



How to Apply for Chimeric Antigen Receptor (CAR) T-cell Therapy

Instructions for Referring Physicians

All patients treated with commercial Chimeric Antigen Receptor (CAR) T-cell therapy in Ontario must be enrolled in the Ontario Health (Cancer Care Ontario) CAR T-cell program. Ontario patients who will be treated out-of-country (in accordance with Ministry policy) must first be enrolled in the CAR T-cell program. Out-of-province patients who will be treated in Ontario must receive funding approval from their home province, prior to enrolling in the CAR T-cell program. In order to enroll your patient, submit a completed enrolment form and supporting documentation through our secure upload tool.

To support timely approvals please ensure the submitted enrolment package is complete. The complete enrolment package must include:

- the completed enrolment form
- supporting clinical documents as outlined in the enrolment form under Supporting Documents
- documentation (letter/email) confirming capacity/acceptance of the patient at an Ontario treating facility or confirming there is no capacity for the patient at the Ontario facility and documentation confirming capacity/acceptance of the patient by the out-of-country facility
- documentation (Ministry letter or equivalent) of approved funding from home province (for out-of-province patients only)

The enrolment forms are located at cancercareontario.ca/cartforms. They are fillable PDF documents. Please complete them electronically.

Summary - How to submit an enrolment package:

1. Save the enrolment package using the following file naming convention: **YYYYMMDD_HHMM_NN_DESC** (Example: 20190101_1530_AB_EnrolmentForm). This will be your tracking number.
2. Go to <https://mft.cancercare.on.ca>
3. User Name: "**CARTSubmission**"
4. Password: **Enter the secure password given by Ontario Health (Cancer Care Ontario)** (email OH-CCO_CARTSubmissions@ontariohealth.ca to request the password)
5. Click "Browse..." or "Choose Files"
6. Select a single PDF file or a zip file (*only PDF or zip files can be uploaded*)
7. Click "Open"
8. Click "Upload File"

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9. You will receive an email confirmation from the Program within 1 business day acknowledging receipt of the enrolment package.

Secure upload tool instructions: Logon Procedure

A password is required to submit an enrolment package to Ontario Health (Cancer Care Ontario). If you do not have one, email OH-CCO_CARTSubmissions@ontariohealth.ca to request one (*Note: Please **do not** email any documents containing personal health information (PHI) to Ontario Health (Cancer Care Ontario).*).

1. Open your internet browser
 - a. Supported browsers include:
 - I. Microsoft Internet Explorer version 7 or higher (Compatibility View is not supported)
 - II. Google Chrome 51 or higher
 - III. Firefox version 45 or higher

*Browsers connecting to Tumbleweed SecureTransport must support JavaScript and have cookies enabled.

2. Go to <https://mft.cancercare.on.ca>
3. Enter “**CARTSubmission**” next to User Name (*Note: Both User Name and Password are case sensitive*)
4. Enter the secure password next to Password (*Note: Both User Name and Password are case sensitive*).
To get the secure password, email OH-CCO_CARTSubmissions@ontariohealth.ca.
5. Click “Sign In”

Welcome to SecureTransport

https://mft.cancercare.on.ca/

cancer care ontario | action cancer ontario

SIGN IN

You have signed out of SecureTransport.
Enter your user name and password to sign in.

User Name:

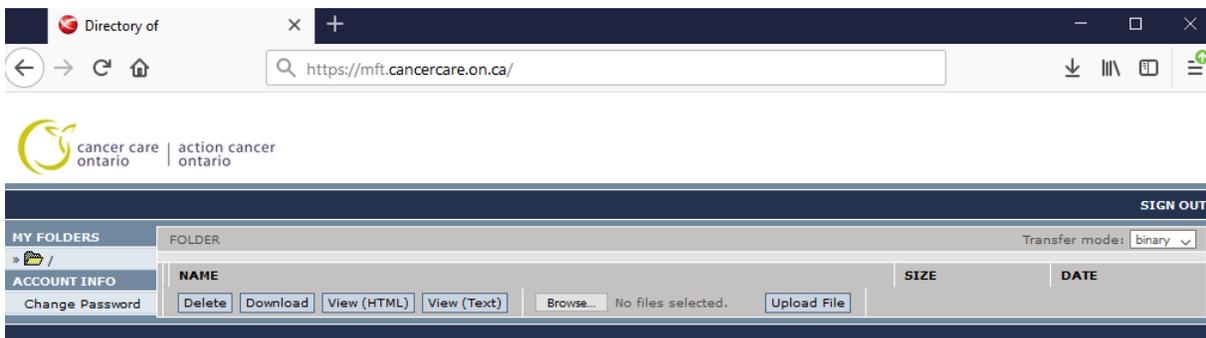
Password:

Secure upload tool instructions: Upload Procedure

1. Save the enrolment package using the following file naming convention (*Note: this will be your tracking number, please refer to this tracking number in all communications with the program*):
 - a. YYYYMMDD_HHMM_NN_DESC (*Example: 20190101_1530_AB_EnrolmentForm*)
 - i. YYYY = Year
 - ii. MM = Month
 - iii. DD = Day
 - iv. HH = Hour (*Note: Use a 24-hour clock format*)
 - v. MM = Minutes
 - vi. NN= Patient Initials
 - vii. DESC = description of file contents (e.g., Enrolment, Additional Information)

Note: If a file with the same name already exists in the folder, the system will prevent the new file from being uploaded. Add a new description to the next filename.

2. If you are uploading multiple files, we recommend that the files be zipped before uploading.
3. The browser client supports ASCII and Binary transfers. The default setting is Binary, which is method of choice to transfer PDF, DOC, JPG files etc. ASCII transfer mode is only meant for clear text such as .txt files. Ensure that the transfer mode is set to “Binary” when uploading your PDF File or Zip File.
4. Click “Browse...” or “Choose Files”
5. Select a single PDF file or a zip file (*Note: only PDF and zip files will be accepted for uploading*)
6. Click “Open”
7. Click “Upload File” to complete the file upload
8. Once the file has been uploaded, the screen will refresh to display the filename in the list (*Note: To protect the privacy of the information in the documents, once an enrolment package has been uploaded, you **will not** be able to read, modify or delete the uploaded file*)



Cancer Care Ontario | Action Cancer Ontario, 620 University Avenue, Toronto ON M5G 2L7
T. 416.971.9800 F. 416.971.6888

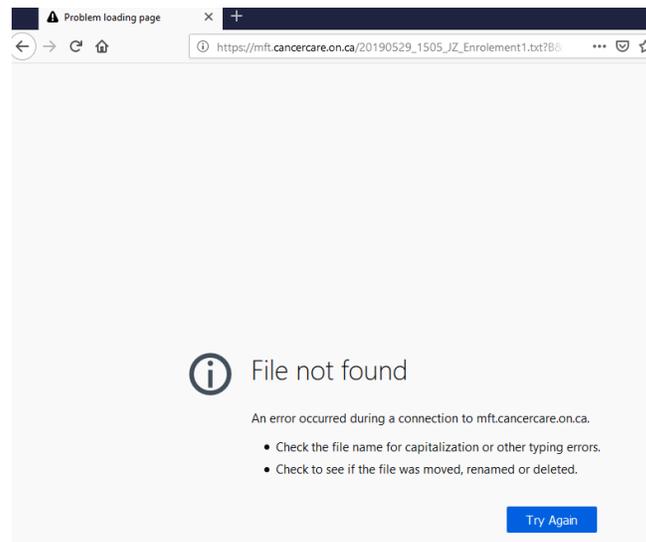
Troubleshooting

Below are some examples of the types of restriction errors you may encounter. For any other file transfer, business process related issues and user account registration requests, please email OH-CCO_CARTSubmissions@ontariohealth.ca.

If you attempt to delete a file:



If you attempt to download a file:



If you attempt to overwrite a file:



Frequently Asked Questions (FAQs)

Q: What is Tumbleweed MFT and is it secure?

A: Tumbleweed is an enterprise secure file transfer solution. It enables the exchange of valuable and sensitive data over the internet in a secure and reliable manner. This client and server solution encrypts the data transfer. Once the secure data reaches our network, only authorized staff will be able to access it.

Q: How many attempts do I have to logon before being locked out?

A: All MFT accounts are locked out after 3 failed attempts. If you are having difficulty logging in, contact the program at OH-CCO_CARTSubmissions@ontariohealth.ca.

Q: Is there a file naming convention that I should follow?

A: Save the enrolment package using the following file naming convention (*Note: this will be your tracking number, please refer to this tracking number in all communications with the program*):

- a. YYYYMMDD_HHMM_NN_DESC (*Example: 20190101_1530_AB_EnrolmentForm*)
 - i. YYYY = Year
 - ii. MM = Month
 - iii. DD = Day
 - iv. HH = Hour (*Note: Use a 24-hour clock format*)
 - v. MM = Minutes
 - vi. NN= Patient Initials
 - vii. DESC = description of file contents (e.g., Enrolment, Additional Information)

Note: If a file with the same name already exists in the folder, the system will prevent the new file from being uploaded. Add a new description to the next filename.

Q: Can multiple files be uploaded at the same time?

A: No. Only one file can be uploaded per upload session. However, multiple files can be saved into a zip file or one combined PDF file and uploaded in one upload session.

Q: What is the maximum file size that can be uploaded?

A: Maximum upload file size is 1GB.