

# Gateway Program Calendar



# July 2025

[www.dreamwithgateway.com](http://www.dreamwithgateway.com)

463-345-2026

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
<b>Sun Safety Reminder for All Gaters!</b> Even on cloudy days, UV rays can sneak through—so don't forget to: <ul style="list-style-type: none"> <li>• <b>Apply sunscreen</b> (SPF 30 or higher) and reapply every 2 hours</li> <li>• <b>Stay hydrated</b> Drink water regularly throughout the day</li> <li>• <b>Wear hats and sunglasses</b> For extra protection</li> </ul> Let's keep cool, stay safe, and protect our skin this summer!		1 New employee orientation starts  <b>ENVIRONMENTAL SAFETY CHECKLISTS</b> due (complete online)	2 <u>DIRECTOR REMINDERS:</u> <ul style="list-style-type: none"> <li>• Contact guardians monthly and follow up with a team email</li> <li>• Review and document follow up on incidents daily in Provide</li> <li>• Review Provide visits daily, including EVV and task elements/goals</li> </ul> Check blood pressures and weights prior to breakfast	3 Site schedules due  2:30 PM EST Teams call- admissions & utilization	4 <b>Independence Day- Gateway offices closed</b>	5
6	7 Documentation approval due by 10 AM in Provide  <b>JUNE DOCUMENTATION REMITTANCE</b> due in the office (including Monthly Case Reviews)	8 1 <sup>st</sup> shift <b>TORNADO DRILL</b> (complete online)	9 Director/Specialist <b>ON-SITE VISIT RECORDS</b> due *first half* (complete online & in Teams)	10 2:30 PM EST Teams call- admissions & utilization	11 <b>PAY DAY</b> (June 22 <sup>nd</sup> – July 5 <sup>th</sup> )	12
13	14 Documentation approval due by 10 AM in Provide	15 New employee orientation starts  2 <sup>nd</sup> shift <b>GAS LEAK DRILL</b> (complete online)	16 Check blood pressures and weights prior to breakfast  PCs meet with people to go over monthly budgets and account reconciliations- return to Trina  Management receipts are due to Kennette  <b>TOWN HALL</b> , 1:15 PM EST, 2920 N Keystone, Indy	17 2:30 PM EST Teams call- admissions & utilization	18 	19
20	21 Documentation approval due by 10 AM in Provide  	22 3 <sup>rd</sup> shift <b>FIRE DRILL</b> (complete online)	23 <u>REMINDER:</u> Updated individual-specific training is due by the end of the month for people whose annual PCISP starts in August  Director/Specialist <b>ON-SITE VISIT RECORDS</b> due *second half* (complete online & in Teams)	24 2:30 PM EST Teams call- admissions & utilization	25 <b>PAY DAY</b> (July 6 <sup>th</sup> – July 19 <sup>th</sup> )	26
27	28 Documentation approval due by 10 AM in Provide	29 New employee orientation starts	30 <u>REMINDER:</u> Vitals, body check & med side effects tracking due on the Monthly Healthcare Report	31 2:30 PM EST Teams call- admissions & utilization	<b>Vehicle Safety Checks</b> are due in July. Please go to <a href="http://www.dreamwithgateway.com">www.dreamwithgateway.com</a> to complete your check today!	