

F Scheduling Interviews - No-Shows on Scheduled Interviews

An participant is considered a no-show when they fail to keep their scheduled interview and do not contact the office by close of business on the date of the interview.

On a daily basis EIs route completed no-show cases to the designated no-show holding area. Consider a case file a completed no-show when both of the following are completed:

- N is keyed in the INTERVIEW COMPLETED on INDA

NOTE AZTECS transfers the caseload designation to 8 88 for local offices with an 8 88 caseload in specific situations. (See [Caseloads in AZTECS](#))

FS WARNING

When an application is originally identified as an expedite and N is keyed in the INTERVIEW COMPLETED field on INDA, AZTECS completes the following:

- Removes the Y from the EXPEDITED FS/PG field on APMA
- Removes the date from the DATE OF DISCOVERY field on APMA, when a date has been keyed.

- The application is in the correct case file

On a daily basis designated staff complete the following:

- Pull No-Show applications from the holding area to monitor for AZTECS denial and correct case file formatting. Pull applications according to the INDA date that is the first work day following the last interview date.
- Transfer the case file on CARC to the appropriate caseload.

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- Route the case file to the appropriate location as designated by the office.