

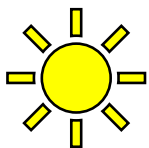
Gateway Program Calendar



June 2025

www.dreamwithgateway.com

463-345-2026

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1 <i>Go Barefoot Day</i>	2 Documentation approval due by 10 AM in Provide ENVIRONMENTAL SAFETY CHECKLISTS due (complete online)	3 New employee orientation starts 3 rd shift TORNADO DRILL (complete online)	4 Check blood pressures and weights prior to breakfast <u>REMINDER</u> : Directors, review and document follow up on incidents daily in Provide	5 MAY DOCUMENTATION REMITTANCE due in the office (including Monthly Case Reviews) 2:30 PM EST Teams call-admissions & utilization	6 Site schedules due	7 <i>National Trails Day</i>
8 <i>Best Friends Day</i>	9 Documentation approval due by 10 AM in Provide	10 1 st shift GAS LEAK DRILL (complete online)	11 Director/Specialist ON-SITE VISIT RECORDS due *first half* (complete online & in Teams) <u>REMINDER</u> : Directors, contact guardians monthly and follow up with a team email	12 2:30 PM EST Teams call-admissions & utilization	13 PAY DAY (May 25 th – June 7 th)	14 <i>Flag Day</i>
15 <i>Father's Day</i>	16 Documentation approval due by 10 AM in Provide	17 New employee orientation starts 2 nd shift FIRE DRILL (complete online)	18 Check blood pressures and weights prior to breakfast Management receipts are due to Kennette PCs meet with people to go over monthly budgets and account reconciliations- return to Trina	19 <i>Juneteenth- Gateway offices closed</i>	20 <i>Summer Solstice- Happy Summer!</i> 	21 <i>National Selfie Day</i>
22 <i>World Rain-forest Day</i>	23 Documentation approval due by 10 AM in Provide	24 <u>REMINDER</u> : updated individual-specific training is due by the end of the month for people whose annual PCISP starts in July	25 TOWN HALL , 01:15 PM EST, 2920 N Keystone, Indy Director/Specialist ON-SITE VISIT RECORDS due *second half* (complete online & in Teams) <u>REMINDER</u> : vitals, body check & med side effects tracking due on the Monthly Healthcare Report	26 2:30 PM EST Teams call-admissions & utilization GATEWAY COMPANY PICNIC , 12:00 PM EST, Ft. Harrison State Park, Cherry Tree shelter	27 PAY DAY (June 8 th – June 21 st)	28 <i>Paul Bunyan Day</i>
29 <i>Hug Holiday</i>	30 Documentation approval due by 10 AM in Provide	At Gateway, one of our core values is Person-Centered Services and Supports . This means we focus on the <i>unique needs, goals, and preferences</i> of each person we support—recognizing them as equal partners in their care. Together, we help people achieve the outcomes that matter most to them. Thank you for putting people first—every day. <ul style="list-style-type: none"> • Be flexible – Adapt to what works best for the person. • Show respect – Honor their voice, choices, and dignity. • Collaborate – Work <i>with</i> the person, not just <i>for</i> them. 