

Gateway Program Calendar



October 2026

www.dreamwithgateway.com

463-345-2026

SUN	MON	TUES	WED	THU	FRI	SAT
Happy October, Gaters! Please be sure to complete your Vehicle Safety Check this month. Go to www.dreamwithgateway.com, click Employee Forms & Links, and then click Gateway Vehicle Safety Check to submit your check. <u>DIRECTOR REMINDERS:</u> -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 November				1 ENVIRONMENTAL SAFETY CHECKLISTS due (Home Managers/Coordinators complete online) 2:30 PM EST Teams call- admissions & utilization Directors and Home Managers/Program Managers meet to complete site schedules	2 PAY DAY (Sep 13th – Sep 26th)	3
4 	5 Documentation approval due by 2 PM EST in Provide (review visit records daily, including EVV- document f/u on incident reports) SEPTEMBER DOCUMENTATION REMITTANCE due in the office (including Monthly Case Reviews)	6 2nd shift TORNADO DRILL (complete online) SEPTEMBER DOCUMENTATION REMITTANCE continued	7 Check blood pressures and weights prior to breakfast New employee orientation starts	8 Sometimes you forget you're AWESOME so here's your reminder	9 	10
11 	12 Documentation approval due by 2 PM EST in Provide (review visit records daily, including EVV- document f/u on incident reports)	13 3rd shift GAS LEAK DRILL (complete online)	14 AM ON-SITE VISIT RECORDS due (complete online & in Teams) New employee orientation starts TOWN HALL 1:15 PM EST, 2920 N Keystone Ave, Indy	15 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	16 PAY DAY (Sep 27th – Oct 10th) GATER FEST 12 PM EST – 4 PM EST, Ft. Harrison, Reddick Shelter	17
18 	19 Documentation approval due by 2 PM EST in Provide (review visit records daily, including EVV- document f/u on incident reports)	20 1st shift FIRE DRILL (complete online)	21 Check blood pressures and weights prior to breakfast New employee orientation starts			24
25 	26 Documentation approval due by 2 PM EST in Provide (review visit records daily, including EVV- document f/u on incident reports)	27 	28 PM ON-SITE VISIT RECORDS due (complete online & in Teams) <u>REMINDER:</u> vitals, body check & med side effects tracking due on the Monthly Healthcare Report	29 2:30 PM EST Teams call- admissions & utilization	30 PAY DAY (Oct 11th – Oct 24th)	31 HAPPY HALLOWEEN!