




Gateway Program Calendar



March 2026

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463-345-2026

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2 Documentation approval due by 10 AM in Provide ENVIRONMENTAL SAFETY CHECKLISTS Home Managers/ Coordinators (complete online)		4 Check blood pressures and weights prior to breakfast TOWN HALL 1:15 PM EST, 2920 N Keystone Ave, Indy New employee orientation starts	5 FEBRUARY DOCUMENTATION REMITTANCE due in the office- Monthly Case Reviews due 2:30 PM EST Teams call- admissions & utilization MARDI GRAS TALENT SHOW 4:00 PM EST, 2920 N Keystone Ave, Indy	6 PAY DAY (Feb 15 th – Feb 28 th) FEBRUARY DOC. REMITTANCE CONTINUED	7
8 <i>Daylight Saving Time</i>	9 Documentation approval due by 10 AM in Provide	10 3 rd shift TORNADO DRILL (complete online)	11 New employee orientation starts	12 Site schedules due	13	14
15	16 Documentation approval due by 10 AM in Provide	17 1 st shift GAS LEAK DRILL (complete online) <i>St. Patrick's Day</i> <i>Mardi Gras</i>	18 Check blood pressures and weights prior to breakfast Management receipts due to Kennette <u>REMINDER:</u> Updated individual-specific training is due by the end of the month for people whose annual PCISP starts in April New employee orientation starts	19 2:30 PM EST Teams call- admissions & utilization Home Managers meet with people to go over monthly budgets and account reconciliations- return to Nycki	20 PAY DAY (Mar 1 st – Mar 14 th) <i>1st Day of Spring!</i>	21
22	23 Documentation approval due by 10 AM in Provide	24 2 nd shift FIRE DRILL (complete online)	25 ON-SITE VISIT RECORDS due (complete online & in Teams) <u>REMINDER:</u> Vitals, body check & med side effects tracking due on the Monthly Healthcare Report New employee orientation starts	26 	27	28
29	30 Documentation approval due by 10 AM in Provide	31 	<u>DIRECTOR REMINDERS:</u> <ul style="list-style-type: none"> • 1 formal On-Site Visit Record is required monthly for Supported Living Sites, once quarterly for RHS in a family home • The Quality Specialist (QS) completes the formal site visit- in the absence of a QS, the PD will complete- in the absence of a PD, the DCS will complete • Document all other home visits/face-to-face contact using an Admin note in AccelTrax • Contact guardians monthly and follow up with a team email - Review and document follow up on incident reports daily in Provide - Review Provide visits daily, including EVV and task elements/goals 			