

PCAP Quality Review Process: Minimum Data Set (MDS) Submission Instructions (FY2026-2027)

1. Download the standardized reporting template on the PCAP Site Lead Resource Repository. **Please ensure the quarter-specific sheet of the reporting template is fully completed to ensure timely processing of funds.**
2. Navigate to <https://pcap.lunghealth.ca/index.html>. This is where sites will submit MDS reports moving forward. Email and other unsecured channels **must never be used** for sending reports, as per the PCAP Privacy & Security Data Transfer Agreement.
3. Your site's login credentials were provided via email. Upon logging in, you will be prompted to update your password immediately. **Please ensure your new password is different from the default.**
4. Please name the file according to the naming convention: **"Quarter_Report_Site Name"**. For example, **"Q2_Report_LungHealthFoundation."**
5. Once you change your password, simply upload the reporting template by the deadline in the correct folder by clicking "File Upload".

Home > users > TestSite

 File Upload	 Folder Upload	 Create	 Edit	 Open	 Download	 Delete	 Disconnect	 Refresh
 /users/TestSite			folder			Mar 25, 2026 9:22:39 AM		
 Q2 (Due October 30th, 2026)			folder			Mar 25, 2026 1:44:34 PM		
 Q3 (Due January 30th, 2027)			folder			Mar 25, 2026 1:44:43 PM		
 Q4 (Due April 30th, 2027)			folder			Mar 25, 2026 1:44:50 PM		

6. Log out of the website after submitting your site's MDS report.

MDS Submission Deadlines

Reporting Period	MDS Submission Deadline	Payment Issued By
FY 2026–2027 (Q2)	October 30, 2026	No later than November 30, 2026
FY 2026–2027 (Q3)	January 30, 2027	No later than February 28, 2027
FY 2026–2027 (Q4)	April 30, 2027	No later than May 16, 2027

**If the quarterly Minimum Data Set (MDS) is not submitted in full and on time according to the reporting requirements set by the Organization, 100% of the funding for that reporting period may be subject to clawback.*

Support & Questions

Please reach out to Husna Malik, Senior Manager of Clinical Practice Transformation at hmalik@lunghealth.ca if you experience any technical difficulties or require further support.