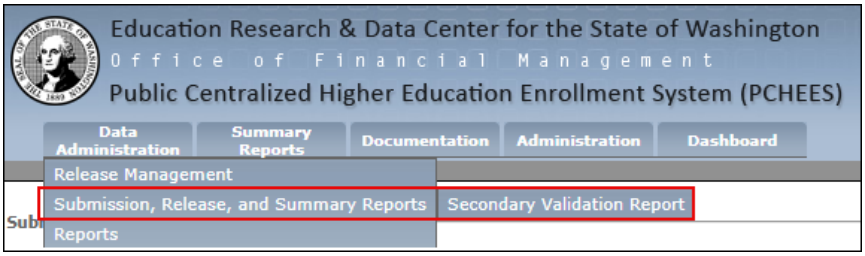
   a. Clicking ‘Delete’ will remove all of the files from the list and return to the Submission Management page.

   b. Clicking ‘Cancel’ will return to the Submission Management page and the list of files.

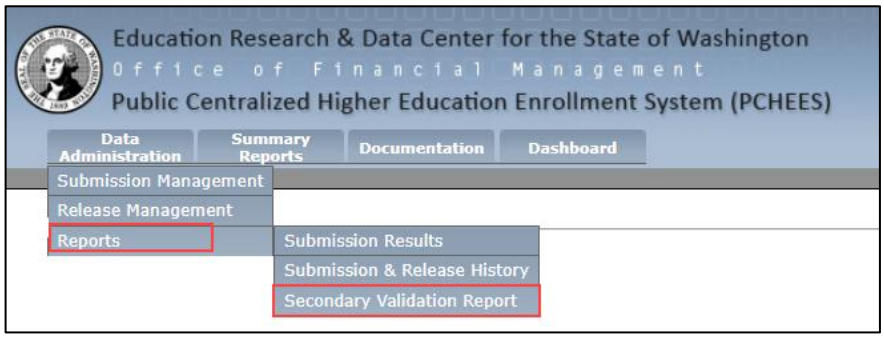
5.3 Data Administration → Secondary Validation Report

OFM Higher Education analysts and Institution Managers or Analysts use the Secondary Validation report to check data quality. It provides a way to quickly see if there might be an issue with the data even though it has passed the PCHEES data edit checks.

The Secondary Validation Report is available to OFM Data Managers through Data Administration, Submission, Release, and Summary Reports.



The Secondary Validation Report is available to non OFM Data Managers through Data Administration → Reports.



5.4 Data Administration → Reports → Submission Results

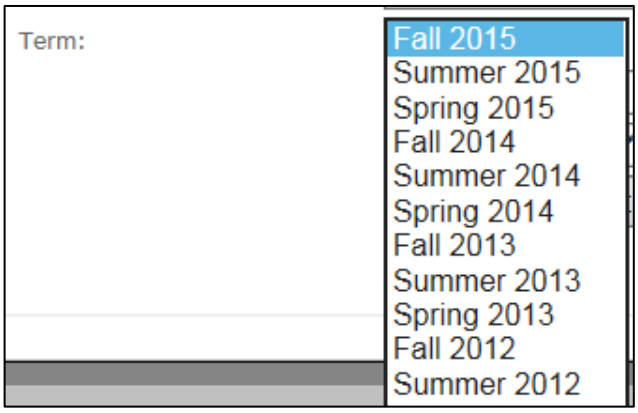
Once a submission has been processed the submitter will receive an email notification indicating success or the presence of errors. After receiving this email, a Submission Results report may be generated. The email will reference the https://secureaccess.wa.gov website to go to for your error details, however if you are already logged into the PCHEES application you only need to go to the Submission Results Report by following the directions below.

If you run the Submission Results report prior to receiving the email notification, you will be notified by the application that file processing is still underway.

1. The Submission Results report contains error details for the second set of validation edits:
   a. Records with invalid length.
   b. Records where institution ID, academic year or enrollment term in the files do not match the file name.
2. Once all of the errors from these second edit checks have been corrected the system will proceed with the final set of edits for each file which evaluate:
   a. Data elements that have invalid values.
3. To generate your Submission Results report:
   a. Pick the Collection you want:

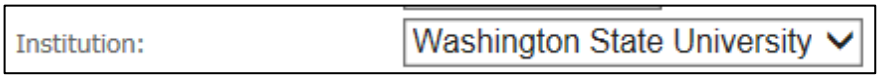
There is not a separate selection for Final Enrollment Collection vs. Final Completion Collection. For a detailed report for either Final Collection, choose 'Final (End of Term)'.

b. Pick the Term:



The most current term that has been submitted will be listed first, followed by previous terms.

c. Pick the Institution:

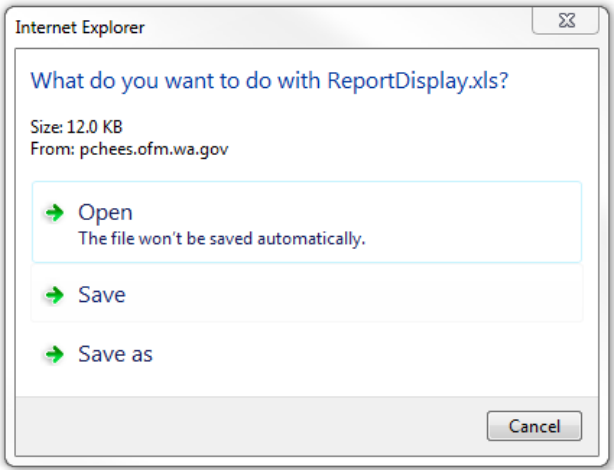


Your login ID will limit the selection to the institution(s) you have access to.

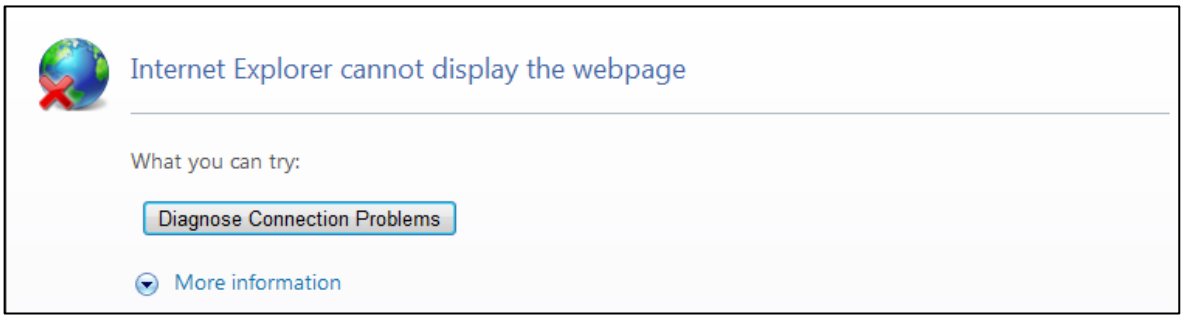
d. Pick the Report Format:

Adobe Acrobat PDF format is recommended for those who are visually impaired.

e. Decide how to handle the report.
   i. You may have the option for Microsoft Excel to prompt you to Open, Save, Save as, or Cancel the file download.



   ii. If you receive the following error message after not taking action on the above screen for a period of time, close the window and return to the application to regenerate the report.



f. Click 'Generate Report'
   i. If you receive a 'Pop-up blocked' notification in the browser window, click on the notification and select the 'Always Allow Pop-ups from This Site…' option.
   ii. For more information on trouble shooting problems in downloading reports refer to Section 12.

4. The Data Submission Results reports will have one to three sections
   a. If there are no errors, there will be one section: Submission Summary, which details the last load date and the outcome of the upload.

Last Load Date: 4/25/2025 2:17 PM
Outcome: Successful load of data submission into PCHEES database.

Submission Summary

Files	Records Loaded	Validation Errors
HE4DAY104044202425SPADMISSION.TXT	19,626	0
HE4DAY104044202425SPCOURSE.TXT	2,851	0
HE4DAY104044202425SPPROGRAM.TXT	269	0
HE4DAY104044202425SPREGISTRATION.TXT	42,115	0
HE4DAY104044202425SPSTUDENT.TXT	19,626	0
HE4DAY104044202425SPTERMDATES.TXT	1	0
Total	**84,488**	**0**

   b. If there are errors there will be three sections
      i. Submission Summary: this details the last load date and the outcome of the upload.

Last Load Date: 5/ 5/2010 10:47 AM
Outcome: Unsuccessful load of data submission into PCHEES database due to validation errors

Submission Summary

Files	Records Loaded	Validation Errors
HE4FINAL4947200708FLAdmission.txt	0	35 (See Detail Below.)
HE4FINAL4947200708FLCompletion.txt	0	2 (See Detail Below.)
HE4FINAL4947200708FLCourse.txt	0	0
HE4FINAL4947200708FLProgram.txt	0	12 (See Detail Below.)
HE4FINAL4947200708FLRegistration.txt	0	0
HE4FINAL4947200708FLStudent.txt	0	2 (See Detail Below.)
HE4FINAL4947200708FLTermDates.txt	0	0
Total	**0**	**51**

      ii. Submission Error Summary: this provides a summary list of validation errors by File Name, Data Element and Error ID.

Submission Error Summary

File Name: HE4FINAL4947200708FLCompletion.txt
Total Validation Errors: 2

Error Count	Data Element	Error ID	Error Message
1	PCH-E0940 (Student Completion Second Major)	629	The value provided is not a valid value for the academic year and institution specified in the file record.
1	PCH-E0950 (Student Completion First Minor)	631	The value provided is not a valid value for the academic year and institution specified in the file record.

      iii. Submission Error Details: this provides the details concerning each validation error by File Name, Record Number, Data Element and Error ID.

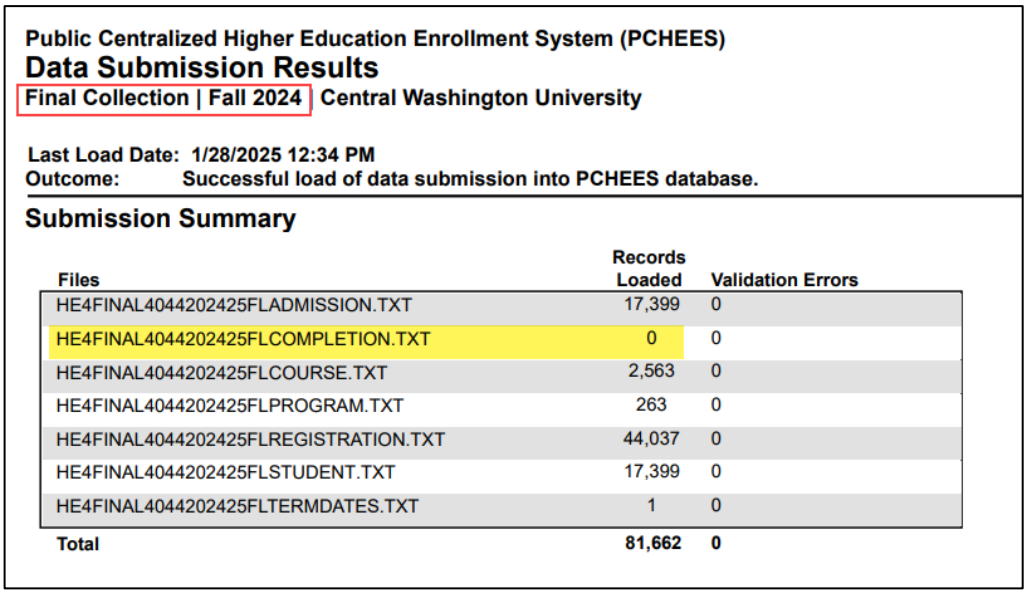
Submission Error Details

File: HE4FINAL4947200708FLCompletion.txt
Validation Errors 1-2 of 2

Record	Position	Data Element	Value	Error ID	Error Message
000312	50-55	PCH-E0940 (Student Completion Second Major)	231302	629	The value provided is not a valid value for the academic year and institution specified in the file record.
000531	56-61	PCH-E0950 (Student Completion First Minor)	231302	631	The value provided is not a valid value for the academic year and institution specified in the file record.

Notes about Submission Results:

1. Final Enrollment or Final Completion? The Data Submission Results Report will have the same structure for both Final *Enrollment* and Final *Completion* Submissions. There are a few indicators to inform the user whether the submission was a Final Enrollment Collection or Final Completion Collection.
   a. If the report represents Final *Enrollment* Collection data, the count of records loaded for the 'Completion' file will be zero, as highlighted below.



Public Centralized Higher Education Enrollment System (PCHEES)

Data Submission Results

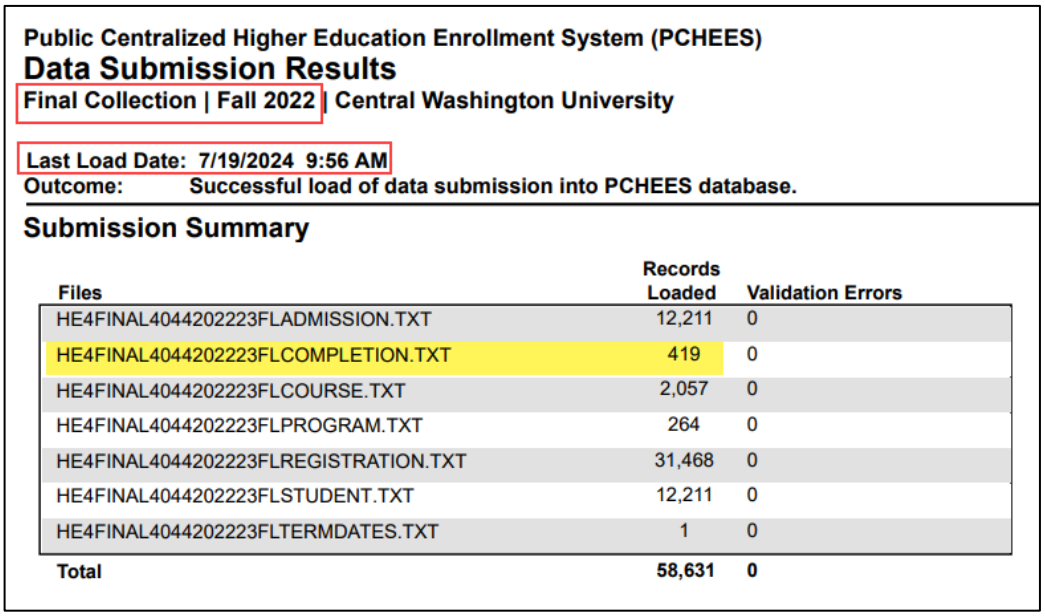
Final Collection | Fall 2024 Central Washington University

Last Load Date: 1/28/2025 12:34 PM
Outcome: Successful load of data submission into PCHEES database.

Submission Summary

Files	Records Loaded	Validation Errors
HE4FINAL4044202425FLADMISSION.TXT	17,399	0
HE4FINAL4044202425FLCOMPLETION.TXT	0	0
HE4FINAL4044202425FLCOURSE.TXT	2,563	0
HE4FINAL4044202425FLPROGRAM.TXT	263	0
HE4FINAL4044202425FLREGISTRATION.TXT	44,037	0
HE4FINAL4044202425FLSTUDENT.TXT	17,399	0
HE4FINAL4044202425FLTERMDATES.TXT	1	0
Total	**81,662**	**0**

   b. If the report represents Final *Completion* Collection data, the count of records loaded for the 'Completion' file will be greater than zero, as highlighted below. Another indicator this is completion data is that the term and year listed in title line 3 matches when institutions have submitted Final Completion data, outlined in red, and as detailed in the PCHEES Submission Guide.



Public Centralized Higher Education Enrollment System (PCHEES)

Data Submission Results

Final Collection | Fall 2022 | Central Washington University

Last Load Date: 7/19/2024 9:56 AM
Outcome: Successful load of data submission into PCHEES database.

Submission Summary

Files	Records Loaded	Validation Errors
HE4FINAL4044202223FLADMISSION.TXT	12,211	0
HE4FINAL4044202223FLCOMPLETION.TXT	419	0
HE4FINAL4044202223FLCOURSE.TXT	2,057	0
HE4FINAL4044202223FLPROGRAM.TXT	264	0
HE4FINAL4044202223FLREGISTRATION.TXT	31,468	0
HE4FINAL4044202223FLSTUDENT.TXT	12,211	0
HE4FINAL4044202223FLTERMDATES.TXT	1	0
Total	**58,631**	**0**

2. Fixing Errors. If your submission contains errors, fix the reported errors then resubmit your files. Repeat as necessary until all files are loaded without validation errors.

   Remember that you must correct all errors from the second set of edits concerning the valid record length and file name matches before the data element errors will be reported.

3. A maximum of 500 errors will be reported. The details section will only report a maximum of 500 error messages for each file. If the count of errors exceeds 500, additional errors will not be reported.

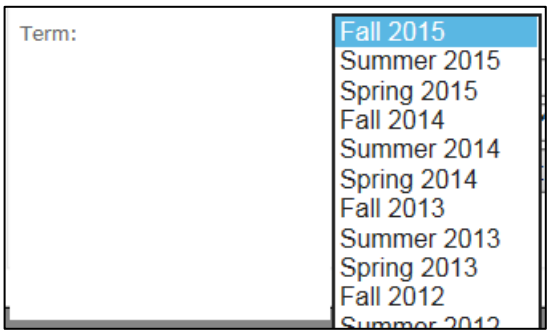
5.5 Data Administration → Reports → Submission & Release History

The purpose of the Submission & Release History report is to provide feedback to the user about the data submission for a selected collection, term, academic year and institution. Information is displayed about files that passed all data edits and were successfully loaded and have a submission status of active, retired or deleted.

To generate a report:

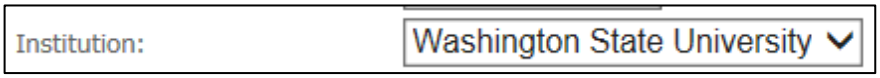
1. Pick the Collection you want:

2. Pick the Term:



   The most current term that has been submitted will be listed first, followed by previous terms.

3. Pick the Institution:



   Your login ID will limit the selection to the institution(s) you have access to.

4. Pick the Report Format:

Adobe Acrobat PDF format is recommended for those who are visually impaired.

5. Click 'Generate Report'.

If no Collection, Term or Institution data exists, then "None" will be in the list and the Generate Report button will be disabled.

If you receive a "Pop-up blocked" notification in the browser window, click on the notification then select the "Always Allow Pop-ups from This Site…" option.

The Data Submission & Release History reports will have two sections:

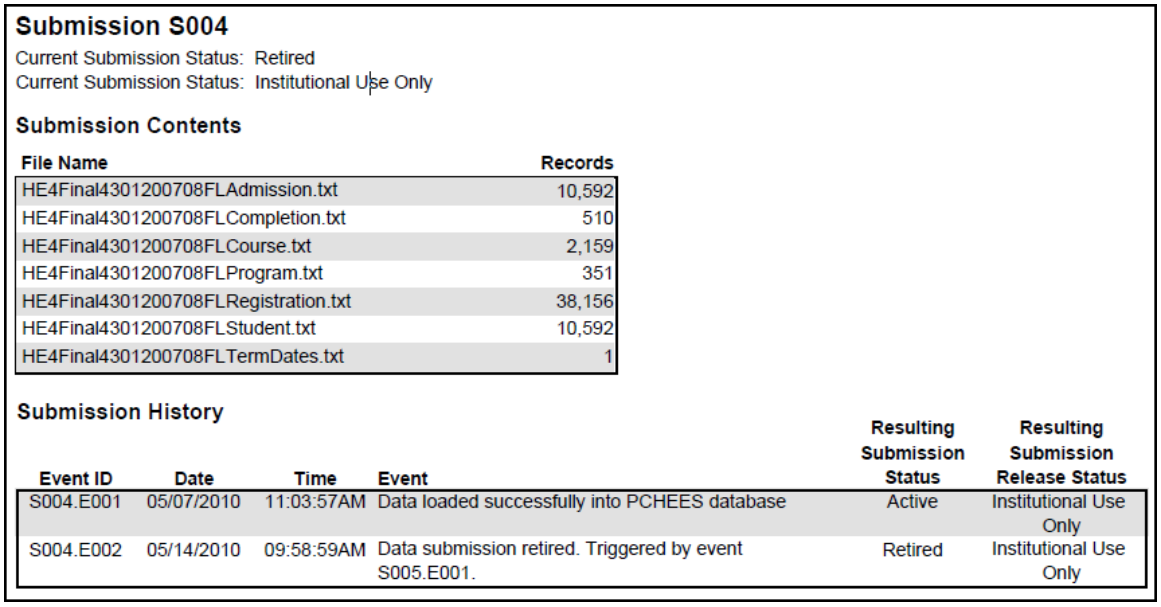
1. Submission Summary: this details the Submission ID, Submission Status and Release Status of each data submission for a selected collection, term, academic year and institution. Information is displayed about files that passed all data edits and were successfully loaded into the permanent tables.

Submission Summary

Submission ID	Submission Status	Submission Release Status
S004	Retired	Institutional Use Only
S005	Retired	Institutional Use Only
S006	Retired	Institutional Use Only
S007	Active	Released to OFM

Note: This report provides information about successful data submissions only. Data submissions that contained validation errors are excluded. As a result, sequences of submission ID values referenced in the report (e.g., S026, S028, and S029) will contain gaps when one or more submissions (e.g., S027) were unsuccessful.

2. Submission Detail: a separate section will be listed for each submission in the Submission Summary section providing more detailed information on the files by name and record count along with the full history of events related to the submission.



Submission S004

Current Submission Status: Retired
Current Submission Status: Institutional Use Only

Submission Contents

File Name	Records
HE4Final4301200708FLAdmission.txt	10,592
HE4Final4301200708FLCompletion.txt	510
HE4Final4301200708FLCourse.txt	2,159
HE4Final4301200708FLProgram.txt	351
HE4Final4301200708FLRegistration.txt	38,156
HE4Final4301200708FLStudent.txt	10,592
HE4Final4301200708FLTermDates.txt	1

Submission History

Event ID	Date	Time	Event	Resulting Submission Status	Resulting Submission Release Status
S004.E001	05/07/2010	11:03:57AM	Data loaded successfully into PCHEES database	Active	Institutional Use Only
S004.E002	05/14/2010	09:58:59AM	Data submission retired. Triggered by event S005.E001.	Retired	Institutional Use Only

Notes about Submission & Release report generation:

1. If no Collection, Term or Institution data exists, then 'None' will be in the list and the 'Generate Report' button will be disabled.
2. If you receive a 'Pop-up blocked' notification in the browser window, click on the notification then select the 'Always Allow Pop-ups from This Site…' option.

Table 3 contains the possible combinations of Submission Status and Submission Release Status that you may see on your report. The 'Definition' lists the event or action leading to the given Submission Status and Submission Release Status values. "Same data" means a new submission of data for a previously submitted set of files for a given collection, institution, academic year and term.

Table 3: Submission status and Submission release status levels

Submission Status	Submission Release Status	Definition
Active	Institutional Use Only	Institution submits valid data; data loaded successfully into PCHEES database
Retired	Institutional Use Only	Data submission is retired when the institution submits the same data again
Deleted	Institutional Use Only	The 4th submission of the same data causes deletion of the oldest retired submission (1 Active/Institution and 2 Retired/Institution submissions of the same data are retained)
Active	Released to OFM	Data released by institution to OFM or data withdrawn from All Users by OFM and no Active/OFM submission exists

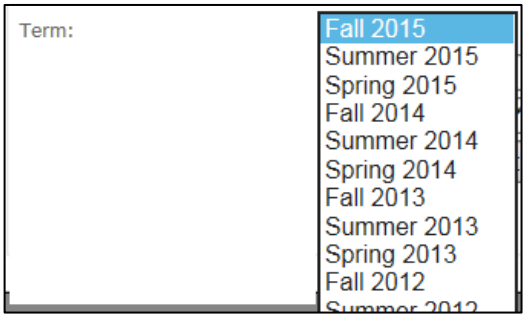
Submission Status	Submission Release Status	Definition
Retired	Released to OFM	Submission is withdrawn from All Users when the same data exists that is Active/OFM or the same data is released to OFM
Active	Released to All Users	OFM releases the submission to All Users
Retired	Released to All User	OFM releases a new submission of the same data to All Users causing previous submission to be retired

5.6 Data Administration → Release Management

The values that are available in each of the pick lists are dependent upon the role of the user (either a Submitting Agency Data Manager or an OFM Data Manager); the collections that have been submitted by the institution; and the past actions that have been taken on those selections. If there are no submissions in any term which are available for release to OFM (i.e. no Active / Institution in any term), all the controls on the page will be disabled.

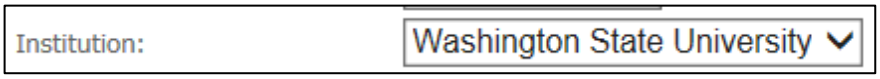
1. Pick the Collection type you want:

2. Pick the Term:



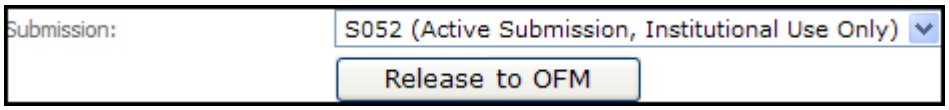
The most current term that has been submitted will be listed first, followed by previous terms

3. Pick the Institution you are releasing data for:

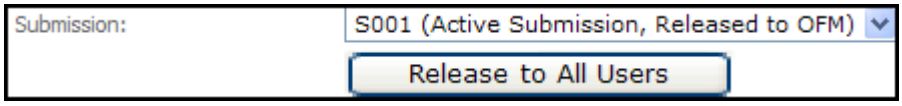


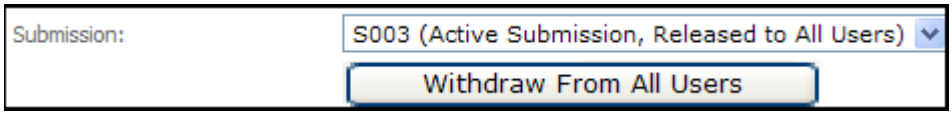
Your login ID will limit the selection to the institution(s) you have access to.

4. For Submitting Agency Data Managers, pick the Submission number for Release to OFM, then click 'Release to OFM'.



5. Only OFM Data Managers may release or withdraw a submission for All Users. Select the desired Submission and click 'Release to All Users'.





6 Summary Reports

6.1 Who has access to which data sets and at what redaction level?

1. Submitting Agency Data Manager
   a. Non-redacted access to submitting agency's own data at all release stages
   b. Redacted access to other agencies' data once released to all users
2. OFM Data Manager
   a. Non-redacted and redacted access to all agencies' data at all release stages
3. Submitting Agency Analyst
   a. Non-redacted access to submitting agency's own data once released to all users

   b. Redacted access to other agencies' data once released to all users
4. Education Agency Analyst
   a. Non-redacted and redacted access to all agencies' data once released to all users
5. Outside Analyst
   a. Redacted access to all agencies' data once released to all users

6.2 Report Data Redaction Specifications

6.2.1 Redaction to protect privacy

Some reports generated by PCHEES are subject to redaction. To comply with the Family Educational Rights and Privacy Act (FERPA), each of the term and annual enrollment reports generated by an authenticated user of the PCHEES web application will be redacted to safeguard against the accidental disclosure of personally identifiable information about the students covered in the report when the application user is not authorized to view such information.

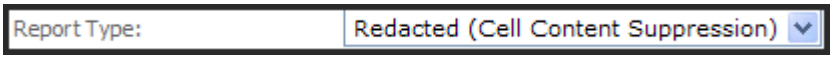
Users who *are* authorized to view personally identifiable information about the students specified in a report will have the option to generate either a redacted or a non-redacted version of the report. Non-redacted versions of reports will be labeled as such in the report header. Users generating non-redacted versions of PCHEES term enrollment reports via the PCHEES web application are prohibited from re-distributing them to individuals, agencies or organizations that are not authorized to view personally identifiable information about the students covered in the report. Redacted versions of reports should instead be generated in this circumstance.

The redaction rule used for Term Enrollment reports in the PCHEES web application uses a minimum cell size of 5; however, the redaction rule used in the Statewide Public Four-Year Dashboard uses a minimum cell size of 10. Due to user authorization for access to the PCHEES web application, having a lower redaction threshold is appropriate.

6.2.2 Redaction methods

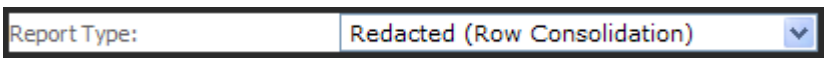
Redaction can be specified in the interface by selecting the report parameter 'Report Type'. Two redaction methods are employed.

1. Redaction by cell content suppression in report row sets.



Row sets that violate the first or the second of the redaction requirements are treated by (a) replacing numerical with null values in all cells other than row total cells in an offending row set as well as in all lower-level row sets nested underneath when all row totals in the row set exceed the cell size minimum of 5; and (b) replacing numerical with null values in all cells (including row total cells) in an offending row set as well as in all lower-level row sets nested underneath when one or more row totals in the row sets that are less than the cell size minimum of 5.

2. Redaction by row consolidation in report row sets.



An alternative redaction technique, available when a row set does not violate the third redaction requirement, is to consolidate all offending rows in the row set into an 'Others (details redacted)' row that passes the first and second requirements. If the consolidated row still violates one of these requirements, or if only one row in a row set violates the first or the second requirement, then the offending row(s) will be combined with a compliant row to ensure that the row set finally satisfies the first and second redaction requirements. If the consolidated row is the only row remaining in the row set after the completion of this operation, then the operation will be rolled back and cell content suppression will be enforced instead. Row sets that violate the third redaction requirement will be redacted via cell content suppression even when the user selects row consolidation as a redaction option.

6.2.3 Requirements for non-redaction

For PCHEES web application users who select one of the two redaction options from the **Report Type** pick list, the application will generate a **headcount** report without first altering its information content only if the report meets these three requirements:

1. Except for cells in rows reporting on an 'Unknown' characteristic, each report cell with a value > 0 must have a value ≥ 5.

In report tables 11-19, all of which disaggregate on student demographic characteristics:

2. Except for rows that report on 'Unknown' as a characteristic, each row must contain two or more non-total cells each with a value ≥ 5.
3. Each column that contains a top-level row cell with a value ≥ 5 must contain two or more such cells.

The PCHEES web application will redact a term enrollment report that counts **full-time equivalent** (FTE) students in the same manner that it redacts the corresponding headcount report, except that the minimum cell size requirement will apply not to the FTE values themselves but rather to the number of actual heads that figure in the calculation of the FTE value (i.e., to the value that appears in the same cell in the corresponding headcount report).

For example, if ten freshmen each take one three-credit undergraduate course, then this course-taking activity represents 2.0 FTE. Whether this cell violates the minimum cell size requirement will depend, not on whether the FTE value of 2.0 ≥ 5, but on whether the corresponding headcount value of 10 ≥ 5. This guarantees that redaction measures applied to an FTE report are not held hostage to (rather pronounced) seasonal and sector variations in the volume of course-taking activity, and in fact produce the same alterations to the rows and columns of the FTE report that are produced in the corresponding headcount report.

6.3 Summary Reports → Term Enrollment Reports

Term and annual enrollment reports generated by the PCHEES application come in two basic varieties: (1) headcounts: reports on the number of students receiving instruction for baccalaureate or post-baccalaureate credit under various student and instructional categories; and (2) FTEs: reports on the number of full-time equivalent (FTE) students receiving instruction for baccalaureate or post-baccalaureate credit under various student and instructional categories.

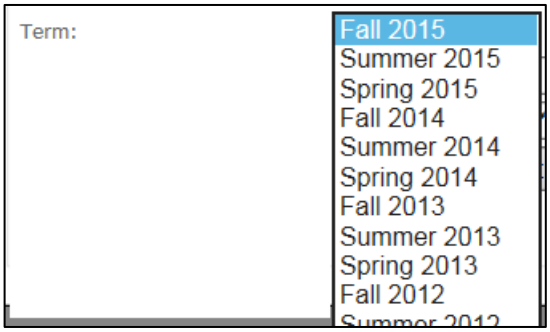
The values that are available in each of the pick lists are dependent upon the role of the user and the information that is available to report upon.

The values selected in the following pick list (*Collection, Term, Course Provider, Submission, Funding Source*) determine the outcome of data for each report.

To generate term enrollment reports:

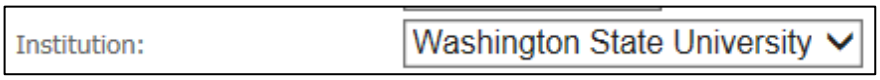
3. Pick the Collection type you want:

4. Pick the Term:



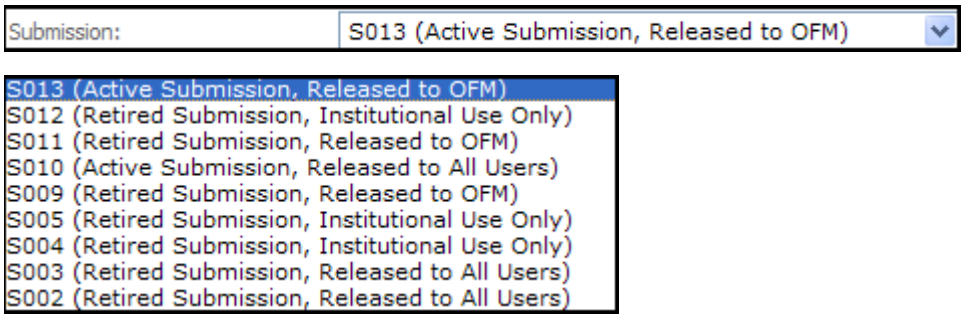
The most current term that has been submitted will be listed first, followed by previous terms.

5. Pick the Institution you are releasing data for:



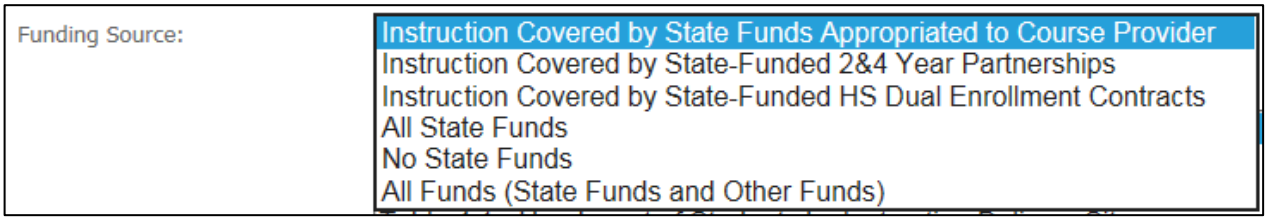
Your login ID will limit the selection to the institution(s) you have access to.

6. Pick the Submission:



Submitting Agency Analysts and OFM/HECB Analysts have access only to active, All User-released PCHEES data submissions. Consequently, they will see a report parameters selection page that is missing a Submission pick list.

7. Pick the Funding Source:

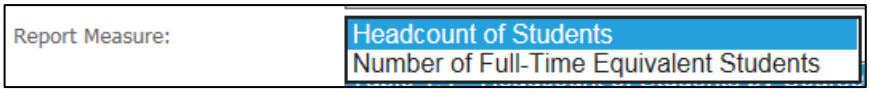


After selecting a Collection, Term, Course Provider (which specifies the student enrollment population), Submission (institutions may submit term data more than once), and Funding Source, you can choose any one of the available student headcount reports by selecting "Headcount of Students" from the Report Measure pick list and by then choosing one of the available table options for that measure from the Report Table pick list.

Similarly, you may choose one of the available FTE student reports by selecting "Number of FTE Enrolled Students" from the Report Measure pick list and by then choosing one of the available table options for that measure from the Report Table pick list.

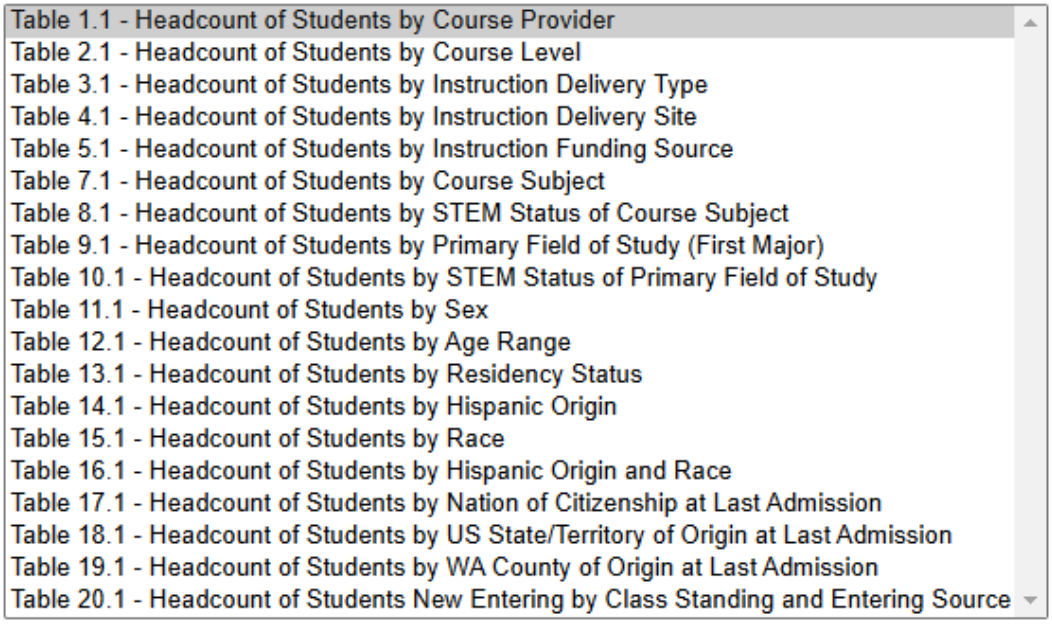
8. Pick the Report Measure:

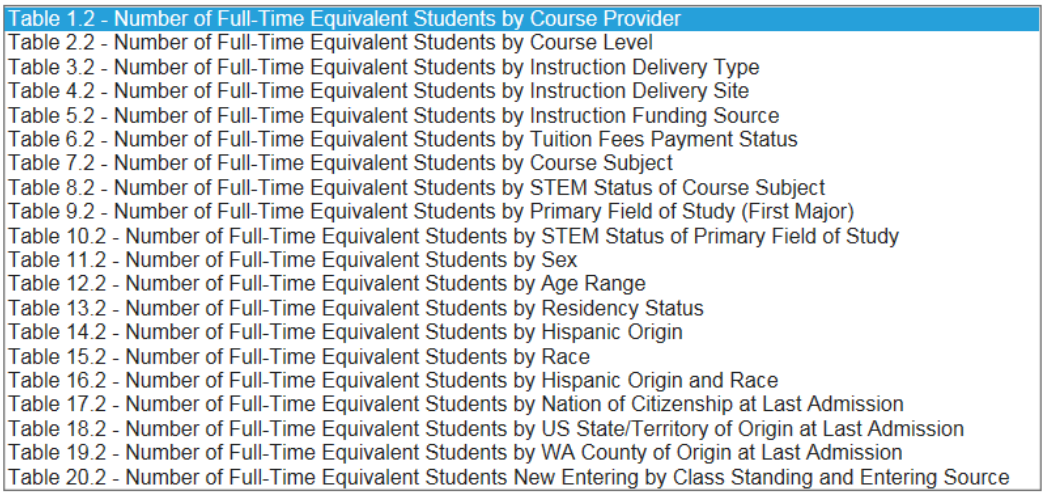
You can select reports to contain either headcounts or full-time equivalents.



9. Pick the Report Table:

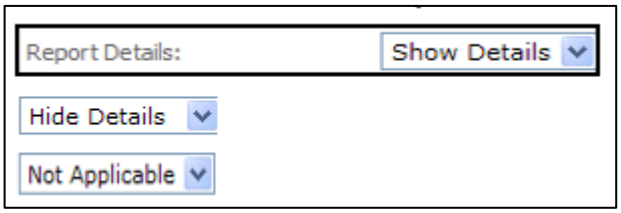
   The report title choices will reflect the unit of measure (headcount or FTE).





Multiple selection of table reports is covered under Section 6.3.1 (Batch Term Enrollment Reports).

10. Pick either to Show or Hide the Report Details:



When generating the following report tables, users will be able to select only 'Not Applicable' from the Report Details pick list for the following reports:

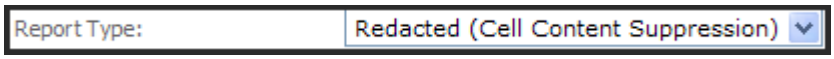
Report number	Description
Table 1.1	Headcount of Students by Course Provider
Table 11.1	Headcount of Students by Sex
Table 17.1	Headcount of Students by Nation of Citizenship at Last Admission
Table 18.1	Headcount of Students by US State/Territory of Origin at Last Admission
Table 19.1	Headcount of Students by WA County of Origin at Last Admission
Table 1.2	Number of Full-Time Equivalent Students by Course Provider
Table 11.2	Number of Full-Time Equivalent Students by Sex
Table 17.2	Number of Full-Time Equivalent Students by Nation of Citizenship at Last Admission
Table 18.2	Number of Full-Time Equivalent Students by US State/Territory of Origin at Last Admission
Table 19.2	Number of Full-Time Equivalent Students by WA County of Origin at Last Admission

11. Pick the Report Type:

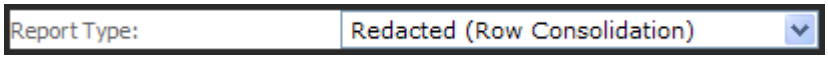
    In addition to allowing specified users the ability to run Non-Redacted reports, the Report Type pick list on the PCHEES Term Enrollment Reports web page allows users to redact term enrollment reports via one of two distinct techniques. See 6.2 (Report Data Redaction Specifications) for important information on data redaction and the difference in redaction methods.

    a. Non-redacted

    b. Redaction by cell content suppression in report row sets.



    c. Redaction by row consolidation in report row sets.

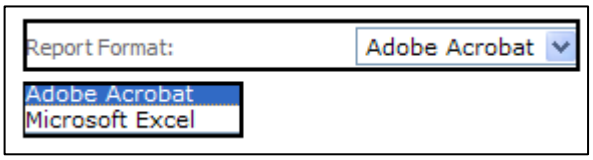


Users are able to select Row Consolidation for the following reports:

Report number	Description
Table 12.1	Headcount of Students by Age Range
Table 17.1	Headcount of Students by Nation of Citizenship at Last Admission
Table 18.1	Headcount of Students by US State/Territory of Origin at Last Admission
Table 19.1	Headcount of Students by WA County of Origin at Last Admission
Table 12.2	Number of Full-Time Equivalent Students by Age Range
Table 17.2	Number of Full-Time Equivalent Students by Nation of Citizenship at Last Admission
Table 18.2	Number of Full-Time Equivalent Students by US State/Territory of Origin at Last Admission
Table 19.2	Number of Full-Time Equivalent Students by WA County of Origin at Last Admission

Note that Report tables 1-10 are exempt from the second and third of the redaction requirements in Section 6.2.3 because they disaggregate on instructional or funding characteristics that are logically associated with only one student type in many report populations. For example, all graduate and professional students are associated exclusively with the four-year baccalaureate sector, not at all with the two-year applied baccalaureate sector, in report Table 1. Similarly, graduate-level coursework reported in Table 2 may be taken exclusively by graduate students at some institutions.

12. Pick the Report Format:



For all accounts, users have the ability to generate either an Adobe Acrobat or a Microsoft Excel version of each report.

Adobe Acrobat PDF format is recommended for those who are visually impaired.

13. Click ‘Generate Report’

If you receive a “Pop-up blocked” notification in the browser window, click on the notification then select the “Always Allow Pop-ups from This Site…” option.

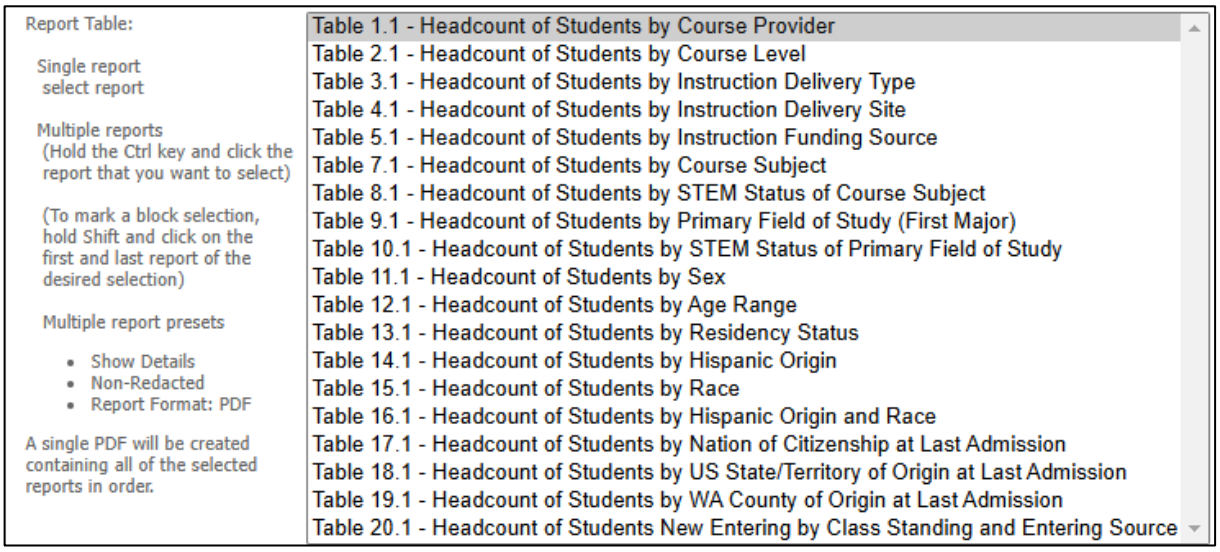
Windows Internet Security settings must be set to enable downloads. See Section 12.

6.3.1 Batch Term Enrollment Reports

Users have the capability to generate one report, multiple reports, or all nineteen reports at a time from the report table list for their own institution only. Institutions can only run single reports for other institutions.

For a single report, you have the choice of either Excel or PDF output; however, if you choose to generate multiple or all reports, only PDF files are generated.

1. To select a single report, simply click on the table report you wish to generate a report from.
2. To select multiple that are in numerical order, click on the table report of the first report and then hold the <SHIFT> key and then click on the last table report.
3. To select multiple reports that are not in numerical order, click on the table report of the first report and then hold the <CTRL> key while clicking on additional table reports until you have your selection.
4. To select all reports, click on report Table 1.1, hold the <SHIFT> key and then click on the last table report.



6.4 Summary Reports → Annual Enrollment Reports

Annual enrollment reports generated by the PCHEES application come in two basic varieties: (1) reports on the number of students receiving instruction for baccalaureate or post-baccalaureate credit under various student and instructional categories (i.e., reports on student headcounts); and (2) reports on the number of full-time equivalent (FTE) students receiving instruction for baccalaureate or post-baccalaureate credit under various student and instructional categories.

Users of the application will be able to generate dynamically from the PCHEES database distinct single-table annual enrollment reports that provide student headcounts:

Report number	Description
Table 21.1	Headcount of Students New Entering by Class Standing and Entering Source

Users of the application will be able to generate dynamically from the PCHEES database distinct single-table annual enrollment reports that provide full-time equivalent (FTE) students:

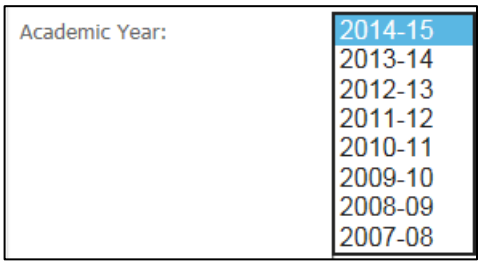
Report number	Description
Table 21.2	Number of Full-Time Equivalent Students New Entering by Class Standing and Entering Status

The values that are available in each of the pick lists are dependent upon the role of the user and the information that is available to report upon.

To create annual enrollment reports:

1. Pick the Collection type you want:

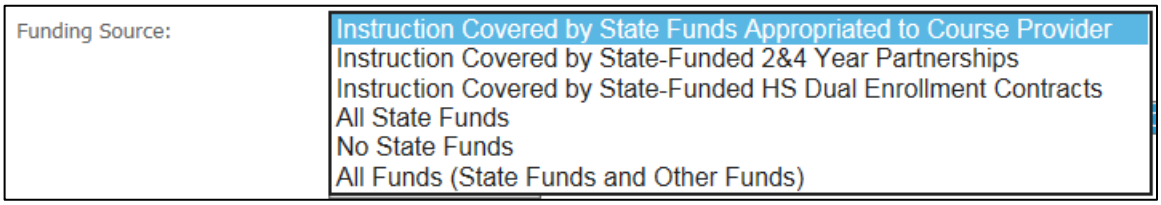
2. Pick the Academic Year you want:



3. Pick the Course Provider you want:

Your login ID will limit the selection to the institution(s) you have access to.

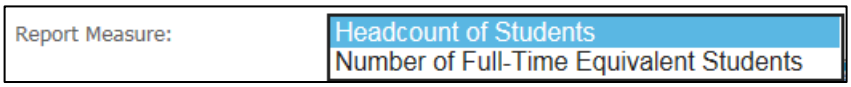
4. Pick the Funding Source you want:



After selecting a Collection, Academic Year, Course Provider (which specifies the student enrollment population), and Funding Source; you can choose any one of the available student headcount reports by selecting “Headcount of Students” from the Report Measure pick list and then choosing one of the available table options for that measure from the Report Table pick list.

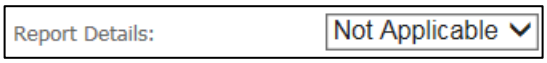
Similarly, you may choose one of the available FTE student reports by selecting “Number of FTE Enrolled Students” from the Report Measure pick list and by then choosing one of the available table options for that measure from the Report Table pick list.

5. Pick the Report Measure you want:



6. Pick the Report Table you want:

7. Report Details:

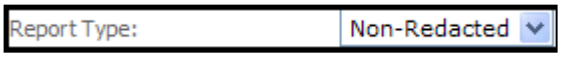


When generating the annual report tables, users will be able to select only ‘Not Applicable’ from the Report Details pick list.

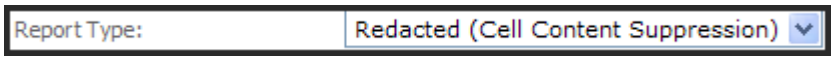
8. Pick the Report Type:

In addition to allowing specified users the ability to run Non-Redacted reports, the Report Type pick list on the PCHEES Term Enrollment Reports web page allows users to redact term enrollment reports via one of two distinct techniques. See 6.2 (Report Data Redaction Specifications) for important information on data redaction and the difference in redaction methods.

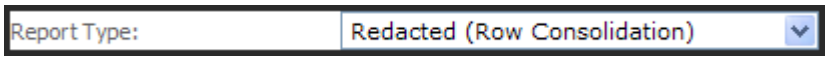
a. Non-redacted

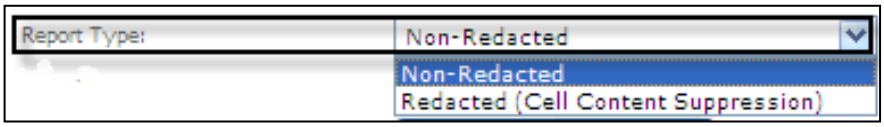


b. Redaction by cell content suppression in report row sets.



c. Redaction by row consolidation in report row sets.





9. Pick the Report Format:

Adobe Acrobat PDF format is recommended for those who are visually impaired.

10. Click 'Generate Report'

    If you receive a "Pop-up blocked" notification in the browser window, click on the notification then select the "Always Allow Pop-ups from This Site…" option.

    Windows Internet Security settings must be set to enable downloads. See Section 12.

6.5 Summary Reports → Data Availability

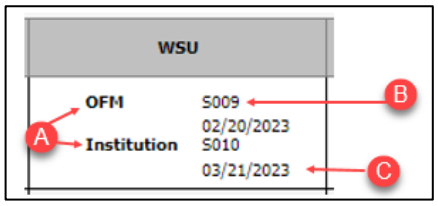
The Data Availability Report is an "on screen" report (i.e., does not prompt for download of Excel or Adobe PDF file) that shows all active data submissions for all institutions by either Day10 or Final collection selection. Academic years display in descending temporal order. Note that although academic years display in descending order, terms are sorted in increasing temporal order.

Day 10 collection data for 2007-08 through 2009-10 was migrated from the PCHEES III system.

6.5.1 Day 10 Collection

The Day 10 Collection Data Availability Report includes information about all active submissions.

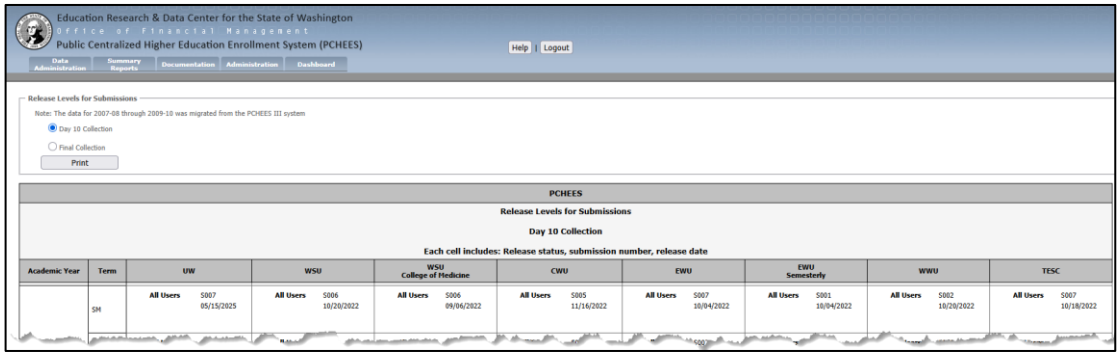
Data are displayed in each cell for a single term at a specific institution.



The elements for a term include:

A. Release level of the active submission
B. Submission identification number (in the format of S###)
C. Date, corresponding to the displayed release level, indicating when the submission was:
    1. loaded at Institution level
    2. released to OFM
    3. released to All Users

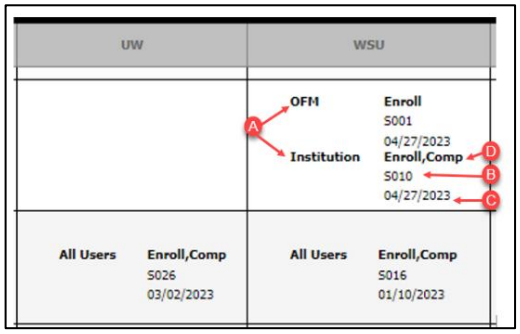
An example:



6.5.2 Final Collection

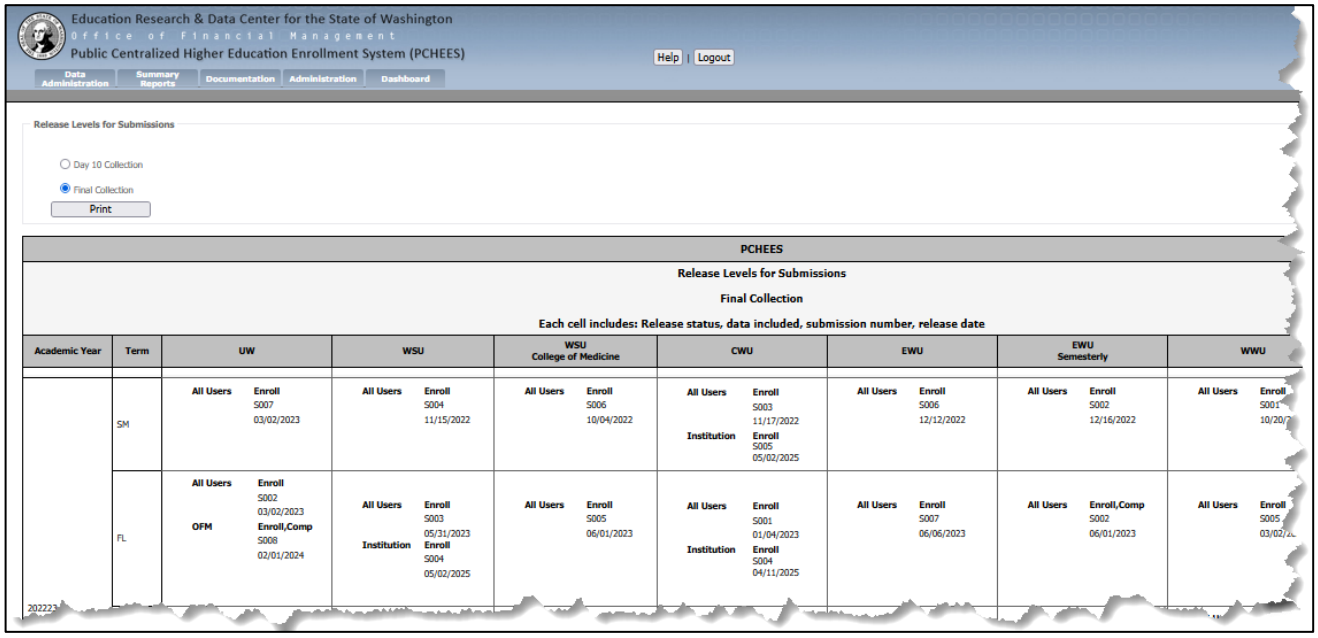
The Final Collection Data Availability Report includes information about all active submissions.

Data are displayed in each cell for a single term at a specific institution.



A. Release level of the active submission
B. Submission identification number (in the format of S###)
C. Date, corresponding to the displayed release level, indicating when the submission was:
    1. loaded at Institution level
    2. released to OFM
    3. released to All Users
D. Indication whether the submission data includes Enrollment or Enrollment and Completion data.
    1. ‘Enroll’ is displayed when there is only Final Enrollment data in the submission.

2. ‘Enroll,Comp’ is displayed when both Final Enrollment and Completion data is included in the submission, as shown in the fall record for UW:



6.6 Summary Reports → Annual Data Extracts

Annual Data Extracts are available to OFM users only. Users are able to obtain annual data for an institution by generating an extract of data from the PCHEES database based on selected criteria. Available extracts are for:

- Annual Headcount and FTE by Institution/Course Provider
- Annual Headcount and FTE by All Funding Sources

The values available in each of the pick lists are dependent upon the user’s role and what data is available with PCHEES.

The values selected in the following pick lists determine the outcome of data extract.

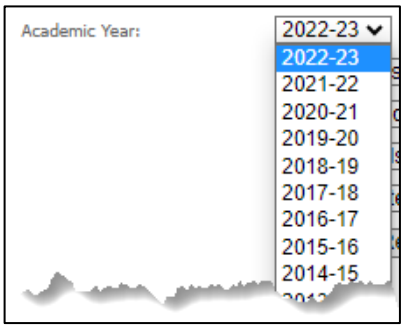
For each selection criteria, a wait indicator appears letting you know the system is processing your request for the Collection type. It will go away when the request is completed.

Your cursor may indicate a busy signal after the pop up goes away. Once you move your mouse, the mouse pointer should return to normal.

To generate Annual Data Extracts reports:

1. Pick the Collection type you want:

2. Pick the Academic Year:



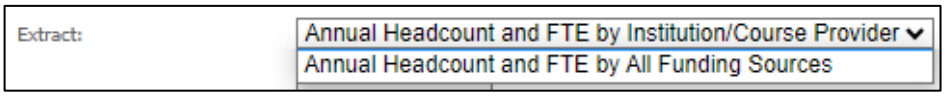
The most current academic year will be listed first, followed by previous academic years.

3. Pick the Course Provider you are requesting data for:

Only institutions who have data submitted for the Collection type and academic year chosen will display.

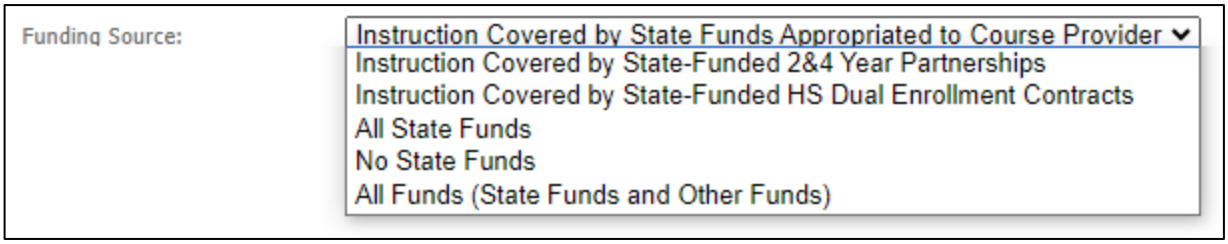
Your login ID will limit the selection to the institution(s) you have access to.

4. Choose the Extract you want:



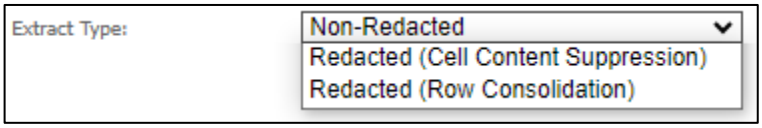
5. Choose the type of Funding Source:

When Extract is “Annual Headcount and FTE by Institution/Course Provider”, the Funding Source pick list allows the following choices:



When Extract is “Annual Headcount and FTE by All Funding Sources”, the pick list is disabled and defaults to “All Funds (State Funds and Other Funds)”.

6. Choose the redaction type you want:



See 6.2 (Report Data Redaction Specifications) for details on the difference in redaction methods.

Your login ID will limit the selection to the Extract Types you have access to.

7. Click the 'Generate Extract' button to initiate the generation process. A CSV file is created and available for download.

If you make any changes to the opened CSV file, make sure to save changes to the file as needed.

7 Documentation

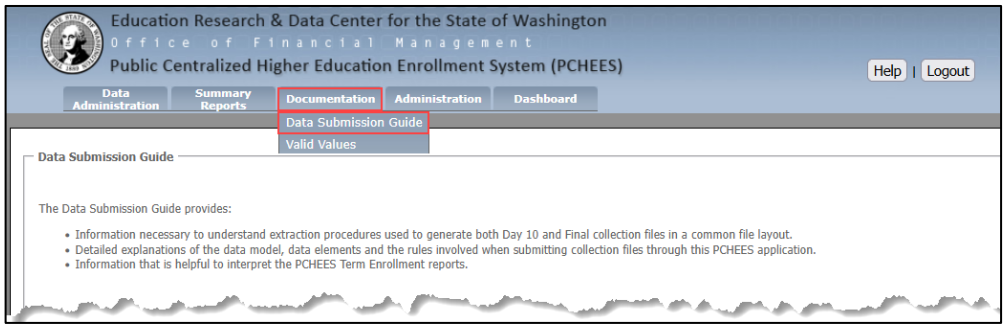
The PCHEES application has downloadable documentation files.

7.1 Who has access?

1. Submitting Agency Data Manager
2. OFM Data Manager
3. Submitting Agency Analyst
4. Education Agency Analyst
5. Outside Analyst

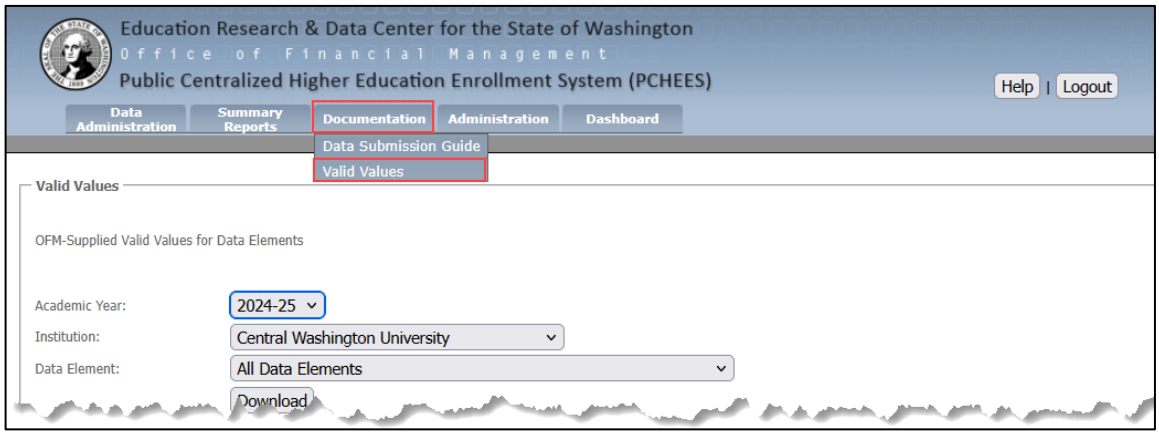
7.2 Data Submission Guide

The Data Submission Guide describes the Day 10 and Final collections, files in each collection, record layouts, and submission rules.



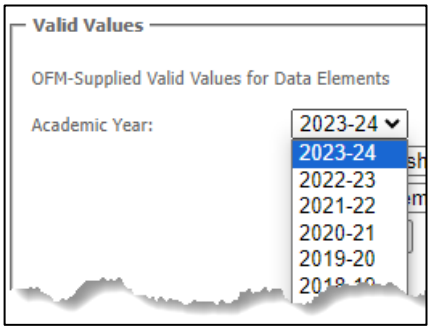
7.3 Valid Values

Valid PCHEES data element values for a given academic year and institution can be downloaded as a tab-delimited text file. Values can be downloaded for a single data element or the complete list of all data elements for the selected academic year and institution.

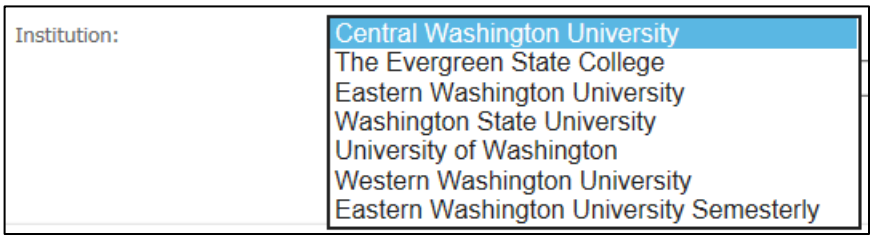


To generate a list of valid values:

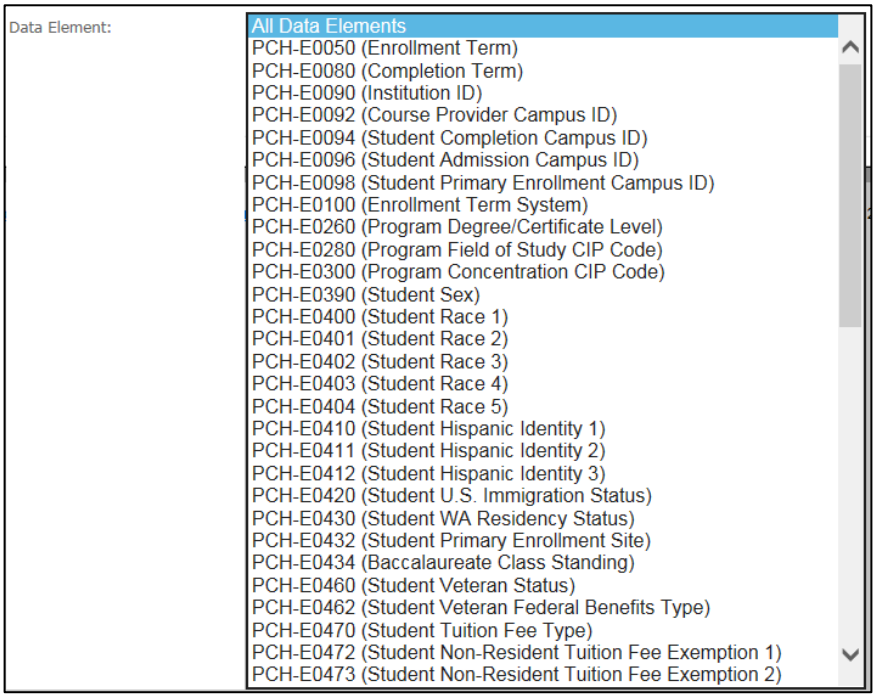
1. Pick the Academic Year:



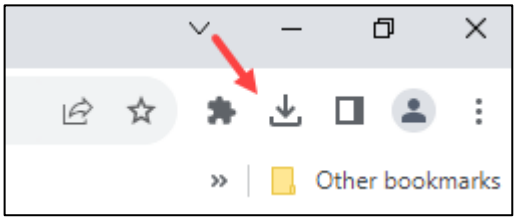
2. Pick the Institution:



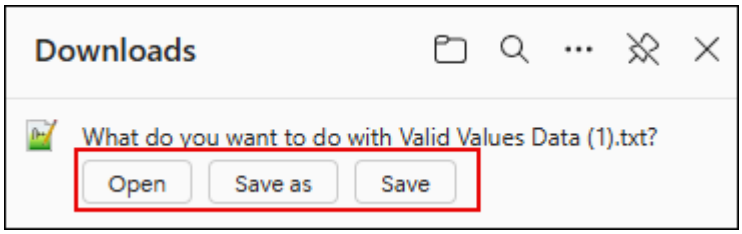
3. Pick either 'All Data Elements' or an individual element:



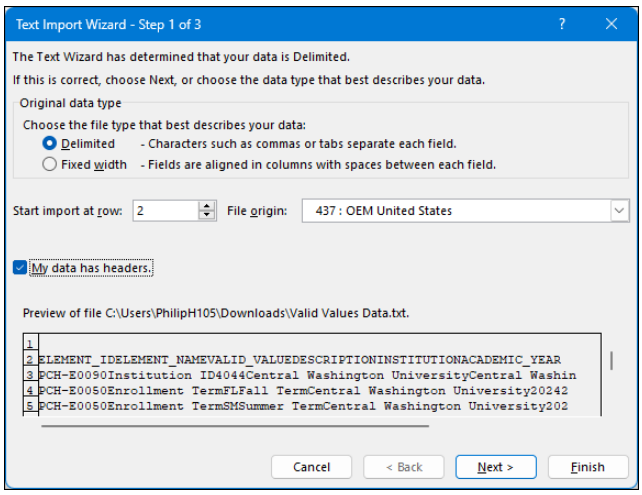
4. Click the 'Download' button.
    a. Download methods vary by browser type and configuration. One of these is likely to happen:
        i. The browser will indicate there is a file downloaded (Chrome)

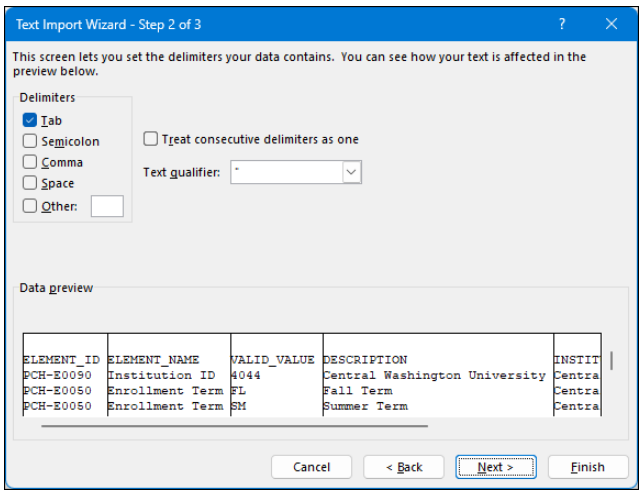


        ii. You will be prompted for which action to take (Edge)



        iii. The file will open automatically in a text editor
5. To see a list of downloaded files in most browsers, click <CTRL><J>.
6. The file can be opened in a text editor (less useful/visible) or Excel (more useful/visible). When importing to Excel, specify that the file is tab delimited.



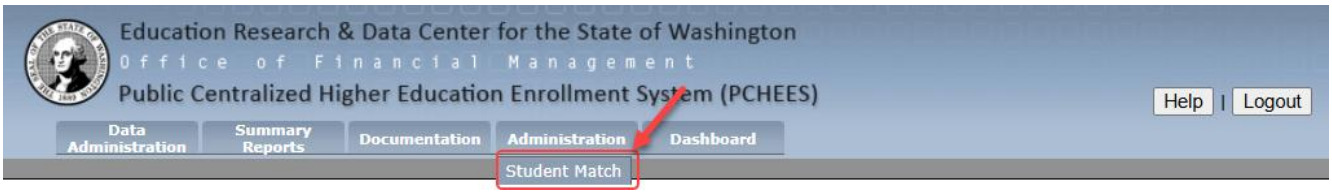


8 Administration

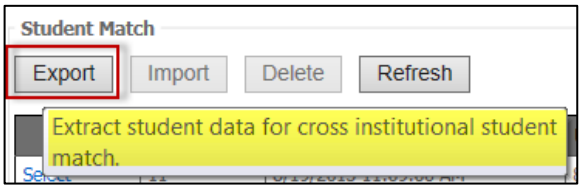
Administration is only available to OFM Data Managers.

8.1 Student Match

Student Match is only available to OFM Data Managers.



1. Student Matching is used for reporting purposes so that students are not counted more than once if they attend different institutions in a given time period.
2. Each institution maintains its own IDs to track individual students. Because of this, there are two potential problems: (1) a single individual student may attend multiple institutions and would therefore potentially have more than one student ID; (2) the same ID value could be used to represent different individual students at more than one institution. The student match process creates a unique statewide student identifier that is used for each individual student regardless of whether they attend one or more institutions.
3. Student Match options include exporting data from PCHEES, Importing data back into PCHEES, Deleting information and Refreshing the application page.
4. Export



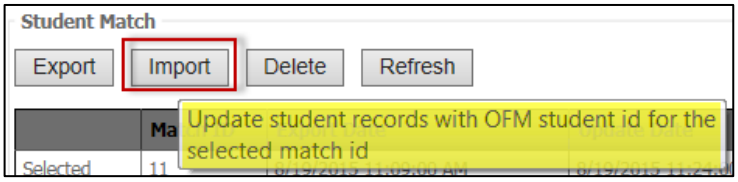
The Export process includes the following:

a. Creates a tab delimited file with all institution and student information.
b. Creates a distinct data set of all personal identifying information for all students in PCHEES.

   OFM identity resolution experts use the tab delimited file for performing a Student Match (identifying a student across institutions) to create statewide research IDs.

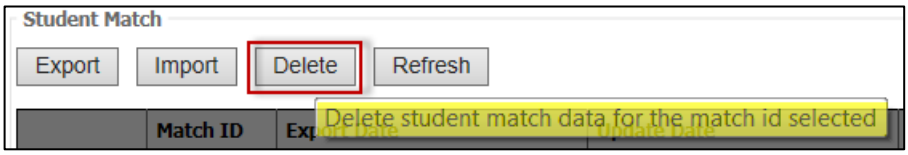
c. Inserts keys into a database table so that data can later be imported into PCHEES and matched back up with only the student data that existed when the export file was created. It is important to note that any data brought into PCHEES after the export file was created will not have research IDs until the next time data is exported and a Student Match is performed.

5. Import



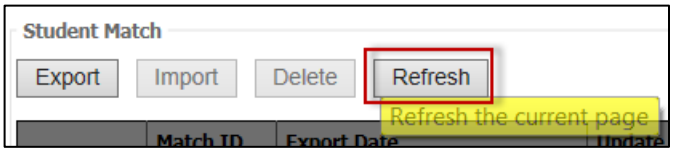
   a. The Import process combines the new research ID along with the original institution ID and student ID then matches it with the data key for those student records that were exported, finally matching the data back together in PCHEES.

6. Delete



   a. Deletes row of information and all associated information for the Student Match.

7. Refresh



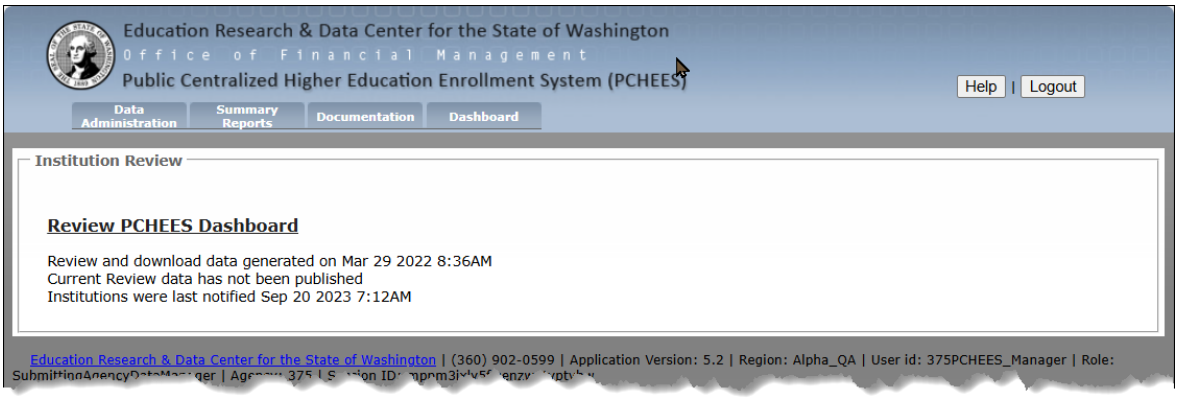
   a. Updates the screen when an active match process is occurring.

8. For reporting purposes, if a student's information has not gone through the student match process, reports will still contain data of those students by pulling the institution and student ID.

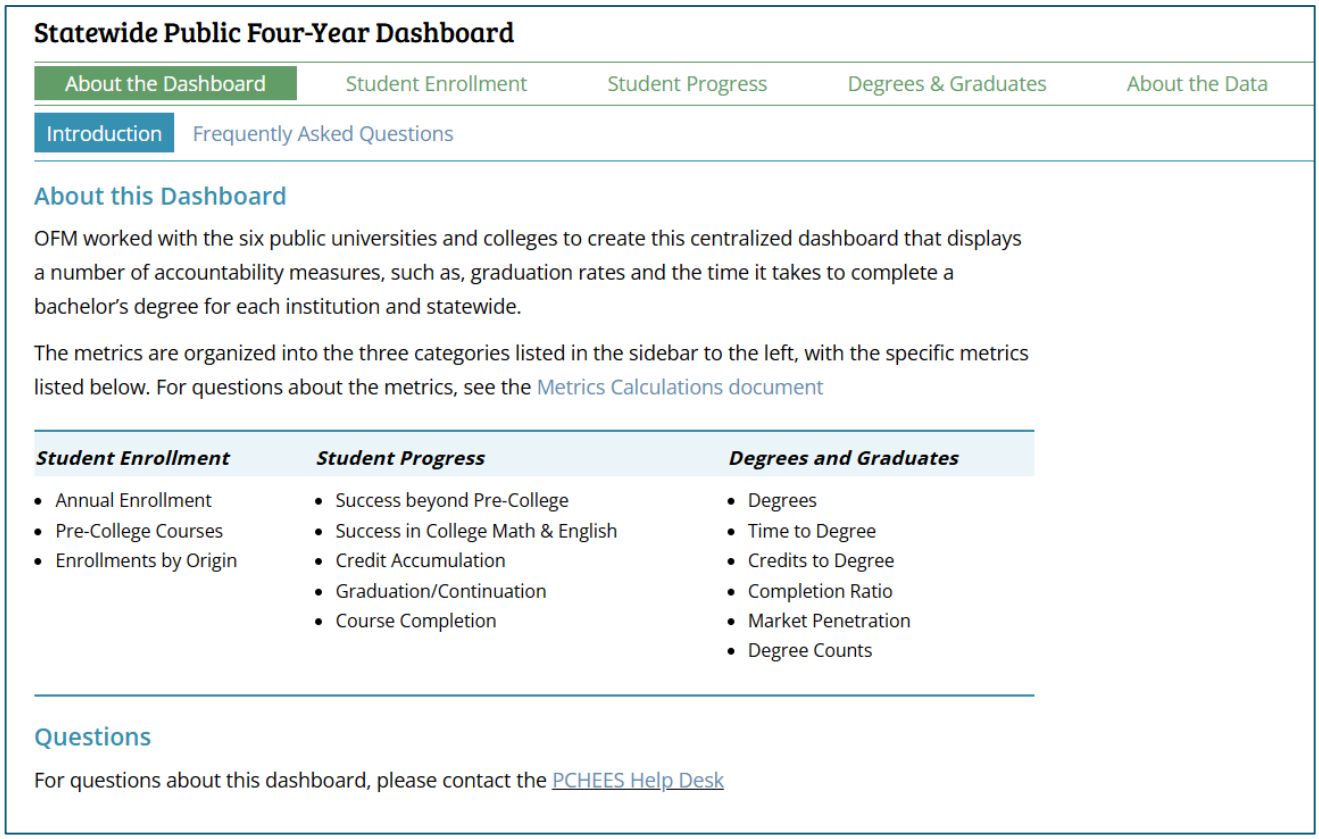
9 Dashboard

9.1 Dashboard → Data Review

The Dashboard Data Review provides information to institutions about when data was last generated for the PCHEES Dashboard, whether the review data is the same as the published data, and when institutions were last notified for when data was published to the PCHEES Dashboard.



Review PCHEES Dashboard' link allows users to open the Review Dashboard in a new window. All institution users can visually see data as it would be viewed when published to the PCHEES dashboard. There are three metric categories in the dashboard: Enrollment, Progress and Graduation. Each metric category has different tabs that allow the user to navigate to different data.



To access the Statewide Public Four-Year Dashboard (PCHEES Dashboard), go to:

https://erdc.wa.gov/publications-and-reports/statewide-public-four-year-dashboard

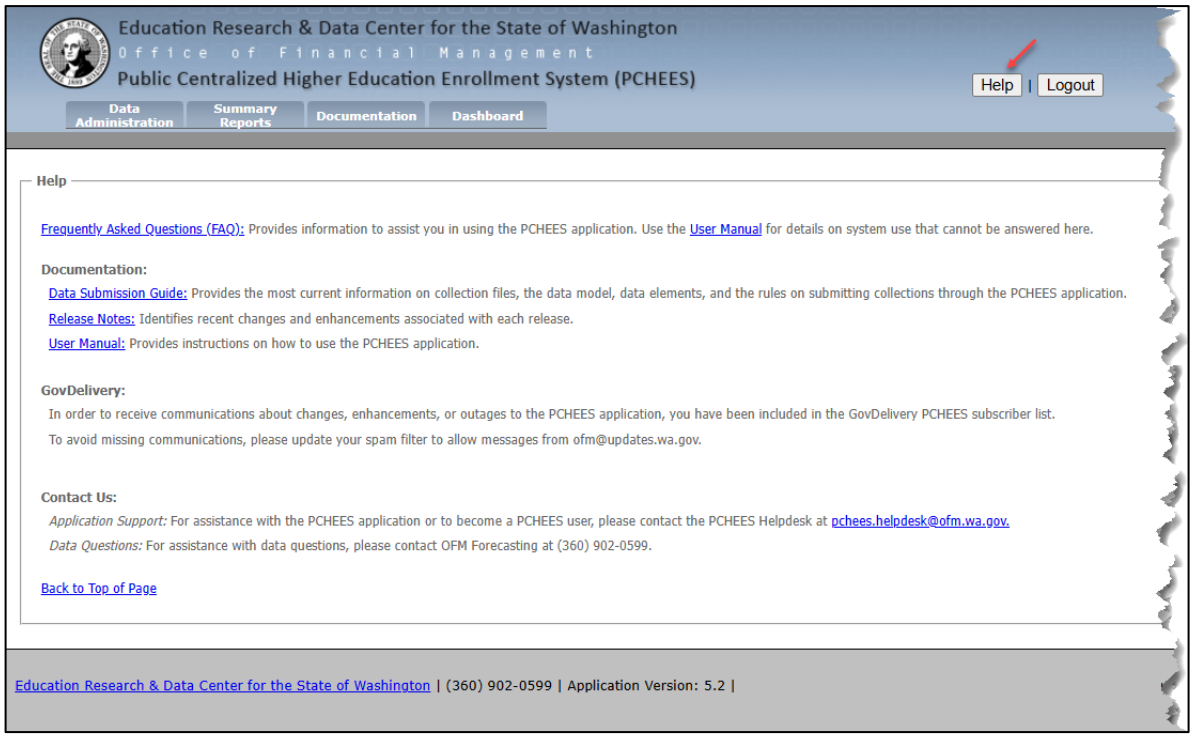
10 Help

The Help page includes resources for many aspects of working with PCHEES, including downloadable user manuals.

10.1 Who has access?

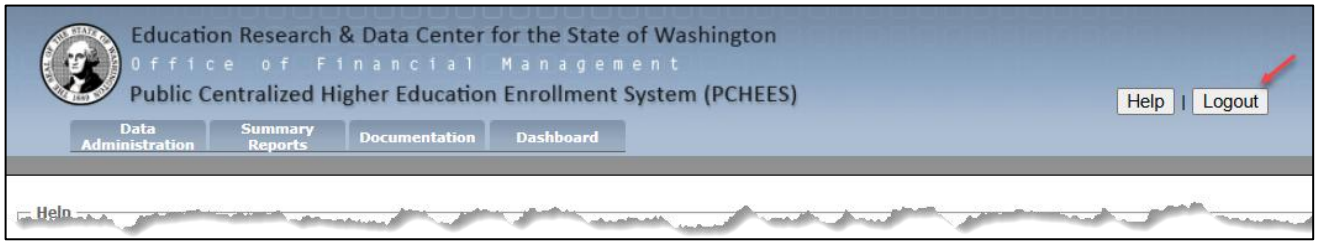
1. Submitting Agency Data Manager
2. OFM Data Manager
3. Submitting Agency Analyst
4. Education Agency Analyst
5. Outside Analyst

10.2 Help Page



11 How do I end my session?

To end your PCHEES session click on “Logout” in the right corner of the application.

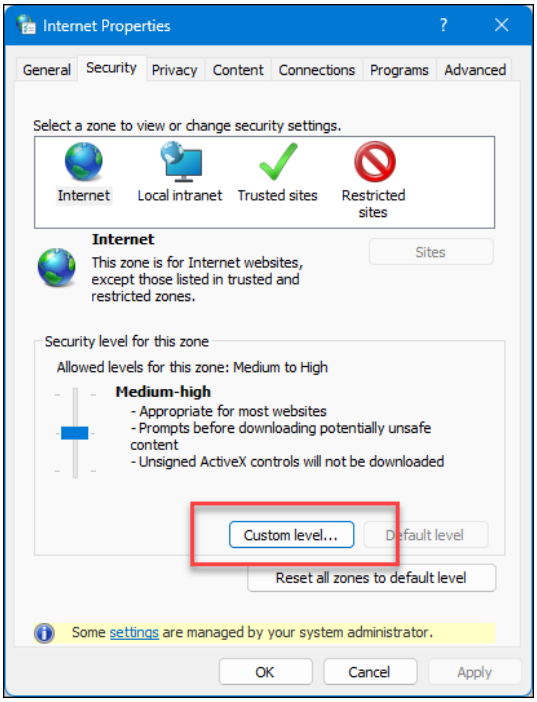


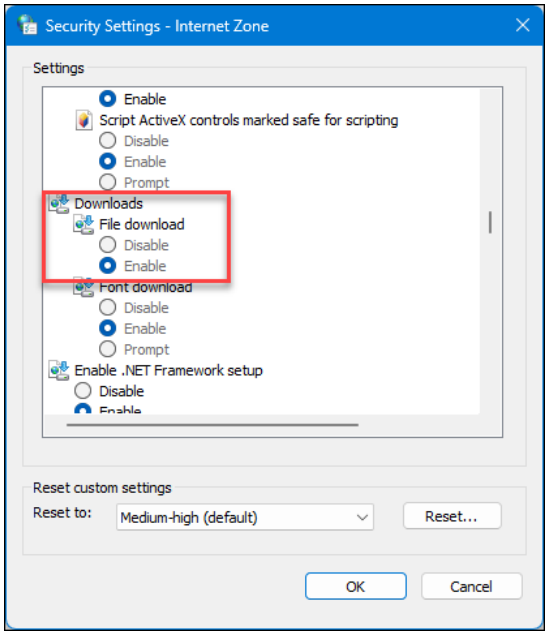
Closing the tab or browser window is also an acceptable way to end your session.

Your PCHEES session will time out automatically after no activity in the application for 20 minutes. Your SAW session will time out automatically as well.

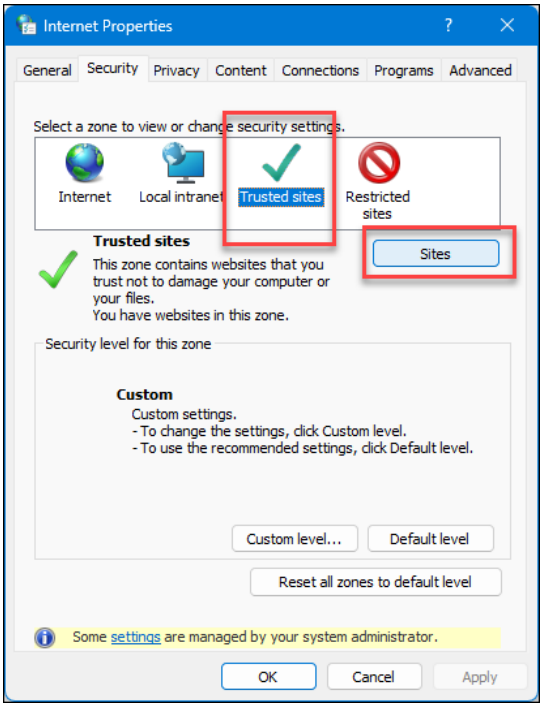
12 Windows Internet Security Settings for Reports

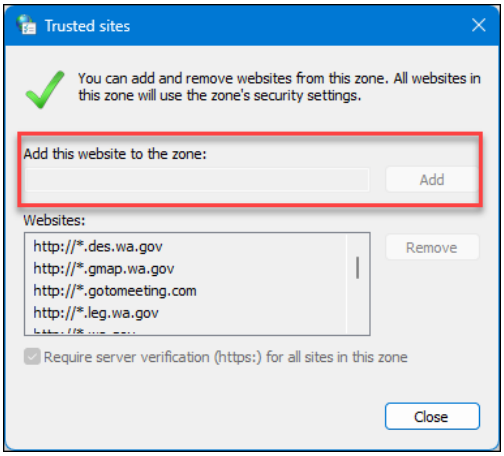
If you have trouble downloading reports you may need to alter Windows security settings to allow downloads





If you cannot access the PCHEES application, your Windows settings may be blocking sites. You will need to add PCHEES (https://pchees.ofm.wa.gov/) and Secure Access Washington (https://secureaccess.wa.gov/) as trusted sites.





If you continue having trouble downloading reports, please contact the PCHEES Help Desk at pchees.helpdesk@ofm.wa.gov.

13 Need Assistance?

Application Support: For assistance with the PCHEES application or to become a PCHEES user, please contact the PCHEES Helpdesk at pchees.helpdesk@ofm.wa.gov.

Data Questions: For assistance with data questions, please contact OFM Forecasting & Research at (360) 902-0599.