



State of New Jersey  
DEPARTMENT OF HEALTH

PHILIP D. MURPHY  
Governor

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Lt. Governor

[www.nj.gov/health](http://www.nj.gov/health)

KAITLAN BASTON, MD, MSC, DFASAM  
Commissioner

LITTLE BROOK NURSING AND CONVALESCENT  
HOME  
(NJ Facility ID# NJ61003)

INFORMATION REQUIREMENT  
ORDER

TO: Cynthia Bradford, Administrator  
Little Brook Nursing and Convalescent Home  
78 Sliker Road  
Califon, New Jersey 07830  
[Cbradford@littlebrooknursinghome.com](mailto:Cbradford@littlebrooknursinghome.com)

As more fully detailed below, due to concerns about the ongoing financial stability of Little Brook Nursing and Convalescent Home ("Little Brook"), and to ensure resident safety, the New Jersey Department of Health (Department) hereby orders Little Brook to submit to the Department within 24 hours its emergency operations plan required to be maintained pursuant to N.J.A.C. 8:39-31.6. Additional requirements are also set forth below.

The New Jersey Department of Health is vested with the responsibility of carrying out the provisions of the Health Care Facilities Planning Act (Act), N.J.S.A. 26:2H-1 to -27, which was enacted, in part, to ensure that all hospitals, long-term care and related health care services, rendered in the State of New Jersey are of the highest quality. Pursuant to N.J.S.A. 26:2H-5(a), and the Department's rules, N.J.A.C. 8:43E-1.1 et seq., (General Licensure Procedures and Standards Applicable to All Licensed Facilities), the Commissioner of Health is authorized to inspect all health care facilities and to enforce the Standards for Licensure of Long-Term Care Facilities set forth at N.J.A.C. 8:39-1.1 et seq. In particular, the commissioner is empowered to inquire into health care services and the operation of health care facilities and to conduct periodic inspections of such facilities with respect to the fitness and adequacy of the premises, equipment, personnel, rules and bylaws and the adequacy of financial resources and sources of future revenues. Further, pursuant to N.J.S.A. 26:2H-5(e), at the request of the commissioner, health care facilities shall furnish to the Department such reports and information as it may require to effectuate the provisions and purposes of the Act. Moreover, pursuant to N.J.S.A. 26:2H-42.1(c), the Department may take appropriate actions to ensure continuity of care for, and the safety of, residents of long-term care facilities that are in financial distress. Under New Jersey law, the Department is also empowered to "identify nursing homes that may be in acute financial distress or at risk of filing for bankruptcy protection." N.J. S.A. § 26:2H-42.

Based on the information received, the Department has reason to believe that your facility is in financial distress. Effective immediately, the Department is issuing Little Brook this Information Requirement Order.

**FINANCIAL STATUS**

This Information Requirement Order is based on information the Department received during the Recertification survey from the State of New Jersey, Department of Health, Health Facility Survey & Field Operations. Specifically, the Department became aware that on October 18, 2024, the facility failed to pay its staff. The facility advised there was an error when the funds were electronically submitted to the payroll company and the funds were pulled back. The facility offered paper checks to staff instead of electronic payments however, the staff that were paid with paper checks only received half of their pay. On October 29, 2024, some staff are still waiting to receive the other half of their pay, while others are still waiting to be paid completely.

#### **ORDER TO FILE EMERGENCY OPERATIONS PLAN**

To ensure the health and safety of Little Brook's residents in the event of a closure or disruption of services, within 24 hours of this order, the facility shall submit to the Department its emergency operations plan as it is required to maintain pursuant to N.J.A.C. 8:39-31.6. The facility shall submit to the Department, at a minimum, its plan to meet the requirements of N.J.A.C. 8:39-31.6(f), below:

The facility shall have a written comprehensive emergency operations plan developed in coordination with the local office of emergency management. This plan shall:

1. Identify potential hazards that could necessitate an evacuation, including natural disasters, national disasters, industrial and nuclear accidents, and labor work stoppage;
2. Identify the facility and an alternative facility to which residents would be relocated, and include signed, current agreements with the facilities. The facility and alternative facility to which residents would be relocated may not be a facility that is subject to a Notice of Suspension issued by the MFD;
3. Identify the number, type, and source of vehicles available to the facility for relocation and include signed current agreements with transportation providers. Specially configured vehicles shall be included;
4. Include a mechanism for identifying the number of residents, staff, and family members who would require relocation and procedures for evacuation of non-ambulatory residents from the facility;
5. List the supplies, equipment, records, and medications that would be transported as part of an evacuation, and identify by title the individuals who would be responsible;
6. Identify essential personnel who would be required to remain on duty during the period of relocation;
7. Identify by title and post in a prominent place the name(s) of the persons who will be responsible for the following:
  - i. Activating the emergency operations plan, issuing evacuation orders, and notifying of State and municipal authorities;
  - ii. Alerting and notifying of staff and residents;
  - iii. Facility shutdown and restart;
  - iv. In place sheltering of residents and continuity of medical care; and

v. Emergency services such as security and firefighting; and

8. Describe procedures for how each item in (f)7 above will be accomplished.

The emergency operations plan shall be emailed within 24 hours to:  
[Stefaniej.Mozgai@doh.nj.gov](mailto:Stefaniej.Mozgai@doh.nj.gov); [Gene.Rosenblum@doh.nj.gov](mailto:Gene.Rosenblum@doh.nj.gov); [Lisa.King@doh.nj.gov](mailto:Lisa.King@doh.nj.gov);  
[Jannelie.Claudio@doh.nj.gov](mailto:Jannelie.Claudio@doh.nj.gov); and [Noah.Glyn@doh.nj.gov](mailto:Noah.Glyn@doh.nj.gov).

## INFORMATION REQUIREMENT ORDER

In accordance with N.J.S.A. 26:2H-5, N.J.S.A. 26:2H-42.1(c) and N.J.A.C. 8:43E- 3.1, the Department hereby notifies Little Brook that it shall have until November 1, 2024, to provide the following information:

1. A list of all employees with their salaries and bi-weekly payroll expenses.
2. Proof that there was a payment transfer of funds to the payroll of October 18, 2024.
3. Detailed explanation as to why employees who opted for paper checks only received 50% of their pay.
4. Proof of payment to vendors as well as any notices notifying Little Brook of overdue payments.
5. Detailed report of vendor services that were disrupted or threatened to be disrupted due to non-payment of bills.
6. Proof of its ability to meet payroll for 30 days beyond October 29, 2024, the effective date of the Information Requirement Order.
7. Proof of its ability to meet all its operating expenses, including but not limited to medication, supplies, food, and contracted services, to ensure continuity of care and delivery of services to residents for 30 days beyond October 29, 2024, the effective date of the Information Requirement Order.
8. If Little Brook plans to demonstrate its ability to meet payroll and all its operating expenses beyond November 1, 2024, by transferring ownership of the facility, Little Brook shall, at minimum, identify the proposed new owner and the closing date, and provide evidence of confirmation of same by the proposed new owner.

Please note, if the facility is not financially viable or intends to close, pursuant to N.J.S.A. 26:2H-126, a long-term care facility is required to provide its residents, its residents' legal representatives, if any, and the Department with written notice when the facility is slated for closure. Such notice must be provided at least 60 days prior to the closure. While the statute permits the Department to waive the 60-day notice requirement, such a waiver is limited to emergency situations that warrant a more immediate closure of the facility.

The information required pursuant to this order shall be emailed to: [Stefaniej.Mozgai@doh.nj.gov](mailto:Stefaniej.Mozgai@doh.nj.gov); [Gene.Rosenblum@doh.nj.gov](mailto:Gene.Rosenblum@doh.nj.gov); [Lisa.King@doh.nj.gov](mailto:Lisa.King@doh.nj.gov); [Jannelie.Claudio@doh.nj.gov](mailto:Jannelie.Claudio@doh.nj.gov); and [Noah.Glyn@doh.nj.gov](mailto:Noah.Glyn@doh.nj.gov).

N.J.A.C. 8:43E-3.4(a)11 provides a \$250 penalty for failure to report information to the Department as required by statute or licensing regulation, after reasonable notice and an opportunity to cure the violation, which may be assessed each day non compliance is found.

Thank you for your attention to this important matter and for your anticipated cooperation. If you have any questions concerning this matter, please contact Lisa King, Office of Program Compliance, at [Lisa.King@doh.nj.gov](mailto:Lisa.King@doh.nj.gov).

Sincerely,

  
Gene Rosenblum, Director  
Office of Program Compliance  
Division of Certificate of Need and Licensing

DATED: October 29, 2024  
E-MAIL  
REGULAR AND CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
Control #X 24115

C.  
Order Service List