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This FAQ provides an overview of the different types of EBP access in PIE. It also provides instruction on how to search for EBP cases in PIE.

Levels of Access

There are three basic ways EBP staff can have a presence in PIE. The table below gives a quick overview of these levels, and more information is provided on each below

Level	Description
1. Project Staff	NO system access, but can be assigned EBP cases by other users
2. Clinician	Can see EBP cases that are already assigned to them; CANNOT add new EBP episodes
3. Supervisors, Coordinators, and Data Entry Staff	Can see all outpatient and EBP episodes; this level of access is needed to start an EBP episode

1. **Project Staff Only**- Unlike EBP Tracker, clinicians do not need user accounts to be assigned a case in PIE. The clinician dropdown on the EBP intake form populates from the PIE *project staff list*. If an agency's data processes do not require a clinician to access PIE, then that clinician can be *project staff only* and not have a PIE account. Please let your CHDI coordinator training contact know if a clinician will be *project staff only* during the clinician enrollment process if this is the case.
2. **Clinicians** – Clinicians in PIE can only see EBP cases assigned to them. To prevent clinicians from being able to see all outpatient episodes at a provider, clinicians cannot search clients in PIE to add new EBP episodes. This means that a supervisor, coordinator, or data entry staff member will need to start the EBP episode in PIE and assign it to a clinician.
3. **Supervisors, Coordinators, and Data Entry Staff** – These staff can open a new EBP episode by using the Client Search feature in PIE. This means staff with these roles can see all of the outpatient cases within the project. It also means that a supervisor, coordinator, or data entry staff member will need to open a new EBP episode and assign it to a clinician. We have a quick start guide (see attached) for coordinators and data entry staff on opening an EBP episode in PIE. Coordinators and data entry staff also have access to aggregate EBP reports (e.g., How Much Did We Do, Cross model Point in Time) and raw data exports. Aggregate EBP reports and raw data exports can be accessed from the Reports page in PIE.

Searching for EBP Cases in PIE

As we discussed in our FAQ on PIE projects, one of the biggest changes post-integration is that child cases are now nested within projects (or sites). Staff logged into PIE can only access cases within one project at a time. This means that a clinician with TF-CBT cases at two different sites (projects) will need to change their view access to see all of their cases. To do this, the clinician will need to select the Change Access dropdown in the left hand navigation and select the appropriate project (site) (see below).

Once the appropriate project view access is chosen, the clinician can search for EBP cases by using the *Search Clients* link in the left hand navigation. This will then bring them to the Search Clients page. It is important to note that only the filters circled below search within the treatment model (EBP) case. All other filters search within the outpatient part of the episode only. For this reason, we recommend using the filters circled below when searching for EBP cases.

The *OPCC: EBP project level, including BATCH provider guidelines* document under Program-Specific Data Entry screens on the PIE Training info page has detailed instructions on searching for EBP cases in the PIE system.