Submitting Actions ADI-AAUU (AMCAS Schools)

Schools may submit admission actions via direct insertion into their AMCAS V2 database. The table in the database is the LOCAL_AAUU table and the definitions are as follows:

SQL Server:
```
TABLE LOCAL_AAUU (
      LOCAL_AAUU_ID numeric(10) NOT NULL,
      AAMC_ID numeric(10) NOT NULL,
      APPL_YEAR numeric(4) NOT NULL,
      ADMISSION_ACTION_CD varchar(2) NOT NULL,
      APPL_TYPE_ID numeric(10) NULL,
      CAMPUS_CD numeric(10) NULL,
      MATRICULATED_DATETIME datetime NULL,
      GRADUATED_DATETIME datetime NULL,
      TIMESTAMP datetime NULL,
      USER_ID varchar(14) NULL,
      DELROW varchar(1) NULL,
      PROCESSED_IND numeric(1) NULL,
      SUCCESS_IND numeric(1) NULL,
      ERROR_DESC varchar(200) NULL,
      PRIMARY KEY (LOCAL_AAUU_ID ASC)
)
```

Oracle:
```
TABLE LOCAL_AAUU (
      LOCAL_AAUU_ID NUMBER(10) NOT NULL,
      AAMC_ID NUMBER(10) NOT NULL,
      APPL_YEAR NUMBER(4) NOT NULL,
      ADMISSION_ACTION_CD VARCHAR2(2) NOT NULL,
      APPL_TYPE_ID NUMBER(10) NULL,
      CAMPUS_CD NUMBER(10) NULL,
      MATRICULATED_DATETIME DATE NULL,
      GRADUATED_DATETIME DATE NULL,
      TIMESTAMP DATE NULL,
      USER_ID VARCHAR2(14) NULL,
      DELROW VARCHAR2(1) NULL,
      PROCESSED_IND NUMBER(1) default 0 NULL,
      SUCCESS_IND NUMBER(1) default 0 NULL,
      ERROR_DESC VARCHAR2(200) NULL,
      PRIMARY KEY (LOCAL_AAUU_ID)
)
```

LOCAL_AAUU Applicant row eligibility:

Actions may be submitted only for applicants that have completed AMCAS processing AND have met your specified AMCAS deadlines:

- AP Search – 'Verified/Processed Applications'
- Local AMCAS db - (APPLICANT_PERSON.appl_status_cd = 'P' AND DESIGNATED_SCHOOL.designated_status_cd = 'A')

LOCAL_AAUU fields for data insertion by med school:

Field Name	Column Definition
LOCAL_AAUU_ID	REQUIRED always; unique identifying number for records in this table; incrementing sequence number (maximum existing value +1) inserted by school
AAMC_ID	REQUIRED always; AAMC_ID of applicant
APPL_YEAR	REQUIRED always; application year / entering class year
ADMISSION_ACTION_CD	REQUIRED always (**case-sensitive**); Admission Action Code
APPL_TYPE_ID	REQUIRED for MA (matriculated) and AC (accepted), **must be NULL for all other actions**; program code to which applicant has been accepted or will matriculate provided by the medical school, based on REF_MED_PROG_INFO and REF_APPLICATION_TYPE
CAMPUS_CD	REQUIRED for MA (matriculated), OPTIONAL for AC (accepted), **must be NULL for all other actions**; campus to which applicant has been accepted or will matriculate provided by the medical school, based on REF_MED_INST_CAMPUS
MATRICULATED_DATETIME	REQUIRED for MA (matriculated), OPTIONAL for AC (accepted), **must be NULL for all other actions**; must occur on the first of the month at 00:00:00 & less than GRADUATED_DATETIME
GRADUATED_DATETIME	REQUIRED for MA (matriculated), OPTIONAL for AC (accepted), **must be NULL for all other actions**; projected or expected graduation date provided by the medical school; ; must occur on the first of the month at 00:00:00
TIMESTAMP	REQUIRED always; date / timestamp associated with the action record-- for This specific LOCAL_AAUU table, acts as the action effective date. The data in this field will insert to ADMISSIONS_ACTION.action_date for successfully processed rows
USER_ID	REQUIRED always; user identification for the person who entered or changed the record
DELROW	OPTIONAL; Insert 'D' character to delete previous actions loaded in error, **else NULL**

Do not insert to SUCCESS_IND, PROCESSED_IND & ERROR_DESC fields. The system will return values to these fields for any failed records.

Format Rules:

- The actions inserted into LOCAL_AAUU should contain only new submission or updates to ones previously submitted – thus should only include admission action decisions that have occurred since the last reporting date. Each update action assigned to an applicant must have a later TIMESTAMP than the previously submitted action.
- Actions must meet the dependency rules:

Action Code	Action Description	Preceded By Action Code	Final Action (Y/N)
HO	**HOLD FOR INFORMATION**	NA, DR, AL, OT	N
PR	**PRELIMINARY REJECTION**	NA, DR, HO, AL, OT	Y
RJ	**REJECTED**	NA, DR, HO, AL, OT	Y
DR	**DEFER TO REGULAR POOL**	NA, HO, AL, OT	N
AC	**ACCEPTED**	NA, DR, HO, AL, OT	N
DF	**DEFERRED TO FUTURE CLASS**	AC, OT, EM	Y
MA	**MATRICULATED**	AC, OT, EM	Y
AL	**ALTERNATE LIST**	NA, DR, HO, OT	N
NA	**NO ACTION**	None - Initial default action only.	N
WB	**WITHDRAWN BEFORE ACCEPTED**	NA, DR, HO, AL, OT	Y
WA	**WITHDRAWN AFTER CCEPTANCE**	AC, OT, EM	Y
PW	**PASSIVE WITHDRAWAL**	NA, DR, HO, AL, OT	Y
EM	**EARLY MATRICULATION**	AC	N
OT*	**OTHER* –custom school action**	NA, DR, HO, AL, AC	N
RA	**Rescinded Acceptance**	AC, EM	Y
IN	**Interview**	NA,, OT, HO, DR, RS	N
RS	**Request Secondary**	NA, OT, HO, DR, IN	N

*Currently, the direct insertion admission action submission method supports only 1 custom school action ('OT') code. 'OT' actions loaded via direct insertion will display in the AP web client without the school's custom description.

Action submission for multiple custom school actions is fully supported via the primary system – AP web client.

Correction of previously loaded admission actions
Sometimes it is necessary to correct an error. Should there be a need to delete/correct a previously loaded action row, we recommend the use of the optional 'DelRow' column. For action deletions, please submit an action row with IDENTICAL applicant data to the one previously loaded in error, but with a 'D' character in the 'DELROW' column.

Please use the above procedure to correct previous actions sent in error. Please **DO NOT use the 'NA' action** for these cases. The use of the '**No Action**' (*NA*) admission action as a means to *reset* or *correct* an existing submission is discontinued.

Admission Action Record Validation:
1. Data types and values are checked by ADI and logged into admission-actions-errors.log.x file in the logs directory of your ADI software. It is encouraged that you check this file after inserting records into the LOCAL_AAUU table. The current interval at which ADI picks up your inserted records is 10 minutes.
2. Data type limitations are enforced by ADI as follows.
   a. DELROW must be either null or 'D'.
   b. Dates must be valid dates
   c. MATRICULATED_DATE and GRADUATION_DATE must occur on the first of the month at 00:00:00.
3. Required field combinations should also be enforced by the calling application. (e.g., if either MATRICULATED_DATE or GRADUATED_DATE contains a value, the other must also contain a value, and the MATRICULATED_DATE must be earlier than the GRADUATED_DATE.)
4. The column ADMISSION_ACTION_CD contains one of the following valid action codes: AC,AL, DF, DR, HO, MA, PR, PW, RJ, WA, WB (**case-sensitive**).
5. The parameters APPL_TYPE_ID and CAMPUS_CD contain valid data for this school and application year, existing in the tables REF_MED_PROG_INFO and REF_MED_INST_CAMPUS. **Do Not Use APPL_TYPE_ID value 9**.
6. Fields APPL_TYPE_ID, CAMPUS_CD, MATRICULATED_DATE and GRADUATION_DATE are optional for AC action rows & required for MA action rows. Otherwise, must be NULL.

Troubleshooting:
AMCAS

The ADI transmission system will pick up records in LOCAL_AAUU for validation and processing at the AAMC.

All failed records will be marked as such in LOCAL_AAUU. They will get a PROCESSED_IND = 1 while SUCCESS_IND = 0. You should never see successfully processed records in LOCAL_AAUU, as those will be deleted as they successfully processed. The system will insert corresponding data to ADMISSIONS_ACTION table for successfully processed LOCAL_AAUU rows.

For the failed records, check the ERROR_DESC column for more information. It is most often the case that it will refer you to the log file where all of the issues known to ADI where logged when that particular failed record got processed. To look up a failed record's logged message, use the LOCAL_AAUU_ID and match it with that seen in the log file. The messages should be self-explanatory.