

Resource Guide: Travel Training Education for Travelers and Trainers

Welcome to Travel Training!

Your state has contracted with AbleLink and SHIFT to provide coursework and experiential education to support self-advocates prioritizing travel and navigation within their community. This guide offers a summary of the Travel Training curricula and Experiential Learning Project (ELP) so that organizations and self-advocates can be prepared for participation.

Some information to support you before you review this document:

- A *Traveler* is a self-advocate who wants to learn how to be more independent with community travel.
- A *Trainer* is someone who provides direct support to the traveler as they learn to use the resources and technology available to them for community navigation.
- The **Experiential Learning Project** requires involvement from the Trainer and Traveler, including assessing the traveling route, building and verifying the traveling route, then practicing with the Traveler and the technology/app. Please keep in mind that this will take time to complete when selecting Trainers in particular.
- Both the traveler and the trainer will engage in coursework and the ELP as a way to learn skills and practice them while using the technology and the WayFinder app as a natural support.
- **This guide is not meant to replace coursework instruction or experiential learning.** It was designed to provide you with an overview for planning and implementation purposes.

On the next page, you will find information that is specific to your state's project. You may also find this information on your state's landing page through SHIFT. Any questions about your state's management of the project or its process flow should be directed to the primary contact for your state.

We are looking forward to supporting both Travelers and Trainers in this educational opportunity. Please let us know how we can be of assistance.

Kindest regards – The AbleLink and SHIFT teams



<https://www.ablelinktech.com/>



<https://www.techfirstshift.com>

Anticipated timeframes for the Travel Training Program:

Prerequisite for Travelers and Trainers:

WayFinder app must be installed on a device prior to enrolling in coursework

Trainers:	Fundamentals 1-3	4 hours (3 weeks)
	WayFinder app course	2 hours (2 weeks)
	Experiential Learning 1	4 hours (2-3 weeks)
	Experiential Learning 2	3 hours (1-3 sessions with Traveler)
Travelers:	Coursework modules 1-7	2-4 weeks
	Experiential Learning 1	2 hours to assist with route assessment (1-2 sessions)
	Experiential Learning 2	3 hours (1-3 sessions with Trainer)

Your State Project Title:

Travel Training Education as a part of the “Medicaid Alternative Pathways to Independence” (MAPs) and Virtual Community Resource Map (VCRM) project

Your primary contact information for this project:

TN DIDD project facilitator:

Jay Camperlino, Youth Transition Director, MAPs

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TN DIDD contacts:

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SHIFT Tech Support:

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Deadlines/Timeframes and Processes established by TN DIDD:

Deadlines/Timeframes:

It shall be the expectation that Direct Support Provider Staff, and the Employment staff who deliver MAPs services receive certification in the SMART Travel Training system. Completion of this training will ensure the individuals supported have opportunities to navigate their communities, develop relationships and identify places of interest using the available technology as part of the MAPs program. All training requirements/timelines are identified through the ["MAPS Training Matrix"](#) which can be located on the DIDD MAPs website. Upon completion, providers are encouraged to ensure that provider staff have adequate certifications included in their individual electronic learning system profile within Relias.

Travel Training Enrollment Processes – TRAINER:

Community provider organizations are responsible for enrolling their MAPs Direct Support Staff and Employment staff within the SMART Travel Training Courses. Upon identification that an organization has identified staff to begin their travel training, organizations will enroll each staff individually through an online database (link and QR code located below) to begin the process. All information included within the enrollment form is necessary for enrollment.

PLEASE NOTE: Before enrollment and progression in the SMART Travel Training Courses can begin, the trainee must have completed the Enabling Technology modules (1-3) within 6 months of preparing to take this training course. Verification will need to be provided at enrollment.

STEP 1: Enroll Direct Support Staff/Employment Staff (Trainer) by clicking the Link/QR Code

For STAFF: [Travel Training - Provider Trainer Request Form](#)



STEP 2: You will receive a splash message confirming submission of enrollment information.

STEP 3: You will receive an email from AbleLink with instructions on how to download the WayFinder app onto the device.

STEP 4: You will receive an email from SHIFT confirming your next steps to begin the coursework.

Travel Training Enrollment Processes – TRAVELER:

Community provider organizations are responsible for enrolling MAPs people supported within the SMART Travel Training Courses. To achieve milestone independence in any of the Community Navigator milestones, each person supported will need to complete the online SMART Travel Training as the first step. Providers will enroll the people supported through an online database (link and QR code located below). All information included within the enrollment form is necessary for enrollment.

STEP 1: Enroll People Supported, the Participant (Traveler) by clicking the Link/QR Code

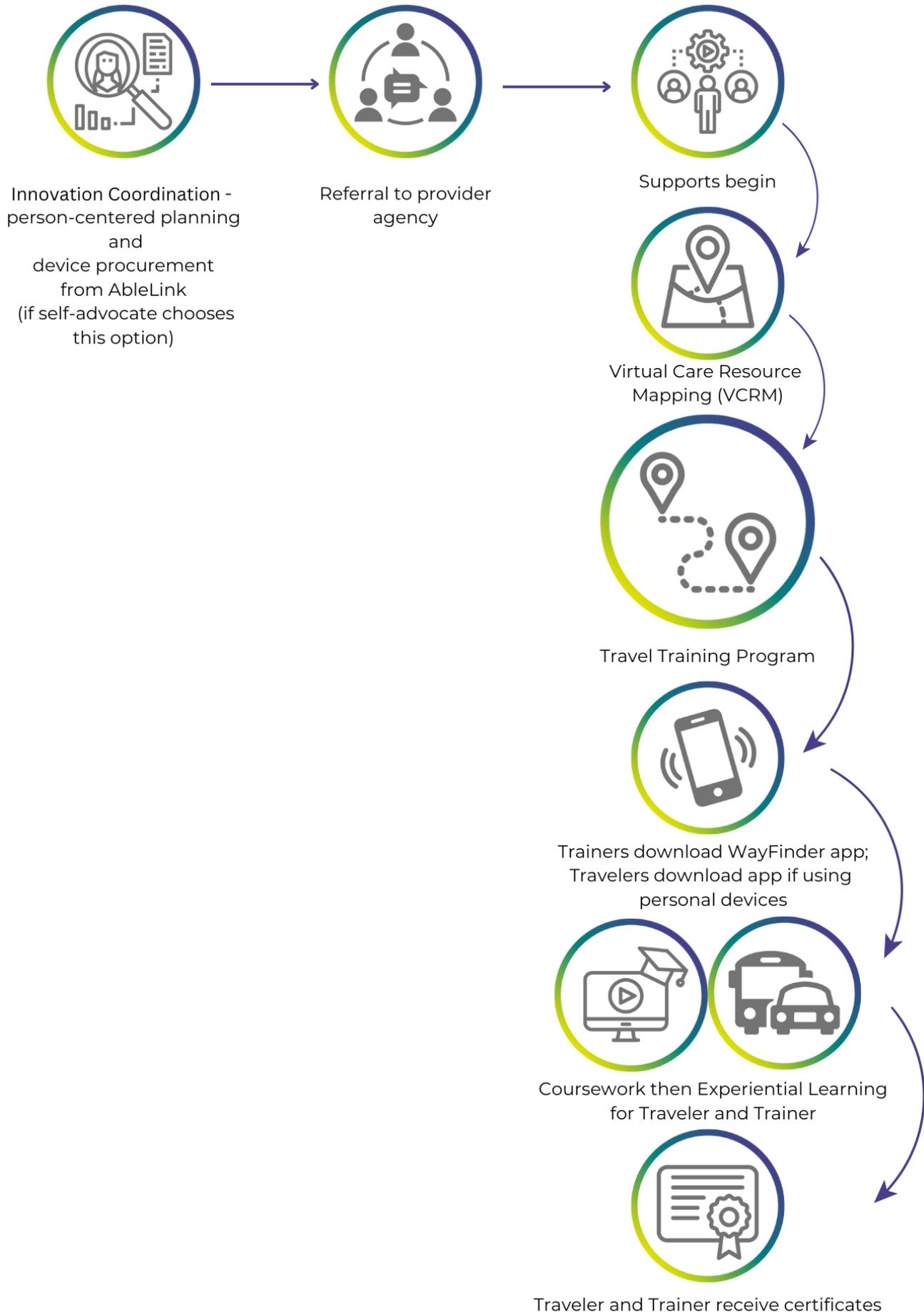
For PARTICIPANT: [MAPs Travel Training Request for Participants](#)



STEP 2: You will receive a splash message confirming submission of enrollment information.

STEP 3: You will receive an email from AbleLink confirming your next steps to begin the coursework.

TN DIDD Travel MAPs and Travel Training Process Flow



Trainers

Resource Guide for Travel Training Program and SHIFT education/certification

1. Download WayFinder app to Travel Trainer's phone or tablet.

a. Android Device:

Visit the download site and download "AbleLink WayFinder – Android Phone"

<https://apps.ablelinktech.com/ttraveltraining.html>

b. iOS Device (e.g., iPhone):

Email maps.support@ablelinktech.com to request app download code

2. After downloading and installing WayFinder, register the app.

a. Launch WayFinder app on your device and go to Cloud Settings page

1. tap the settings icon (⚙️)

2. select Cloud Settings by tapping on the icon on the top left (☰)

b. Click the Login button and enter Username, Password and Agency Code.

c. Registration is successful:

1. Display will show "Logged in as: <Username>" in green text. If it does not, contact AbleLink at maps.support@ablelinktech.com for assistance.

3. Enroll in Travel Training Learning Plan with SHIFT and complete course content.

a. Travel Training Fundamentals courses 1-3

b. WayFinder App course

c. Complete coursework and then prepare for Experiential Learning Project 1 + 2 with self-advocate Traveler.

4. Assist Traveler(s) with downloading and registering the WayFinder app.

a. If the Traveler is using MAPs provided phone, you may skip this step.

b. To download to a Traveler's personal phone, follow step 1 (see above).

c. To assist Traveler with registering WayFinder app using Traveler's Username, Password and Agency Code, follow step 2 (see above)

5. Assist Traveler with SMART Travel Training System access and monitor progress.

a. **Traveler Education:** log in to SMART Travel Training System using the traveler's login credentials provided by AbleLink.

<https://ttraveltraining.ablelinktech.com>

b. **Supervising Progress:** log in to SMART Travel Training System and view progress information. Assist Traveler as needed to ensure completion within 2-4 weeks. Trainers are provided with separate login credentials and should log in with those, not the credentials of the Traveler.

6. Experiential Learning Project (ELP) for Travel Trainer

a. ELP 1: Travel Route Planning:

- Complete Travel Trainer Inventory and Planning tool (TTIP) assignment
- SHIFT evaluates and provides feedback

b. ELP 2: Build Route on WayFinder App:

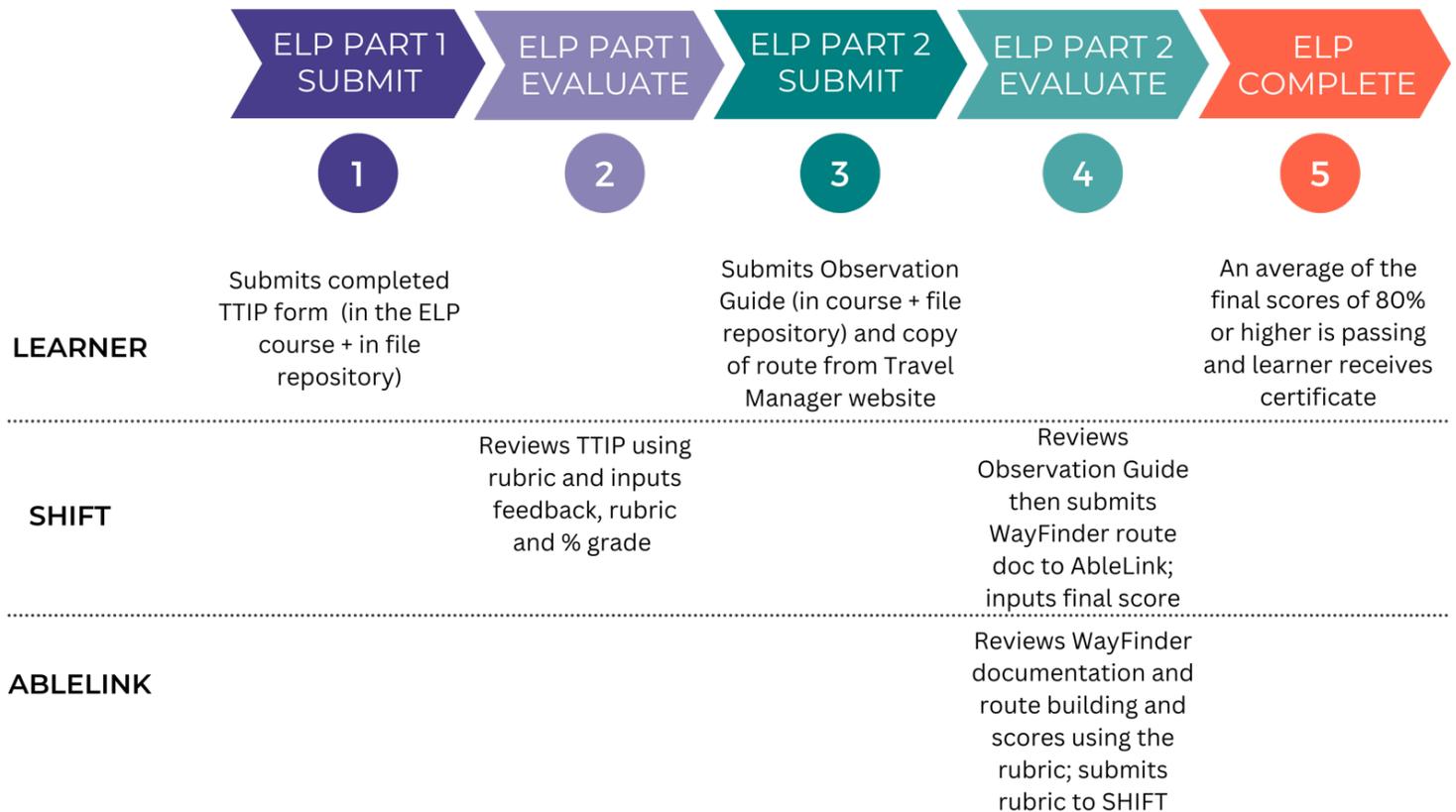
- The Trainer uses the WayFinder app on their device to build the route. Note: This may be a route corresponding to the individual's personalized Virtual Community Resource Map. This step includes testing the route to verify accuracy and make any needed adjustments.
- Transfer route to Traveler's phone by using WayFinder to upload/download route.
- Support Traveler in using WayFinder to travel the route in the community
- Login to the Travel Manager Website to complete Trainer responsibilities and submit for Part 2 of ELP
 - <https://tntraveltraining-tracker.ablelinktech.com>

c. Traveler Certificate

- After Trainers successfully completes the ELP through SHIFT, they may access the SMART Travel Training System and download the certificate to award to the Traveler

d. Trainer Certificate

- Awarded in SHIFT platform once the Exam, ELP 1 and ELP 2 have been completed successfully (with at least 80% success rate)



Travelers

Resource Guide for Travel Training Program

****If the Traveler is using a MAPs provided phone, skip to Step 3.****

1. Download WayFinder for Personal Phone.

a. **Android Device:**

Visit the download site and download “AbleLink WayFinder – Android Phone”

<https://apps.ablelinktech.com/tnttraveltraining.html>

b. **iOS Device (e.g., iPhone):**

Email maps.support@ablelinktech.com to request app download code

2. After downloading and installing WayFinder, register the app.

a. Launch WayFinder app on your device and go to Cloud Settings page

i. tap the settings icon (ⓘ)

ii. select Cloud Settings by tapping on the icon on the top left (☰)

b. Click the Login button and enter Username, Password and Agency Code.

c. Registration is successful:

i. Display will show “Logged in as: <Username>” in green text. If it does not, contact AbleLink at maps.support@ablelinktech.com

3. Login to SMART Travel Training System and complete training.

a. Use Username and Password provided for user’s account to login.

<https://tnttraveltraining.ablelinktech.com>

b. Courses will resume where the Traveler leaves off

c. On a shared computer, Travelers should logout when they complete a session; do not logout if the Traveler is not using a shared computer.

4. Complete Module Tests for each of the Six Training Modules.

a. Module Tests for modules 2-7 are taken after lessons are completed for each module

b. A minimum score of 8 out of 10 is necessary on these tests to progress to the next module.

c. The training lessons and Module Tests can be repeated as necessary.

d. There are also short quizzes at the end of each lesson that do not require a specific score to proceed.

5. Experiential Learning Project

a. Traveler assists the Trainer in evaluating the route for the TTIP.

b. Trainer assists the Traveler in accessing the route within the WayFinder app.

c. Traveler completes the route as independently as possible with the Trainer observing and assessing the progress.

d. Traveler Certificate: After Travelers successfully completes the ELP through SHIFT, the Trainers may access the SMART Travel Training System and download the certificate to award to the Traveler.