



Procedures for Parental Fitness Evaluations

Step 1. A copy of the court order for the evaluation.

Step 2. Each evaluatee downloads and completes the forms listed below. Forms can also be faxed or mailed to the evaluatees.

- Informed Consent
- List of Involved Parties
- Background
- Child Information Form
- List of Collateral Contacts

The forms can be returned to our office when the evaluatee appears for the face-to-face portion of the evaluation, or they can be returned sooner by fax, mail, or email attachment. They *must* be received before the face-to-face portion of the assessment begins.

Step 3. An appointment is set.

Step 4. The evaluation is conducted. These evaluations typically take 4 – 6 hours. The evaluatees usually submit any documents they deem relevant at this appointment, but relevant documents will be accepted after the appointment. Releases are obtained to contact teachers, physicians, therapists, etc. who may have relevant information. In most cases, each evaluatee will complete:

- A structured clinical interview
- Wechsler Abbreviated Scale of Intelligence – Second Edition
- Parent Relationship Questionnaire (sometimes)
- Adult-Adolescent Parenting Inventory – 2 (sometimes)
- Minnesota Multiphasic Personality Inventory – Second Edition - Restructured Format
- NEO Personality Inventory – Third Edition
- Substance Abuse Subtle Screening Inventory – Fourth Edition

Step 5. The evaluator determines which collateral informants to contact. Collateral contacts are completed during this time.

Step 6. Once all data has been collected, a report is written that summarizes the findings and provides specific recommendations.

Step 7. The report is released to each evaluatee's attorney and the court.

Step 8. The evaluating psychologist remains available to the attorneys to clarify statements in the report; answer questions about the procedures, findings, and recommendations; and if necessary to appear in court to answer questions about the evaluation.