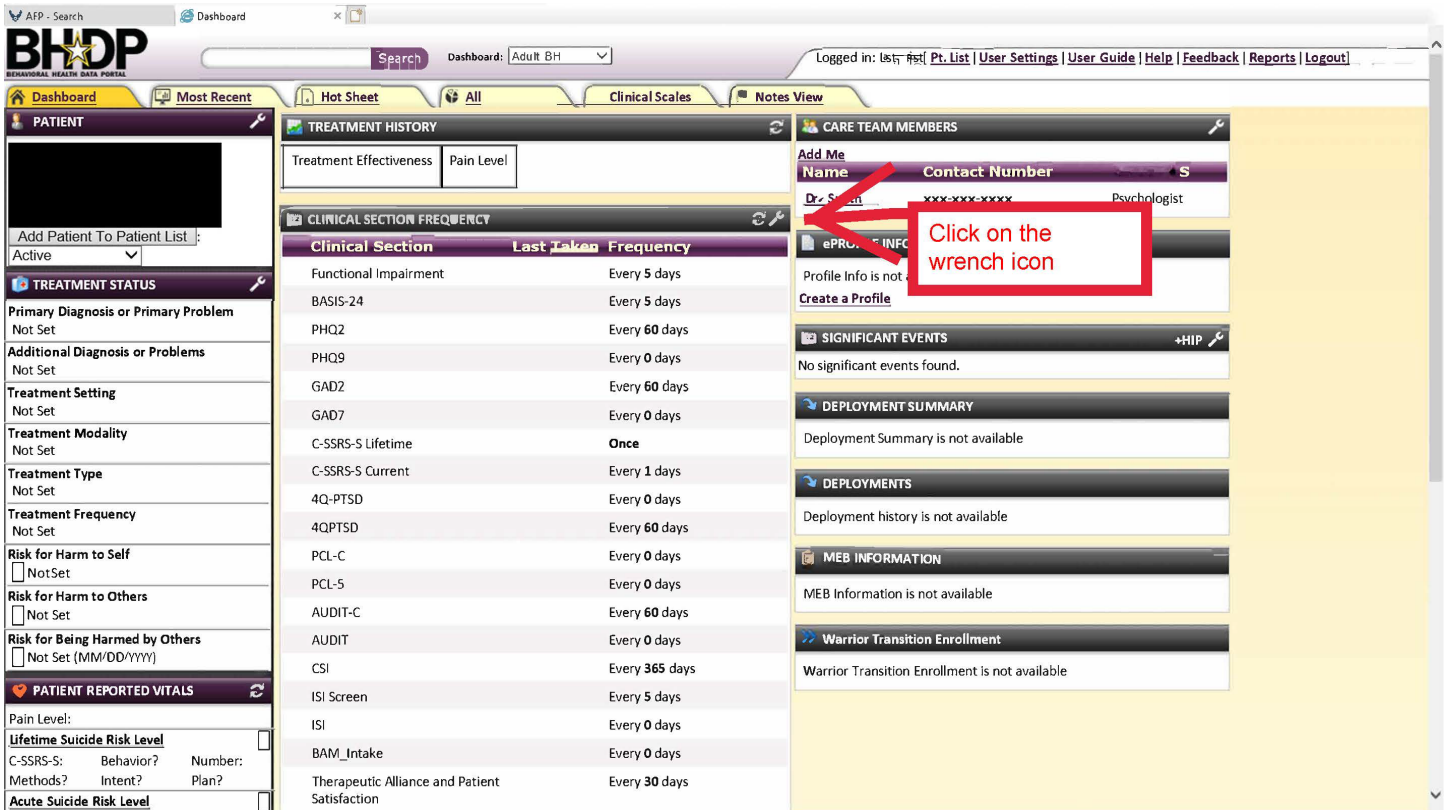# Steps to Change PCL Frequency in BHDP

This handout provides detailed instructions and screenshots designed to assist providers in changing the frequency of the PCL in BHDP. This same process can be used to change the frequency of other outcome measures as well.

1. Open the patient's BHDP dashboard.
2. Click on the wrench icon under the heading "Clinical Section Frequency" as shown below.

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3. On the "Clinical Section Frequency" screen, scroll down to the PCL.
4. Change frequency to "0" to have the patient complete the PCL at every session as shown below. Note that the BHDP varies across services. If you cannot put 0, then put the lowest number possible in.
5. Click "Save".

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6. Upon return to the "Clinical Section Frequency" on the patient dashboard, verify that the new frequency selection has been saved.

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