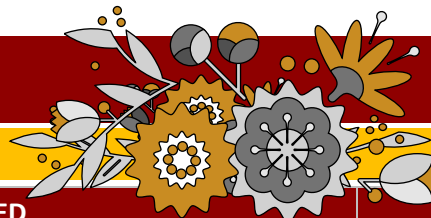






Gateway Program Calendar

September 2025

www.dreamwithgateway.com

463-345-2026



SUN	MON	TUES	WED	THU	FRI	SAT
	1 Labor Day Office locations are closed 	2 ENVIRONMENTAL SAFETY CHECKLISTS due (complete online) Documentation approval due by 10 AM in Provide	3 Employee Orientation, 10 AM EST – 5 PM EST Check blood pressures and weights prior to breakfast <u>DIRECTOR REMINDERS:</u> <ul style="list-style-type: none"> Contact guardians monthly and follow up with a team email Review and document follow up on incidents daily in Provide Review Provide visits daily, including EVV and task elements/goals 	4 2:30 PM EST Teams call-admissions & utilization Site schedules due	5 PAY DAY (Aug 17 th – Aug 30 th) AUGUST DOCUMENTATION REMITTANCE due in the office (including Monthly Case Reviews)	6 FRONT PORCH FEST , 5:30 PM CT, 611 SE 1 st St, Evansville
7	8 Documentation approval due by 10 AM in Provide	9 3 rd shift TORNADO DRILL (complete online)	10 Employee Orientation, 10 AM EST – 5 PM EST Director/Specialist ON-SITE VISIT RECORDS due *first half* (complete online & in Teams)	11 <u>REMINDER:</u> updated individual-specific training is due by the end of the month for people whose annual PCISP starts in October	12 	13
14	15 Documentation approval due by 10 AM in Provide	16 1 st shift GAS LEAK DRILL (complete online)	17 Employee Orientation, 10 AM EST – 5 PM EST TOWN HALL , 1:15 PM EST, 2920 N Keystone Ave, Indy Check blood pressures and weights prior to breakfast PCs meet with people to go over monthly budget and account reconciliations- return to Trina	18 2:30 PM EST Teams call-admissions & utilization Management receipts are due to Kennette	19 PAY DAY (Aug 31 st – Sep 13 th)	20
21	22 Documentation approval due by 10 AM in Provide Fall Equinox (official first day of Fall!)	23 2 nd shift FIRE DRILL (complete online)	24 Employee Orientation, 10 AM EST – 5 PM EST 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	25 GAME NIGHT , 3:30 PM CT – 8:30 PM CT, Evansville office	26 	27
28	29 Documentation approval due by 10 AM in Provide	30	Reminder: HCSP Training Requirement – Due by November 1st Hi Gaters! The State of Indiana now requires all DSPs providing CIH and FS waiver services to complete the new electronic HCSP training. You should have received an email from Syra Health at your personal email address with instructions to register on the YesLMS platform and complete the training.  Action Required: Please check your personal email for the registration link. If you did not receive the email or are experiencing issues with the platform, contact Jennifer Sims (Gateway HR) for assistance. Thank you for your attention to this important requirement!			