





# Gateway Program Calendar

# May 2026

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463-345-2026

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
 <p style="text-align: center;"><b>GATEWAY'S OPEN DOOR POLICY</b></p> <p>As we continue to foster a collaborative and positive work environment, we want to remind everyone about Gateway's open door policy. This policy is designed to ensure that all staff feel comfortable and supported in communicating any issues or concerns promptly. Please remember, it is our collective responsibility to report any issues or violations of policy and procedure right away. Prompt reporting helps us address and resolve matters effectively and helps ensure a safe and respectful environment for everyone. Forms are also available on Gateway's website that allow for anonymous feedback and reporting, if you choose. Thank you!</p>					<p>1 <b>PAY DAY</b> (Apr 12<sup>th</sup> – Apr 25<sup>th</sup>)</p> <p><b>ENVIRONMENTAL SAFETY CHECKLISTS</b> due (complete online)</p>	2
3	4 Documentation approval due by 2 PM in Provide	5 3 <sup>rd</sup> shift <b>TORNADO DRILL</b> (complete online)  <b>APRIL DOCUMENTATION REMITTANCE</b> due in the office (including Monthly Case Reviews)	6 Check blood pressures and weights prior to breakfast  New employee orientation starts  <b>APRIL DOCUMENTATION REMITTANCE</b> continued	7 Directors and Home Managers/Program Managers meet to complete site schedules	8 	9
10 <b>Happy Mother's Day!</b>	11 Documentation approval due by 2 PM in Provide	12 1 <sup>st</sup> shift <b>GAS LEAK DRILL</b> (complete online)	13 <b>AM ON-SITE VISIT RECORDS</b> due (complete online & in Teams)  New employee orientation starts  <b>TOWN HALL</b> , 1:15 PM EST, 2920 N Keystone Ave, Indy	14 2:30 PM EST Teams call- admissions & utilization  <b>CINCO DE MAYO PARTY</b> , 4 PM EST, 2920 N Keystone Ave, Indy	15 <b>PAY DAY</b> (Apr 26 <sup>th</sup> – May 9 <sup>th</sup> )	16
17	18 Documentation approval due by 2 PM in Provide	19 2 <sup>nd</sup> shift <b>FIRE DRILL</b> (complete online)	20 Check blood pressures and weights prior to breakfast  Management receipts due to Kennette  New employee orientation starts	21 Home Managers meet with people to go over monthly budgets and account reconciliations- return to Nycki	22 	23
24 <b>Indy 500 Race Day</b>	25 <b>MEMORIAL DAY</b> Gateway offices and the Gateway Academy are closed	26 Documentation approval due by 12 PM in Provide  	27 <u>REMINDER</u> : vitals, body check & med side effects tracking due- document on the Monthly Healthcare Report  <b>PM ON-SITE VISIT RECORDS</b> due (complete online & in Teams)  New employee orientation starts	28 <u>DIRECTOR REMINDERS</u> : Contact guardians monthly and follow up with a team email. Review Provide visits daily, including EVV and task elements/goals. Review and document follow up on incidents daily in Provide. Individual-specific training updates are due for people whose annual PCISP starts in June 2026.	29 <b>PAY DAY</b> (May 10 <sup>th</sup> – May 23 <sup>rd</sup> )	30/ 31