DEPARTMENT OF BEHAVIORAL HEALTHCARE, DEVELOPMENTAL DISABILITIES & HOSPITALS

# Division of Developmental Disabilities
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# TECHNICAL BULLETIN

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| Technical Bulletin Number: | 19-04 |
| Date: | 4/24/19 |
| Subject: | Job Retention |
| Applies to: | Employment Billing |

**Purpose:** Provide clarification on employment services defined as Job Retention.

**Background:** Clarification to previous billing practices outlined in the regulations.

**Information:**

Job Retention is defined as an employment outcome and support service necessary for a person to maintain or advance in employment consistent with the person's strengths, abilities, capabilities, and interests.

This support may include short term or intermittent job coaching, communication with the individual and his/her supervisor to ensure job satisfaction and/or promoting employment enhancement.

If an individual requests a job change or supports to seek an additional job, providers should cease billing job retention and shift to billing job development and/or job coaching.

If the individual should secure additional job responsibilities or require increased job coaching support, the provider should cease billing job retention and bill job coaching.

As guidance, each tier has an approximate amount of support hours associated with the monthly billing rate for job retention. *If job coaching exceeds these hours the provider may cease billing job retention and bill job coaching.*

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| Tier A | 7 hours |
| Tier B | 9 hours |
| Tier C | 12 hours |
| Tier D | 17 hours |
| Tier E | 21 hours |

This service is not to be billed in conjunction with any other employment service. Job Retention should be billed at the end of each month to ensure no other employment services have been provided. Fiscal staff will perform quarterly claims reviews to ensure proper billing.

*Table 1: T2023 Employment Based - Job Retention*

| Tier | Code with Modifier | Monthly |
|------|--------------------|---------|
| Tier A | T2023 U5 | $174.40 |
| Tier B | T2023 U6 | $236.90 |
| Tier C | T2023 U7 | $302.69 |
| Tier D | T2013 UA | $454.04 |
| Tier E | T2023 TG | $559.28 |

**Version Control and Change History:**

| Version | Effective Date | Rescinded Date | Amendment/Update | Replaces Previous Technical Bulletin |
|---------|----------------|----------------|------------------|--------------------------------------|
| 1.0 | 4/24/19 | Current | Original Version | No |