2024-2025 HEADS DATA SURVEY
Frequently Asked Questions

Is my institution required to submit a HEADS Data Survey?

Completion of the annual HEADS Data Survey is a requirement for all accredited institutional members (see *Handbook*, Rules of Practice and Procedure, Part II, Article III, Section 1.A.). Failure to file a timely and completed HEADS Data Survey may result in Commission review.

Am I required to register my institution?

All Institutional Representatives from accredited institutional members and representatives from non-member past participant institutions currently hold registrations in the HEADS system. Therefore, new registrations are required only from first-time responders. If you represent a non-member institution and wish to participate for the first time, please contact Nora R. Hamme at nhamme@arts-accredit.org or (703) 437-0700, Ext. 128 for instructions.

What should I do if I haven't received my HEADS Data Survey launch notice?

If you have not received the notice of launch of the 2023-2024 HEADS Data Survey provided in email format, please contact Nora R. Hamme at nhamme@arts-accredit.org or (703) 437-0700, Ext. 128 for instructions.

Do I need to register before I can enter data for my institution?

Yes. Institutions must be registered to participate. **PLEASE NOTE:** All Institutional Representatives from accredited institutional members and representatives from non-member past participant institutions currently hold registrations in the HEADS system. Therefore, registration is required only from first-time responders.

When can I begin entering data into my institution's HEADS Data Survey?

The HEADS Data Survey is launched on November 1 of each year. Electronic data collection begins as soon as notice of the HEADS Data Survey launch is provided. **PLEASE NOTE:** With regard only to the 2023-2024 HEADS Data Survey, the launch date is expected to be on or shortly after August 19, 2024. HEADS will return to its typical launch date of November 1 in 2024-2025.

What is the deadline to complete the HEADS Data Survey?

The HEADS Data Survey is due on January 31 of each year. After January 31, the HEADS Data Survey is closed for electronic data entry. **PLEASE NOTE:** With regard only to the 2023-2024 HEADS Data Survey, the completion deadline is November 30, 2024.

Is assistance available to those filling out the HEADS Data Survey?

Yes. There are several helpful documents which can assist participants to complete the HEADS Data Survey: *Data Survey Instructions 2023-2024*, located at the beginning of each section of the Survey; *Frequently Asked Questions*; and a *Glossary* of term. In addition, questions may be posed

to staff. If staff assistance is needed, please contact Nora R. Hamme at nhamme@arts-accredit.org or (703) 437-0700, Ext. 128.

Are deadline extensions available?

Unfortunately not. The HEADS Data Survey remains open for submission through January 31 of each year, at which time, access to the Survey is closed to enable staff to process the data collected and amend the Navigable Dashboards. Any offer of an extension would delay the availability of data to all participants. **PLEASE NOTE:** With regard only to the 2023-2024 HEADS Data Survey, the completion deadline is November 30, 2024.

Is it possible to submit data in hard copy or in a data file rather than using the online HEADS Data Survey?

Unfortunately not. All data must be submitted using the online survey tool in order to facilitate inclusion of data into the HEADS database. **PLEASE NOTE:** Should an institution face challenges which would prevent online electronic submission, please contact Nora R. Hamme at nhamme@arts-accredit.org or (703) 437-0700, Ext. 128.

With regard to use of the HEADS Data System, including electronic entry of data and use of Navigable Dashboards, what browser versions and settings are recommended?

It is recommended that participants use current versions of any of the following: Chrome, Edge, Firefox, and Safari. Older browsers may not allow appropriate operation of the HEADS Data Survey or site. Also, please ensure that cookies and scripting are enabled in the chosen web browser.

Can I view and print my completed HEADS Data Survey?

Yes. Upon completion and submission of the HEADS Data Survey, a copy of the institution's completed Survey will be sent via email to the Primary Institutional Representative. A .pdf of your institution's completed Survey may also be downloaded after the Survey has been submitted.

At what point will I no longer be able to edit the data?

Once your institution's HEADS Data Survey has been *completed and submitted*, you will no longer be able to edit your institution's data. Should a data entry error be found and need to be amended, please contact Nora R. Hamme in the National Office (nhamme@arts-accredit.org or (703) 437-0700, Ext. 128).

How can I access data collected through the HEADS Data system?

Recall that HEADS Data Summaries for art and design, dance, music, and theatre are available for no charge on the respective association's website

Navigable Dashboards which include data submitted from 2016-2017 through 2022-2023 remain up, open, and operational at this time. They will remain in their current form until the migration to the new Salesforce system has been completed, at which time all aspects of the HEADS project

will be housed within the new Salesforce platform. At that time, all data from 2016-2017 forward will be available; data from each new year will be added to the dashboards annually.

Access to and use of the HEADS Navigable Dashboards is a benefit of accredited institutional membership. There are no fees assessed to accredited institutional members for 1) participation in the HEADS Data Survey, 2) access to Navigable Dashboards, and 3) archival copies of HEADS Data Summaries from 1982-1983 through 2020-2021.

Non-member institutions may participate in the HEADS Data Survey. There are no fees assessed for participation. Non-member participating institutions completing the HEADS Data Survey by the deadline may purchase access to the electronic collection of data available in the form of Navigable Dashboards.