

REQUEST FOR PROPOSAL

CREATIVE FORCES: NEA MILITARY HEALING ARTS NETWORK MUSIC THERAPIST

A. PURPOSE AND BACKGROUND

The primary service covered by this request for proposal is the implementation of an Music Therapy program that will investigate how creative arts therapies and various healing arts models developed and tested at the National Intrepid Center of Excellence (NICoE) at Walter Reed National Military Medical Center (WRNMMC), and successfully replicated at the Intrepid Spirit-1 at Fort Belvoir Community Hospital, can be adapted and delivered to service members, veterans and families at the designated expansion sites. The primary service covered by this agreement is the continued implementation of a Music Therapy program at the Naval Hospital Camp Lejeune, Jacksonville, NC.

Creative Forces™: NEA Military Healing Arts Network is an initiative of the National Endowment for the Arts (NEA) in partnership with the U.S. Departments of Defense and Veterans Affairs and the state and local arts agencies. This initiative serves the special needs of military patients and veterans who have been diagnosed with traumatic brain injury and psychological health conditions, as well as their families and caregivers. Administrative support for the initiative is provided by Americans for the Arts.

Since 2011, this National Endowment for the Arts partnership with the Department of Defense has supported creative arts therapies for service members with traumatic brain injury and associated psychological health issues. Beginning in the fall of 2016, the Creative Forces program expanded to nine additional clinical sites, including a VA Medical Center, and a telehealth program. In addition to increasing access to Creative Arts Therapies, the expansion effort includes growing access to therapeutic arts activities and community-based arts programs for military members, veterans, and their families in local communities at each of the 11 clinical sites. Through these local networks, Creative Forces encourages increased opportunities for military and veteran family populations, including those who have yet to access clinical care, to participate in therapeutic arts and community-based arts engagement interventions and programs to achieve lifelong health and well-being. More information about Creative Forces can be found on the NEA [website](#).

Furthermore, the Creative Forces Network aims to promote research collaborations among the National Endowment for the Arts and the U.S. Departments of Defense and Veterans Affairs, to advance knowledge, leverage subject-matter expertise and promote utilization of best practices to benefit targeted patient populations. Clinical and research representatives supported by the National Endowment for the Arts are bound to the terms, processes and oversight of the Department of Defense, the Department of Veterans Affairs and/or required Federal-wide assurances. Each partner that participates in the Creative Forces

Network does so in a manner consistent with its organizational or agency mission and only to the extent permitted by its role in the Network.

The program has three components: Creative Forces places creative arts therapies at the core of patient-centered care in military medical facilities, and in a telehealth program for patients in rural and remote areas; provides increased community-based arts opportunities for military and veteran family populations around clinical site locations; and invests in capacity-building efforts, including the development of manuals, training, and research on the impacts and benefits of the treatment methods.

Creative Arts Therapists working in the Creative Forces project will provide clinical care, support community network development and engagement activities and coordinate research across these venues with national project leaders and each other to advance this mission.

PRIMARY SERVICE AND SITE LOCATION:

The primary service covered by this agreement is the implementation of Music Therapy that will investigate how creative arts therapies and various healing arts models developed and tested at the National Intrepid Center of Excellence (NICoE) at Walter Reed National Military Medical Center (WRNMMC), and successfully replicated at the Intrepid Spirit-1 at Fort Belvoir Community Hospital, can be adapted and delivered to service members, veterans and families at the designated expansion sites.

The primary service covered by this agreement is the implementation of a **Music Therapy** program at the Naval Hospital Camp Lejeune, Jacksonville, NC.

This agreement covers **Music Therapy** services provided to the following population/site location(s):

Primary: Naval Hospital Camp Lejeune

Secondary: Work from home or at a specific Creative Forces Location as Directed by the Creative Forces Senior Military and Medical Advisor

GENERAL DUTIES:

Contractor (a board-certified music therapist) will work with the hiring facility or agency to provide clinical services on site, including implementing treatment programs, performing professional casework for active duty military personnel, veterans, and their eligible dependents designated to receive care by the Department of Defense (DoD) specified and allowed under the Memorandum of Understanding between the site facility and the National Endowment for the Arts (NEA).

Contractor will serve as a creative art therapist (CAT) with responsibility to the NEA Creative Forces program and community by implementing creative arts therapy services for care as part of the interdisciplinary cadre of care at the local site.

Contractor will provide necessary documentation to the client site POC as required to gain and maintain site and worksite access. This includes demonstrating compliance with keeping all certifications current to include CPR, First Aide CPR, Basic Life Support, and any other certifications required by facility administration, as well as maintaining registration and certification compliance through the appropriate national creative arts therapy organization credentials board.

Contractor will serve as an integral clinical team member implementing treatment including responsibilities of: organizing, administering, and evaluating therapeutic treatment in individual and/or group music therapy contexts.

Contractor will provide music therapy sessions to military/Veteran clientele to achieve the following (this is a non-exhaustive list): awareness of self and others, integration, adjustment, stress reduction, anxiety management, emotional regulation, and psycho education to address abilities to regain sense of control utilizing music as a modality to motivate creative processes and develop skill sets for use outside the music therapy session.

These duties will be accomplished by receiving referrals, assessing psychosocial factors and environment, providing active treatment, considering therapeutic courses of action, working with an interdisciplinary treatment team, making decisions with the treatment team and clients' input for the best therapeutic plan, and assisting clients in mobilizing resources and/or recommending optimal plans for the family-life-system.

Contractor is involved in the management of difficult, arduous cases on a regular and continuous basis, which requires a combination of facilitating appropriate therapeutic modalities and possessing necessary clinical skills, therapeutic positioning and conduct.

Contractor carries full professional responsibility for caseload and is delegated independent authority in formulating and providing exemplary creative arts therapy services to clients served.

SPECIFIC DUTIES

Duties include, but may not be limited to the following:

1. Clinical (Approximately 65% Level of Effort):

The primary purpose of this Contractor position is to engage service members, Veterans, and families in individual and group music therapy directives, creative arts exercises and collaborative/integrative projects that are conducive to recovery. The Contractor serves as part of an integrated treatment team that contributes to whole-person assessment and care planning for service members, Veterans, and their families, including the areas of behavioral health, rehabilitation, integrative and complementary medicine, spirituality, and assistance in advanced neuropsychiatric diagnoses and assessment. Activities include:

- Assemble pre-evaluation data, interpret necessary medical record information, review necessary therapy prescriptions and current mental and physical evaluation of patient in order to develop and implement a treatment plan.
- Devise interventions congruent with current goals and individual and group needs to maintain and/or improve patient's general state of physical or mental health.
- Handle challenging cases involving patients who have multiple diagnoses and/or other severe medical complications that may require unconventional approaches to treatment and resourcefulness in devising effective methods and procedures.
- Interpret recommendations from interdisciplinary team, schedule patients for treatment and integrate music therapy techniques with other disciplines in order to optimally achieve the goals established for the patients.
- Communicate with all stakeholders (team, family, individual) in both written (reports) and verbal (presentation) form. Collaborate with team, department, and others to develop and deliver effective and relevant treatment.
- Plan, organize, and lead goal-directed music therapy sessions for groups and individuals.
- Facilitate individual and group music therapy sessions to provide treatment to patients with various diagnoses that include but are not limited to Adjustment Disorder, Vision and/or Hearing Impairment, Traumatic Brain injury, Mental Health, Substance Abuse, Post-traumatic Stress Disorder, Amputees/Physical Disfigurement, Neurologic Disorders, and Chronic Pain Syndrome.
- Music therapy group goals will focus on addressing PTSD, TBI, coping skills, transition, community reintegration, relaxation, substance abuse, and other related psychological diagnoses and injuries.
- Coordinate overall music therapy treatment with the interdisciplinary team and patients' families/caregivers to provide a program with focus on treatment goals, successful outcomes and overarching patient benefit.
- The Contractor functions as a core team member of an interdisciplinary clinical team for the purpose of providing total health care delivery to the patients and continuity of care by creating and sharing innovative ideas for treatment and exchanging pertinent information.

- Prepare and maintain music therapy session plans, observations, clinical documentation, and deliverable materials as required and/or requested.
- Appropriately document patients' music therapy sessions in AHLTA and/or other patient charting software utilized by the DHA or VA.
- Provide twice monthly report of clinical workload as directed by Senior Military and Medical Advisor.

Clinical Load Expectation:

The NEA Creative Forces program anticipates 20-30 hours of bookable appointments per week, providing approximately 25-40 encounters based on mix of individual or group sessions, and additional time (typically 4-8 hours) dedicated to associated indirect patient care. The following categories are generally acceptable use of clinical time:

Direct Patient Care

- Client Assessment
- Therapy Sessions (either individual or group)

Indirect Patient Care

- Session Planning & Preparation
- Session Set-Up/Break-down
- Session Documentation
- Clinical Case Conferences
- Patient Care Coordination

2. Research and Scholarly Activity (Approximately 15% Level of Effort):

As part of participation in the national Creative Forces project, the Contractor will:

- Participate in research and scholarly activities that facilitate increased understanding of the impact of the healing arts biologically, psychologically, socially, occupationally and economically.
- Collaborate on research studies aligned to the research priorities outlined in the Creative Forces Research Strategic Framework and Five-Year Agenda.
- Coordinate research efforts with Site Research Staff as well as the Creative Forces Research Advisor and Senior Military and Medical Advisor

- Track Research and Scholarly activities including at a minimum time dedicated to effort, protocol status, scholarly presentations (including audience contact hours and/or CME/CEU credits awarded) and publications.
- Provide periodic report of Research and Scholarly activity as directed by Creative Forces Senior Military and Medical Advisor

3. Community Network Development and Engagement (Approximately 10% Level of Effort):

As part of the Creative Forces' Community Engagement effort, the Contractor will:

- Serve as a member and liaison to the local military/Veteran/civilian arts core leadership group being assembled by AFTA to assist in the design and planning of community engagement strategies.
- Work with Creative Forces local partners and National Community Engagement team members, and community engagement sub-contractors to identify Community Based Arts Engagement Programs that specifically represent best practices for supporting a continuum of healing arts engagement—from clinical interventions to community reintegration—and communicate these programs to the Creative Forces Project Community Engagement National Team
- Work with Creative Forces Community Engagement National Team and State and Local Arts Agency representatives to explore opportunities that serve to integrate clinical activities and patient populations with existing community-based arts programs, organizations and opportunities that may be identified through the local community engagement arts resource mapping and planning process.
- Track Community Network Development and Engagement activities including at a minimum time dedicated to effort, assigned projects, engagement activities (including participant contact hours) and relevant metrics.
- Provide periodic report of Community Network Development and Engagement activity as directed by Creative Forces Senior Military and Medical Advisor.

4. Administrative (Approximately 10% Level of Effort):

Contractor assigned to a new program will need to dedicate significant amount of effort toward Program Development, including replication and modification of programs implemented at other Creative Forces location, education of clinical and community partners on services provided and establishment of processes and policies. Level of effort for first 3-4 months of new program expected to be approximately 75%, until clinical load volume established and sustained. After initial program establishment, ongoing program development included within this anticipated Administrative workload.

To work effectively as a member of the client site's integrated treatment team, the Contractor will:

- Coordinate and work with client site POC for day-to-day operations and to determine site specific requirements.
- Provide necessary documentation to the client site POC as required to gain and maintain worksite and patient access.
- Keep all certifications current to include CPR, First Aide CPR, Basic Life Support, and any other certifications required by facility administration.
- Must maintain board certification (MT-BC) through continuing education as required by the Board Certification for Music Therapy (CBMT).
- Comply with Drug Abuse Testing Program requirements.
- Purchase and maintain individual medical liability insurance coverage.
- Provide requested reports to meet the requirements of the contracting authority.
- Participate in scheduled and departmental meetings, professional development, and supervision.
- Report to the Creative Forces Senior Military and Medical Advisor and the Creative Forces Project Administrator as requested.
- Participate in Program Evaluation Activities as directed by the Creative Forces Senior Military and Medical Advisor.
- Promote and support NEA and partner missions and participate in relevant programs and activities (i.e. conferences/symposiums, trainings, and presentations).
- Participate in education and outreach activities that strive to increase societal awareness of the impact and best practices within the creative arts therapies.
- Provide feedback and content for the Creative Forces tool kits, manuals, and playbooks.

Performs other duties as assigned.

D. REQUIREMENTS

POSITION REQUIREMENTS (mandatory for all hiring actions)	
Position Title: Music Therapist	
Position Request Minimum Requirements	
Educational Attainment Requirement	Must possess a bachelor's degree (or higher) in music therapy or a music therapy equivalency degree program accredited by the American Music Therapy Association (AMTA). (OFFICIAL TRANSCRIPTS REQUIRED) .

Certification Requirements	Board Certification in Music Therapy (MT-BC) required. Neurologic music therapy (NMT) credential strongly preferred.
Work Experience	Minimum of 3 years experience working with adult clients required. Experience working with military population and providing music therapy services to clients with history of traumatic brain injury, PTSD, or combat trauma strongly preferred.
Verbal/Written Communication Skills	Experience with clinical documentation and verbal team/provider communication in military and/or medical settings or related healthcare field.
Technology Capability Requirements	Knowledge of: (1) music production software, (2) music applications to benefit music therapy sessions, (3) appropriate technology integration in clinical settings.
Federal background screening access required	Personnel security investigation required. Initiation of State Criminal History Repository checks for each state where an individual has resided for the past five to ten years may be required prior to appointment to a position.
Travel Required	Initial relocation and training, if applicable. Occasional travel to partner sites and to conferences/presentations could be necessary.
Physical Capability	Candidate may need to assemble, lift, store, and move instrument inventory.
List any desirable skills/traits	<p>Experience and comfort at team building and collaboration in a multi/interdisciplinary setting.</p> <p>Proficiency of clinical musicianship on piano, guitar, voice, percussion, and principle instrument (if different from aforementioned list).</p> <p>Strong skills in leading music improvisation interventions on a variety of instruments.</p> <p>Experience with songwriting, recording, and music production.</p> <p>Knowledge of trauma care and experience leading trauma-based interventions.</p> <p>Extensive experience in leading stress-management interventions.</p>

	<p>Comprehensive understanding of military culture and ability to engage with military populations.</p> <p>Knowledge/experience with research procedures and protocols, grant procedures, and biostatistics, is strongly preferred.</p>
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E. SUBMISSION REQUIREMENTS:

- Cover Letter
- Resume
- 3 References

SUBMIT APPLICATION PACKAGE TO:

- **By email:** creativeforces@artsusa.org.
- **By mail:** Attn: Creative Forces Project Administrator, 1000 Vermont Avenue, NW, 6th Floor, Washington DC 20005

DEADLINE FOR SUBMISSION:

- **By email:** Received no later than **5:00 pm EDT, February 14, 2020.**
- **By mail:** Postmarked no later than **February 14, 2020.**

Start Date: o/a March 1, 2020

This Independent Contracted position is supported through the Creative Forces: The NEA Military Healing Arts Network (the Network, or “Creative Forces”) project. Americans for the Arts serves as the Cooperator for the Creative Forces project, which includes the administration, planning and implementation of the nationwide expansion of programmatic activities and community engagement work to additional military treatment facilities, Veterans Health Administration medical facilities, and community settings, as well as the implementation of standardized Creative Arts Therapies programs for service members, veterans and families in 11 clinical settings across the country. In its role as Cooperator for the Creative Forces project, Americans for the Arts is serving as the contracting agency.

Funding for Creative Forces is provided by the National Endowment for the Arts (NEA) to Americans for the Arts as a Cooperative Agreement.

The National Endowment for the Arts provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.

Failure to provide all of the required information as stated in Request for Proposal may result in an ineligible rating or may affect the overall rating.

This contract runs Contracts run from on or about March 1, 2019 through June 30th, 2020. Continuation of funding for this contract beyond June 30th 2020 is contingent upon the National Endowment for the Arts authorizing and allocating funds to Americans to the Arts for the Creative Forces Initiative.

This contract is eligible for two renewals prior to a contract recompetete provided that there is a 1) a determination of need for the continued work 2) No material change in the scope of work; and 3) approval of funding to support the position in future.

All contracts are subject to the terms of the contracting agency (Americans for the Arts) and all contracts are able to be terminated at any time by the contracting agency.