

Parenting Plan Evaluation Checklist (PPEC)¹

Case Name:		Case Number:	
Reviewer:			
Date(s) of the Review:			
Scope	Rating	Explain Rating	
Has the scope of the report been delineated by the court order and signed stipulation by the parties?	Yes No		
Cultural Competency		Explain Rating	
Did the evaluator attend appropriately to the cultural, ethnic, racial, religious issues in the family and the case?	Yes No		
Record keeping	Rating	Explain Rating	
Is there a case file complete and transparent?	Yes No		
Has there been reasonable care to prevent loss or destruction of records?	Yes No		
Communication with litigants	Rating	Explain Rating	
Has each party received all correspondence and documents associated with this case?	Yes No		
Ex-parte communication	Rating	Explain Rating	
Have steps been taken to minimize ex-parte communication?	Yes No		
Review of policies	Rating	Explain Rating	
Has each party been informed about the policies, procedures, and fees prior to commencing the evaluation?	Yes No		
Informed consent of collaterals	Rating	Explain Rating	
Have the collateral been made aware of the potential use of information they are providing?	Yes No		
Factors to be assessed	Rating	Explain Rating	
Have all factors that are pertinent to the evaluation been included in the investigation?	Yes No		
Use of diverse methods	Rating	Explain Rating	
Has the evaluator used multiple methods and sources of information to provide multiple data points?	Yes No		
Has the evaluator contacted all collateral sources identified by the parties?	Yes No		
Use of a balanced process	Rating	Explain Rating	
Has the evaluator used a balanced process in order to increase objectivity, fairness, and independence?	Yes No		
Use of reliable and valid methods	Rating	Explain Rating	
Have the methods for conducting the evaluation been based on empirically based procedures of data collection?	Yes No		
Assessment of parenting	Rating	Explain Rating	
Has the assessment included all adults who perform a caretaking role and/or live in the residence with the children?	Yes No		
Assessment of children	Rating	Explain Rating	
Has the evaluator followed generally recognized procedures when conducting interviews with children?	Yes No		

¹ Drozd, L.M., Olesen, N.W., & Saini, M.A. (2013). Parenting Plan & Child Custody Evaluations: Using Decision Trees to Increase Evaluator Competence & Avoid Preventable Errors. Professional Resources Press. Sarasota, FL.

Has the assessment included each child who is subject to the evaluation?	Yes No	
Assessment of adult–child relationships	Rating	Explain Rating
Was the evaluator mindful of the fact that their presence in the same physical environment as those being observed may have created a risk that could influence the very behaviors and interactions that they are endeavoring to observe?	Yes No	
Did the evaluator inform the parties the purpose for which observational sessions were being conducted?	Yes No	
In-person meetings	Rating	Explain Rating
Has the evaluator conducted at least one in-person interview with each parent and with other adults who perform a caretaking role and/or are living in the residence with the child(ren)?	Yes No	
Competency of the evaluator	Rating	Explain Rating
Has the evaluator conducted assessments in areas that they are competent?	Yes No	
Incomplete, unreliable, missing data	Rating	Explain Rating
Has the child custody evaluator disclosed incomplete, unreliable, or missing data and the impact on the conclusions?	Yes No	
Use of formal instruments	Rating	Explain Rating
Has the evaluator articulated the bases for selecting the specific instruments used.	Yes No	
Team approach	Rating	Explain Rating
Are all of the mental health professionals competent to fulfill their assigned roles?	Yes No	
Dual role issues	Rating	Explain Rating
Have reasonable steps been made to avoid multiple relationships with any and all participants of an evaluation?	Yes No	
Weighting the evidence	Rating	Explain Rating
Has the evaluator explained how different sources and different types of information were considered and weighted in the formation of their opinions?	Yes No	
Has the evaluator explained the limits and strengths of applying social science research to this case?	Yes No	
Interim recommendations	Rating	Explain Rating
Has the evaluation refrained from making interim recommendations?	Yes No	
Presentation of findings	Rating	Explain Rating
Has the evaluator striven to be accurate, objective, fair, and independent in their work? Does the report appear unbiased (neutral) on its face?	Yes No	
Has the evaluator utilized high quality social science research to support his or her work?	Yes No	
Has the evaluator refrained from including information in the report that is not relevant to the issue in dispute?	Yes No	
Articulation of limitations	Rating	Explain Rating
Have the limits to the evaluation and the basis for making recommendations been provided?	Yes No	
Overall Impressions:		