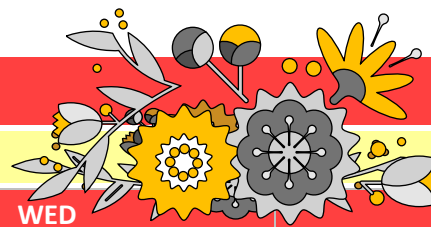


Gateway Program Calendar

September 2026

www.dreamwithgateway.com

463-345-2026



SUN	MON	TUES	WED	THU	FRI	SAT
DIRECTOR REMINDERS: -Contact guardians monthly and follow up with a team email -Updated individual- specific training is due by the end of the month for people whose annual PCISP starts in October		1 ENVIRONMENTAL SAFETY CHECKLISTS due (Home Managers/Coordinators complete online)	2 New employee orientation starts Check blood pressures and weights prior to breakfast	3 2:30 PM EST Teams call- admissions & utilization Directors and Home Managers/Program Managers meet to complete site schedules	4 PAY DAY (Aug 16 th – Aug 29 th)	5
	6 7 Labor Day Office locations are closed Documentation approval due by 10 AM EST on Tuesday	8 AUGUST DOCUMENTATION REMITTANCE due in the office (including Monthly Case Reviews) 1 st shift TORNADO DRILL (complete online)	9 New employee orientation starts AUGUST DOCUMENTATION REMITTANCE continued AM ON-SITE VISIT RECORDS due (complete online & in Teams)		11 	12
13	14 Documentation approval due by 2 PM EST in Provide (review visit records daily, including EVV- document f/u on incident reports)	15 2 nd shift GAS LEAK DRILL (complete online)	16 New employee orientation starts Check blood pressures and weights prior to breakfast	17 2:30 PM EST Teams call- admissions & utilization Home Managers meet with people to go over monthly budgets and account reconciliations- return to Nycki Management receipts are due to Kennette	18 PAY DAY (Aug 30 th – Sep 12 th)	19
20	21 Documentation approval due by 2 PM EST in Provide (review visit records daily, including EVV- document f/u on incident reports)	22 3 rd shift FIRE DRILL (complete online) Fall Equinox (official first day of Fall!!)	23 New employee orientation starts PM ON-SITE VISIT RECORDS due (complete online & in Teams) TOWN HALL , 1:15 PM EST 2920 N Keystone Ave, Indy	24 	25 Gateway Academy KINGS ISLAND trip	26
27	28 Documentation approval due by 2 PM EST in Provide (review visit records daily, including EVV- document f/u on incident reports)	29 	30 New employee orientation starts REMINDER: vitals, body check & med side effects tracking due on the Monthly Healthcare Report	Gateway Team, Thank you for the great support you provide each day! As a reminder, habilitation services are about helping individuals learn, maintain, or improve skills . In your daily notes, be sure to document how you supported skill development, retention, or transfer and the individual's response. We appreciate all you do! 🌟		