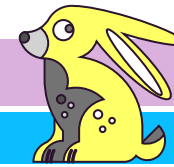


Gateway Program Calendar



April 2026

www.dreamwithgateway.com

463-345-2026

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
DIRECTOR REMINDERS: 1. On-Site Visit Records are required twice monthly for 24/7 sites, once monthly for <24/7 sites, and once quarterly for RHS in a family home. 2. The Quality Specialist (QS) completes the AM On-Site Visit Records. In the absence of a QS, the PD will complete. In the absence of a PD, the DCS will complete. 3. 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.			1 ENVIRONMENTAL SAFETY CHECKLISTS due (Home Managers/Coordinators complete online) TOWN HALL , 1:15 PM EST, 2920 N Keystone Ave, Indy Check blood pressures and weights prior to breakfast	2 2:30 PM EST Teams call-admissions & utilization	3 PAY DAY (Mar 15 th – Mar 28 th) EASTER BRUNCH , 1:00 PM EST, 2920 N Keystone Ave, Indy	4
5 Easter Sunday	6 Documentation approval due by 2 PM in Provide MARCH DOCUMENTATION REMITTANCE due in the office (including Monthly Case Reviews)	7 2 nd shift TORNADO DRILL (complete online) MARCH DOC. REMITTANCE CONTINUED	8 New employee orientation starts AM ON-SITE VISIT RECORDS due (complete online & in Teams)	9 Directors and Home Managers meet to complete site schedules	10 	11
12	13 Documentation approval due by 2 PM in Provide	14 3 rd shift GAS LEAK DRILL (complete online)	15 New employee orientation starts Check blood pressures and weights prior to breakfast REMINDER: updated individual-specific training is due by the end of the month for people whose annual PCISP starts in May	16 2:30 PM EST Teams call-admissions & utilization	17 PAY DAY (Mar 29 th – Apr 11 th)	18
19	20 Documentation approval due by 2 PM in Provide	21 1 st shift FIRE DRILL (complete online)	22 New employee orientation starts PM ON-SITE VISIT RECORDS due (complete online & in Teams) Management receipts due to Kennette	23 Home Managers meet with people to go over monthly budgets and account reconciliations- return to Nycki	24 All employees: Vehicle Safety Checks are due by April 30 th (complete online)	25
26	27 Documentation approval due by 2 PM in Provide	28 	29 New employee orientation starts REMINDER: Document vitals, body check & med side effects tracking on the Monthly Healthcare Report	30 2:30 PM EST Teams call-admissions & utilization THIRBY , (Location TBD) Gates open: 10:30 AM CT • First race: 12:45 PM CT • Last race: around 6:50 PM CT Light refreshments served	FRIENDLY REMINDER: Salaried team members are expected to attend all Gateway events. Your presence helps keep us connected and aligned, and we truly appreciate your participation!	