

HANDBOOK FOR CLIENTS AND FAMILIES



TIDEWATER MUSIC THERAPY, LLC
4030 GEORGE WASHINGTON MEMORIAL HIGHWAY, SUITE C
YORKTOWN, VA 23692

(757)679-9023 OR (804)366-4276

TIDEWATERMUSIC THERAPY.COM

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MISSION STATEMENT:

TIDEWATER MUSIC THERAPY IS A PRIVATE MUSIC THERAPY PRACTICE SERVING THE HAMPTON ROADS COMMUNITY. TMT IS COMPRISED OF TWO PASSIONATE BOARD CERTIFIED MUSIC THERAPISTS SPECIALIZING IN CHILDREN WITH SPECIAL NEEDS AND TEENS AND ADULTS WITH MENTAL HEALTH NEEDS. WE OFFER INDIVIDUAL AND GROUP SESSIONS BOTH IN OUR PRIVATE STUDIOS AS WELL AS IN CLIENT HOMES.

American Music Therapy Association Code of Ethics

Purpose

This Code of Ethics describes the highest ideals for music therapists as an aspirational guide to professional conduct. It is equally intended to educate and guide music therapists in ethical practice, as well as inform those outside the profession.

Applicability

This Code of Ethics is applicable to all those holding the MT-BC credential or a professional designation from the National Music Therapy Registry (ACMT, CMT, RMT), and professional membership in the American Music Therapy Association. This Code is also applicable to music therapy students and interns under clinical supervision. All music therapy practitioners are expected to uphold the spirit and purpose of the Code, and to practice according to these standards.

Upholding our right to freedom of inquiry and communication, we accept the responsibilities inherent in such freedom: competency, objectivity, consistency, integrity, and continual concern for the best interests of society and our profession. Therefore, we collectively and individually affirm the following declarations of professional conduct.

Core Values

This Code of Ethics is grounded in a set of eight Core Values: 1. Kindness, 2. Social Responsibility, 3. Dignity/Respect, 4. Equality, 5. Accountability, 6. Excellence, 7. Integrity, and 8. Courage. These Core Values provide a foundation to guide music therapists in their practice and interactions. These Core Values should be considered in determining all ethical courses of action. (See glossary for detailed definition of these values)

Principles for Ethical Practice

1. Respect the Dignity and Rights of all
2. Act with Compassion
3. Be Accountable
4. Demonstrate Integrity and Veracity
5. Strive for Excellence

OUR SERVICES

INDIVIDUAL THERAPY SERVICES

Individual therapy sessions allow clients to work one on one with a music therapist to determine exactly how music therapy will benefit their lives. An individual treatment plan will be determined based specifically on the client's needs, preferences, and goal areas.

GROUP THERAPY SERVICES

Group therapy sessions allow clients to form therapeutic relationships not only with a music therapist but also with other individuals with similar needs. The group dynamic may contribute to further growth and development for some clients.

COMMUNITY EDUCATION/MUSIC THERAPY

A personalized presentation for your community group explaining the physical, cognitive, and social benefits of music therapy. We are happy to present for all community organizations including but not limited to church organizations, skilled nursing/assisted living facilities, and educational settings.

A generalized treatment plan will be developed to fit the needs of your specific community. Activities and Music Therapy Interventions will be catered to their individual and group goal areas.

MUSIC LESSONS

Don't want to improve anything except your music skills? We do that too! We offer basic-beginner guitar and piano lessons as well as beginner-advanced voice lessons.

COMPENSATION AND SESSION PACKAGES

COMPENSATION:

- Due at the time of service
- We currently accept cash, check, or card payment in person or by mail. Checks payable to tidewater Music Therapy, LLC. We also now accept venmo Payments! (Ask your music therapist for more information)

LATE PAYMENTS:

- If a payment is not received on time, clients may be subject to an additional \$10/day late fee

SESSION PACKAGES:

- A discount will be rewarded for clients choosing to pay for sessions in advance:
- Monthly and Bi-weekly Sessions - Pay for 5 sessions up front, get the 6th Session free
- Weekly and Twice Weekly Sessions - Pay for 7 sessions up front, get the 8th session free

MUSIC THERAPY SESSIONS:

- Sessions will begin at the scheduled time and last 30-45 minutes at the therapist's discretion (based on client's engagement and present needs and symptoms)
- to ensure the music therapist meets all following appointments, if a session is delayed due to client tardiness, the session will end 45 minutes after the scheduled start time.

FUNDING AND INSURANCE

At this time, music therapy cannot be billed to insurance in Virginia. Music therapy and counseling services can be paid through the use of Health Savings Accounts, Health Reimbursement Account, and Flexible Spending Accounts. In addition, many clients receive scholarships and grants or funding through Individual and Family Support Programs (IFSP) or other community service organizations.

PRIVATE PAY/OUT-OF-POCKET

We are pleased to offer session packages and discounts for clients who pay for sessions in advance. Contact us to learn more.

RELATED SERVICE ON THE IEP

When music therapy is provided as a direct related service on the IEP, it is deemed necessary for the child to benefit from their education program. The need for a related service is determined by an evaluation conducted by a Board Certified Music Therapist, and is then considered by the Interdisciplinary Team at the local school for addition to the student's IEP.

HOLIDAYS AND CANCELLATIONS

SESSIONS WILL NOT BE HELD ON THE FOLLOWING HOLIDAYS:

- Holy Week (Wednesday-Saturday of the week leading up to Easter)
- Memorial Day weekend (Saturday and Monday)
- July 4th
- Labor Day
- Thanksgiving weekend (Thursday, Friday, Saturday)
- Christmas Eve; Christmas Day
- New Year's Eve; New Year's Day

CANCELLATION:

- Music Therapist should be notified of a cancellation 24 hours prior. A canceled session may be rescheduled.
- Sessions canceled or missed without 24 hours notice may be subject to a \$25 cancellation fee.

INCLEMENT WEATHER:

- In the event of inclement weather, tidewater music therapy will operate under the conditions of the school system where the session was to take place. Sessions at our office will abide by York County Public School closings.

TREATMENT PLANS, SESSION DOCUMENTATION, AND OFFICE HOURS

TREATMENT PLANS:

- Treatment plans will be developed and delivered within a week of the assessment.
- Treatment plans will be reviewed and updated semiannually (in January and July) as well as on an as needed basis
- If at anytime a client or caregiver would like the treatment plan printed, reviewed, or edited, the Music Therapist will do so within two weeks of the request

SESSION NOTES:

- Music therapist will document relevant client behaviors and reactions from each session.
- Notes will be securely and electronically stored
- If at anytime a client or caregiver would like session notes printed, the Music Therapist will do so within two weeks of the request.

OFFICE HOURS:

- Music therapists are available by phone or email 8am-6pm Monday-Friday.
- Sessions are scheduled 8am-6pm Monday-Friday.

TIDEWATER MUSIC THERAPY CLIENT INFORMATION

(TO BE RETURNED TO MUSIC THERAPIST)

CLIENT NAME: ----- CLIENT BIRTHDATE: -----

PHONE NUMBER: ----- EMAIL: -----

MAILING ADDRESS: -----

FAVORITE TYPE OF MUSIC/SONG/INSTRUMENT:

WHAT DO YOU HOPE TO GAIN FROM MUSIC THERAPY?

WHAT IS THE BEST WAY TO CONTACT YOU? (PLACE CHECK(S) NEXT TO PREFERRED OPTION(S))

PHONE CALL -----

TEXT -----

EMAIL -----

OTHER _____