

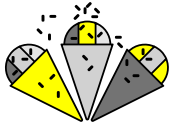

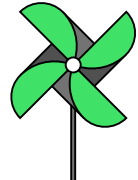
# Gateway Program Calendar



## August 2025

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

463-345-2026

SU	MON	TUES	WED	THU	FRI	SA
<p>Hi Gaters! As we continue providing exceptional support, let's keep our documentation strong, clear, and compliant. A few important reminders:</p> <ul style="list-style-type: none"> <li><b>Documentation is a legal document</b>—this includes notes, goals, MARs, incident reports, and more. Accuracy is essential.</li> <li><b>Using voice-to-text?</b> Please double-check for spelling, grammar, and clarity before submitting.</li> <li><b>Goal documentation</b> should include <b>specific details</b> about the tasks completed and the support you provided. Be clear, be thorough, and be proud of the impact you're making!</li> </ul> <p>Thank you for your continued dedication and attention to detail. Your work truly matters!</p>					<p>1</p> <p><b>ENVIRONMENTAL SAFETY CHECKLISTS</b> due (complete online)</p>	2
3	<p>4</p> <p>Documentation on approval due by 10 AM in Provide</p>	<p>5</p> <p>2<sup>nd</sup> shift <b>TORNADO DRILL</b> (complete online)</p> <p><b>JULY DOCUMENTATION REMITTANCE</b> due in the office (including Monthly Case Reviews)</p>	<p>6</p> <p>Employee Orientation, 10 AM ESP – 5 PM EST</p> <p>Check blood pressures and weights prior to breakfast</p> <p><u>DIRECTOR REMINDERS:</u></p> <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>	<p>7</p> <p>CPR/First Aid, 10 AM EST – 2 PM EST</p> <p>2:30 PM EST Teams call- admissions &amp; utilization</p> <p>Site schedules due</p>	<p>8</p> <p><b>PAY DAY</b> (July 20<sup>th</sup> – Aug 2<sup>nd</sup>)</p>	9
10	<p>11</p> <p>Documentation on approval due by 10 AM in Provide</p>	<p>12</p> <p>3<sup>rd</sup> shift <b>GAS LEAK DRILL</b> (complete online)</p>	<p>13</p> <p>Employee Orientation, 10 AM ESP – 5 PM EST</p> <p>Director/Specialist <b>ON-SITE VISIT RECORDS</b> due *first half* (complete online &amp; in Teams)</p> <p><u>REMINDER:</u> updated individual-specific training is due by the end of the month for people whose annual PCISP starts in September</p>	<p>14</p> <p>CPR/First Aid, 10 AM EST – 2 PM EST</p> <p>2:30 PM EST Teams call- admissions &amp; utilization</p>	<p>15</p> 	16
17	<p>18</p> <p>Documentation on approval due by 10 AM in Provide</p>	<p>19</p> <p>1<sup>st</sup> shift <b>FIRE DRILL</b> (complete online)</p> <p>Management receipts are due to Kennette</p>	<p>20</p> <p>Employee Orientation, 10 AM ESP – 5 PM EST</p> <p>PCs meet with people to go over monthly budget and account reconciliations- return to Trina</p> <p>Check blood pressures and weights prior to breakfast</p> <p><b>TOWN HALL</b>, 1:15 PM EST, 2920 N Keystone, Indy</p>	<p>21</p> <p>CPR/First Aid, 10 AM EST – 2 PM EST</p> <p>2:30 PM EST Teams call- admissions &amp; utilization</p> <p><b>GATEWAY CARNIVAL &amp; FUNDRAISER</b>, 4 PM EST, 2920 N Keystone, Indy</p>	<p>22</p> <p><b>PAY DAY</b> (Aug 3<sup>rd</sup> – Aug 16<sup>th</sup>)</p>	23
24	<p>25</p> <p>Documentation on approval due by 10 AM in Provide</p>	<p>26</p> 	<p>27</p> <p>Employee Orientation, 10 AM ESP – 5 PM EST</p> <p>Director/Specialist <b>ON-SITE VISIT RECORDS</b> due *second half* (complete online &amp; in Teams)</p> <p><u>REMINDER:</u> vitals, body check &amp; med side effects tracking due on the Monthly Healthcare Report</p>	<p>28</p> <p>CPR/First Aid, 10 AM EST – 2 PM EST</p> <p>2:30 PM EST Teams call- admissions &amp; utilization</p>	<p>29</p> 	30/31